

REQUEST FOR PROPOSALS TCP 1-2022

“Low Barrier Shelter for Unaccompanied Adults Identifying as Lesbian, Gay, Bisexual, Transgender, or Queer (LGBTQ)”

Issuance Date: February 15, 2022

Closing Date: March 31, 2022

Bidders Conference:
March 1, 2022
10:00 a.m.
By video conference

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INTRODUCTION

On behalf of the District of Columbia Department of Human Services (DHS), The Community Partnership for the Prevention of Homelessness (TCP) is seeking proposals from which it may award one contract for the provision of case management and supportive services to at least twenty-seven (27) District of Columbia residents that are homeless unaccompanied, Lesbian, Gay, Bi-Sexual, Transgender, Questioning, or Queer (LGBTQ) adults, at 400 50th Street SE, Washington, DC 20019. This property is owned by The Coalition for the Homeless (CFH). CFH will provide facility management and operations services to support the program.

SECTION A: GENERAL DESCRIPTION

A.1 Target Population:

The population to be served pursuant to this solicitation is unaccompanied adults who identify as members of the LGBTQ population. Homeless Management Information System (HMIS), Point in Time (PIT), and other Continuum of Care (CoC) data tell us the following about the target population:

- About 18 percent of the unsheltered population identifies as LGBTQ
- About 7 percent of the sheltered population identifies as LGBTQ.

LGBTQ Emergency Shelter and Transitional Housing Program Participants Age Distribution	
18-24	8%
25-34	35%
35-44	21%
45-54	12%
55-61	12%
62+	13%

LGBTQ Emergency Shelter and Transitional Housing Program Participants Race Distribution	
American Indian, Alaska Native, or Indigenous	2%
Asian or Asian American	2%
Black, African American, or African	81%

TCP SOLICIATION 1-2022

White	15%
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LGBTQ Emergency Shelter and Transitional Housing Program Participants Ethnicity Distribution	
Hispanic or Latino	8%
Non-Hispanic or Non-Latino	92%

48 percent of LGBTQ Emergency Shelter and Transitional Housing Participants Report Having One or More Disabling Conditions:

LGBTQ Emergency Shelter and Transitional Housing Program Participants Distribution of Disabling Conditions	
Mental Health Condition	47%
Substance Abuse	18%
Chronic Health Condition	11%
Developmental Disability	4%
HIV/AIDS	10%
More Than One Disabling Condition	10%

- **20 percent of the entire LGBTQ population known to the Emergency Shelter and Transitional Housing systems report a history of Domestic Violence.**
- **CoC data indicates that transgender residents of Emergency Shelter and Transitional Housing are disproportionately affected by Domestic Violence. 43 percent of the transgender population known to the Emergency, Shelter and Transitional Housing systems report experiences with domestic violence.**

Experience with Domestic Violence

Bidders are required to describe their expertise and experience delivering trauma informed services and how they will incorporate survivor centered practices into their service model. Trauma-informed care is defined as, “an intervention and organizational approach that recognizes the pervasiveness and impact of trauma and acknowledges that each person is the expert on their own trauma history. It is designed to reduce re-traumatization, support healing and resiliency, promote safety for survivors and staff, and recognize the root causes of trauma, including oppression, abuse, and violence.” Survivor-centered practices include understanding that providers “assist [survivors] to direct the course of their own lives; survivors make, act on, and take responsibilities for their own decisions.”

Proposals must include program design and a menu of services informed by these data. TCP will not accept joint proposals.

A.2. Project Location and Facility Management and Operations:

Services will be delivered at 400 50th Street SE, Washington, DC. This property is owned by The Coalition for the Homeless (CFH). CFH will provide facility management and operations services to support the program. Facility Management and Operations activities will be divided between the Shelter Provider and CFH as follows:

CFH:

1. **Trash:** CFH will be responsible for trash removal. The Shelter Provider will contact the CFH Director of Operations or designee, if there is a need for bulk trash pick-up. The Shelter Provider shall ensure all trash is properly placed inside of the trash bin and not outside of the bin. If there is a citation with a fine issued by DPW for improper disposal of trash, Shelter Provider will be held responsible.
2. **Non-Emergency Maintenance Requests and Skilled Maintenance:** The Shelter Provider shall report non-emergency skilled maintenance matters to CFH using CFH work order document (see Attachment 3). CFH will be responsible for the heating and cooling system and any water leaks, except faucet leaks, or other maintenance issues that require skilled maintenance. Shelter Provider must call Director of Operations or designees immediately in the event of a property maintenance emergency such as a heating, cooling, electrical issue, or water pipe leaks.

TCP SOLICIATION 1-2022

3. Major Plumbing Issues, Leaks, and Overflowing Water: Shelter Provider staff must attempt to unclog a toilet, drain, or sink with a plunger or snake during regular business hours, after hours and on weekends. Faucet leaks should be addressed by the Shelter Provider staff. Water pipes and other leaks should immediately be referred to CFH. If a call is made to CFH regarding a clog, CFH will ask the Shelter Provider if a good faith effort has been made to unclog a toilet, drain, or sink before responding. The exception is when water is overflowing.
4. Fire Safety: CFH will be responsible for all fire inspections including, extinguishers, alarm, sprinkler, and fire marshal. The Shelter Provider will be responsible for replacing batteries of smoke detectors as needed.
5. Utilities: CFH will be responsible for gas, electric and water. Shelter Provider will make a good faith effort to conserve utilities.
6. Washers & Dryers: CFH is responsible for leasing the on-site washers and dryers. CFH strongly encourages developing a laundry room schedule. Shelter Provider needs to contact CFH when the machines need repair. CFH is responsible for removing change from the machines and will keep it to apply to CFH expenses.
7. Copy machine: CFH is responsible for leasing the copy machine and making sure the copier is in good repair and suited to the volume of work anticipated. Shelter Provider will contact CFH when the copier needs repair.
8. Pest Control: CFH is responsible for pest control. Building and unit pest control will be scheduled at least monthly. The Shelter Provider is responsible for taking preventive measures to avoid having issues with pests or vermin (i.e. proper disposal of trash in the units, no unwashed dishes left in the sink, etc.). Should there be any major issues with pests for which the Shelter Provider is responsible, CFH reserves the right to hold the Shelter Provider financially responsible.
9. Water Filtration Coolers: There are two water coolers on-site. CFH will maintain the existing water coolers. The Shelter Provider is responsible for new or replacement water coolers.
10. Parking Lot: The CFH will maintain two parking spaces at 50th Street for CFH vehicles.

Shelter Provider:

1. Cleaning and Upkeep: The Shelter Provider shall clean debris from all inside and outside drains, taking special care to clean the drain outside of the backdoor exit. Cleaning needs to be done at least three times weekly. Drains should be checked daily during the autumn when leaves fall heavily, after storms, or any time there is a risk of greater than normal debris blocking drains. The Shelter Provider is responsible for cleaning all common spaces inside of the property, including hallways, kitchen, offices, computer lab, laundry room and community room, and outside of the building. The Shelter Provider is also responsible for maintaining the lawn, removing trash and debris from the parking lot and for snow removal. Apply **ice melt** before, during and after inclement weather. Essentially, anytime there is ice or snow on the property to include the back and front entrances, sidewalk and parking lot. The Shelter Provider shall contact TCP's Chief of Operations if assistance with snow or ice removal is needed. The Shelter Provider shall replace blinds and lightbulbs in apartment units. The Shelter Provider is responsible for unit turnover including light painting and cleaning in apartment units. The Shelter Provider shall contact TCP's Chief of Operations if assistance is needed with unit turn over. Costs associated with these functions, including the cost of janitorial and maintenance staff, may be included in bidders' budgets.
2. The Shelter Provider should not structurally alter or remove any walls, or remove any fixtures attached to the walls (i.e., cabinets, lighting fixtures etc.) without written approval from CFH.
3. Fire Safety: The Shelter Provider is responsible for replacing smoke detector batteries in apartment units and common areas at least twice yearly and whenever they produce a chirping sound, indicating battery life is waning.
4. Security Camera/DVR System: The Shelter Provider may use the security system in place. The Shelter Provider is responsible for repairs or upgrades to the system. Security system costs may be included in bidders' budgets.

TCP SOLICIATION 1-2022

5. Furnishings: The Shelter Provider may use any furnishings in the units and office spaces. Any new purchases are the Shelter Provider's responsibility. The cost of acquiring new furniture may be included in bidders' budgets.
6. Work Order Requests: The Shelter Provider shall develop an internal work order system to receive maintenance requests from residents. The Shelter Provider will assess the request to determine whether the work order will be completed by Shelter Provider staff or referred to CFH. If the request is referred to CFH, the Shelter Provider should use the CFH's Work Order Request Form.
7. Minor Plumbing Issues: The Shelter Provider is responsible for minor plumbing issues. "Minor plumbing" issues means replacing toilet seats, faucet leaks, toilet fill valves and toilet handles and flappers, and snaking all drains and toilets in units. Shelter Provider on-site maintenance or staff must attempt to unclog a toilet, drain, or sink with a plunger or snake during regular business hours, after hours and on weekends. If a call is made to CFH regarding a clog, CFH will ask the Shelter Provider if a good faith effort has been made to unclog a toilet, drain, or sink before responding. The exception is when water is overflowing. The Shelter Provider shall contact TCP's Chief of Operations if assistance is needed with minor plumbing issues. Costs associated with these functions, including the cost of maintenance staff, may be included in bidders' budgets.

It is imperative that the Shelter Provider communicate to residents and staff that they must not flush anything other than human waste and toilet paper down the toilet. Residents and staff may not flush paper towels, wipes, menstrual products or any other items down the toilets. If this occurs and property damage results, CFH reserves the right to hold the Shelter Provider responsible.

8. Shut-off Valves: On-site maintenance must be familiar with all water shut-off valves and be prepared to turn them off in the event of an emergency. CFH will train Shelter Provider staff on the location and proper procedures for shutting off the water valves.
9. Inspections: Shelter Provider will complete at least two apartment unit inspections monthly, in accordance with Homeless Services Reform Act (HSRA) requirements for entering client units. CFH reserves the right to participate in all inspections.
10. Computer Lab: There are computers on-site and one printer that were used by previous program participants. The Shelter Provider may use them and will be responsible for required upgrades, maintenance, and replacement. Costs associated with maintaining or upgrading the computer lab may be included in bidders' budgets.
11. Telephones: The Shelter Provider will be responsible for phone, fax, and internet service. IT and communications systems costs, including the cost of IT staff, may be included in bidders' budgets.
12. On-Site Maintenance Staff: Shelter Provider will hire at least one maintenance staff dedicated to 400 50th Street, SE. The maintenance staff will be responsible for cleaning and upkeep of the inside of the property to include the apartment units, offices, hallways and common areas, and the outside of the property; to include grass cutting, the parking lot, and snow removal. Maintenance and janitorial staff may be included in bidders' budgets.
13. Resident Monitoring Staff: The Shelter Provider will hire staff to resident monitors. Resident monitor will be onsite at the property 24-hours a day seven days a week to ensure the safety of the clients and the property. Resident monitor staff may be included in bidders' budgets.

Tours for bidders can be scheduled for Wednesdays and Fridays from 12:00 pm to 3:00 pm by calling James Freeny, CFH Director or Operations, at 202 468-5872. The last date to tour is March 25, 2022. Questions about this solicitation should be directed to RFP@Community-Partnership.org, not to Mr. Freeny or any other CFH staff person.

A.3. Service Model:

TCP SOLICITATION 1-2022

The Homeless Services Reform Act (HSRA) defines “Low barrier Shelter” as an overnight housing accommodation for individuals who are homeless, provided directly by, or through contract with or grant from, the District, for the purpose of providing shelter to individuals without imposition of identification, time limits, or other program requirements. Historically, Low Barrier Shelter has been an overnight intervention with the primary goal of providing a safe location for unhoused District residents to sleep, receive a meal, have access to showers, laundry facilities as well as light case management services. This project is not intended to function according to previous Low Barrier Shelter models. Accordingly, this shelter will be available to any person aged 18 years or older in need of overnight shelter. Similar to existing Low Barrier Shelters, this project will offer services without preconditions or requiring clients to provide identifying documents. Unlike historic Low Barrier Shelter programs, clients will retain their placements from night to night until they exit the program and daytime services and programming will be a core component of this project. Bidders must describe their service delivery plan and menu of services.

A.4. Funding Source, Amount of Funding Available, and Joint Proposals

Funding Source and Amount of Funding Available:

The funding source is the District of Columbia. \$600,000.00 is available under this solicitation.

Facility management and operations as provided by the Coalition for the Homeless are funded separately from this solicitation.

A.5. Funding Duration and Leveraged Resources

A.5.a. Funding Duration:

Upon execution of a 12-month contract with DHS, TCP will execute a 12-month subcontract with the successful bidder. After the initial grant period, funds will be renewable annually, subject to the availability of funding from the District and performance. TCP and DHS intend for this project to be launched as soon as possible, therefore, the successful bidder may receive a prorated contract, in order to immediately begin service provision.

TCP is not responsible for any acts or costs incurred by or on behalf of bidders prior to the full execution of a subcontract.

A.5.b. Leveraged Resources:

District Government funding is finite and may not cover the full cost of services. Therefore, additional consideration will be given to applicants that clearly and specifically demonstrate that it has the ability to leverage other cash or in-kind resources to support program implementation.

A.6. Minimum Requirements

All proposals must address and/or comply with the following minimum requirements. In order to secure the best value and/or to ensure the highest quality services funded, TCP reserves the right to waive or renegotiate any requirements.

A.6.1. Providing Services to the LGBTQ Population:

TCP is committed to ensuring the safety, dignity, and well-being of all persons served in the CoC. Sexuality, gender expression, gender nonconformity, or the fact that a person is transgender shall not be a barrier to services; neither shall a perceived incongruity between a person's physical body and their gender expression and/or gender identity be a barrier to services. CoC services specifically intended for the adult LGBTQ population in the District are limited. Bidders must describe their plan for creating a safe and affirming space for LGBTQ adults experiencing homelessness, for delivering culturally specific services to the population, and for addressing the unique income and housing challenges experienced by this population. Providers must also provide a comprehensive plan for how they will provide access to all shelter facilities (bathroom, beds, common spaces) that is inclusive and honors gender identities.

A.6.2 Diversity, Equity, and Inclusion (DEI) Plan and Culturally Competent Services:

Applicants must demonstrate an understanding of the disproportionate impact of homelessness on persons of color and the LGBTQ population and their plan for addressing the needs of the target population. Applicants must submit a DEI plan with their proposal for services. The DEI plan must be no more than five pages and submitted as an attachment to the narrative proposal.

The DEI Plan will identify opportunities or areas of strength and challenges or areas in need of additional examination as the bidder moves toward creating a program that is inclusive and that reflects the experiences and demographics of the target population.

TCP SOLICIATION 1-2022

Bidders must also address how they will respond to challenges presented if individuals from the target population feel unsafe or unwelcomed. The target population to be served pursuant to this solicitation is primarily individuals of color who are LGBTQ. In line with TCP's mission, bidders must think critically about the ways in which they will provide programming that is affirming, respectful, honors identities, and how we ensure all have access to the opportunities offered.

A.6.3 Trauma Informed Services:

Trauma occurs when an individual is exposed directly or indirectly to an overwhelming event or experience that involves a threat to one's physical, emotional, and/or psychological safety. The experience of homelessness itself is a traumatic event. For LGBTQ individuals who are experiencing homelessness, the experience of trauma, both before and during episodes of homelessness, is common. CoC data indicates that a majority of the target population has experienced physical and/or sexual assault during their current episode of homelessness. Past and present trauma along with social isolation, mental illness, substance use, racism, and the perils of poverty, symptoms of past and present trauma can create barriers and challenges for LGBTQ individuals and the service Shelter Providers working with them. Bidders are required to describe their expertise and experience delivering trauma informed services and describe the training staff receives in regard to trauma-informed care.

A.6.4 Clinical Services:

Bidders must ensure that licensed supervision is provided for all clinical staff that provide direct clinical services to clients. For the purposes of this solicitation "clinical services" means mental health services, substance use disorder treatment services, medical services, and victims services. Certifications for licensed supervision includes Licensed Independent Clinical Social Worker (LICSW), Licensed Graduate Social Worker (LGSW), master's level Licensed Professional Counselor (LPC), registered nurse, licensed psychologist, Certified Addiction Specialist (CAS), or Certified Addiction Counselor (CAC).

A.6.5 CAHP Participation:

Coordinated Assessment and Housing Placement (CAHP) is the standardized access and assessment for all individuals, through a coordinated referral and housing placement process to ensure that people experiencing homelessness receive appropriate assistance with both immediate and long-term housing and service needs.

Bidders must commit to:

- Referring client to permanent housing using the CAHP system.
- Participating in CAHP related trainings, including but not limited to: common assessment tools (VI-SPDAT and Full SPDAT), referrals within the HMIS and corresponding data quality trainings.
- Referring client to the domestic violence housing continuum using the DV CAHP system if client discloses being a survivor of domestic violence

A.6.6 Additional Requirements:

- A. Bidders must have and articulate specific experience providing housing, clinical, and/or homeless services to the target population.
- B. Bidders must have and articulate specific experience providing trauma informed services.
- C. Bidders must have and articulate a plan for ensuring that if funded, the proposed program(s) will be operational within 9 months of award.
- D. Bidders must have and provide documentation of applicable licensure and/or certifications, when proposing to provide clinical services.
- E. Bidders must provide a staffing plan.

A.7. Eligible Organizations, Conflict of Interest, and Limits on Funding to Primary Religious Organizations

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 a DC Office of Tax and Revenue (OTR) Certificate of Good Standing, and that meet the conditions and requirements established by this solicitation are eligible for consideration.

TCP SOLICIATION 1-2022

Conflict of Interest:

Bidders must avoid any conflict of interest. Generally, this means that a person who is an employee, otherwise in a decision-making position, or has information about decisions made by the organization (such as an agent, consultant, volunteer, board member, officer or elected or appointed official of the organization) may not obtain a personal or financial interest or benefit from the organization's activity, including through contracts, subcontracts, or agreements. This exclusion continues during the employee's tenure and for one year following employment.

As part of general guidelines for the procurement of goods and services, organizations are required to have a "code of conduct" or "conflict of interest" policy in place that prohibits employees, officers, agents, or volunteers of the organization from participating in the decision-making process related to procurement if that person, or that person's family, partner, or any organization employing any of the above has a direct financial interest or benefit from that procurement. In addition, these persons may not accept any gratuity, favors, or anything of monetary value from a contractor, consultant, or other entity whose services are procured for the organization. Organizations should develop standards for avoiding such apparent or potential conflicts. Such standards must include written policy that is part of the employee policies. Employees and board members are required to sign a statement indicating that they have read the policy and will comply.

Limits on Funding to Primary Religious Organizations:

TCP recognizes that primary religious organizations and the faith community are important partners in carrying out the CoC's mission. However, TCP must ensure that that services are provided in a way that is free from religious influence. Therefore, a number of conditions apply to the provisions of funding to organizations that are primarily religious in nature. These provisions generally require that when funded, a religious organization will provide services in accordance with the following principals:

- The organization will not discriminate against any employee or applicant for employment on the basis of religion, and will not limit employment or give preference in employment on the basis or religion.
- The organization will not discriminate against, limit services provided to, or give preference to any person obtaining shelter, other service(s) offered by the project, or any eligible activity on the basis of religion and will not limit such service provision or give preference to persons on the basis of religion.
- The organization will not provide religious instruction, counseling, religious services, worship, engage in religious proselytizing, or exert other religious influences in the provision of shelter or other eligible activities.

Requiring that a program participant attend religious services or meetings as a condition of receiving other social services at the organization (such as shelter or a meal) is not allowed under this provision. Allowing a participant to choose to take part in services or meetings offered by the organization as they wish, is allowable.

A.8. Pre-Application Meeting:

A pre-application meeting will be held on March 1, 2022, at 10:00 a.m., via video conference. Persons or organizations planning to attend should RSVP to rfp@community-partnership.org no later than February 28, 2022 at 2:00 pm. Persons or organizations unable to attend the Pre-Application Meeting, but who wish to be considered for funding under this solicitation must register with TCP, in writing, via email no later than February 28, 2022, at 2:00pm.

A.9. Queries and Amendments:

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

Jose Lucio
rfp@community-partnership.org

No informational visits or phone inquiries regarding this will be allowed. Prospective bidders may address written questions about this solicitation to rfp@community-partnership.org. Questions will be accepted from the date the solicitation is released until March 24, 2022, at 2:00 p.m. Written responses will be provided to all registered prospective bidders as an addendum to this solicitation no later than March 28, 2022.

A.10. Application Closing Date:

TCP SOLICITATION 1-2022

Applications must be submitted electronically no later than March 31, 2022. Applications received after the closing date and time will not be considered unless they are the only applications received.

A.11. Initial Offers and Negotiations:

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

A.12. 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 within 24 hours of learning of the change in status.

A.13. Retention of Applications:

All applications will be retained by TCP and will not be returned to the bidders.

A.14. Protests:

Any applicant may file a protest in connection with this solicitation addressed to Fred Swann, 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. Protests should be addressed in writing to:

Fred Swann, Board Chair
cc: Sue Marshall, Executive Director
The Community Partnership for the Prevention of Homelessness
801 Pennsylvania Avenue, SE
Suite 360
Washington, DC 20009

A.15 Other:

1. TCP may, at any time, with or without notice, make changes to this RFP to increase funding level, if to do so would benefit the community and/or to make changes to this RFP to fund more bidders than originally contemplated under this RFP.
2. This RFP does not commit TCP to award grants or sub-grants. TCP reserves the right to accept or reject any or all applications. TCP will notify bidders of the rejected proposals. TCP may suspend or terminate an outstanding RFP pursuant to its own grant making rule(s) or any applicable federal or District regulation or requirement.
3. TCP reserves the right to issue addenda and/or amendments subsequent to the RFP process or to rescind the RFP.
4. TCP shall not be liable for any costs incurred in the preparation of applications in response to RFP. Bidders agree that all costs incurred in developing the application are the bidders' sole responsibility.
5. TCP may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed services.
6. TCP may require bidders to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
7. If there are any conflicts between the terms and conditions of the RFP and any federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the bidder to ensure compliance.

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 rfp@community-partnership.org

B.2. Application Style

TCP SOLICIATION 1-2022

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

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 SOLICITATION.

B.4. Confidential/Proprietary Information in Application

Bidders 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. Organizational Experience

Organizational and Background Information:

State the full name and address of your organization and, if applicable, the branch office or other subordinate elements that will perform, or assist in performing, the work. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the jurisdiction in which it is incorporated. Provide the following information: Year Company /Organization was established. Is your company / organization a subsidiary of another company / organization - If yes, information should be included for both parent and subsidiary. Current Number of Company Employees. Provide evidence of your financial strength and ability to manage accounts relative to the size and scope you are bidding – examples may include recent annual reports, income statement, balance statement, and/or equivalent information (independent statement of net worth)

Prior Experience:

Bidders must indicate relevant experience that demonstrates the ability to successfully manage a contract for the services defined by this solicitation. Include sufficient detail to demonstrate the relevance of this experience to the size and scope of the locations that you are bidding. Proposals submitted should include, in this section, descriptions of at least one qualifying relevant experience to include project/client descriptions, costs, and starting and completion dates of projects/contracts successfully completed.

Bidders must provide references and supporting data on successful outcomes and service delivery. Bidder must submit two past performance questionnaires. In order to avoid a conflict of interest, TCP is unable to provide a reference to Bidders of this solicitation.

C.2. Scope of Work and Work Plan

Bidders must propose a scope of work that demonstrates how the proposed programming and services will be provided in accordance with the requirements of this solicitation.

C.3. Staffing Plan

All bidders must provide a staffing plan that addresses how they will deliver services in a manner that is consistent with the requirements of this solicitation. The staffing plan should include:

- Before Job Placement: Explain the type of training that is provided to the employees prior to placing them on the job assignment;
- On the Job Training (OJT): Provide the duration of the training, what the training consists of, the credentials/qualifications of the instructor, etc.; and
- On-Going Training: Provide any on-going training that your company provides to employees; (i.e. weekly, quarterly, semi-annual training, attendance to seminars, certifications held, etc.).

C.4. Mask Requirements

1. Shelter Provider shall comply with the Mayor's Order 2021-066: Wearing of Masks and Other Activities in the District of Columbia To Prevent the Spread of COVID-19 Including Modification for Fully Vaccinated Persons, effective May 1, 2021

TCP SOLICIATION 1-2022

through May 20, 2021, or until the date to which the state of emergency is extended, whichever is later (<https://coronavirus.dc.gov/page/mayors-order-2021-066-wearing-masks-and-other-activities-district-columbia-prevent-spread-covid>), and as amended, and shall provide personal protect equipment (PPE) necessary to comply;

2. The Centers for Disease Control and Prevention (CDC) COVID-19 guidance as updated on www.cdc.gov and The District of Columbia COVID-19 guidance as updated on <https://coronavirus.dc.gov/>; and
3. The Shelter Provider shall ensure staff wear face masks, as defined by Section V of the Mayor's Order 2020-080, anytime members of its team are required to interact with clients or other staff persons.

C.5. Vaccination Requirements

Shelter Provider shall ensure compliance with Mayor's Order 2021-147, as amended, (the "Order") until it has been rescinded or superseded, The Order contains COVID-19 Vaccination Certification Requirements for District Government Employees, Contractors, Interns, and Grantees. See complete Order here:

[2021-147 Declaration of Public Emergency; Indoor Mask Requirements; Vaccination Requirements for DC Government Employees; etc.pdf](#)

The Shelter Provider shall be solely responsible for ensuring compliance with the Order which requires vaccination (and booster) certification for Contractors employees, subcontractors, Shelter Provider's agents, and interns that are charged to any contract with TCP and/or that provide goods or perform services in-person in the District of Columbia facilities or worksites, or who have in-person contact with other persons in order to complete the work under any TCP contract (Staff). Staff shall be fully vaccinated against COVID-19 and receive a booster shot against COVID-19. Proof of vaccination shall be submitted to the Shelter Provider by Shelter Provider's affected employees working under the contract.

The Shelter Provider shall be responsible for ensuring compliance with this Order by their employees, agents, and subcontractors, and failure to do so may result in adverse consequences. Each District government contractor and grantee shall, at the request of the District government, provide to the District government a certification of its compliance with this requirement. The Shelter Provider shall be required to demonstrate proof of vaccination, booster, exemption documentation, and/or COVID-19 test results upon request from the District of Columbia or TCP.

C.6. Budget and Budget Narrative

Budget:

Projects will submit a detailed project budget, using the Excel forms provided with this RFP. The budget must indicate the total funding required for the project and denote the itemized costs which are being requested. There are two budget sheets, one for operating costs and one for personnel costs. Ensure the budget includes line items for ALL of the minimum required services described in the RFP.

Budget Narrative:

The budget narrative should clearly define the purpose intended for requested funds by identifying and justifying the need for project activities. This narrative should be presented in an organized, concise format that includes:

- A detailed description for each line item, which breaks down monthly costs and the anticipated number of clients to be served or other detail, as appropriate. Sufficient information must be provided to indicate accuracy of projected costs.
- A description of leveraged in-kind or cash match resources the program will be able to utilize

Audit:

Bidders must submit their most recent Certified Audited Financial Statement.

C.7. HMIS and Reporting Requirements

HMIS Requirements:

Awardees shall use the Homeless Management Information System (HMIS) (or a comparable database) to document demographic information and case planning in the HMIS.

Reporting Requirements:

TCP SOLICIATION 1-2022

- Awardees shall capture all client level data necessary for the completion of the annual Point in Time (PIT) Enumeration in the HMIS.
- Awardees shall capture all client level data necessary for the completion of the Annual Homeless Assessment Report (AHAR) to the US Congress.
- Awardees shall participate in the Women’s Needs Assessment.
- Awardees shall participate in the annual Homeless Youth Census (HYC).
- Awardees shall capture all client level data necessary for the completion of the System Performance Measures Report (SPM) to HUD as per the McKinney-Vento Homeless Assistance Act.
- Awardees shall provide data needed to complete the Weekly Occupancy Report by COB each Friday which includes: program capacity, program vacancies, units/beds held for placement, units/beds that are “offline”, number of enrollments, number of exits, number of exits to “positive” destinations.
- Awardees shall report the death of a client being served under this contract to TCP within twenty-four hours in accordance with the procedures established by the Department of Human Services. This procedure includes reporting a death in writing within twenty-four (24) hours of the incident.

Client Satisfaction Surveys: Awardees must ensure participants of the program funded by this contract have the opportunity to provide input about their satisfaction with the program’s services. During the term of this contract, awardees must administer, twice annually, anonymous “Client Satisfaction Surveys” which allows program participants to provide comments and feedback on the program. Results from the first survey shall be submitted to TCP within 6 months of initial award and as outlined in the contract thereafter.

C.8. Monitoring and Evaluation

The Shelter Provider will be monitored and evaluated by TCP according to its scope of work and performance objective which will be an integral part of its awarded 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 cash resources which the applicant has declared as part of their match for accomplishing program objectives. The Shelter Provider shall submit a quality assurance plan that details how the Shelter Provider intends to monitor and evaluate their program.

C.9 Quality and Assurance Plan

The Shelter Provider shall develop a Quality Assurance Plan that is designed to monitor and evaluate the operations, activities, service provision and staff performance for all requirements of this solicitation. This quality assurance plan must be submitted as an attachment to the bidder application package. The plan should be no more than 5 pages in length typed in the manner outlined in Section F of this document.

SECTION D: OTHER TERMS AND CONDITIONS

Any contract resulting from this solicitation 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 bidders 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 solicitation a copy of its most recent financial audit.

D.2. Insurance

TCP SOLICIATION 1-2022

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 TCP 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 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.3. Compliance with Tax Obligations

Prior to receipt of a contract as a result of this solicitation, 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 Scoring and Competitive Range

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 350 points is possible. Only bidders with a total score of at least 280 points will be considered to be in the competitive range for contract awards.

TCP may request interviews and/or supplemental written responses to clarify proposals. Negotiations with qualified bidders (i.e. bidders that meet the requirements of this RFP) who have a total score of at least 280 points, with respect to program size, location, or cost may precede contract award decisions, at TCP’s discretion.

E.2 Specific Criteria and Points

Scoring Criteria	Points
DEI	50
Trauma Informed Services	50
Clinical Services	50

TCP SOLICITATION 1-2022

CAHP Participation	10
Quality Assurance Plan	20
Organizational and Background Information	50
Scope of Work and Work Plan	50
Staffing Plan	50
Budget, Budget Narrative, and Audit	20

SECTION F: INSTRUCTIONS FOR APPLICATION AND FORMAT FOR RESPONDING TO TCP SOLICITATION 1-2022

These instructions contain the required content and format for agencies to submit an application for funding under **SOLICITATION TCP 1-2022**. Bidders 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): 12 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)
- Narrative may not exceed 20 pages (this limitation does not include attachments).

F.1 Authorization for Application and Summary Information (Maximum 2 pages)

- A. Date the application is submitted to TCP.
- B. Name and business address of the organization(s); include both the full legal name of the organization and its commonly used name, if different.
- C. Provide phone number and facsimile number (if any) of the organization applying.
- D. Provide contact person of the organization applying, include their phone number.
- E. State the total annual budget of the organization(s) and fiscal year used for accounting.
- F. 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.
- G. State the total funding requested by this application.
- H. Include the organization's Federal tax identification (EIN) number.
- I. At the end of this section provide a signature of the person in the organization with authority to contract.

SECTION G: Documents Incorporated

The following documents are incorporated and made part of this solicitation:

- A. TCP's Policy on Serving Transgender and Gender Non-Conforming Clients
- B. TCP's Anti-Harassment Policy
- C. CoC CAHP Manual
- D. HMIS Data Standards and Standard Operating Procedures
- E. Homeless Services Reform Act (HSRA)
- F. District of Columbia Youth Bullying Prevention Act
- G. District of Columbia 2004 Language Access Act
- H. District of Columbia 2006 Living Wage Act

Attachments:

1. Budget Forms
2. Contract Deliverables
3. 50th Street House Work Order Request Form