ACAM Helping Hands Benefits Application Assistance Program (RFP No. BAP 2024-26)
Answers to Questions
Posted 9/13/24

1. **Am I able to get direct assistance from this program, since I need financial help?**

   If you are a client and looking for assistance, ACAM has partnered with Welnity to create a Housing Stability Screening tool that is designed to assist families and individuals with referrals for rental/mortgage assistance. More information can be found on the ACAM website: https://acamweb.org/housing-stability-screening/.

2. **Did the RFP expire on August 14, 2024?**

   No.

3. **Where can I find the RFP?**

   Interested parties may obtain the RFP as of Thursday, August 15, 2024 by visiting ACAM's website (https://acamweb.org/funding-vendor-opportunities/).

4. **Where is Attachment A & B, since they are not located on the website?**

   Attachment A & B can be found within the RFP. The other attachments require signature and are posted separately.

5. **What does it mean that we have to devise a workplan?**

   In accordance with the RFP, describe your workplan to "enhance productivity of organizations that are already providing navigation assistance" (page 6). This is required for all applicants regardless of current CPP level of partnership.

6. **How often do you intend for the cohort to meet?**

   Meetings may be scheduled as often as twice a month. "ACAM will work with a cohort of organizations serving in the grass roots that currently provide assistance to families to navigate public benefits or currently provide other basic needs services and wish to add benefits application assistance to their menu of services" (page 2 of the RFP). Additional meetings may be required for monitoring purposes.

7. **What will be done during CQI?**

   "Continuous Quality Improvement (CQI) meetings including but not limited to topic-specific training, program updates, cross-agency review of client

navigation issues, networking, and resource sharing" (page 4 of the RFP).

8. Will statistical reports from Apricot suffice with the retaining sufficient records? Or are we just discussing financial records with page 4 I of the business rules??

We do not know the information that you retain in your organization database. "Retain sufficient records, which may include, but are not limited to financial records, supporting documents, statistical records, and all other records pertinent to the program in accordance with, 2 CFR Part 200 and any applicable guidance from the U.S. Department of the Treasury" (see page 4 (A)(6)(i) of the Business Rules).

9. What will the ACAM intake procedures be for the BAP program?

"Beneficiaries (individuals receiving services) must meet two basic eligibility requirements: A. Individuals receiving services must be residents of Harris County and B. express the need for application assistance" (page 11 of the Business Rules).
Once eligibility has been determined, then record the data described on page 9 of the Business Rules.

10. Does ACAM complete the scoring of proposals?

No. Please see the Evaluation, Negotiation, and Selection section on page 12 of the RFP.

11. Was the optional conference recorded?

No.

12. How do we create one continuous PDF tabbed and labeled by document?

Please see more information with Adobe Help Center at
https://helpx.adobe.com/support.html.

13. How many contracts are you anticipating?

ACAM plans to award up to ten (10) contracts with service providers (Page 3 of the RFP).

14. Will it be a Connective database where client data is entered?

No.

15. If we already have a program that offers benefits access, can we still apply for this one?

Yes. BAP is to enhance productivity of organizations that are already providing navigation assistance (page 6 of the RFP).

16. What are the expected outcome measures?

Please see the Helping Hands Business Rules on page 9 for more information.

17. How many years of funding will this program include?

BAP is a 17-month term (page 10 of the RFP).

18. How much funds can be used on administration cost/indirect cost?

Up to10% of direct cost may be used for administration cost/indirect cost.

19. How many clients do we enroll?

Service providers are to propose reasonable and achievable client numbers (see Scope of Services in Section III(A) on page 10 of the RFP). Also see the Budget Excel Form on rows 38 through 41.

20. Will the RFP be released on September 6th.

The RFP was released on Thursday, August 15th, 2024.

21. In Adobe are bookmarks the same as tabs?

Yes. Please see more information with Adobe Help Center at https://helpx.adobe.com/support.html.

22. Is this a grant application?

This is a Request for Proposals (RFP).

23. How do you apply for the grant?

The Request for Proposals can be found on the ACAM website. https://acamweb.org/funding-vendor-opportunities/

24. On the cover page it states select a level, does this mean tier?

Yes.