

Services for People Experiencing Homelessness in Portland, OR
Questions and Responses
Updated 9/20/2010 12:18 PM

The following questions were submitted by potential applicants and other interested parties to the RFP coordinator, Sally Erickson. Responses are provided below. Additional questions should be submitted to Sally Erickson by email (sally.erickson@portlandoregon.gov) to be added to this list, periodically updated and available at the following PHB website:
<http://www.portlandonline.com/phb/index.cfm?c=53354>.

Note that additional questions and responses were recorded at the information session for this RFP, held at the Portland Housing Bureau on September 7, 2010. Find notes from that information session at the PHB website above.

Q1. The RFP for Services For People Experiencing Homelessness says proposers should be non-profits, but the cover sheet says minority, women-owned and emerging businesses are encouraged to apply. Is the RFP open to proposers that are businesses as well as non-profits? Please advise.

A1. Eligible applicants are restricted to nonprofit organizations or PHAs. Nonprofits or PHAs may choose to sub-contract with MWESB and such partnerships are encouraged.

Q2. Would a program for sexual minority seniors be considered a culturally specific program?

A2. No. Please see page 20 of the RFP for a definition of culturally-specific organizations and programs. The definition refers specifically to race and ethnicity, not other sub-populations.

Q3. The RFP text says that letters of support may be helpful. Is there a page limit for other documents? I'm assuming that letters of support would go last in the packet?

A3. It is not necessary to submit letters of support with a proposal. The first bullet point under Section IV.B (Evaluation/Collaboration) of the RFP reads, "Degree to which proposal reflects established and documented partnerships that add value to the proposal. A chart briefly summarizing proposed partners, roles, and type of documentation of partnership (e.g. subcontract, MOU, letter of support) may be helpful; submission of documentation of partnership is not necessary for proposal, but may be required as a condition of contract award.

The intent was to note that proposers should describe partnership(s) in place in the proposal and describe (but not include) any documentation of that partnership(s). If proposers are using

letters of support to document partnerships, they should not include copies of the letters in the proposal. Rather, proposers should note in the proposal that they are using letters of support to document the partnership(s). If proposers are awarded a contract, PHB will ask to review the letters at that time.

The bullet above recommends that proposers list partnership(s) in a table for clarity, though such a list is not required.