

REQUEST FOR PROPOSALS (RFP)

For the Durham Continuum of Care's Coordinated Entry & Assessment System (CES)

Date of Issue: July 10, 2017

Submittals Due: August 11, 2017

Addendum #1

Date of Issue of Addendum #1: July 28, 2017

The City of Durham issues the following notes and clarifications as Addendum #1 to its RFP of July 11, 2017 soliciting proposals for the design and implementation of a CES in the Durham CoC:

1. The Purpose of the RFP, Section #10 in the original RFP, is amended to read as follows:

The Durham Continuum of Care (CoC) seeks a consultant to lead the design and implementation of a comprehensive Coordinated Entry & Assessment System (CES) for all households experiencing a housing crisis and/or homelessness within the CoC. On behalf of the CoC, the City of Durham is soliciting proposals in order to ensure full compliance with requirements for CES established by the U.S. Department of Housing and Urban Development (HUD) in 24 CFR 578.7(a)(8) and in its Notice: CPD 17-01 Implementation of the CES is to begin no later than January 23, 2018. The City of Durham, as the CoC Lead Agency, seeks to use this opportunity to implement systems change in the way homeless services are provided in the Durham CoC. The engagement of an outside consultant will assist with this transition.

- 2. To a question concerning an estimate for a range of compensation that the City may be considering for this work, the City's response is as follows:**

The RFP does not provide a range of compensation that the City may be anticipating will be required in a contract for this work. The City believes that interested and qualified applicants are better positioned to provide accurate assessments of how much work is required to adequately complete the Scope of Work. As noted in Section #40 Evaluation Criteria, Cost is only one of several factors that will be used to evaluate and rank proposals.

- 3. To a question concerning how much on-site work, i.e. work on location in Durham, NC, may be required to satisfactorily complete the work, the City's response is as follows:**

The City is grateful that several international, national, and local organizations are interested in this opportunity. The City believes that organizations without a "footprint" in the Durham, NC area will want to plan for a certain amount of on-site work throughout the project. The precise amount of on-site work will be negotiated with the chosen contractor during the development of the project's contract. The City recognizes that modern social media and communications technologies enable significant work to be successfully accomplished remotely.

4. The following question was submitted by a candidate via email after the July 21st pre-proposal conference call:

Being an "underutilized business owned by minorities and women" is the 11th of 12 ranking criteria listed on page 24 of the proposal. Page 17 and 22 both state "There are no MUBE or WUBE goals for this project," but further explain, "in accordance with the Ordinance, all contractors are required to provide information requested in the Professional Services Forms package. It is the intention of the City that proposals that do not contain the appropriate, completed Professional Services Forms will be deemed non-responsive and ineligible for consideration and that the Participation Documentation and the Employee Breakdown documents are required of all contractors." (emphasis mine)

Can an organization that is not a underutilized business owned by minorities and women still apply, or would this be considered a proposal that does not "contain the appropriate, completed Professional Services Forms" outlined on pages 17 and 22, and thus "be deemed non-responsive and ineligible for consideration?" Are UBEs simply preferred, or required?

The City's response is as follows:

This RFP is open to all organizations regardless to their status as a minority or woman owned business. All organizations submitting a proposal are required to include the Professional Services forms that were included in the RFP. **The required documents are the Participation Documentation form and the Employee Breakdown.** The Letter of Intent is only required if the firm plans to subcontract to a minority or woman-owned business that is recognized as a underutilized business enterprise (UBE) by the City of Durham. Recognized firms must be certified as M/WBE firms with the North Carolina Department of Administration's Office of Historically Underutilized Businesses (HUB), the NC Department of Transportation or be certified as a SBA 8(a) firm. The other documents in the Professional Services package are not applicable. **If proposals do not contain the required Professional Services forms and the Employee Breakdown form, the proposal will be deemed non-responsive and ineligible for consideration.**

Candidates are reminded that "The cover letter should list the last addendum that the City may issue for this RFP, with a statement such as "*The undersigned candidate has read all the addenda issued by the City for this RFP, through and including Addendum No. ____.*" In that blank the candidate should list the number of the last addendum." The deadline for submitting written questions concerning the RFP was July 26, 2017. The City does not anticipate releasing additional Addendum to the RFP.