

ACAM RFP Housing Stability Services (HSS)

RFP No. HSS1-22

Answers to Questions

Posted 1/27/22

1. Is there a screening questionnaire for screening households or a list of questions that ACAM uses for enrollments?

The HSS program does have a standardized case file that describe the process from intake to exit including screening, eligibility and income determination, assessment tools, intake documentation, and client determination policy. Please see ACAM HSS Business Rules section II. Program Summary (page 3) for more information.

2. Are there forms for measuring impact as described in the RFP paragraph E.3?

The HSS program does have a standardized case file that includes housing stability planning templates, progress reports, and output and outcome reports. Please see ACAM HSS Business Rules section VII. See page 11 for more information.

3. What information do we submit when submitting the SAMs and Texas Comptroller information?

Please submit evidence of good standing from Texas Comptroller and SAMs. Please see section (G) Statement of work, subsection (B), required attachments on pages 7-8 in the ACAM HSS1 RFP.

4. Does Active mean good standing for SAMs and Texas Comptroller?

Correct. Active shows good standing.

5. Does the Budget Form count towards the number of the page requirement for the Statement of Work?

No, the Budget Form does not count towards the number of pages for the Statement of Work.

6. Is there a required data set for this program?

HMIS is not a requirement for HSS1. However, there is a standardized reporting form. More information will be provided to those awarded the contract.

7. Is there a maximum limit for the total budget?

Budget narrative must (1) demonstrate a knowledge of eligible uses, (2) provide sufficient description to calculate the amounts budgeted, (3) tie to the number of households to be served by category, and (4) align with the description of services proposed to be provided. Budgets must be submitted in the unlocked excel format.

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8. Can the agreement be altered for subsequent cycles after the first 3-month contract?

The contract is for a three-month period that is expected to begin February 1, 2022, through April 31, 2022.

9. I understand this is to provide Housing Stability Services, would you clarify specifics for clients served and services? Any additional clarification/information you can provide will be greatly appreciated.

Please see Section 9, Client Eligibility, on page 11 and Section 4, Allowable Costs (subsection Social Services for Housing Stability) on page 9 of the ACAM HSS Business Rules for more information.

10. The RFP states that the contract can be renewed for up to four years. Is it possible to change request after the first three-month period?

The RFP contract for HSS1-2022 is from February 1, 2022, through April 31, 2022. Any extension or renewal of vendor contract is subject to review and approval by both parties and any significant change in unit cost or cost per household could result in another competitive RFP.

11. Is there an amount for the budget above which we cannot request?

Please review the Budget Section in the RFP on page 7 and the HSS Budget Form. Please review Section 4, Allowable Costs (subsection Social Services for Housing Stability) on page 9 of the ACAM HSS Business Rules.

12. How does the 3-month to 4-year transition work for this opportunity and how does the reapplication process work, is it annually or every three months?

The RFP for HSS1-2022 is from February 1, 2022, through April 31, 2022. Contract(s) may be renewed for subsequent time periods by mutual written agreement not to exceed four (4) years. The 3-month period is expected to begin February 1, 2022, through April 31, 2022. Any extension would be reviewed by both parties.