

March 3, 2025

TPP RFP

Questions and Answers

Questions have been edited for brevity and clarity.

Question #1: We currently serve clients in district court (not housing court), many of whom have disabilities and meet the definitions defined in the RFP. This is often because of where the landlord files the case; in essence, we provide services upstream. Can we include FTE allotment to cover a portion of this upstream work outside of housing court in our proposal?

Answer: Upstream homelessness prevention is allowable under our Tenancy Preservation Program contract; however, District Court cases are not. As I'm sure you know, cases filed in District Court can be transferred to the Housing Court and would then be eligible for TPP, but cases heard in District Court are not eligible.

Question #2: Can we serve in a "sub-contractor" relationship for TPP entities?

Answer: Subcontracting is allowable. The lead agency would respond to the RFP and indicate in their proposal any plans to subcontract services.

Question #3: The RFP references a 15 client minimum per FTE with 85% eviction prevention rate. Is this the annual expectation or is each case manager required to carry 15 clients at all times?

Answer: The number 15 represents the total number of clients each FTE should serve over the course of a year. If each case were only open for 6 months, then it would be a minimum caseload of 7.5 clients.