Pima County Community Services,
Employment and Training Department (CSET)
Sullivan Jackson Employment Center (SJEC)
REQUEST FOR PROPOSALS (RFP)

SOLICITATION: The Sullivan Jackson Employment Center of the Pima County Community Services, Employment and Training Department (CSET) is requesting proposals from entities willing and able to enter into one or more direct service contracts under grants Pima County CSET administers as part of the Continuum of Care to help young adults ages 18 to 24, who are experiencing homelessness, to obtain a high school diploma or GED and enter full time work.

All submitted information will become public record unless the Proposer clearly notes information is proprietary.

Title:	Sullivan Jackson Employment Center Continuum of Care Grant Funds
RFP No:	RFP-CSET-2015-2
Program Year:	2015-2016
CFDA No:	
R&D:	No

Release Date:	Monday, May 4, 2015, 10:00 a.m., Mountain Standard Time (MST)
Due Date:	Tuesday, May 19, 2015, 3:00 p.m., (MST) *(No late, mailed, in person, faxed, or emailed submissions will be accepted.)*

Submit proposals in a sealed envelope addressed to Community Services Employment and Training. The envelope should be clearly marked on the outside with the Title, RFP Number, Due Date and Time, and Respondent's Name. Submit the proposal to:

Kino One-Stop Career Center
3rd Floor, Reception Desk
2797 E. Ajo Way, Tucson, Arizona 85713

Opening of Proposals:	Tuesday, May 19, 2015, 3:10 p.m. MST
RFP available for pick up at:	Kino One-Stop Career Center 3rd Floor, Reception Desk 2797 E. Ajo Way, Tucson, Arizona 85713
or on the CSET website at:	http://www.pima.gov/ced/grants/rfp.html#RFPs

If you download this proposal please contact Anna.Cunes@pima.gov to register for updates.

TECHNICAL ASSISTANCE SESSION:	**Friday, May 8, 2015, 3:00 to 5:00 p.m.**
Session Location:	**Kino Service Center, Room 224** 2797 E. Ajo Way, Tucson, Arizona 85713

Addendums to this RFP may be issued at any time subsequent to the publishing of a solicitation. Parties interested in doing business with Pima County are responsible for checking with the CSET web page for the most current information.

PUBLISHED:	Daily Territorial, www.pima.gov, www.azgrants.com
Contact Person:	Anna.Cunes@pima.gov, 520-724-6766

How is this program funded?

Funds used in this program are from the U. S. Department of Housing and Urban Development under 24 CFR Part 578 – Homeless Emergency Assistance and Rapid Transition to Housing Continuum of Care Program and Match funds generated by the successful proposer.

Are there any special considerations?

Responses to this proposal will be used to award two contracts for two different projects. One is a CASA program and the other is a La Casita program. One or both contracts may not be for a full year.

Pima County's annualized planning estimates for the two programs working with homeless youth are as follows:

$78,600	Rental Assistance
$61,438	Case Management
$2,973	Transportation of Participants/Case Manager Travel
$6,174	Life Skills Instruction
$950	Food for Participants
$5,254	Administrative Costs
$155,389	Total Planned funds for one year
$38,848	Match

What is the Purpose of this Program?

The purpose of the program is to assist parenting youth and unaccompanied youth ages 18 to 24 who are experiencing homelessness (as defined by the application to HUD) in achieving self-sufficiency through full-time employment by providing case management, transitional housing, employment assistance, and supportive services.

Who may propose?

Any entity authorized to do business in the State of Arizona who has not been debarred from receiving federal funds.

Who can be served through this program?

To be eligible for services, a homeless parenting youth and unaccompanied youth ages 18 to 24 must meet one of the following (24 CFR Parts 582 and 583):

Category #1 – Literally Homeless;
Category #2 – Imminent Risk of Homelessness; or
Category #4 – Fleeing/Attempting to Flee DV.

What are the requirements for Rental Assistance?

The requirements in 24 CFR 578.51 must be followed to provide eligible, enrolled program participants with Tenant-based rental assistance in which the program participants choose housing of an appropriate size in which to reside. When Tenant-based rental assistance

funds are used to pay rent on individual housing units, the lease must be between the program participant and the Landlord.

Housing leased with Continuum of Care program funds or for which rental assistance payment are made with Continuum of Care program funds must meet the applicable Housing Quality Standards (HQS) under 24 CFR 982.401 of this title. This requirement applies to housing occupied by program participants receiving Tenant-based rental assistance.

Resident Rent must be calculated as provided by 24 CFR 578.51. Rent must be charged and must be equal to the highest of 30% of the individuals or family's monthly adjusted income, or 10 percent of the individuals or family's gross income. The program participant must pay the landlord the highest of the rent calculations as their share of rent that must be paid by the program participant. The sub-contractor will pay the balance of rental assistance with HUD funds. Rent is calculated initially at three months, and then annually, or when there is any change income.

Rental Assistance funds can be used to pay Security Deposits and up to one month advanced payment allowed for last month's rent charges. Up to one month rent to pay for any damages to rental property. Rent can be paid up to 90 days if program participant is institutionalized.

A Technical Assistance Session to provide information and answer questions will be held:

When: Friday, May 8, 2015, 3:00 to 5:00 p.m.
Where: Pima County CSET
Kino Service Center, Room 224
2797 E. Ajo Way
Tucson, AZ 85713
Office: (520) 724-6701

Questions and answers from the Technical Assistance session shall be posted at http://www.pima.gov/ced/grants/rfp.html#RFPs.

Additional questions may be submitted to Anna.Cunes@pima.gov before Tuesday, May 12, 5:00 p.m. These questions and their answers will also be posted on the website.

PROPOSAL TIMELINE

Monday, May 4, 2015	**Request for Proposal (RFP) released**
Friday, May 8, 2015	**Technical Assistance session for proposing agencies**
Tuesday, May 12, 2015	**Last day to submit questions**
Tuesday, May 19, 2015	**Proposals due to 2797 E. Ajo Way, 3rd Floor, before 3:00 p.m.**
Tuesday, May 26, 2015	**Review completed and recommendations made by 5:00 pm**
Tuesday, June 2, 2015	**Protests Due by 4:00 pm pursuant to Pima County (citation)**
June – July 2015	**Schedule award recommendations for approval by Board of**

Supervisors.

THE ABOVE DATES may change. Check https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903 TO ENSURE THAT THE DATES AND ACTIVITIES LISTED ARE STILL APPROPRIATE AS THE TIME FOR EACH APPROACHES.

Preparing the Proposal

In order for proposals to be evaluated and considered for award, proposals must be deemed ***Responsive* and *Responsible*.**

To be deemed ***"Responsive"***, County will conduct a separate "Risk Assessment" of all proposers. The Risk Assessment will be consistent with the requirements of OMB 200.

To be deemed ***"Responsible"***, Proposers shall document and substantiate their capability to fully perform all requirements defined by the solicitation. Factors considered include and may not be limited to experience, integrity, perseverance, reliability, capacity, facilities, equipment, credit and other factors required to provide the performance defined by the solicitation.

Submissions are binding offers and may result in a binding contract upon acceptance by Pima County by issue of a properly executed contract document referencing said offer.

Proposers are cautioned and advised that proposals must be complete and accurate and must respond to all areas of the RFP and must comply with the Pima County Solicitation Standard Terms and Conditions.

Proposers are to complete, execute and submit the required form(s); **no additional appendices will be accepted or considered. Submit and attach ONLY what is requested.** Please prepare and submit your proposal as requested below.

CHECKLIST for Preparation and Submission of Proposal:

1. A cover letter written and signed by an authorized representative of your organization.
2. All Proposals must be double-spaced using 12-point font. The program narrative should not exceed 10 pages and the budget narrative should not exceed 2 pages.
3. You may attach two (2) one page resumes or job descriptions as well.
4. **Submit one (1) Original and three (3) copies of all requested information.**
5. Each copy should be paper clipped (do not staple or bind) and preferably three-hole punched.
6. Submit in a sealed envelope or package, marked or labeled with the title, RFP number, solicitation due date and time, and respondent's name to the location and not later than the time and date specified by the *RFP*.
7. Proposals may be mailed but must be received at the location and not later than the time and date specified by the *RFP*.
8. Obtain a receipt from the Pima County Receptionist with the date and time of proposal submitted.
9. **Completed proposals must be submitted at or before Tuesday, May 19, 2015, 3 p.m. to:**

   Pima County CSET Department
   Kino Service Center, 3rd Floor Reception Desk
   2797 E. Ajo Way

Tucson, Arizona 85713

Proposals must be received and time stamped at the location on or before the time and date as defined by the *RFP*. Proposals and modifications received after the *Due In and Opening of Proposals* date and time, will not be accepted. Late mailed, in person, facsimiles or emailed proposals will not be accepted, and will be returned unopened. Deadlines will be fully enforced and failure to comply with any requirements of this RFP may result in the proposer deemed as unresponsive.

Failure to comply with the solicitation requirements, including submittals that modify the solicitation requirements, may be cause for the respondent's proposal to be rejected as *non-responsive* and not evaluated.

Prepare a narrative of no more than ten pages addressing the criteria below.

Review the sample scope of work that has been attached. Prepare your program and budget narrative for a full program year. A sample contract may be obtained by contacting Anna.Cunes@pima.gov, however the contract is being updated to be consistent with OMB 200.

Your narrative should follow the evaluation criteria:

Past Experience - 20 points
Show experience with the target population(s) and allowable activities such as Housing, Case Management, and delivery of Supportive Services.

Key Personnel - 20 points
Show experience and certifications of staff (or job descriptions) assigned to this project.

Methodology - 35 points
Discuss your plan of action with respect to housing, case management and supportive services delivery. Discuss the number of housing units you expect to use in one year. Your discussion should show good knowledge of HUD rules and regulations. It should include the mandatory use of the Homeless Management Information System for unduplicated clients and the services they use and Coordinated Entry for assessments and referrals. Discuss the method of coordinating services with SJEC and other service providers.

Performance - 15 points
Set your proposed performance measures and briefly discuss how they will be met.

Budget Narrative - 10 points
Discuss details of your costs. Also, show projected costs without Housing or Match for:

Year 2 – 2016-17
Year 3 – 2017-18
Year 4 – 2018-19
Year 5 – 2019-20

Pima County reserves the right to:

a. Renew contract(s) for up to four additional years without issuing an RFP.
b. Award monies from the City of Tucson, Pima County, State of Arizona and the federal government to subcontractors receiving funding under this RFP.
c. Accept or reject any or all of the proposals received and to cancel in part or in its entirety this request if it is in the best interest of the County to do so.

d. Make no fund award in any advertised proposal category.
e. Negotiate necessary adjustments in proposed funding levels and program activities.
f. Fund agencies outside the order of rating recommendations.
g. Utilize other federal, state and local agencies and qualified local educational agencies without a competitive procurement process.
h. Direct subcontractors to implement changes in accordance with State directives made to comply with the HEARTH Act and applicable regulations.

Attachment: Sample Scope of Work

I. **Program Overview.** Contractor and County shall work cooperatively to assist homeless individuals in achieving self-sufficiency, stable housing and gainful full-time employment by providing case management, transitional housing, supportive services and education and/or employment opportunities. Contractor shall provide case management to and rental assistance for homeless individuals referred by the Pima County Sullivan Jackson Employment Center (individually "program participant"). Program participants will be homeless and not have dependent children under the age of 18. Program participants may be enrolled with Contractor for the services provided under this Contract for a period of one (1) to 24 months.

II. **Program Activities.**

A. Contractor shall provide case management and tenant-based rental assistance for program participants referred to Contractor by County as follows:

1. Case Management. For each program participant, Contractor shall:

a. Assess individual and household needs.

b. Develop the following plans:

i. **Case plan.** The case plan must include clearly defined goals and outcomes focusing on achieving permanent employment and self-sufficiency; and

ii. **Housing plan.** The housing plan must map out a path to permanent housing stability.

c. Develop a realistic household budget, that includes a savings plan, to ensure that the participant can maintain permanent housing after completing the program.

d. Help arrange and coordinate access to necessary resources to support the goals and objectives.

e. Meet a minimum of twice per month, at the program participants housing, to monitor and evaluate progress towards goals and outcomes established in the case plan and adjust plan goals as warranted to ensure success.

f. Provide information about and referrals to other providers, when warranted.

g. Enter client information into the Homeless Management Information System (HMIS) and any other databases specified by County within three working days of an activities occurrence.

2. Housing. For each program participant, Contractor shall:

a. Assist in the selection of transitional housing that is appropriate to the individual's household size, needs, and potential earned income.

b. After housing is selected, inspect housing for compliance with the applicable housing quality standards (HQS) set forth in 24 CFR 982.401 and, while the program participant resides in the housing, reinspect for HQS compliance annually.

c. Ensure that program participant enters into a lease agreement with the landlord. The initial term of the lease must be for at least one (1) month and must be automatically renewable upon expiration, except on prior notice by either party, up to a maximum of 24 months.

d. Pursuant to 24 CFR 578.77(c), calculate each program participant's contribution to housing costs ("resident rent") and insure that participant pays rent monthly. **Rental payments by program participants are not to be considered "match" with regards to the cash match requirements of Continuum of Care programs.**

e. Pay rent directly to landlord for portion participant is not required to pay. No rental assistance payments may be made to the program participant or any member of the program participant's household.

B. County shall:

1. Determine eligibility of participants and, when County deems appropriate, refer eligible participants to Contractor.

2. Enroll participants it determines eligible into the Continuum of Care Program established pursuant to 24 CFR 578.

3. Provide, or arrange for, education services, employment assistance and job training, and life skills training as determined necessary and appropriate for each participant.

C. Contractor and County shall:

1. Refer individuals without dependent children to Pima County Sullivan Jackson Employment Center for eligibility determination and enrollment into appropriate programs and services.

2. Meet at least once each month to:

a. Review and evaluate each participant's case plan and progress towards achieving the goals and outcomes;

b. Coordinate resources being offered to each participant;

c. Avoid duplication of service; and

d. Provide information and referrals to other service providers.

III. <u>Number Served</u>. Contractor shall provide services to a minimum of xx individuals.

IV. <u>Performance Outcomes</u>. The following outcomes shall be met by the conclusion of an individual's participation in the program:

A. Participants shall have an economic plan and a plan for Housing Stability:

1. xx percent of all participants will develop a realistic budget based upon household income.

2. xx percent of all participants will have a savings account with a balance consistent with their case plan objectives.

3. xx percent of all participants will secure all non-cash benefits for which they are eligible.

4. xx percent of participants will participate in developing and revising their case plans throughout the time participating in the program.

B. xx percent of all participants that complete and exit the program will have moved into permanent, unsubsidized housing.

Attachment – Standard Provisions