



**Vision  
Action  
Network**

## **REQUEST FOR PROPOSAL**

### **WASHINGTON COUNTY PERMANENT SUPPORTIVE HOUSING SERVICES MODEL**

**DUE DATE: 4:00PM PST, SEPTEMBER 24, 2019**

#### **1. BACKGROUND**

- 1.1. Vision Action Network (VAN) is a convener of cross-sector collaboration in Washington County focused on initiatives that improve the lives of all its residents. VAN acts as a catalyst by connecting people, organizations, and resources to break down traditional silos, increase collaboration, and improve outcomes. For many years, and in partnership with Community Action, VAN has co-convened Washington County Thrives (aka Thrives), a coalition of roughly three dozen organizations that seeks to increase public investment in affordable housing and supportive (“wrap-around”) services, workforce training, and early learning to create a pathway out of poverty for the county’s economically vulnerable residents. Thrives supported Metro’s regional affordable housing bond that voters passed in November 2018.
- 1.2. In anticipation of new regulated affordable housing units coming on line that will serve residents earning up to 80% of median family income, and with the possibility of increased investments in services, VAN is now working with stakeholders to improve the delivery of supportive services to complement regulated affordable housing in Washington County.

Washington County currently has a decentralized approach to provide coordinated care for people experiencing or at risk of homelessness, and while it is a well-functioning system, there are some inherent challenges related to navigation, coordination, communication, and limitations of service that create barriers for those whom it is designed to serve.

## **2. GUIDELINES FOR PROPOSAL SUBMITTAL AND RECEIPT**

- 2.1.** To be considered for this contract, each proposer must submit its complete proposal document in Adobe Acrobat (PDF) or Microsoft Word format with any separate attachment(s) that may include additional, and possibly proprietary, information. Proposals must be addressed and e-mailed to:

Glenn Montgomery, Executive Director  
[glenn@visionactionnetwork.org](mailto:glenn@visionactionnetwork.org)  
Vision Action Network

Proposals must be electronically received on or before the due date and time as specified on the title page.

Proposals received after the designated time and date will be rejected at VAN's sole discretion.

Proposers are required to submit the proposal forms furnished in this RFP document. Please retain a copy for your records.

## **3. VAN CONTACT INFORMATION**

- 3.1.** Direct all questions regarding the meaning or intent of the solicitation documents in writing to the contact person:

Glenn Montgomery, Executive Director  
[glenn@visionactionnetwork.org](mailto:glenn@visionactionnetwork.org)

If necessary, interpretations or clarifications in response to questions will be issued by addenda and available on VAN's website. Questions received less than three (3) business days before the proposal due date may not be answered unless VAN determines, in its sole discretion, that it is in its best interests to do so. Oral and other interpretations or clarifications will be without legal effect.

Any amendment(s) to or error(s) in the RFP called to the attention of VAN will be added to or corrected by written addendum and posted to VAN's website. VAN may also issue addenda to modify the proposal documents, as it deems advisable.

Proposers shall be solely responsible to check for and download all addenda, if any, from VAN's web site prior to submitting their proposals.

#### **4. STATEMENT OF PURPOSE**

- 4.1. VAN seeks a consultant or consulting team with the expertise to competently plan and execute the Scope of Work below which will include stakeholder engagement, facilitation, and functional modeling for permanent supportive housing services.

#### **5. SCOPE OF WORK**

- 5.1. VAN has assembled a cross-disciplinary ad hoc work group (“Workgroup”) charged with improving the outcomes of its service delivery, and the approach largely depends upon available funding streams. There are two potential scenarios to consider:

- 5.1.1. Washington County receives a significant source of new funding for supportive services, e.g. property tax levy, private investment, etc.; or
- 5.1.2. the status quo in which no new significant funds are available

##### **5.2. Goal**

- 5.2.1. Improve the delivery of permanent supportive housing (PSH) services to achieve better outcomes for residents of affordable housing in Washington County.

##### **5.3. Near-term Objectives**

- 5.3.1. Identify alternative approaches to delivering PSH services based on two different funding scenarios.
- 5.3.2. Develop models to support alternative approaches including cost estimates

##### **5.4. Contractor Responsibilities**

- 5.4.1. The Contractor will facilitate a process with the Workgroup and engage key community stakeholders under VAN’s direction to achieve the project goals and objectives. The anticipated project activities include:
  - 5.4.1.1. assemble Workgroup to confirm project goal, objectives, timeline, expectations, roles and responsibilities, etc. to ensure a successful launch;
  - 5.4.1.2. create a “map” of Washington County’s service delivery system, sub-systems, infrastructure, funding streams, populations served, and primary and secondary providers as it exists today, drawing from available documents, such as Washington County’s Consolidated Plan and A Road Home, existing research, and interviews of key stakeholders, as necessary;
  - 5.4.1.3. design and propose alternative approaches for PSH system delivery based on the two funding scenarios of significant new investment vs. status quo to include governance, funding, operational system(s), communication, and sustainability;
    - 5.4.1.3.1. alignment and/or integration with current delivery system is presumed
  - 5.4.1.4. produce Deliverables (see below)
  - 5.4.1.5. deliver a presentation to inform and invite feedback from Washington County Board of County Commissioners at an appropriate meeting time and space.

- 5.5. Formal reports should include an executive summary, acknowledgements, table of contents, appendices, footnotes (if referencing other research, documents, etc.) and be delivered in MS Word, PDF, and hardcopy formats.
- 5.6. Other original documentation should be in MS Word format and hardcopy format, and references to external supporting and/or referenced documents, such as reports, infographics, research, etc., should be included in hardcopy format at the discretion of VAN. All hardcopy documents should be organized by type and chronological date, where appropriate, and presented in a three-ring binder with a cover page and title along the binder spine.
- 5.7. Original reports, presentations, and documentation may include consultant’s name and/or logo in the footer of original documents, as appropriate, with VAN listed as the project sponsor.

**6. TIMELINE & PROJECT DELIVERABLES**

**6.1. Deliverables**

6.1.1. Summary Report to include, but not necessarily limited to:

- 6.1.1.1. “map” of existing systems
- 6.1.1.2. proposed design and estimated costs of alternative approaches to PSH service delivery model
- 6.1.1.3. project activities performed
- 6.1.1.4. stakeholders engaged

6.1.2. Minutes of Workgroup meetings and other supporting documentation including references to research, both existing and original, key stakeholder input, etc.

6.2. Provide a list of all products, reports, and plans that will be delivered to County and propose a delivery schedule.

**7. CONTRACT TERM**

7.1. The Contract is anticipated to start on or before October 14, 2019 and conclude by January 31, 2020. Regardless of the start date, the initial Contract term shall be for no more than 4 months, and the parties may agree to extend the term of the Contract up to a maximum of 4 months.

**8. PAYMENT TERMS**

8.1. Cost for this project is estimated between \$40,000 and \$60,000. Actual contracted amount and payment terms shall be mutually agreed upon and included in a Letter of Agreement.

**9. INSURANCE REQUIREMENTS**

9.1. If selected, Consultant will provide proof of business liability insurance policy with a minimum level of \$1 million coverage.

## **10. PROPOSAL RESPONSE CONTENT**

**10.1.** The proposal should include in the following order:

10.1.1. Title Page with company information including Consultant contact info.

10.1.2. Action Plan:

Project Understanding — Articulate your understanding of the proposed project, steps you will take to develop the plan and describe any challenges you foresee.

Proposed Timeline — Provide a proposed project timeline and deliverables that will result in a completed product.

10.1.3. Experience and References

Describe your organization and key staff who will be assigned to this project. Describe past performance and successful experience in each of the following three components:

- 1) Facilitation
- 2) Cross-sector engagement including jurisdictions and community-based organizations
- 3) Housing supportive services

Provide up to three references from previous similar projects and work product with client contact names, e-mail addresses, and phone numbers. For each project, include a description of the project, and its relevance as a “similar project.”

10.1.4. Proposed Budget

Provide a cost for completing the project broken out by project deliverable, and include any additional anticipated costs.

## **11. RFP COMPLIANCE**

**11.1.** To be considered as responsive, each proposal will be reviewed for compliance. Proposer must ensure that all requirements, documentation, signatures, mandatory submission forms, and project references are submitted.

- RFP Mandatory Submission Forms
- One electronic proposal in the designated format
- Up to three (3) references and similar project work performed
- Proposal submitted electronically on or before the deadline

**12. EVALUATION CRITERIA**

**12.1.** Proposals will be evaluated by VAN and an evaluation committee made up of representatives from the Workgroup. They will review all proposals independently and weighing the proposal content in relation to other proposals.

**13. AWARD PROCESS**

**13.1.** Proposals will be evaluated, and additional information may be asked of proposers to clarify responses. VAN may also choose to conduct interviews with any proposer being considered.

**13.2.** VAN reserves the right to negotiate the terms and conditions identified within this RFP.

**13.3.** VAN reserves the right to conduct appropriate investigations into the background of any Proposer under consideration for this contract, including site visits.

**14. EVALUATION SCHEDULE**

<b>DATE</b>	<b>ACTIVITY</b>
Sept. 17, 2019 at 4pm	Deadline to submit questions
September 24, 2019 at 4pm	Proposals due
September 25 – October 8, 2019	Evaluation process
October 9, 2019	Finalist selected
On or before November 1, 2019	Agreement signed
On or before November 4, 2019	Project commences

VAN reserves the right to modify this schedule at VAN's discretion. Proper notification of changes to the due date will be made to all parties that have received the proposal directly from VAN.

## **INSTRUCTIONS TO PROPOSERS**

- A. **COST OF PROPOSAL** Responses to this RFP do not commit VAN to pay any costs incurred by any proposer in the submission of a proposal. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.
- B. **CLARIFICATION OF SPECIFICATIONS** Any proposer requiring clarification of information must submit specific questions in writing to the contact person named on the cover sheet of this RFP within seven (7) days of the date proposals are due.
- C. **ADDENDUM** Any change to this RFP shall be made by written addendum. VAN is not responsible for any explanation, clarification or approval made or given orally or in any manner other than by addendum. The Proposer agrees to and shall comply with, all requirements, specifications and terms and conditions contained within the RFP, including all Addenda, if any.
- D. **CANCELLATION** VAN reserves the right to cancel this RFP solicitation or award of the contract at any time before execution of the contract by both parties if cancellation is deemed to be in VAN's best interest. In no event shall VAN have any liability for the cancellation of award.
- E. **REJECTION OF PROPOSAL** VAN reserves the right to reject any or all responses to this RFP.
- F. **LATE PROPOSAL** Late proposals will not be accepted and will be returned to the proposer.
- G. **DISPUTES** In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of VAN shall be final and binding upon all parties.
- H. **CLARIFICATION OF RESPONSES** VAN reserves the right to request clarification of any item in a proposal or to request additional information necessary to properly evaluate a particular proposal. Requests for clarification and responses shall be in writing. Requests for clarification and responses shall be provided to each evaluation committee member, except for requests and responses related to a clarification necessary to evaluate whether a proposal has met minimum requirements.
- I. **PUBLICITY** Any publicity giving reference to this project, whether in the form of press releases, brochures, photographic coverage, or verbal announcement, shall be done only after prior approval of VAN.
- J. **CONFLICT OF INTEREST** A proposer submitting a proposal thereby certifies that no officer, agent or employee of VAN who has a pecuniary interest in this RFP has participated in the contract negotiations on the part of VAN, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other proposer of the same call for proposals, and that the proposer is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

K. COLLUSION A proposer submitting a proposal hereby certifies that no officer, agent, or employee of VAN has a financial interest in this proposal; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer and that the proposer is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

L. TAXPAYER IDENTIFICATION NUMBER The apparent successful Proposer shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form if either of the following applies:

- When requested by VAN (normally in an intent to award notice), or
- When the backup withholding status or any other information of Proposer has changed since the last submitted W-9 form, if any.
- VAN will not make any payment until VAN has a properly completed W-9.

