

Mass LEAP Bidders Conference  
Questions and Answers  
March 12, 2014

1. What would be the average award?  
**A: DHCD has no way of anticipating this until applications are submitted – there is a range of expenses for services. So it all depends on what the services costs are per vendor and what the package is that is put together. Please note that some budgets, particularly for post-secondary education and employment services, include costs for training expenses that not every participant will need/access. Budget negotiation for services is allowed and encouraged. It is the responsibility of the HAs to request budgets and narratives from potential contractors. We have posted Appendix 1A that includes maximum per person rates. Please remember that while cost is a consideration, quality and capacity are equally critical.**
2. Does the Board vote need to come in with the response or can it come in afterwards, due to the timing?  
**A: The Board votes needs to be submitted with the response, even if that means calling a special meeting of the Board.**
3. Is it just the lead agency that needs to have the Board vote?  
**A: It would need to be the lead agency with votes from each additional Board for all of the LHAs/RAAs included in the consortium.**
4. Is the \$400,000 *potential* cap over a five-year period?  
**A: No, it is \$400,000 per year and DCHD reserves the right to implement that cap upon reviewing all applications. It is only a potential cap. Please note funding will be awarded on an annual basis and is subject to appropriation.**
5. The \$400,000 includes everything? Vendor costs, support, etc.?  
**A: The program budget must include all expenses for services and the administrative fee.**
6. The \$65,000 is for program administration?  
**A: Yes, for program administration. It includes coordination for the program. And the \$65,000 is part of the \$400,000 “services” budget. The RFR identifies what costs can be supported by this fee.**
7. So there will be 3 or 4 awards statewide?  
**A: It depends on the responses we receive. We want to fund as many sites as possible. But it is a competitive process, and funds are limited.**
8. How does the pro-rated administrative fee work?  
**A: The additional administrative cost of supporting more than 50 people will be reduced due to economies of scale. That is part of the respondent application process, DHCD will not tell you what to propose, but you will not continue to be paid \$1300 per person additional above 50 participants.**

9. Does the escrow amount return to the Housing Authority if a participant fails to complete the program?

**A: All forfeited escrow will be returned to DHCD.**

10. A Board would need to know that their participation means that any increased revenue of these participants will not be going to the LHA; it will be going to escrow?

**Correct. DHCD intends to hold housing authorities harmless in terms of retained revenue. Detailed guidelines on how housing authorities will be reimbursed for this expense will be issued at the time of contracting.**

11. Is there a time limit on recruitment or enrollment?

**A: Yes, there was an attachment sent out with the RFR that had benchmarks for enrollment. The targets are: 50% will be enrolled by month 6, 70% by month 9, 90% by month 12. We understand that people may drop out. We will allow you to backfill slots within the first 24 months of the program. After 24 months, DHCD will close the enrollment process because this program is designed to have 5 years of participation.**

12. If an LHA doesn't meet those goals – what is the liability? This is untested and is tough to do... suppose the LHA drew down \$100K-\$200K, will the LHA be required to pay that back?

**A: If the expenditures are consistent with an approved budget and the authority and its partnership members have used their due diligence, it would not be expected that the authority repay the funds. DHCD will be monitoring program progress and performance through regular reporting requirements.**

13. Will more vendors be pre-qualified?

**A: DHCD is not reopening the Request for Qualifications at this point in time.**

14. How many applications were received under the prequalification process?

**A: We received 35 and we approved 24. Some agencies came in with more than one component and were pre-qualified for one or more.**

15. What tool did you use to prequalify agencies?

**A: We used the evaluative tool that was posted with the RFQ, which is available on Comm-Pass.**

16. Can you clarify who is responsible for the escrow management?

**A: Detailed information about escrow account management will be included in Program Guidelines, which will be issued at the time of contracting. Pursuant to Mass LEAP Program Guidelines, managing escrow may be negotiable within the partnership.**

17. If there is a consortium, who is responsible for escrow management?

**A: See above.**

18. If there is only one service provider in your area, what do you do for other components that aren't covered in the region?

**A: You can use a statewide provider. But also, there aren't service providers in every region for every component, so that dictates where the program will work to a certain extent.**

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19. As an agency we need to have a contractor in all three categories – we can't hire just one contractor for one category because we do the other two in house?

**A: Not unless you applied and were qualified as a service provider in the RFQ. Each application needs to come in with providers for all three services. A HA may not use Mass LEAP funds to pay for HA staff to provide services unless they were pre-qualified through the RFQ.**

20. Does the outside service provider (if LHA is also service provider) need to be from the Pre-qualified list as well?

**A: Yes. See above.**

21. Does Chapter 30B apply?

**A: No, the service providers have already been procured. You do not need to advertise or follow 30B when pulling from the Pre-qualified list.**

22. If you have a partner that provides services<but were not pre-qualified> , you can't use them?

**A: You can use them to supplement Mass LEAP services, but can't use them to provide services under Mass LEAP. They cannot be used as one of your three service providers. Each application must have service providers pre-qualified to deliver all three services.**

23. The budgets that were prepared by contractors will be made available?

**A: The budget should be requested from each service provider. DHCD will not post or distribute them. DHCD did post the per person cost submitted and approved by each service provider. See Appendix 1A.**

24. Is there a range in those? Will there be a per participant cost?

**A: Yes, there will be a per participant cost. You should speak with service providers to get a sense for their costs. We are having contractors sign a rate contract which will dictate a maximum level. That cost may only be negotiated down. See question 1 about negotiating budgets and costs.**

25. It would seem likely that you would need to have at least 2 contractors working together?

**A: Yes, in order to meet all three components.**

26. What is the timeline for selections?

**A: Mid-May is our goal**

27. Are any of the contractors going to be doing more than one site?

**A: We do not know.**

28. Scoring – (page 15 first bullet) – what would be an example of expanding services into a region not engaged? Since dealing with a finite number of contractors, it would include those working in places they haven't before?

**A: Yes, that is for regions in which there have not been programs like this in the state. We're looking for new partnerships/people coming together who haven't worked together previously.**

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29. Service team experience – could be contractors experience as well as in-house? You could include the service provider experience?

**A: Yes.**

30. Management would be the lead agency management?

**A: Yes, and you would want to describe the experience of the team and how it will work.**

31. So you may get more points (under cost effectiveness) if you can deliver the services for less than \$400,000?

**A: Yes.**

32. As a prequalified contractor, in the discussions we will be having with respondents, if different models evolve – is there room for improving or revising the response of the service provider?

**A: Yes, there is room to *expand* services, modify the location where they may be offered. Cannot change budget and cannot subcontract. Agencies cannot reduce the number and kind of services offered. HA are strongly urged to refer to the RFQ for Services as a guide for what DHCD expects/requires from each service component.**

33. What is the contract start date anticipated?

**A: July 1, 2014. Enrollment benchmark clock does not start at July 1.**

34. Can prequalified agencies revise their service area?

**A: Yes, we have confirmed with our procurement staff that agencies can expand their service area. They must submit this request in writing, on agency letterhead. It is your responsibility to determine whether the agency has the capacity, local knowledge and resources to expand their service area. The budget cannot be changed to accommodate an expanded service area.**

35. Any workshops that service providers are doing don't need to be done at central sites – they could go where the participants are?

**A: Yes, the services need to be available to participants without imposing hardship on them to get to the meetings.**

36. On tenant survey, is there a possibility to expand and include address and name?

**A: For privacy and confidentiality, people may not be as forthcoming, but we leave it to your discretion.**

37. Is the form going to be translated?

**A: DHCD will not be translating – it is the responsibility of the agency to translate.**

38. List of Prequalified contractors – it is the 24 agencies listed with the RFR?

**A: Yes, it is in the RFR and the full list is on the DHCD website.**