

Questions and Answers

Week ending 12/13/2024

Question: Will the State accept bids for staffing services only?

Answer: Yes, the State will accept bids for staffing services only.

Week ending 12/20/2024

#	RFP/SOW Page Number	RFP/SOW Section Reference	Question
1	22	F. As-Needed Services: Establish lease(s) for rental building(s) for shelter(s) in identified area(s).	Can Vermont please clarify if the expectation is to obtain a yearly lease, as most places will not provide less than a year lease?
Answer: We would review proposals with various timeframes, a year or less. In particular, Vermont is looking for proposal beginning in January 2025 and operating for 3 to 6 months.			
2	22	F. As-Needed Services: Establish lease(s) for rental building(s) for shelter(s) in identified area(s).	Is Vermont expecting the Contractor to enter into a lease, or will Vermont enter into a lease once the site is located and assessed by the Contractor?
Answer: Vermont is expecting the contractor to enter into a lease. Vermont may have insights into available non-state facilities, such as spaces owned by faith communities or non-profits agencies. For example, at this time there is awareness of potential locations in Rutland, Chittenden, and Washington Counties.			
3	8	4.5. REFERENCES. Provide the names, addresses, and phone numbers of at least three companies with whom you have transacted similar business in the last 12 months. You must include contact names who can talk knowledgeably about performance.	In regards to references, can Vermont please clarify if they are looking for agency or government references within the last twelve months, as the solicitation states Vermont is looking for three company references within the last 12 months.

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Answer: It could be an agency or government.			
4	8	4.6. REPORTING REQUIREMENTS: Provide a sample of any reporting documentation that may be applicable to the Detailed Requirements of this RFP.	Can Vermont AHS clarify what information that can be withheld as proprietary? Our concern lays within releasing documentation examples within the response.
Answer: The State defines Proprietary Information as follows: Information of the State or a Supplier which may include any formulae, plan, pattern, process, tool, mechanism, compound, procedure, production data, financial information or compilation of information which is not patented, which is known only to certain individuals within a commercial concern or the State, and which gives its user or owner an opportunity to obtain business advantage over competitors who do not know it or use it; also known as a trade secret. Proprietary information is exempt from disclosure under the State Public Records Act (1 V.S.A. §§ 315-320).			
5	15	PRICE SCHEDULE	Does the State want pricing associated with the bidder establishing a lease or the expected cost of leasing a building? It is difficult to provide a price quote for a lease without knowing the capacity requirements or location and with availability changing rapidly.
Answer: Expected costs are fine.			
6	14	PRICE SCHEDULE	For As Needed Services, is the State expecting pricing to be by day, week, and month or are proposers allowed to be flexible in the pricing response?
Answer: Proposers can be flexible in the pricing response.			

Question: Does the Emergency Shelter program have a set opening date? We've recently received invitations to bid from another state where the Emergency Shelter was still in the planning state and the State didn't know if they will receive funding for the program. Can you please advise?

Answer: This is a rolling opportunity, although, Vermont is prioritizing bids that could serve 3-6 months starting in January 2025.

Question: Does DCF prefer we work with other entities to submit bid since we cannot provide fully comprehensive requests and only staff for this initiative?

Answer: Vermont will review proposals with staffing only. Bidders are also welcome to partner with subcontractors.

Question: Along with that, are the equipment, management/oversite, and other requirements outside of solely providing staff a deal breaker for the State of VT? We cannot provide policies, equipment, or management oversite- would state or other entity provide that?

Answer: Proposals for staffing only will be reviewed.

Question: What positions/ titles do you want to staff?

Answer: Any positions the bidder deems relevant to staff the shelter they are proposing. This may include shelter shift staff, shift supervisors, onsite managers, etc.

Question: Do you have the scope of work/ job duties for the positions?

Answer: The bidders should share job descriptions for proposed staffing and shelter models.

Question: Do you have locations for these shelters or is that still TBD?

Answer: Bidders have discretion to propose buildings and locations. Vermont may have available capacity in Rutland, Washington, and Burlington counties.

Question: What's the security staffing plan? Security on site, local law enforcement, involved, other?

Answer: This is determined by the needs of the bidder and what they propose. Vermont does not assume that security on site is a requirement, depending on the shelter location, population, and staffing plan security may be a component that a bidder could propose.