

**Bakersfield-Kern Regional Homeless Collaborative – Homeless Management Information System (HMIS) Lead Agency Request For Proposal Zoom Informational Session
February 21, 2023 9:00 AM**

Questions and Answers

After the notice of award, when are services expected to begin?

The intention is to be relatively quick shortly after award but we do not have a specific timeline for this process. KernBHRS was planning for June 1, 2023 as the transition date, but do not have exact dates yet.

On reporting requirements, do we provide reports directly to CoC or do we submit directly to the providers that the grants came from?

A huge portion of the reporting is from HUD, so that information gets placed directly into various HUD portals for submission. The Lead Agency works directly with the CoC to get the reports submitted.

What is the current operating budget for the HMIS lead?

Currently KernBHRS provides \$220,000 for two full time staff. Current license expenditures are approximately \$92,260. KernBHRS is currently receiving \$80,000 from HUD while also providing an in kind match. The CoC Executive Board is looking at different revenue streams.

Our IT department is interested in learning more regarding the type of calls from homeless service providers and the volume or number of calls you see on a monthly basis. Could you share some insight?

Right now, help desk support calls range from about 5 – 6 calls daily. There are also custom data or data reporting requests that are covered daily. There is frequent and regular contact with providers to provide help desk support.

Is there an average number of calls per day?

5 – 6 requests daily (not including custom reports).

Do these calls include custom report request?

Not necessarily. These requests take a bit longer and can be a little more complicated to complete.

Will the HUD grant transfer to the agency awarded the RFP or will all funding pass through?

CoC will need to work with HUD to transfer funding from KernBHRS to the new operator.

Can we have a contact for the current HMIS lead to ask further questions?

Yes, we want questions and answers to be available to all so any questions sent to Arash will be included in this document.

Is the operating budget for HMIS currently \$395K?

Roughly \$313,000 (not including the KernBHRS in-kind amount) but this does not include anticipated license increases and expanded staffing to support these additional licenses (see following page).

Existing BHRS Staff Dedicated to HMIS Administration Functions (*excludes in-kind costs)				
Description	FTE	Salary	Benefits	Total
Systems Analyst II @ 100%	1	78,559.22	58,125.89	136,685.11
Departmental Analyst I @ 100%	1	44,752.39	39,793.17	84,545.56
HMIS Lead Administrator	0.75	60,000.00	16,800.00	76,800.00
Total Staffing Costs - Annual		183,311.61	114,719.06	298,030.67
Current HMIS License Costs				
Description	Qty	Annual Cost	Total	
Basic User	101	556.20	56,176.20	
Manager User	16	927.00	14,832.00	
Data Analysis User	2	1,236.00	2,472.00	
Administrator User (Systems Analyst II)	1	1,854.00	1,854.00	
Agency License*	2	120.00	240.00	
Miscellaneous Annual Costs	1	16,686.00	16,686.00	
Total Licenses	120		92,260.20	
HMIS License Activation Costs for FY 21/22 (New Licenses)				
Description	Qty	Activation Cost	Total	
Basic User Activation	27	175.00	4,725.00	
Manager User Activation	0	250.00	-	
Data Analysis User Activation	1	-	-	
Total FY 21/22 Activation Costs	28		4,725.00	
KernBHRS HMIS Contributions			395,015.87	

Does that mean who ever receives the HMIS award will get some of those allocated funds that have been applied for from various grant applications?

Yes, all grant applications have some percentage that covers HMIS operations (for HHAP the allocation percentage was 3%). The County goes for the max allowable percentage for supporting HMIS costs for organizations. This number may vary among grant applicants.

Since licensing is a possible revenue stream, is there a proposed licensing fee budget? Is it incumbent on the awarded agency to invoice for the fees?

A proposed licensing fee budget is in the works. Currently, KernBHRS is not charging organizations for licensing fees.

What is the cost per license?

There are two license types that are most frequently utilized: basic user and manager. Their associated costs are below.

Basic user – \$556.20 / activation cost – \$175.00

Manager – \$927.00 / activation cost – \$250.00

Another two license types that the CoC currently has in a limited amount (two or fewer licenses) are: Administrator and Data Analyst.

Administrator – \$1,854.00

Data Analyst – \$1,236.00

Is there an ability for proposers to see sample reports that would be needed? (If that is possible without giving out personal data)

Yes, we can do that. For most of the reports, it only contains the count of clients and does not have personal demographic information on clients.

Is it possible to get a list of organizations that are on this Zoom call?

Bakersfield-Kern Regional Homeless Collaborative, California Veterans Assistance Foundation, City of Bakersfield, Community Action Partnership of Kern, County of Kern, Greater Bakersfield Legal Assistance, Kern Behavioral Health and Recovery Services, Kern Health Systems, and The Open Door Network.