

Capital Area Coalition on Homelessness

Request for Proposal

Administrative and Professional Services

Inquiries and proposals should be directed to:

Karla Lopez

klopez@cactricounty.org

717-232-9757, extension 106

General Information

A. Purpose

This Request for Proposal (RFP) is to contract for administrative and professional services for the Capital Area Coalition on Homelessness (CACH). Capital Area Coalition on Homelessness is the US Department of Housing and Urban Development (HUD) designated Continuum of Care (CoC) (McKinney Vento Homeless Assistance Act (42 U.S.C. 11381-11389) for Dauphin County, known as PA-501. CACH has an active and engaged governing board of directors but no direct employees or staff. Offerors under this Proposal would provide the staff and support necessary to carry out the duties of CACH.

This RFP will be allocating funds from multiple program years.

B. Who May Respond

All qualified entities may respond.

C. Instructions on Proposal Submission

1. Closing Submission Date: Proposals must be submitted no later than 5:00 p.m. on January 5, 2024.
2. Inquiries: Inquires concerning this RFP should be directed to Karla Lopez at klopez@cactricounty.org no later than December 8, 2023 . Questions will be answered in writing no later than 5pm on December 15, 2023.
3. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Capital Area Coalition on Homelessness.
4. Instructions to Offerors:

Proposals should be submitted electronically, by the closing submission date noted above to klopez@cactricounty.org. It is important that the subject line of the email read **Request for Proposal Response - CACH**.

It is the responsibility of the Offeror to ensure that the proposal is received by the date and time specified above. **Responses submitted after the due date and/or without the appropriate subject line will be rejected.**

5. Right to Reject: The Capital Area Coalition on Homelessness reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.
6. Small and/or Minority-Owned Businesses: Efforts will be made to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of “small businesses as established by the Small Business Administration (13 CFR 121.201). Verification will be requested prior to the contract award.
7. Notification of Award:
 - a. It is expected that a decision selecting the successful Offeror will be made within 4 weeks of the closing date for the receipt of proposals.
 - b. Upon conclusion of final negotiations with the successful Offeror, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful firm.
 - c. It is expected that the contract shall be a one-tier price contract with options for additional renewals.

D. Description of Services for Capital Area Coalition on Homelessness

This is not a comprehensive list of all requirements; however, it does provide guidance on some common components.

- Fiscal/Administrative Services:
 - Act as the custodian of all CACH records ensuring secure storage of all records in compliance with all relevant regulations and requirements.
 - Provide fiscal management of CACH finances, act as the custodian of CACH financial records, and ensure all internal financial controls of the Contractor, including those related to record retention, are applied to CACH funds and financial activities.
 - Provide monthly financial reports to the Treasurer, which must minimally include the general ledger, QuickBooks report, and bank statements.
 - At the discretion of the Board of Directors provide administrative support for CACH, to include support for the General Membership meetings, Committee meetings, and other related CACH activities.
 - As requested by Committee Chairs, participate in the planning process and support committee activities.
- Planning/Coordination of Services:
 - As directed by the Board of Directors, administer all CACH grants including but not limited to HUD CoC HMIS, HUD CoC Planning, City and County ESG, and County HSDF; to include providing necessary reporting, tracking, monitoring, and compliance requirements.
 - As directed by the Board of Directors, coordinate community outreach and engagement on behalf of CACH.

- Provide necessary information to the Board of Directors and Committees to ensure project evaluation for all funded activities, APRs, CAPER goals, HUD matrix goals, and comparison over three years for adequate analysis of performance measures.
- Provide and report to the Board of Directors all monitoring activities related to HUD SHP, grant reporting, client documents, and site visits.
- In consultation with the Board of Directors, participate in community planning processes as related to homelessness planning.
- Coordinate and complete the annual HUD CoC application process which includes completing Exhibit 1, coordinating the review of Exhibit 2 applications and renewals, and submitting the Board approved application when applicable.
- Network, advertise, and utilize ListServe and/or other electronic means including the website and social media, to facilitate involvement by stakeholders and members of the community in the CoC system. Prepare a community-wide/general public announcement to publicize and inform the community about HUD CoC funding and application process annually.
- Provide all requested and relevant reports to the Board of Directors and subcommittees at least quarterly.
- Oversee and ensure compliance with all HUD, HMIS, City, County, and other funder requirements. Provide a quarterly report on compliance concerns, issues, or monitoring to the Board of Directors.
- Under the direction of the Board of Directors, provide grant writing for new sources of funds.
- Coordinate a committee of stakeholders to conduct the annual Point-In-Time study.
- Prepare the following HUD reports: PIT Survey, CoC Grant Inventory Worksheet, Housing Inventory Chart, Systems Performance Measures, Longitudinal Systems Analysis, and all other required reports. Submit timely reports after Board of Director review and approval.
- HMIS Services:
 - Oversee, manage, administer, and provide quality assurance reviews of the HMIS system, to include managing the vendor software contract.
 - Assure that most current and relevant HMIS systems are in place.
 - Create and provide an HMIS training manual, including reporting options, and comprehensive and ongoing training to all new users, and at least an annual refresher training for all existing users.
 - Update and distribute the HMIS manual to all users as the system changes.
 - Provide technical support and help desk services for all HMIS users.
 - Coordinate the HMIS software set-up for all new services and activities of the Coalition.
 - Promote and support the expanded use of HMIS by new agencies and organizations.
 - Perform HUD HMIS compliance monitoring of data quality and data completeness at least quarterly and report the results to the Board of Directors.
 - Monitor HMIS participating agencies compliance with the terms of the Agency Partnership Agreement at least annually and report the results to the Board of Directors.
 - Monitor HMIS participating agencies data and performance reviews monthly and report the results to the Service Delivery Committee.

- Notify the participating agencies' Directors and the Service Delivery Committee of any deficiency in compliance with CACH or HUD guidelines, the Agency Partnership Agreement, or HMIS policies and procedures.

E. Price

The cost for these serves cannot exceed current grant funding available to CACH and the Offeror shall be remunerated to an amount not to exceed that funding.

F. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to the Capital Area Coalition on Homelessness, the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to these employees on the Offeror's staff who must have information on a "need-to-know" basis.

The Offeror agrees to immediately notify, in writing, the Capital Area Coalition on Homelessness authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

Technical Qualifications

The Offeror, in its proposal, shall, as a minimum, include the following:

A. General Requirements

- a. Business/Entity name, address, telephone number, website (if applicable)
- b. Point of Contact name, telephone number, and email address
- c. Certification as a WBE/MBE/DBE or small business, if applicable
- d. Experience
 - i. Provide information documenting relevant experience working with Continuum of Care and/or Homelessness systems, HUD, or related federally funded and regulated programs.
 - ii. Assurance/examples of capacity to handle multiple, concurrent projects; ability to complete assigned projects within the timeframes established; and ability of the Project Manager or senior staff to coordinate schedules to meet CACH needs.
 - iii. Provide documentation of experience in providing successful fiscal management of public dollars. Applicants should include a recent audited financial statement.

B. Scope of Work

CACH expects that any and all items of services required are to be included in the Offerors response, or specifically noted if they are not. It is the Offeror's responsibility to ensure that all indirect or administrative expenses are identified and outlined.

C. Project Budget

Utilizing the Scope of Work, provide a detailed project budget including direct and indirect costs.

Selection Process

A. Offerors will be evaluated based on the following criteria:

- Existing engagement and knowledge of the CACH network.
- Demonstrated skill and experience of key personnel.
- Documentation of successful fiscal management
- Cost.
- Ability to commit and meet time deadlines.

B. The Offeror should describe its prior experience working in homelessness assistance programs, conduct community needs assessments, and engaging cross-sector coalitions, including the names, addresses, contact persons, and telephone numbers of prior experience, if relevant. Experiences should include the following categories:

1. Prior experience with the Capital Area Coalition on Homelessness.
2. Prior experience with HUD and/or Continue of Care programs.
3. Prior experience with HMIS systems.
4. Prior experience working in the City of Harrisburg or County of Dauphin with key stakeholders.

C. The Offeror should describe its organization, size (in relation to audits to be performed) and structure. Indicate if appropriate, if the firm is small or minority-owned business. Offeror should include a copy of the most recent audit and 990, if applicable.

D. The Offeror should describe the qualifications of staff to be assigned to the tasks. Descriptions should include:

1. Project team resumes
2. Overall supervision to be exercised.
3. Prior experience of the individual team members.

D. Understanding of Work to be Performed

The Offeror should describe its understanding of work to be performed, including CoC procedures, estimated hours, and other pertinent information.

Proposal Evaluation

A. Submission of Proposals

All proposals shall include the Offeror's technical qualifications, the pricing information, and any additional relevant documents. These documents will become part of the contract.

B. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not include the signed certifications.
3. The proposal does not follow the specific format.
4. The proposal is not adequate to form a judgment by the reviewers that proposed undertaking would meet the needs of CACH.

C. Review Process

The Capital Area Coalition on Homelessness may, at its discretion, request presentations by or meeting with any or all Offerors, to clarify or negotiate modifications to the Offeror's proposals.

However, CACH reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

Certifications

On behalf of the Offeror:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
2. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
3. The individual signing certifies that the price in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
6. The individual signing certifies that they have read and understand all of the information in this request for Proposal, including the information on the programs/grants/contracts to administered.
7. The individual signing certifies that the Offeror, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state or local government.

Dated this _____ day of _____, 20_____.

(Offeror's Firm Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)