

Invitation for Bid TCP 1-2017

“Operating and Supportive Services Grant to Support Permanent Supportive Housing for Chronically Homeless Unaccompanied Adults”

Issuance Date: March 21, 2017

Closing Date: April 28, 2017
Closing Time: 2:00 p.m.

Bidder's Conference
April 14, 2017
11:00 a.m. - 1:00 p.m.

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INTRODUCTION

The Community Partnership for the Prevention of Homelessness (“TCP”) is seeking bids to provide supportive services to no fewer than twelve (12) chronically homeless (as defined by the US Department of Housing and Urban Development), unaccompanied adults (aged 18 years or older), living in permanent supportive housing (PSH) in the District of Columbia.

This solicitation does not include funding for leasing or rental assistance. The awardee is expected to have funding for these expenses on hand, or the ability to raise them from another source, or have access to and control of a site where clients served will live and receive supportive services. Bidders may propose to match the resources available through this IFB to with existing permanent supportive housing resources, that are targeted to the chronically homeless, where these costs are not already funded by another source.

Housing and services must be provided in the District of Columbia, according to the Housing First model to the maximum extent practicable and in accordance with all applicable District and Federal statutes and regulations.

The awardee will be required to accept referrals from the District's Coordinated Assessment and Housing Placement (CAHP) System and from TCP.

This solicitation is offered on a limited procurement basis to qualified organizations with bid and proposals (B&P) due by 2 pm on April 28, 2017. The awardee is expected to begin operation no later than 90 days after contract award.

TCP will only accept bids from organizations that have direct experience providing housing and/or, supportive services, and/or clinical services to a chronically homeless population and can demonstrate the existence of resources to fund housing costs or the organizations capacity to raise those resources.

SECTION A: GENERAL DESCRIPTION AND REQUIREMENTS

A.1. Funding Source and Statutory Regulations

The source of funding is the US Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program. Therefore, compliance with the McKinney-Vento Homeless Assistance Act as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, the HUD CoC Program Interim Rule - 24 CFR Part 578 [Docket No. FR-5476-I-01] RIN 2506-AC29 Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program, and all other applicable Federal statutes and regulations will be required. Additionally, because housing and services will be provided in the District of Columbia compliance with the Homeless Services Reform Act of 2005 (HSRA), the Language Access Act of 2004, and all other applicable District statutes and regulations will be required.

A.2. Funding Amount

The most recent HUD CoC award was as follows:

- Operating: \$29,777.00
- Supportive Services: \$112,097.00

Note: This grant award also includes an administrative portion. This portion is variable from year to year based on the HUD CoC award amount will be split between the awardee and TCP.

The administrative portion will be negotiated after award.

A.3. Funding Renewal

The grant funds supporting this award are renewable annually via the HUD CoC Program competitive renewal process.

The awardee will be required to participate in this process; while there may additional criteria or requirements, the basic process is as follows:

- Performance will be assessed using program data.
- The program will be scored and ranked along with all other programs funded by the HUD CoC Program.

- The awardee will be required to complete a Project Renewal Application for inclusion in the District's Consolidated Application that is submitted to HUD by TCP.

Renewal is based on performance.

A.4. HUD CoC Program Match Requirement

The HUD CoC Program requires that grantees and subgrantees match CoC Program funds with an amount no less than a twenty five (25) percent of all grant funds (including the administrative portion of the budget) with cash or in-kind resources, from non-HUD sources. Sufficient match must be demonstrated by the bidder prior to an award.

The Awardee must keep records of the source and use of contributions made to satisfy the match requirement in the HUD CoC Program Interim Rule. The records must indicate the grant and fiscal year for which each matching contribution is counted.

For the purposes of this IBF, bidders must document at least \$36,811.00 in match resources. Resources used to provide rental or leasing assistance may be used as match on an ongoing basis; equipment and real property may be used as a source of match on a one time basis.

Also long as the cost of housing is covered, other sources of match will be considered as well.

Note: The minimum match requirement may fluctuation from year to year based on the HUD award amount.

A.5. Target Population, Menu of Services and Allowable Costs

The target population for services funded by this IBF is chronically homeless, unaccompanied adults. Bidders may identify a subpopulation within the broader category of chronic homelessness as the target population for this program. The bidder must provide evidence that substantiates a need for additional services for the proposed subpopulation and demonstrate expertise and experience serving to that subpopulation.

Bidders must develop a menu of supportive services for the target population and/or the proposed subpopulation to be served.

Allowable Services Costs are as Follows:

- Assessment of Service Needs
- Assistance with Moving Costs
- Case Management (Required)
- Education Services
- Food
- Housing/Counseling Services
- Legal Services
- Life Skills
- Mental Health Services
- Out Patient Health Services
- Outreach Services

- Substance Abuse Treatment Services
- Transportation
- Utility Deposits (for clients)

Allowable Operating Costs are as Follows:

- Maintenance and Repair
- Property Taxes and Insurance
- Building Security
- Electricity, Gas, Water (program facility)
- Equipment (lease or buy)

A.6. Site Based Programming

TCP will consider bids that propose to provide services in a facility owned or leased by the bidder. Bidders will be required to demonstrate site control and provide the following documents as applicable:

- Deed
- Current, signed lease
- Certificate of Occupancy
- Verification that power and utilities are provided

Bidders proposing to provide services in site based programming must allow TCP to conduct a site visit and inspection during the selection process. Facility issues cited during the site visit and inspection may not prevent a bidder from receiving an offer. However, all issues must be resolved before an award is made; if the issues cannot be resolved in a reasonable timeframe, as determined by TCP, the offer may be revoked.

A.7. 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 equipment for all relevant staff persons to enter client level data into the HMIS. The Awardee shall 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 consistent 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 Awardee to conduct analysis of program activities and outcomes as well as to complete all reporting required by the District and Federal Governments.

Special Reporting Requirements:

- The Awardee will capture all client level data necessary for the completion of the Annual Point in Time Enumeration (PIT) in the HMIS.
- The Awardee will capture all client level data necessary for the completion Annual Homeless Assessment Report (AHAR) to the US Congress in the HMIS.
- The Awardee shall be responsible for preparing the HUD Annual Performance Report (APR) for Competitive Homeless Assistance Programs which must be submitted to TCP within 75 days after the end of each operating year. This will allow ample time for TCP

to review, certify, and submit the APR to HUD. Please be advised that HUD will not release payments if the APR is not received at the local HUD field office within 90 days after the end of each operating year.

- The Awardee shall provide data needed to complete the Weekly Occupancy Report; including: program capacity, a count of beds in use, a count of vacant beds, and a count of beds offline weekly and upon request.
- The Awardee shall provide all documentation and information necessary to submit a Project Renewal Application to HUD for the annual funding competition.
- The Awardee shall enter all client level data necessary for the completion of the Annual Homeless Youth Census (HYC) into the HMIS.

TCP may set additional special reporting requirements at any time during the contract term

A.8. CAHP Participation

The Awardee shall participate in the District of Columbia Coordinated Assessment and Housing Placement (CAHP) System to fill program vacancies. The Contractor shall ensure that vacancies are kept in a state of readiness at all times to accept new program participants. The Contractor shall report all program vacancies to the CAHP System representatives at TCP, and ensure program occupancy matches information captured in the Homeless Management Information System (HMIS). The contractor will accept direct referrals from TCP and DHS.

The Awardee must designate an agency representative to attend the twice-monthly CAHP case conferencing meetings in order to accept referrals. Additionally, program staff are expected to be trained on any SPDAT related assessments, maintain corresponding CAHP data and be in compliance with the CAHP Policies and Procedures.

A.9. Eligible Organizations

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

- ❖ Bidders must have and articulate experience providing housing and/or, supportive services, and/or clinical services to a chronically homeless population. TCP will not accept B&Ps from any organization that does not demonstrate such experience.
- ❖ Bidders must have and document sources of match.
- ❖ Bidders must have and document funding for the rental or leasing assistance on hand, or the ability to raise them from another source, or have access to and control of a site where clients served will live and receive supportive services.
- ❖ Applicant must demonstrate by its responses to this IFB:
 - An accurate understanding of The McKinney-Vento Homeless Assistance Act as Amended by S.896 HEARTH Act of 2009, the goals established by the Act, and how its proposed programming helps the District of Columbia Continuum of Care achieve these goals;
 - An accurate understanding of CoC Program Interim Rule;
 - An accurate understanding of the annual HUD CoC Program and its annual funding competition;
 - A willingness to participate in the District's CAHP System and if applicable demonstrate experience doing so; 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.

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

A.10. Joint Proposals

TCP will consider joint B&Ps from qualified bidders.

A.11. Grant Number and Period

The HUD CoC Program grant number is DC0019L3G001609. The grant period is February 1 to January 31 annually.

A.12. Bidder's Conference

TCP will host a bidder's conference on Friday, April 14, 2017, at 801 Pennsylvania Avenue, SE, Suite 360, at 11:00 AM. Persons and organizations planning to attend should RSVP to Jose Lucio via email at jlucio@community-partnership.org, by COB, Monday, April 10, 2017.

Persons or organizations unable to attend the who wish to be considered under this IFB but who cannot attend the bidder's conference must register with TCP in writing, by emailing Mr. Lucio no later than COB, Monday, April 10, 2017.

A.13. Inquiries and Amendments

TCP will accept questions related to this IFB from the date of issuance through 5:00pm, April 17, 2017. Questions must be submitted in writing that will be answered in writing and issued to all registered applicants as an addendum by no later than Tuesday, April 18, 2017. This addendum will become an integral part of the IFB. Prospective bidders are required to register in writing for receipt of the IFB addendum, either by signing up at the bidder's conference or by written communication to Mr. Lucio by COB, April 10, 2017.

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

Jose Lucio
jlucio@community-partnership.org

No informational visits or phone inquiries regarding this IFB will be allowed after April 18, 2017.

SECTION B: B&P PREPARATION, SUBMISSION, AND PROTEST

B.1. Closing Date

B&Ps must be submitted no later than 2:00 p.m. on April 28, 2017 to TCP's administrative office, located at 801 Pennsylvania Avenue, SE, Suite 360. Mailed proposals must be postmarked no later than three days prior to the closing date. Bids received after the closing date and time, unless they are the bids received, shall not be considered.

B.2. B&P Submission

B&Ps must be hand delivered or received by the closing date and time to:

The Community Partnership for the Prevention of Homelessness
Attn: Jose Lucio
801 Pennsylvania Avenue, SE -- Suite 360
Washington, D.C. 20003

An original and one (1) copy must be submitted in sealed envelopes marked "**Bid and Proposal for Contract Pursuant to Bid TCP 1-2017**" and the date of submission.

B.3. Style

All B&Ps must be submitted on 8.5" x 11" paper and typewritten with numbered pages, with type not less than 12 points and no less than 1.5 line spacing. Facsimile proposals **will not** be accepted.

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

B.4. Form and Content

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

B.5. Confidential/Proprietary Information in B&P

Bidders must specifically identify those portions of its proposal 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 B&P.

B.6. Retention of B&Ps

All B&Ps will be retained by TCP and will not be returned to the applicants.

B.7. Protests

Any bidder may file a protest in connection with this solicitation addressed to Ms. Judith Dobbins, Chairman of the Board of Directors of The Community Partnership for the Prevention of Homelessness, with a copy to Ms. Sue Marshall, 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 C: OFFERS, NEGOTIATIONS, and AWARDS

C.1. Initial Offers and Negotiations

TCP may negotiate with bidders for the purpose obtaining the best price, or arriving at a statement of work, which is most advantageous to the functioning of this PSH program.

C.2. Award Notification

TCP expects to notify successful and unsuccessful applicants for awards under this IFB no later than April 28, 2017. From the date of that notification until the effective date of the award, it shall be the responsibility of the selected bidder 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.

SECTION D: SCOPE OF WORK, BUDGET REQUIREMENTS, RECORD KEEPING REQUIREMENTS, AND MONITORING AND EVALUATION

D.1. Scope of Work

The Scope of Work must state in clear non-technical language how the applicant will serve chronically homeless, unaccompanied, adults and any proposed subpopulation within in the broader target population with appropriate supportive services while also connecting them in other Continuum of Care and mainstream resources that will assist them to increase income and benefits, education or job training skills, manage disabilities, and maintain permanent housing. The Scope of Work will become the guiding document for evaluating the operations and outcomes of the applicant's program.

D.2. Budget Requirements

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

D.3. 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 place where all clients can read it. Case management files will be the normal form of record keeping.

The Awardee will work with clients to develop appropriate case plans, which are agreed upon by the service provider and the client, consisting of time-specific goals and objectives including but not limited to: the attainment or maintenance of permanent housing situations, increasing income and access to benefits, and health and wellness.

Case plans shall be based on clients' individually assessed needs, desires, strengths, and resources. Case Plans shall be documented in the HMIS for all persons served. Case plans shall reflect all goals the Contractor's case management staff is working with clients to achieve. Case Plans shall include goals, actions steps, and case notes.

- **Case Plans:** Case plans must include details on client progress related to each goal as well as the efforts of the provider to support the client in the attainment of the goal. Case plans documented within the HMIS shall be printed from the HMIS, signed by the client and case manager, and filed in the client's case file on a monthly basis.
- **Goals:** Each goal in the case plan shall be updated minimally once per month.
- **Action Steps:** Action steps must be updated or closed whenever the client has completed a task related to a specific goal or if the goal is no longer active.
- **Case Notes:** Case notes must be updated at minimum, one time per month, per goal.

D.4. Monitoring and Evaluation

The provider will be monitored and evaluated by TCP according to their scope of work and performance objectives 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 HMIS 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 cash resources which the applicant has declared as part of their match for accomplishing program objectives..

SECTION E: OTHER TERMS AND CONDITIONS

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

E.1. Audits

The Awardee 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 the District of Columbia government 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.

E.2. Insurance

The standard insurance provisions required by the District of Columbia Department of Human Services contracts will be applicable to this contract. If the applicant is not familiar with these requirements, it may request a copy of the requirements from TCP's Chief of Programs.

E.3. Compliance with Tax Obligations

Prior to receipt of a contract as a result of this IFB, 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 required when requested by TCP.

SECTION F: EVALUATION CRITERIA

F.1 General Criteria

The points in the evaluation criteria outlined below will provide a scoring system to be used by the evaluation panel in making its recommendations for awards to the Executive Director of TCP. A total of 157 points is possible. Only B&Ps that receive a minimum of 100 points will be considered to be in the competitive range for contract awards.

Interviews may be scheduled by the review panel to clarify proposals. Negotiations with qualified vendors with respect to program size, location or cost may precede contract award decisions, at TCP's discretion.

F.2 Specific Criteria and Points

F.2.1 Policy Criteria (30 points)

Understanding *The McKinney-Vento Homeless Assistance Act as Amended by S.896 HEARTH Act of 2009* (5 points).

Understanding of the CoC Program Interim Rule (5 points)

Understanding of HUD CoC Program and the annual funding competition (5 points).

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

Articulation of coordination with other public or private agencies to assist Chronically Homeless men attain greater self-sufficiency (5 points).

Integration of mainstream public-sector resources into the service design and funding of the proposed program (5 points).

F.2.2 Program of Criteria (40 points)

Articulation of proposed service model and a detailed description of how that model is best suited to meet the needs of the target population and/or any proposed subpopulation within that group (15 points).

Proposed housing type (scattered site or site based) (25 points)

- If site base, evidence of site control (as required in section A.6.) must be attached to the B&P and pass inspection.
- If scattered site, a plan for securing and paying for units of housing must be included in the B&P.

F.2.3 Experience of applicant (35 points)

The experience of the applicant *must* include provision of providing housing and/or, supportive services, and/or clinical services to a chronically homeless population.

Bidders should provide outcome information demonstrating the effectiveness of services (20).

Provision for culturally competent services to the target population any proposed subpopulation to be served (15 points).

F.2. Experience and qualifications of proposed management and staff (12 points)

Soundness of staff proposal in terms of qualifications and client to staff ratio (10 points).

Organizational chart demonstrating supervisory relationships, with complete and adequate job descriptions of all staff (2 points).

F.2.4 Financial Management and Budget (40 points).

Documentation of minimum match requirement (15 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 (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).

**Addendum 1:
Instructions and B&P Format for Responding to
Request for B&P TCP 1- 2017**

“Operating and Supportive Services Grant to Support Permanent Supportive Housing for Chronically Homeless Unaccompanied Adults”

These instructions contain the required content and format for agencies to submit an B&P for funding under **RFA TCP x-2014**. Applicants must adhere to the form outlined in these instructions, including page limitations, in order for their B&P to be reviewed for funding. Page limitations assume double-spaced type with a font size of at least 12 points. *Two copies* of the B&P should be submitted.

**PART A:
AUTHORIZATION FOR B&P AND SUMMARY INFORMATION
(Maximum 2 pages)**

- a.1) Date the B&P 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 B&P including both cash and in-kind and volunteer resources to be applied to this work.
- a.7) State the total funding requested by this B&P.
- 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 F, paragraph F.2.1 above.

**PART B:
Experience of Applicant and Key Staff
(Maximum 3 pages)**

The applicant should provide here a narrative on its organizational and managerial experience that addresses all the evaluation criteria found in Section F, paragraphs F.2.2 and F.2.3 above.

**PART B:
Budget**

The applicant should complete a specific budget for this project in TCP's format provided at Addendum 2. This section of the applicant's response should address the four criteria listed above in Section 5, paragraph F.2.4.

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