



Placer / Nevada Continuum of Care

Request for Proposals (RFP) for:

Continuum of Care (CoC)
Coordination Services

RFP-21-0005

Submit applications via email to nancy@hhshelter.org

The Proposal including all required documentation must be received by
May 28, 2021 at 12:00 p.m. (PST)
Late applications will not be accepted.

INTRODUCTION

Since 2014, the **Homeless Resource Council of the Sierras (HRCS)** has provided leadership and coordination of Placer and Nevada County's Continuum of Care planning process. We are a non-profit partnership working to ensure comprehensive, regional coordination of efforts and resources to reduce the number of persons who are homeless, as well as the number of persons at risk of homelessness.

HRCS brings people together to collaborate and develop, coordinate, and support projects, services, and resources to enhance our partners' ability to prevent and end homelessness in Nevada and Placer Counties. We are the designated collaborative applicant and administrative entity for the Placer County and Nevada County Continuums of Care (CoC), known as CA-515 and CA-531.

Our mission is to lead, collaborate, coordinate, develop, and implement strategies and resources to end homelessness in Nevada and Placer Counties.

RFP Overview:

The contractor will provide a broad range of technical and administrative services to implement HRCS CoC activities including: Continuum of Care administration and oversight for HRCS, CA-515 and CA-531; and oversight of the Coordinated Entry System in conjunction with the Outcomes and Measurements Committee. The contractor reports directly to the Board President and Executive Committee.

CONTRACT TERM

The contract term will be for a period of a base year July 2021 – June 2022 (FY22) and two (2) option years, FY23 and FY24. HRCS shall have the choice to exercise the option year(s) subject to the availability of funds, satisfactory contractor compliance, and the CoC's need. HRCS has the sole, absolute discretion to exercise this option.

SUBMISSION

Applications and all required documents to be submitted as a PDF file by email to nancy@hhshelter.org

DEADLINE

Applications must be submitted to HRCS by May 28, 2021 by 12:00 p.m.(PST) Late application will not be accepted.

PROPOSAL FORMAT REQUIREMENTS

Each response to this RFP shall include the information described in this section. Provide the information in the specified order. Additional information may be provided but should be succinct and relevant to the goals of this RFP. Any additional information that a proposing Consultant wishes to include that is not specifically requested should be included in an appendix to the proposal.

The proposal should be sent as a PDF file by email.

SCOPE OF SERVICES:

See Attachment A for Sample Contract and Scope of Services

REQUIREMENTS:

- Extensive experience preparing the US Department of Housing and Urban Development CoC Program application and State of California homeless related funding applications
- Extensive experience working with the State of California and US Department of Housing and Urban Development Offices
- Extensive knowledge about the CoC Program legislation, rules, and regulations
- Extensive knowledge and experience working with federal E-Snaps system
- Extensive knowledge and experience working with the Homeless Management Information System (HMIS) for data collection and analysis
- Extensive experience working with the Point-In-Time Count and Housing Inventory Chart (HIC)
- Extensive experience working with the HUD Data Exchange (HDX)
- Extensive experience working with CoCs

RFP SCORING EVALUATION CRITERIA

| | |
|----------------------------|-----------|
| 1. Experience | 40 points |
| 2. Organizational Capacity | 20 points |
| 3. Scope of Services | 20 points |
| 4. Cost | 20 points |
| Total | 100 |

COVER SHEET

CONTRACTOR:

CONTACT PERSON:

TITLE:

ADDRESS:

TELEPHONE NUMBER:

EMAIL ADDRESS:

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

PRINTED NAME:

DATE:

1. EXPERIENCE (LIMIT 5 PAGES)

I. Describe your administrative experience working with the HUD CoC Program.

II. Describe your experience with system coordination for the homeless.

III. Describe your experience with evaluating HUD projects and homeless projects funded by the State of California.

IV. Does your agency have experience working with HRCS and/or Placer/ Nevada Counties? Yes _____ No _____ If yes, please describe:

V. Describe your experience developing a HUD CoC Program Application and other homeless related funding proposals.

a) Describe your experience in working with HMIS.

b) Describe your work with the Point-In-Time Count. Include information on recent PIT counts conducted and areas of responsibilities.

VI. Describe your work providing contract management and grant reporting for a CoC.

Required Attachments: (not included in page limit)

- List of 5 recent successful CoC related proposals, include funding agency, program, amount applied for/awarded, year awarded and brief description of funded program.
- List of 5 current/recent grant contracts managed, include funding agency, program, contract amount and reporting requirements.
- References – 3 related references from on-going or projects completed in last 4 years, include name of organization, contact person, title, email and telephone, contract dates, contract amount and brief description of services provided.

2. ORGANIZATIONAL CAPACITY (LIMIT 5 PAGES)

I. Describe your ability to deliver the services proposed in this RFP.

II. Describe your staffing plan and list and identify key individuals that will be performing the work and will be responsible for carrying out the activities listed in your proposal.

Required Attachment: (not included in page limit)

- Resumes and/or biographical statements for key individuals.

3. SCOPE OF SERVICES (LIMIT 5 PAGES)

I. Describe your approach to providing the scope of services. Include (but not limited to):

- Contractor/client communication
- Contractor/CoC communication
- Technology used to support services
- Meeting and committee support
- Funding proposal development and coordination, surge capacity
- Fiscal and grant reporting
- Conducting PIT count and reporting
- HMIS data collection, inputting, and reporting
- Media relations and crisis communications

II. List limitations to the scope of services and/or tasks that would not be cost effective for your firm to deliver.

Optional Attachments: (not included in page limit)

- Supporting materials, including work plans, CoC work product.

4. COST (NO PAGE LIMIT)

| ACTIVITY | BASE YEAR FY22 | OPTION YEAR 1 FY23 | OPTION YEAR 2 FY24 |
|---|---------------------------|-------------------------------|-------------------------------|
| General Activities | | | |
| Grant and Funding Source Oversight | | | |
| Grant Reporting and Performance Monitoring | | | |
| Point in Time Counts | | | |
| Housing Inventory Count | | | |
| Coordinated Entry and HMIS | | | |
| Travel | | | |
| Supplies | | | |
| TOTAL | | | |

Notes: It is anticipated that FY22 will have a higher-than-normal level of activity due to COVID-19 related activities and that will be reflected in the cost table. However, costs in Option Years will be reviewed with contractor and reflect anticipated levels of activity.

Travel at Federal per diem rates. Supplies to be billed at cost plus 5 percent.

List your budget assumptions, overview and per category. Please also provide your preferred billing unit and how you typically invoice for your/your firm’s time, i.e., hours worked, milestones/tasks completed or monthly retainer as examples. HRCS reserves the right to select the cost unit reporting but would like to understand contractor preferences.