



COUNTY OF MENDOCINO

Department of Social Services



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COUNTY OF MENDOCINO ♦ REQUEST FOR PROPOSAL ADDENDUM No. 2

2026 EMERGENCY SHELTER SERVICES

RFP No.	004-26
Addendum Issue Date:	2/11/2026
RFP Issue Date:	01/12/2026
RFP Submission Deadline:	02/17/2026 – 2:00 pm

GENERAL RFP CLARIFICATION PROVIDED TO ALL VENDORS AND POTENTIAL PROPOSERS:

The Pre-Bidders Meeting was held on Tuesday, January 27th, 2026, at 10:00 am. Below is a summary of the questions and answers presented during the meeting. Respondents are encouraged to review resources available through the California Department of Housing and Community Development (HCD) Homeless Housing, Assistance, and Prevention (HHAP) Program website, <https://www.hcd.ca.gov/funding/hhap>.

VENDOR INQUIRIES/MENDOCINO COUNTY RESPONSES

1. **Vendor Inquiry:** If a project or if an agency has multiple shelter projects of different types, like non-congregate X over here and congregate Y over there, would we need to submit two separate proposals or responses? Or would they need to be packaged into one response, two separate projects under one agency?

County of Mendocino Response/Clarification: As interim housing or emergency shelter projects are the only eligible activities under RFP 004-26, respondents should submit only one response per agency or entity. The response must explicitly state how many projects are proposed, with project descriptions for each project that includes how the project will provide evidence-based solutions described in RFP 004-26 Section XI. Scope of Work. The proposed budget must be separated by project and provide budget line-item totals. Responses that include more than one project may result in two or more contracts through the contract negotiation process to preserve the financial integrity and transparency of each funded project.

2. **Vendor Inquiry:** Are projects that utilize multiple types of housing intervention models, such as host homes and kinship placements, provided to the same population required to describe each housing intervention as a separate project?

County of Mendocino Response/Clarification: No. Projects that utilize multiple housing intervention models to provide non-congregate shelter will be considered one project under this RFP. Projects will be separated by model as described in RFP 004-26 Section XI. Scope

of Work. Respondents are encouraged to review the definitions of non-congregate shelter and interim housing under HHAP that are available on the HCD website <https://www.hcd.ca.gov/funding/hhap> to better understand how to define projects in alignment with funder expectations.

3. **Vendor Inquiry:** May expenses for a Homeless Management Information System (HMIS) Comparable Database be included in the budget request for Victim Service Providers or other respondents not permitted to enter client-level data into HMIS? If yes, are Comparable Database expenses restricted by the one percent (1%) of the allocation amount for Administrative HMIS Costs?

County of Mendocino Response/Clarification: Victim Service Providers and other entities or organizations not permitted to enter client-level data into HMIS may include expenses related to the operation of an HMIS Comparable Database in the requested budget operational costs. As these activities are directly related to the provision of services to participants and not the Administration of the local HMIS platform, Comparable Database expenses are not included in the one percent (1%) of the allocation amount for Administrative HMIS Costs.

4. **Vendor Inquiry:** Regarding the cost proposal, the contract term says the agreements for one year with the option to extend to three additional years for one-year periods, but the cost proposal should still be just one year. Please clarify what time periods the cost proposal should include.

County of Mendocino Response/Clarification: Initial contracts awarded under RFP 004-26 will be for a one (1) year period, and may be renewed for a total of three (3) contract cycles. Cost proposals should include all funds requested under RFP 004-26 for the full potential contract cycle. The cost proposal should include all funds requested for the full time period of the request, and should be broken out by year. In no way does this guarantee more than the initial one (1) year of funding.

5. **Vendor Inquiry:** What is allowable under Indirect Costs?

County of Mendocino Response/Clarification: Cost proposals may include Indirect Costs in alignment with 2 CFR 200.414 Indirect Costs. Proper use, application, and documentation of Indirect Cost principles is solely the responsibility of the Respondent. For Responses selected for award, verification and confirmation of allowable indirect costs will be finalized during contract negotiation processes.

6. **Vendor Inquiry:** Is there a threshold for how much funding is goes directly to the client versus all of those supportive pieces?

County of Mendocino Response/Clarification: No.

7. **Vendor Inquiry:** Is there a maximum amount identified for the overall budget per Respondent?

County of Mendocino Response/Clarification: No, but Cost is one of the response rating factors that will be used to evaluate responses received.

8. **Vendor Inquiry:** Is there a response page limit?

County of Mendocino Response/Clarification: No, but Respondents should be cognizant that the review committee does compare proposals to get an understanding of the difference between providers, which is part of the process of evaluating the responses.

9. **Vendor Inquiry:** How should Respondents demonstrate the correlation of timing between shelter entry date and coordinated entry screening completion as required by RFP 004-26 Section XII.C.4.?

County of Mendocino Response/Clarification: Respondents should send an email to the HMIS Lead Agency at hometeam@mendocinocounty.gov to request a unique report. Additionally, the HMIS Lead Agency can assist with the provision of a de-identified data set representing persons served by the requested services.

10. **Vendor Inquiry:** When calculating the number and percentage of coordinated entry screenings completed with participants within 72 hours, how will participants with existing coordinated entry enrollments at the time of shelter intake be accounted for?

County of Mendocino Response/Clarification: The HMIS Lead Agency report will screen for both new and interim update coordinated entry interviews completed within 72 hours of shelter entry/intake, as recorded in the local HMIS. Back-dated data recorded in HMIS outside of the required timeframe will be calculated using the time of data collection, not the time of data entry.

11. **Vendor Inquiry:** How will the HMIS Lead Agency Report of shelter entry and coordinated entry screening crossover required by Section XII.C.4. calculate outcomes for projects operated by Victim Service Providers or Providers not permitted to enter client-level data into HMIS?

County of Mendocino Response/Clarification: The existing Coordinated Entry (CE) process for Victim Service Providers and Providers not permitted to enter client-level data into HMIS is to coordinate shelter participant Coordinated Entry System (CES) access with established CES Front Doors. As there is no way to determine from HMIS data which CE enrollments were a result of said coordination, Victim Service Providers and Providers not permitted to enter client-level data into HMIS are exempt from Section XII.C.4. and should explain this in the service provision experience description.

12. **Vendor Inquiry:** Is there a maximum length of stay for emergency shelter participants?

County of Mendocino Response/Clarification: No, there is no maximum length of emergency shelter stay required by local Continuum of Care Emergency Shelter Written Standards or enacted by the Homeless Housing, Assistance, and Prevention (HHAP) Program. While projects are not restricted from implementing a maximum length of stay, it is not a requirement nor a best practice. However, respondents should include description of the strategies implemented by the shelter that encourage rapid exit to stable housing, in recognition that the State of California invests in shelter programs specifically as a pathway to stable and permanent housing. Thus, respondents should consider and address how the project will contribute to overall homeless service system outcomes as measured by the California System Performance Measures (CA SPMs). Second disbursement payments of fifty percent (50%) for HHAP Rounds 4, 5, and 6 are predicated upon CA SPMs improvements, including the length of time people experience homelessness (CA SPM #4). While there is no

limitation on the length of stay, failure to quickly exit shelter participants to permanent housing may result in the forfeiture of up to fifty percent (50%) of HHAP Rounds 4, 5, and 6 funds and return of unspent funds from the initial disbursement.

13. **Vendor Inquiry:** Is this funding in any way tied to the Federal Government budget?

County of Mendocino Response/Clarification: No, the Homeless Housing, Assistance, and Prevention (HHAP) Program revenues consist solely of California State General Fund dollars.

ALL OTHER SPECIFICATIONS REMAIN IN FULL FORCE AND EFFECT.

Acknowledgment of receipt of this addendum is required to be included in your proposal. You may indicate such inclusion in narrative form within your proposal or by attaching a copy of this addendum to your proposal.

Any questions or concerns regarding this matter should be directed to Veronica Wilson, Program Administrator, at the phone numbers or email address below:

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