



Louisiana Housing Corporation

Request for Proposals: Homeless Management Information System (HMIS) Administration

Responses to Written Inquiries from Proposers

Published: May 2, 2025

The following questions were submitted to the LHC concerning the above-referenced Request for Proposals for HMIS Administration, originally published on April 4, 2025.

1. Evaluation Criteria

- In Section VI. Evaluation Criteria, C. Cost Proposal, the RFP states that cost proposals should include, staffing expenses by role and rate of pay, should be fully loaded cost rates. This seems to indicate a Time & Materials budget. However, in Section VIII. Contract Terms and Requirements, K. Billing and Payment, the RFP states, “Payment terms shall be negotiated with the successful Proposer.” Can LHC please confirm the contract type is T&M?

1. RESPONSE:

Yes, this contract would be a Time and Materials contract.

2. Evaluation Criteria

- In VII. Proposal Response Format, it states that each section of the proposal has an assigned maximum page limit, and the review team will not read written content past the maximum page length per section. However, on page 19 in Section VI. Evaluation Criteria, it states, “If a Proposer chooses to provide additional materials in their proposal beyond those requested, those materials should be labeled as such and included in a separate section of the proposal.” Would these additional materials be included in the scoring? Also, would there be a page limit on these materials?

2. RESPONSE:

Scoring will be limited to the categories indicated in the evaluation breakdown on page 19 of the RFP.

While the individual sections indicated in part VII of the RFP contain maximum page limits, the overall proposal does not have a page limit. However, the opportunity to provide additional materials should not be used to circumvent the page limits on the topics contained in part VII of the RFP.



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3. Submission Requirements

- Rather than hard copy submission of proposals, would LHC consider accepting electronic (email) delivery of proposals for this opportunity?

3. RESPONSE:

LHC will accept proposals via the methods outlined in the RFP. LHC will not accept proposals via email.

4. Submission Requirements

- Can proposers escalate rates for each of the first three years of the initial term? Can we escalate rates for the additional 2-year option term?

4. RESPONSE:

The RFP does not contain a prohibition on escalated rates. Any rate contained in a proposal will be evaluated in accordance with section VI (C) of the RFP.

5. Scope of Services

- Will the proposer be responsible for paying the HMIS vendor for the HMIS implementation costs with funds awarded through this contract by LHC?

5. RESPONSE:

Yes.

6. Scope of Services

If the answer to the above question is yes:

- Can LHC confirm the annual cost of the contract with the current HMIS vendor?
- Would the proposer be responsible for entering into a contract with the current HMIS vendor?

6. RESPONSE:

LHC's HMIS vendor costs for CY2024 totaled \$34,076.86.

The selected contractor would be responsible for entering into a contract with the vendor via the entity that manages the statewide HMIS implementation.



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7. Contract Terms and Requirements

- In Section VIII of the RFP, there is an indemnification and limitation of liability clause and a general indemnification clause. Please clarify under what circumstances each indemnification clause is applicable or would both terms be included in a future contract?

7. RESPONSE:

Identifying circumstances each indemnification clause would be applicable to would be speculative. As such, it is undeterminable at this time.

Both terms would be included in a future contract.

8. Contract Terms and Requirements

- We would like to know if other HMIS project funding can be used as part of the match requirement?

8. RESPONSE:

CoC Program funding cannot be used to meet the match obligations of this CoC Program funded project.

9. Contract Terms and Requirements

- Is there a minimum or maximum budget amount for this proposal?

9. RESPONSE:

No.

10. Proposal Response Format

- Is there a specific order or format required for the attachments for submission?

10. RESPONSE:

No, but LHC would prefer if proposals contained clearly labeled attachments in the order they appear in the RFP to reduce the potential for confusion for reviewers.

11. Proposal Response Format

- Should the references information be included within the narrative section, or placed in the appendix with the other required attachments?

11. RESPONSE:

References can be included in the appendix.



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12. Contract Terms and Requirements

- Is the applicant required to provide proof of current insurance coverage at the time of submission?

12. RESPONSE:

No. LHC would require the selected contractor to provide proof of current coverage prior to contract execution.

13. Submission Requirements

- Could you please confirm whether a Letter of Inquiry is due on April 11, 2025, or if that date is solely the referring to a deadline for submitting questions related to the RFP?

13. RESPONSE:

Written inquiries regarding the content of the RFP were due to LHC by April 11, 2025. Proposals submitted in response to the RFP are due to LHC by May 23, 2025 at 4pm CST