

**REQUEST FOR PROPOSAL**  
**Scattered Site Temporary Housing and Supportive Services to**  
**Chronically Homeless Mentally Ill Individuals and Families**

**This Addendum to the Request for Proposal (RFP) contains substantive modifications to the RFP and is fully incorporated into the RFP. Proposers are expected to comply with the terms of this Addendum when responding to the RFP.**

**I. INTRODUCTION**

A. Purpose (page 3)

Add a new paragraph:

SCCMHD is seeking a Vendor or Vendors to provide scattered site temporary housing and supportive services to chronically homeless mentally ill individuals and families (the “Program”). The selected Vendor(s) will receive up to \$1,035,000 in temporary rent subsidies for up to 100 clients (final number to be determined by SCCMHD) participating in the Program. The Program has both a service component and a rental subsidy component, and proposals will be evaluated on the overall Program. SCCMHD is recruiting two types of Vendor(s): (1) Vendor(s) who will be seeking available funding of up to \$678,000 in MHSA funding for the supportive service component available in this RFP (see Section VII.A. of the RFP); and (2) Vendor(s) who have funding sources other than those offered in this RFP available for the supportive service component if that funding source permits allocation for these purposes.

**II. TIMELINE** (page 4)

Proposals due to SCCMHD: August 21, 2009

Proposal review process—Vendors notified: August 24-September 9, 2009

Award Notification/Appeal Process: September 10-14, 2009

Contract negotiation: September 15-25, 2009

Contract start date: September 28, 2009

**VII. AVAILABLE FUNDING** (page 5)

Replace entire Section as follows:

- A. Supportive Services: Up to \$678,000 in MHSA funding is available for supportive services to clients housed through this program. This amount includes program staff, operating expenses and overhead. Vendors do not need to apply for this funding to respond to this RFP.
- B. Housing Subsidy Dollars: Up to \$1,035,000 in housing subsidiary dollars is available through the P.R.I.D.E program (see Addendum 1 to RFP issued [insert date], Revised Paragraph D on Attachment A. Vendors can apply for the program to receive housing subsidiary dollars only. Applicants must explain how they will use the

housing dollars in the program description and include in the budget appropriate amounts that indicate how the housing subsidiary dollars will be used.

- C. Regardless of funding source for Supportive Services, proposals shall include phased budgets for the period of September 1, 2009-June 30, 2010 as well as the proposed annual budget for FY11. The proposal should demonstrate how the program will ramp up and reach full capacity during the first year. For Vendor(s) seeking the \$678,000 in Supportive Services funding, this may mean that less than the full \$678,000 will be utilized in the period covered by the contract in FY10.

**IX. ADMINISTRATIVE AND LEGAL REQUIREMENTS** (page 6)

Eliminate B.1. that states: “Title 22 Division 6, chapter 6 of the California Code of Regulations Manual of Policies and Procedures Community Care Licensing Division adult Residential Facilities.”

(Page 10) Eliminate M.2. that states: “All claims for payment will be processed in accordance with SCCMH Policy and Procedure 650 Residential Care Facility Vendor Claim Procedures.”

**XII. PROPOSAL PROCESS** (page 12)

Under B.2.d.: Change (3) to state:

Describe the activities required to prepare for service delivery. Describe the proposed services—even if applicant is proposing to utilize the housing subsidy dollars and not the service funds offered in this RFP—and briefly describe the program activities, including the location. Describe how the program will utilize the housing subsidy dollars that are a part of this program.

C. **PROPOSAL SELECTION PROCESS AND EVALUATION** (page 13)

- i. Final Filing Date: **Friday, August 21, 2009, by 3:00 p.m.**

- vi. **EVALUATION CRITERIA** (page 14-15)

Under section b, add (6) to state:

- (6) Evidence is provided to demonstrate how applicant will utilize the housing subsidy dollars that are a part of this program.

Under section d, Projected Budget, delete and revise as follows:

Projected Budget (10 points):

- (1) The proposal includes phased budgets for the period September 1, 2009 to June 30, 2010 as well as the proposed annual budget for FY11. Evidence is provided to demonstrate how the program will ramp up and reach full capacity during the first year. The budget includes line items that are realistic for the program services to be delivered.
- (2) The budget indicates the organization has staffing levels, both in number and skill, to adequately perform the services being proposed.

- (4) Budgets must indicate the funding source for the supportive services, whether it is MHSA supportive services funding as provided in this RFP, or existing funding for supportive services. No points will be awarded based on the specific funding source for supportive services. Points will be allocated on the factors indicated in this section without regard to the funding source for supportive services.
- (5) SCCMHD reserves the right to reject any proposal if the alternative funding sources from that proposal are not permitted to be used for purposes indicated in this RFP.

**Attachment A** (page 1)

Change “Target Population” to state:

Target Population: chronically homeless adults (Ages 18-59) or families who are Full Service Partnership program enrollees or other participants in the Mental Health Adult System of Care.

**Attachment A** (page 3)

Add the following sentences to the end of **D. Rent/Security Deposits/Utilities:**

Finally, P.R.I.D.E. will be administering \$1,035,000 in temporary rent subsidies to the clients participating in this program. Applicants are to indicate in their proposed budgets how this subsidy will be applied to the program participants.

**Attachment A** (page 5)

Add the following paragraph to the end of **E. Supportive Services**

The selected Vendor(s) will work with P.R.I.D.E. staff to facilitate the qualified applicants’ getting into housing. P.R.I.D.E. staff will verify the households’ annual income—initially and annually—inspect the apartments for meeting housing quality standards, collect the households’ share of the monthly rent, and pay the monthly rent on behalf of the households to all the landlords involved in this program. It is possible for a Vendor to provide services (utilizing the funds from this RFP) *and* housing to qualified applicants or to provide services (utilizing funds other than those being offered in this RFP if those funds are permitted to be used in this manner) and housing to qualified applicants. In both these possibilities, the housing subsidy dollars are a part of this program.. Finally, the Vendor(s) will explain how they will use the housing dollars in the program description and include in the budget appropriate amounts that indicate how they will use the housing subsidy dollars.