



PURCHASING DIVISION

TO: All Proposers
DATE: September 22, 2025

ADDENDUM NO. 1 (RFP No. 26-012)

This **ADDENDUM No. 1** forms part of Durham County's Request for Proposals (**RFP No. 26-012 Durham County Homeless Day Shelter and Services Program**). All other requirements of the original Scope of Services remain in effect in their respective order.

Receipt of this Addendum must be acknowledged on the Addendum Acknowledgement Form included in the RFP document.

1. **Proposals were due on September 25, 2025 but have now been extended.**

The new due date is September 30, 2025 by 2:00 P.M. EST.

2. The last day for receiving questions was September 16, 2025, by 3:00 P.M. EST.

Attached are the questions received and the official responses/clarifications provided by the Project Manager.

Should you have any questions regarding this Addendum, please contact me at 919.560.0041.

Sincerely,

Rishanda Fowler
Procurement Specialist

**Durham County Homeless Day Shelter & Services Program
RFP No. 26-012**

Questions and Responses

- 1. QUESTION: Budget Parameters- Is there a maximum budget cap or funding ceiling for this project? If so, is this a hard cap, or is there flexibility depending on the scope of proposed services?**

RESPONSE: Yes, the budget for this project is up to \$350,000 for the entirety of the project. Respondents should demonstrate their realistic ability to provide the services requested in this request for proposals with this budget.

- 2. QUESTION: Operational Requirements- Is daily operation required, or is there flexibility regarding weekend operations? If flexibility is permitted, what is the minimum expected schedule?**

RESPONSE: Daily operation is required at a minimum for Monday through Friday, and operation is highly preferred on the weekends.

- 3. QUESTION: Allowable Costs- Can costs associated with repairs, maintenance, and upfit of the service space be included as allowable expenses under the project budget? If so, are there any specific restrictions or guidelines around these categories?**

RESPONSE: Yes, reasonable costs associated with repairs, maintenance, and upfit of the space are allowable under the project budget if they are related to ensuring the space is suitable to meet the goals of the day shelter and services center as described in the RFP.

- 4. QUESTION: Budget Submission Format- Is there a specific budget format or template that applicants are required to use when submitting proposals? If so, will the template be provided as part of the RFP or as a supplemental document?**

RESPONSE: In the RFP document, on Page 15, Attachment A, is the Proposal Form that is to be used to provide the Total Proposed Cost for this project.

- 5. QUESTION: Implementation Timeline- What is the County's expected implementation timeline once awards are made? Will the County allow for a start-up period to accommodate staff recruitment, facility preparation, and acquisition of necessary program equipment and resources?**

RESPONSE: The County expects the vendor begin operating a day shelter and services center within a maximum of 3 months of the contract being awarded, in order to allow for staff recruitment, facility preparation, and necessary acquisitions, and expects the vendor to operate the day shelter and services center for a minimum of 9 months following the award of the contract, for an overall period of 12 months.

6. QUESTION: Proposal Review and Award Decision Timeline- What is the anticipated schedule for proposal review, award notification, and contract execution?

RESPONSE: The County anticipates the proposal to be reviewed and the award notification to occur within 6 weeks of the close of RFP submission window and expects the contract to be executed within two months of the award notification.

7. QUESTION: Sustainability and Future Funding- Will there be additional funding opportunities to sustain the project beyond the initial contract period? If so, what is the expected process for securing continuation funding?

RESPONSE: The County is unsure of the ability to provide additional funding after the initial contract period. By the time the initial contract period has concluded, there will be a new strategic plan to address homelessness in Durham, and this plan will be guiding the County's investments in homelessness at that time.

8. QUESTION: Case Management Definition: How does the County define "case management" for the purposes of this contract? Does this expectation include intensive case management, referrals only, or a spectrum of supportive services?

RESPONSE: The County expects that case management for the day shelter and services center will involve, at a minimum, intake, identification of needs as well as resources to match those needs, referrals to services (including those services not provided within the day center), and facilitation between the client and these services.

Beyond these minimum expectations, the County also expects the day shelter and services center to provide opportunities for people experiencing homelessness to connect with services to help them exit to stable housing, though whether that is done by case management or by service collaboration with other organizations is up to the proposer.

9. QUESTION: Population to Be Served- Is the expectation that the day center serve only individuals experiencing homelessness, or should services also include families? If families are included, are there specific requirements for how services should be structured to meet their needs?

RESPONSE: The County expects that the proposals will demonstrate a thorough understanding of the subpopulation(s) of people experiencing homelessness in Durham, and that the proposals should detail how the day shelter and its services will address the needs of selected subpopulation(s). It is up to the proposer to decide which subpopulation(s) of people experiencing homelessness they are intending to serve through the day shelter and services center. The County does not have specific requirements for how the services will be structured to meet their needs.

END OF ADDENDUM NO. 1