**Request for Proposal**

**Continuum of Care**

**Advisory Evaluation and Facilitation**

**MI-COC-516**

**Norton Shores/Muskegon City/County CoC**

**June 2016**

**Request for Proposals**

**Muskegon County Homeless Continuum of Care Network**

**ADVISORY EVALUATION AND FACILITATION**

**INTRODUCTION**

The Muskegon County Homeless Continuum of Care Network (Continuum) serves as the area’s Continuum of Care and has been working collaboratively for 10 years to provide seamless services to individuals and families in Muskegon County who are homeless or at-risk of homelessness. The Muskegon County Homeless Continuum of Care Network practices a “no wrong door” approach to service delivery and addresses homelessness based on a “housing first” philosophy. Community enCompass, a member of the Continuum, serves as the Housing Assessment and Resource Agency (HARA) and provides a prompt, appropriate and consistent response to those experiencing a housing crisis. The Continuum’s goal is to prevent, reduce and end homelessness, The Muskegon Community Health Project is the grantee of a U. S. Department of Housing and Urban Development (HUD) – funded Continuum of Care planning grant and will execute the contract with the successful respondent to the RFP on behalf of the Continuum.

**INVITATION TO BID**

The Continuum invites interested parties to submit a proposal to provide comprehensive evaluation, recommendations and facilitation of recommendations related to the comprehensive operation of the Continuum and shall provide the Continuum with a professionally finished product.

**PURPOSE**

Evaluate Continuum activities and facilitate implementation of recommendations toward the goal of fidelity and compliance with the requirements set forth in 24CFR578 (CoC Program Interim Rule): https://www.gpo.gov/fdsys/pkg/CFR-2013-title24-vol3/pdf/CFR-2013-title24-vol3-part578.pdf ).

**SCHEDULE OF EVENTS**

**Release of RFP: June 9, 2016**

**Deadline for Submission: June 30, 2016**

**Notice of Award: July 18, 2016**

MI-516 RFP (June 2016)

**SCOPE OF WORK**

1. Review, evaluate and make recommendations related to CoC governance

structure, committees, policies, and processes. Develop a draft of the governance structure and by-laws.

1. Facilitate project review, ranking, funding selection process and application

submissions on behalf of CoC when applicable.

1. Review, evaluate and make recommendations related to CoC’s use of the Homeless Management Information System (HMIS).
2. Monitor housing, shelter, and services inventory within the CoC service delivery area and map such services.
3. Review the Continuum's Point-In-Time (PIT) count of homeless persons, including data methods and data quality and make recommendations.

6. Review, evaluate and make recommendations related to CoC efforts to address: safety of victims of domestic abuse, homelessness of unaccompanied youth; unsheltered homeless persons; veteran homelessness.

7. Review, evaluate and make recommendations related to CoC coordination efforts related to: overcoming housing barriers, coordinated intake and assessment, use of a housing first approach, Emergency Solutions Grants, and homelessness prevention and rapid rehousing.

8. Review, evaluate and make recommendations related to CoC progress on strategic objectives including: outreach, engagement and assessment; shelter, housing, and supportive services; and homeless prevention strategies

9. Facilitate CoC creation of a strategic plan based on review and evaluation of dimensions listed above. Facilitate regular monitoring of strategic plan performance toward identified goals, objectives and action steps.

10. Provide technical assistance to the HUD grantees to ensure compliance with HUD regulations

11. Provide regular written reports/summaries to CoC body.

12. Confer with key staff when required**.**

**PROCESS FOR SUBMITTING PROPOSAL**

**Proposals must be submitted to the CoC Coordinator via email with “COC MI-516 Proposal” in the subject line by 4:00 PM on June 30, 2016.**

Proposals received after the deadline will not be considered. The proposal offer acknowledges the right of the CoC to accept or reject any or all proposals and to waive any informality in any proposal received.

**Deadline: By 4:00 PM on Wednesday, June 30, 2016**

**NO LATE PROPOSALS ACCEPTED**

**E-Mail to:** Judith.Kell@mercyhealth.com

**Subject:** COC MI-516 Proposal

All Proposals must be submitted on the forms provided, properly executed and with all items filled out in type. Do not change or add words to the forms. Unauthorized conditions, limitations, or provisions on or attached to the forms may be cause for rejection of the Proposal.

**Inquiries**

Questions regarding this RFP are to be submitted by email to Judith.Kell@mercyhealth.com with “COC MI-516 Proposal” in the subject line.

Responses to all questions will be posted to CoC’s website: [www.muskegoncoc.org](http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&sqi=2&ved=0ahUKEwjLy9GAvoXNAhUjEFIKHcWnDnsQFggcMAA&url=http%3A%2F%2Fwww.muskegoncoc.org%2F&usg=AFQjCNGmrd9SjB_u33Y5MpheXKJKWi9wOA&bvm=bv.123325700,d.aXo)

**INFORMATION REQUIRED WITH PROPOSAL**

Bidder’s response must include the following information in the same order and format sequence:

1. Cover Sheet

2. References

3. Cost Sheet (estimated costs with estimated completion time)

4. Vendor Disclosure Form – HUD form 2880

5. Description of Qualifications and Prior Experience. Including:

* Name of individuals (including principal and any employees/subcontractors) who will be assigned to the project describing each person’s qualifications and involvement in the project. Attach a resume for each individual.
* Brief description of individual’s/firm’s direct experience with the Continuum of Care model.
* Brief description of the individual’s/firm’s knowledge of the Muskegon County Homeless Continuum of Care Network.
* Brief description of the individual’s experience working with the Muskegon County Homeless Services Continuum of Care Network and other Continuum of Care bodies.

5. Description of services

6. Description of proposed services and methodology per Scope of Work

7. A work sample(s) or a web-link of a related work

**QUALIFICATIONS AND EXPERIENCE**

The qualified consultant must satisfy the following requirements:

• Experience in providing a high quality consultation services

• Familiarity with the HUD Continuum of Care model of organization and service

 delivery

• Expertise in facilitation

**PROPOSAL SELECTION AND EVALUATION CRITERIA**

All proposals will be evaluated based on the qualifications, submission requirements and general scope of work described above. The CoC will utilize a panel of local representatives to review proposals. Interviews may be requested with potential consultants prior to selection.

**Bids are not to exceed $15, 100**

**Contract**

A contract will be awarded to the responsible bidder whose proposal represents the combination of merit and cost most advantageous to the CoC. Bidders are advised that the CoC may make awards to a bidder(s) other than the lowest cost bidder. The CoC reserves the right to determine which proposal demonstrates the requisite competence and offers the greatest value.

The following criteria will be considered to evaluate each Vendor’s proposal:

Organizational ability

Organizational experience with respect to the proposed services

Adequacy of the proposed methodology to provide services

Completeness of RFP response per instructions

Past performance

Ability and commitment to meeting timeline

Reasonableness of projected costs in the allocated time

Minority and/or women-owned business status of Vendor

Merit, risk, and value to the CoC

**MODIFICATIONS**

Should any such changes be made to this RFP, an addendum will be issued on the CoC website: [www.muskegoncoc.org](http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&sqi=2&ved=0ahUKEwjLy9GAvoXNAhUjEFIKHcWnDnsQFggcMAA&url=http%3A%2F%2Fwww.muskegoncoc.org%2F&usg=AFQjCNGmrd9SjB_u33Y5MpheXKJKWi9wOA&bvm=bv.123325700,d.aXo). It is the responsibility of each Vendor to check the website and verify that he/she has received all Addenda prior to submitting a proposal.

All addenda issued prior to date of receipt of Proposals shall become a part of these specifications, and all proposals are to include the work therein described.

**ERRORS, OMISSIONS, AND/OR DISCREPANCIES**

Bidder shall not be allowed to take advantage of errors, omissions, and/or discrepancies found in these specifications.

**RIGHT TO REJECT AND WITHDRAWAL OF PROPOSALS**

The CoC reserves the right to reject any or all Proposals in whole or in part and to waive any informality therein, or accept any proposal it may deem in the best interest of the CoC. A proposal being withdrawn may be re-submitted up to submission time. Negligence or error on the part of the Bidder in preparing his/her proposal confers no right for withdrawal of the proposal after it has been received.

**OFFER PERIOD**

Proposals will remain firm for a period of 90 days upon receipt. This RFP and bidder’s response will become part of the Service Agreement. The intent of this RFP document is to include all items necessary for proper execution and completion of the work described in this document.

**EXECUTION OF CONTRACT**

The CoC reserves the right to consider proposals based on their relative merit, risk, and value to the organization, and reserves the right to negotiate with all service providers. Contracted service offers will be based upon the Vendor’s responsiveness to the RFP and total price quoted for all items covered by the RFP. The successful Vendor may be asked to participate in negotiations and may be asked to make revisions to their proposals based on negotiations. In submitting a proposal, each Vendor acknowledges that they have read and understand these requirements. Contract will be executed by Muskegon Community Health Project, the fiduciary.

**TERM OF SERVICE**

The term of contract will begin on **August 1, 2016** through **March 31, 2017**

**SALES AND EXCISE TAXES**

The Muskegon Community Health Project, as a 501(c) (3) nonprofit agency, is exempt from sales and federal excise taxes. The price is to be net, exclusive of any taxes. All prices stated in the Bid response will include all Federal, State, County and Municipal taxes, including Michigan State Sales and Use Taxes, or contributions required by Bidder’s business.

**TIME FRAME**

• Proposal deadline: June 30, 2016

• Notice of award: July 18, 2016

• Contract Begins on: August 1, 2016

• Preliminary meeting with CoC: August 11, 2016

• Regular meetings with CoC and/or CoC representatives: Monthly TBD