



Toledo Lucas County Homelessness Board

Request for Proposals (RFP) for Consulting Services: HUD CoC Program NOFA Competition and Year-Round Performance Review

I. BACKGROUND

A. Purpose/Intent

The purpose of this Request for Proposals (RFP) is to solicit proposals from interested and qualified consultants to support the Toledo Lucas County Homelessness Board (TLCHB) to prepare and submit the annual CoC Consolidated Application to the US Department of Housing and Urban Development (HUD). The selected consultant will work closely with the Housing Collaborative Network and its Citizen Review Committee to develop all materials for the annual Notice of Funding Availability (NOFA) competition, as well as to establish and facilitate year-round processes for system and project performance review.

This RFP seeks consulting services for an initial term of two years, with the option for two one-year extensions and a maximum term of five years before a new RFP must be released for additional services.

B. History

The Toledo Lucas County Homelessness Board (TLCHB) serves as the governing body of the Toledo Lucas County Continuum of Care (CoC). Composed of 17 representatives of the local community including: public sector, private sector, business sector, faith-based organizations, funders, and TAAEH. Its mission, primary function, vision, and core strategy are to provide leadership for the elimination of homelessness in Lucas County; and, its primary function is to plan for and oversee a coordinated, comprehensive, and targeted response to homelessness in Toledo/Lucas County.

Toledo Lucas County Homelessness Board (TLCHB) Staff is responsible for the project's competition component of the annual HUD CoC NOFA Consolidated Application. Within the published guidance of HUD and the annual CoC NOFA, the staff develops all competition policies and procedures including the scoring criteria used by the Citizen Review Committee members to review and rank projects submitted by community providers. The Citizen Review Committee establishes the Ranking List which is then presented to the Board (TLCHB) for final approval.

The Citizen Review Committee primary focus has been the scoring criteria for each upcoming NOFA competition. However, it is the goal of the Housing Collaborative Network and the Citizen

Review Committee to use the year-round meeting schedule to gather information that will allow for the development of better scoring tools and performance review techniques that align with service priorities and address major gaps. In the upcoming contract term, the Housing Collaborative Network and the Citizen Review Committee seeks support from a consultant to design a year-round process that moves the Citizen Review Committee toward this goal.

C. Key Participants

Toledo Lucas County Homelessness Board

TLCHB is a nonprofit organization, the issuer of this RFP, and the subsequent entity with whom the successful proposer will contract. TLCHB is also the HUD CoC Lead Agency, Collaborative Applicant, and HMIS Lead Agency.

TLCHB's Housing Collaborative Network

The Housing Collaborative Network fulfills the HEARTH Act requirements, including the annual NOFA competition.

Citizen Review Committee

The Citizen Review Committee is a standing committee of the Housing Collaborative Network charged with developing all the tools, policies, and procedures for conducting the annual NOFA competition for approval by the Housing Collaborative Network.

II. Scope of Work

The following scope of work provides the essential expertise and skills of the ideal proposer, as well as a description of services to be provided.

A. Essential Expertise and Skills

- HUD CoC Program expertise
- Strong facilitation skills
- Professionalism
- Neutrality
- Ability to communicate clearly with a variety of stakeholders
- Excellent customer service

B. Description of Services

1. Support the Citizen Review Committee and Housing Collaborative Network- The ideal consultant will provide the Citizen Review Committee and the Housing Collaborative Network with expert guidance on HUD requirements and expectations, research and analysis on how other CoCs are addressing community needs and HUD requirements, and will possess superior facilitation and consensus-building skills to move the committee and board through the review and ranking process in a meaningful and efficient manner.
 - a. Prepare materials for, attend, and participate in monthly 2-hour meetings of the Citizen Review Committee. Depending on the selected consultant's location,

some meetings may be attended remotely.

- b. Provide the research, information, and expertise required to lead the Citizen Review Committee in its work to develop NOFA competition scoring criteria and policies.
 - c. Provide clear and accurate guidance on project review and ranking requirements set forth in the CoC Program NOFA annually and in regulations.
 - d. Serve as the expert on HUD expectations as gleaned from sources supplemental to NOFAs and formal regulations, such as webinars, conferences, FAQs, trainings, etc.
 - e. Provide examples of best practices for performance review from other CoCs, especially high performing CoCs.
 - f. Provide meeting materials far enough in advance to allow Citizen Review Committee and Housing Collaborative Network members to attend meetings prepared to have a productive discussion.
 - g. Conduct a thorough debrief of the NOFA competition process with the Citizen Review Committee and Housing Collaborative Network after the completion of each competition.
2. Support to the Citizen Review Committee's Review and Rank Panel- The ideal consultant will support the Review and Rank panel in its development of the Project Priority List, in a process that is equitable, independent and efficient.
- a. During each competition cycle, facilitate a two-day review and rank process for the non-conflicted members of the Citizen Review Committee who constitute the Review and Rank Panel.
 - b. Provide web-based or otherwise easily accessible tools designed to maximize the efficiency of the review and rank process.
 - c. Design a provider interview methodology that adds value to the review and ranking of projects and enables providers to sufficiently prepare.
3. Provide Training and Technical Assistance to CoC Program Providers- The ideal consultant will work supportively with CoC Program providers to offer training and technical assistance that prepares them to submit high-quality applications for the local and federal NOFA competition.
- a. Provide clear and accurate guidance on project requirements set forth in the CoC Program NOFA and in regulations.
 - b. Provide clear, accurate, transparent, and easily understood guidance on the local competition application requirements and process.
 - c. Work with CoC Program providers in a supportive and collaborative fashion.
 - d. Conduct the annual training/Kick-Off Conference on the HUD NOFA and local competition requirements as soon as possible after the release of the NOFA to allow maximum time for preparing applications.
 - e. Provide 1:1 technical assistance to providers in a manner that addresses project-

specific challenges requiring custom guidance.

- f. Create and publish FAQs based on individual technical assistance requests to ensure consistent guidance and efficient sharing of information on common inquiries.
- g. Conduct a thorough debrief of the NOFA competition process with CoC Program providers after the completion of each competition.

III. Pre-Proposal Information

A. Rolling Q & A Schedule

Questions and requests for clarification will be accepted on an ongoing basis until Friday May 31, 2019 at 5:00 PM via email to dsimpson@tlchb.org. Responses will be posted to the Toledo Lucas County Homelessness Board website every Wednesday. Proposers are asked to put “CoC Consultant RFP” in the subject line of the email.

B. RFP Addenda & Updates

It is the responsibility of each proposer to check the Toledo Lucas County Homelessness Board website for any RFP addenda, Question & Answer postings, and other updates posted regarding this RFP. While this responsibility ultimately lies with the proposer, Toledo Lucas County Homeless Board will send electronic reminders and updates to any proposer that requests them via email to dsimpson@tlchb.org.

IV. Proposal Requirements

A. RFP Timeline & Submission Requirements

1. RFP Timeline

Activity	Date(s)
RFP Release	Friday, April 19, 2019
Proposals Due Date	Wed., May 22, 2019 at 5:00 PM
Proposals Threshold Review	Thurs., May 23, 2019
Proposer Interview Schedule Published	Mon., May 27, 2019 by 5:00 PM
Proposals Review & Proposer Interviews	Thurs., May 30, 2019
Award Announcement	Mon., June 3, 2019 by 5:00 PM
Contract Start Date	Mon., June 24, 2019

2. Submission Requirements

Proposers shall submit one electronic PDF of the proposal package to the Toledo Lucas County Homelessness Board. The electronic file name should include the Proposer Name followed by the RFP Title. The file must be submitted via email to dsimpson@tlchb.org no later than 5:00 PM on the proposal due date of **Wednesday, May 22, 2019**. Any proposal attachments that cannot be combined into a single PDF should be appropriately named and numbered (e.g. Proposer Name RFP Title Attachment 1 of _). An email confirming receipt of the proposal will be provided automatically. Late submissions will not be considered.

Supplemental documents or revisions sent after the proposal's deadline will not be accepted.

B. Proposal Submission Format

Proposers must submit a proposal narrative in accordance with stated requirements set forth in Section IV.C. below.

C. Proposal Contents

1. Proposal Cover Page

Provide a cover page that includes the following: Organization Name, Address, Director/President/CEO and Contact Name, Email, Phone Number, Annual Proposed Budget Amount, Subcontractor Information (if applicable)

2. Minimum Qualifications

Proposals shall document minimum qualifications detailing experience with the HUD CoC Program, and other relevant federal, and state funding opportunities.

Minimum qualifications include items a-d below.

a. Experience with federal and/or state grants, including:

- At least three years of federal and/or state grant writing and submission experience, including successful federal and/or state grant award applications.
- At least three grant writing and submissions to funders that resulted in an award in the last five years.
- At least three years of experience providing technical assistance to provider agencies on federal and/or state funding stream regulations.

b. Experience with collaborative decision-making processes:

- At least three years of experience working within a committee decision-making structure to accomplish goals.

c. The ability to either attend monthly Citizen Review Committee meetings in person or to provide a means of participating remotely through the use of technology. The proposer should describe the use of such technology in this section.

d. Commitment to participate in specific annual activities in person, including:

- Two Housing Collaborative Network meetings, including support for the

presentation by the Citizen Review Committee Co-Chairs to approve HUD CoC Program NOFA competition tools, policies, and procedures and the presentation of the Project Priority List, the ranked list of projects developed by the review and rank panel, for approval the Housing Collaborative Network.

- The annual NOFA competition Kick-Off Conference for all new and renewal project applicants.
- The two-day convening of the review and ranking panel to review all project applications and develop the recommended Project Priority List for approval by the Housing Collaborative Network.

3. Organizational Capacity

Proposers shall describe organizational capacity to deliver the consultant services requested via an organizational chart, job descriptions and resumes associated with the staffing plan in item (d), and a sample CoC NOFA Review Tool if available. Organizational Capacity includes items a-d below.

- a. Describe the agency's experience developing and implementing NOFA application processes. Experience with HUD CoC Program NOFA application processes is of particular interest. The applicability of experience with other NOFAs to the HUD CoC Program NOFA should be explained. Proposers that have experience with HUD CoC NOFAs should provide a sample Projects Scoring Tool for review.
- b. Describe the agency's experience providing technical assistance to providers regarding regulations governing federal and/or state funding streams and the application requirements and processes associated with them. Technical assistance to HUD CoC Program providers is of particular interest. The applicability of experience with other federal funding streams and applications to the HUD CoC Program should be explained.
- c. Describe the agency's experience providing technical assistance and analysis regarding regulations governing federal funding streams. Experience providing assistance and analysis on HUD CoC Program regulations to committees and/or advisory bodies and collaborative applicants is of particular interest. The applicability of experience with other federal program regulations should be explained.
- d. Describe the staffing plan for this project. Attach the job descriptions for key program positions and provide the resumes for the staff who will fill those positions. Provide a written commitment to provide notice to and seek input from Toledo Lucas County Homelessness Board, the Housing Collaborative Network, and the Citizen Review Committee before individuals listed as occupying the key project positions are reassigned to another project or substituted with other personnel.

4. Approach

Proposers shall describe the approach to delivering the consulting services sought, including the key components of the scope of work, measurable objectives and reporting, and program quality improvement. Approach includes items a-e below.

- a. Describe the agency's plan to prepare and develop an annual HUD CoC Program NOFA projects competition application process and year-round performance review.
- b. Describe the agency's plan to provide technical assistance to CoC Program providers related to the CoC application process.
- c. Describe the agency's plan to provide technical assistance to the Citizen Review Committee related to year-round performance review.
- d. Propose at least two outcome objectives by which success of the delivery of services could be evaluated and how they would be met and reported.
- e. Describe the agency's process for ongoing evaluation and refinement of the consulting services being delivered.

5. Budget

Proposers shall submit a completed Budget Worksheet and provide a budget narrative. Budget includes items a-b below.

- a. Submit a Budget Worksheet, providing direct expenses for all proposed costs to be supported through this contract for a three-year term.
- b. Provide a budget narrative that clearly explains the basis for each expense listed on the Budget Worksheet.

6. References

The ideal consultant will provide references from key CoC stakeholders, including one person from each of the following groups that has worked with the staff proposed. If the proposer has not worked on a CoC Program NOFA competition, similar references should be identified.

- a. CoC governing body membership
- b. CoC provider/ recipient or subrecipient
- c. CoC collaborative applicant

D. Proposal Package Checklist

?	Item	Section
	Proposal Cover Page	IV.C.1.
	<i>Narrative</i>	
	Minimum Qualifications	IV.C.2.
	Organizational Capacity	IV.C.3.
	Approach	IV.C.4.
	Budget Narrative	IV.C.5.
	Budget Worksheet	IV.C.5.
	<i>Attachments</i>	
	HUD CoC NOFA Competition Projects Scoring Tool	IV.C.3.
	Organizational Chart	IV.C.3.
	Job Descriptions for Key Program Positions	IV.C.3.
	Resumes for Key Program Staff	IV.C.3.
	References	IV.C.6.

V. Contractor Selection

A. Minimum Qualifications/Threshold Review

Toledo Lucas County Homelessness Board will conduct a threshold review of proposals received by the submission deadline. Proposals will be evaluated for completeness and confirmation of references, with all successful proposals transmitted to the CoC Citizen Review Committee for substantive review.

B. Proposal Evaluation

Proposals will be evaluated by the Evaluation Committee. Proposals will be evaluated based on minimum qualifications, organizational capacity, approach, and budget. In addition to the review of written materials, the CoC Citizen Review Committee may also interview proposers.

1. Organizational Capacity Evaluation Criteria

- a. Agency clearly demonstrates it has the capacity to develop and implement a NOFA application process.
- b. The agency clearly demonstrates that it has the capacity to provide technical assistance to providers regarding federal regulations and NOFA processes.
- c. The agency clearly demonstrates that it has the capacity to provide technical assistance and analysis regarding federal regulations to Toledo Lucas County Homelessness Board, the Housing Collaborative Network, and the Citizen Review Committee.
- d. The agency clearly demonstrates the ability to facilitate collaborative decision-making within a committee structure.

- e. The agency clearly demonstrates it has the organizational structure needed to provide the services required in the RFP and the staffing pattern is clear, reasonable, and well matched to the services required in the RFP.
2. Approach Evaluation Criteria
 - a. The proposed plan is clear, reasonable, and provides a well thought out approach to prepare and develop an annual NOFA competition and year- round performance review.
 - b. The proposed objectives and specific, measurable, and realistic; the plan to meet, report, and incorporate data into the program is clear and reasonable.
 3. Budget Evaluation Criteria
 - a. The budget provided is clear and reflects good allocation of resources and matches the program requirements and proposed staffing structure.
 - b. The budget narrative is clear and provides justification for budget line items.

C. Interviews & Award Announcement

Proposals will be reviewed by the Evaluation Committee on Thursday, May 30, 2019. Interviews will be conducted with the strongest proposers the following day. All proposers should reserve 12:00 PM to 4:00 PM on May 31, 2019 to potentially participate in an interview with the Evaluation Committee.

Evaluation Committee will select the successful proposer and the award announcement will be made by Monday, June 3, 2019.

VI. Agreement Requirements

The successful proposer will be required to enter into a contract agreement with Toledo Lucas County Homelessness Board. Immediately upon award announcement, Toledo Lucas County Homelessness Board and the successful proposer will begin contract development, with a target contract start date of Monday, June 24, 2019. The successful proposer will immediately begin working with the Citizen Review Committee to prepare for the FY2019 HUD CoC Program NOFA competition.