



**ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS**

Solicitation: RFQS 4700 EAD4000

Addendum No: 1

Date of Addendum: 8/23/18

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Clarifications:

Correction to Section 0500 Scope of Work, Page 1. The link after the second paragraph should be:
<http://www.austintexas.gov/article/seeking-operators-provide-arch-shelter-operations-services>

Correction: An updated Section 0610 Application Threshold Checklist has been added to the solicitation packet.

Correction: Section 0600 Response Preparation Instructions and Evaluation Factors, the solicitation number should be RFQS 4700 EAD4000 on the envelopes.

II. Questions:

- Q1. Why is the timeline to go to Council so long?
A1. After the evaluations are complete the City will enter into discussions with the highest scored Offeror. Once the City has an award recommendation, the internal process to get the item on the City Council agenda takes approximately six to eight weeks.
- Q2. Since this solicitation is exempt from the anti-lobbying ordinance, can anyone, including potential respondents have contact with City officials?
A2. Yes. However, if information is given by anyone other than the Authorized Contact Person, the Purchasing Office can't confirm the validity of the information, so proceed at your own risk. However, contact with anyone other than the Authorized Contact Person is not considered a violation.
- Q3. How do you want the tabs in Section 0600 divided out for hard copy and electronic format?
A3. Hard copy should be separated with paper tabs and electronic copy should have PDF tabs labeled.
- Q4. What can an Offeror take exception to? Can they take exception to the Scope of Work?
A4. Form 0630 is to be used for exceptions. Offerors may take exceptions to any of the sections listed on the form, but that doesn't mean the City will accept the exceptions.
- Q5. Will the applicants receive feedback or scores if they are not awarded the contract?
A5. The City will publish the scoring matrix of all offers received when an award recommendation is made.
- Q6. There is a discrepancy in Section 0500 Scope of Work, 5.1 and Section 0610 Application Threshold Checklist.
A6. Section 0610 Application Threshold Checklist has been corrected to state in Section IV item 3. Agency has a minimum of 5 years' experience working with target populations and/or providing proposed services to clients.
- Q7. Does this solicitation and subsequent contract suggest that the ARCH operator will not be the lead for severe weather?
A7. Currently the City's Homeland Security Emergency Management (HSEM) Office is the lead for severe weather. The ARCH operator will be involved in planning discussions with APH, HSEM and the other

Cold Weather Shelter partners to determine future cold weather shelter procedures. The ARCH may not remain as the gathering point for the cold weather events.

- Q8. What is the expectation for diversion of those not staying in the shelter? Is the expectation that diversion will be offered to anyone, if the resources are for those staying at the shelter? If someone walks up to the door, who is not staying at the shelter, what does that look like?
- A8. In Section 0500, Scope of Work, section 4.1.1 defines "Shelter Diversion". Sections 8.3.3 - 8.3.7 outlines potential options for prioritization of clients for beds and how diversion may be a part of that process. However, in Section 8.3.7. it states that "details for the workflow of persons entering shelter will be defined further in the contracting process and through work with National Alliance to End Homelessness, who will provide consulting services." OrgCode Consulting will also be involved to help the community define and develop the prioritization.
- Q9. Is the City requesting a workflow in the response or adherence to Section 0500 Scope of Work?
- A9. All of the information to be submitted is contained within Section 0600 Response Preparation Instructions and Evaluation Factors.
- Q10. Can an Offeror supply a sample of how they would meet diversion requests?
- A10. Offerors are welcome to submit this information if they wish, however, if it is not included in Section 0600 Response Preparation Instructions and Evaluation Factors then it will not impact scoring.
- Q11. Section 0500 Scope of Work, Item 8.3.4 can this read "and/or" instead of "and"?
- A11. No. This item will remain as currently written.
- Q12. Is there an expectation of what will happen to a client if they do not engage in case management within two weeks?
- A12. Section 8.4.1. does not state a period of two weeks, it says "a time to adjust". There is no requirement of a time period or what will happen if client does not engage in case management.
- Q13. Can the Offeror put in guidelines for consideration of the sleeping space referral system developed by the community? Can an Offeror monitor or negotiate the spaces?
- A13. The solicitation does not require that the Offeror develop the process for bed referrals or prioritization. Only information submitted in response to Section 0600 Response Preparation Instructions and Evaluation Factors will be scored.
- Q14. Is there a communication plan for women? Is the Offeror required to turn away women who come to the front door of the shelter?
- A14. There is not a specific plan regarding women since the expectation is that the ARCH emergency shelter and day resource services will be available to men. Please reference Section 0500, 7.1 and 8.5.1.
- Q15. As far as outreach outside of the facility, is there a plan to engage women?
- A15. No, that is not part of the solicitation.
- Q16. Is the City requesting the Offerors to submit a budget?
- A16. No.
- Q17. Section 8.3.2. says that they will not restrict access to due to outside use of drugs or alcohol. If a client leaves and comes back intoxicated, will they be allowed back in?
- A17. There will not be a sobriety test or breathalyzer upon entering. If someone is in an altered state, the primary concern is the safety of the client and others. If it is a medical issue, staff will contact emergency personnel. The Sobering Center will be open by then and can be used in some of these situations, if appropriate.
- Q18. If the day resource center is for those staying at the facility, are co-located partners allowed to serve clients that are not shelter guests in this facility?
- A18. According to 8.5.1 and 8.5.2 in Section 0500, co-located partners at the ARCH may only serve shelter guests of the ARCH. Co-located partners are not prohibited from serving other clients so long as their location is not at the ARCH (e.g. multiple facilities).
- Q19. Regarding references, are we able to use the City ARCH contract? Or any City Contract? Would non-government funding like the Religious Coalition to Assist the Homeless count?

A19. As long as your agency has been providing services for a minimum of five years, you may use them as a reference. There are not barriers for the types of agencies.

III. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:



Erin D'Vincent, Procurement Specialist IV
Purchasing Office, 512-974-3070

8/23/18

Date

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.

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