



Indiana Housing & Community Development Authority

Request for Proposals - Continuum of Care Domestic Violence Support, Training, Technical Assistance, and Best Practices Contractor – Questions and Answers

The following questions were submitted (they have been broken down into relevant categories):

General Questions

- **Is there a preference for any portion of the scope to be provided on-site?**
 - The proposed budget should account for virtual trainings and may also include alternative costs for an in-person presentation at a conference/event. Final expectations will be agreed upon prior to contract start.
- **Please clarify the training portion of “Providing required trainings, modules, and guides for DVCE” that is written into the Scope of Services section. Specifically, are you looking for the consultant to just create/ develop the content, or are you also looking for the consultant to also deliver the training to the DVCE? If yes, please indicate the number of trainings, and if they are remote, in-person, or hybrid.**
 - The proposed budget should account for one-hour long webinar presentation(s) that would be presented live to CoC Membership and made available as a recording afterwards as part of the training curriculum. Indicating cost per presentation would be preferred. It is expected that 3-5 total trainings may be needed.
- **Can you please extend the due date to March 6, 2026?**
 - The due date is set at February 26, 2026.

DV ClientTrack and DV Coordinated Entry

- **Can you provide more insight into what type of support for DV ClientTrack, the Indiana Balance of State CoC is looking for?**
 - Proposals do not need to include software or systems level assistance. Types of support needed include (but are not limited to): Review of best practices for DV Comparable Databases, Consolidation of Reporting Needs such as VOCA/VAWA, recommending changes/content to DV Comparable Database to meet needs of VSP working group.
- **Is the community looking to draft a separate DVCE policy and procedure manual, or update the existing CE policy and procedure manual with DVCE content?**
 - The CE Policies and Procedures manual has a DV Supplement which includes all DV-related topics (such as Emergency Transfers, Safety Planning, Confidentiality, and processes intended for survivors or VSPs). The DV Supplement would be reviewed, and changes would be proposed to the Service Provision Committee of the IN BoS CoC Board.

VSP/DV Working Group

- **Does the DV group exist, or do we need to establish the group? If the group doesn't exist are there willing participants available?**
 - The VSP working group would be newly created. IHCDa will create the membership list (discussion has already begun with partners). The VSP Working Group would be largely

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made up of network partners who participate in the DV Comparable Database (DVClientTrack).

- **The RFP refers to a "DV Working Group" (page 4) and a "Victim Service Provider (VSP) Working Group" (page 5). Are these references discussing the same group or is the contractor expected to facilitate two distinct working groups?**
 - There is only a need for a single working group and for the purposes of this Questions and Answers sheet, the term is Victim Service Provider Working Group.
- **Is there an expectation for the Working Group(s) to meet in-person, virtually, or using a hybrid format for its monthly or bimonthly meetings?**
 - The VSP Working Group can meet virtually once a month.
- **What party is responsible for VSP Working Group participant travel (for in-person VSP Working Group meetings)? (IHCDA, contractor, DV Working Group participant)**
 - The meetings would be virtual and there would be no need for in-person or travel.

Budget and Funding

- **Does IHCDA have a budget range for this RFP?**
 - Interested parties are encouraged to provide their best proposed budget. Overall cost must be generally appropriate.
- **What source of funds is IHCDA using to procure this project?**
 - The project will be paid using Domestic Violence Coordinated Entry funding.
- **Will survivor compensation be permitted under this contract? Does IHCDA have a survivor compensation policy?**
 - Survivor compensation is eligible and can be included in proposals. IHCDA has no current policy regarding survivor compensation and is open to reviewing proposals. Inclusion of survivors in the VSP Working Group would be allowed.

Technical Proposal / Submission

- **Please confirm that the three references from past clients do not count towards the 10 page limit.**
 - References from past clients do not count towards the 10-page limit.
- **Under Part 2, Section 5, it states, "Respondent must submit documentation in response to the requirements listed in each category of Section 4 of Part 2 of the RFP..." Should that state Section 3 of Part 2 instead?**
 - This was an error and should instead state Section 3 of Part 2.
- **Under Part 3, Section 3.N. states "A copy of IHCDA's most recent Contract Boilerplate is attached as an Exhibit to this RFP." We do not see this attachment. Can you please provide it?**
 - The Contract Boilerplate has been uploaded to the [IHCDA Public Notices](#) site as a second bullet point under 26-02.
- **Can past work examples be provided as an embedded hyperlink if the document is publicly available?**
 - A hyperlink is acceptable if publicly available, but failure to submit accessible work examples may be factored into consideration.