

**Department of Human Services  
Temporary Emergency Shelter Program  
Request for Proposal #HS-000013 AFS  
Provider Question & Responses**

Can this temporary shelter be specifically for domestic violence victims in Delaware County, or should it be for the homeless population in general? **All aspects are covered in the Objective and Technical Proposal sections of the Request for Proposal.**

What is the funding period for this project? Is it renewable? **Interested vendors should submit a completed cost proposal to include one year of funding. Contracts typically run on a fiscal year cycle. Options to renew are pending Council's approval and available funding.**

Can the County provide the maximum budget for this Program? **Interested vendors should submit a reasonable complete budget to support their proposal.**

The RFP states, "overcrowded households and those with family problems will not be eligible for emergency housing except for in extenuating circumstances." How will these extenuating circumstances be evaluated or what is the criteria to determine circumstantial exceptions? **Extenuating circumstances will be discussed with Adult and Family Services representative.**

In Page 4 of Insurance, County stipulates "Contractor shall furnish performance and payment Bonds, each in an amount at least equal to the Contract Price as security for the faithful performance and payment of all Contractor's obligations" Will the County provide an estimated contract price in order to estimate the bond requirement? **This requirement would be required of a selected vendor entering into a contractual agreement with the County of Delaware, Department of Human Services. An estimated contract value cannot be determined at this time.**

Page 8 of the RFP includes a section for Access to Records/Property Rights. Can the County clarify if the "Access to Records/Property Rights" requirement applies to any proprietary, redacted, and confidential information included in the proposal and any internal processes/materials the selected Contractor would use and develop for this contract? **All information in the proposal is subject to the Pennsylvania Right-To-Know Law which allows access to County records to the public, subject to certain exceptions. The law can be found at 65 P.S. § 67.101. One of those exceptions protects certain confidential proprietary information. You should consult your own attorney as to the interpretation of this exception as pertains to your proposal.**

Are Bidders limited on overhead, general, administrative, and profit in their budget? **Interested vendors should submit a reasonable complete budget to support their proposal.**

In the RFP Cost Report, under "Roster of Personnel," are bidders expected to provide salary amounts and details on all personnel expected to be on the project? **Yes, that is correct.**

In Exhibit A Project Income, does this provision apply to any profit included on labor rates or mark-up on materials and equipment? **Yes, that is correct.**

Please confirm the County permits electronic signature such as DocuSign for the required forms for this response. **All responses and related required forms will be received through the PennBid portal.**

The RFP does not include any evaluation criteria or point allocations to provide insight on how responses will be evaluated. Can the County provide this information? **Proposals will be evaluated on all aspects outlined in the Request for Proposal.**

The RFP does not indicate a contract term. Please clarify the contract term for this opportunity. **The Department of Human Services typically contracts on a fiscal year cycle with the opportunity for annual renewals pending the availability of local, state and federal funds, and County Council's approval.**

Is the Department planning to award this as a subaward, therefore, Contractors will be considered a subrecipient? **Not necessarily.**

In addition to HMIS, is there any other software that the County expects or prefers the selected vendor to use? **Only HMIS is required.**

Who are the Temporary Emergency Shelter Partners? **Outreach team, Coordinated Entry staff, Children and Youth Services Representatives, and Housing Program Representatives.**

Who, in addition to the selected contractor, attends the weekly multisystem meetings? **The Department's Adult and Family Services and Children and Youth representatives.**

Is the selected contractor expected to provide food, transportation, mental health, drug & alcohol, physical health, legal and educational assistance directly, or to connect clients with existing resources providing these supports? **Interested vendors should submit a reasonable complete budget to support their proposal.**

Does the County have an approved list of community landlords? **Not at this time.**

May clients exit/re-enter the program as needed for a cumulative total of 60 days, or are they only allowed to stay at the Temporary Emergency Shelter on one occasion for up to 60 days? **Shelter stay is dependent on compliance, funding, and shelter placement opportunity.**

On page 5 in the third bullet, the RFP states, "Temporary Emergency Shelter site for up to 40 rooms at any given time, outside the airport area for up to 60 days." What is the geographic perimeter of the "airport area"? **The Department of Human Services is requesting proposals for the provision of a Temporary Emergency Shelter Program in Delaware County, the closest airport is Philadelphia International. No shelter can be provided in Tincum Township and along I 95 and the 291 corridors.**

Does the County intend for the selected contractor to identify, lease, and modify a facility to serve as a site? Can the site be used for other purposes as well? **All submitted proposals will be considered.**

On page 4 of the RFP under the Technical Proposal section, it states, "Temporary Emergency Shelter with Case Management services for up to 50 rooms at any given time." On page 5 in the third bullet, the RFP states, "Temporary Emergency Shelter site for up to 40 rooms at any given time, outside the airport area for up to 60 days." Please clarify if the program capacity is for 50 or 40 rooms at any given time. **Our apologies for overlooking that typographical error. Temporary Emergency Shelter with Case Management services for up to 50 rooms at any given time.**