

# **Q&A: Multi-Year Evaluation of RenterAid Program and Affordable Housing Supply Database Project Request for Proposals**

This document compiles questions submitted by prospective applicants regarding LACAHSAs Multi-Year Evaluation of RenterAid Program and Affordable Housing Supply Database Project Request for Proposal, along with LACAHSAs responses. Questions are organized by topic area and separated into those concerning the RenterAid evaluation, the Affordable Housing Supply Database Project, and requirements that apply to both projects.

## **RenterAid Questions**

### **Data Collection, Data Systems, and Record Linkage**

- 1) Beyond the initial household assessment, are any additional data being collected on households from LACAHSAs or other jurisdictions in a systematic way?**

Yes. LACAHSAs anticipates collecting additional household-level data, and those data collection processes are currently in development. As part of the continuous improvement and learning process, LACAHSAs and the selected research team may identify additional data elements that should be collected. Please refer to the “Data Informational” released on August 13, 2026: <https://lakahsa.gov/wp-content/uploads/2026/08/Datasheet-One-Pager.pdf>

- 2) Does LACAHSAs plan to or have the capacity to collect identifying data (for example, names, dates of birth, and SSNs) for all applicants — including those who apply or are screened for RenterAid but do not ultimately enroll or receive services?**

Yes. LACAHSAs plans for the centralized RenterAid intake system to maintain applicant-level records for all households that apply through the RenterAid portal, including applicants who are screened out, determined ineligible, do not complete enrollment, or do not ultimately receive services. The system is expected to collect

sufficient identifying information to support eligibility verification, deduplication, secure record linkage, and longitudinal evaluation across relevant administrative data systems.

The specific identifying fields to be collected, including whether Social Security numbers will be required, have not yet been finalized and will be determined through program design, legal and privacy review, data-sharing agreements, and collaboration with the selected research partner. At a minimum, LACAHSa anticipates establishing a consistent set of identifiers, such as name, date of birth, address, and other appropriate matching fields, while limiting collection to information necessary for program administration and evaluation and protecting personally identifiable information. The Azure-based intake system is intended to retain an enduring record of all RenterAid applicants, including households that are found ineligible for services.

Please also refer to the “Data Informational” released on August 13, 2026, for additional details: <https://lakahsa.gov/wp-content/uploads/2026/08/Datasheet-One-Pager.pdf>

- 3) Does LACAHSa have an existing or planned mechanism for tracking participant housing outcomes after they exit RenterAid services — for example, through the Integrated Data Reporting system, HMIS matching, or other administrative record linkage — that the evaluation team should plan to build on? Or should proposals assume the evaluator is responsible for designing and budgeting independent follow-up data collection (including any participant incentives) for the 3-month through Year 4 outcomes?**

There may be additional data collection needs identified through the scoping process and ongoing collaboration between LACAHSa and the selected research partner. However, LACAHSa is already planning to connect and integrate the primary data systems highlighted in the Data Informational so that the research team can access relevant administrative data for the RenterAid evaluation. These sources may include HMIS data on participant characteristics, service histories, and housing outcomes; the Los Angeles County Information Hub, which links administrative data across County agencies; Legal Server data on legal services and case outcomes; Azure data from the centralized RenterAid application and intake portal; Neighborly data on program activity, expenditures, and jurisdictional reporting; and data from the planned centralized fiscal agent system on assistance

requests, payments, processing timelines, and denials. Researchers may also propose supplemental data sources or primary data collection activities where needed to fully address the evaluation questions and should budget for participant incentives, where appropriate. Additionally, all served households will have an HMIS profile that will track future homelessness services if they return for assistance in any other program in HMIS.

- 4) **Will LACAHSa collect (and be able to provide the evaluator) data from those who apply for services (through the RenterAid portal) but are found ineligible or do not follow up on additional services? If so, what data elements would be included?**

See answer to question #2.

- 5) **Does LACAHSa have access to countywide household-level eviction data?**

At this time, LACAHSa's partnership with legal service providers only provides access to aggregate-level eviction data. Please refer to the "Data Informational" released on August 13, 2026, for more information: <https://lakahsa.gov/wp-content/uploads/2026/08/Datasheet-One-Pager.pdf>

- 6) **What administrative data systems are expected to be available when RenterAid launches, and what information will be available to support tracking participant outcomes over time?**

Azure middleware with all applicant records and HMIS data will be available from launch. Data from the Azure middleware will be anonymized and tracked in dashboards on Power BI. Data in HMIS will be reported using Looker. Please refer to the "Data Informational" released on August 13, 2026, for more information: <https://lakahsa.gov/wp-content/uploads/2026/08/Datasheet-One-Pager.pdf>

- 7) **Will the evaluator have access to participant-level data across all RenterAid components, service providers, and participating jurisdictions?**

LACAHSa anticipates collecting household-level data, and those data collection processes are currently in development. Please refer to the "Data Informational" released on August 13, 2026, for additional details: <https://lakahsa.gov/wp-content/uploads/2026/08/Datasheet-One-Pager.pdf>

- 8) **Are there existing or planned data-sharing arrangements that could support linking RenterAid data to other administrative datasets related to housing, homelessness, court involvement, or other relevant outcomes?**

We will be linking to the HMIS system, which does send data to the LA County Information Hub. Please refer to the “Data Informational” released on August 13, 2026, for additional details: <https://lakahsa.gov/wp-content/uploads/2026/08/Datasheet-One-Pager.pdf>

- 9) **Is it possible to post the data sheets before the reply to Q&A to support proposal development?**

The "Data Informational" was released on August 13, 2026: <https://lakahsa.gov/wp-content/uploads/2026/08/Datasheet-One-Pager.pdf>. In addition, we extended the deadline for written questions to August 19, 2026, to provide additional time for potential bidders to review the data informational and ask additional questions.

### **Program Structure and Intervention Framework**

- 10) **The RFP describes Targeted Housing Stability and Eviction Defense as two core intervention strategies delivered through one coordinated system. For evaluation design purposes, should applicants treat these as a single integrated program with a shared outcome framework, or as two distinct program models each with their own theory of change and primary outcomes?**

There are two different intervention strategies that can share an outcome framework, and there are outcomes that are different for the eviction defense linkage and targeted housing stability linkage side. There is also a combined intervention of having both services and for participants who access both, there will be both outcomes. However, there can be elements that are unique to each of these different intervention strategies in terms of the outcomes and in terms of their own theory of change.

- 11) **How will the program spend down funds each year? Will there be a certain number of households served per month? Will there be a certain amount of funding spent per month on financial assistance for households?**

This is still in development. Because funds are made available to LACAHSa via Measure A sales tax revenue, we cannot exceed monthly revenue received, which translates into each month roughly having a “not to exceed” amount.

**12) How will the County’s RenterAid program interact and coordinate with the City of LA’s United to House LA homeless prevention program?**

Interaction and/or coordination between RenterAid and the City of LA’s United to House LA Homeless Prevention program has not yet been determined.

**13) If a household is screened out/not eligible for assistance in Month 2, can they reapply/reassess the next month?**

Yes, if their eligibility or situation changes. The process for managing application updates and reapplications is still in development

**14) Does LACAHSa anticipate sufficient oversubscription to support a randomized controlled trial, or should applicants primarily assume a quasi-experimental design?**

Yes. LACAHSa anticipates that demand for RenterAid will exceed available program resources given the scale of housing instability and expected need across Los Angeles County. Based on current Linkage Team staffing and service capacity projections at full program run-rate, LACAHSa estimates that RenterAid will serve approximately 5,500–8,150 unique households annually across Targeted Housing Stability and Eviction Defense. Because available funding and service capacity are expected to be limited relative to the number of eligible households seeking assistance, LACAHSa anticipates sufficient oversubscription to make a randomized controlled trial feasible. Applicants therefore do not need to primarily assume a quasi-experimental design and may propose an RCT if appropriate, while considering alternative rigorous evaluation designs if program implementation or enrollment conditions ultimately make randomization infeasible. LACAHSa will continue to refine unduplicated enrollment projections, including overlap between Targeted Housing Stability and Eviction Defense, as the program is implemented.

**15) Will the evaluator work with program staff during the early implementation period, particularly when identifying opportunities for program improvement and continuous learning?**

Yes. LACAHSa expects the evaluator to have an iterative and collaborative working relationship with program staff during the early implementation period. The evaluation team will work with LACAHSa and program partners to identify opportunities for program improvement, support continuous learning, and provide timely feedback that can inform implementation as RenterAid develops. This ongoing engagement is intended to ensure that evaluation findings are useful for real-time program improvement, while also supporting the longer-term rigorous assessment of program outcomes and impact.

**16) How does the Targeted Housing Stability prioritization model operate? What inputs, scores, and decision points will be available for evaluation?**

Applicants should refer to the RFP language for a description of the “Targeted Housing Stability” model. The risk assessment tool the RenterAid program will use is proprietary, therefore detailed information regarding the tool’s methodology, scoring, and weighting cannot be shared publicly beyond what is included in the RFP.

In general, the model is intended to assess and prioritize households based on factors associated with housing instability and vulnerability, including prior experiences of homelessness, eviction risk, income, and other vulnerability factors. The selected evaluation team will be provided with additional information necessary to understand and evaluate the model, including relevant inputs, scoring, and prioritization processes, and key decision points, subject to any confidentiality or data-use requirements. Applicants are not expected to fully specify an evaluation of the prioritization model based on information that is not currently available. Proposals may describe the general methods or framework they would use to assess the model once additional documentation and data are provided.

## **Program Scale and Participation**

**17) Can you provide a list of eligible jurisdictions that will also be administering RenterAid?**

Although the program will be implemented through a phased rollout, a number of Eligible Jurisdictions have already indicated their intent to participate. Because

participation remains subject to change, the list was not included in the RFP. An updated list will be made available to the selected research team.

The following teams are committed to participating in the soft launch (October-December 2026): South Bay Council of Governments, Gateway Council of Governments, and Long Beach.

**18) About how many participants does LACAHSa plan to enroll in RenterAid each year?**

Based on current Linkage Team staffing and service capacity projections at full program run-rate, LACAHSa estimates RenterAid will serve approximately 5,500–8,150 unique households per year across its two components: Targeted Housing Stability and Eviction Defense. The Targeted Housing Stability component is projected to serve approximately 5,506 households annually: approximately 4,706 ERFFA-prioritized households receiving case management, plus an additional, non-overlapping group of approximately 800 households receiving system navigation only. Eviction Defense is projected to serve approximately 4,514 households annually; this population partially overlaps with Targeted Housing Stability (ERFFA-prioritized clients who also have an eviction need) and partially consists of unduplicated households (eligible clients receiving eviction defense regardless of prioritization). Holistic Legal is available only to prioritized households and is therefore fully duplicative of the Targeted Housing Stability count, adding no net-new unique households. LACAHSa will refine the fully unduplicated enrollment figure, including the split within Eviction Defense between prioritized and non-prioritized clients.

**19) Does LACAHSa have existing relationships, engagement channels, or advisory structures with community stakeholders and/or individuals with lived experience of housing instability or homelessness — for example, through the RenterAid stakeholder planning process, the Citizens’ Oversight Committee, or the selected RenterAid service providers — that the evaluation team should plan to engage with or could be connected to? Or should proposals assume the evaluator is responsible for independently establishing lived-experience engagement and/or an advisory structure specific to the evaluation?**

LACAHSa has a Citizens’ Oversight Committee (COC), an independent public body that helps ensure the agency’s work is carried out with transparency, accountability, and public trust. The committee includes 12 members, with seats

designed to reflect a range of expertise and lived experience related to LACAHSAs work. Members bring perspectives from housing, finance, affordable housing development, tenant advocacy, fair housing, labor, community development, and communities directly impacted by housing insecurity and homelessness. You can learn more about LACAHSAs COC at <https://lakahsa.gov/coc/>. In addition to the COC, LACAHSAs RPHP and PPO funded providers have well-established and regularly engaged resident groups that can be a source for input throughout the evaluation process (from design to dissemination of findings).

Evaluators/consultants are not responsible for establishing their own community engagement or advisory boards as part of their evaluation plan but should detail how and when they plan to engage people with lived experience throughout the evaluation or project timeline. If the evaluation/consultant team has an already well-established community board/group with relevant lived experience that they regularly collaborate with, inclusion of these boards/groups in the proposal is welcomed.

**20) Is there any insight into why certain jurisdictions would choose not to participate in RenterAid? Would they receive funding for eviction defense/homelessness prevention from LACAHSAs not through this program?**

Eligible Jurisdictions are allocated funding according to LACAHSAs FY26-27 Expenditure Plan & Agency Strategy, inclusive of Renter Protection and Homelessness Prevention (RPHP) dollars. LACAHSAs is investing its own RPHP funding into an initial, baseline countywide program and Eligible Jurisdiction participation in RenterAid is voluntary. Decisions by Eligible Jurisdictions to self-select into RenterAid are nuanced and cannot be detailed here, but are typically based on local readiness, capacity, and alignment with program requirements. Allocation of RPHP funding to Eligible Jurisdictions is, at this time, independent of RenterAid program participation.

**21) How will eligible jurisdictions be involved in the program?**

If an Eligible Jurisdiction self-selects into the countywide RenterAid program, they can allocate either all or part of their RPHP funding to RenterAid. All Eligible Jurisdictions, whether they do or do not self-select into RenterAid, will work in close

collaboration with LACAHSa to ensure effective and efficient expenditure of RPHP funds.

**22) Approximately how many households per year will be supported through the different components of the program?**

Based on current Linkage Team staffing and service capacity projections at full program run-rate, LACAHSa estimates RenterAid will serve approximately 5,500–8,150 unique households per year across its two components: Targeted Housing Stability and Eviction Defense. The Targeted Housing Stability component is projected to serve approximately 5,506 households annually: approximately 4,706 ERFFA-prioritized households receiving case management, plus an additional, non-overlapping group of approximately 800 households receiving system navigation only. Eviction Defense is projected to serve approximately 4,514 households annually; this population partially overlaps with Targeted Housing Stability (ERFFA-prioritized clients who also have an eviction need) and partially consists of unduplicated households (eligible clients receiving eviction defense regardless of prioritization).

**23) Who are the set of defined eligible jurisdictions for early implementation of the program?**

For the soft launch (October-December 2026) South Bay Council of Governments, Gateway Council of Governments, and Long Beach.

## **Evaluation Phasing and Timeline**

**24) Does LACAHSa have a target duration or milestone for when the evaluation should transition from the developmental/formative phase into the impact phase?**

LACAHSa anticipates transitioning from the developmental and formative phase to the impact phase after approximately 1–2 years. However, the timing will depend on the program team’s ability to work with eligible jurisdictions to establish the program and reach a sufficient level of operational stability before assessing the impact of the interventions. LACAHSa is seeking a research team with experience supporting this type of phased evaluation and encourages applicants to propose an appropriate timeline in their proposals.

## Prior Evaluation and Research Support

**25) What external evaluation consultants has LACAHSa worked with before, if any?**

LACAHSa has not engaged an external evaluation consultant or evaluation partner for the planned RenterAid evaluation because the evaluation has not yet begun. The Estrada Darley Miller Group (EDMG) is providing advisory and writing support related to the development and scoping of the research projects included in the RFP. Because of its role in supporting RFP development, EDMG is precluded from applying for the resulting evaluation contract.

**26) Does LACAHSa have an agency- or program-level, lived advisory board?**

LACAHSa has a Citizens' Oversight Committee (COC), an independent public body that helps ensure the agency's work is carried out with transparency, accountability, and public trust. The committee includes 12 members, with seats designed to reflect a range of expertise and lived experience related to LACAHSa's work. Members bring perspectives from housing, finance, affordable housing development, tenant advocacy, fair housing, labor, community development, and communities directly impacted by housing insecurity and homelessness. You can learn more about LACAHSa's COC at <https://lakahsa.gov/coc/>. In addition to the COC, LACAHSa RPHP and PPO funded providers have well-established and regularly engaged resident groups that can be a source for input throughout the evaluation process (from design to dissemination of findings).

Evaluators/consultants are not responsible for establishing their own community engagement or advisory boards as part of their evaluation plan but should detail how and when they plan to engage people with lived experience throughout the evaluation or project timeline. If the evaluation/consultant team has an already well-established community board/group with relevant lived experience that they regularly collaborate with, inclusion of these boards/groups in the proposal is welcomed.

# Affordable Housing Questions

## Baseline Data Collection and Prior Work

- 27) For the Affordable Housing Database, who performed the initial baseline data collection (you mentioned some initial work being completed)?**

Phase one work was completed by Dr. Caroline Bhalla and her Neighborhood Data for Social Change (NDSC) team at the University of Southern California's Lusk Center for Real Estate.

- 28) When will the preliminary work (e.g., the NOAH characteristic-based methodology, baseline inventory of subsidized and affordable housing units), completed in June, be available?**

The NOAH characteristic-based methodology is available and can be found in the USC Lusk Center for Real Estate State of LA Communities and Housing report, available at <https://la.mynighborhooddata.org/solachan-2026-featured/>. The baseline inventory will be available at the start of the project contract.

- 29) What does the baseline inventory of subsidized and affordable housing units include (e.g., does it account for all jurisdictions in Los Angeles County that offer subsidies)?**

The baseline inventory includes 1) federally subsidized units across LA County, 2) units administered or monitored by the LA Housing Department, and 3) naturally occurring affordable units across the County identified using the methodology described in the USC Lusk Center for Real Estate State of LA Communities and Housing report found <https://la.mynighborhooddata.org/solachan-2026-featured/>, and data from CoStar, the LA County's Assessor's Office, and the U.S. Census Bureau American Community Survey.

## Prior Evaluation and Research Support

- 30) What external evaluation consultants has LACAHSa worked with before, if any?**

LACAHSa has contracted with the University of Southern California's Neighborhood Data for Social Change (NDSC) on work that helped with phase I of LACAHSa's

Affordable Housing Supply efforts. No NDSC staff contributed to the development of the RFP.

The Estrada Darley Miller Group (EDMG) has provided advisory and writing support related to the development and scoping of the research project included in the RFP. Neither entity was engaged as an evaluation consultant. Because of its role in supporting RFP development, EDMG is precluded from applying for this RFP.

**31) Does LACAHSa maintain or have access to any proprietary or commercially available housing datasets? How does LACAHSa envision procurement and licensing arrangements for any private datasets the contractor identifies as necessary?**

LACAHSa does not currently have access to any proprietary or commercially available housing datasets. If the selected firm identifies a need for LACAHSa to obtain licensing for specific housing datasets, the arrangement and cost options will be explored as part of the project's development.

**32) Does LACAHSa have an existing technical group or anticipate setting up one with representatives from constituent jurisdictions, lived experts, and partners to inform the project?**

As described in the RFP, LACAHSa will partner and coordinate with LACDA and LA HSH on key aspects of the AH Supply project. LACAHSa does not have a broader existing technical group, but anticipates engagement with jurisdictions, experts, and partners who can inform the data, trend analysis, and tracking required for this project. As directed in the RFP, Proposers should factor this engagement into their proposals.

## **Indirect Cost Requirements**

**33) To confirm - Maximum Indirect Cost Rate does not apply to the Database Project?**

Indirect cost rates are not allowed by LACAHSa. Respondents can provide an administrative budget not to exceed 12.5% of the total proposed budget.

## Deliverables and Timeline

34) **Do you want bidders to price the optional task and the option years?**

Yes.

35) **Do you have a preferred deliverable timeline for the tasks over years 1-3?**

No.

36) **Is the interactive affordable housing database to be built under Task 3 intended for LACAHSAs internal purposes only or should it be made available for a limited set of external partners, including staff from participating jurisdictions, through user-based access?**

Yes, it should be built with the ability for LACAHSAs to offer access to a limited set of external partners.

37) **Can you provide more information on the type and number of reports/deliverables you want to receive for this project? (for example, quarterly progress reports)**

The frequency will depend on a variety of factors including the data captured and how often it is updated. At a minimum, the database should provide annually updated reports summarizing findings across LACAHSAs Eligible Jurisdictions and Geographical Sectors, LA County supervisorial districts, and LA County cities and *unincorporated areas*. *It should also be able to provide year-over-year and historical reports. The exact reporting requirements will be finalized during the project development.*

38) **By when do you hope to have the database constructed? Relatedly, by when do you hope to have the public-facing tool constructed?**

We hope to have a beta version of the database and public-facing tool within 12-18 months from contract execution. We anticipate phased database improvements that add additional data and features that take longer to develop through the rest of the initial contract period.

## Questions Applying to Both Projects

### Proposal Page Limits and Required Attachments

- 39) **The total page number for each say 5 pages, but when adding up each section for each proposal is greater than 5 pages.**

Please refer to Addendum No.1 for updates on Page Limit Counts:

<https://lakahsa.gov/wp-content/uploads/2026/08/Amendment-1.docx.pdf>

- 40) **Does LACAHSa have an existing parcel-level GIS basemap? Is LACAHSa currently collecting parcel-level housing data from all cities in LA County since 2023? If yes, how has it been collected?**

No.

- 41) **Please clarify the page count for the Affordable Housing Database proposal. Currently, the RFP states that proposals excluding attachments should not be longer than 5 pages. However, in the affordable housing database section it says technical (4 pages), workplan and timeline (1 page), and staffing plan (1 page). The sum of these items is greater than 5 pages.**

Please refer to Addendum No.1 for updates on Page Limit Counts:

<https://lakahsa.gov/wp-content/uploads/2026/08/Amendment-1.docx.pdf>

- 42) **Please confirm that the cover page does not count toward the 5-page maximum.**

The cover page does not count toward the page maximum. Please refer to Addendum No.1 for updates on Page Limit Counts: <https://lakahsa.gov/wp-content/uploads/2026/08/Amendment-1.docx.pdf>

- 43) **Section 2 states that each proposal may be no more than five pages, excluding required attachments. However, the individual maximums listed for the Affordable Housing Supply Database proposal include a one-page cover letter, a four-page technical proposal, a one-page work plan, and a one-page staffing plan. Can LACAHSa clarify whether the five-page overall limit supersedes these individual section maximums and specify which sections count toward the five-page limit?**

Please refer to Addendum No.1 for updates on Page Limit Counts:  
<https://lakahsa.gov/wp-content/uploads/2026/08/Amendment-1.docx.pdf>

## Proposal Formatting

### 44) Preferences for font size?

Please refer to Addendum No1 for updates on Page Limit Counts, including font size specifications: <https://lakahsa.gov/wp-content/uploads/2026/08/Amendment-1.docx.pdf>

### 45) If two entities are coming together on a joint application, how should items like references and conflict of interest disclosure? Just the "lead" organization needs to submit?

Depending on the structure of the team, you may elect to include references from both the prime and subcontractors, but you are not obligated to. The Conflict of Interest disclosure should be completed by the prime respondent.

### 46) Is there a page preference for CVs?

No. There is no page limit or page-length preference for CVs.

### 47) Should we submit CVs for ALL named personnel or only for PIs?

CVs should be submitted for project leadership personnel only, including the Principal Investigator(s) and other named individuals who will have primary responsibility for leading and overseeing the evaluation.

## Budget Format

### 48) Format for the budget narrative?

There is no prescribed format for the budget narrative.

### 49) Fully loaded billing rates. Many applicants price professional services engagements using fully loaded hourly billing rates that are inclusive of salary, fringe benefits, payroll taxes, overhead, and, where applicable, profit, and that are

not disaggregated into direct and indirect cost components. May applicants present personnel costs on a fully loaded rate basis in lieu of the segregated cost buildup contemplated by Attachment 1? If so, please confirm that the maximum indirect cost rate in Section 5.14 either does not apply to a fully loaded rate structure, or applies only to those costs not already recovered within the loaded rates.

Correct, you may propose a budget using your standard fully loaded rate.

- 50) **Rate documentation and substantiation.** If fully loaded rates are permitted, please confirm whether the Agency will require an applicant, at any point during proposal review, contract negotiation, or contract performance, to (a) disclose the composition of those rates or the multipliers applied to base labor, (b) provide a negotiated indirect cost rate agreement, audited indirect cost rate schedule, or comparable rate certification, or (c) support invoices with documentation of underlying actual costs rather than hours worked at the approved rates. Please also describe the invoicing and cost substantiation requirements the Agency anticipates, including in the resulting contract.

LACAHSA reserves the right to monitor any contractors during the course of award. This may include an evaluation of the composition of a staff person's rate structure.

Invoice requirements will be finalized during the contract negotiation but generally require adequate supporting documentation to substantiate the work completed.

- 51) **Budget format.** May an applicant submit a budget in its own format that conforms to the general structure and cost categories of Attachment 1, including personnel, non-personnel by eligible use, subcontractors, and annual and total columns, without being deemed non-responsive under Section 5.4? If the Agency requires that Attachment 1 itself be used, please confirm whether an applicant may submit a supplemental schedule alongside a completed Attachment 1.

Yes, so long as the same cost categories and level of detail are provided – you may provide the budget within your own format (Excel format, please).

- 52) **Pricing structure.** May an applicant propose a fixed fee by task or deliverable, aligned to the tasks and deliverables set forth in the Scope of Work, rather than a time-and-materials or cost-reimbursement structure? If a fixed fee structure is acceptable, please confirm whether the maximum indirect cost rate in Section 5.14 still applies, given that a fixed fee is not constructed from segregated direct and

indirect cost elements. If the Agency will accept only a time-and-materials or cost-reimbursement structure, please so confirm.

Proposals should be provided in detailed, staff level budget for cost analysis. LACAHSa anticipates that the contract will be a firm fixed fee contract.

**53) Technical issues in Attachment 1.** If submission of Attachment 1 in its current form is required, applicants would benefit from the Agency's guidance on two apparent errors in the template. First, cells J19 through L51, under the heading "Actual budget (do not delete)," contain broken cell references and return #REF! errors. As an example, cell J19 reads =IF(ISBLANK(#REF!),B19,#REF!). Because cell B12 instructs applicants not to delete any columns or formulas, applicants would be submitting a workbook containing formula errors. Second, subtotal and total formulas appear only in Column B (Year 1) and Column H (TOTAL); Columns C through F, corresponding to Years 2 through 5, contain no formulas at Rows 32, 42, 43, 52, or 53, so annual totals for those years will not calculate. Please advise whether applicants should leave these cells as received, whether applicants may add or repair formulas without that being treated as an alteration of form under Section 5.4, and whether the Agency intends to issue a corrected template by written addendum.

Thank you for your attention to detail. A new template has been uploaded with the needed edits. Applicants can use the updated budget template and add rows as needed to provide a comprehensive budget. If rows are added, please double-check that all subtotal and total formulas are accurate.

Alternatively, an applicant can submit a budget in its own format (in Excel format) so long as the same cost categories and level of detail are provided.

**54) Can you provide more details on what the budget narrative entails?**

The budget narrative must explain key assumptions, staffing levels, and cost drivers.

## Contract Type

**55) What type of contract type are you expecting? Firm fixed price (paying X amount at certain dates) or Time and Materials (invoiced for work performed each month)**

The contract type is anticipated to be firm fixed price.

**56) What type of contract will be used for this project (i.e. FFP or T&M)?**

The contract type is anticipated to be firm fixed price.

## Administrative Costs and Indirect Costs

**57) Please define what is included in the administrative cost category.**

Please refer to the LACAHSAs program guidelines that defines what is an administrative cost.

**58) Does LACAHSAs have the flexibility to reconsider the indirect 12.5% limitation?**

LACAHSAs does not allow for indirect rates to be billed, but direct administrative costs can be billed up to 12.5%.

**59) It's noted in the RFP that there is a maximum indirect cost rate of 12.5%. Would the agency reconsider the indirect limitation?**

LACAHSAs does not allow for indirect rates to be billed, but direct administrative costs can be billed up to 12.5%.

**60) Our organization operates as a commercial organization utilizing fair market acceptable Time and Material loaded hourly rates for completion of our contracts. We have an approved accounting system which can provide auditable and accurate timesheet hours for invoices charged specifically to this project. Will LACAHSAs accept a fully loaded T&M (time and material) proposal budget and contract?**

Yes, the anticipated contract was firm fixed fee, but LACAHSa would be willing to consider a time and material contract.

- 61) Can LACAHSa confirm the 12.5% indirect cost rate will be applied to the evaluation services contract despite not providing direct services? If so, can LACAHSa clarify what types of costs are included in the definition of indirect costs and how those might be different than would be the case for a direct service provider contract?**

LACAHSa does not allow for indirect rates to be billed, but direct administrative costs can be billed up to 12.5%.

- 62) Will LACAHSa consider federally negotiated indirect cost rates agreement in lieu of the 12.5% indirect cost rate cap?**

LACAHSa does not allow for indirect rates to be billed, but direct administrative costs can be billed up to 12.5%.

### **Small Business Preferences**

- 63) Are there any preference points for Small Business?**

There are no preference points for small businesses.

### **Applying for Both Projects**

- 64) Is there a preference for firms that can do both projects?**

No. LACAHSa will evaluate qualifications for each project independently. Applicants may apply for one or both projects, and an applicant that is qualified to perform both is welcome to submit proposals for both. Each proposal will be evaluated independently by separate evaluation committees.

