

Iowa Finance Authority
RFI-HC2-2019 2019 Iowa Council on Homelessness Strategic Planning Related to Iowa Balance of State
Continuum of Care Governance
Questions and Responses (Question deadline: May 14, 2019)

1. Could you please help me with the following questions:
 - a. Whether companies from Outside USA can apply for this? (like, from India or Canada)
 - b. Whether we need to come over there for meetings?
 - c. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
 - d. Can we submit the proposals via email?

Response: While our RFI does not specifically prohibit vendors from outside of the United States from responding, the vendor will need to be available to meet in person and have in-depth knowledge and experience with Iowa's policies and policies of the U.S. Department of Housing and Urban Development. Tasks may be performed from any location. Responses must be submitted by email according to the instructions in the RFI.

2. How many members are on the Transition Team?

Response: There are currently nine members.

3. Is there an appointed chair of the Transition Team? If so, what is the role and responsibilities of the chair in working with the consultant?

Response: Karin Ford is the appointed chair of the Transition Team; Karin is also the current chair of the Iowa Council on Homelessness. The chair's role so far has been to recruit members, research and disseminate resources, schedule and lead meetings. The Iowa Finance Authority has one staff person, Amber Lewis, that also provides limited administrative support to the Transition Team. We would anticipate that both Karin and Amber would serve as primary point persons for the consultant, in working with the Transition Team.

4. What knowledge and experience will the Transition Team members bring to the Scope of Work?

Response: Transition Team members bring a wealth of knowledge and experience. Most members have been involved for several years with the Iowa Council on Homelessness and/or Iowa Balance of State CoC. Many members are currently employed by agencies that receive substantial grant funding through HUD's CoC Program. Many members have been involved in this governance work since it was initially begun in late 2017 with a request for HUD Technical Assistance.

5. Under Section 3: Information Sought and Anticipated Scope of Work, there is referenced a "Collaborative Applicant." Can you define what or who is a "Collaborative Applicant?"

Response: HUD defines the role of CoC Program Collaborative Applicant as follows: “The Collaborative Applicant is the eligible applicant designated by the Continuum of Care (CoC) to collect and submit the CoC Registration, CoC Consolidated Application (which includes the CoC Application and CoC Priority Listing), and apply for CoC planning funds on behalf of the CoC during the CoC Program Competition. The CoC may assign additional responsibilities to the Collaborative Applicant so long as these responsibilities are documented in the CoC's governance charter.” (<https://www.hudexchange.info/faqs/2322/what-is-a-collaborative-applicant/>) Additional information is available through this webinar and many other resources online: <https://www.hudexchange.info/trainings/courses/coc-program-understanding-the-role-of-the-collaborative-applicant-webinar/>.

6. Will the Transition Team meetings take place in Des Moines or will travel be expected of the consultant?

Response: Most Transition Team meetings are anticipated to take place in Des Moines, with a call-in option available for participants who prefer to participate remotely. Travel to all meetings is not required of the consultant for all meetings, but in-person participation is preferred for at least some meetings. The response to the RFI should discuss how the consultant will balance being available in-person and remotely to best meet the goals of the RFI, as well as the anticipated cost of travel.

7. Will acquiring a location for the Transition Team meetings be the responsibility of the consultant or the Team?

Response: Meeting space will almost always be readily available at the offices of the Iowa Finance Authority in Des Moines, as long as arranged at least a day or two in advance. Meeting space can easily accommodate the whole Transition Team as well as any smaller meetings that may be in order at any time.

8. One of the challenges in providing details of a preliminary work plan are the uncertainties of the number of meetings and specific implementation strategies which are identified as a result of the meetings. In my past work with such projects, I've facilitated a pre-planning meeting to clearly understand the Scope of Work, clarify responsibilities and deliverables of the consultant and the Team, and project anticipated number of meetings and timelines. In addition, it is typical that questions arise that have not been considered which can be critical to a successful work plan. The result is a preliminary work plan which will serve as a guide for the consultant and the Team. Would the Transition Team be open to this approach?

Response: No pre-planning meetings will be conducted in advance of the RFI deadline. The RFI timeline builds in potential for meetings/interviews with potential vendors after the RFI response deadline but before a final selection is made. After a vendor is selected, subsequent meetings are anticipated that are similar to what is described in this question. Based on these meetings, it would make sense that the work plan would continue to be developed and refined.

9. Is HomeBase eligible to apply for this project?

Response: Yes, HomeBase is eligible.

10. What is the estimated project budget?

Response: We have not specified a project budget. There is some flexibility based on the work proposed by the selected vendor.

11. How much on-site time is expected of the selected consultant?

Response: Most Transition Team meetings are anticipated to take place in Des Moines, with a call-in option available as needed for participants. Travel is not required of the consultant for all meetings, but in-person participation is preferred for at least some meetings. The response to the RFI should discuss how the consultant will balance being available in-person and remotely to best meet the goals of the RFI, as well as the anticipated cost of travel.

12. Is there a preferred format for the order of content within the proposal? If so, what is it?

Response: We do not have a preferred format or order of content for RFI responses.

13. It appears from Section 2.4 of the RFI we will be working exclusively with the Transition Team. How big is the team?

Response: The Transition Team currently has nine members.

14. Are they located across the state?

Response: Yes, Transition Team members are currently located across the state. The team anticipates having most meetings in Des Moines. Meetings also usually have a call-in number for those that can't make it in person.

15. Will we be expected to travel to these locations or will the work be performed mostly in Des Moines?

Response: Any in-person work (such as meetings with the Transition Team) is generally anticipated to be in Des Moines.

16. RFIs are sometimes followed by RFPs. It appears this RFI will not. Will there be an RFP to follow?

Response: Our goal is to select a vendor based on the responses to this RFI.