

**REQUEST FOR PROPOSAL (RFP): RFP-CSET-2015-6**  
**PROGRAM YEAR: 2016-2017**

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 that the Pima County CSET administers as part of the Continuum of Care to help employable persons from the following Homeless populations: Veterans, Families, and Individuals.

**ISSUE DATE:** **Thursday, August 13, 2015, 10:00 a.m.**  
**Mountain Standard Time (MST)**

RFP available for pick up at Kino One-Stop Career Center (Kino)  
3<sup>rd</sup> Floor Reception Desk, 2797 E. Ajo Way

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.

**PROPOSAL DEADLINE:** **Friday, August 28, 2015, 3:00 p.m., MST**

**Submit proposals in a sealed envelope addressed to Pima County Community Services, Employment and Training, Kino One-Stop Career Center, 3<sup>rd</sup> Floor, 2797 East Ajo Way, Tucson, AZ 85713. The envelope should be clearly marked on the outside with the RFP Number, Due Date and Time, and Proposer's Contact Name.**

**OPENING OF PROPOSALS:** **Friday, August 28, 2015, 3:10 p.m., MST**

**PROPOSAL DROP OFF LOCATION:** Kino One-Stop Career Center  
3<sup>rd</sup> Floor Reception Desk, 2797 E. Ajo Way

**TECHNICAL ASSISTANCE SESSION:** **Tuesday, August 18, 2015, 3:00-5:00 p.m.**  
**Session Location:** **Kino One-Stop Career Center, Room 224**  
2797 E. Ajo Way  
Tucson, Az 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 Community Services web page for the most current information.

**PUBLISH:** Daily Territorial, [www.pima.gov](http://www.pima.gov), [www.azgrants.com](http://www.azgrants.com)  
**Contact Person:** Anna.Cunes@pima.gov or 520-724-6766

## **What is the Purpose of this Proposal?**

Responses to this proposal will identify community providers who are willing and able to enter into a contract with the Pima County CSET's Sullivan Jackson Employment Center (SJEC) and to assist youth ages 18 to 24 years old who are experiencing homelessness (as defined by the application to HUD) in achieving self-sufficiency through full-time employment by providing case management, housing, housing management, and supportive services in collaboration with the SJEC's employment assistance program beginning July 1, 2016.

## **Background**

SJEC partners with various non-profit agencies to help homeless persons obtain employment. SJEC provides employment assistance and contracts with providers for housing case management for eligible employment program participants. Identified candidates for the employment program are referred to contracted housing providers to stabilize housing, then routed through an intensive job search campaign. Potential candidates are identified through the local Continuum of Care's Coordinated Entry system, which allows either SJEC or the non-profit agency to align a potential client's needs with Housing based on their score from the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT or F VI-SPDAT).

## **Who may propose?**

Any entity authorized to do business in the State of Arizona who has not been debarred or suspended from receiving federal funds. Corporations must be in "good standing" with the Arizona Corporation Commission.

## **Who can be served through this program?**

To be eligible for services, a homeless individual or family must be (24 CFR Parts 582 and 583):

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

This program will target homeless people who are:

- Legally authorized to work in the United States
- Are committed to seeking employment
- Youth ages 18 to 24 years
- Score 5-9 on the VI-SPDAT or 5-11 on the F VI-SPDAT assessment tool

## **How is this program funded?**

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

## **Are there any special considerations?**

Selected contractors will be required to transition SJEC homeless job seekers who are on-board with current year providers.

Direct Service Contractor will be expected to assume responsibility for individual and family program participants that would continue to be housed upon award of the contract.

SJEC may select one or several contractors for each target group.

Prior to selection, contractor will undergo a Risk Assessment.

Proposers should provide proposals for number of housing units and case management support based on the budget.

Proposers should use the following planning parameters from the current year as guidance:

Housing units all for 12 months duration:

1 Br – 12 units

Housing Costs: \$67,968.00

Supportive Services Costs: \$35,250.00

Administrative Costs: \$4,548.00

The project requires that participants without a High School Education will obtain a High School Diploma or GED/High School Equivalency.

HUD's 2014 CoC Program Renewal Project asks applicants to address two questions on the Educational Rights of children and youth ages 18 to 24 when Supportive Services for Participants are related to the educational rights of children and youth (including birth to 5, school-aged youth, and youth between 18 and 24) in homeless situations. The purpose of these questions is to determine

if a project appropriately coordinates with schools and community agencies to enroll children and youth in school, and ensure that they receive all required and necessary educational services.

All projects serving children and youth up to the age of guaranteed public educational service by state and local law must respond to the questions of:

1. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families, and
2. Does the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate?

### **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 CoC Program funds for which rental assistance payment are made with CoC 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% 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.

## What are the guidelines for Matching funds?

### § 578.73 Matching requirements.

- (a) *In general.* The recipient or subrecipient must match all grant funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources. For CoC geographic areas in which there is more than one grant agreement, the 25% match must be provided on a grant-by-grant basis. Recipients that are UFAs or are the sole recipient for their Continuum, may provide match on a Continuum wide basis.
- (b) *Cash sources.* A recipient or subrecipient may use funds from any source, including any other federal sources (excluding CoC Program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the matching requirements of this section are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under this program.
- (c) *In-kind contributions.* (1) The recipient or subrecipient may use the value of any real property, equipment, goods, or services contributed to the project as match.

### **A Technical Assistance session to provide information and answer questions will be offered:**

**When:** Tuesday, August 18, 2015, 3:00-5:00 p.m.

**Where:** Pima County CSET  
Kino One-Stop Career Center  
2<sup>nd</sup> Floor, Meeting Room 224  
2797 E. Ajo Way  
Tucson, AZ 85713  
Office: (520) 724-6766

Questions and answers from the Technical Assistance Session shall be posted at <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>.

Additional questions may be submitted to [Anna.Cunes@pima.gov](mailto:Anna.Cunes@pima.gov) before 5:00 p.m., Friday, August 21, 2015. These questions and their answers will also be posted on the CSET website.

## PROPOSAL TIMELINE

Thursday, August 13, 2015	Request for Proposal (RFP) released
Tuesday, August 18, 2015	Technical Assistance Session for proposing agencies
Friday, August 21, 2015	Last day to submit questions
Friday, August 28, 2015	Proposals due before 3:00 p.m.
Tuesday, September 8, 2015	Review completed and award recommendations made by 5:00 pm
Tuesday, September 15, 2015	Protest Due before 4:00 pm pursuant to Pima County (citation from Policy)

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. You may attach two one-page resumes or job descriptions as well.
3. **Submit one (1) original and three (3) copies of all information requested.**
4. Each copy should be paper clipped (do not staple or bind) and preferably three-hole punched.
5. Submit in a sealed envelope, labeled with the respondent organization name, RFP number, and the due date and time, to the location and not later than the date and time specified by the *RFP*.
6. Proposals may be mailed but must be received at the location and not later than the date and time specified by the *RFP*.
7. Obtain a receipt from the Pima County Kino 3<sup>rd</sup> Floor Receptionist indicating the date and time of proposal submitted.
8. **Completed proposals must be submitted before 3:00 p.m., Friday, August 28, 2015 to:**

Pima County CSET  
Kino One-Stop Career Center  
3<sup>rd</sup> Floor Reception Desk  
2797 East Ajo Way  
Tucson, AZ 85713

Proposals must be received and time stamped at the location on or before the date and time as defined by the *RFP*. Proposals and modifications received after the *Deadline and Open Date and Time* will not be accepted. Late proposals received via in person, facsimile or email, 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.

Proposals should be submitted targeting one or more of the populations as defined by the budget. It is the County expectation that housing units be fully used and the proposal should propose staffing and costs with the assumption that all units are occupied during the year.

**For each Target group that you wish to address 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](mailto: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

Write about and describe experience and certifications of staff assigned to this project. You may attach two one-page resumes or job descriptions. Do not provide copies of actual certification or license.

Methodology -- 35 points

Discuss your plan of action with respect to housing, case management and supportive services delivery. Discuss the number of housing units and members of the target population 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 (HMIS) for unduplicated clients and the services and Coordinated Entry for assessments and referrals. Discuss the method of coordinating services with SJEC and other service providers.

Performance -- 15 points

Review minimum performance outcomes, then set your proposed performance outcomes and briefly discuss how they will be met.

Budget Narrative -- 10 points

Discuss details of your one (1) year costs for the targeted population, housing units provided in the budget, proposed number of clients and service delivery costs. Detail should include overhead costs, personnel costs, a brief description of starting and average wages for program delivery staff, and benefits program delivery staff receive. Also, show projected costs without Housing or Match for:

Year 2—2017-18

Year 3—2018-19

Year 4—2019-20

Year 5—2020-21

**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 contractor 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 contractor to implement changes in accordance with State directives made to comply with 24 CFR Part 578 (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, 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").

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:
    - (1) **Case plan.** The case plan must include clearly defined goals and outcomes focusing on achieving permanent employment and self-sufficiency.
    - (2) **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 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 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. The County will use the Coordinated Entry process as required under 24 CFR 578.7(9).
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 to the Pima County SJEC 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. Number Served.** Contractor shall provide services to a minimum of 12 individuals.

**IV. Performance Outcomes.** 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. 65% of all participants will develop a realistic budget based upon household income.
  2. 65% of all participants will have a savings account with a balance consistent with their case plan objectives.
  3. 65% of all participants will secure all non-cash benefits for which they are eligible.
  4. 100% of participants will participate in developing and revising their case plans throughout the time participating in the program.
- B. 65% of all participants that complete and exit the program will have moved into permanent, unsubsidized housing.

Attachment—Standard Provisions