

REQUEST FOR PROPOSALS TCP 2-2023

“E Street Bridge Housing and Temporary Shelter”

Issuance Date: November 2, 2023

Closing Date: December 4, 2023 (5:00 p.m)

Site Tour:
November 20, 2023
11:00 a.m

Bidders Conference:
November 15, 2023
11:00 a.m.
By video conference

TCP Contacts:
Apryll Green
Candyce Coates
Mike Berry

rfp@community-partnership.org

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. The awarded bidder will provide service to at least one hundred ninety (190) adults without children at 25 E St, NW, Washington, DC 20001. The E street Bridge Housing and Temporary Shelter will consist of the following bed types:

- Medically Vulnerable Beds
- Beds for those who cannot be served by congregate settings
- Beds for those who are matched to housing
- Work Beds
- Medical Respite Beds
- Senior Beds
- Beds for clients with mobility or other disabling conditions covered by the Americans with Disabilities Act of 1990

SECTION A: GENERAL DESCRIPTION

A.1 Target Population:

The population to be served pursuant to this solicitation is unaccompanied adults who are medically vulnerable, cannot be served by congregate shelter (including adult only families and those in need of respite care), those who are matched to housing, those who are working, and seniors .

The Homeless Management Information System (HMIS), Point in Time (PIT), and other Continuum of Care (CoC) data tell us the following about the target populations:

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

TCP SOLICIATION 2-2023

Low Barrier Shelter Participants:	
18-24	5%
25-34	16%
35-44	19%
45-54	20%
55-61	26%
62+	14%

Low Barrier Shelter Participants:	
American Indian, Alaska Native, or Indigenous	2%
Asian or Asian American	2%
Black, African American, or African	82%
White	14%

Low Barrier Shelter Participants	
Hispanic or Latino	10%
Non-Hispanic or Non-Latino	90%

39 percent of Low Barrier Shelter Participants Report Having One or More Disabling Conditions:

Low Barrier Shelter Participants:	
Mental Health Condition	28%
Substance Abuse	17%
Chronic Health Condition	15%
Developmental Disability	6%
HIV/AIDS	3%
More Than One Disabling Condition	11%

A.1. Project Location and Facility Management and Operations:

Services will be delivered at 25 E St, NW, Washington, DC 20001. This property is owned by The District of Columbia Department of General Services (DGS). DGS will provide facility management and operations services to support the program. Facility Management and Operations activities will be divided between the Shelter Provider, DGS, and TCP as follows:

1. **Trash:** DGS will be responsible for trash removal. The Shelter Provider will contact the DGS, 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 TCP via the contracted service provider (MJM Contracting), work order document (see Attachment 3). MJM Contracting 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.
3. **Major Plumbing Issues, Leaks, and Overflowing Water:** The TCP contracted Janitorial vendor will attempt to unclog a toilet, drain, or sink with a plunger or snake during regular business hours. Faucet leaks Water pipes, and other leaks should

TCP SOLICIATION 2-2023

immediately be referred to MJM Contracting. If a call is made to MJM regarding a clog, MJM 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: DGS 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: DGS will be responsible for gas, electricity and water. Shelter Provider will make a good faith effort to conserve utilities.
6. Washers & Dryers: DGS is responsible for leasing the on-site washers and dryers. DGS strongly encourages developing a laundry room schedule. Shelter Provider needs to contact DGS when the machines need repair. DGS is responsible for removing change from the machines and will keep it to apply to DGS expenses.
7. Copy machine: DGS is responsible for leasing the copy machine. Shelter Provider will contact DGS when the copier needs repair.
8. Pest Control: DGS 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. Should there be any major issues with pest for which the Shelter Provider is responsible, DGS reserves the right to hold the Shelter Provider financially responsible.
9. Water Filtration Coolers: There are two water coolers on-site. DGS will maintain the existing water coolers. The Shelter Provider is responsible for new or replacement water coolers.
10. Furnishings: Furniture will be provided by DGS. All furniture will include a warranty. All replacement and/or repair requests will go through a work order request.
11. Computer Lab: There are computers on-site and printers that were used by previous program participants. The Shelter Provider may use them. DGS will be responsible for required upgrades, maintenance, and replacement.
12. Telephones: DGS 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.
13. On-Site Maintenance Staff: TCP will provide janitorial services dedicated to 25 E St, NW, Washington, DC 20001. 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.
14. Resident Monitoring Staff: TCP will hire Shelter security. The security Vendor will be onsite at the property 24-hours a day seven days a week to ensure the safety of the clients and the property.

Shelter Provider:

1. Cleaning and Upkeep: The TCP Contracted Janitorial vendor will 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 will 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 janitorial vendor 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 Janitorial vendor is also responsible for maintaining the lawn and for snow removal. Vendor will 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 snow or ice removal has not been completed.

TCP SOLICIATION 2-2023

Vendor will replace blinds and lightbulbs in rooms. The Vendor is responsible for unit turnover including light painting and cleaning in rooms.

2. 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.
3. Security Camera/DVR System: The Shelter Provider may use the security system in place. TCP is responsible for repairs or upgrades to the system. All repair requests must be submitted by work order request.
4. Work Order Requests: The Shelter Provider will use TCP'S work order system to input maintenance requests for residents.

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, DGS reserves the right to hold the Shelter Provider responsible.

5. 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. DGS reserves the right to participate in all inspections.
6. Safety: The Shelter Provider will hire staff to ensure the safety of all residents. The Safety Coordinator will be onsite at the property 24-hours a day to address and ensure the safety of all clients and the property. The Safety Coordinator will have the appropriate training to be equipped with this position, including trauma-informed care training. The Safety Coordinator may be included in the bidders' budgets.

The tour for the E Street Shelter will take place on November 20, 2023 at 11:00 a.m. Bidders can register for the tour by sending an email to RFP@Community-Partnership.org. Bidders will have until November 17, 2023, at 2:00 p.m. to register.

Questions about this solicitation should be directed to RFP@Community-Partnership.org, not to or any other TCP staff person.

A.3. Service Model:

E Street Bridge Housing falls under "Temporary Shelter" in the Homeless Services Reform Act (HSRA). The HSRA defines "Temporary Shelter" as "a housing accommodation for individuals who are homeless that is open either 24 hours or at least 12 hours each day, other than a severe weather shelter or low barrier shelter, provided directly by, or through contract with or grant from, the District, for the purpose of providing shelter and supportive services." This building will contain multiple types of Bridge Housing programs, as described by the bed types in the introduction.

The primary objective of the program is moving clients from Bridge Housing into permanent housing within 3-6 months or less after arriving, depending on their program type.

This Bridge Housing Model will require all residents to receive intensive Housing Focused Case Management while in the program. Each resident will be required to meet with case management at least once a week. Case Managers will create housing plans with each resident and housing focused case management will include, but is not limited to, the following: assistance with gaining necessary documentation, coordination with housing providers and other case managers, screenings and referrals for benefits such as SNAP, SSI/SSDI, Medicaid/Medicare, connection to DBH as needed, connection to other needed services, and for those not connected to housing subsidy programs, additional services such as: completion of necessary housing assessments (eg. VI-SPDAT), referral to housing resources, support locating units, support filling out housing applications, and support with unit viewings.

Residents will be referred to E Street through the District's Coordinated Entry System, the Coordinated Access and Housing Placement (CAHP) system.

TCP SOLICITATION 2-2023

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. **\$1,522,078.00** is available under 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. 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 demonstrate that 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 service; neither shall a perceived incongruity between a person's physical body and their gender expression be a barrier to service. CoC services specifically intended for the adult LGBTQ population in the District are limited. Bidders must describe their plan for creating a safe and welcoming space for LGBTQ adults experiencing homelessness, for delivering culturally specific services to the population, and for addressing the unique income and housing challenges the experienced by this population.

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, with disabilities, senior citizens and the LGBTQ population and their plan for addressing the needs of the these populations. 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. Bidders must also address how they will respond to challenges presented if individuals from the target population feel unsafe or unwelcomed. This solicitation intends to service a wide array of individuals including but, not limited to persons of color, with disabilities, senior citizens and the LGBTQ population .In line with TCP's mission, bidders must think critically about the ways in which they will provide programing that is welcoming to and respectful of the population to be served and everyone regardless of their 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. CoC data indicates that a majority of the target population has experienced some form of trauma. Past and present trauma along with social isolation, mental illness, substance use, racism, and the perils of poverty can create barriers and challenges for 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:

TCP SOLICIATION 2-2023

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.
- F. Bidders must provide documentation of site control for proposed program site(s) or provide a plan for securing program sites within six months of award.

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.

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

TCP SOLICITATION 2-2023

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. Bidder's Conference

A Bidder's Conference will be held on **November 15, 2023, at 11:00 a.m.**, via video conference. Persons or organizations planning to attend should RSVP using this link <https://app.smartsheet.com/b/form/60a6b5ae1d594277bdb5ac5ebc6afc23> no later than **November 14, 2023 at 2:00 pm**. Persons or organizations unable to attend the Bidder's Conference, but who wish to be considered for funding under this solicitation must register with TCP, in writing, via email no later than **November 14, 2023, at 2:00pm**.

A.9. Queries and Amendments

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

Candyce Coates, Apryll Green, and Mike Berry
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 **November, 21, 2023, at 2:00 p.m.** Written responses will be provided to all registered prospective bidders as an addendum to this solicitation no later than **November 27, 2023**.

A.10. Application Closing Date

Applications must be submitted electronically no later than **December 4, 2023 at 5:00 p.m.** 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.

TCP SOLICIATION 2-2023

A.14. Protests

Any applicant may file a protest in connection with this solicitation addressed to Fred Swan, Chief Operating Officer 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 Swan, Chief Operating Officer
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.
2. TCP reserves the right to issue addenda and/or amendments subsequent to the RFP process or to rescind the RFP.
3. 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.
4. 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.
5. TCP may require bidders to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
6. 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

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

TCP SOLICITATION 2-2023

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 programing 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.6. Budget and Budget Narrative

Budget:

Bidders will submit two budgets, a 12-month budget for normal program operations and a budget for one-time ramp up costs using the Excel forms provided with this RFP. The budget must indicate the total funding required for the project, as well as ramp up cost, 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

TCP SOLICIATION 2-2023

HMIS Requirements:

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

Reporting Requirements:

- 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 include 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.

TCP SOLICITATION 2-2023

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

D.2. Insurance

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

1. The awardee, at its expense, shall obtain the minimum insurance coverage set forth below prior to award of the Contract and keep such insurance in force throughout the contract period. A Certificate of Insurance naming "The Community Partnership for the Prevention of Homelessness 801 Pennsylvania Ave SE, Suite 360, Washington, DC 20003" as an additional insured for all coverage except automobile and worker's compensation and proof of current insurance coverage for any coverage not listed on the certificate shall be forwarded to 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 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
------------------	--------

TCP SOLICITATION 2-2023

DEI	50
Trauma Informed Services	50
Clinical Services	50
CAHP Participation	10
Quality Assurance Plan	20
Organizational and Background Information	40
Scope of Work and Work Plan	50
Staffing Plan	40
Budget, Budget Narrative, and Audit	40

SECTION F: INSTRUCTIONS FOR APPLICATION AND FORMAT FOR RESPONDING TO TCP SOLICITATION 2-2023

These instructions contain the required content and format for agencies to submit an application for funding under **SOLICITATION TCP 2-2023**. 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)

TCP SOLICIATION 2-2023

- F. Youth Bullying Prevention Act
- G. 2004 Language Access Act
- H. 2006 Living Wage Act

Attachments:

1. Budget Forms
2. Contract Deliverables
3. Past Performance Questionnaire
4. Anti-Harassment Policy