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TELEPHONE NUMBER

ADDENDUM NO. 1
REACHING HOME CANADA' S HOMESLESSNESS STRATEGY A COMPONENT OF
WINDSOR-ESSEX HOUSING CONNECTIONS (WEHC)
RFP NO. 163-19

December 6, 2019

This addendum amends and forms part of the Proposal Documents. The Proponent shall insert the addendum behind the cover page of the Proposal Documents.

QUESTIONS/ANSWERS:

1. In Appendix F, "Funding Form" - the schedules have a column entitled "RH Program Category" please advise whether: RH refers to Reaching Home and if it does, whether it refers to "Reaching Home: Canada's Homeless Strategy" or, "Reaching Home: Windsor Essex Homeless Plan 2019-2024." Please advise where to reference the "categories" for this section.

Answer:

In Appendix F: the column entitled RH Program Category refers to Reaching Home: Canada's Homelessness Strategy and **NOT** Home Together: The Windsor Essex 10 year Housing and Homelessness Master Plan 2019-2024 or the Windsor Essex Reaching Home Community Plan 2019-2024.

- a. The categories can be found in the Reaching Home directives.

2. In Appendix F, please advise what the column "FTE ratio" means?

Answer:

In Appendix F: FTE ratio means Full Time Equivalent

3. In Appendix F, please advise what the column "Item" means?

Answer:

In Appendix F: Item means item to be funded

4. In Appendix F, please advise what the column "# of units" what does that mean? How is a unit defined?

Answer:

In Appendix F: # of units, means number of units to be funded

5. As seen in the column of Appendix F - What is an estimated in-kind contribution considered as? Does this include cash contributions from the community or other funding partners, as referred to in Appendix B, sub paragraph 4, page 28.

Answer:

In Appendix F: In kind contribution is consistent with the explanation provided in Appendix B subsection 4 found on page 28 of the RFP

6. Referencing Page 11, section 6.2 "Directives require that services be provided in French in its offices located in or serving Windsor Essex." What does this mean? Can you please clearly dictate what degree/capacity of bilingual support should be provided? Does this mean all staff of a proponent must be bilingual, and all program documentation be provided in French as well as English? Or, is it sufficient that services in French be provided upon request?

Answer:

Under Reaching Home, proponents are required to provide services in French. Services can be provided in a variety of ways and proponents are required to demonstrate how they will fulfill this requirement.

7. Referencing page 11, second line from the bottom, "paid peer support worker," and on page 9, para. 6.1.3 "employing and integrating the use of peers:" how do you define a peer? Does this mean they share all demographics (gender, age, life experience, ethnicity etc), or, that we are utilizing individuals with similar lived experience?
 - o The concern we have is that our proposal deals with homeless male youth aged 16 to 24, and peers would mean utilizing the services of recently homeless youth (with an average age of 18.65 yrs) who may well not possess the education or maturity to be successful in a paid peer support position.

Answer:

Peer support is defined as the emotional and practical/social support between two people who share a common experience, such as mental health challenge or illness. A Peer Support Worker has lived through that similar experience, and is trained to support others.

8. Referencing section 7. "Proponent and Personnel Staffing," subsection 5. on page 28, are the resumes requested under this section specific to staffing concerned with the proposal, or is it expected that the proponent provides resumes for its entire staff?

Answer:

Sub-section 5 refers to the request of information contained in Appendix B sub-section 7 pertaining to this submission.

9. It is explained on Page 28, 6.1. "Include a list of at least 3 clients," but the forms in Appendix B on page 30 indicate "Agency Name and Contact Information." Is the RFP seeking references from past clients that we have served in our organization? Or, are the references intended to be other professionals / agencies who can speak to the "Experience" section of the proposal?

Answer:

Appendix B – Schedule 1 and section 6.1 pertains to other organizations and/or professionals who can speak to agency's experience regarding the proposal submission.

Except for the contents of this addendum, all other terms and conditions of this proposal remain the same.

END OF ADDENDUM NO. 1

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

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Purchasing Supervisor

EC/js

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ESSEX HOUSING CONNECTIONS (WEHC)
RFP NO. 163-19**

December 6, 2019

I hereby acknowledge receipt of Addendum No. 1 to the RFP No. 163-19 (4 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the _____ day of _____, 20_____.

Signature

Name (Printed)

Company Name

***NOTE: You are required to acknowledge this addendum with your proposal submission.**

**PLEASE FAX BACK TO (519) 255-9891 OR E-MAIL @ purchasing@citywindsor.ca SIGNED
ACKNOWLEDGEMENT SHEET ASAP**

Attn: Purchasing Department