



# CITY OF HOUSTON

Housing and Community Development Department  
Purchasing Section

**Annise D. Parker**

Mayor

Neal Rackleff  
Interim Director  
601 Sawyer Street, Suite 400  
Houston, Texas 77007

T. (713) 868-8300  
F. (713) 868-8414  
[www.houstonhousing.org](http://www.houstonhousing.org)

March 21, 2013

**SUBJECT:** Letter of Clarification II

**REFERENCE:** RFP No.: T24045 for Housing & Community Development Department (HCDD)  
-Homeless Housing Services Program

**TO:** All Prospective Respondents:

**This Letter of Clarification is issued for the following reasons:**

• **RFP Questions and Answers as follows:**

A) Questions

- 1) Is there a match requirement if so what is the %?
- 2) Is there operation dollars to hire Social Worker or contract the SW with a social services provider (Collaboration proponent)?
- 3) What percentage of the grant proposal can be used for operations?
- 4) What percentage of the grant is dedicated to social services? I.E. Credit repair, ID's, birth certificates, transportation (metro money), legal services
- 5) How many clients would COH like us to serve?
- 6) Is there a rental cap or deposit cap?
- 7) Can funds be used to pay application fees?
- 8) Can we pay utility deposits and utility monthly cost?
- 9) Mileage reimbursement?
- 10) Can the grant dollars cover Admin costs?

Answers

1. No Match Requirement
2. No, This is an administrative contract.
3. None, unless specifically referring to admin funds.
4. None.
5. It would depend on how many agencies are to be funded and what the scope of services for a particular agency brings forward
6. No, but we look at fair market rents.
7. Yes
8. No Utilities.
9. Only Under Admin
10. Yes

B) Questions

1. When is the award notification date? What is the anticipated turn around time for contract approval from City Council?
2. What percentage of the administrative costs will be retained by the City of Houston?
3. How much time will the awardee have to select subcontracted agencies for implementation?
4. What is the probability of an extension of current funding?

Answers

1. Notification of Intent to Award (Estimated Date) - **April 1, 2013** City Council Agenda Date (Estimated Date) **April 17, 2013**, at least **10 days** from City Council approval.
2. Approximately 15%, \$10,677.
3. We would like to see subcontracts awarded mid May.
4. There is almost no probability of an extension.

C) Questions

- 1- Can we get a copy of the subcontractor agreement referenced on page 14 Paragraph F to apprise our subs of its contents?
- 2- What are the proposed collection program incomes from clients?
- 3- Can we have an idea of what additional data will be required by TDHCA as referenced on page 15 paragraph 2?
- 4- Can we contact/ coordinate with Sec 8 housing recipients to fulfill HHSP goals?

Answers

1. The contract is not produced until an agency is then identified
2. Question not clarified
3. We do not know what they will ask for us to supply.
4. It would depend on what capacity you are wishing to contact/coordinate.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification (s) and/or provision (s) in conflict with the letters of Clarification. It is the responsibility of the proposer to ensure that they have obtained any such previous Letter (s) associated with this solicitation. By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation.

If you should have any questions or if further clarification is needed regarding this RFP, please contact Derrick McClendon at 713/868-8369.

Sincerely,



Derrick McClendon

Senior Procurement Specialist  
City of Houston, Housing and Community Development

**End of Letter of Clarification**