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*Inter-County Community Council*

## Request for Proposal for a Continuum of Care Coordinator

For the period

*July 23, 2018* to *June 30, 2019*

Inquiries and proposals should be directed to:

Catherine Johnson

Executive Director

Inter-County Community Council

PO Box 189 Oklee, MN 56742

218.796.5144 Ext. 27

***Please consider sending your completed Request for Proposal (RFP) to ICCC.***

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**General Information**

1. **Purpose**

The Request for Proposal (RFP) is to contract the services to coordinate the work of the twelve county Continuum of Care (COC) service area in Northwest Minnesota.

1. **Who May Respond**

An effective candidate will possess strong leadership and communication skills, knowledge of homeless services and quality practices, and experience in data and evaluation.

1. **Instructions on Proposal Submissions**
   1. Closing Submission Date: Proposals will be accepted until the position is filled. Proposals must be submitted no later than 4:30 p.m. on *July 27, 2018* to receive bonus points.
   2. Questions: RFP Questions should be directed to Catherine Johnson at 218.796.5144 ext. 27.
   3. Conditions of Proposal: All cost incurred in the preparation of a proposal responding to this RFP will be the responsibility of the contractor and will not be reimbursed by ICCC.
   4. Instructions to Prospective Contractors:

Your proposal should be addressed as follows:

Inter-County Community Council

COC Collaborative Applicant

PO Box 189

Oklee, MN 56742

It is important that the Contractor’s proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal for COC Collaborative Applicant

4:30 p.m., *July 27, 2018.*

Sealed Proposal

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Contractor to insure that the proposal is received by ICCC by the date and time specified above. Late proposals will not be considered.

* 1. Right to Reject: ICCC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.
  2. Small and/or Minority-Owned Businesses, Women’s Business Enterprises and labor surplus are firms (200.321): Efforts will be made by ICCC to utilize small and/or minority-owned businesses and women’s business enterprises. A Contractor qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).
  3. Notification of Award:
     1. It is expected that a decision about selection of the successful contractor will be made by *August 10, 2018.*
     2. Upon conclusion of final negotiations with the successful contractor, all contractors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful contractor.

1. **Description of Entity**

The twelve county Northwest Minnesota Continuum of Care (CoC) oversees HUD’s local planning process, evaluates community needs and make plans to deliver housing and services to meet those needs. The CoC works with stakeholders to develop implement and evaluate an annual plan that improves the regional homeless responses system and moves the needle towards ending homelessness.

1. **Code of Conduct**
   1. No employee, officer or agent may participate in the selection, award or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, office, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Conflict of interest from will be completed for all parties performing work under the contract.
   2. Contractors are subject to the non-procurement debarment and suspension regulation implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities. Contractor will have to certify in writing they have not been debarred from the federal government.
   3. Contractors will be held to a code of ethical conduct, including confidentiality of staff and families that we serve.
2. **Options**
   1. It is expected that the contract shall be a one-year contract with optional yearly renewal.

**Specification of Service**

1. **Position Description**

The Continuum of Care Coordinator will be responsible for coordinating and leading the Northwest Minnesota Continuum of Care (CoC), which is the primary system for providing homeless services in the 12-county region. The Coordinator will possess strong verbal and writing skills that will enable clear and effective communication with CoC members, staff and stakeholders. The Coordinator will have working knowledge of HUD regulations as they pertain to CoC Coordination and be able to interpret and implement the regulations to ensure ongoing program compliance. The Coordinator will have working knowledge of the Homeless Management Information System (HMIS), be able to recognize potential issues and efficiencies, and support compliance and improvements. The Coordinator will have a working knowledge of state and other federal homeless programs as they pertain to CoC Coordination, collaborating with program staff to support programs and assure compliance. The Coordinator will work with the CoC Board, Committees and partners to create, implement, evaluate and report annual System Performance.

***Duties & Tasks:***

**General**

* Coordinate the annual HUD CoC competition process, providing technical assistance, and ensuring a complete and timely submission of the CoC application on behalf of the CoC.
* Oversee an annual Sheltered and Unsheltered Point in Time Count and Housing Inventory Count, reporting to HUD and the CoC.
* Assure operation of a regional Coordinated Entry System (CES) that is compliant with funder requirements, reporting usage and outcomes monthly.
* Assure compliance with Homeless Management Information System (HMIS) in the NW region, including working with the local system administration to support and monitor agencies in order to assure complete, timely, useful, and quality data.
* Supervise and support the Coordinated Entry System Specialist.
* Maintain an annual CoC membership list, seeking engagement of new members to assure that membership is representative of required and desired stakeholders.
* Submit HUD AHAR with as complete and accurate of data quality as possible.
* Lead in the development, reporting and evaluation of annual System Performance Measures.
* Coordinate with local, regional and statewide stakeholders while conducting CoC planning and coordination activities.
* Work with member agencies on special projects the further to mission and goals of the CoC as the need arises.
* Assure annual evaluations of CoC and ESG funded projects.
* Provide training and technical support to CoC agencies and members.
* Work with chairs to plan for and facilitate CoC membership, board and committee meetings to ensure that they are working toward the goals in the CoC’s annual plan, including providing support and follow-up between meetings.
* Manage the CoC website and training site.
* Work to identify and leverage additional funding resources and secure funding for CoC operations.
* Maintain records and CoC documents related to CoC planning including; minutes, agendas, attendance, performance reports, and evaluations.
* Participate in sub-regional Homeless Advisory/FHPAP Committees
* Attend HUD webinars and other workshops and meetings to remain abreast of regulations regarding homeless issues and inform and align planning efforts.
* Work with CoC governance to develop and update governance policies and procedures including, but not limited to Coordinated Entry, HMIS, Written Standards, Prioritization Policy, Ranking Criteria, and Governance Charter. Assure consultation of CoC and ESG recipients and other CoC stakeholders in the process.
* Inform and educate potential partners regarding resources and local stakeholders critical to the development, design and success of housing and homeless programs.
* Maintain relationships with HUD field office, state Minnesota Interagency Council and HUD technical assistance providers to communicate issues of concerns and work toward quickly resolving issues.
* Provide guidance and interpretation to the CoC of HUD regulations/guidelines, contract language, procurement policies, and procedures.
* Provide Certificates of Consistency and Letters of Support to agencies seeking new and renewal funding in our region.
* Provide data and information to state partners, agencies and the media to support education, awareness and funding requests.
* Travel to local and statewide meetings on a monthly basis.
* Other duties as assigned.

1. **Delivery Schedule**

The services are provided within a flexible work schedule at the choosing of the provider to be in compliance with the contractual language of the agency. The timeframe for completion of the project will be part of the contractual agreement. This Request for Proposal will award a contract for a 12-month period.

1. **Required Elements**
2. ***Knowledge***

* Knowledge of the following key components of a quality homeless response system: Cultural competency, Housing First, Harm Reduction, Client centered care, and Data informed planning.

1. ***Skills***

* Ability to utilize technology applications for presentations, communication, evaluation, training, reporting, grant submission and budgeting.
* Ability to communicate effectively both orally and in writing to individuals and groups.
* A self-starter who is able to work independently, as well as in groups.
* Ability to professionally engage with agencies and individuals who have diverging options and viewpoints.
* Organize tasks and manage time effectively.

1. ***Education & Experience***

* Bachelor's Degree in a health, social service, business, or related field
* Three (3) years of work experience in program administration, development, evaluation, and/or contract administration;
* **OR** Seven (7) years of work experience in program administration, development, evaluation, and/or contract administration.

1. ***Other Requirements***

* Liability and Worker’s Compensation Insurance, if required.
* Ability to travel extensively to regional and statewide meetings.
* Background check will be conducted on final candidates.

1. **Supervision**

The Coordinator will report to the CoC Executive Committee. The contract will be administered by ICCC.

1. **Compensation**

The contract budget is currently set at a range of $45,000-65,000 annually with additional funds available for qualifying reimbursements of other CoC expenses. This amount will be prorated for duration of this contract period (the start date through June 30, 2019) and set for review and possible annual renewal (July 1-June 30th).

**Response Requirements & Scoring Criteria**

Proposals are limited to 5 pages and shall, as a minimum, include the following:

1. **Contact information of submitting individual/organization, Size & Structure (Required)**

Organization Name, if applicable

Contact Name

Address, City, State, Zip

Phone Number

Email

Size

Structure

1. **Points for proposal turned in by July 27, 2018 (10 points)**

Proposals turned in by July 27th will be awarded extra points.

1. **Adequacy of proposal (10 points)**

Quality and completeness of the proposal

Areas 1-9 of response requirements were completed.

1. **Skills & Experiences (15 points)**

* Knowledge: Cultural competency, housing first, harm reduction, client centered care, data informed planning
* Skills: Technology, communicate, self-starter, professionally engage, organization
* Education and Experience: Bachelor’s degree in Health, Social Service, Business or related field. 3 years’ experience OR 7 years’ experience
* Liability and workers compensation insurance (if applicable)
* Ability to travel to local and statewide meetings on a monthly basis
* Please describe your experience and/or interest in ending homelessness in Minnesota.

1. **Demonstrated experience (15 points)**

Demonstrated:

* Experience with strong verbal skills and written skills
* Working Knowledge of HUD regulations
* Working Knowledge of HMIS
* Demonstrate ability to recognize potential issues and efficiencies and support compliance.
* Working Knowledge of State and other federal homeless programs
* Implementation, evaluation and system performance

1. **Compliance with the requirements of this Request for Proposal process (15 points)**

All requirements were complete.

1. **Demonstrated commitment to the nonprofit sector or homeless response system (5 points)**

More than 3 years’ experience in the nonprofit sector

More than 3 years’ experience in the HRS

1. **References**

Please list three (3) professional references for which you have provided services related to the proposed scope of work. Include reference name, organization, telephone number, and email address. For each reference indicate description and time period of work performed and relationship to reference.

1. **Ability to meet project timeline and deadlines (15 points)**

Please describe your approach to deliver the listed task and duties and how you will make sure the deadlines are met.

Demonstrated experience and examples in meeting deadlines

**Proposal Evaluation**

1. **Submission of Proposals**

The proposals shall include a copy of all response requirements; scored and required. All documents will become part of the contract.

1. **Nonresponsive Proposals**

Proposals may be judge nonresponsive and removed from further consideration if any of the following occur:

* The proposal is not received in a timely manner in accordance with the terms of this RFP
* The proposal does not follow the specified format.
* The proposal does not include the Certifications.

1. **Proposal Evaluation**

Evaluation of each proposal will be scored according to the scoring criteria laid out in the previous section. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states, “The non-Federal entity must conduct procurements in a manner that **prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals,** expect in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.”

The top two proposals will be granted interviews with the CoC leadership. Additional proposals may be selected at the discretion of the Executive Committee until the position has been filled.

|  |  |
| --- | --- |
| Points for proposal turned in by 7-27-18 | 10 |
| Adequacy of proposal | 0-10 |
| Skills and Experience | 0-15 |
| Demonstrated Experience | 0-15 |
| Compliance with requirements of this Request for Proposal process | 0-15 |
| Demonstrated commitment | 0-5 |
| Results of communication with references | 0-15 |
| Ability to meet project timeline and deadlines | 0-15 |
| **Total** | **0-100** |

1. **Review Process**

In compliance with Uniform Guidance 2 CFR Part 200.319 – Competition, ICCC has conducted this procurement in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

ICCC may, at its discretion, request presentations by or meetings with any or all Contractors to clarify or negotiate modifications to the Contractors’ proposals.

However, ICCC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Contractor can propose.

ICCC contemplates award of the contract to the responsible Contractor with the highest total points.