FY’20 RFP for Emergency Shelter and Housing-Focused
Case Management Services

Questions & Answers from February 28, 2019 Briefing Meeting

1. According to the details of the proposal, it states the RFP is for “applicants to provide shelter and housing-focused case management services”, so I was wondering if at all possible this RFP could be a collaboration between two agencies where one agency provides the shelter services and the other agency provides the case management services? Yes. OHS requests that one applicant be listed as the contractor and the other as the subcontractor.

2. What programming does OHS expect to be provided?
   The requested services are listed in the RFP. OHS is seeking proposals for services that get people from homelessness to housing stability.

3. Are providers expected to submit documentation electronically?
   Yes. The required documents are listed in the RFP. They must be emailed to the OHS Deputy Director for Housing by the 5 pm local time on April 15, 2019.

4. Since there are two separate sites, how should the proposals be submitted?
   The applicant will list in their proposal whether the proposal is for both sites or for one.

5. Is the RFP is for an existing program/building as it states that, “services for homeless families at a city-owned facility...” And if so, where is the program/building located?
   The address to the sites are 1300 E. Tulpehocken Street, Phila. PA 19138 and 1981 N. Woodstock Street, Phila. PA 19121.

6. Do existing providers have to re-apply? Yes, any existing provider would need to re-apply.

7. If two agencies intend to collaborate to provide the services, is it required that one agency be the contractor and another the subcontractor? Or would OHS be willing to
contract with and remit payment to both agencies separately? The RFP does not require OHS to contract with only one agency. However, our general practice is to contract with a single entity for the oversight and management of shelter.

8. If two agencies intend to collaborate to provide the services, and given the number of pages allocated for each section under the proposal content, can 2 pages be submitted for each section for each agency? For example, under the subheading “Project Understanding”, could each agency submit the 1 paged section for this subheading? Yes.