

December 24, 2008

RE: FY 2009-2010 Emergency Housing Services for Families Contract Renewal Process

Dear Provider:

The Office of Supportive Housing (OSH) is requesting contract renewal information for **Fiscal Year 2010** from agencies currently contracted to provide *Emergency Housing Services for Families*. **Given the City of Philadelphia's fiscal situation, we are anticipating that your agency services will only be funded at current FY09 levels.** Therefore, FY10 proposals *must not* exceed contract amounts granted for FY09 services. **Any proposals that exceed FY09 contract amounts will not pass threshold review, and will be returned to the applicant for corrections.**

SUBMISSION REQUIREMENTS

Your submission in response to this FY10 Request for Information (RFI) must include the information listed in the FY10 Emergency Housing Services for Families RFI document. Electronic versions of all RFI information and attachments are available on the One Neighborhood website at www.oneneighborhood.org.

Please note that contract and program compliance levels of all current OSH contract providers will be taken into consideration during the proposal review process, including compliance with City insurance and audit requirements. If any contract renewal items are missing at the time of your submission, OSH will delay considering your proposal for continued services, which will impact on the timeliness of continued funding.

The deadline for submission of information is **Wednesday, February 20, 2009** and your proposal package will consist of **one (1) original proposal as well as fifteen (15) copies.** Additionally, you are required to e-mail your scope of service, budget and budget narrative to Kelly.J.Uckun@phila.gov.

We have scheduled a mandatory briefing on this RFI at which we will review the new requirements and submissions. If you do not attend this mandatory briefing, you are jeopardizing the opportunity for the City to renew your contract. The briefing is scheduled for:

Date: Monday, January 12, 2009
Time: 10:00 AM
Place: Municipal Services Building
1401 JFK Boulevard, 16th Floor, Room "B"

For questions or more information, please contact Kelly Uckun at (215) 686-7148 or by email at Kelly.J.Uckun@phila.gov.

Sincerely,

Dainette M. Mintz
Deputy Managing Director, Special Needs Housing

cc: Kelly Uckun, Joye Presson, Leticia Egea-Hinton, Roberta Cancellier, Kevin Breazeale, Arlene Bailey, Rodney Cherry, Marcella Mills, Cheryl L. Ford, Rhonda W. Sadler, Margaret Brannan, Ken Wilson, Cecily Banks