



CITY OF HOUSTON

Finance Department
Strategic Procurement Division

Sylvester Turner

Mayor

Jedediah Greenfield
Chief Procurement Officer
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.393.9126
<https://purchasing.houstontx.gov>

March 24, 2023

SUBJECT: Letter of Clarification No. 1
REFERENCE: RFP No.: P18-L32680 - (Dinner to Home)
TO: All Prospective Respondents

This Letter of Clarification is issued for the following reason:

1. To provide responses to the questions received from prospective proposers prior to the deadline to submit questions:

1	Question	Firstly, in the solicitation notice, the following statement was made: "by providing food that people want to eat in a respectful atmosphere with tables, chairs, trash receptacles, water, and portable restrooms." I was wondering if the vendor is responsible for providing chairs, tables, and other amenities as well?
	Response	Yes, the awarded vendor is responsible for providing all the amenities outlined in the RFP and any additional amenities that may be necessary to operate these feedings at the location provided. The awarded vendor may keep a storage container that they have procured on site for storage of equipment and other supplies.
2	Question	Secondly, I was curious to know if the address mentioned in the notice is a parking lot or the side of a building. If it is a parking lot or an open area, will the city provide a tent?
	Response	The location is a parking lot that has been reserved by the City for this purpose. There are trees that provided ample shade, however, the awarded vendor will be responsible for providing any additional equipment needed to provide shade or protection from inclement weather.
3	Question	What are the specific demographic details that need to be gathered for the COH Homeless Management System?
	Response	The vendor must meet all HMIS data standards, procedures, and agreements as adopted by The Way Home Continuum of Care for the City of Houston and The Coalition for the Homeless of Houston/Harris County. Please contact the Coalition for the Homeless of Houston/Harris County for more information on the Homeless Management Information System (HMIS).

Council Members: Amy Peck Tarsha Jackson Abbie Kamin Carolyn Evans-Shabazz Dave Martin Tiffany D. Thomas Mary Nan Huffman
Karla Cisneros Robert Gallegos Edward Pollard Martha Castex-Tatum Mike Knox David W. Robinson Michael Kubosh Letitia Plummer
Sallie Alcorn

Controller: Chris Brown

4	Question	The objective of the "Dinner to Home" program is to encourage those experiencing shelterless homelessness to commit to a permanent living arrangement. Is the program location at 61 Resiner Street, Houston, TX 77002?
	Response	The City of Houston is seeking an experienced provider to run its turnkey project – "Dinner to Home" program at a city-owned location adjacent to downtown. Through this program, the City established an appealing, Dinner to Home program to strategically entice individuals experiencing unsheltered homelessness to a safe, clean, well-managed, and appropriate location to foster connections and be assessed for housing.
5	Question	Will the vendor selected for the program have access to a list of shelters that can accommodate new individuals who are willing to participate in the "Dinner to Home" program?
	Response	The Vendor shall, at a minimum, conduct monthly onsite housing assessments via coordinated access on a set, reoccurring schedule. Coordinated Access is a centralized, collaborative process through The Way Home and overseen by the Coalition for the Homeless of Houston/Harris County designed to coordinate homeless housing and income program participant intake, assessments, and referrals. Please reach out to the Coalition for the Homeless of Houston/Harris County for more information on Coordinated Access.
6	Question	What is involved in the on-site housing assessment, and where will it be conducted?
	Response	The on-site housing assessments should be conducted on location at 61 Riesner St. The Vendor shall, at a minimum, conduct monthly onsite housing assessments via coordinated access on a set, reoccurring schedule. Coordinated Access is a centralized, collaborative process through The Way Home and overseen by the Coalition for the Homeless of Houston/Harris County designed to coordinate homeless housing and income program participant intake, assessments, and referrals. Please reach out to the Coalition for the Homeless of Houston/Harris County for more information on Coordinated Access.

END OF LETTER OF CLARIFICATION NO. 1

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s). It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.

If you have any questions or if further clarification is needed regarding this solicitation, please contact Tanya De Lira at tanya.delira@houstontx.gov or 832.393.8731.

Sincerely,

Jedediah Greenfield
Chief Procurement Officer

C: File: T

Council Members: Amy Peck Tarsha Jackson Abbie Kamin Carolyn Evans-Shabazz Dave Martin Tiffany D. Thomas Mary Nan Huffman
Karla Cisneros Robert Gallegos Edward Pollard Martha Castex-Tatum Mike Knox David W. Robinson Michael Kubosh Letitia
Plummer Sallie Alcorn

Controller: Chris Brown