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**Date:** October 7, 2020

**To:** RFI #6024 Proposers

**From:** Lisa Cimino, Senior Procurement Specialist

**Re:** RFI #914-6024-20, FAQ No. 2  
**Monitoring and Evaluation Plan for Oregon Housing and Community Services**

**This document is not an Addendum to the subject RFI and does not change the requirements of the RFI. Answers given to the below questions that were submitted by prospective Proposers are for clarification purposes only.**

**Questions Received:**

1. How will responses to the RFI Qs be used? Are you seeking to inform development of an RFP?

**Response:** The RFI will help inform a thoughtful, well-informed Request for Proposal. In the RFP, we intend to outline a clear timeline, budget, and expected deliverable(s). It will also help inform the necessary levels and timeline for community and stakeholder engagement. Information gathered from our RFI is very important to informing a clear and precise scope of work for this project.

2. What is OHCS' planned process for identifying a consultant after reviewing these submissions? Will there be an RFP? What is the anticipated timeline for posting the RFP, selecting a consultant, and completing the work?

**Response:** OHCS will not select a consultant from the RFI. As noted above, the responses to this RFI will assist in strategic planning for Monitoring and Evaluation Services. OHCS anticipates posting a RFP; however, we do not have a timeline at this time.

3. RFI question #5 states: *What are the key differences between monitoring and evaluation product and program evaluation?* Please clarify what you mean by "product"? Are you referring to the strategic plan as the product?

**Response:** What we mean by product is what your firm/you would develop as a concrete monitoring and evaluation system. Whether that means a specific, outlines way of tracking outcomes, a process for visualizing and reporting on outcomes, a database, etc.

4. In paragraph 3 of section 1.0 Background (pg. 2 of 9) the RFI states that OHCS is seeking consultants to design and implement both a process and a system to monitor and evaluate the outcomes and impacts of OHCS' agencies. The questions in section 3.0 RFI Questions read as inquiring solely about design (not implementation). Please confirm that the RFI responses should address design only – especially question 2. *How long does this process take?*

**Response:** For the question on time, we are curious to know whether a consultant should stay with us solely for the design part or for the beginning of the implementation. For an agency of our size that runs the number of programs we do, how long might it take to implement this monitoring and results based evaluation systems once it has been designed? So we are seeking how an estimated timeline for the design (ie. Staff engagement, logic model design, and system design) as well as how long early implementation of this process might take. This will help us inform our budget.