

## OMSSA Networks: “Request for Information” (RFI) Process

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### Submitting and Responding to Requests for Information (RFIs)

- RFIs can be submitted to fellow network members, **simply by sending an email to the appropriate email address** (see box to the right) with “Request for Information (Specify Topic)” in the subject line.
- The request will be distributed to all network members by email, straight to their inboxes.
- Network members can respond right from their email accounts, simply by hitting “reply” and sending their responses by email.
- The response will be delivered directly by email to the individual who submitted the request.
- Other network members will not receive each response by email, but will be able to access all RFI requests and responses (on a go-forward basis) in the **RFI Archive** on each Network Portal.

#### RFI Email Addresses

Children’s Services Network  
[omssacsn@memberleap.com](mailto:omssacsn@memberleap.com)

Housing and Homelessness Network  
[omssahhn@memberleap.com](mailto:omssahhn@memberleap.com)

Employment and Income Network  
[omssaein@memberleap.com](mailto:omssaein@memberleap.com)

Emergency Social Services Network  
[omssaessn@memberleap.com](mailto:omssaessn@memberleap.com)

### Accessing RFI Requests and Responses

All Network members can access the full record of RFI requests and responses (since February 2019) from the Network Portal pages inside of the members’ area, by:

- Visiting the appropriate portal (see links to the right)
- Clicking on the “**RFI Archive**” link
- Clicking on any of the topic names to view RFIs and responses received

#### Network Portals

[Children’s Services Network](#)

[Housing and Homelessness Network](#)

[Employment and Income Network](#)

[Emergency Social Services Network](#)

**Note:** While you can visit the pages themselves at any time, some features are only available / accessible when logged in.