



ADDENDUM #1
ISSUE DATE: August 12, 2019

This Addendum shall become and form a part of:

Request for Proposals #2019-0167
Short Term Housing Assistance Program

TO ALL VENDORS

This Addendum, including all articles and corrections listed below, shall become a part of the original Request for Proposals ("RFP") package and shall be taken into account in preparing your proposal response.

The above-numbered solicitation is amended as set forth below. Vendors must acknowledge receipt of this addendum by completing and signing the attached *Addenda Acknowledgement Form*. The Addenda Acknowledgement Form must be submitted with the Firm's response to this RFP. *Failure to include the Form in the proposal response may subject your firm to disqualification.*

In order to ensure that all firms are given an equal opportunity to submit a competitive response, the following are responses to questions and/or requests for clarification concerning **RFP# 2019-0167**.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

In mid-July, Atlanta Housing ("AH") received inquiries from several organizations inquiring about applying for this RFP as both Service Coordinator and Service Provider. AH's initial response was that serving in the dual role was not acceptable because of the substantial oversight and accountability to which the Service Coordinator must hold the Service Providers. After careful re-consideration and collective guidance from Senior Management, AH has made a business decision to allow an organization to propose serving in the dual roles of Service Coordinator and Service Provider.

Please bear in mind that interested organizations can still submit a response as only a Service Coordinator but now have the additional flexibility to serve dual roles if you wish to submit a dual role proposal. If your organization is submitting a response contemplating serving dual roles, utilize the information below to address all the requested information in your dual role proposal and provide the level of detail required.

In cases where Respondents submit a proposal to the Short Term Housing Assistance Request for Proposal (RFP) and **seek to serve dual roles as Service Coordinator and Service Provider**, the following information must be articulated within the Respondent's submission to the RFP:

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RFP# 2019-0167 – Short Term Housing Assistance Program

- **Service Coordination (Indirect Services)**
 - Clear description of the dedicated staff (FTE) responsible for oversight and execution of the required duties and Indirect Services as listed within the Scope of Work. (See RFP – Part 2 – Scope of Work – Section 2.1)
 - Stipulation of unique qualifications of the assigned staff person responsible for service coordination and **fiscal oversight** of program administrative expenses and financial assistance (disbursements) provided to eligible participants.
 - Proposed methods the respondent agency will utilize to monitor compliance internally.
 - Outline of the specific staff and referral process to extend In-Kind Resources, where applicable.
 - Program funding for Indirect Services are 1) distinct from funding intended for Direct Services and 2) are based on successful performance of duties by the assigned Service Coordinator and 3) disbursed over incremental periods, to be determined with final contract execution.

- **Service Provision of Financial Assistance & Case Management (Direct Services)**
 - Clear description of the dedicated staff (FTE) responsible for delivery of Direct Services as listed within the Scope of Work. (See RFP – Part 2 – Scope of Work – Section 2.1)
 - Stipulation of unique qualifications of the assigned staff person(s) to perform the intake, assessment, and financial assistance (disbursements) provided to eligible participants.
 - Detail of internal processes to be utilized for participant disbursements and procedures that ensure program compliance as related to direct services, with emphasis on disbursements, follow-up and counseling with program participants, and measured housing stability after assistance has been provided.
 - Operational funding for Direct Services are 1) intended solely for payment of short term rental assistance and the associated administrative cost for provision of direct services, and 2) disbursed monthly on a reimbursable basis to the Service Coordinator upon submission of a detailed report and invoice to Atlanta Housing.

This Addenda to the RFP will only be issued and posted on AH's Business Management Portal. Addenda **will not** be mailed to potential Respondents. It is the responsibility of the Respondent to monitor AH's Business Portal for any addenda issued. Each Respondent must acknowledge all addenda issued by completing and signing the - *Addenda Acknowledgement Form*. *The Form must be included in the Firm's response to the RFP.*



Albert Murillo
Director, Contracts & Procurement