**Iowa Finance Authority**

**Request for Information RFI-HC1-2021**

**2021 Iowa Council on Homelessness Strategic Planning**

**Questions and Responses (Question deadline: January 18, 2021)**

1. Could you share more information about the timeline? The RFI mentions the contract signed by, approximately, the middle of February.  The RFI also mentions a six month timeline, a final report due by the end of 2021, and there is a report due to the Governor by September 15th.

When do you want the project completed?

*Response: A six-month timeframe is ideal for project competition, but no later than the end of 2021. The report due to the Governor is a responsibility of the Council but not a specific responsibility of this project.*

1. Are there deliverable expectations from the vendor in preparation for the annual recommendations to the governor?

*Response: The Council is responsible for the annual recommendations to the Governor. Ideally, the strategic planning process would help the Council in developing an overall framework to work productively toward meeting all of its responsibilities, including this one.*

1. How many staff, members of the Council’s Executive Committee, Board members and stakeholders are there?  Can you provide examples of external stakeholders?

*Response: There are 38 appointed voting members of the full Council and nine members of the Executive Committee. The Iowa Finance Authority provides limited staff support, approximately 0.1 FTE currently. Additional stakeholders include other members of the general public that participate in Council meetings and events, as well as agencies that work to reduce homelessness in Iowa, persons experiencing homelessness in Iowa, and anyone else impacted by homelessness in Iowa.*

1. Do you have email and other contact information for the stakeholders?

*Response: Minutes and attendance are provided for each full Council meeting, at this website:* [*https://www.iowafinance.com/events-archive/?event\_category=iowa-council-on-homelessness-meeting&event-year=2020*](https://www.iowafinance.com/events-archive/?event_category=iowa-council-on-homelessness-meeting&event-year=2020)*. The attendance list includes emails for members, along with a member list elsewhere on the website.*

1. Is there an incumbent vendor or previous vendor IFA has worked with in the past for this type of service? If so, how may I obtain copies of any contract documents?

*Response: IFA contracted with HomeBase/Center for Common Concerns for a governance transition project in support of the Iowa Council on Homelessness and the Iowa Balance of State Continuum of Care. That project concluded in January 2020. A copy of the contract was forwarded to the questioner here and may be obtained by any other interested parties by emailing* *amber.lewis@iowafinance.com**.*

1. What is the estimated timeline of procurement for these services if the RFI greenlights a solicitation?

*Response: The RFI contains an estimated timeline for the project. Assuming a qualifying response is received to the RFI and a vendor is selected, we anticipate the project beginning by late February and approximately a six-month timeframe for project competition, concluding no later than the end of 2021.*

1. What is the estimated contract value for a project of this size?

*Response: The project will be supported with a portion of funds from an annual legislative appropriation to the Council. The appropriation is in the amount of $50,000, so any project may not exceed this amount. However, it’s not anticipated that this project would require the full amount of this funding. Responses to the RFI will be partially reviewed according to cost-effectiveness.*

1. Do you anticipate extending the bid due date?

*Response: There are no plans at this time to extend the bid due date.*

1. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

*Response: We anticipate selecting the winning bid based on the goals and intentions described in the RFI and how well any responses fit with these goals.*

1. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com/free](http://www.mygovwatch.com/free)?

*Response: No.*

1. Other than your own website, where was this bid posted?

*Response: The RFI was initially posted to the Iowa Finance Authority website and the Targeted Small Business website for 48 hours as per Iowa procurement standards. The website is here; a login is needed to view the postings:* [*Targeted Small Business Program | Iowa Economic Development Authority (iowaeda.com)*](https://www.iowaeda.com/small-business/targeted-small-business/)*. The bid was also shared with industry firms.*

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

*Response: We will not consider organizations outside of the United States for this work.*

1. Whether we need to come over there for meetings?

*Response: Some of the work may be done virtually, and some in-person meetings may be required.*

1. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

*Response: No. The work must be performed within the United States.*

1. Can we submit the proposals via email?

*Response: Yes, proposals emailed to amber.lewis@iowafinance.com by the deadline will be accepted.*

1. I am writing for clarification on your RFI-HC1-2021; it appears it is the intention of the Iowa Finance Authority to select a consultant from those who submit a response to the Request For Information, rather than release a subsequent RFP for bidders/consultants to respond and from which a contract will be awarded.

*Response: Yes, this is the intention.*

1. Would you provide a copy of the strategic plan that is referred to in Section 1: Purpose of RFI-HC1-2021 (“This follows a strategic planning process concluded in early 2020. . .”) ?

*Response: The resulting main guiding document from this project is posted online in the materials for the January 24, 2020, meeting of the Iowa Council on Homelessness, on this page:* [*https://www.iowafinance.com/event/iowa-council-on-homelessness-meeting-1-24-20/*](https://www.iowafinance.com/event/iowa-council-on-homelessness-meeting-1-24-20/)*; look for the document titled “Iowa Regional CoC Governance Recommendations.”*

1. How many members are on the Strategic Planning Team?

*Response: The most likely current team to serve as the main strategic planning team is the Executive Committee of the Iowa Council on Homelessness, which consists of nine members. The Executive Committee and/or the Council may also appoint a different team at some point that is specific to this project.*

1. What are the reporting/responsibility relationships between IFA, the Council, and the recently created CoC Board?

*Response: IFA continues to serve as the administrative agency responsible for helping the Council carry out its duties. The recently-created CoC Board is a new entity that is completely independent of both IFA and the Council.*