

Responses to Questions submitted related to the Request for Proposals for consulting services for the selection and implementation of a homeless management information system.

Is this RFP for a consultant ONLY or do you intend to select a new HMIS software vendor as well?

This RFP is for the consultant only. We intend for the consultant to assist us in developing a separate RFP for the vendor.

Is the expectation to have all data converted, all users trained, and all agencies live on the new system by 7/1/08?

Yes.

Is the City considering upgrading to a newer release of the ClientTrack product or is the desire to completely move away from ClientTrack?

The City is willing to consider any and all software solutions that meet the HUD Data Standards and the other desired goals for selecting the new HMIS software product listed in Section 2.4 of the RFP.

Are any replacement HMIS software solutions being considered or is the selection completely neutral?

The City is willing to consider any and all software solutions that meet the HUD Data Standards and the other desired goals for selecting the new HMIS software product listed in Section 2.4 of the RFP. That said, because one of the goals for selecting a new HMIS software product is reduced data entry using the minimum possible number of client tracking and billing systems per agency, preference would be given to systems that meet multiple functions (e.g. HMIS and Medi-Cal billing).

Will the company selected for this contract be allowed to bid on the subsequent RFP for system administration?

Yes.

What is the budget for this project? Have the funds been obtained?

Funds for the selection, implementation, initial software contract and data conversion have been obtained from the City of Santa Monica General Fund and SHP funds in the amount of \$399,358. The portion of that budget reserved for the consultancy addressed by the RFP has not been established and is intended to be proposed by the RFP respondent.

Has the funding for the replacement HMIS solution (software licenses, hosting, training, etc.) and the system administrator been obtained?

Yes, see above.

Given the desire to carefully manage travel costs and maximize project efficiency, how much will the consultant be expected to work onsite?

The consultant will be expected to work onsite a minimum of 3 days per month for the duration of the project.

How often does the HMIS Steering Committee meet or will be available to meet during this project?

The Steering Committee meets monthly. Subcommittees may be available to meet more frequently.

How will the efforts of the Los Angeles/Orange County HMIS system (LAHSA) impact the City of Santa Monica's HMIS?

It is expected that the system currently being implemented by LAHSA will be given serious consideration by any consultant selected. If consultant recommends a solution other than the product being implemented by LAHSA, consultant will be expected to assist with developing a plan for ongoing data conversion to that system.

Do you have a list of systems that must be interfaced with the new HMIS, such as the LAHSA system or any agency systems?

We do not currently have such a list. It is expected that the consultant selected will conduct an analysis of agencies' needs and funding-compliance requirements, including those needs currently being met by multiple client management systems and those not currently being met by any data system. This analysis is expected to generate such a list. Interagency groups have conducted a preliminary analysis of the number MIS systems currently in use that will be available to the selected consultant.

In the RFP, it states that they are due by 5:00 PM on Monday July 11, 2007. Do you mean Wednesday July 11, 2007 or Monday July 9, 2007?

The RFP is due Wednesday, July 11, 2007 at 5:00 PM PDT.