

**Addendum 3: RFA Q & A**  
**“Family Emergency Shelter 2010”**

**Pre-Application Information Meeting**  
**Questions & Answers**

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**Q: Is the current facility the required base of the operation?**

A: No. The shelter is not required to remain where it currently operates. Applicant(s) proposing an alternate site should indicate such in their applications and the cost of operation at the new “proposed” site must be included in the budget.

**Q: If the interested vendor currently operates a shelter, could the two shelters be operated in partnership?**

A: Yes. The Department would consider proposals seeking to expand FES shelter operations by linking other existing shelter services with those proposed in response to the RFA, however, the minimum requirements of this RFA must be met and these funds MAY NOT be used to supplant other programs.

**Q: Could you operate this shelter in a Single family home, Townhouse or duplex style housing?**

A: Yes, however the minimum requirements of this RFA must be met.

**Q: Does the vendor need to provide shelter for 23 families or provide 84 beds?**

A: Shelter must be provided for a minimum of 23 families. The beds may vary based on the family demographics. The 84 bed standard assumes an average family size of 3.6 so the beds may actually increase or decrease based on the families placed in the shelter. The successful vendor will be required to serve all families placed regardless of their size.

**Q: Is the address 1520 Kanawha Street? Is it called Bedford Station?**

A: The administrative office is located at 1520 Kanawha Street in Adelphi, Maryland. The complex is called University Gardens and the shelter is operated in scattered apartment units within that complex.

**CLARIFICATION:**

Section I.16 of the RFA, last paragraph. 2<sup>nd</sup> sentence has been revised to read as follows:

The points in the evaluation criteria will provide a scoring system to be used by the evaluation panel in making their recommendation for award. A total of 150 160 points is possible: 115 core points and up to 35 45 bonus points. Only Applicant(s) that score a minimum of 80 core points on their application will be considered for contract award. Interviews may be scheduled by PGCDSS to clarify applications and/or negotiate acceptable contract terms. Following reference checks, the Committee will make a recommendation to the PGCDSS Director for contract award(s) to the Applicant whose application is determined to be most advantageous. PGCDSS may negotiate with Applicant(s) for the purpose of obtaining the best price or arriving at a statement of work that is most advantageous, however PGCDSS also reserves the right in its sole discretion to award a contract based upon the written applications received without prior discussions or negotiations. No Applicant(s) shall have any right of protest arising from such negotiation or lack thereof.