



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

ADDENDUM #1

**To: RFQ# 1011-952-15-3386
RFQ Case Management for Housing Choice Voucher Program's Set Aside
Homeless Voucher Program**

Date: February 7, 2011

Question 1: In 2.4, what does “SAHA reserves the right to determine the days, hours and locations that the successful proposer shall provide services...” mean? Will the proposer be required to office out of SAHA? Will the proposer be required to have second and third shifts, other than on call staff?

Answer 1: Section 2.4 reserves the right of SAHA to determine the days, hours and location the service will be provided. The proposer will not be required to office out of SAHA. The successful proposer will not be required to have second or third shifts. Hours and location will be discussed after a proposer is selected.

Question 2: What is the criteria for choosing the client for the voucher?

Answer 2: The criteria must be in-line with our Homeless Preference for the waiting list:

HOMELESS PREFERENCE: “Extended to families determined to be homeless and referred by the City of San Antonio.”

- The initial qualification for the homeless preference is that an individual/family must be in a shelter or a transitional program.
- This preference only applies to families being referred by a shelter or transitional program to the City of San Antonio (COSA) voucher assistance program.
- If you believe you qualify for this preference, please ask your shelter/transitional program caseworker to refer your case to COSA 210-207-7823 and request “voucher assistance” so that a determination can be made. If you are determined eligible, COSA will forward all documentation to SAHA along with your pre-application.

Also, Please reference Section 3.0 under SCOPE OF RFQ/TECHNICAL SPECIFICATIONS:

Regarding criteria, the scope of the RFQ provides the following information for eligibility requirements under:



3.3 Contractor's Responsibilities:

3.3.2 Accept referrals of eligible families from SAHA's assisted housing programs and/or waiting list.

The contractor who is awarded the project for case management will set their own requirements for homeless individuals. These individuals will then be referred to SAHA and must meet SAHA's requirements before a voucher certificate is administered.

Question 3: Is participation voluntary? Can the client choose not to be involved in the case management after they secure housing? Would non participation in the case management cause them to lose their voucher?

Answer 3: Specific requirements must be met once once the participant receives housing. Please reference Section 3.0 under SCOPE OF RFQ/TECHNICAL SPECIFICATIONS for a list of these requirements. Section 3.3 provides the Contractor's Responsibilities. The specific sections listed below provide detail for question #3 and does not allow the client to terminate case management after they secure housing.

3.3.8 - Conduct a thorough needs assessment to determine supportive services required or referrals to be provided to the applicant/participant to enable them to be successful in transition to permanent housing. Provide all participants with case management services that include assistance with all SAHA paperwork and inspections, counseling on housekeeping, money management, tenant obligations to the HCV/Set Aside Homeless Voucher Program landlord and SAHA, and assistance solving landlord/tenant concerns.

3.3.9 - Continued case management services for at least one (1) year after execution of the HAPC, which includes at least quarterly visits with participants in their units. Maintain records of such visits in case management service files and make the files available to SAHA upon request. The Contractor may continue to provide other long term follow up services at its own expense after the one year period. Desired services would include annual contact with the participant to ensure continued stable housing and other supportive services deemed necessary.

Question 4: In Section 3.1 - Scope of RFQ/Technical Specifications/ Introduction: It states that "SAHA provides no funding for supportive services or administrative costs under this RFQ or any resulting contract or agreement." Does this mean that SAHA plans to only provide the winning bidder the vouchers (approximately 200) that are to be used



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and provided to eligible clients versus alternatively, providing the winning bidder the administrative fees or costs for administering the vouchers for the homeless voucher program? In other words, is the bidder responsible for securing housing and providing the "wrap-around" services for the clients served at the bidder's cost vs administering the program on behalf of SAHA for an administrative fee or cost.

Answer 4: The bidder is responsible for securing housing and providing services for the clients served at the bidder's cost. SAHA provides no funding for supportive services or administrative cost under this RFQ or any resulting contract or agreement.

Question 5: Can you provide me the list of attendees to the pre-bid meeting held on January 25th.

Answer 5: The Pre Bid Meeting list is attached.

By: Carl Bottoms
Procurement Supervisor

Date: February 7, 2011



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Pre Bid Attendees List

Name	Company (Firm)	Phone	E-mail
Amy Riley	Samministries	210-321-5650	ariley@samm.org
Dorothy Morris	Samministries	210-340-0302	dmorris@samm.org
Norma Jean Huerta	Samministries	210-861-7343	nhuerta@samm.org
Darcy Barron	Benchmark Family Services	210-485-4350	darcy.barron@benchmarkfs.org
Nicholas Barron	Benchmark Family Services	210-484-0020	nick.barron@benchmarkfs.org
Francisco Chavez	Arman-G	210-275-1511	frank.chavez@arman-g.com
Jeff Morden	The Salvation Army	210-352-2000	Jeffrey_morden@uss.salvationarmy.org
Sonia Aguirre	Seton Home	210-533-3504	
Tiffany Walker	Seton Home	210-533-3504	tiffanywalker@setonhomesa.org
Homer Arias	Center for Health Care Services	210-731-1300	harias@chcsbc.org
Freda Facey	Center for Health Care Services	210-731-1300	ffacey@chcsbc.org
Kristen Neal	Center for Health Care Services	210-731-1300	
Cecil F. King	Center for Health Care Services	210-220-2561	cking@chcsbc.org
Gloria Banik	SAILS (San Antonio Independent Living)	210-281-1878	gbanik@sailstx.org
Rachel Cavazos	Housing Authority of Bexar County	210-225-0071	rachel.cavazos@habctx.com
Esme Chapa	Housing Authority of Bexar County	210-231-2002	esme.chapa@habctx.com
Jaclyn Camacho Spurgeon	Haven for Hope	210-220-2193	jaclyn.camacho@havenforhope.org
Robinson	MFR, P.C.	713-353-8114	srobinson@mfrpc.com
Tammi Woodard	Seton Home	210-533-3504	tammiwoodard@setonhomesa.org