

## DCA Homelessness Strategic Plan Development Request for Qualifications

### Questions and Answers

October 18, 2019

- 1. Can the State please confirm the anticipated contract type for this project will be time and materials (T&M)?**

The contract will be a Firm Fixed Price contract. The bid should include the full anticipated cost of completing the scope of work, including travel costs. Total billings cannot exceed the total agreed contract amount.

- 2. If the contract type is not T&M, please state the contract type.**

See answer above.

- 3. Can the State please explain the intent of the following statement from the bottom of page 4? *The Bidder will consider these costs when preparing its "Fee Schedule - Hourly Rates." No additional compensation will be provided to the Consultant Firm for attendance at and participation in these meetings.***
  - a. Is the intent that the consultant must include all travel-related costs in its budget and that post-award they cannot request additional funding for travel?  
or**
  - b. Is the intent to have the consultant load all travel costs in their labor rates and not invoice for any travel costs?**

Bidders are expected to include all travel-related costs in their detailed proposed budget, clearly delineated from labor costs. Upon selection, the Bidder will be required to invoice at intervals corresponding to completion of tasks in the Preliminary Work Plan, with labor and travel costs listed separately. The sum of these billings cannot exceed the total amounts agreed in the contract.

- 4. Will the State send all the past and previously submitted questions & answers to all those that submitted questions?**

All submitted questions and answers will be posted to DCA's website by October 21, 2019.

- 5. Depending on when answers to questions are posted, would the State consider extending the due date to allow for all offerors the chance to be responsive to the State's requirements?**

DCA will not extend the due date.

6. **[Organization] plans to submit a response as the lead consultant as part of a joint venture with another firm. We are also interested in working with another entity as a subcontractor. Do we need to submit the full list of compliance documents, org chart, etc. for the subcontractor as well, or just the firm we will be working with as a joint venture?**

Please submit the full list of required materials for the joint venture partner only.

7. **Is the Homelessness Task Force the same as the Interagency Council on Homelessness?**

No, the Task Force is a new entity with members to be appointed by the Governor that will serve as an advisory body to the Office on Homelessness.

8. **The RFQ states that we must show “the number of years the Bidder has provided similar homelessness consulting services to other clients, as evidenced by submitting a copy of the Bidder’s list of clients and years serviced.”**

**[Organization] has provided similar services, or various components of the requested consulting services described in the RFQ, to clients from local and state government entities and nonprofit agencies from across the country over our 28 year history. Thus, this list could be very exhaustive. Is there a certain timeframe, contract amount, or level of government (federal, state, local) you are looking for that could help us to pull a client list?**

Please provide a brief (1-2 paragraph) summary of your organization’s history of delivering similar services, as well as a client list that shows a representative sample of work.

9. **Will the hired consultant be responsible for the graphic design and copy editing of any products created for public consumption?**

No, the consultant will not be responsible for the graphic design and copy editing of any products created for public consumption.

10. **Is there a page limit for responses to the RFQ?**

No.