

DAC Meeting

9/19/2023

Present: Thurston Alexander, Kathy Johnson, Vanessa Kopp, Eric Doll, Arlene Smith, Frank Baldiga, Kristin Morris

Document Review

Reviewed the proposed HMIS Lead RFP document to finalize before sending to the Governance Board. Questions and comments were reviewed and discussed. Most updates were made in the document in real time. General revisions to the document are as follows below:

- Added additional question regarding applicant plan to become well-versed in Clarity (as the COC chosen platform).
- Letters of Recommendations update to include 3 client references who may be contacted by the committee.
- Included examples of evidence of good standing with the state of NC.

Proposed Timeline

- RFP Release Date: 10/02/2023
- RFP Due Date: 12/8/2023 by noon
- Review of Proposals: 12/8/2023 – 12/19/2023

Next Steps

- Follow-Up item: Grievance policy to address responsiveness from user complaints.
- **Action Item: DAC to request Governance Board to provide a total amount available for page 4 section 3.2**
- Follow-Up Item: Transition plan at end of award period to be included in the MOU.
- DAC Follow-Up Item: Develop Score Card and confirm scoring method.
- **Follow-Up Item: Is there a requirement for informing the community?**
- **DAC to vote on the proposed dates.**
- **Governance Board to provide the additional dates for the RFP process following DAC committee.**