

**Gaps and Needs Analysis for Maine's Homeless Response System RFP**  
**Questions & Answers**  
**2/20/25**

Q: Will Maine Housing be identifying an HMIS administrator who can work as a partner with the consulting team to assist with generating and interpreting HMIS data?

A: MaineHousing is the HMIS Administrator for the Maine CoC, so our staff will work directly with the consultant team.

Q: Will one role of the HUB coordinators be to describe the way each HUB currently functions?

A: Yes.

Q: Was a consultant contracted to conduct the 2019 Gaps and Needs Analysis? Who was that consultant?

A: Yes, the consultant was HSRI.

Q: Is there current, up-to-date data on PSH recipients in each regional hub? Who manages that data collection and where is it stored?

A: Currently it may not be sorted by hub but it is available. Maine's Department of Health and Human Services – Office of Behavioral Health manages the data for the CoC-funded PSH program.

Q: Are there existing system maps and resource inventory for each hub?

A: There is resource information for each hub, however it has not been organized into a standard format or system map.

Q: What format do you expect the “maps” to be designed in (excel, heat maps, etc)?

A: We can be flexible on the format – but desire it to be visualized in a way that people outside the homeless services sector can easily grasp the information, e.g., legislators and local officials.

Q: Do you expect on site engagement for “input” in each of the state's nine regional Homeless Service Hubs?

A: Not necessarily. Providers in Maine continue to hold many meetings virtually. However it can be a challenge to coordinate people with lived experience for virtual meetings.

Q: Will the state and/or hub coordinators be available to assist with engagement activities (contacts, scheduling, venues, facilitation, etc.)?

A: There will be some availability for assistance with scheduling, etc., however we would expect the consultant to facilitate any group meetings.

Q: Is it appropriate to propose virtual and/or hybrid engagement activities?

A: Yes, we would be open to that.

Q: Can the bidder propose use of incentives to encourage participation in engagement activities?

A: Yes

Q: What incentives have proven successful in past engagement activities?

A: Most groups have used gift cards of some kind.

Q: Will the cost of incentives be covered by the state? Is this cost part of the \$80,000 budget?

A: Incentives would be part of the \$80,000 total budget.

Q: Do you expect travel costs to be included in the \$80,000 budget?

A: Yes.

Q: Who will be the audience for the final report?

A: The MCoC Board and Membership, the Maine Statewide Homeless Council and possibly the Maine State Legislature and municipal officials. It will also be utilized by the MCoC and other providers seeking grant funding for homeless services.

Q: What is the preferred timeline for the project (approximate start and end dates)?

A: The preferred start date for the project would be as soon as possible after the grant award. We would expect the work to be completed within six months.