

OCD 21-01 EBR Emergency Solutions RFP

Questions and Answers

The following questions were received during the designated question and answer period related to the OCD 21-01 EBR Emergency Solutions RFP.

1) Section 1.0 Purpose & Background:

Should the proposal budgetary analysis be based on the direct allocation to the City Parish in the amount of \$6,567,606.06 or both the direct and additional allocation of \$22,591,960.96 (totaling \$29,159,567.02)?

The budget allocation should be based on the costs associated with the services to be provided. The Emergency Rental Assistance program is not the only program to be administered under EBR Emergency Solutions.

Budget example: 8 case managers at \$40.00/hr as Full Time Employees. Total for this line item for one week worth of work is \$2,560.00.

2) What is the City Parish anticipated timeline for disbursement of funds based on the allocation in this RFP, 12 months, 9 months, etc.?

All funds will be disbursed as expeditiously as possible. All funds will be expended by the established deadlines for the respective programming.

3) Section 2.2 Proposal Submittal: When submitting the proposal electronically, is a submission in pdf format only acceptable?

.pdf is the preferred format; however, PowerPoint is also acceptable.

4) Section 4.1 Scope of Work, Item A - Case Management: What is the approximate quantity of applicants being served in this program? The City of Baton Rouge? Parish of East Baton Rouge?

There is no way to know how many residents will apply for assistance. As of Monday, March 15th, we have received, 4,171 needs assessments. 3,706 of those assessments were submitted by renters, 145 by homeowners, and 320 by landlords.

5) Section 4.1 Scope of Work – Items A-E: Is there a current incumbent providing emergency rental assistance program services to East Baton Rouge Parish residents?

There are several nonprofit agencies administering rental assistance to City-Parish residents using CARES dollars. There are also several agencies administering rental assistance programs in the normal course of operations for their agencies.

6) Section 4.1 Scope of Work – Item C – Development of Grant Management System: Is there a System of Record maintained by East Baton Rouge Parish that the selected vendor

will be expected to integrate the developed grant management system, application and statistical data into? If so, what is the name of the System of Record?

No

- 7) Section 4.1 Scope of Work – Item E – COVID-19 Pandemic Response: Scope of work (e.g. “Activities to provide access...”) This Scope of Work provides no detail regarding the tasks needed. Please provide a more detailed narrative regarding the scope of work.

The task identified in the RFP for COVID-19 Pandemic Response is, in pertinent part:

- 1) Activities that provide access to care for COVID-19 vaccines and testing.**

Examples of these types of activities would be a mobile testing/vaccine unit, locations that can provide mass testing/vaccinations, etc.

- 8) Section 4.1 Scope of Work – Item E – COVID-19 Pandemic Response: Scope of work (e.g. “Housing developments...”) This Scope of Work provides no detail regarding the tasks needed. Please provide a more detailed narrative regarding the scope of work.

The task identified in the RFP for COVID-19 Pandemic Response is, in pertinent part:

- 2) Housing developments designed to address or mitigate homelessness.**

The scope of work means that we are seeking developers to build housing developments designed to provide housing to address or mitigate homelessness in EBR Parish.

- 9) Section 4.1 Scope of Work – Item E – COVID-19 Pandemic Response: Scope of work (e.g. “Activities to provide access...”): If the intent of 4.1(E) is the delivery and administration of vaccination and other related healthcare, is medical malpractice coverage required?

Yes

- 10) Section 4.2 Proposal Requirements – Item 6: Is there an anticipated format for the price proposal for services provided (i.e. lump sum, cost plus fixed fee, or time & materials billing rates)?

Proposals should be submitted based on the submitters customary billing/pricing practices.

- 11) Can the organization submit a proposal with a potential call center/case management office that can be immediately fast-tracked to comply with OCD regulations?

Yes

- 12) Can the organization submit a proposal with case management sub-contractors to train our MANPOWER PLANNING to get the job done?

Yes

- 13) How does an organization access potential case capacity and allotment to agencies?

The allotment to agencies will depend on the number of partners selected for administration. See the response to Question 4 for response regarding the potential case capacity.

14) Can the organization in the proposal utilize virtual case management workers (virtual employees) in conjunction with office case management/call center?

Yes, there is no mandate that all case managers be housed in one location; however, the case managers need to have the ability to mobilize as needed to meet with residents and/or landlords for document execution.

15) If more than one vendor is chosen to implement the project, will there be an assigned Manager to ensure coordination among the selected vendors?

Yes, the administration will be very involved in the case management process.

16) If one vendor is selected for the entire project, will that vendor be allowed/expected to subcontract sections of the Scope of Work to other providers.

Yes, question 7 asks the submitter to identify all subcontractors.

17) What is the anticipated start date and end date for the project?

As identified in the timeline in the RFP, the contract execution will take place between March and April. For projects dedicated to the Emergency Rental Assistance Program, the anticipated contract effective date will be April 1, 2021 and the contract end date will be December 31, 2021.

18) Can you provide an estimated number of clients expected to apply for rental assistance?

Refer to Question 4.

19) Can you provide an estimated number of landlords and owners that will apply for rental reimbursement?

Refer to Question 4.

20) Have guidelines been established on the timeline for case managers to make eligibility decisions once an application for rental assistance has been accepted?

Yes, the program policy can be found at www.ebemergencysolutions.com .

21) Is it anticipated that applications will be accepted online, by phone and/or in person?

Yes

22) In regard to Section E (COVID 19 Pandemic Response) of the Scope of Work, is it expected that a vendor will provide both COVID testing and vaccines or can one or the other be provided?

Testing or vaccines or a combination of the two.

23) If immediate implementation is expected and different vendors are selected, will an interim data system be used until the new online template and software system described in Section

C (Development of Grant Management System) of the Scope of Work have been developed?

Yes

24) If immediate implementation is expected and separate vendors are selected, are there established guidelines that can be used until the policies and procedures described in Section D (Compliance, Reporting, and Program Administration) of the Scope of Work have been developed?

Refer to Question 20.

25) The startup cost for a project of this magnitude will be significant. Are there plans to provide vendors with financial assistance to purchase equipment, secure office space, hire staff and begin paying landlords? There can be an agreement to repay upfront payments during the term of the contract.

This will be evaluated on a case-by-case basis.

26) Under the Scope of Work, the Case Management and Case Management Support has the same duty listed: Apply program guidelines when making payments to the landlords, owners, and utility companies on behalf of the eligible household. Is Case Management or Case Management Support responsible for this duty?

Case Management Support should be prepared to provide support services to the case management team which may include the same duties as the case management team.