

REQUEST FOR PROPOSALS TCP July 2026

“Security Services”

Issuance Date: August 14, 2026

Closing Date: September 4, 2026

Closing Time: 2:00 p.m.

Bidders Conference:

July 22, 2026

12:30pm – 1:30pm

14 Kennedy Street NE Washington DC 20011

TCP Contact:

De'Sean Young

rfp@community-partnership.org

INTRODUCTION

TCP is seeking proposals from which it will award one or more contracts to provide security services, including but not limited to, providing officer staff to secure shelter facilities, ensure Client safety, roving, and adhering to Post Orders requirements at the following District of Columbia-owned or -leased facilities:

<u>Site/Location</u>	<u>Base Year Monthly Budget</u>	<u>Base Year 12 month Budget</u>	<u>Number of Offices</u>
New York Avenue: 1355 New York Ave NE	\$96,791.20	\$1,161,494.40	10 Officers per day 1 Lead SPO at rate \$44/ 3 shifts per day; 2 SPOs at rate \$42 per day shift; 3 SPOs at rate \$42 per evening shift; 2 SPOs at rate \$42 per overnight shift
Harriet Tubman - 1910 Massachusetts Avenue SE	\$58,230.00	\$698,760.00	6 Officers per day 1 Lead SPO at rate \$44/ 3 shifts per day; 1 SPO at rate \$42/ 3 shifts per day
Adams Place Men's Shelter - 2210 Adam's Place NE	\$58,230.00	\$698,760.00	6 officers per day 1 Lead SPO at rate \$44/ 3 shifts per day; 1 SPO at rate \$42/ 3 shifts per day
801 East - 801 East - 2700 MLK Ave SE	\$250,798.32	\$3,009,579.84	23 Officer per day 2 Lead SPO at rate \$44/ 3 shifts per day; 6 SPOs at rate \$42 per day shift; 6 SPO at rate \$42/ per evening shift; 5 SPOs per overnight shift

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Pat Handy Legacy - 810 5th Street NW	\$67,753.84	\$813,046.08	7 officers per day 1 Lead SPO at rate \$44/ 3 shifts per day; 1 SPO at rate \$42 per day shift; 2 SPOs at rate \$42 per evening shift; 1 SPO at rate \$42 per night shift
Emery Men's Shelter - 1725 Lincoln Road NE	\$77,432.96	\$929,195.52	8 Officers per day 1 Lead SPO at rate \$44/ 3 shifts per day; 1 SPO at rate \$42 per day shift; 2 SPOs at rate \$42 per evening shift; 2 SPOs at rate \$42 per night shift
Erna's House - 1107 11TH Street NW	\$28,726.80	\$344,721.60	3 Officers per day 1 SPO at rate \$42/ 3 shifts per day
Madison @Rolark - 4300 12th Street SE	\$57,897.14	\$694,765.68	6 Officers per day 1 Lead SPO at rate \$44/ 3 shifts per day; 1 SPO at rate \$42/ 3 shifts per day
The Aston - 1129 New Hampshire Ave NW	\$86,956.80	\$1,043,481.60	9 Officers per day 1 Lead SPO at rate \$44/ 3 shifts per day; 2 SPOs at rate \$42/ 3 shifts per day
E Street - 25 E Street NW	\$86,956.80	\$1,043,481.60	9 Officers per day 1 Lead SPO at rate \$44/ 3 shifts per day; 2 SPOs at rate \$42/ 3 shifts per day
LBGTQ Site - 50 49th St SE	\$28,726.80	\$344,721.60	3 officers per day 1 SPO at rate \$42/ 3 shifts per day
Adams Place Day Center - 2210 Adams Place NW	\$34,158.67	\$409,904.04	5 SPO at rate \$42 from 9 am to 5 pm Monday to Friday, no holidays needed
Kia's Place - 713 50th Street NE	\$28,726.80	\$344,721.60	3 Officers per day 1 SPO at rate \$42/ 3 shifts per day

SECTION A: GENERAL DESCRIPTION**A.1. Funding Source and Amount of Funding Available and Leveraged Resources****A.1.a. Funding Source and Amount of Funding Available:**

The funding source is the District of Columbia. \$13,310,304.36 is available under this solicitation.

Individual bidders are not required to provide security services at all program sites listed above. TCP may select one or multiple proposals to ensure all program sites listed above receive security services. Proposals from current security vendors and vendors that do not currently provide security services at homeless services programs will be accepted. The selected organizations will be awarded firm-fixed price contracts.

Bidders may combine all interested sites into one proposal but must separate out the budget for each site in which they are bidding

A.1.b. Leveraged Resources:

Organizations that can leverage in-kind or cash contributions to support operations would receive extra consideration.

A.2. Site-Specific Detail

<u>Site/Location</u>	<u>Square Footage</u>
New York Avenue: 1355 New York Ave NE	31,283
Harriet Tubman - 1910 Massachusetts Avenue SE	21,600
Adams Place Men's Shelter - 2210 Adam's Place NE	12,546
801 East - 801 East - 2700 MLK Ave SE	88,000
Pat Handy Legacy - 810 5th Street NW	32,246
Emery Men's Shelter - 1725 Lincoln Road NE	36,249
Erna's House - 1107 11TH Street NW	22,400
Madison @Rolark - 4300 12th Street SE	31,700
The Aston - 1129 New Hampshire Ave NW	67,000
E Street - 25 E Street NW	41,456
LBGTQ Site -400 50th Street SE	10,692
Adams Place Day Center -2210 Adams Place NW	11,000
Kia's Place - 713 50th Street NE	9,900

A.3. Minimum Proposal Requirements

General Security Requirements

The awardee shall ensure security patrol and management are provided for district-owned and leased facilities.

The awardee shall ensure a 24-hour security patrol and management.

The Awardee per office rate will be \$44 for Lead SPO and \$42 for SPO.

The awardee shall ensure that security guards treat consumers with professionalism, dignity, safety, service quality, and respect. No participant shall be a victim of verbal, emotional, or physical abuse by staff.

The awardee shall ensure all licenses and certifications to TCP at the time of clearance submission and in accordance with annual renewals. The awardee shall verify and comply with all federal, state, and local requirements.

The awardee shall possess all licenses and certifications to perform services. The awardee ensures that all legally required licenses and permits are obtained and renewed as specified by the regulating agency. The awardee shall verify and comply with all federal, state, and local requirements.

The awardee shall ensure security guards are familiar with the area of their posts. Off-going guards should provide a verbal and documented brief (i.e., shift log report) to on-coming guards of the recent events and occurrences that have occurred, are ongoing, or are anticipated for the post.

The awardee shall ensure security guards are mentally alert and physically ready to operate and enforce the access/egress control.

The awardee shall develop and submit a Code of Conduct policy for all security staff. The policy shall ensure staff are always professional towards participants during shift hours.

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The awardee shall ensure security guards assigned to access/egress posts shall be knowledgeable of the location and use of the nearest first aid kit, fire extinguisher, fire alarm, emergency exit, and duress alarm (if any), and shall be ready, willing, and able to use them as necessary and as required by the post orders.

The awardee shall ensure security guards control access to the post area by observing, detecting, and reporting violations of post regulations as directed by the Post Orders. Security guards shall provide and maintain complete and effective surveillance, inspection, and protection of all internal and perimeter areas within the designated parameters and limits of the assigned post.

The awardee shall ensure security guards process visitors as directed in the Post Orders (provided by TCP after contract execution) by verifying visitors' identification, contacting agency sponsors or escorts, fabricating and issuing visitor passes, entering and maintaining data on visitor logs or automated visitor database programs, and ensuring visitors are presented for appropriate personnel and package screening.

The awardee shall ensure security guards perform package inspection when and as directed by the Security Guard Post Assignment Record (Post Orders), or as directed by TCP in the event of an emergency or an elevated security posture. These inspections may be conducted using automated technology or by manual visual surveillance and include, but are not limited to, inspection of packages, briefcases, purses, canisters, bags, valises, and other containers in the possession of visitors, employees, and other persons arriving on, working at, visiting, or departing from the facility. Admittance shall be denied to those persons refusing to submit to a voluntary inspection, except for those persons exempted by specific Government directives.

The awardee shall ensure security guards are required to answer questions and provide directions to participants regarding non-programmatic related inquiries. Before arriving on duty, each security guard shall be familiar with the name, address, and location of his/her post, as well as the post orders of the assigned post. Each security guard shall be familiar with the locations within the facility of the most commonly sought-after offices or locations, such as service offices, restrooms, elevators, entrances and exits, retail spaces, and parking areas, and shall provide that information to any visitor upon request.

The awardee shall ensure security guards conduct patrols in accordance with routes and schedules established in the Post Orders. Security Guards shall observe, detect, report, and respond to all suspected or apparent security violations. Patrol duties shall be performed professionally, with security guards responsible for observing the environment and, when necessary, questioning individuals whose activities arouse suspicion. Patrol security guards shall serve as the primary responders to all security alarms and emergencies occurring within their assigned area.

The awardee shall ensure that when required by the Post Orders, security guards shall direct traffic (vehicular and pedestrian), control parking, issue traffic courtesy violation notices, and observe the environment for suspicious vehicles or persons. Security guards may operate traffic control points and identify, delay, and detain all suspicious vehicles and personnel as necessary to maintain a level of security sufficient to ensure the safety and protection of all personnel, property, and resources within the facility's property lines.

The awardee shall ensure security guards monitor and observe building occupants and visitors for compliance with the program and the facility's posted rules and regulations. Security guards shall also identify, report, delay, or detain those persons who present an imminent threat to themselves or others in accordance with the Post Orders or violate the rules and regulations as appropriate and in accordance with the Post Orders. Special Police Officers (SPOs) have the qualifications to detain persons.

The awardee shall ensure security guards maintain physical security, law, and order as prescribed by statute, regulation, and Post Orders. Security guards are responsible for detecting, delaying, detaining, and/or apprehending persons attempting to gain unauthorized access to Government property or otherwise violating laws, rules, and regulations. Special Police Officers (SPOs) possess the necessary qualifications to detain and/or apprehend individuals.

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The awardee shall ensure that security guards;

- turn off unnecessary lights;
- check safes and security containers,
- lock repositories and cabinets;
- close and secure open windows;
- close and secure doors, gates, and other facility access points; and
- perform any other additional duties as prescribed in the Post Orders.

SECURITY STAFFING REQUIREMENTS

The awardee understands that some posts may require a combination of fixed hours at a security guard booth and roving patrols. Security guards should adhere to the patrol schedule as outlined in the post orders or as directed by TCP. The awardee shall ensure each site has a minimum of one SPO unless specified by the District. The security staffing ratio for each site shall be agreed upon between the Awardee and TCP. The awardee shall ensure full security coverage at all sites. Upon receiving notification of security shortages at any of the sites listed in this SOW, the awardee shall notify TCP and designated DHS Program staff.

The prime shall submit a COOP plan for security staff coverage to ensure adequate security is at each site, to ensure the safety of participants and staff. The District may require adjusted invoices for any security positions that remain vacant beyond 60 days.

The awardee shall be allowed to provide additional services based on surge level or additional security needs listed in this RFP.

The awardee shall only execute the additional services upon written approval from TCP.

SECURITY TRAINING

The awardee shall include a security training plan in the proposal. TCP requires all officers to attend and complete the trainings listed below in addition to all standard trainings required by the bidder for employment of officers.

Trauma Informed Care- (Must be completed within the first 120 days of the contract period)

- a. Crisis Intervention & Non-Violent Crisis Intervention
- b. Conflict Resolution & Non-coercive Approaches to Conflict Management
- c. Cultural Competency
- d. Mandated Reporter Training (Must be completed online within the first 30 days of contract)
- e. Emergency Preparedness
- f. Boundaries and Confidentiality
- g. Creating Safe Space-LGBTQ Youth Homelessness Competency & Sensitivity Training
- h. NARCAN Training
- i. Americans with Disabilities Act and Reasonable Accommodation
- j. 2004 Language Access Act
- k. Customer Service
- l. Responding to synthetic drug ingestion
- m. Unusual Incident Report Management Training
- n. Welcoming and Affirming for LGBTQ+ People

POST ORDERS

The awardee shall ensure security guards perform various security-related duties, depending on the type of posts to which they are assigned. Each security guard post shall have a Security Guard Post Assignment Record (also known as Post Orders) that has been signed by the officer and submitted to TCP as a contract deliverable.

The awardee shall ensure security guards are thoroughly familiar with the post orders at all posts where they are assigned to work. Under no circumstances should any security guard neglect his/her assigned duties to familiarize him/herself with post orders.

REPORTING AND NOTIFICATION

The awardee shall ensure that security guards maintain daily logs, reports, and files of all incidents and occurrences encountered during the patrol tour.

The awardee shall ensure security guards are required to conduct and report on security equipment performance tests as directed in the Post Orders. Daily, weekly, or monthly performance tests may be conducted on security equipment, including walkthrough and handheld magnetometers, x-ray machines, ionizers, air samplers, undercarriage inspection systems, active traffic barriers, and other automated security devices. The results of the tests are to be recorded as directed in the Post Orders.

The awardee shall ensure that when an alarm sounds, the security guard immediately reports and records the incident as required by the Post Orders. The awardee shall record alarm incidents by the site in an electronic log that shall be submitted to TCP

The awardee shall ensure security guards immediately notify their supervisor, TCP, and the District if any systems under their control malfunction, fail, or otherwise need maintenance.

The awardee shall ensure security guards prevent, discover, delay, and/or detain persons attempting to gain unauthorized access to property and/or personnel at the facility being protected. Security guards shall report all such incidents by established procedures as detailed in the Post Orders, including reporting on unusual incidents.

The awardee shall ensure security guards prepare and maintain required reports by the Post Orders regarding security-related issues, such as accidents, fires, bomb threats, unusual incidents, and unlawful acts, and provide these reports to those officials specified by TCP. The awardee shall maintain these reports electronically and submit all reports via Guardtek. If a security Provider does not have access to or utilize Guardtek, security Providers will need to maintain and submit this report to TCP within 24 hours.

The awardee shall ensure security guards, while on duty, verbally report threatening circumstances and potentially threatening activities they observe to the DC Metropolitan Police Department and, when possible, to the TCP.

The awardee understands security guards may be required to testify in various judicial proceedings on behalf of the Government.

The awardee understands that, in some situations, security guards may be required to act independently as the primary security response until law enforcement assistance arrives.

The awardee shall ensure that, in case of an emergency condition requiring immediate attention, the security on-site supervisor or the shift supervisor shall, at the direction of or in coordination with the awardee, divert uniformed personnel from their normal assigned duties to meet the condition and summon appropriate assistance as needed. The awardee employees should return to their assigned posts and duties as soon as the situation is resolved.

The awardee shall ensure security guards and staff sign in when reporting for work, sign out when reporting for work, and sign out when leaving. Awardee employees who patrol between buildings shall sign in and out at each building visited. Relief security guards shall sign in and out at each port visited.

The awardee shall submit a staffing security report by the 15th of each month for the previous month. This report shall be by site and include the number of security staff, shift, and site name.

SECURITY SYSTEMS AND EQUIPMENT

The awardee shall ensure at least one staff person on-site at all times with sufficient training and working knowledge of the building's security system to operate the system at all times.

The awardee shall ensure security guards are responsible for operating all security equipment on post, such as X-ray machines, magnetometers, and closed-circuit television, where applicable and in accordance with Post Order requirements. No security guard shall be permitted to work alone on any post containing security equipment without prior training on that specific equipment, where applicable and in accordance with Post Order requirements.

The awardee understands that, based on the Post Orders and coordination with TCP, security guards shall be responsible for receiving and using keys, "key cards," lock combinations, etc., issued for the security guards' use. Keys and access control devices shall be safeguarded and secured as sensitive assets as directed by Post Orders.

The awardee shall ensure security guards not be permitted to remove the keys and other access control devices from the facility premises unless specifically authorized by TCP. Keys or access control devices that are missing, lost, unusable, and/or stolen shall be immediately reported to TCP and the security guard's supervisor as soon as the security guard detects the loss or the problem. The awardee shall maintain a log documenting the exchange of keys, key cards, lock combinations and any other form of controlled access for each shift.

The awardee shall ensure security guards monitor and operate building alarm systems, closed-circuit television systems, automated access control systems, package and personnel screening systems, communications systems, and other protection devices or building equipment located on or near the post, where applicable and in accordance with the Post Orders.

The awardee shall ensure security guards do not disengage, shut off, remove, reposition, obstruct, or interfere with the Government video surveillance cameras/systems.

The awardee understands security guards shall be required to lock or unlock specific entrances/exits and turn on/off lights in their duty area at specific times as prescribed in the Post Orders.

The awardee shall ensure security guards do not smoke at or within 50 feet of the facility.

A.3.a. Trauma Informed Security:

The reality of security is necessary but intrusive and intimidating for many individuals and families experiencing homelessness; there is a dramatic discrepancy in power between the security officer and client, which is reminiscent of past traumatic experience(s), where an imbalance of power was always present. 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. Homelessness itself is a traumatic event, and individuals experiencing homelessness are particularly vulnerable to injury, accident, and assault. The experience of trauma, both before and during episodes of homelessness, is extremely common. CoC data including the Point in Time count, the Homeless Youth Census, and Women's Need's Assessment indicate that a majority of persons served by the homeless services system have experienced trauma before and during their current episode of homelessness. Symptoms of past and present trauma can create barriers and challenges for persons experiencing homelessness and the service providers working with them.

Specialized expertise is not necessary to institute what are commonly known in the criminal justice system as “universal precautions” that minimize the risk of re-traumatization and ultimately result in a decrease in physical violence within institutions. Examples of these precautions include giving advance notice and step-by-step explanation around inspections, avoiding the use of restraints whenever possible, and learning “grounding” techniques to help program participants manage their own out of control emotions. For guidance in doing so, security providers may look to action steps that leadership at correctional facilities across the country have taken:

- A. Support and train staff to be more trauma informed: Present basic information on trauma, including what trauma is and how it affects the brain and body, trauma-related symptoms and behaviors, gender and culturally specific coping mechanisms, and practices to facilitate staff, and client safety and stability; demonstrate how routine operational practices, such as pat downs, bag inspections, and dorm inspections, can be conducted in a trauma informed manner; respond to clients’ disclosures of trauma respectfully and effectively; practice de-escalation techniques during volatile situations; and identify and maintain professional boundaries.
- B. Adopt trauma informed language, communication, and terms: guards can adjust how they communicate with one another and with clients, including the words and phrases they use, particularly those used to describe and carry out operational practices. This includes communicating with each other and clients in a respectful manner; being aware of noise levels: talking softly and commanding attention when necessary without shouting or yelling; practicing patience and good listening skills; and using words and phrases that are more trauma-informed.
- C. Make existing operational practices more trauma-informed: analyze the procedures that are most likely to be significant trauma triggers for program participants (e.g., inspections and pat downs, dorm searches, use of restraints, cross-gender supervision) and consider how each procedure can be completed in a more trauma informed manner.

Provide a detailed plan for providing trauma informed security services. The trauma informed security plan can be submitted as an attachment in order to allow for the appropriate level of detail.

A.3.b. LGBTQ and Gender Non-Conforming Clients:

TCP is committed to ensuring the safety, dignity, and well-being of all persons served by 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 or to program entry.

Bidders must demonstrate their plan for creating safe and welcoming spaces for LGBTQ and gender non-conforming program participants in these subpopulations.

A.4. Eligible Organizations, Conflict of Interest, and Limits on Funding to Primary Religious Organizations

A.4.a. 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.

A.4.b. Conflict of Interest:

Bidders must avoid any conflict of interest in carrying out activities funded by this solicitation. The organizational conflict of interest rules found in 23 CFR § 636, Subpart A, including 23 CFR § 636.116, are expected to apply to this procurement. 23 CFR § 636.103 defines an “organizational conflict of interest” as follows:

“Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person’s

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objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.”

Consultants and subconsultants who assisted TCP in the preparation of this RFP or supporting documents (including environmental reviews or similar documents) are not allowed to participate on a bidder's team. Bidders must provide information regarding all potential organizational conflicts of interest in their proposals, including all relevant facts concerning any past, present, or currently planned interests that may present an organizational conflict of interest, and as required by 23 CFR 636.116. TCP will determine whether an organizational conflict of interest exists and what actions are necessary to avoid, neutralize, or mitigate such conflict.

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 successful bidder, 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.

A.4.c. 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 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:

- A. The organization will not discriminate against any employee or bidder for employment on the basis of religion, and will not limit employment or give preference in employment on the basis of religion.
- B. The organization will not discriminate against, limit services provided to, or give preference to any person obtaining housing, 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.
- C. 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.5. Pre-Application Meeting

Persons or Organizations who wish to be considered for funding under this solicitation must register with TCP, in writing, via email at rfp@community-partnership.org.

A.6. Queries and Amendments

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

De'Sean Young
rfp@community-partnership.org

A.6.a. Informational Visits and/or Phone Inquiries

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 by Friday, July 31, 2026, by

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5pm. Written responses will be provided to all registered prospective bidders as an addendum to this solicitation no later than Friday, August 14, 2026, by 3pm.

A.7. Application Closing Date

Applications must be submitted electronically no later than Friday, September 4, 2026, by 2pm. Applications received after the closing date and time will not be considered unless they are the only applications received.

A.8. 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.9. Notification of Eligibility

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

A.10. Retention of Applications

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

A.11. Protests

Any bidder may file a protest in connection with this solicitation addressed to Fred Swan, Chair of the Board of Directors of TCP, with a copy to Sue Marshall, Executive Director of TCP, 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:

Cornell Chapelle, Board Chair
cc: Fred Swan, Executive Director
The Community Partnership for the Prevention of Homelessness
14 Kennedy St. NW
Washington, DC 20009

A.12. Other

1. TCP reserves the right to make changes to this RFP, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the Federal and/or District government. Funding for sub-grantees is contingent on continued funding from the District.
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, Friday, September 4, 2026, by 2pm to rfp@community-partnership.org.

B.2. Application Style

All applications must be submitted as a 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

Section F herein provides instructions regarding the format and required content 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. This RFP will not contain any information pertaining to its current Provider contract agreements.

SECTION C: REQUIREMENTS

C.1.a. 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).

C.1.b.1. 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 scope of the program described in your bid. Proposals submitted should include, in this section, descriptions of at least one qualifying relevant experience to include project/client descriptions, costs, start, and completion dates of projects/contracts successfully completed.

Bidders must provide references and supporting data on successful outcomes and service delivery.

Bidders that currently contract or subcontract with TCP, HUD, the Department of Human Services (DHS), or any other District Government Agency, Department or Office must provide the following information:

1. Identify the contract owner, principal, or other entity with which the bidder is contracted to provide a good or service (if a bidder has more than one contract or subcontract with TCP, DHS, and/or any other District Government Agency, Department or Office, all contracts and subcontracts and contract owners must be identified).
2. State whether or not it has any unresolved monitoring or compliance findings issued by TCP, DHS, or any Agency or Department or the Government of the District of Columbia.
3. If so, the bidder must provide a detailed explanation.

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4. State whether or not, within the past 12-months, it has been placed on a corrective action plan by any of its contract owners or been issued findings for noncompliance by TCP, HUD, DHS, or any other District Government Agency, Department, or Office.
5. If so, the bidder must provide detailed explanation.

Bidders that do not currently contract or subcontract with TCP, HUD, DHS, or any other District Government Agency, Department or Office but has done so within the last five years must provide the following information:

1. Identify the contract owner, principal, or other entity with which the bidder was contracted to provide a good or service (if a bidder had more than one contract or subcontract with TCP, HUD, DHS, and/or any other District Government Agency, Department or Office, all contracts and subcontracts and contract owners must be identified).
2. State whether or not it has any unresolved monitoring or compliance findings issued by TCP, HUD, DHS, or any Agency or Department or the Government of the District of Columbia at the time the contract or subcontract ended.
3. If so, the bidder must provide a detailed explanation.
4. State whether or not the contract(s) or subcontract(s) were terminated for default.
5. State whether or not the contract(s) or subcontract(s) were renewable.
6. If so, provide an explanation about why the contract(s) or subcontract(s) were not renewed

C.1.b.2. Past Performance Questionnaire:

In order to validate statements made in proposal, ensure best value source selection, and reduces risk, bidders are required to submit no more than three (3) past performance questionnaires from past or current agencies in which you also utilize as a funding source; outside of TCP. Questionnaires must be completed by the individual most knowledgeable of the bidder's day-to-day operations and overall quality of the services provided under the referenced contract. Questionnaires must be submitted as part of your application package. A copy of the past performance questionnaire may be found under the Attachments section below.

C.2. Scope of Work

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. Your Scope of Work should include the following: Program overview and details, Staffing Plan, and Quality Control Plan

C.3. Staffing Plan

All bidders must provide a staffing plan that addresses to 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. Budget and Budget Narrative

C.4.a. Budget forms:

Bidders must submit a TCP Form 327 Initial Budget – this document outlines the line items in which you will attribute the funds if awarded for the site(s) you are bidding.

Bidders must also submit a TCP Form 328 Budget Narrative – this will include the details for the line items that you have outlined on the initial budget form.

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Both forms can be downloaded on the TCP website under Provider Documents. You can access the attachments with the links listed in the Attachment Section of this RFP.

C.4.b. 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 details, as appropriate. Sufficient information must be provided to indicate accuracy of projected costs.
- A description of leveraged in-kind or cash match resources.

C.4.c Budget:

Bidder 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 that are anticipated. 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. Each bidder should prepare two budgets consistent with this solicitation

C.4.d. Audit:

Bidders must submit their most recent Certified Audited Financial Statement.

C.5. Recordkeeping, Program Data Collection, Training and Reporting Requirements

The awardee must develop and maintain a Security Services Assignment Record specific to each facility where it will deliver services, for the purpose of tracking how the awardee adequately staff service sites and meet the standard service level requirements outlined in this RFP and in accordance with the most current industry standards.

Awardee must also maintain a record of all company and individual employee licensing and certifications required under this RFP.

C.6. Monitoring and Evaluation

The awardee 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.

SECTION D: OTHER TERMS AND CONDITIONS

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

D.1. TCP SCA DC Living Wage Acknowledgment Form

All Bidders are required to submit a SCA DC Living Wage Acknowledgment Form; in which the Bidder acknowledges and agrees to comply with all applicable federal and District of Columbia wage and labor requirements associated with services provided under any contract awarded pursuant to this solicitation, including, as applicable, the McNamara-O'Hara Service Contract Act (SCA), 41 U.S.C. §§ 6701-6707, and the District of Columbia Living Wage Act of 2006, D.C. Code §§ 2-220.01 et seq. The form can be accessed from the link in the Attachment section of this RFP.

D.2. Required Deliverables

Bidders are required to submit as part of their proposal the following Deliverables:

1. Business License

2. Certificate of Good Standing/Clean Hands
3. Proof of Insurance Certificate *(only proof of coverage. Individual coverage, as outlined in the contract agreement will be required upon receiving an awarded contract)*
4. Copy of the Organization Employee Handbook

D.3. Department of Labor Wage Determinations

The successful bidder shall be bound by the Wage Determination No. 2015-4281, revision 34, dated July 8, 2025, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §351 et seq., and incorporated herein. The Awardee shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the Awardee shall be bound by the applicable wage rates at the time of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods, and the Awardee may be entitled to an equitable adjustment.

Labor standards clauses for Federal service contracts exceeding \$2,500.

D.3.1. The clauses set forth in the following paragraphs shall be included in full by the contracting agency in every contract entered into by the United States or the District of Columbia, in excess of \$2,500, or in an indefinite amount, the principal purpose of which is to furnish services through the use of service employees:

1. Service Contract Act of 1965, as amended: This contract is subject to the Service Contract Act of 1965, as amended (41 U.S.C. 351 *et seq.*) and is subject to the following provisions and to all other applicable provisions of the Act and regulations of the Secretary of Labor issued thereunder, found in **Section 30 of the original contract agreement**.
2. Each service employee employed in the performance of this contract by the awardee or any subcontractor shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor or authorized representative, as specified in any wage determination attached to this contract.

D.3.2.

- a. If there is such a wage determination attached to this contract, the contracting officer shall require that any class of service employee which is not listed therein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the awardee so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed class of employees shall be paid the monetary wages and furnished the fringe benefits as are determined pursuant to the procedures in this section.
- b. Such conforming procedure shall be initiated by the awardee prior to the

performance of contract work by such unlisted class of employee. A written report of the proposed conforming action, including information regarding the agreement or disagreement of the authorized representative of the employees involved or, where there is no authorized representative, the employees themselves, shall be submitted by the awardee to the contracting officer no later than 30 days after such unlisted class of employees performs any contract work. The contracting officer shall review the proposed action and promptly submit a report of the action, together with the agency's recommendation and all pertinent information including the position of the awardee and the employees, to the Wage and Hour Division, U.S. Department of Labor, for review. The Wage and Hour Division will approve, modify, or disapprove the action or render a final determination in the event of disagreement within 30 days of receipt or will notify the contracting officer within 30 days of receipt that additional time is necessary.

- c. The final determination of the conformance action by the Wage and Hour Division shall be transmitted to the contracting officer who shall promptly notify the awardee of the action taken. Each affected employee shall be furnished by the awardee with a written copy of such determination or it shall be posted as a part of the wage determination.

D.3.3.

- a. The process of establishing wage and fringe benefit rates that bear a reasonable relationship to those listed in a wage determination cannot be reduced to any single formula. The approach used may vary from wage determination to wage determination depending on the circumstances. Standard wage and salary administration practices which rank various job classifications by pay grade pursuant to point schemes or other job factors may, for example, be relied upon. Guidance may also be obtained from the way different jobs are rated under Federal pay systems (Federal Wage Board Pay System and the General Schedule) or from other wage determinations issued in the same locality. Basic to the establishment of any conformable wage rate(s) is the concept that a pay relationship should be maintained between job classifications based on the skill required and the duties performed.
- b. In the case of a contract modification, an exercise of an option or extension of an existing contract, or in any other case where a awardee succeeds a contract under which the classification in question was previously conformed pursuant to this section, a new conformed wage rate and fringe benefits may be assigned to such conformed classification by indexing (i.e.,

adjusting) the previous conformed rate and fringe benefits by an amount equal to the average (mean) percentage increase (or decrease, where appropriate) between the wages and fringe benefits specified for all classifications to be used on the contract which are listed in the current wage determination, and those specified for the corresponding classifications in the previously applicable wage determination. Where conforming actions are accomplished in accordance with this paragraph prior to the performance of contract work by the unlisted class of employees, the awardee shall advise the contracting officer of the action taken but the other procedures in **section 44.2b** of this section need not be followed.

- c. No employee engaged in performing work on this contract shall in any event be paid less than the currently applicable minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended.

D.3.4.

- a. The wage rate and fringe benefits finally determined pursuant to **section 44.2 a and b** of this section shall be paid to all employees performing in the classification from the first day on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or finally determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract.

D.3.5.

- a. Upon discovery of failure to comply with **section 44.2 through section 44.4** of this section, the Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the date such class of employees commenced contract work.
- b. If, as authorized pursuant to section 4(d) of the Service Contract Act of 1965 as amended, the term of this contract is more than 1 year, the minimum monetary wages and fringe benefits required to be paid or furnished thereunder to service employees shall be subject to adjustment after 1 year and not less often than once every 2 years, pursuant to wage determinations to be issued by the Wage and Hour Division of the Department of Labor as provided in such Act.
- c. The awardee or subcontractor may discharge the obligation to furnish fringe benefits specified in the attachment or determined conformably

thereto by furnishing any equivalent combinations of bona fide fringe benefits, or by making equivalent or differential payments in cash in accordance with the applicable rules set forth in subpart D of 29 CFR part 4, and not otherwise.

D.3.6.

- a. In the absence of a minimum wage attachment for this contract, neither the awardee nor any subcontractor under this contract shall pay any person performing work under the contract (regardless of whether they are service employees) less than the minimum wage specified by section 6(a)(1) of the Fair Labor Standards Act of 1938. Nothing in this provision shall relieve the awardee or any subcontractor of any other obligation under law or contract for the payment of a higher wage to any employee.
- b. If this contract succeeds a contract, subject to the Service Contract Act of 1965 as amended, under which substantially the same services were furnished in the same locality and service employees were paid wages and fringe benefits provided for in a collective bargaining agreement, in the absence of the minimum wage attachment for this contract setting forth such collectively bargained wage rates and fringe benefits, neither the awardee nor any subcontractor under this contract shall pay any service employee performing any of the contract work (regardless of whether or not such employee was employed under the predecessor contract), less than the wages and fringe benefits provided for in such collective bargaining agreements, to which such employee would have been entitled if employed under the predecessor contract, including accrued wages and fringe benefits and any prospective increases in wages and fringe benefits provided for under such agreement. No awardee or subcontractor under this contract may be relieved of the foregoing obligation unless the limitations of § 4.1b(b) of 29 CFR part 4 apply or unless the Secretary of Labor or his authorized representative finds, after a hearing as provided in § 4.10 of 29 CFR part 4 that the wages and/or fringe benefits provided for in such agreement are substantially at variance with those which prevail for services of a character similar in the locality, or determines, as provided in § 4.11 of 29 CFR part 4, that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's-length negotiations. Where it is found in accordance with the review procedures provided in 29 CFR 4.10 and/or 4.11 and parts 6 and 8 that some or all of

the wages and/or fringe benefits contained in a predecessor awardee's collective bargaining agreement are substantially at variance with those which prevail for services of a character similar in the locality, and/or that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's-length negotiations, the Department will issue a new or revised wage determination setting forth the applicable wage rates and fringe benefits. Such determination shall be made part of the contract or subcontract, in accordance with the decision of the Administrator, the Administrative Law Judge, or the Administrative Review Board, as the case may be, irrespective of whether such issuance occurs prior to or after the award of a contract or subcontract. 53 Comp. Gen. 401 (1973). In the case of a wage determination issued solely as a result of a finding of substantial variance, such determination shall be effective as of the date of the final administrative decision.

D.3.7.

- a. The awardee and any subcontractor under this contract shall notify each service employee commencing work on this contract of the minimum monetary wage and any fringe benefits required to be paid pursuant to this contract, or shall post the wage determination attached to this contract. The poster provided by the Department of Labor (Publication WH 1313) shall be posted in a prominent and accessible place at the worksite. Failure to comply with this requirement is a violation of section 2(a)(4) of the Act and of this contract.

D.3.8.

- a. The awardee or subcontractor shall not permit any part of the services called for by this contract to be performed in buildings or surroundings or under working conditions provided by or under the control or supervision of the awardee or subcontractor which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish these services, and the awardee or subcontractor shall comply with the safety and health standards applied under 29 CFR part 1925.

D.3.9.

- a. The awardee and each subcontractor performing work subject to the Act shall make and maintain for 3 years from the completion of the work records containing the information specified in **Section 44.9a 1 through 6 paragraphs (g)(1)(i) through (vi)** of this section for each employee subject

to the Act and shall make them available for inspection and transcription by authorized representatives of the Wage and Hour Division of the U.S. Department of Labor:

1. Name and address and social security number of each employee.
2. The correct work classification or classifications, rate or rates of monetary wages paid and fringe benefits provided, rate or rates of fringe benefit payments in lieu thereof, and total daily and weekly compensation of each employee.
3. The number of daily and weekly hours so worked by each employee.
4. Any deductions, rebates, or refunds from the total daily or weekly compensation of each employee.
5. A list of monetary wages and fringe benefits for those classes of service employees not included in the wage determination attached to this contract but for which such wage rates or fringe benefits have been determined by the interested parties or by the Administrator or authorized representative pursuant to the labor standards clause in **Section 44.2** paragraph (b) of this section. A copy of the report required by the clause in paragraph **Section 44.2b** (b)(2)(ii) of this section shall be deemed to be such a list.
6. Any list of the predecessor awardee's employees which had been furnished to the awardee pursuant to **Section 44.1** § 4.6(1)(2).
 - b. The awardee shall also make available a copy of this contract for inspection or transcription by authorized representatives of the Wage and Hour Division. Failure to make and maintain or to make available such records for inspection and transcription shall be a violation of the regulations and this contract, and in the case of failure to produce such records, the contracting officer, upon direction of the Department of Labor and notification of the awardee, shall take action to cause suspension of any further payment or advance of funds until such violation ceases.
 - c. The awardee shall permit authorized representatives of the Wage and Hour Division to conduct interviews with employees at the worksite during normal working hours.

D.3.10.

- a. The awardee shall unconditionally pay to each employee subject to the Act all wages due free and clear and without subsequent deduction (except as otherwise provided by law or Regulations, 29 CFR part 4), rebate, or kickback on any account. Such payments shall be made no later than one pay period following the end of the regular pay period in which such wages were earned or accrued. A pay period under this Act may not be of any duration longer than semi-monthly.

D.3.11.

- a. The contracting officer shall withhold or cause to be withheld from the Government prime awardee under this or any other Government contract with the prime awardee such sums as an appropriate official of the Department of Labor requests or such sums as the contracting officer decides may be necessary to pay underpaid employees employed by the awardee or subcontractor. In the event of failure to pay any employees subject to the Act all or part of the wages or fringe benefits due under the Act, the agency may, after authorization or by direction of the Department of Labor and written notification to the awardee, take action to cause suspension of any further payment or advance of funds until such violations have ceased. Additionally, any failure to comply with the requirements of these clauses relating to the Service Contract Act of 1965, may be grounds for termination of the right to proceed with the contract work. In such event, the Government may enter into other contracts or arrangements for completion of the work, charging the awardee in default with any additional cost.

D.3.12.

- a. The awardee agrees to insert these clauses in this section relating to the Service Contract Act of 1965 in all subcontracts subject to the Act. The term *awardee* as used in these clauses in any subcontract, shall be deemed to refer to the subcontractor, except in the term *Government prime awardee*.

D.3.13.

- a. As used in these clauses, the term *service employee* means any person engaged in the performance of this contract other than any person employed in a bona fide executive, administrative, or professional capacity, as those terms are defined in part 541 of title 29, Code of Federal Regulations, as of July 30, 1976, and any subsequent revision of those regulations. The term *service employee* includes all such persons regardless of any contractual relationship that may be alleged to exist between a awardee or subcontractor and such persons.
- b. The following statement is included in contracts pursuant to section 2(a)(5) of the Act and is for *informational purposes only*:

1. The following classes of service employees expected to be employed under the contract with the Government would be subject, if employed by the contracting agency, to the provisions of 5 U.S.C. 5341 or 5 U.S.C. 5332 and would, if so employed, be paid not less than the following rates of wages and fringe benefits:
2. The Employee Class, Wage and Fringe Benefit can be found under the Staffing Requirements and Qualifications section of the contract agreement after Exhibit 1.

D.3.14.

- a. If wages to be paid or fringe benefits to be furnished any service employees employed by the Government prime awardee or any sub awardee under the contract are provided for in a collective bargaining agreement which is or will be effective during any period in which the contract is being performed, the Government prime awardee shall report such fact to the contracting officer, together with full information as to the application and accrual of such wages and fringe benefits, including any prospective increases, to service employees engaged in work on the contract, and a copy of the collective bargaining agreement. Such report shall be made upon commencing performance of the contract, in the case of collective bargaining agreements effective at such time, and in the case of such agreements or provisions or amendments thereof effective at a later time during the period of contract performance, such agreements shall be reported promptly after negotiation thereof.
- b. Not less than 10 days prior to completion of any contract being performed at a Federal facility where service employees may be retained in the performance of the succeeding contract and subject to a wage determination which contains vacation or other benefit provisions based upon length of service with a awardee (predecessor) or successor (§ 4.173 of Regulations, 29 CFR part 4), the incumbent prime awardee shall furnish to the contracting officer a certified list of the names of all service employees on the awardee's or subcontractor's payroll during the last month of contract performance. Such list shall also contain anniversary dates of employment on the contract either with the current or predecessor awardees of each such service employee. The contracting officer shall turn over such list to the successor awardee at the commencement of the succeeding contract.

D.3.15.

- a. Rulings and interpretations of the Service Contract Act of 1965, as amended, are contained in Regulations, 29 CFR part 4.

D.3.16.

- a. By entering into this contract, the awardee (and officials thereof) certifies that neither it (nor he or she) nor any person or firm who has a substantial interest in the awardee's firm is a person or firm ineligible to be awarded Government contracts by virtue of the sanctions imposed pursuant to section 5 of the Act.
- b. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract pursuant to section 5 of the Act.
- c. The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

D.3.17.

- a. Notwithstanding any of the clauses in **Sections 44.2 through 44.15** paragraphs (b) through (m) of this section relating to the Service Contract Act of 1965, the following employees may be employed in accordance with the following variations, tolerances, and exemptions, which the Secretary of Labor, pursuant to section 4(b) of the Act prior to its amendment by Public Law 92-473, found to be necessary and proper in the public interest or to avoid serious impairment of the conduct of Government business:
 1. Apprentices, student-learners, and workers whose earning capacity is impaired by age, physical, or mental deficiency or injury may be employed at wages lower than the minimum wages otherwise required by section 2(a)(1) or 2(b)(1) of the Service Contract Act without diminishing any fringe benefits or cash payments in lieu thereof required under section 2(a)(2) of that Act, in accordance with the conditions and procedures prescribed for the employment of apprentices, student-learners, handicapped persons, and handicapped clients of sheltered workshops under section 14 of the Fair Labor Standards Act of 1938, in the regulations issued by the Administrator (29 CFR parts 520, 521, 524, and 525).
 2. The Administrator will issue certificates under the Service Contract Act for the employment of apprentices, student-learners, handicapped persons, or handicapped clients of sheltered workshops not subject to the Fair Labor Standards Act of 1938, or subject to different minimum rates of pay under the two acts, authorizing appropriate rates of

minimum wages (but without changing requirements concerning fringe benefits or supplementary cash payments in lieu thereof), applying procedures prescribed by the applicable regulations issued under the Fair Labor Standards Act of 1938 (29 CFR parts 520, 521, 524, and 525).

3. The Administrator will also withdraw, annul, or cancel such certificates in accordance with the regulations in parts 525 and 528 of title 29 of the Code of Federal Regulations.

D.3.18.

- a. Apprentices will be permitted to work at less than the predetermined rate for the work they perform when they are employed and individually registered in a bona fide apprenticeship program registered with a State Apprenticeship Agency which is recognized by the U.S. Department of Labor, or if no such recognized agency exists in a State, under a program registered with the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor. Any employee who is not registered as an apprentice in an approved program shall be paid the wage rate and fringe benefits contained in the applicable wage determination for the journeyman classification of work actually performed. The wage rates paid apprentices shall not be less than the wage rate for their level of progress set forth in the registered program, expressed as the appropriate percentage of the journeyman's rate contained in the applicable wage determination. The allowable ratio of apprentices to journeymen employed on the contract work in any craft classification shall not be greater than the ratio permitted to the awardee as to his entire work force under the registered program.

D.3.19.

- a. Where an employee engaged in an occupation in which he or she customarily and regularly receives more than \$30 a month in tips, the amount of tips received by the employee may be credited by the employer against the minimum wage required by Section 2(a)(1) or 2(b)(1) of the Act to the extent permitted by section 3(m) of the Fair Labor Standards Act and Regulations, 29 CFR part 531. To utilize this proviso:
 1. The employer must inform tipped employees about this tip credit allowance before the credit is utilized;
 2. The employees must be allowed to retain all tips (individually or through a pooling arrangement and regardless of whether the employer elects to

take a credit for tips received);

3. The employer must be able to show by records that the employee receives at least the applicable Service Contract Act minimum wage through the combination of direct wages and tip credit;
4. The use of such tip credit must have been permitted under any predecessor collective bargaining agreement applicable by virtue of section 4(c) of the Act.

D.3.20.

a. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 4, 6, and 8. Disputes within the meaning of this clause include disputes between the awardee (or any of its sub awardees) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

a. (The information collection, recordkeeping, and reporting requirements contained in this section have been approved by the Office of Management and Budget under the following numbers:

Paragraph	OMB Control No.
(b)(2)(i)-(iv)	1235-0007
(e)	1235-0007
(g)(1)(i)-(iv)	1235-0007
	1235-0018
(g)(1)(v)-(vi)	1235-0007
(l)(1), (2)	1235-0007
(q)(3)	1235-0007

[48 FR 49762, Oct. 27, 1983; 48 FR 50529, Nov. 2, 1983, as amended at 61 FR 68663, Dec. 30, 1996; 82 FR 2224, Jan. 9, 2017]

D.4. Audits

The successful bidder 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/DHS may have the bidder'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 Bidder must provide in its responses to this solicitation a copy of its most recent financial audit.

D.5. Insurance

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

1. **Commercial General Liability Insurance ("CGL")** - The successful bidder shall provide evidence satisfactory to TCP with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by TCP in writing), covering liability for all ongoing and completed operations of the awardee claims for bodily injury, including without limitation sickness, disease or death and mental anguish of any persons, broad form property damage, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 for each occurrence, a \$2,000,000 general aggregate.

The Commercial General Liability shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage using ISO form CG 2015 0413 (or it's equivalent) to The Government of the District of Columbia
 - b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis with respect to any other insurance, deductibles, or self-insurance available to the additional insureds
 - c) A waiver of subrogation in favor of The Government of the District of Columbia
 - d) Any Annual Aggregate shall apply on a per location or per project basis (where applicable)
 - e) Defense costs shall be in addition to and not erode the limits of liability
2. **Automobile Liability Insurance** - The successful bidder shall provide evidence satisfactory to TCP of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by TCP in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the successful bidder in connection with work under this agreement, with a minimum combined single limit of \$1,000,000 for bodily injury or death and property damage, including loss of use thereof. Such policy or policies of automobile liability insurance shall be written on an "occurrence" (as opposed to a "claims made") basis.

Auto Physical Damage Coverage - The Contractor shall provide auto physical damage insurance to cover "loss" to a covered "auto" or its equipment:

- a) Comprehensive - Fire, lightning or explosion; theft; windstorm, hail or earthquake; flood; mischief or vandalism; or the sinking, burning, collision or derailment of any conveyance transporting the covered "auto".
- b) Collision Coverage - Caused by: The covered "auto's" collision with another object or the covered "auto's" overturn.

The Commercial Auto Liability policy shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia;

- b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis with respect to any other insurance, deductibles, or self-insurance available to the additional insureds;
 - c) A waiver of subrogation in favor of The Government of the District of Columbia;
 - d) Defense costs shall be in addition to and not erode the limits of liability;
 - e) If applicable, include Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier and Truckers (or it's equivalent).
3. **Workers' Compensation Insurance** - The successful bidder shall provide evidence satisfactory to TCP of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.
4. **Employer's Liability Insurance** - The successful bidder shall provide evidence satisfactory to TCP of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

The Worker's Compensation and Employer's Liability shall be further endorsed to:

- a) Include a Waiver of Subrogation in favor of The Government of the District of Columbia.
 - b) Where applicable, include the United States Longshore and Harbor Workers Compensation Act (USL&H)
 - c) Where applicable, include Jones Act Coverage for seamen or crew members on an "if any" basis.
5. **Network Security/Privacy (Cyber) Liability Insurance** covering acts, errors, omissions, breach of contract, and violation of any consumer protection laws arising out of the successful bidder's operations or services with a limit of \$5,000,000 per claim and in the aggregate. Such coverage shall include but not be limited to, third-party and first-party coverage for loss or disclosure of any data, including personally identifiable information and payment card information, network security failure, violation of any consumer protection laws, unauthorized access and/or use or other intrusions, infringement of any intellectual property rights (except patent), unintentional breach of contract, negligence or breach of duty to use reasonable care, breach of any duty of confidentiality, invasion of privacy, or violations of any other legal protections for personal information, defamation, libel, slander, commercial disparagement, the negligent transmission of computer virus, or use of computer networks in connection with denial of service attacks. Such coverage shall include regulatory defense and fines/penalties in any jurisdiction anywhere in the world. Such coverage shall include contractual privacy coverage for data breach response and crisis management costs that would be incurred by the successful bidder on behalf of The Government of the District of Columbia in the event of a data breach including legal and forensic expenses, notification costs, credit monitoring costs, and costs to operate a call center. The successful bidder shall maintain coverage in force during the term of this Agreement and for an extended reporting period of not less than two years after.
6. **Professional Liability Insurance (Errors & Omissions)** - The successful bidder shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the successful bidder first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Limits may not be shared with other lines of coverage.
7. **Commercial Umbrella or Excess Liability** - The successful bidder shall provide evidence satisfactory to TCP of commercial umbrella or excess liability insurance with minimum limits of \$3,000,000 per occurrence and \$3,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-

insurance, or reinsurance maintained by The Government of the District of Columbia, and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.

8. **Environmental Liability/Contractors Pollution Liability Insurance** - The successful bidder shall provide evidence satisfactory to TCP of environmental liability insurance covering losses caused by pollution or other hazardous conditions arising from ongoing or completed operations of the successful bidder. Such insurance shall apply to bodily injury, property damage (including loss of use of damaged property or of property that has been physically injured), clean-up costs, transit, and non-owned disposal sites. Coverage shall extend to defense costs and expenses incurred in the investigation, civil fines, penalties, and damages or settlements. There shall be neither an exclusion nor a sublimit for mold or fungus-related claims. The minimum limits required under this paragraph shall be \$2,000,000 per occurrence and \$2,000,000 in the annual aggregate. If such coverage is written on a claims made basis, the successful bidder warrants that any retroactive date applicable to coverages under the policy precedes the successful bidder’s performance of any work under the contract and that continuous completed operations coverage will be maintained for at least ten years or an extended reporting period shall be purchased for no less than ten years after completion.

The successful bidder also must furnish to TCP Owner certificates of insurance evidencing environmental liability insurance maintained by third-party transportation and disposal site operators(s) used by the successful bidder for losses arising from the facility(ies) accepting, storing, or disposing of hazardous materials or other waste as a result of the successful bidder’s operations. Such coverages must be maintained with limits of at least the amounts set forth above.

The Environmental Liability policy shall be further endorsed to include The Government of the District of Columbia as an Additional Insured.

9. **Employment Practices Liability** - The successful bidder shall provide evidence satisfactory to TCP with respect to the operations performed to cover the defense of claims arising from employment-related wrongful acts including but not limited to Discrimination, Sexual Harassment, Wrongful Termination, Workplace Torts, "Bullying" in "any location" and "by any means," including the Internet, whether between employees of the contractor or against third parties. Employment Practices Liability coverage must specifically state Third Party Liability coverage is included. The successful bidder will indemnify and defend The Government of the District of Columbia should it be named co-defendant or be subject to or party to any claim. Coverage shall also extend to Temporary Help Firms and Independent Contractors hired by successful bidder. The policy shall provide limits of not less than \$1,000,000 for each wrongful act and \$2,000,000 annual aggregate for each wrongful act.
10. **Sexual/Physical Abuse & Molestation** - The successful bidder shall provide evidence satisfactory to TCP with respect to the services performed that it carries \$1,000,000 per occurrence limits; and \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm, and non-physical abuse, such as verbal, emotional, or mental abuse; any actual, threatened, or alleged act; errors, omission, or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts or through a separate stand-alone sexual abuse and molestation policy with confirmation there are no exclusions for abuse or assault & battery under the General Liability. So-called “silent” coverage or “shared” limits under a commercial general liability or professional liability policy will not be acceptable. Limits may not be shared with other lines of coverage. The applicable policy may need to be submitted to the ORM for compliance review.

SECURITY GUARDS (ARMED AND UNARMED)

General & Professional Liability – The successful bidder shall provide evidence satisfactory to TCP with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate for unarmed and \$1,000,000 per occurrence limits; \$4,000,000 aggregate for armed of Security Guard Liability coverage for both armed and unarmed

security officers. This insurance requirement generally presents as a packaged insurance program that includes the General Liability and Professional Liability coverages. However, the requirement is deemed satisfied even as separate insurance policies.

- a. Assault and Battery – coverage for injury to third parties. Assault is defined as “an act that threatens physical harm to a person.” Battery is defined as “the crime of unconsented physical contact with another person.”
- b. Errors & Omission Endorsement – coverage for committing an error or omission in performance of professional duties;
- c. Lost Key – coverage for claims arising out of property damage due to loss arising out of the loss of a customer’s keys by an insured. Covers only the actual cost of the keys, the adjustment of locks to accept new keys, or the cost of purchasing and installing new locks. Does not apply to loss arising out of a variety of dishonest acts committed by any insured.
- d. Care, Custody, Control (CCC) – coverage for property damage of third parties when in physical possession of the insured; any party with a legal obligation to exercise care with respect to property that has been deemed to have that property in its CCC
- e. Personal Injury – coverage for false arrest, detention, or imprisonment; malicious prosecution; wrongful eviction; slander; libel; and invasion of privacy

D.3. Compliance with Tax Obligations

Prior to receipt of a contract as a result of this solicitation, a successful bidder 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 115 points is possible plus 20 bonus points. Only applicants who score at least 85 points will be considered to be in the competitive range for contract awards.

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

E.2 Specific Criteria and Points

- A. Organizational and Background Information (15 points)
- B. Scope of Work & Work Plan (35 points)
- B. Staffing Plan (35 points)
- C. Budget (15 points)
- D. Trauma Informed Care Plan (15 points) *(defined as Trauma-informed care is a person-centered approach that recognizes the effects of trauma and creates safe, supportive environments that promote healing and prevent further harm. We would need to have a plan that would describe how you would provide operational support to the program with this service model in mind)*

E.3 Bonus Points (20 points)

- A. Applicants may receive bonus points based on their ability to demonstrate and document resources that will be used to leverage the DHS contract funds. Leverage resources may be cash or in-kind (10 points).
- B. Applicants may receive bonus points based on their ability to demonstrate that they are certified SBEs *(Small Business Enterprise certification)* (10 points).

SECTION F: INSTRUCTIONS FOR APPLICATION AND FORMAT FOR RESPONDING TO TCP SOLICITATION 7-2026

TCP SOLICIATION July 2026

These instructions contain the required content and format for agencies to submit an application for funding under **SOLICITATION TCP 7-2026**. 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: Times New Roman
- Font (regular text): 12 point
- Font size/style for headings: 16 point, Bold. (subheadings - 12 point, Bold.)
- Spacing: Double-spaced
- Headers: Left-justified - indicate the rating factor or executive summary.
- Footers: Left-justified - name of bidder. Right-justified - page number out of total pages. (ex. Page 1 of 3)
- Narrative may not exceed 25 pages (this limitation does not include attachments such as documentation of leveraged resources, reference letters, budget forms, etc.).

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

1. Date the application is submitted to TCP.
2. Name and business address of the organization(s); include both the full legal name of the organization and its commonly used name, if different.
3. Provide phone number and facsimile number (if any) of the organization applying.
4. Provide contact person of the organization applying, include their phone number.
5. State the total annual budget of the organization(s) and fiscal year used for accounting.
6. State the total budget for the work proposed in this application, including both cash and in-kind and volunteer resources to be applied to this work.
7. State the total funding requested by this application.
8. Include the organization's Federal tax identification (EIN) number.
9. 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. Homeless Services Reform Act of 2005 – including all amendments enacted since its passage
- B. TCP's Policy on Serving Transgender and Gender Nonconforming Clients
- C. The McNamara-O'Hara Service Contract Act of 1965, 41 U.S.C. §351, et seq.
- D. Federal Acquisition Regulation (FAR) Clause 52.222-41 (Aug. 2018)
- E. The Department of Labor Wage Determination No. 2015-4281, revision 34, dated July 8, 2025

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Attachments Sections

Please use the link to access the following attachments to be submitted with your proposal:

<https://thecommunitypartnership.box.com/s/z2h1bzgk4ip4bkr5pchtg4lk7ghfr2gd>

1. TCP 2026 Procurement Past Performance Questionnaire
2. TCP SCA DC Living Wage Acknowledgement Form
3. TCP Form 327 – Initial Budget Form
4. TCP Form 328 – Budget Narrative Form

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Site-specific additional attachments *(not required for submission, only as additional information to the RFP site breakdown)*

- 2026 Procurement Meal Site Information – outlines which sites receives which meals
- 2026 Procurement Janitorial Site Information – outlines number of dorms/bathrooms/multipurpose rooms for each site
- 2026 Procurement Security Site Information – outlines number of officers and responsibilities for each site

Other attachments *(not required for proposal submission)*

OSHA Guidelines ([1910 | Occupational Safety and Health Administration \(osha.gov\)](#))

[DCHR General Suitability Information Guide](#)