



Purchasing & Central Services

Monroe County, New York

Adam J. Bello
County Executive

Colleen D. Anderson
Purchasing Manager

ADDENDUM NO: 1
RFP PROJECT: Operation of County Secured
Emergency Shelter
DATE: May 25, 2023

PROPOSERS PLEASE NOTE:

Attached please find the following:

1. RFP Clarifying Questions and Answers.

SIGN this Addendum below acknowledging receipt and understanding and INSERT in PROPOSAL packet.

PURCHASING & CENTRAL SERVICES

A handwritten signature in dark ink, reading "Colleen D. Anderson".

Colleen D. Anderson

The undersigned Respondent acknowledges receipt and understanding of Addendum No. 1 to the RFP for Operation of County Secured Emergency Shelter.

Date

Name of Company

Authorized Signature

Title

RFP CLARIFYING QUESTIONS AND ANSWERS

Operation of County Secured Emergency Shelter

Q1. It seems to me after reviewing the RFP packet that an established facility is required. So my question is may I create my proposal with prospective numbers and estimated costs?

A1. This RFP is for operation of a facility that the County plans to lease. The selected Respondent will operate the facility. The proposal should be created as outlined in Sections 2 and 3 of the RFP, providing all of the requested information including a program budget and narrative based on projections. The selected Respondent will be compensated based on a per diem rate, so that should be included in the program budget.

Q2. How many people does the county expect the provider to serve on a daily basis?

A2. Up to 75, on average, with planned increases during the cold weather months.

Q3. Will the population served be only individuals or a mix of individuals, couples, and families?

A3. The building could be used for mixed populations separated by floors with separate entrances.

Q4. Does the county have a building selected that it plans to use for this program?

A4. Yes.

Q5. How many units/rooms are available in the building for use as sleeping units?

A5. This is still to be determined by Zoning and Code Enforcement, likely 80.

Q6. Do the rooms have their own bathrooms or are there congregate bathrooms/showers?

A6. Yes, each room has its own bathroom.

Q7. Does the facility have a kitchen and dining area?

A7. Yes.

Q8. The RFP says that meals are part of the required services. Is the expectation that 3 meals will be served daily? Is it expected that meals will be served in a congregate dining area or is there flexibility in how meals are provided?

A8. Yes, OTDA requires 3 meals per day be provided. Meals do not need to be provided in a congregate area.

Q9. Will the facility be furnished and have security cameras?

A9. Security cameras are existing, furnishings are not.

Q10. If the facility is not furnished, how should applicants include the costs of initial capital costs for furnishings, camera and security systems, kitchen equipment, etc.? Should these expenses be included in the per diem expense?

A10. Yes.

Q11. How many floors does the building have?

A11. It has three (3) floors.

Q12. Is it the expectation that the selected provider pays rent to the county for the building?

A12. No, the rent will be paid by the County.

Q13. Will the provider be expected to pay for utilities and property insurance?

A13. Yes.

Q14. The RFP says that building and land improvements are not allowable expenses? Does this mean the county will pay for necessary building improvements?

A14. The building will have all planned improvements at the start of the contract.

Q15. Will the provider be expected to pay for repairs, preventative maintenance (i.e. for HVAC), and grounds upkeep?

A15. The selected Respondent will be responsible for repairs caused by their own intentional actions (e.g. unapproved alterations) or through negligence. The County will be responsible for maintenance.

Q16. Can a description of the selected building be provided (size, space dedicated to the shelter, amount of office space, community rooms, etc.)?

A16. The space has sufficient rooms dedicated to sheltering, in addition to office space and community rooms for additional programming.

Q17. Is the building big enough for additional programming to be offered in it? Would other types of programming be allowed?

A17. Yes, there should be space for programming such as medical and mental health and other support services.

Q18. Is this shelter only for DHS placements?

A18. Yes.

Q19. Many of the people in the target population are sanctioned by DHS, so they will not initially be eligible for per diem subsidies – can this shelter serve them? Will there be any sort of compensation for serving these people until they become eligible for DHS subsidies?

A19. The facility would be used only for DHS referred clients that qualify for Temporary Housing Assistance. During Code Blue sanctioned individuals could be placed there.

Q20. Has the county (or would the county) consider paying a lump sum for this service rather than per diem subsidies?

A20. Payment/reimbursement is tied to client eligibility for actual bed nights provided so a lump sum payment is not possible. Each client/family placed will be billed and paid for on a case by case basis at the agreed upon nightly per diem rate.