

RFP Questions & Answers

Deadline for Proposal Submission: January 18, 2019 @ 12:00 PM MST

Please submit proposals to funding@calgaryhomeless.com

As per the RFP Schedule of Events, questions & inquiries submitted by January 7, 2019 will be answered by January 11, 2019 and posted on the www.calgaryhomeless.com/funding website.

Responses to Questions

Question	Answer
1. How do we attach additional pages to the response template provided in the RFP? Is there a recommended way for us to provide additional information outside of the response template?	Any attachments which are relevant to the RFP should be attached to the submission email alongside your proposal response form.
2. There is mention that CHF is developing a toolkit for funded programs to support performance measurement work. How will the recommendation report which is part of this RFP inform that toolkit?	CHF would like the final report of this RFP to provide some recommendations on the direction of next steps that would help formulate the toolkit for agencies. There is no expectation that this RFP will develop the final tool kit for the agencies.
3. Is this RFP for the development of CHF performance measures, OR program-level performance measures? Will programs continue to flow data on KPIs through the HMIS?	<p>This RFP is not to redevelop any measures. This is a very high-level external review of our current program performance framework to provide us an overview of how we operate in comparison to other similar foundations.</p> <p>At this time there will be no changes to our current practice. CHF funded agencies are expected to continue operating their HMIS data entry as they must populate their KPIs in their funding agreements.</p>
4. CHF KPIs were developed in 2017. Are new KPIs being or anticipated to be developed as a result of the information obtained through this RFP?	This process will provide us with information regarding how current KPIs work in concert to measure and communicate program performance. Further, and, based on best practices, the work will help us understand whether or not there are additional tools we should be considering for our program

	<p>performance framework and / or if current tools within the framework are misaligned.</p> <p>Until this is completed, we cannot comment if there will be anticipated changes in the future.</p>
<p>5. According to item 3c on RFP p. 3, “a summative as well as developmental approach would be appropriate.” Recognizing the highly collaborative nature of a developmental approach, is there an expected level of effort for this work?</p>	<p>CHF expects the Applicant to propose the best method to achieve the goals outlined in this RFP. If a summative approach is required, then clearly state this. If a developmental approach is required, then outline how this will work and how you will approach it.</p>
<p>6. What are your expectations/requirements for:</p> <ul style="list-style-type: none"> a. Meetings and communication (e.g., number/frequency of meetings, in-person vs. telephone/Skype)? b. Reporting (e.g., type and format, audience for reports, your requirements in terms of rounds of feedback and turnaround time)? Is there a need for presentations either to the Foundation or other stakeholders? 	<p>CHF would like to work with the successful Applicant on appropriate communication and reporting requirements based on the project plan presented to us.</p>
<p>7. Do you have a sense of the number stakeholders essential to provide a full picture of the Foundation’s work, and can the Foundation help connect the successful proponent to your stakeholders?</p>	<p>CHF will work with the successful Applicant to connect with any relevant stakeholder and coordinate contact with them as necessary.</p> <p>We anticipate several internal and external stakeholders to be participating.</p>