



Request for Proposals

U.S. Department of Housing and Urban Development (HUD) Permanent Supportive Housing Program

RFP Posting: March 18, 2016

Deadline for Questions: April 8, 2016

Submission Deadline: April 15, 2016

Estimated Award Decision/Notification: Spring 2016

Allegheny County Department of Human Services
One Smithfield Street
Pittsburgh, PA 15222

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Definitions

The following words are used in this RFP and are capitalized to indicate their special meaning:

1. Agreement: A contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services
2. Allegheny County: A home rule county and political subdivision of the Commonwealth of Pennsylvania
3. Continuum of Care (CoC): A geographically-based group of representatives that carries out the planning responsibilities of the HUD Continuum of Care Program. The Allegheny County CoC has designated the Allegheny County Department of Human Services as the Collaborative Applicant—the entity authorized to apply for and carry out activities on behalf of the CoC.
4. CoC Regulations: HUD’s rules and regulations under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009. The rules and regulations are titled “Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program; Interim Final Rule,” and can be found at 24 CFR Part 578.
5. Contract Services: The specific services which the Successful Proposer agrees to provide to the County in response to this RFP as more particularly described in the Scope of Services in the Agreement
6. DHS: [Allegheny County] Department of Human Services
7. ESG: Emergency Solutions Grant
8. HEARTH Act: Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009, enacted into law on May 20, 2009
9. HMIS: Homeless Management Information System
10. Housing First: A model to address homelessness based on the following principles: 1) the provision of safe and affordable housing; 2) all people experiencing homelessness, regardless of their housing history and duration of homelessness, can achieve housing stability in permanent housing; 3) everyone is “housing ready,” regardless of any disability they may be experiencing; 4) many people experience improvements in quality of life, in the areas of health, mental health, substance use and employment, as a result of achieving housing; 5) people experiencing homelessness have the right to self-determination and should be treated with dignity and respect and 6) the exact configuration of housing and services depends upon the needs and preferences of the population served.
11. HUD: [United States Department of] Housing and Urban Development
12. Permanent Supportive Housing: Provides long-term housing with supportive services for homeless individuals who have disabilities
13. Proposal: The response submitted to this RFP
14. Proposer: The individual, non-profit organization or for-profit organization or business submitting a Proposal in response to this RFP
15. RFP: Request for Proposals
16. Successful Proposer: the Proposer(s) selected by the County to provide the Contract Services

The Basics

What we need

Through its Department of Human Services (DHS), on behalf of the Allegheny County Continuum of Care (CoC), Allegheny County is soliciting Proposals from qualified Proposers to provide a U.S. Department of Housing and Urban Development (HUD)-funded Permanent Supportive Housing (PSH) Program (the Program). Specifically, the Program will deliver housing and supportive services for adults in need of drug and alcohol supports in at least nine scattered site single units throughout Allegheny County. DHS intends to enter into an Agreement with the Successful Proposer(s) to provide the Contract Services for a term starting in spring 2016 through November 2016 with an option to extend the term of the Agreement for one year. Total funding for the Program will not exceed \$84,887 per year. Funding through November 2016 will be prorated.

What we don't want

DHS does not want this Program to be based on the Rapid Re-Housing, Transitional Housing or Safe Haven Housing models.

DHS is not interested in serving households with children in this Program.

What's important to us

DHS is seeking Proposers with the capacity to provide PSH in scattered site units to adults in need of drug and alcohol supports.

The Program should be based on the Housing First model.

Who we are

DHS is the issuing office for this Request for Proposals (RFP), on behalf of Allegheny County.

DHS is the largest department of Allegheny County government and provides publicly-funded services to more than 200,000 people annually, in areas including child welfare, behavioral health, aging, intellectual disability, homelessness and community services.

More information about DHS is available at <http://www.alleghenycounty.us/human-services/index.aspx>

DHS, through its Office of Community Services' Bureau of Homeless Services, provides a safety net of resources to help those in critical need of shelter, with the goal of eventual independence and self-sufficiency.

Section 1: Key Information

1.1 General Information

- a. This RFP is an invitation to individuals, non-profit organizations and for-profit organizations or businesses (Proposers) with the ability to meet the identified needs and quality standards within the specified program and funding guidelines as described in *Section 2.2: What we are buying and why* to submit a Proposal to perform the requested services.
- b. The issuance of this RFP and the receipt of Proposals does not obligate the County to enter into an Agreement with any Proposers.

1.2 Timeline

- a. Proposals must be submitted by April 15, 2016.
- b. Deadline for Proposers to Submit Questions: April 8, 2016
- c. Proposers will be notified of their selection status Spring 2016.

1.3 How to Contact DHS

- a. All inquiries and questions must be submitted via email to DHSProposals@allegHENYcounty.us
- b. All information about the RFP, including answers to questions, changes and clarifications, will be posted at [http://www.allegHENYcounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](http://www.allegHENYcounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx)
- c. Please be sure to check this website regularly for answers to questions, additional information, or changes to the RFP or the RFP process.

1.4 Submitting Your Proposal

- a. This RFP provides detailed information about Proposal and Proposer requirements, the evaluation process and how to develop your Proposal.
- b. Please use the Response Form questions to develop your Proposal. Type your answers directly into the Response Form. It is available at our Active Solicitations website with the RFP announcement at [http://www.allegHENYcounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](http://www.allegHENYcounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx).
- c. Proposers must submit a complete Proposal, which includes the following, available on our Active Solicitations website.
 - Response Form
 - Cover Page
 - MWDBE Participation Statement form
 - W-9
 - Vendor Creation Form
 - Audited Financial Report
- d. Please do not send any attachments other than those listed above and on the Response Form.
- e. Please take time to review and understand the RFP, specifically:
 - The requirements (see *Section 2: Our Requirements*)

- The evaluation process (see *Section 3: The Evaluation Process*)
- f. Make sure to complete each section of the Response Form and to stay within any word counts that may be specified in the Response Form.
- g. Proposals must be submitted electronically to DHSProposals@allegHENYcounty.us no later than 3:00 P.M. on April 15, 2016 to be considered for review.**
- h. Please make sure to get your Proposal in before the deadline. If your Proposal is late, it will not be considered.
- i. You will receive an email when your Proposal is received.
 - If you do not receive this notification within 48 hours of submitting your Proposal, please contact us at DHSProposals@allegHENYcounty.us

1.5 Other Information

- a. This RFP is subject to all of the Terms and Conditions specified in *Section 4: Contract Information*.
- b. Proposers are responsible for all costs related to the preparation and submission of their Proposal.
- c. Proposals become the property of the County and may become part of any subsequent Agreement between the Proposer and the County.
- d. The Successful Proposal will be posted online in the DHS Solicitations Archive.

Section 2: Our Requirements

2.1 Background

DHS administers a \$16 million US. Department of Housing and Urban Development (HUD) grant, \$9.4 million of which is dedicated to Permanent Supportive Housing (PSH) across Allegheny County. The PSH Program provides long-term housing with supportive services for homeless individuals who have disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting.

DHS service providers which administer a HUD-funded PSH Program are required to comply with all rules and regulations of: 1) the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), HUD's Homeless Emergency Assistance, Rapid Transition to Housing: Continuum of Care Program (CoC) Rules and Regulations ("CoC Regulations"), found at 24 CFR 578 and 2) the Fair Housing Act. Proposers responding to this RFP will be subject to and should review and familiarize themselves with these federal laws, rules and regulations.

For more information about the HEARTH Act, please see:

<https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>

For more information about CoC Regulations, please see:

<https://www.hudexchange.info/resources/documents/CoCProgramInterimRule.pdf>

For more information about the Fair Housing Act, please see:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws/yourrights

2.2 What we are buying and why

DHS is soliciting Proposals to assume management for a HUD PSH Program in Allegheny County. The current provider will no longer be administering the existing Program. The current provider manages nine single housing units and supportive services for adults with a history of criminal conviction who require treatment for substance use disorders. DHS is seeking a qualified Proposer who will assume responsibility for administering the Program starting in spring 2016 through the duration of this contract year ending in November 2016. There is a possibility for an additional year of funding from December 1, 2016, to November 30, 2017. Total funding per year is \$84,887. Funding for the first year through November 2016 will be prorated. The Successful Proposer will initially serve the participants currently in the Program. Going forward, the Program will serve adults with substance use disorders, regardless of conviction history.

The Successful Proposer should address in its Proposal its plan to fulfill the scope of services described in subsections A through F in *Section 2.2: What we are buying and why*.

A. Target Population

The Successful Proposer will be responsible for supporting at least nine one-bedroom housing units in Allegheny County for adults who are experiencing homelessness, without children and diagnosed with a substance use disorder. Participants in the Program must be served without regard to previous criminal history, clean time, employment, credit worthiness or other barriers. The Program should follow a Housing First model. For more information about the housing first model, please see the federal strategic plan to end homelessness (Open Doors):

https://www.usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf

Participants in the Program must meet HUD disability requirements and be able to demonstrate the ability to live safely in an apartment. The disability requirement for the Program is a substance use disorder. The Program will provide both housing and supportive services to participants, as described below.

B. Service Description

Housing

The Successful Proposer will be expected to offer PSH consisting of nine scattered site one-bedroom apartments in Allegheny County. A portion of the units should be dedicated to chronically homeless individuals.

Supportive Services

In addition to appropriate housing, the Successful Proposer will be expected to provide Supportive Services designed to prepare participants to make a successful transition from homelessness to independence. Services may be provided by the Successful Proposer directly or by another agency under contract with the Successful Proposer to provide these services. Supportive Services include the following:

- Assessment of service needs
- Assistance with moving costs
- Case management
- Child care
- Education services
- Employment assistance and job training
- Food assistance
- Housing search and counseling services
- Legal services
- Life skills training
- Mental health services
- Outpatient health services
- Outreach services
- Substance abuse treatment
- Transportation
- Utility deposits

C. Referral and Outreach

DHS expects that all referrals to the Program will be made through DHS's Coordinated Intake Unit. The Successful Proposer will be responsible for accepting all referrals and securing the units within 45 days of the initial referral.

D. Performance Outcomes

The Successful Proposer will be responsible for tracking outcomes and meeting the following HUD performance standards for the Program within one year:

1. 85% of participants will maintain permanent housing or exit to other permanent housing.
2. 78% of participants will maintain or increase their income.
3. 75% of participants will maintain or increase non-cash benefits (e.g., Food Stamps).

Beyond HUD's performance outcomes, DHS expects that the Successful Proposer will establish additional goals for the Program (e.g., 50% of participants will secure at least part-time employment).

E. HMIS

The Successful Proposer will be responsible for participating in the Allegheny County Coordinated Intake process and for entering all data into the Homeless Management Information System (HMIS).

F. Budget

DHS will provide the Successful Proposer with \$84,887 per year from its HUD grant to fund program-leased units and Supportive Services. Funding for the current year until November 2016 will be prorated depending on when the Successful Proposer can assume program responsibilities. Matching funds, cash and in-kind resources may be used towards Supportive Services and administration. If in-kind services

are secured from another organization for this match, the organization must have a memorandum of understanding in place prior to the HUD executed contract.

2.3 What we require

Proposers must meet the following evaluation criteria and should address their qualifications by completing the questions and charts in the Response Form, which specifies format. Proposers should download and type their answers directly into the Response Form available on the [DHS Active Solicitations](#) webpage. The maximum score a Proposal can receive is 100 points, as outlined in the following sections.

Organizational Experience (25 points)

- Solid experience providing housing and supportive services
- Strong experience in meeting HUD and organizational performance goals for PSH
- A thoughtful strategy to effectively use funds for performing the scope of services within funding and time limitations
- A positive track record in leveraging federal, state, local and private sector funds
- Strong organizational and management structure including evidence of internal communication, external coordination and an adequate financial accounting system

Target Population and Approach (15 points)

- A strong staffing plan including staff qualifications, recruitment, training and performance management
- A thoughtful strategy to serve the Target Population and coordinate with outside partners
- A strong plan to assume the Program and ensure a smooth transition for the existing Participants

Housing Services (10 points)

- A strong plan to secure the scatter site units
- A solid strategy for assisting participants in securing and maintaining permanent housing

Supportive Services (10 points)

- A thoughtful plan to provide a variety of Supportive Services appropriate for the Target Population
- A strong strategy for providing Supportive Services with appropriate frequency

Performance Outcomes (10 points)

- A solid strategy for tracking and achieving HUD performance standards
- Appropriate additional performance measures with outcomes that can be tracked and achieved

Referral and Outreach (5 points)

- Strong ability to manage referrals through HMIS and to secure housing for participants within the 45 day requirement

HMIS (5 points)

- Strong ability with HMIS and a solid strategy for managing data with HMIS

Financial Management and Budget (20 points)

- Strong financial health, as evidenced by audits or other supporting financial documentation
- Fiscal and management capacity to manage program funds in a fiscally responsible manner
- Provides a budget and budget narrative that reflect a realistic estimate of the costs associated with implementing PSH

Section 3: The Evaluation Process

3.1 Evaluation Mode

Proposals will be evaluated by an evaluation committee created by DHS. The evaluation committee will assign scores based upon evaluation criteria specified in *Section 2.2: What we are buying and why* and *2.3: What we require* and further identified in the Response Form.

3.2 Evaluation Process

The evaluation process will consist of the following steps:

- a. An evaluation committee will be formed by the DHS and will consist of some or all of the following:
 1. DHS data analysts and content experts from within DHS, selected for their expertise and/or experience
 2. DHS administration
 3. Representatives of foundations, educational institutions, community and civic organizations, businesses and/or non-profit agencies
- b. Each member of the evaluation committee will sign a confidentiality and conflict of interest agreement.
- c. All committee members initially will separately and individually review and score each Proposal.
- d. The evaluation committee members then will meet collectively to compile and discuss the individual scores and evaluation of each committee member.
- e. The County shall have exclusive discretion to shortlist a reduced number of Proposals receiving the highest or most satisfactory evaluations for more extensive review using the same criteria outlined above. In this case, DHS may request that shortlisted Proposers make modifications to their Proposal or budget or to make a formal oral presentation to the evaluation committee.
- f. At any time during the review process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
- g. The committee will submit their recommendation for contract award to the Executive Director of DHS for his approval, who will submit to the County Manager for approval. The County is under no obligation to award a contract as a result of this RFP.
- h. All Proposers will be notified of their status following the final determination.

3.3 Other Requirements

For a Proposal to be eligible for evaluation, it must be:

- Received by the due date/time to be considered for the next quarterly review
- Properly formatted and include answers to all questions

- Include all required forms and attachments

Proposals that do not meet the above criteria will not be considered.

Proposals will be evaluated against the criteria specified in *Section 2.3: What we require* using the information requested in the Response Form and any additional information subsequently provided during the evaluation process.

Section 4: Contract Information

In order to engage in an Agreement with the County, you must comply with all contract requirements listed below. Additional details about contracting with Allegheny County are provided in the [DHS Contract Specifications Manual](http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx), available at [http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx).

5.1 Minority, Women or Disadvantaged Business Enterprise (MWDBE) Requirements

Allegheny County has MWDBE goals of 13% for MBEs and 2% for WBEs, and hopes that Applicants assist the County in meeting these goals.

- a. An MWDBE Participation Statement or Waiver Statement is REQUIRED to be submitted with your Application.
 - i. [MWDBE Participation Statement](#)
 - ii. [MWDBE Waiver Request](#)
 - iii. A list of MWDBEs that have been certified by Allegheny County and the Pennsylvania Unified Certification Program can be found at <http://www.county.allegheny.pa.us/mwdbbe/index.aspx>
- b. For more information about MWDBEs, please review the following. [MWDBE Contract Specifications Manual](#)

5.2 HIPAA Compliance

DHS is a covered entity under the Health Information Portability and Accountability Act (HIPAA). Therefore, you must comply with all HIPAA requirements.

5.3 Cyber Security

- a. You must meet the minimum computer specifications which begin on page 14 of the [DHS Contract Specifications Manual](#), available at [http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx).
- b. All electronic devices must have sufficient security software and settings to minimize the risk of an information breach.
- c. You must also have policies in place to ensure that electronic devices are physically secure when not in use (e.g., locked in a vehicle trunk, password protected).

5.4 Equal Employment Opportunity and Non-Discrimination Requirements

By submitting a Proposal, you agree to not discriminate against any employee, applicant for employment, independent contractor, client or any other person on the basis of race, color, religion, national origin or ancestry, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, age (40 or over), or use of a guide or support animal because of blindness, deafness or physical disability.