

**MAG HMIS Planning Project  
Respondent's Conference -- Summary Notes  
August 6, 2001**

Present:

Roberto Armigo	Community Information and Referral
Don Brancato	Stoneman Systems Group
Robert Duvall	Central Arizona Shelter Services
Kurt Edelman	Innovative Tech. Consultant
Mike Feeney	Desert Sky Services
Greg Pulcipher	Yuba Corporation
Raul Rios	OLOS
Polly Thorn	OLOS
Ruth Voytek	Cannon & Gill, Inc.

MAG Staff:

Suzanne Quigley	Human Services Program Manager, HMIS Planning Project Manager
Rita Walton	Information Services Manager
Mary Thomson	Human Services Planner
Brande Mead	Human Services Secretary

Ms. Suzanne Quigley began the conference at 10:10 and introductions ensued. She then gave the attendees an overview of MAG, the Human Services Division and the Regional Continuum of Care Committee on Homelessness. (see presentation)

Ms. Quigley reviewed the goals and objectives of the Project and the Request for Qualifications Requirements on pages 10-12. She emphasized that the responses should not be more than 20 pages. Respondents are asked to submit one original and 10 copies by Noon on August 16, 2001.

She stressed that the Respondent's be clear about how much MAG staff time will be needed to assist the consultant (6c pg. 10) What are the expectations in terms of time for meetings and reviewing work products? **She noted a change to the RFQ since it was released -- #10 on page 11 has been amended to read:**

- 10. Provide Respondent's last financial statement and CPA Management Letter, upon request.**

Ms. Quigley reviewed the evaluation criteria on page 12, and noted that the Review Team will decide on August 20, 2001 whether or not to schedule interviews with a few respondents. She stated that MAG staff will contact respondents on August 21<sup>st</sup> to schedule interviews which will be held Friday, August 24, 2001.

**The timeline for the Proposal Process is as follows:**

August 16, 2001	Proposals due at Noon
August 20, 2001	Review Team meets – review the responses and determines if interviews are needed
August 24, 2001	Interviews are conducted if needed
September 5, 2001	MAG Management Committee reviews consultant selection

October 3, 2001                      MAG Regional Council approves consultant selection  
October 8, 2001                      Project Begins  
The project length is approximately 8 months, concluding by June 30, 2002.

**Process for Answering Questions:**

Please e-mail Ms. Quigley with any questions you may have to [squigley@mag.maricopa.gov](mailto:squigley@mag.maricopa.gov) . She will post the questions and answers on the MAG Website on August 8<sup>th</sup>, 10<sup>th</sup>, and the 14<sup>th</sup>. Questions will not be posted after August 14, 2001.

**Questions and Answers:**

**Q:        Where should a statement of Affirmative Action be included in the response?**

A:        The Affirmative Action statement will be required in the MAG/Consultant contract. A respondent could also include it in their cover letter if they would like.

**Q:        Do you anticipate seeking a consultant with more planning/public involvement experience rather than the technical experience?**

A:        We are looking for both skill sets.

**Q:        Do you foresee one company assigned to do the community assessment piece and another doing the IT piece?**

A:        There will be one contract. A team approach would be optimal -- where the main contractor would specialize in the community assessment/public involvement piece and then subcontract for the technical expertise or vice versa.

The meeting adjourned at 10:40a.m.