

## 2018 HHSP RFP Questions & Answers

- Question:** Are the homeless clients from a list the City of Plano keeps or does the agency need to gather potential clients?

**Response:** The agency will outreach to, identify, and assess program participants.
- Question:** Where are the clients housed?

**Response:** The agency must work with the program participants to identify housing in Plano. Housing cannot be owned by the agency.
- Question:** The RFP is in a pdf format. Do you have the organization form and budget form in a word document so we can type it vs. hand writing the information?

**Response:** “Forms 1 and 2” as included at the end of the RFP [here](#) are fillable PDFs, which means you can type in them, save them, and separate them from the rest of the RFP when you are ready to upload. “Attachments 1 and 2” are not to be completed by the agency and are included for information purposes only, so they are not fillable.
- Question:** Can we put Org Chart and Resumes within the appendix?

**Response:** Yes, you can add these documents to your appendix. They do not count toward the 10 page maximum for the narrative.
- Question:** Within the narrative regarding proposal content in section B Qualifications/Experience, Section C—Staffing, Section D—Location, and section E—Project Description does information need to including lead agency and collaborative agencies?

**Response:** Yes, the narrative should provide information on all collaborative partners and how the partner agencies will work together to deliver a cohesive program. All responses provided to the narrative sections (B-F) should be answered with respect to all collaborative partners. The required attachments under section A and the organizational chart need to be submitted only for the lead agency with whom the City will contract.
- Question:** Does Form 2 (Homeless Housing and Services Program Budget Form) need to also be included in the narrative?

**Response:** Form 2 does not count toward the 10 page maximum for the narrative.
- Question:** Can we include all staff who impact the RRH program, although not all positions will be funded under this application?

**Response:** Yes, you should include information on all staff persons involved in the HHSP RRH program, including those from your collaborative partners, regardless of whether you are requesting funds for their salary. Additionally, the portion of each staff person’s salary allocable to the HHSP RRH program should be included in Form 2, indicating whether the funds will come from HHSP or other sources.

8. **Question:** Is there a font, font size, or spacing requirement for the application?  
**Response:** No.
9. **Question:** The Page limit for the proposals is 10 pages. Section A is an assortment of forms and required documents. Do we begin counting at Section B. Qualifications and Experience?  
**Response:** Section XI of the RFP states that attachments (section X.A.) and table of contents do not count toward the 10 page maximum for the narrative. The 10 page maximum refers to the narrative portions of B-F (section X), excluding the organizational chart and resumes.
10. **Question:** Does the Table of Contents page count as 1 of the 10?  
**Response:** Section XI of the RFP states that attachments (section X.A.) and table of contents do not count toward the 10 page maximum for the narrative.
11. **Question:** Is there a way to save just Forms 1 and 2 in a pdf? I have tried to delete the other pages and resave the document with no success.  
**Response:** The document is locked for editing, so you won't be able to split off the pages electronically. I would recommend printing the completed forms and scanning them.
12. **Question:** Is there a formula error on the form? The request from the city and total columns are not adding up to be equal.  
**Response:** The Budget Form (Form 2) had an error in the order of calculations for 'total' cells. The RFP has been revised with an updated Form 2.