

**25-SFY-02 Emergency Homeless Services RFP  
Q&A Document**

**Q1: Are laptops considered fixed assets?**

A1: Laptops may or may not be considered a fixed asset. Proposers are encouraged to consult with the Department if there are requested reimbursement for any items that could be considered a fixed asset.

Per the Code of Federal Regulations (CFR), [2 CFR section 200.313\(e\)](#) and [200.41](#), all fixed assets purchased with funds provided through Contract or any other restricted funding sources remain the property of Board. Upon termination of Contract/Subgrant, vendor may be asked to return equipment and other fixed assets purchased with federal funds to Board or Department.

**Q2: What is the date of Department's most recent PRC plan?**

A2: The PRC Plan was most recently updated in October of 2023. The plan is required to be reviewed every two years. Amendments may occur to the plan during the biennial period, but they are posted upon adoption on our website. Proposers can access the PRC plan on Department's website: <https://www.clarkdjs.org/185/Prevention-Retention-Contingency-PRC>.

**Q3: Is food an allowable cost?**

A3: Please refer to the [County's PRC Plan](#), page 24. "Activities designed to promote self-sufficiency and find permanent housing options may also be provided, including case management and provisions for food and daily living necessities." These provisions are limited to PRC-eligible clients.

**Q4: Can you clarify the other funding sources listed in the RFP?**

A4: The main source of funding for the contract will be from TANF funding for PRC-eligible families. Other funding sources are typically included in all of Department's RFPs. Levy funds would typically be used only when involving our Family & Children Services division in rare cases in this contract.

**Other Clarifications from the RFP and Bidder's Conference:**

- Department wants to make clear that the chosen vendor will be required to determine and re-determine PRC eligibility in accordance with the County's PRC Plan for participants receiving services. To ensure maximum consideration, providers should describe their ability to complete the eligibility on each client.
- If Subcontractors will be used, please submit the following information in your proposal:  
**Subcontractor Identification and Participation Information**  
**If subcontractors will be used, proposers must address all Requirements specified here.**

Proposers are required to clearly identify the subcontractor(s) that will be used if subcontractors will be used in the program. Additionally, Proposers are required to highlight the subcontractors' tasks in the submitted proposal with sufficient detail to decipher their exact role in the proposed program. The subcontractors provided are under the same legal obligations outlined in this RFP that the Proposer is subject to. Proposals are required to also include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

1. The subcontractor's legal status, Federal Tax ID number, and principal business address;

2. The name, phone number, email address, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;
4. A commitment to do the work, if the provider is selected;
5. A statement that the subcontractor has read and understands the RFP, the nature of the work, and the requirements of the RFP.
6. Compliance with all certifications, disclosures, and other requirements of 3.1

Letters submitted in response to this provision should be included as an appendix following the technical proposal.