

**STATE OF WASHINGTON**

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

**PO Box 45811, Olympia WA 98504-5811**

DATE: January 10, 2024

TO: RFX # 2334-841 Bidders

FROM: Caleb Clark, Solicitation Coordinator

DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 01 – Bidder’s Q & A

DSHS amends the RFX # 2334-841 procurement document to include:

* Bidder’s Questions and Answers

**Bidder’s Questions and Answers**

**RFX# 2334-841**

**Question #1:** Who is currently making payments to the landlords, is it each of the 12 CBOs?

**A:** Yes. CBO’s are currently disbursing funds directly to the landlords.

**Question #2:** Can a for-profit entity be the successful bidder?

**A:** Yes

**Question #3:** Are there any current systems or databases the vendors platform will need to integrate with?

**A:** No

**Question #4:** Can a for profit company determine eligibility, or can a non-profit partner fill this role?

**A:** DSHS seeks to have a two-part eligibility verification process. The CBO partner will evaluate eligibility and guide individuals through the application process. The successful bidder must validate all information and supporting documents to ensure applicants meet the program's eligibility criteria. Ultimately, the Apparently Successful Bidder will determine if each individual and household is eligible for housing stabilization services and release payments to the third-party venders.

**Question #5:** Can you provide the amount of administrative fees available?

**A:** No, the administration and services monthly payment will be determined based on the budget proposal submitted by the successful bidder and the limits agreed upon by DSHS and the Apparent Successful Bidder under the contract.

**Question #6:** Can you please describe any marketing, outreach or training requirements needed for this program?

**A:** The successful bidder will not be tasked with any marketing responsibilities. The successful bidder will be required to offer technical support to CBO partners, such as training on platform usage, the application process and addressing inquiries or responding to specific requests. For additional information please see page 33 of Attachment A: Sample Contract.

**Question #7:** Is there a limit to the amount of rental assistance an individual can receive under this program?

**A:** Current program guidelines allow for a CBO to provide one of the following one-time payments:

1. Up to two months of housing assistance. The one-time payment is calculated by doubling a household’s monthly rent. Utilities can also be included.
2. Up to three months of housing assistance for households that have an eviction notice or rental ledger demonstrating missed payments.
3. Move-in assistance up to two times the rental amount as reflected on the lease.

This guidance may be updated by DSHS ORIA as funding and community needs change. As a result, a successful bidder may receive updated guidance from DSHS ORIA that may change assistance limits.

**Question #8:** Based on our firms previous experience and administration of federally funded programs, we do not understand why the Apparent Successful Bidder will classified as a subrecipient. Can you provide clarification regarding why the Apparent Successful Bidder will receive this designation for this project?

**A:** Per federal and state laws, the DSHS Office of Refugee and Immigrant Assistance must identify subrecipient contracts using the federal code of regulations § 200.330 subrecipient and contractor determination criteria. ORIA has an established and approved subrecipient assessment tool used for all contracts. Based on that assessment tool, DSHS ORIA has identified that the Apparently Successful Bidder of this contract will be considered a subrecipient. This determination can be revisited during the contract negotiation phase of this solicitation.

Imbedded below for the bidders reference is the blank subrecipient assessment tool and DSHS Administrative Policy No. 19.50.30 on Subrecipient Monitoring, providing additional detail regarding a contractors subrecipient status. For the purposes of this RFP, DSHS does use sub-recipient and contractor interchangeably. All responsibilities and reporting requirements are identified in this RFP and the sample contract.



**Question #9:**  If the successful bidder is a for-profit entity, will the successful bidder/for-profit entity be required to conduct a single audit? Per 2 CFR Part 200.501 (h) - states that for-profit entities are not subject to this requirement.

**A:** No, according to the Code of Federal Regulations (CFR), for-profit entities are exempt from undergoing a single audit. DSHS ORIA, as the pass-through entity will be responsible for setting contract requirements to ensure compliance to federal funding guidelines. Monitoring for compliance will occur throughout the contract period. A for-profit sub-recipient may still be obligated to undergo a program-specific audit.

**Question #10:** Can you provide the list of the 12 CBOs currently partnering with ORIA?

**A:** Yes, you can find a list of our current Housing Stabilization Services providers here: <https://www.dshs.wa.gov/sites/default/files/ESA/oria/documents/DSHS%20ORIA%20Housing%20Stabilization%20Services%20Program%20Announcement%20and%20Providers_Updated%201.19.2023.pdf>

**Question #11:**  What is the number of anticipated participants to be served by this program?

**A:** The program currently serves approximately 500 households per month.

**Question #12:** What will be the payment schedule for landlords? Monthly?

**A:** The payment schedule will be monthly rental assistance payments and rolling or as needed for eviction prevention payments.

**Question #13:** Will the vendor be permitted to make past due and future rent payments, if it is determined the participant is eligible for such payments?

**A:** Yes. The successful bidder will be permitted to make payments that can be applied by a landlord to a past due or future housing cost.

**Question #14:** Do you have any caps or limits on the percentage of funds that can be used for administration?

**A:** DSHS is interested in considering the most cost-effective proposal. ORIA anticipates investing approximately $1,000,000 to $1,250,000 a month in rental assistance, and estimates 10% for administrative costs. The cost of the proposal represents a maximum of 20 points out of 235 maximum points for the proposals. The lowest cost bidder will receive maximum points.

**Question #15:** Can you specify any language requirements for the application? For applicant assistance?

**A:** See page 35 of Attachment A: Sample Contract for the data reporting, data tracking, and data metric requirements for this project.

**Pre-Bid Conference Attendance Report:**

Caleb Clark (DSHS/FFA)

Alejandra Palomino (DSHS/ESA/CSD)

Sarah Peterson (DSHS/ESA/CSD)

Jody Immink (Forward Platform)

Tom Dougherty (Forward Platform)

Beth Dufek

Jeffery Peters (People First)

Mark Altieri (People First)

Nelita Wallingford

**All other terms and conditions in this Solicitation remain the same.**