**RFP Number: 25-03:** **Short-Term and Emergency Student Housing Services**

Addendum Number: 1

**NOTICE TO PROPOSERS:** THIS ADDENDUM SHALL BECOME PART OF THE RFP, AND PROPOSERS SHALL ACKNOWLEDGE, IN WRITING, RECEIPT AND INCORPORATION OF ALL ADDENDA AND CLARIFICATIONS IN THEIR RESPONSE. FAILURE OF THE PROPOSER TO RECEIVE ADDENDA SHALL NOT RELIEVE THE PROPOSER FROM ANY OBLIGATION UNDER ITS PROPOSAL AS SUBMITTED. THE PROPOSER SHALL IDENTIFY AND LIST IN ITS PROPOSAL ALL ADDENDA RECEIVED AND INCLUDED IN ITS PROPOSAL; FAILURE TO DO SO MAY BE ASSERTED BY THE DISTRICT AS A BASIS FOR DETERMINING THE PROPOSAL NON-RESPONSIVE.

Answers to Questions

| **Number** | **Questions** | **Response**  |
| --- | --- | --- |
| 1 | The RFP refers to reference requirements in multiple places - 4.1 B - similar scope of service references (page 23), 4.5 - minimum of 3 references with "recent" reference letters including business clients (page 25), and 3 references (page 58, appendix 1). Please clarify references vs letters of reference and if the letters of reference need to be specific to this RFP.  | Please review Sections 4.1(B) and Section 4.5 References. Include both three (3) references specific to this RFP (Project Name and Client Organization) who provided similar services in the last year and a recent letter of reference(s) from your current client list.  |
| 2 | Please clarify the minimum qualification that proposers serve a minimum of 20 students per semester (page 59).  | Does the proposer have the capacity to serve at least 20 students per semester, per year? Please respond with Yes or No to the question on Appendix 1-Minimum Qualifications Questionnaire. |
| 3 | We are applying for two locations with separate addresses and bed numbers but the same scope of services - do we need to submit two applications? If the budgets and fee schedule are the same can they be included in the same application?  | If the two locations are part of your agency/organization, please submit one proposal to the RFP. If the two locations are operating as separate business entities, please submit two proposals.Please review Section 3.8, No Joint Offers Accepted.  |
| 4 | Please clarify expectations regarding wraparound services.   | The expectations are to provide services outlined in Appendix A-Scope of Services - Minimum Qualifications for Wrap-Around Services on page 32. |
| 5 | Point B is asking about current clients. Is this referring to students that are currently being served through our program, or is it talking about clients that we provided contracted services to? The text we are referring to is the following on point 4.5 "...each proposer shall provide copies of recent letters of references from its current clients." | Please review Sections 4.1(B) and Section 4.5 References. Include both three (3) references specific to this RFP (Project Name and Client Organization) who provided similar services in the last year and a recent letter of reference(s) from your current client list.  |