

Request for Proposals

Redding/Shasta Continuum of Care Coordinator

The U.S. Department of Housing and Urban Development (HUD) mandates that the Redding/Shasta Continuum of Care (R/S CoC) receiving federal funds provide a plan of action and implement efforts to address homelessness. The R/S CoC includes the County of Shasta, the City of Redding, and six other northern California counties: Del Norte, Lassen, Modoc, Plumas, Sierra and Siskiyou. The R/S CoC seeks to address the critical problem of homelessness through a coordinated community-based process of identifying needs and building a system to address those needs. The R/S CoC Executive Board serves as the lead body that provides direction and ensures that the R/S CoC complies with HUD's regulatory requirements. To assist the Executive Board, the R/S CoC invites qualified persons or organizations to present professional credentials and submit proposals for the position titled, "R/S CoC Coordinator."

This Request for Proposal (RFP) contains the statement of the purpose, scope of work and conditions for the Coordinator position. It includes all of the information necessary for individuals or organizations to submit a proposal. To be eligible for consideration, the proposal must be submitted to the **Shasta County Department of Housing office at 1450 Court Street, Suite 108, Redding, CA 96001 to the attention of Dr. Richard Kuhns** no later than **4:00 p.m., November 18, 2016**. An original proposal must be submitted in a sealed package/envelope. **DO NOT BIND OR STAPLE THE PROPOSAL.**

Proposal Costs

The proposal offeror must agree to enter into an annual "not to exceed" contract. The anticipated budget is approximately \$50,000 annually for the Coordinator role. Additional funding, commensurate with additional duties, may be negotiable should the contract be extended beyond one year. The CoC Coordinator is a full-time commitment and will be expected to provide an average of **40 hours of service per week.**

Contract for Services

The selected CoC Coordinator will enter into a contract to provide the services directed by the R/S CoC Executive Board according to applicable contract requirements and conditions.

The period of contract service shall begin on the date the contract is executed by the County of Shasta and shall end no sooner than September 30, 2017. The contract may be extended for an additional one-year period at the discretion of the R/S CoC Executive Board and the CoC funding agencies.

Knowledge and Skills Required

- Familiarity with HUD's Homeless initiatives and programs;
- Familiarity with the R/S CoC homeless efforts;
- Knowledge or experience with local homeless shelters and services;
- Familiarity with the social services offered within the R/S CoC regional area;
- Ability to understand, retain, and convey technical information;

- Self-directed, with good organizational and time-management skills;
- Proficiency in technical reporting;
- Working knowledge of information systems, both specific and broad-based; and
- Excellent interpersonal and facilitation skills.

Insurance and Licenses

The consultant chosen shall be covered by general liability insurance with limits of liability of not less than \$1 million and shall obtain and maintain continuously a policy of Errors and Omissions coverage with limits of liability of not less than \$1 million.

Possession of a valid California driver's license, and reliable transportation and proof of insurance is required as travel is involved.

Scope of Work

The scope of work will be made part of the contract executed and shall include at a minimum, the following:

- Coordinate the Continuum of Care (CoC) activities through a collaborative process. Activities include chairing the CoC Council monthly meetings that includes preparing agendas and minutes and participating on CoC subcommittees, as directed by the CoC Executive Board;
- Participate in the research and selection of a provider of Homeless Management Information System (HMIS) software/hardware, working with stakeholders and a consultant to determine the best product for the R/S CoC member agencies;
- Coordinate and work collaboratively with contractor(s) responsible for developing and submitting all grant applications related to CoC funding opportunities identified by the R/S CoC Executive Board. This includes, but is not limited to: managing the annual Collaborative Applicant grant process for both the HUD and CoC Notice of Funding Availability (NOFA) and the state of California Housing and Community Development Emergency Solutions Grant (ESG);
- Evaluate programs for the R/S CoC Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 housing projects and ESG programs; regularly monitoring compliance and achievement of performance measures;
- Participate in the continued development, oversight and implementation of the R/S CoC HMIS, including the Coordinated Assessment and annual multi-countywide Point-In-Time homelessness survey;
- Take a leadership role in the R/S CoC communities regarding issues, activities, and information regarding the R/S CoC and its operation;
- Perform outreach to business and corporate organizations, including chambers of commerce, to form public/private partnerships to address local issues of homelessness;
- Participate in pilot Coordinated Entry System (CES) with Veteran's population, design and propose CoC wide CES to Executive Board;

- Assist R/S CoC communities with providing homeless performance measures and goals for the applicable Consolidated Plan, Action Plan, Housing Element, AHAR, and CAPER.

Submission Requirements

Interested parties will provide the following information to the R/S CoC in response to this Request for Proposal:

1. Business address and telephone number.
2. Listing of qualifications and experience related to affordable housing, homelessness and fair housing.
3. Proposed processes and/or methodology to complete the scope of work.
4. A “not to exceed” fee proposal to perform the work.
5. Three professional references including name and telephone number for each.

Proposals shall be reviewed by the R/S CoC Executive Board. Interviews may be requested.

Factors for Award and Evaluation Criteria

1. Understanding of the scope of work	30 pts
2. Work Management Plan	10 pts
3. Experience and qualifications of the proposed staff assigned to the project	20 pts
4. Experience and knowledge of and familiarity with the general program and nature of services required	20 pts
5. Cost	<u>20 pts</u>
Total Score	100 pts

Minority and Women-Owned Businesses (MBE/WBE)

The R/S CoC encourages proposals from businesses owned by minorities and women (MBE/WBEs). The R/S CoC hereby notifies all proposers that it will affirmatively insure that disadvantaged, minority, and women's business enterprises will be afforded full opportunity to submit proposals in response to this RFP and will not be discriminated against on the grounds of race, color, religious creed, sex, or national origin in consideration for selection.

Disclosure – Conflicts of Interest

The consultant selected may be required to disclose potential conflicts of interest pursuant to the provisions of the County’s and/or the City of Redding’s Conflict of Interest Code. A determination regarding disclosure will be made following selection.