



**ADDENDUM
REQUEST FOR PROPOSAL (RFP)
SOCIAL SERVICES ENHANCEMENTS
CITY OF AUSTIN, TEXAS**

RFP: PAX0118

Addendum No: 2

Date of Addendum: June 24, 2014

This addendum is incorporating the following changes, questions, and answers to the above-referenced RFP.

- 1.0 Section 0400, Supplemental Purchase Provisions, Number 1: Explanations or Clarifications, the deadline has been extended.
- All requests for explanations or clarifications must be submitted in writing to the Purchasing Office by email to sai.xoomsai@austintexas.gov no later than **Friday, June 27, 2014, 10:00 am, local time.**
- 2.0 Section 0600, Page 1, Proposal Preparation Instructions and Evaluation Factors indicates that "The proposal itself shall be organized in the following format and informational sequence" is changed to "The following information shall be included in the proposal document."
Section 0600, Page 5, Work Statement Format "The actual application should be organized and labeled using the ten (10) numbered and titled sections listed above, in the sequence as shown" is changed to "The proposal should be organized and labeled using the ten (10) numbered and titled sections listed above, in the sequence as shown"
- 3.0 (Q) Will the individual clients have the choice to stay in the recovery home instead of moving into permanent housing?
(A) Yes, however the goal is for them to move from the recovery home when they become stable.
- 4.0 (Q) Can you provide a list of the Homeless Housing Habitability Standards of the City of Austin?
(A) Please see the list of standards attached to this Addendum.
- 5.0 (Q) Can the City provide a better understanding of the demographic of clients?
(A) The demographics will vary so the Vendor will need to be flexible based on the needs of each client.
- 6.0 (Q) How is relapse expected to be handled?
(A) The City does not want to place specific guidelines on the number of relapses, this will be determined on a case by case basis. However, the Vendor will not be forced keep a client through several relapses.
- 7.0 (Q) If a client comes in without substance abuse treatment and later would like to receive treatment, will they have that opportunity?
(A) Yes
- 8.0 (Q) Do we have to keep the peer to peer services at 1 hour-1 ½ hours as stated in the example in Section 0600, Proposal Preparation Instructions and Evaluation Factors, Page 9, Section IX: Budget Information?
(A) No, the Vendor will need to propose an appropriate timeframe.
- 9.0 (Q) Is the City looking to award to a single Vendor?
(A) It is the City's intent to award to multiple Vendors.
- 10.0 (Q) Are there any requirements for housing criminals?

(A) No, the Vendor will make the final decision.

11.0 (Q) Section 500 Scope of Work, page 2 of 3, item 4.2 requires each Contractor to utilize HMIS. As we are trying to attract an array of different options, there could be housing providers who may only end up serving a small number of clients annually. It would seem that asking them to have a license to use this may appear to be unappealing to some of them who are thinking they will be serving a few folks a year. Is there negotiation room for this such as asking for the data to be entered via Community Court?

(A) Yes, the City would have some room to negotiate the HMIS requirement with the understanding that the City and the social service community in Austin are moving toward the utilization of shared data access and collection as a way to maximize service delivery to the populations that we are all serving. Ideally, all social service providers would eventually participate in HMIS, but until then vendors will have to assure that valuable data and information is being collected in order for us to measure performance as well as a way to identify changes needed in the way a service is being delivered and/or identify service gaps. The vendors will have to create reports containing the data and information utilizing their own database if they do not have access to the HMIS system.

12.0 (Q) If a vendor submits an application as a fiscal agent for a number of housing providers would it be possible for that fiscal agent to have the lone HMIS license and those subcontractors provide the info for entry to them?

(A) Yes. The request could be possible.

13.0 (Q) Does a criminal background check need to be submitted for all employees?

(A) Yes, background checks will need to be turned in for all employees that will work under this contract. It is at the City's discretion on whether an employee with a criminal history will be able to perform under this contract.

14.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Request for Proposal.

APPROVED BY:



Sai Xoomsai, Senior Buyer
Purchasing Office

06/24/2014
Date

ACKNOWLEDGED BY:

Vendor Name

Authorized Signature

Date

RETURN A COPY OF THIS ADDENDUM to the City of Austin Purchasing Office with your proposal. Failure to do so may constitute grounds for rejection of your offer.

Section 0625 Homeless Housing Habitability Standards

Except for such variations as are proposed by the Applicant and approved by the City of Austin, homeless housing (including shelter, transitional, and permanent supportive housing) must meet the following requirements:

1. *Structure and materials.* The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from the elements.
2. *Access.* The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
3. *Space and security.* Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.
4. *Interior air quality.* Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
5. *Water supply.* The water supply must be free from contamination.
6. *Sanitary facilities.* Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
7. *Thermal environment.* The housing must have adequate heating and/or cooling facilities in proper operating condition.
8. *Illumination and electricity.* The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
9. *Food preparation and refuse disposal.* All commercial kitchens providing group meals by staff or volunteers should be approved by the City of Austin Health and Human Services Department Environmental Health Services Division. The City of Austin requires operators of Food Enterprises to submit a list of all employees with their date of birth, job titles, and their Food Handler or Food Manager City of Austin registration number at the time of their annual permit renewal. Food Handler Registration with the City of Austin is required for employees working in a Food Enterprise. All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
10. *Sanitary condition.* The housing and any equipment must be maintained in sanitary condition.
11. *Fire safety.*
 - (a) Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.
 - (b) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.