



Public Health & Human Services

Housing & Homelessness Services

Request for Proposals

Updated September 22, 2015

1. What is a Request for Proposal (RFP) and what is the purpose of this RFP?

RFPs are an opportunity to submit proposals for funding consideration. For this RFP, Pacific County is seeking qualified public, non-profit, for profit, and private contractors to submit proposals to provide services and programs that support individuals in Pacific County who are homeless or at risk of becoming homeless.

2. What types of RFPs will be considered for funding?

Pursuant to applicable State law and Pacific County ordinances, these funds shall be used to support programs or services that prevent homelessness in Pacific County. Proposals should address one or more of the strategic goals listed in attachment A- Action Plan. Proposals will be funded through a combination of Pacific County Recording Fees and/or through the Consolidated Homeless Grant (CHG). Proposed activities must be fundable through one of these sources. More information regarding these funding sources can be found at:

<http://www.commerce.wa.gov/Programs/housing/Homeless/Pages/ConsolidatedStateHomelessGrantProgram> (CHG), and <http://app.leg.wa.gov/RCW/default.aspx?cite=36.22.178> and <http://app.leg.wa.gov/RCW/default.aspx?cite=36.22.179> (Recording Fees)

3. Who is eligible to apply?

Any entity eligible to do business in Washington State who can meet Pacific County liability insurance requirements and comply with federal and state non-discrimination laws are eligible to apply. Examples of such entities include, but are not limited to:

- School districts
- Public agencies
- Non-profit organizations
- For profit businesses
- Religious institutions

4. What are the insurance requirements?

A certificate of insurance is required that shows coverage for the proposed services. The certificate shall name Pacific County as an additional insured for activities and include a cancellation notice that provides a thirty (30) day notice to the County if the policy is cancelled or altered.

Comprehensive general liability insurance coverage with a minimum combined single limit per occurrence of \$1,000,000 and a minimum of \$2,000,000 per aggregate is required. If the contractor is unable to meet the insurance minimums set forth, the contractor shall contact the County Risk Manager to discuss insurance options.

5. When will funding decisions be announced?

All applicants should expect to hear on or around December 9, 2015.

6. How much funding is available?

The dollar amount available under this RFP is subject to state and local funding. For 2016, we estimate a total of approximately \$480,000. The Board of County Commissioners (BOCC) may select one or more contractors to provide any or all services. Applicants are strongly encouraged to outline how they will leverage other funding sources and/or partner with other agencies to achieve the stated goals.

7. How and when do I submit the RFP?

All RFPs must be COMPLETE. The original RFP including all supporting materials **must be RECEIVED by 5:00 p.m. on November 10th via email to:**

Katie Lindstrom, Deputy Director
Pacific County Health & Human Services
koien@co.pacific.wa.us

8. What if I have a question about the RFP process or document?

Written inquiries regarding RFP content and process must be RECEIVED by 5:00 p.m. on September 23, 2015 via email to:

Katie Lindstrom, Deputy Director
Pacific County Health & Human Services
koien@co.pacific.wa.us

Responses to inquiries will be posted at <http://co.pacific.wa.us/rfa-rfp-rfq/index.htm>.

9. What is the decision making process and RFP timeline?

All applicants who submit a complete RFP by the deadline will be required to make oral presentations to the Human Services Advisory Board-Housing Committee during a public meeting. Oral presentations are tentatively scheduled for November 4, 2015. RFPs will be reviewed by the Housing Committee who will make recommendations for awards to the BOCC. The BOCC will make the final funding determinations. Pacific County, in its sole judgment, reserves the right to determine which proposals best meet the County’s needs. The County retains the right to reject any or all proposals or to waive formalities with or without cause.

RFP released	September 22, 2015
RFPs due (via email)	November 10, 2015
Oral presentation by applicants (required)	November 19, 2015
Funding recommendations to BOCC	December 8, 2015
Applicants notified	December 15, 2015
Project performance period	January 1, 2016-December 31, 2017

10. What is the project performance period?

Contracts are expected to begin on or about **January 1, 2016**. Contracts may be up to **24** months in duration. Contract funding will be by **calendar year** and shall be paid on a cost-reimbursement basis. On-going funding is contingent upon adequate progress toward project goals that will be assessed regularly during the project performance period.

11. Other guidelines.

Expenditures for administrative overhead shall be a maximum of 10%. All RFPs submitted become the property of the County and will not be returned. It is understood and agreed applicants claim no property rights to the ideas contained therein.

RFP Check List

Your RFP must include all of the following to be considered.
Please provide simple, concise information and include:

- RFP Checklist (this page)
- Attachment A - Applicant Information Form
- Attachment B - Project Summary Form
- Attachment C - Project Narrative
- Attachment D - Budget
- Letters of commitment from any partners with whom you intend to collaborate for this project

Attachment A - Applicant Information Form

Applicant/Entity Name: _____ **Project Title:** _____

Primary Contact Name: _____ **Title:** _____

Phone: _____ **Email:** _____

Physical Address: _____

City: _____ **State:** _____ **Zip:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

UBI: _____ **Web Address:** _____

Attachment B - Project Summary

Project Title	
Applicant Name	
Project Summary (Brief overview of proposal. Please limit responses to space provided)	
Amount of funds Requested	

- 1. Purpose and Project Description: Provide a detailed description of your proposed project and its purpose. Include the following information:**
 - a. Clearly state the purpose, goals, and expected outcomes of your project, and identify how they will be measured.
 - b. Using the project work plan template provided, identify the strategies used to achieve each goal, and the specific activities that will be completed as part of the project.

- 2. Needs Statement: Describe why your project is needed. Include the following information:**
 - a. Describe the causes, consequences, and magnitude of the issues your project will address.
 - b. Clearly show how your project aligns with the attachment A- Action Plan and the Pacific County 10 Year Plan to Reduce Homelessness.
 - c. Identify the project's intended audience. Include geographic areas to be served and other demographic information about project recipients.

- 3. Collaboration: Preference will be given to proposals demonstrating a collaborative approach. Describe any plans to collaborate with other community partners that will support project implementation. Include the following information:**
 - a. Identify other organizations participating in the proposed project. Describe the roles and responsibilities of these organizations and include Letters of Commitment demonstrating partner investment as an attachment to the RFP.
 - b. Identify (source and amount) other funding that will be used to support the proposed project.
 - c. Identify "in-kind" and other non-monetary resources that will support the proposed project.

- 4. Staff and Organizational Experience: Provide an overview of the organization and staff who will be implementing the proposed project. Include the following information:**
 - a. Discuss the capability and experience of the applicant organization.
 - b. Provide information about who will be responsible for project implementation including required qualifications for project staff.
 - c. Provide a copy of your most recent audit

- 5. Evaluation: Describe how project success will be measured. Include the following information:**
 - a. Identify performance measures that will be tracked.
 - b. Describe how data will be used for project quality improvement.

Project Work Plan Template *(you may add more goals and/or activities as necessary)*

GOAL ONE:		
<i>Strategy 1:</i>		
Activity	Who's responsible?	By when?
<i>Strategy 2:</i>		
Activity	Who's responsible?	By when?

GOAL TWO:		
<i>Strategy 1:</i>		
Activity	Who's responsible?	By when?
<i>Strategy 2:</i>		
Activity	Who's responsible?	By when?

Attachment D - BUDGET

Year 1 Budget Summary

Description	Direct Request	In-kind* & Matching*	Project Total <i>(direct request + in-kind/match)</i>
TOTAL	\$	\$	\$

*Describe source of funds.

Year 2 Budget Summary

Description	Direct Request	In-kind* & Matching*	Project Total <i>(direct request + in-kind/match)</i>
TOTAL	\$	\$	\$

*Describe source of funds.

NOTE:

If we cannot provide the full funding, what is the minimum dollar amount needed in order to still run your proposed project? _____

Please indicate how the project would be affected, if funded at this minimum amount.

Attachment A- Action Plan

What	Description
Pre-development	Pre-development for low income housing projects
Direct Services- TBD	Rapid rehousing, emergency housing, long term
TANF	Ending Family Homelessness Program
HEN	Housing & Essential needs program.
Case Manager- (Street Outreach)	.50 FTE- will conduct outreach/case management for hard to reach populations including literally homeless and those who do not access services through traditional means. Will assist with volunteer management for warming center and coordinate Point in Time Count.
Case Manager- (Resource Center Based)	Full Time- will provide case management services and manage volunteers at community resource center and implement coordinated entry. Will assist with Point in Time Count.
Warming Center	Coordination of South County warming shelter operated during "cold months". Limited budget for supplies and some other costs. Primarily volunteer run. Partnership with faith based community.
AmeriCorps	Host AmeriCorps member with the goal of Increasing housing & support services for people who are disabled (physically, mentally, and developmentally) and their families, thus increasing resiliency to ACEs.
Project Homeless Connect	Coordination of one day event for those experiencing or at risk of homelessness to connect to resources in the community. Coincides with Point in Time Count.
Eagles Apartments	Operate and maintain Eagles Apartments in north County
Pacific Pearl	Operate and maintain Pacific Pearl apartments in north county