

REQUEST FOR PROPOSALS TCP 1-2016

“Pat Handy Women’s Center”

Issuance Date: January 6, 2016

Closing Date: January 22, 2016
Closing Time: 2:00 p.m.

Bidders Conference:
January 13, 2016
10:30 a.m. - 12:00 p.m.
810 5th Street, NW

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 the provision of low barrier shelter beds and transitional beds to serve single adult women who are experiencing homelessness in the District of Columbia. This program will replace two existing low barrier shelter programs for women and is expected to serve women transitioning from those two programs as well as others who qualify for shelter in the District of Columbia. The capacity for this program is as follows: one hundred eighty eight (188) low barrier shelter beds, thirteen (25) transitional beds - twelve (12) of which will have a preference for women in need of medical beds who do not require nursing care.

The low barrier shelter system for women is primarily populated by aging women with lengthy and/or repeated episodes of homelessness:

- 40% aged 51 and older and 13% over the age of 62 and
- 22% of women accessing low barrier and emergency shelter report having one or more disabling conditions.

Applicants submitting proposals under this solicitation must demonstrate their experience and expertise in serving such a population. Additionally applicants must demonstrate their experience in assisting clients to increase income, move into permanent housing situations, facilitating linkages to services to improve physical and/or behavioral health outcomes, and participation in the Coordinated Assessment and Housing Placement (CAHP) System. Providers submitting proposals under this solicitation must also propose the best use of the transitional beds and indicate how appropriate services will be offered to women using these longer-term beds.

This solicitation is offered on a limited procurement basis to qualified organizations with **proposals due by 2:00 pm on January 22, 2016.**

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The legal requirements for services to be provided in low barrier shelter and transitional housing are contained in the Homeless Services Reform Act of 2005 (HSRA). Applicants must demonstrate they have a thorough understanding of the HSRA as well as of any amendments enacted since their passage. TCP will provide hard copies of the legislation upon request.

SECTION A: GENERAL DESCRIPTION

A.1. Summary of Services Required

TCP is seeking applications from which it will award a single contract to provide low barrier shelter, transitional, and medical transitional beds to unaccompanied adult women aged 18 years or older, in the District of Columbia Continuum of Care. The property identified as the site for the proposed project is located at 810 5th Street, NW Washington, DC and includes one hundred eighty eight (188) low barrier shelter beds, thirteen (13) transitional beds, (188) low barrier shelter beds, thirteen (25) transitional beds - twelve (12) of which will have a preference for women in need of medical beds that do not require nursing care. The provider must adhere to all Low Barrier Shelter and Transitional Housing standards as codified in the HSRA as well as any amendments enacted since its passage and must ensure that service delivery is consistent with the District of Columbia's strategic plan to end homelessness, *Homeward DC*.

All services must be delivered in a culturally competent way with regard to all populations served; including but not limited to: language minorities, racial and/or ethnic minorities, gender and or sexual minorities, and all other populations and subpopulations served. The applicant must ensure all staff persons are trained and well-versed on the following:

- Delivering services according to the US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration's (SAMHSA) Trauma-Informed Approach;
- Common risk factors, and best practices for serving aging women who are experiencing homelessness;
- Common risk factors, and best practices for women who are experiencing homelessness and living with significant medical conditions or physical disabilities;
- Common risk factors, and best practices for women who are experiencing homelessness and may have histories of experiencing domestic violence;
- Common risk factors, and best practices for women who are experiencing homelessness and living mental health diagnoses;
- Common risk factors, and best practices for women who are experiencing homelessness who have co-occurring mental health and substance use issues; and
- Common risk factors for transgender women who are experiencing homelessness.

The service provider must have the ability to address minor onsite maintenance including:

- Changing lightbulbs;
- Unclogging toilets;
- Repairing leaky faucets;
- Changing ceiling tiles;
- Repairing holes in ceilings and walls;
- Replacing electrical outlet covers; and
- Moving and hauling.

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A.2. Population to be Served

The population to be served pursuant to this RFP includes single adult women, aged 18 years or older who are experiencing homelessness.

Please note: for the purposes of this RFP the terms *woman* and/or *women* include cisgender women and transgender women. See TCP's Policy on Serving Transgender and Gender Nonconforming Clients for additional information about the terms cisgender and transgender in the attachments to this RFP, or on TCP's website: http://community-partnership.org/literature_126519/Transgender_Gender_Nonconforming.mp3.

A.3. Eligible Organizations

Organizations that are incorporated or registered to do business in the District of Columbia, that can provide a DC Department of Consumer Regulatory Affairs (DCRA) Certificate of Good Standing and an DC Office of Tax and Revenue (OTR) Certificate of Good Standing, and that meet the following conditions may apply under this RFP:

- ❖ Applicant must have and articulate specific experience in providing housing, and/or supportive services, and/or clinical services to single adult women who are homeless; and who are aging, have histories of extensive shelter stays, who may also have mental health diagnoses, histories of substance abuse, and/or who are survivors of domestic violence. TCP will not accept applications from any organization that does not demonstrate such experience.
- ❖ Applicant must demonstrate experience and ability to secure and manage additional funding resources to support funds awarded under this RFP. Such resources may be cash or in-kind.
- ❖ Applicant must articulate a willingness and strategy to serve all women including cisgender and transgender women.
- ❖ Applicant must articulate and demonstrate existing partnerships with public or private agencies and/or systems to improve income, housing, behavioral health, and physical health outcomes for clients served and how these partnerships will be expanded to better serve the population served pursuant to this RFP.
- ❖ Applicant must demonstrate by its responses to this RFP:
 - An accurate understanding of the *Homeless Services Reform Act of 2005*;
 - An accurate understanding of the CAHP system for homeless services and how a program funded pursuant to this RFP will participate in the District of Columbia's coordinated entry efforts; and
 - The applicant's own place and role within the District of Columbia Continuum, and how it coordinates with other agencies and components of the Continuum to deliver services to program beneficiaries.

Failure to meet any one of these requirements may cause the entire proposal to be rejected.

A.4. Funding Type and Amount of Funding Available

TCP intends to award one subcontract pursuant to this RFP in the amount of \$896,737.00, for the period of February 1, 2016 to September 30, 2016. The 12-month annualized contract amount will be \$1,345,106.00. Eligible activities and budget guidance is provided in the attachment to this RFP titled "Sample Budget Detail Worksheet."

Proposed budgets should include costs associated with the provision of services to clients as well as costs associated with operating the facility.

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Leveraging of resources to supplement the TCP contract funds is required. Applicants are expected to seek additional funding and assistance to specifically support operations and service delivery for this project. The Applicant must demonstrate by its responses to this RFP its history of successfully leveraging other public resources and provide documentation of such resources. (See E.2.4. Leveraging of Resources)

A.5. Pre-Application Meeting

A pre-application meeting will be held on Wednesday, January 13, 2016 at the offices of TCP at 10:30 a.m. Persons or organizations planning to attend should RSVP to Jose Lucio via email at jlucio@community-partnership.org or Eileen Kroszner ekroszner@community-partnership.org. Persons or organizations unable to attend the Pre-Application Meeting, but who wish to be considered for funding under this RFP must register with TCP, in writing, via email no later than 10:30 a.m., on January 13 2015.

A.6. Queries and Amendments

After the Pre-Application Meeting 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 at 5:00 p.m., on January 15, 2016. This addendum will become an integral part of the RFP. Applicants are required to register in writing for receipt of the RFP addendum, either by signing up at the Pre-Application Conference or by letter to TCP that must be received by January 13, 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
jlucio@community-partnership.org

No informational visits or phone inquiries regarding this RFP will be allowed after January 13, 2016.

A.7. Application Closing Date

Applications must be submitted electronically no later than 2:00 p.m. on January 22, 2016 (see email addresses in Section B.1 of this RFP). Applications received after the closing date and time shall not be considered unless they are the only applications received.

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 the housing assistance and supportive services through this project demonstration.

A.9. Award Notification

From the date of 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 applications will be retained by TCP and will not be returned to the applicants.

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A.11. Protests

Any applicant may file a protest in connection with this solicitation addressed to Judith Dobbins, Chair of the Board of Directors of The Community Partnership for the Prevention of Homelessness (TCP), with a copy to Sue Marshall, Executive Director of The Community Partnership for the Prevention of Homelessness, stating the reason for the protest and providing written 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

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

Jose Lucio
jlucio@community-partnership.org
OR
Eileen Kroszner
ekroszner@community-partnership.org

B.2. Application Style

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

PDF, Facsimile and hard copy applications **will not** be accepted. 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

Applicants 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 application.

SECTION C: REQUIREMENTS

C.1. General Approach

TCP seeks service providers capable of operating within a Continuum of Care, within the context of the District of Columbia Strategic Plan, *Homeward DC* and the *Homeless Services Reform Act (HSRA) of 2005*.

C.2. Scope of Work

The Scope of Work must state in clear, non-technical language how the applicant will serve single adult women experiencing homelessness, with an emphasis on women who are aging, who might also have histories of mental health diagnoses, substance use, and/or domestic violence which adversely affect their

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ability to access and maintain permanent housing. The Scope of Work must also include a list and description of services provided to women in low barrier shelter beds, women in transitional beds, and women in medical transitional beds; making clear distinctions about the different level and variety of services offered to women in each of the three bed-categories. The Scope of Work must also state the capacity of the organization, key staff, and connection to additional community resources with regards to the intersection of homelessness, mental health, substance use, and domestic violence through housing and services. Finally the Scope of Work must articulate how the program staff will coordinate services with Unity Healthcare, which will operate a clinic onsite, as well as how its staff will support day programming to be implemented by DHS.

C.3. Budget Requirements

Budgets must be presented in format found in the following attachments to this RFP:

- Budget Detail Worksheet
- Leveraged Resources Documentation

If awarded, applicants will be required to transfer the budget to TCP's format. 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.4. Program Data Collection and Reporting Requirements

The provider shall use the web-based the Homeless Management Information System (HMIS) to capture client level data on all persons served. HMIS usage 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 provider 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 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 use HMIS data entered by the provider to conduct analysis of program activities and outcomes as well as to complete all reporting required by the District and Federal Governments. Complete HMIS and reporting requirements will be available upon request and included in the contract for this program.

The Contractor shall provide TCP with all client level data necessary for the completion of the annual Point In Time Count (PIT), Annual Homelessness Assessment Report (AHAR) to the US Congress, and the Annual Performance Report (APR). DHS and/or TCP may set additional special reporting requirements at any time during the term of the awarded contract.

C.5. Record Keeping Requirements

The provider 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. Data containing program beneficiary identifiable information will be stored in a secure database as chosen by TCP.

C.6. Monitoring and Evaluation

The provider will be monitored and evaluated by TCP/DHS according to its scope of work and performance objectives which will be an integral part of its awarded contract. TCP/DHS will at all times have access to the work being performed under the contract, wherever it may be in progress. TCP/DHS will review program data, observe program operations, interview staff and participants, examine program and financial records regarding

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the contract, and review records regarding volunteer hours, in-kind contributions, or cash resources which the applicant has declared as part of their match 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. First Source

The successful applicant will be required to comply with the Department of Employment Services (DOES) First Source Employment Program. The First Source Employment Program ensures that District residents are given priority for new jobs created by municipal financing and development programs.

D.2. 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 of their contract-related program conducted, 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.3. 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 uses 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

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hundred thousand (\$100,000) per employee for disease with a five hundred thousand (\$500,000) policy limit for disease.

6. When the Awardee's scope of work includes the provision of professional case management services, 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 (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.4. 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 for rating and ranking applications and the points for each factor are provided 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 maximum of 120 points is possible. Only applicants which score a minimum of 90 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 discretion.

E.2 Specific Criteria and Points

E.2.1 Program Criteria (40 points)

Understanding of the needs of single adult women who are homeless and the experience delivering the services required to address those needs **(5 points)**.

Articulation of the case management and service model that will be implemented in this program; this must include specifics about how service variety and menu will be different for women in the low barrier beds, women in the transitional beds, and women in the medical transitional beds **(5 points)**.

Understanding of SAMHSA's Trauma-Informed Approach **(5 points)**.

Articulation of coordination with other public or private agencies to assist the population to be served in improving physical health outcomes, income related outcomes, and permanent housing outcomes **(5 points)**.

Articulation of how the provider will interact with the CAHP System **(5 points)**.

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Experience and expertise in assisting clients to increase via employment and access to public benefits as appropriate **(5 points)**.

Articulation of plan to ensure positive relationships with neighbors and the surrounding community **(5 points)**.

Understanding of the regulations of the *Homeless Services Reform Act (HSRA) of 2005* **(5 points)**.

E.2.2. Experience of Applicant (25 points)

Applicant must have specific demonstrated expertise at providing housing, and/or supportive services to single adult women experiencing homelessness who might be aging and have mental health diagnoses, substance use issues, and medical or physical conditions or disabilities. TCP will not accept applications from any organization that does not demonstrate such experience **(25 points)**.

E.2.3 Experience and qualifications of proposed management and staff (10 points)

Provision for culturally competent services to the target population with a staff reflective of the population being served **(5 points)**.

Soundness of staff proposal in terms of qualifications and proposed caseloads **(4 points)**.

Organizational chart demonstrating supervisory relationships, with complete and adequate job descriptions of all staff **(1 point)**.

E.2.4. Financial Management and Budget (30 points)

Completeness and soundness of budget proposal **(10 points)**.

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

Degree of other funding sources applied to project, whether revenue, matching grants or in-kind and volunteer services **(10 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)**.

E.2.4. Bonus Points (15 points)

Applicants may receive bonus points based on their ability to demonstrate and document resources that will be used to leverage the DHS contract funds. Leverage resources may be cash or in-kind **(10 points)**.

Applicants may receive bonus points based on their ability to leverage resources to supplement meals provided by the food vendor **(5 points)**.

**Addendum 1:
Instructions and Application Format for Responding to TCP RFP 1-2016**

“Operating Low Barrier Shelter, Medical Respite Shelter, and Service Enriched Programming for Identified Priority Populations”

These instructions contain the required content and format for agencies to submit an application for funding under **RFP TCP 1-2016**. Applicants must adhere to the form outlined in these instructions, including page limitations, in order for their application to be reviewed for funding. All narratives should be formatted as described below within the given page limits.

Narratives and other attachments to your application must follow the following format guidelines:

- Page Size: 8.5" x 11"
- Margins: one-inch all around
- Font: Arial
- Font (regular text): 11 point
- Font size/style for headings: 16 point, Bold. (subheadings - 11 point, Bold.)
- Spacing: Double-spaced
- Headers: Left-justified - indicate the rating factor or executive summary.
- Footers: Left-justified - name of applicant. Right-justified - page number out of total pages. (ex. Page 1 of 3)

**PART A:
AUTHORIZATION FOR APPLICATION 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:
Evaluation Criteria
(Maximum 12 pages)**

- E.2.1. Program Criteria
- E.2.2. Experience of Applicant
- E.2.3. Experience and qualifications of proposed management and staff
- E.2.4. Financial Management and Budget

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**Addendum 2:
Instructions and Application Format for Responding to TCP RFP 1-2016**

“Operating Low Barrier Shelter, Medical Respite Shelter, and Service Enriched Programming for Identified Priority Populations”

**PART A:
Budget**

The applicant should complete a specific budget, budget narrative, and proposed staffing list for this project in format included in the sample budget document attached to this RFP. This section of the applicant’s response should address the criteria listed above in Section E above.

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