

FAQ

HMIS Request for Proposal

Q: We are completing the Workforce Eligibility Affidavit and I was wondering what we should put for state and county. Our headquarters are located in NYC but we are incorporated in Delaware.

A: The state and county at the top should be the state and county in which the affidavit is being executed.

Q: While the geographic scope is indicated in Section II.A.2, can you provide any indication of the number of individual agencies to be supported?

A: The Balance of State provides services in 101 rural counties, with approximately 250 agencies and 1,000 HMIS users.

Q: What is the total, not to exceed, budget for the project?

A: Our current federal grant is \$250,000.00.

Q: How will funds be awarded? Will funds be allocated in equal allotments and provided at the beginning of the contract, or will the contracted entity be responsible for fronting expenses and being reimbursed after the fact? This item is important, particularly if the total budget is significant, as the selected entity may need to consider short-term debt to carry accounts receivable from MHDC.

A: Your agency will be responsible for fronting funds and being reimbursed.

Q: If the contract will be paid via reimbursement, what is the standard turn-around time from receipt of documentation?

A: Our usual turnaround is 10 days.

Q: The RFP does not indicate a requirement for the respondent to have a specific tax status. Is there an expectation that the contract will be awarded to an organization with a specific IRS status, or is it open to all types of organizations?

A: It is open to all types of organizations.

Q: Should the price proposal include the entire HMIS budget, inclusive of all staffing needed to support activities, vendor fees, costs associated with providing technical assistance and services outlined in Section IV.A., etc., as well as the cost associated with accounting for funds under MHDC guidelines?

A: Yes.

Q: Will the Lead Agency you contract with be expected to take over the HUD grants designated for the HMIS Lead Agency, or will MHDC continue to contract with HUD as the HMIS Lead Agency and just subcontract with another entity for system administration services?

A: MHDC will act as the Lead Agency and administrate the HUD grants. The agency that gains the bid for this RFP will be the HMIS Lead Agency Sub-Recipient.

Q: Why have you elected to release an RFP for HMIS Administration? Is there something about your current HMIS that you are seeking to change?

A: Our current HMIS lead agency has chosen to no longer be the HMIS business. Once a HMIS lead is chosen, we will work with the lead to send out a RFP for vendors.

Q: Are you looking for a new Administrator to manage your current software, or are you looking for a new software package? If you plan to retain your current software, can you confirm which software you are using? If you are looking to change software, do you already have a preferred software that you would like your contracted Administrator to manage?

A: We currently use ROSIE/Compass Rose as our software. Once a lead is selected, we will bid out for a vendor/software.

Q: For the references, are you just looking for contact information for three individuals for whom we have performed similar services?

A: Yes.

Q: How many FTEs currently administer your BoS HMIS? What are their roles?

A: Missouri Association for Social Welfare is our current lead. They employ five staff members to run the project: Director, two data specialists, one ESG specialist and one administrative assistant.

Q: How many agencies, programs and end users are covered by your BoS HMIS?

A: We have over 250 agencies and approximately three to four users at each agency.

Q: Is the work with DV providers to establish guidelines for a comparable database going to be a short-term project or an ongoing part of the HMIS Administrator's role?

A: Our DV providers currently use ALICE. We anticipate that the lead agency will work with ALICE on-going.

Q: Please describe the technical assistance that you hope to receive regarding Coordinated Assessment.

A: We hope to establish a pilot project in the next year in one of our regions in the Balance of State. Our hope is the lead agency for HMIS will assist with the process.

Q: What format should the emailed application be in? As an attached .doc, .docx, or .pdf? Is it preferred that it be combined into one file or submitted as separate files (on the same email)?

A: One email would be great. Doc or Docx is perfect.

Q: For Question #2 under section B. Proposal Details, what specific documents is MHDC looking for as "organizational documents?" Can you clarify?

A: Employee handbooks, program guidelines, a standards of conduct document and/ or other related materials.

Q: In the RFP, applicants are asked to provide an overview of their ability to perform the items listed under Section A Scope of Services. Then Question #6 under Section B. Proposal Details asks applicants to describe how they will do those things. Is Section A more about current capacity, and B #6 more about how that capacity will be turned into ability if funded?

A: Yes, the format would be as follows:
Section B: Proposal details with each question answered on a new page, but the items listed in Section A would just be detailed under Section B, #6 (scope of services), instead of being their own standalone section.
Certification Letter
Price Proposal

Q: Is there any preferred format for the price proposal?

A: Excel would be great!

Q: Can you also please clarify the difference between Section IV.A and Section IV.B.6?

A: Section IV.A should address how your agency currently addresses the items listed in this section. Section IV. B.6 should address how your agency will address the items if selected for the RFP.

Q: Can you please give me an example of the type of documentation you are seeking that would indicate that a respondent is in "good standing with the state"? (See p. 7 of the RFP, Section IV.B.2). Would this mean good standing with the state of Missouri, or with our state of incorporation?

A: A copy of your agency's certificate of good standing from the Secretary of State.

Q: Have there been any info sessions held or any other questions submitted to you about the RFP?

A: No.

Q: How many named users will need access to the HMIS?

A: 1000+

Q: If a Respondent is enrolled in and uses the E-Verify system, but it's done through a third-party (i.e. ADP), does the third-party need to complete the affidavit?

A: Yes.

Q: Should we submit a cost proposal? If so, what is the length the contract?

A: Yes. The contract would be renewed on an annual basis.

Q: Can you give me any idea what sort of things might fall under "Proposal of Terms, Conditions, and Other Requirements"?

A: This section refers to any unique requirements, terms, or conditions of your agency that MHDC should be aware of before going into contract.