

CAM Lead Agency Letter of Intent and Request for Qualifications Process/Timeline

January 2023

To identify a new CAM Lead Agency, a Request for Qualifications (RFQ) will be released. HAND, in its role as the CoC Lead Agency for the Detroit Continuum of Care, is leading the process of developing this RFQ. This document provides some additional details/timeline on the RFQ and decision-making process.

Letter of Intent (LOI)

The first step in developing the RFQ was the release of a Letter of Intent (LOI). This LOI allowed entities to express an interest in applying to become the CAM Lead Agency. A copy of the LOI that was released is [here](#).

A response to the LOI was not required. An agency that responded to the LOI is not required to respond to the full RFQ, and an agency may respond to the full RFQ without having submitted an LOI. The purpose of the LOI was to give the CoC a *general idea* if there were entities interested in becoming the new CAM Lead Agency.

Responses to the LOI were received in December. Agencies that responded to the LOI were:

- Community & Home Supports
- Embassy Community Development Corporation
- NSO
- THAW
- Wayne Metro Community Action Agency
- Volunteers of America Michigan

The agencies listed here may end up deciding to not respond to the full RFQ, or there may be additional agencies that will respond to the full RFQ that are not listed here.

Request for Qualifications (RFQ)

The new CAM Lead Agency will be identified via a competitive Request for Qualifications (RFQ) process. The RFQ will include the following information (note this is not an exhaustive list):

- Expectations for the new CAM Lead Agency
- Funding available
- Questions the applicant will need to respond to describing how they will be able to fulfill the expectations
- How responses to the RFQ questions will be evaluated

RFQ Review and Decision Making

Responses to the RFQ will be evaluated by a panel of reviewers. This review panel has not yet been assembled but will intentionally include a variety of participants. This panel of reviewers will develop a recommendation on which entity should become the new CAM Lead Agency, and this recommendation will be presented to the CoC General Membership. The CoC General Membership is the body that will be voting to approve the new CAM Lead Agency (this is in accordance with the CoC's Governance Charter).

RFQ Review and Decision-Making Timeline

Below is a broad timeline for the RFQ review and decision-making process. This timeline may be subject to change:

- Late February 2023: Release of the RFQ
- Mid-April 2023: Responses to the RFQ due to HAND
- Mid-April to late May 2023: Review of RFQ responses, recommendation on who new lead agency should be developed
- Late May 2023: Special meeting of CoC General Membership to vote on new CAM Lead

- Early June 2023: Decision made on who new lead agency is, begin more intense transition planning
- June – August 2023: Transition from Southwest to new lead agency

RFQ Requirement Regarding Current CAM Staff

The RFQ will include a requirement that the new CAM Lead Agency (once identified) will be required to *offer an interview* to all CAM staff still employed in a role with CAM as of a specific date (this date still to be identified, but likely early June) for a similar/comparable role with the new Lead Agency. CAM staff will have the autonomy to decline the interview or decline any job offer made. The RFQ will include strong language around the importance of retaining institutional CAM knowledge during this transition. The RFQ will also include details on how the new CAM Lead Agency will be held accountable to ensure these interviews are offered, and consequences for lack of compliance.

Questions

If you have questions or would like more information, please contact Amanda Sternberg at HAND at amanda@handetroit.org or 313-380-1714.