

**Request for Proposal
Continuum of Care
Advisory Evaluation and Facilitation**

MI-COC-516

**Norton Shores/Muskegon City/County CoC
April 2017**

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.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

SCHEDULE OF EVENTS

Release of RFP: April 3, 2017

Deadline for Submission: May 8, 2017

Notice of Award: May 17, 2017

SCOPE OF WORK

1. Develop a business plan for the Continuum of Care.
2. Update the Plan to End Homelessness.
3. Develop Action Plan for target populations.
4. Review, monitor and revise the Coordinated Entry Process.
5. Build off the work of the first planning grant.

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 May 8, 2017.

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 Monday, May 8, 2017

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

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 \$16,592

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. 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 **June 1, 2017** through **March 31, 2018**

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: May 8, 2017
- Notice of award: May 17, 2017
- Contract Begins on: June 1, 2017
- Preliminary meeting with CoC: June 19, 2017
- Regular meetings with CoC and/or CoC representatives: Monthly TBD