Homeless Response System Training RFP Q&A

Q&A Posted on 12/10/25

Q: Does RI CoC Planning Team have multiple examples of each sample type of document listed in Part 3, that providers have made on their own or are currently using, and is the expectation that the Contractor will synthesize these variations into one standardized document that all providers will use?

A: The RICoC currently does not have sample documents that the contractor(s) are expected to edit or synthesize. Instead, the selected contractor(s) will be responsible for developing sample documents that comply with Federal regulations and reflect best practices and making those resources available to RICoC grantees. We encourage interested vendors to review the RICoC website—particularly the materials under the "Resources for CoC Recipients" tab. Through this RFP, the RICoC Planning Staff aims to expand the number of RICoC-specific resources available on its website and replace samples from other communities with materials tailored specifically to the RICoC. CoC Recipient resources page | RI Continuum of Care.

Q: For RI CoC Specific and Eligibility Forms - The RFP lists at least 9 example document types and suggests that other documents made need to be originated. Would it be reasonable for a Bidder to assume creation of 12 final, updated documents, or a higher or lower number?

A: The RICoC Planning staff has not set a maximum number of documents to be created by the vendor(s). Interested vendors are welcome to submit a proposal that includes a specific number of documents in their budget and scope of work. However, the total number of documents will be determined once a work plan is finalized between the selected vendor(s) and the RICoC Planning Staff.

Q: For YHDP specific resources – Do you have a ballpark number of documents to be revised for YHDP, and would this process be based on synthesizing existing documents or creating new ones?

A: The Planning staff envisions the creation of at least one YHDP-specific resource. However, the total number of tools and products will be determined once a work plan is finalized between the selected vendor(s) and the RICoC Planning Staff.

Q: Policy and Procedures – Are there existing policy documents that we would update as a Contractor?

A: Yes. The RICoC is interested in working with the selected vendor(s) to update existing policy documents. Examples include the "RICoC Policies and Procedures," which outline the requirements for Rapid Re-Housing programs, and the "RRH and TH-RRH Youth Project Written Standards," which outline the requirements for youth-specific RRH and TH-RRH projects. The RICoC Planning Staff is seeking flexible vendors who can collaborate on a work plan that is adaptable to the

current federal landscape. For example, the vendor may be asked to revise RICoC policies and procedures to ensure alignment with project types and policy requirements outlined in the FY25 and/or FY26 CoC NOFO(s).

Q: Is RIHousing looking for the products to be delivered in Microsoft Word format, so that providers can easily print, augment or copy and paste from the documents? Or, are you looking for PDF-formatted documents that have some light graphic design and retain their formatting?

A: RICoC Planning staff would like products to be delivered in both Microsoft Word format and PDF format. The Word format of each product/document will be kept by RIHousing staff in case minor updates are needed in the future. The PDF-formatted version of documents will be shared with CoC grantees and listed on the RICoC Website. Upon request from grantees, the Word format of documents will be shared with grantees.

Q: Is RIHousing expecting any document types to be fillable form types, where the users would complete the forms online on an iPad or desktop computer?

A: The RICoC Planning staff expects that any document that requires written answers from staff and/or clients to be saved as fillable forms. Documents such as policies, procedures, or guides do not need to be fillable forms.

Q: Are there any accessibility requirements these documents would be expected to meet?

A: There is no specific accessibility requirements for documents produced through this RFP.

Q&A Posted on 12/4/25

Q: Can you please confirm the budget for this project?

A: Previous engagements for similar efforts have ranged from $45,000 to $150,000. We anticipate having approximately $200,000 to spend on these activities.

Q: The introduction of the RFP states that there are multiple activities being sought through this RFP and proposals can address one or more of the activities. How and where should an applicant identify which of the activities they are applying for?

A: Applicants should indicate the activities applied in a couple of ways. First, include a note identifying which activities your proposal covers in your submission email. Secondly, your proposal itself should identify the activities being applied for. If you are applying for multiple activities, your application should clearly identify where a proposal for one activity ends and where the proposal for another activity begins.

Q: Is there a preference for local firms or locally available staff of the applicant?

A: There is a preference for firms with staff who are familiar with the structure of Rhode Island's homelessness response system.

Q: In B4, please confirm that the client roster should just include references relevant to this project, and not all clients and contracts.

A: Yes, please include only the references relevant to this project.

Q: What languages are anticipated for translation and in what capacity (e.g., live translation, document translation)?

A: Documents, training, and other products offered and produced as a result of a contract through this RFP will not have to be translated into another language.

Q: Are interactive workshops in Scope of Work section 2 to be conducted remotely or in-person?

A: The interactive workshops can be conducted remotely or in person – we are not tied to one way over another. The method of delivery will depend on the participants who engage in the workshops and the agency providing the workshop.

Q: How many in person trainings are anticipated?

A: We anticipate offering a minimum of one in-person training. The total number of in-person trainings offered will be finalized once a workplan is finalized between the selected vendor(s) and the RICoC Planning Staff.

Q: In what ways are trainings to be digitized? Is there a specific LMS or format that is preferred?

A: There is no specific Learning Management System (LMS) or digital format we prefer for digitalizing the trainings. However, we ask that the LMS or digital format selected by the vendor(s) is cost-effective and produces high-quality videos and materials. In the past, we have used Microsoft Teams and Zoom to record trainings and upload the recorded videos to the RICoC YouTube channel.

Q: Is there a specific number of tools and products anticipated to be developed?

A: We anticipate a minimum of three (3) tools and products to be developed. However, the total number of tools and products will be determined once a work plan is finalized between the selected vendor(s) and the RICoC Planning Staff.

Q: In which section should a training approach be included?

A: The training approach should be included in Section B.

Q: How many Homeless Response System providers are funded through RICoC and anticipated to be included in the trainings and technical assistance?

A: There are 17 organizations currently funded by RICoC, we anticipate them all engaging in this training in some way. We also anticipate providers who serve people experiencing homelessness who do not receive RICoC funding to participate in these trainings.

Q: Section C. Fee Structure: As information is requested as a "detailed cost proposal" and may include multiple excel tables to show level of effort across tasks with corresponding narrative, we request removing the 500 word total or revising it to 1000 words to provide sufficient detail to justify the scope of work.

A: We are unable to change the word total on this RFP at this time.

Q: For Section D: Minority Owned Business/Women Owned Business pursuant to the Rhode Island State Purchases Act, please confirm that a Women Owned Small Business (WOSB) certified by SBA applies.

A: RIGL 37-14.1-6 addresses the definitions and requirements referred to here. Please consult the statute for the relevant information.

Q: Please confirm that the affidavit with the State Board of Elections concerning reportable political contributions does not need to be filed until after award.

A: RIGL 17-27-3 Filing of affidavits addresses this question. Please consult the statute for the relevant information.

Q: If multiple awards are issued, can RI Housing please describe the process they will use to determine which awardee proceeds with which tasks?

A: All proposals submitted in response to this RFP will be reviewed and scored by the selection committee based on the criteria listed under "EVALUATION AND SELECTION" on page 5 of the RFP. The committee will determine which vendor(s) will receive an award to complete the required task(s). If multiple awards are issued, RICoC planning staff will collaborate with the selected vendor(s) to develop a work plan for completing the assigned tasks.

Q: On page 11, under the section titled "Case Management Training Course for Homeless Service Providers," the RFP describes "building strong relationships with service providers, community partners, and *other stakeholders* to coordinate care." Could you please clarify what is intended by "other stakeholders" in this context? For example, does this include partnering non-profits outside of the Homeless Response System, individuals with lived experience, and/or something else we haven't yet considered?

A: The purpose of including this topic in the training is to encourage case managers to think beyond their individual role when determining how to best support their clients. The goal is for participants to build the skills and strategies needed to effectively engage a range of partners.

We want case managers to recognize that effective service coordination requires two actions:

1. Connecting with programs already working with their client to ensure coordinated care; and

2. Engaging programs that are not yet involved but offer resources that could benefit the client.

When we refer to "other stakeholders," we mean any organizations, groups, or partners that can contribute to better client outcomes. This may include, but are not limited to, nonprofits outside the homelessness response system (such as recovery community centers, libraries, and community action programs), as well as healthcare providers, food pantries, and other community-based resources.