



The Community Partnership
For The Prevention
of Homelessness

REQUEST FOR PROPOSALS
TCP 1-2014

CRISIS PROGRAM FOR UNACCOMPANIED YOUTH

Issuance Date: November 13, 2013

**Closing date for responding to the RFP:
December 20, 2013**

**Pre-Proposal Conference:
Tuesday, November 19, 2013
10:00 AM
The Community Partnership
801 Pennsylvania Avenue, SE, Suite 360**

Contact: Michele S. Williams
Chief of Systems Integration
202-543-5298 ext. 119

Sue Marshall
Executive Director

SECTION I:

PURPOSE OF RFP

The Community Partnership for the Prevention of Homelessness (“the Partnership”) is seeking a non-profit service agency to provide Operations and Case Management services for a Crisis Program for 6 unaccompanied youth (male, female or transgender under the age of 18) at any given time in a small residential setting to be provided either by the applicant or by the District of Columbia Government. Youth will be provided shelter and services for up to three days without parental approval and for up to two weeks with parental or court approval. With a projected average stay of approximately one week, this new facility can provide emergency shelter for a maximum of 300 unaccompanied children on an annual basis.

The District of Columbia Department of Human Services and The Community Partnership have prioritized the safety of children as a primary concern.

Respondents to this RFP must offer services and a staffing plan that demonstrate experience and capacity in addressing the unique challenges to serving youth who need support to address areas of areas of intra-familial conflicts and parenting issues as well as those who cannot or should not return home without services in place.

Given that time is of the essence in serving unaccompanied youth, the Partnership is seeking a qualified experienced provider with the capacity to serve youth in need of short term shelter and supportive services. The Partnership intends to award a contract under this RFP by January 3, 2014.

SCOPE OF SERVICES

Providers responding to this RFP should expect to see, at a minimum, the following requirements included in their contract for services:

- The Contractor will provide 24-hour on site staff to support the crisis shelter operations and supportive social services for up to six (6) unaccompanied youth at any given time.
- Services must include flexible crisis intervention and case management services in the youths’ homes and on-site at the shelter facility. The provider must be familiar with the range of mental health and substance abuse services offered through the Department of Behavioral Health and establish relationships with community based behavioral health providers. In addition the provider must have demonstrated relationships with other community based agencies that provide services that meet the families other needs.
- Services must also be structured to ensure that program participants attend school. Program staff must have direct communication with schools to confirm participant attendance and implement program interventions to correct any ongoing truancy issues with children in the program.

- Services shall be provided in appropriate residential settings with provision of bed linens, meals, personal items, storage for personal belongings and administrative space.
- The Contractor shall contact the CFSA Child Protective Services Hotline at (202) 671-SAFE if there are concerns that the youth is being abused, neglected and/or the family has refused to care for the youth.
- The Contractor shall provide a program structure which addresses the following goals:
 - Reconnection of youth to families of origin when appropriate.
 - Connection to appropriate support services for the youth and their families
 - Providing a safe short-term placement environment for youth
 - Focuses youth on family strengthening, necessary services for children and provides appropriate referrals to other community based support services for families in need.
- The Contractor shall ensure that all clients have 24-hour access to the Contractor's facility -- i.e., they are able to get into the facility at all hours, as needed.
- The Contractor shall make a positive identification of every youth that utilizes the program consisting of all "Universal Homeless Management Information System (HMIS) data elements, and in addition shall collect all required "Program Specific" HMIS data elements, per HUD's Final Notice on HMIS Data Standards and as identified in the Community Partnership's Standard Operating Procedures (<http://www.hud.gov/offices/cpd/homeless/rulesandregs/fr4848-n-02.pdf>)
- The Contractor, as well as its subcontractors and/or agents, if any, must be familiar with the contents of the DHS Winter Plan for Hypothermia Services and the Youth Framework.

SECTION II:

TIMETABLE

A. Release Date for the Request for Proposals: Wednesday, November 13, 2013

All questions and requests for additional information concerning this RFP should be directed *in writing* - inclusive of regular mail, fax and email - to:

Michele S. Williams– Chief of Systems Integration

The Community Partnership for
the Prevention of Homelessness
801 Pennsylvania Avenue SE – Suite 360
Washington, DC 20003
202-543-5653 (Fax).
mwilliams@community-partnership.org

B. Pre-proposal Information Meeting for Operations of Crisis Program for unaccompanied Youth:

- Date: **Tuesday, November 19, 2013**
- Time: **10:00 AM**
- Location: The Community Partnership Conference Room
801 Pennsylvania Avenue SE, Suite 360

Potential providers may submit questions by email prior to the Pre-Proposal Information Meeting. Email questions to Michele S. Williams at the address noted above. All communications that represent new information will be treated as amendments to this RFP, and distributed to all potential applicants who have received copies of the RFP. In order to insure inclusion on the mailing list, potential applicants should attend the pre-proposal meeting or notify the Partnership in writing of intent to submit an application. It is the responsibility of the applicant to assure receipt of all amendments.

Applicants are advised that from the date this RFP is issued until after the selection of awardees, NO contact with Partnership staff or Partnership Board members related to this solicitation is permitted, except via the written communication authorized in this section.

C. Proposal Due Date, Time and Location:

- Due Date: **Wednesday, December 20, 2013**
- Time: **4:00 PM**
- Location: The Community Partnership for the Prevention of Homelessness
801 Pennsylvania Avenue SE – Suite 360
Washington, D.C. 20003

D. Anticipated Contract and Program Start-Up Dates:

Contract by **January 3, 2014**
Program Start-Up - January 15, 2014 (tentative)

Applicants should present a proposal indicating that they can be ready for contract and start-up by these dates, including the furnishing of apartments with the funds available in this RFP.

E. Anticipated Funding and Budget

The Provider's budget should provide for the necessary professional and operational staff and may not exceed the following:

Crisis Shelter Program, inclusive of administration not to exceed	\$275,000.00
Startup costs for furniture, office equipment and computers not to exceed	\$35,000.00

SECTION III: GENERAL REQUIREMENTS

A. Eligible Organizations

Organizations that are incorporated in the District of Columbia and/or are licensed by the Department of Consumer and Regulatory Affairs (DCRA) to do business in the District, and that meet the following conditions, may apply for contracts under this RFP:

- Eligible applicants must be nonprofit entities, with 510(c)(3) designation, able to demonstrate that participation in this program is in furtherance of the charitable purposes and mission of the nonprofit entity.
- Nonprofit applicant must exhibit a demonstrated track record in the successful delivery of supportive services to children and youth. Applicants must have experience in working with children and families in support of reunification plans. Collaborations of agencies to deliver services are allowable, but where there is more than one service agency involved there must be a single fiduciary for service funding that will assume primary responsibility for the success of the service program plan.
- Applications will not be accepted from a person or entity, or an affiliate of a person or entity that is not in good standing on, or had defaulted on, any contract with District government, the Community Partnership, HUD, or any of other Federal agencies.

B. Collaborative Proposals

The Partnership will accept collaborative applications under this RFP. For example, a lead agency with strong experience in social services may wish to consider teaming up with an agency that has experience in managing residential facilities. There must be a written Memorandum of Understanding (MOU) between collaborating agencies that clearly delineates their respective roles and responsibilities. If the lead agency offering such a collaborative proposal withdraws prior to the award, the entire proposal shall not be considered. Withdrawal after an award may result in the cancellation of the contract award. Agencies may also plan to subcontract a portion of the services to another agency; such an application shall clearly state the intention to subcontract and identify the subcontractor or the process by which a subcontractor shall be selected, if not identified in the application.

C. Contract Duration

The initial term of the contract shall be for nine (9) months, renewable annually for one year at a time subject to achievement of performance objectives and available funding.

D. Program Data Collection and Reporting Requirements

The Partnership requires the submission of a monthly programmatic and financial report. This report form will be furnished by the Partnership to successful applicants. Monthly reports are due in the Partnership office by the 13th of every month for the month prior. In addition, the applicant must agree to participate in the computerized HMIS data collection system and update information on a weekly basis.

E. Record Keeping Requirements

Providers must create and maintain confidential records regarding each person served by their program. Case management files will be the normal form of record keeping. Applicants chosen for funding must have in place procedures to safeguard the confidentiality of client records for review and approval by the Partnership.

F. Monitoring and Evaluation

Successful applicants will be monitored and evaluated by the Partnership, the Department of Human Services and the Child and Family Services Agency according to the performance objectives declared in the final negotiated Statement of Work that becomes the basis of the contracts. The Partnership will at all times in which the program is operating have access to the work being performed under the contracts. The Partnership will review program data, observe program operations, interview staff and participants, examine program and financial records regarding the contracts, and review records regarding volunteer hours, in-kind contributions, or cash resources which the applicant has declared as part of their match for accomplishing program objectives.

G. Audits

Successful applicants will be expected to maintain complete and accurate records substantiating all actual expenditures and leaving a clear audit trail to the point of origin. At any time during the period of the contracts or for three years thereafter, the Partnership and the District of Columbia government may have the applicant's financial and program records audited. Any contract payments found not to have been spent on agreed upon and allowable program purposes shall be returned to the Partnership. The Partnership will also require that all successful applicants have an annual independent audit of their contract-related program conducted.

H. Insurance

Where appropriate, the standard insurance provisions required by the District of Columbia Department of Human Services contracts will be applicable to Partnership contracts. They are as follows:

- The Contractor shall obtain the minimum insurance coverage set forth below prior to award of the contract and keep such insurance in force throughout the contract period.
- The Contractor shall be required to carry, at a minimum, general liability coverage of at least one million dollars (\$1,000,000.00), Umbrella Excess Liability with a five million dollar (\$5,000,000) limit per occurrence, and Professional Liability coverage of one million dollars (\$1,000,000) if the Contractor's scope of work includes professional case management services..

- **Workers' Compensation:** The contractor shall carry workers' compensation insurance covering all of its employees employed upon the premises and in connection with its other operations pertaining to this contract, and the Contractor agrees to comply at all times with the provisions of the workers' compensation laws of the District of Columbia.
- **Comprehensive Automobile Liability Insurance (applicable to owned, non-owned, and hired vehicles):** The Contractor shall carry comprehensive automobile liability insurance applicable to owned, non-owned, and hired vehicle against liability for bodily injury and property damage in an amount not less than required by laws of the District of Columbia.
- All insurance provided by the Contractor as required by this section, except comprehensive automobile liability insurance, shall set forth the Partnership as an additional insured. All insurance shall be written with responsible companies licensed by the District with a duplicate copy to be sent to the Partnership within 30 days of the contract award. The policies of insurance shall provide for at least thirty days written notice to the Partnership prior to their termination.

I. Applicable Laws and Regulations

Applicants must abide by existing District laws and regulations that govern services to homeless families. The Homeless Services Reform Act of 2005 is available on the Partnership's web site at: <http://www.community-partnership.org/docs/hsra.pdf>

J. Negotiations

The Partnership may award a contract on the basis of the initial offer received, without negotiations. Therefore, each initial offer must contain the applicant's best terms regarding cost and program specifics. The Partnership may negotiate with applicants for the purpose of obtaining the best price, or arriving at a statement of work which is most advantageous to the development of the entire Continuum of Care. No applicant shall have any rights against the Partnership arising from such negotiation.

K. Award Notification

The Partnership expects to notify successful and unsuccessful applicants for awards under this RFP *within seven (7) business days of the application deadline*. From the date of that notification until the effective date of the award, it shall be the responsibility of the successful applicant to advise the Partnership of any change in status regarding its ability to comply with the requirement mandated for the fulfillment of the terms of the contract. The Partnership may also make awards contingent upon the receipt of additional technical information requested from the applicant.

SECTION IV: FORMAT AND CONTENT OF PROPOSALS

A. Application Identification and Delivery

Applications must be hand delivered or mailed to:

The Community Partnership for the Prevention of Homelessness
ATTN: Michele S. Williams

Chief of Programs
801 Pennsylvania Avenue SE, Suite 360
Washington, D.C. 20003

An original and two (2) copies must be submitted in *sealed* envelopes marked "**Application to Contract for Services Pursuant to RFP TCP 1-2014.**"

B. Application Format

All applications must be typed and submitted on 8.5" x 11" bond paper. Telephonic and telegraphic proposals will not be accepted. Unnecessarily elaborate proposals beyond the information needed to present a complete and effective response to this solicitation are not desired. Art work, expensive paper and bindings, and visual aids are not necessary or desired.

The format of the application shall be as follows:

- Cover Letter, signed by the executive officer of the applicant agency
- Documentation of 501(c)(3) status
- One Page Project Summary
- Statement of Agency's Qualifications and Experience
- Scope of Services, responding to Requirements in Section I of the RFP, with a specific section describing how the agency can meet the timetables contained herein.
- Documentation of Staff Credentials
- Listing of other agency funding sources and contact information for those funders
- Budget Response in Partnership format

SECTION V: PROJECT BUDGET

A. Budget Presentation

Budgets must be presented in the Partnership's format, according to the instructions therein. The budget should include a separate accounting of all staff costs that make up the "Personnel" line items. Permanent Housing Program annual costs shall be detailed separately from the start-up allowance for furniture, office equipment and computers.

B. Cost Guidelines and Cost Effectiveness

This RFP provides cost guidelines in the form of the *maximum funds available for each function being solicited by this RFP*. An applicant may present proposals up to the limit of these guidelines, but is advised that the Partnership is looking for the most cost-effective means to achieve the purposes of this RFP. An applicant should understand that cost-effectiveness is a rating criterion and could make its proposal more competitive.

SECTION VI: PROPOSAL EVALUATION

Proposals will be scored as follows:

- Experience of applicant relevant to requirements of this RFP = 30 points
- Capability of the applicant to have the Crisis Shelter Program open and functioning within the required timeline = 30 points
- Staffing Plan and Credentials = 25 points
- Budget Response = 15 points

Reference Documents:

The District of Columbia 2013-2014 Winter Plan – Youth Framework