

**REQUEST FOR PROPOSALS TCP 2-2016**

**“Employment and Housing Demonstration Project for Persons Living with HIV/AIDS, who have Low Income and are Homeless or At-Risk of Homelessness”**

Issuance Date: May 19, 2016

Closing Date: June 17, 2016  
Closing Time: 2:00 p.m.

Pre-Proposal Conference  
June 7th, 2016  
10:00 a.m. - 12:00 a.m.

TCP Contacts:  
Jose Lucio  
202-543-5298

Sue Marshall  
Executive Director

**INTRODUCTION**

The Community Partnership for the Prevention of Homelessness (TCP) is seeking proposals for a housing and employment services demonstration project funded by the District of Columbia Department of Health, HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA). Whereas, HAHSTA recognizes that there has been a shift in HIV health outcomes since the start of the epidemic due to the development of improved treatment options. HAHSTA wishes to develop and implement new program models that are better matched to the needs of the population it currently serves. The goal of this demonstration project is to assist program participants in achieving economic and housing stability.

The target population to be served in the demonstration project will be unaccompanied adults, age 18 years or older, with low incomes, who are homeless or at risk of homelessness, and who are living with HIV/ AIDS. Support services will include service coordination, housing navigation services, and employment assistance; financial services will include security deposits, utilities assistance, and ongoing rental assistance for a period not to exceed 24 months.

## **SECTION A: GENERAL DESCRIPTION**

### **A.1. Summary of Services Required**

TCP is seeking applications from which it will award one or more contracts to provide housing and employment services to adults, age 18 years or older, with low incomes, who are homeless or at risk of homelessness, and who are living with HIV/ AIDS. Applicants must comply with all requirements set forth in the HAHSTA-approved demonstration project governing rules, the Language Access Act of 2004, TCP's policy on serving transgender and gender nonconforming clients, as well as any additional requirements imposed by TCP or HAHSTA.

The awardee will be required to:

- Assess prospective clients for eligibility;
- Develop and implement an outreach plan to locate and engage new clients;
- Secure units of housing for homeless clients (shared housing units will be acceptable as long as a client has a lease in his/her own name); and
- Document, in the Homeless Management Information System (HMIS), case plans and services provided to each client.

At a minimum, support services will include:

- Outreach;
- Service coordination services;
- Employment assistance; and
- Housing counseling and search assistance.

Clients should receive support services for the length of time essential to meet their needs and goals for a period not to exceed 24 months.

Financial assistance will include:

- Security deposits;
- Utility deposits;
- Moving costs;
- Rental arrearages;
- Utility arrearages;
- Ongoing rental assistance (for the length of time essential to meet their needs and goals for a period not to exceed 24 months.); and
- Ongoing utility assistance (for the amount of time essential to meeting their needs and goals, not to exceed 24 months).

Assistance Types:

- Category 1 - Homelessness Prevention: Prevent individuals at risk of homelessness from becoming homeless.
- Category 2 - Housing placement assistance: Assist individuals experiencing homelessness to become housed and stabilized as quickly as possible.

The awardee may spend grant funds outside the District to address regional need and/or to assist clients to find housing options that may be more affordable. Meaning:

- A client may rent in a jurisdiction outside the District of Columbia that is within the Washington, DC metropolitan region;

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- A client may pay utilities in a jurisdiction outside the District of Columbia that is within the Washington, DC metropolitan region;
- An awardee may serve multiple jurisdictions (as long it serves the District as well); and
- An awardee may operate offices in multiple jurisdictions within the Washington, DC metropolitan region.

Each applicant is expected to develop the menu of support services it believes will best serve the target population; however, all clients must receive employment services. Please note: this demonstration project is not intended to provide health care or medical services; the awardee will be expected to connect clients in need of such services to an appropriate health care provider or medical case management provider.

All services must be delivered in a culturally competent way with regard to the target population and all subpopulations served; including but not limited to: limited- or non-English proficient persons, race and/or ethnicity, gender (including individuals who are transgender or gender nonconforming, and regardless of gender expression) or sexual orientation, and all other populations and subpopulations served.

**A.2. Population to be Served**

The following are the criteria for program eligibility:

- Diagnosis of HIV or AIDS;
- Unaccompanied adult, age 18 years or older;
- Documented household income not to exceed 50% of the Area Median Income (AMI) adjusted for household; and
- The awardee must be able to demonstrate a reasonable expectation that clients served will be able to retain their units of housing after assistance ends.

**A.3. Eligible Organizations**

Organizations that are incorporated or registered to do business in the District of Columbia, that are in good standing, and that meet the following conditions may apply under this RFP:

- ❖ Applicant must have and articulate specific experience providing housing, and/or supportive services, and/or employment services to low-income persons and/or persons who are homeless or in need of housing assistance. TCP will not accept applications from any organization that does not demonstrate such experience.
- ❖ Applicant must articulate and demonstrate existing partnerships with public or private agencies or systems to improve housing and employment outcomes for clients served and how these partnerships will be expanded to better serve the target population described in this RFP.
- ❖ Applicant must articulate its outreach plan for engaging clients. Applicants will need to be creative in their outreach and engagement strategy for this demonstration project, because it is intended to serve clients who are in need, but who do not require deep, long-term services (provided in programs like permanent supportive housing, where there are natural referral streams in place). The outreach plan and outreach services must be customized to reach the maximum number of people in the target population who are most in need of the services provided in this demonstration project and who would otherwise be difficult to locate or be served. TCP will not accept applications from any organization that does not demonstrate such a plan.
- ❖ Applicant must articulate its strategy for engaging landlords to secure units of housing. The plan should state how clients will be supported in the search for affordable housing. Housing counseling services can be carried out by in-house “housing specialists” on the awardee’s staff or by a partner or

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subcontractor. All clients must have a housing plan in place and receive housing counseling services to help them become stable in housing. Housing counseling services must include housing navigation services for all clients in the housing placement assistance category and any clients in the homelessness prevention category, particularly to those that need to move to a new unit that is more affordable in order to prevent them from becoming homeless. TCP will not accept applications from any organization that does not demonstrate such a plan.

**A.4. Funding Type and Amount of Funding Available**

TCP intends to award one or more contracts pursuant to this RFP that will be renewable for one to three years. Efforts by the awardee to leverage the TCP contract funds are essential. Examples of leveraged resources include, but are not limited to: other publicly funded contracts and grants, private foundations and individual contributions, partnerships, and in-kind contributions. The applicant must demonstrate in its responses to this RFP its history of successfully leveraging other public resources and provide documentation of such resources, relationships, and/or partnerships.

**A.5. Pre-Proposal Conference**

A Pre-Proposal Conference will be held on Tuesday, June 7, 2016, at 10:00a.m., at the offices of TCP. Persons or organizations planning to attend should RSVP by Monday, May 30, 2016 to Jose Lucio via email at [jlucio@community-partnership.org](mailto:jlucio@community-partnership.org) or Eileen Kroszner [ekroszner@community-partnership.org](mailto:ekroszner@community-partnership.org). Persons or organizations unable to attend the Pre-Proposal Conference must register with TCP in writing, by email, mail or fax, on organizational letterhead or stationary, no later than June 7, 2016 at 10:00 a.m., if they want to be considered for funding under this RFP.

**A.6. Queries and Amendments**

After the Pre-Proposal Conference is held, there may be questions raised about this solicitation that will be answered in writing and issued to all registered applicants as an addendum by no later than June 10, 2016. This addendum will become an official part of the RFP. Applicants are required to register, in writing, to receive the RFP addendum, either by signing up at the Pre-Proposal Conference or by letter to TCP that must be received by June 7, 2016.

Requests for information about this announcement should be addressed in writing to:

Jose Lucio  
Senior Program Officer  
The Community Partnership for the Prevention of Homelessness  
801 Pennsylvania Avenue, SE  
Suite 360  
Washington, DC 20003

**OR**

[jlucio@community-partnership.org](mailto:jlucio@community-partnership.org)

No informational visits or phone inquiries regarding this RFP will be allowed after June 10, 2016.

**A.7. Application Closing Date**

Proposals must be submitted no later than 2:00 p.m. on June 17, 2016 to the administrative office of TCP (see address in Section A.6. of this RFP). Proposals received after the closing date and time shall not be considered unless they are the only proposals received.

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**A.8. Initial Offers and Negotiations**

TCP may negotiate with applicants for the purpose of obtaining the best price, or arriving at a statement of work which is most advantageous to the functioning of this housing and employment demonstration project.

**A.9. Award Notification**

From the date of award notification until the effective date of the award, it shall be the responsibility of the successful applicant to advise TCP of any change in status regarding its ability to comply with the requirements mandated for the fulfillment of the terms of the contract.

**A.10. Retention of Applications**

All proposals will be retained by TCP and will not be returned to the applicants.

**A.11. Protests**

Any applicant may file a protest in connection with this solicitation. The protest should be addressed to Judith Dobbins, Chair of the Board of Directors of TCP, with a copy to Sue Marshall, Executive Director of TCP. Protest letters must state the reason for the protest and provide, in writing, relevant evidence or documentation. Protests will be acted on by the Board of Directors of TCP within two meetings of the Board following receipt of the protest. Decision of the Board of Directors shall be final.

**SECTION B: APPLICATION PREPARATION AND SUBMISSION**

**B.1. Application Submission**

Proposals must be sent via email and received by the closing date and time to:

Jose Lucio  
[jlucio@community-partnership.org](mailto:jlucio@community-partnership.org)

**B.2. Application Style**

All proposals must be submitted as a Word or PDF document, electronically via email attachment. Each application will have numbered pages, with type not less than 12 points and double line spacing.

Unnecessarily elaborate applications, beyond the information needed to present a complete and effective response to this solicitation, are not desired.

**B.3. Application Form and Content**

Addendum 1 provides instructions regarding the format and required contents of the response to this RFP.

**B.4. Confidential/Proprietary Information in Application**

Proposals must specifically identify those portions of their applications deemed to be confidential, proprietary information or trade secrets, which should not be disclosed by TCP. Such confidential/proprietary information must be easily separable from the non-confidential sections of the proposal.

## **SECTION C: REQUIREMENTS**

### **C.1. Scope of Work**

The Scope of Work must state in clear, non-technical language how the applicant will serve persons living with HIV/AIDS, who have low incomes, and homeless or at-risk of homelessness, and in need of employment services and housing assistance. The Scope of Work should include a list and description of services, the capacity of the organization, key staff, and connection to community resources with regards to the intersection of HIV/AIDS, employment, and housing.

### **C.2. Budget Requirements**

Budgets must be presented in TCP's format that is included as Addendum 2 to this RFP, according to the instructions therein. The budget should include a separate accounting of all staff costs that make up the "Personnel" line item and should include a narrative explaining all line items.

### **C.3. Program Data Collection and Reporting Requirements**

The awardee shall use the web-based District of Columbia Homeless Management Information System (HMIS) to capture client level data on all persons served. HMIS use shall include the maintenance of sufficient computer hardware and internet access for all relevant staff persons to enter client level data into the HMIS. The awardee will ensure that its client level data is entered into the HMIS in a manner that is accurate, timely, and in accordance with the most recent HUD Data Quality Standards and TCP direction on a regular and ongoing basis. All computers used to access the HMIS must have the ability to connect to the internet and must be in view of the Continuum of Care Privacy Policy. TCP will utilize HMIS data entered by the awardee to conduct analysis of program activities and outcomes as well as to complete all reporting required by the District and Federal Governments.

The awardee will be required to complete a monthly HMIS-generated performance report and coversheet which will be submitted to TCP on the first Friday of each month. This information will be reported to HAHSTA by the 15<sup>th</sup> of each month.

Complete HMIS and reporting requirements will be available upon request and included in the contract for this program.

### **C.4. Record Keeping Requirements**

The awardee must create and maintain confidential records regarding each person served by their program and must display TCP's standard Privacy Notice in a conspicuous place. Service coordination files will be the standard form of record keeping.

### **C.5. Monitoring and Evaluation**

The awardee will be monitored and evaluated by TCP according to the Scope of Work and performance objectives submitted in its response to this RFP which will be an integral part of its contract. TCP will, at all times, have access to the work being performed under the contract, wherever it may be in progress. TCP will review program data, observe program operations, interview staff and participants, examine program and financial records regarding the contract, and review records regarding volunteer hours, in-kind contributions, or

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cash resources which the applicant has declared as part of their leveraged resources for accomplishing program objectives.

**SECTION D: OTHER TERMS AND CONDITIONS**

Any contract resulting from this RFP shall be subject to the following terms and conditions:

**D.1. Audits**

The successful applicant will be expected to maintain complete and accurate records substantiating all actual expenditures and leaving a clear audit trail to the point of origin. At any time during the period of the grant or for three years thereafter, TCP and/or the Government of District of Columbia may have the applicant's financial and program records audited. Any contract payments found not to have been spent on agreed upon and allowable program purposes shall be returned to TCP. TCP will also require that all successful applicants have an annual, independent audit conducted of their contract-related program, and its pricing limits assume that this administrative cost will be part of the project's budget.

The Applicant must provide in its responses to this RFP a copy of its most recent financial audit.

**D.2. Insurance**

The standard insurance provisions required by the District of Columbia Department of Human Services contracts will be applicable to this contract:

1. The Awardee, at its expense, shall obtain the minimum insurance coverage set forth below prior to award of the Contract and keep such insurance in force throughout the contract period. A Certificate of Insurance naming "The Community Partnership for the Prevention of Homelessness 801 Pennsylvania Ave SE, Suite 360, Washington, DC 20003" as an additional insured for all coverage except automobile and worker's compensation and proof of current insurance coverage for any coverage not listed on the certificate shall be forwarded to the Contract Administrator at the time of contract execution.
2. The Awardee shall carry general liability coverage of up to one million dollars (\$1,000,000).
3. The Awardee shall carry Umbrella/Excess Liability with a five million dollar (\$5,000,000) limit per occurrence.
4. If the Awardee utilizes any vehicles in connection with this contract, the Awardee shall carry automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property liability covering the operation of all automobiles. Policies covering automobiles shall provide coverage of up to two hundred thousand dollars (\$200,000) per person and five hundred thousand (\$500,000) per occurrence for bodily injury and twenty thousand dollars (\$20,000) per occurrence for property damage.
5. If the Awardee shall carry Workers' Compensation insurance, including employer's liability coverage, covering all of its employees employed upon the premises and in connection with its other operations pertaining to this Contract, and shall comply at all times with the provisions of the Workers' Compensation laws of the District or other state if the Contract work is performed outside of the District of Columbia. The policy shall provide for one hundred thousand (\$100,000) per accident for injury, one hundred thousand (\$100,000) per employee for disease with a five hundred thousand (\$500,000) policy limit for disease.
6. The awardee shall carry Professional Liability Insurance of \$1,000,000 per claim.
7. All insurance provided by the Awardee as required by this section, except comprehensive automobile liability and Workers' Compensation insurance, shall set forth TCP as an additional insured. All insurance shall be written with responsible companies licensed by the District's regulatory agency

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(DCRA) to do business in the District. The policies of insurance shall provide for up to thirty (30) days written notice to TCP prior to their termination or material alteration.

8. At its option, the Awardee may maintain the above stated minimum levels of insurance through a self-insurance plan. Should this option be exercised, the Awardee is relieved of responsibility to comply with Article XII, Item 6 however the Awardee must certify in writing to TCP at the time of contract execution that coverage is maintained through a self-insurance plan.

**D.3. Compliance with Tax Obligations**

Prior to receipt of a contract as a result of this RFP, a successful applicant must be in compliance with District and Federal tax requirements. Appropriate documentation of these facts from the District Department of Consumer and Regulatory Affairs must be provided when requested by TCP.

**SECTION E: EVALUATION CRITERIA**

**E.1 General Criteria**

The factors used for rating and ranking proposals and the points associated with each factor are outlined below. The points in the evaluation criteria outlined below will provide a scoring system to be used in making recommendations for awards to the Executive Director of TCP. A total of 175 points is possible. Only applicants which score a minimum of 120 points or more will be considered to be in the competitive range for contract awards.

Interviews may be scheduled to clarify proposals. Negotiations with qualified applicants, with respect to program size, location or cost, may precede contract award decisions, at TCP's and/or HAHSTA's discretion.

**E.2 Specific Criteria and Points**

**E.2.1 Program Criteria (75 points)**

Proposed client outreach and engagement plan **(15 points)**.

Proposed landlord outreach and engagement plan **(15 points)**.

Proposed scope of work that includes the proposed menu of services, service delivery model, and the jurisdictions in which the applicant plans to operate **(15 points)**.

Understanding of the Washington, DC metropolitan regional housing market **(15 points)**.

Evidence of coordination with other public or private agencies to improve employment and housing outcomes and a description of how this coordination will be expanded to better serve the target population **(15 points)**.

**E.2.2. Experience of Applicant (40 points)**

The experience of the applicant must include provision of housing, and/or supportive services and/or employment services to individuals with low incomes who are homeless or at-risk of homelessness. The applicant should provide data on successful outcomes for its employment and permanent housing activities.

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**E.2.3 Experience and qualifications of proposed management and staff (35 points)**

All services must be delivered in a culturally competent way with regard to the target population and all subpopulations served; including but not limited to: limited- or non-English proficient persons, race and/or ethnicity, gender (including individuals who are transgender or gender nonconforming, and regardless of gender expression) or sexual orientation, and all other populations and subpopulations served. **(15 points)**.

The applicant must submit a staffing plan. The staffing plan must indicate how staff will be deployed to provide:

- Program management and oversight;
- Program reporting;
- Program monitoring and evaluation;
- Conduct outreach;
- Screen prospective clients for eligibility;
- Provide ongoing service coordination; this must articulate the proposed client to staff ratio;
- Provide employment assistance; this must articulate the proposed client to staff ratio; and
- Provide housing counseling and search assistance; this must articulate the proposed client to staff ratio.

The staffing plan must indicate the number of staff filling each of the roles listed above; the applicant must indicate the positions that will be filled by current staff and the positions that will be filled after an award is made. The staffing plan must state the estimated time needed to become fully staffed **(15 points)**.

Organizational chart demonstrating supervisory relationships, with complete and adequate job descriptions of all staff **(5 points)**.

**E.2.4. Financial Management and Budget (25 points)**

Completeness and soundness of budget proposal; the budget proposal must include a budget, budget narrative, and staffing list on TCP's budget forms **(10 points)**.

Demonstrated financial management capacity **(5 points)**.

Degree to which other funding sources will be applied to project, whether revenue, matching grants or in-kind and volunteer services, or other resources; the applicant must provide documentation of these resources. **(5 points)**.

Cost-effectiveness of the project, measured as lowest cost per unit delivered in the context of complying with the minimum service standards **(5 points)**.

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**Addendum 1:  
Instructions and Proposal Format for Responding to  
Request for Proposals TCP 2-2016**

**“Employment and Housing Demonstration Project for Persons Living with HIV/AIDS, who have Low Income and are Homeless or At-Risk of Homelessness”**

These instructions contain the required content and format for agencies to submit a proposal for funding under **RFP TCP 2-2016**. Applicants must adhere to the form outlined in these instructions, including page limitations, in order for their application to be reviewed for funding. Page limitations assume double-spaced type with a font size of up to 12 points.

**PART A:  
AUTHORIZATION FOR PROPOSAL AND SUMMARY INFORMATION  
(Maximum 2 pages)**

- a.1) Date the application is submitted to TCP.
- a.2) Name and business address of the organization(s); include both the full legal name of the organization and its commonly used name, if different.
- a.3) Provide phone number and facsimile number (if any) of the organization applying.
- a.4) Provide contact person of the organization applying, include their phone number.
- a.5) State the total annual budget of the organization(s) and fiscal year used for accounting.
- a.6) State the total budget for the work proposed in this application, including both cash and in-kind and volunteer resources to be applied to this work.
- a.7) State the total funding requested by this application.
- a.8) Include the organization's Federal tax identification (EIN) number.
- a.9) At the end of this section provide a signature of the person in the organization with authority to contract.

**PART B:  
Program Criteria  
(Maximum 5 pages)**

The Applicant should provide here a Scope of Work that addresses all the evaluation criteria found in Section E above.

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**Addendum 2:  
Instructions and Application Format for Responding to  
Request for Proposals TCP 2-2016**

**“Employment and Housing Demonstration Project for Persons Living with HIV/AIDS, who have Low  
Income and are Homeless or At-Risk of Homelessness”**

**PART A:  
Budget**

The applicant should complete a specific budget, budget narrative, and proposed staffing list for this project in TCP's format. This section of the applicant's response should address the criteria listed above in Section E above.

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