

## **REQUEST FOR PROPOSALS TCP 2-2014**

### **“Operating Transitional Housing for Unaccompanied Homeless LGBTQ Youth Aged 18 to 24 Years”**

Issuance Date: August 25, 2014

Closing Date: September 26, 2014

Closing Time: 2:00 p.m.

Pre-Proposal Conference

September 11, 2014

10:00 a.m. - 11:00 a.m.

TCP Contact:

Jose Lucio

202-543-5298

Sue Marshall

Executive Director

### **INTRODUCTION**

The Community Partnership for the Prevention of Homelessness (“TCP”) is seeking proposals for the provision of transitional housing and supportive services to ten (10) unaccompanied LGBTQ youth, aged 18 to 24 years living in units of transitional housing. This solicitation is offered on a limited procurement basis to qualified organizations with applications due by 2:00 pm on September 26, 2014. TCP will be accepting applications only from organizations that have direct experience in providing housing and/or, supportive services, and/or clinical services to LGBTQ youth and can demonstrate the organization’s capacity to obtain housing units and deploy staff.

This solicitation is informed by the LGBTQ Homeless Youth Services Reform Act of 2013. The Act requires the establishment of ten (10) beds for use by homeless LGBTQ youth.

- The Act defines “LGBTQ” as a person who self-identifies as lesbian, gay, bisexual, transgender, gender nonconforming, queer, or questioning their sexual orientation or gender identity and expression.
- The Act defines “youth” as a person who is aged 24 years or younger.
- The Act requires the Awardee be trained in cultural competency and best practices for serving the LGBTQ youth population.

The legal requirements for services to be provided in this transitional housing program are contained in the *Homeless Services Reform Act of 2005*, the *LGBTQ Homeless Youth Reform Amendment Act of 2014*, and the *Youth Bullying Prevention Act of 2012*. Applicants must demonstrate they have a thorough understanding the Acts as well as any amendments enacted since their passage. TCP will provide hard copies of the Acts upon request.

## **SECTION A: GENERAL DESCRIPTION**

### **A.1. Summary of Services Required**

TCP is seeking applications from which it will award a single contract to provide Transitional Housing services to ten (10) LGBTQ youth, aged 18 to 24 years. The provider must adhere to all transitional housing standards as codified in the *Homeless Services Reform Act of 2005* and must ensure that service delivery is consistent with the *LGBTQ Homeless Youth Services Reform Act of 2014*, the *Youth Bullying Prevention Act of 2012*, and the *McKinney-Vento Homeless Assistance Act As Amended by S.896 HEARTH Act of 2009* – copies of which can be obtained from TCP upon request.

All services must be delivered in a culturally competent way with regard to the LGBTQ population and to all other populations and subpopulations served. The Awardee must ensure all staff persons are trained and well-versed on the following:

- Best practices for data collection, privacy, storage, and use;
- Current social science research and common risk factors for LGBTQ youth;
- Information about the coming out process and its impact on LGBTQ youth;
- Best practices for serving LGBTQ youth in housing, and/or supportive services, and/or clinical services;
- Suicide awareness and prevention; and
- Legal requirements for providers for homeless youth.

### **A.2. Population to be Served**

The population to be served pursuant to this RFP is LGBTQ youth, aged 18 to 24 years. Within this population there may be sub-populations of persons with special needs; including but not limited to: mental illness, substance abuse, physical disabilities, and/or chronic medical conditions or illnesses.

### **A.3. Eligible Organizations**

Organizations that are incorporated or registered to do business in the District of Columbia, that are in good standing, and that meet the following conditions may apply under this RFP:

- ❖ Applicant must have and articulate specific experience in providing housing, and/or supportive services, and/or clinical services to LGBTQ youth in the District of Columbia. TCP will not accept applications from any organization that does not demonstrate such experience.
- ❖ Applicant must have a Board of Directors that reflects the population served or must set up an advisory board that is reflective of the population served.
- ❖ Applicant must articulate and demonstrate existing partnerships with public or private education agencies or systems to improve educational outcomes for clients served and how these partnerships will be expanded to better serve the population served pursuant to this RFP.
- ❖ Applicant must articulate and demonstrate existing partnerships with public or private agencies or systems to improve behavioral and physical health outcomes for clients served and how these partnerships will be expanded to better serve the population served pursuant to this RFP.

- ❖ Applicant must demonstrate by its responses to this RFP:
  - An accurate understanding of the *LGBTQ Homeless Youth Services Reform Act of 2013*;
  - An accurate understanding of the *Youth Bullying Prevention Act of 2012*; and
  - An accurate understanding of coordinated intake for homeless services and how a program funded pursuant to this RFP will participate in the District of Columbia's coordinated intake efforts.
  - The applicant's own place and role within the District of Columbia Continuum, and how it coordinates with other agencies and components of the Continuum to deliver services to youth.

Failure to meet any one of these requirements may cause the entire proposal to be rejected.

#### **A.4. Funding Type and Amount of Funding Available**

TCP will award one contract pursuant to this RFP in an amount not to exceed **\$380,000.00** annually. Efforts by the provider to supplement the TCP contract funds are essential. Applicants are expected to seek additional funding and assistance through private foundations and individual contributions as well as in-kind contributions. The Applicant must demonstrate by its responses to this RFP its history of successfully leveraging other public resources and provide documentation of such resources.

#### **A.5. Pre-Proposal Conference**

A pre-proposal conference will be held on September 11, 2014 at the offices of TCP at 10:00 AM. Persons or organizations planning to attend should RSVP to Jose Lucio via email at [jlucio@community-partnership.org](mailto:jlucio@community-partnership.org). Persons or organizations unable to attend the Pre-Proposal Conference must register with TCP in writing, by mail or fax, on organizational letterhead or stationery, no later than September 11, 2014 if they want to be considered for funding under this RFP.

#### **A.6. Queries and Amendments**

After the Pre-Proposal Conference is held, there may be questions raised about this solicitation that will be answered in writing and issued to all registered applicants as an addendum by no later than September 19, 2014. This addendum will become an integral part of the RFP. Prospective applicants are required to register in writing for receipt of the RFP addendum, either by signing up at the Pre-Proposal Conference or by letter to TCP that must be received by September 26, 2014.

Requests for information about this announcement should be addressed in writing to:

Jose Lucio  
Senior Program Officer  
The Community Partnership for the Prevention of Homelessness  
801 Pennsylvania Avenue, SE  
Suite 360  
Washington, D.C. 20003

or:

[jlucio@community-partnership.org](mailto:jlucio@community-partnership.org)

No informational visits or phone inquiries regarding this RFP will be allowed after September 19, 2014.

**A.7. Application Closing Date**

**Applications must be submitted no later than 2:00 p.m. on September 26, 2014** to the administrative office of TCP (see address in Section B.1 of this RFP). Mailed proposals must be received no later than 2:00pm on the closing date. Applications received after the closing date and time shall not be considered unless they are the only applications received.

**A.8. Initial Offers and Negotiations**

TCP may negotiate with applicants for the purpose obtaining the best price, or arriving at a statement of work which is most advantageous to the functioning of this transitional housing program within the Continuum of Care.

**A.9. Award Notification**

From the date of that notification until the effective date of the award, it shall be the responsibility of the successful applicant to advise TCP of any change in status regarding its ability to comply with the requirements mandated for the fulfillment of the terms of the contract.

**A.10. Retention of Applications**

All applications will be retained by TCP and will not be returned to the applicants.

**A.11. Protests**

Any applicant may file a protest in connection with this solicitation addressed to Mr. James O. Gibson, Chairman of the Board of Directors of The Community Partnership for the Prevention of Homelessness, with a copy to Ms. Sue Marshall, stating the reason for the protest and providing written evidence or documentation. Protests will be acted on by the Board of Directors of TCP within two meetings of the Board following receipt of the protest. Decision of the Board of Directors shall be final.

**SECTION B: APPLICATION PREPARATION AND SUBMISSION**

**B.1. Application Submission**

Applications must be hand delivered or received by the closing date and time to:

The Community Partnership for the Prevention of Homelessness  
Attn: Jose Lucio  
801 Pennsylvania Avenue, SE -- Suite 360  
Washington, D.C. 20003

An original and one (1) copy must be submitted in sealed envelopes marked "**Application for Contract Pursuant to RFP TCP 2-2014**" and the date of submission.

## **B.2. Application Style**

All applications must be submitted on 8.5" x 11" bond paper and typewritten with numbered pages, with type not less than 12 points and double line spacing. Facsimile proposals **will not** be accepted. Unnecessarily elaborate proposals beyond the information needed to present a complete and effective response to this solicitation are not desired.

## **B.3. Application Form and Content**

Addendum 1 provides instructions regarding the format and required contents of the response to this RFP.

## **B.4. Confidential/Proprietary Information in Application**

Applicants must specifically identify those portions of their proposals deemed to be confidential, proprietary information or trade secrets, which should not be disclosed by TCP. Such confidential/proprietary information must be easily separable from the non-confidential sections of the application.

# **SECTION C: REQUIREMENTS**

## **C.1. General Approach**

TCP seeks a provider capable of operating within a Continuum of Care, within the context of the goals and principles of the *Homeless Services Reform Act of 2005*, the *LGBTQ Homeless Youth Services Reform Act of 2013*, the *Youth Bullying Prevention Act of 2012*, and *McKinney-Vento Homeless Assistance Act as Amended by S.896 HEARTH Act of 2009*.

## **C.2. Scope of Work**

The Scope of Work must state in clear, non-technical language how the applicant will serve LGBTQ Youth with culturally competent and appropriate supportive services while also connecting them to other available Continuum of Care services that will assist them to increase income and benefits, education or job training skills, manage disabilities, and move to permanent housing situations. The Scope of Work will become the guiding document for evaluating the operations and outcomes of the applicant's program.

## **C.3. Budget Requirements**

Budgets must be presented in TCP's format that is included as Addendum 2 to this RFP, according to the instructions therein. The budget should include a separate accounting of all staff costs that make up the "Personnel" line item and should include a narrative explaining all line items.

## **C.4. Program Data Collection and Reporting Requirements**

The provider shall utilize the web-based District of Columbia Homeless Management Information System (HMIS) to capture client level data on all persons served. Utilization shall include the maintenance of sufficient computer equipment for all relevant staff persons to enter client level data into the HMIS. The provider will ensure that its client level data is entered into

the HMIS in a manner that is accurate, timely, and in accordance with the most recent HUD Data Quality Standards and TCP direction on a regular and ongoing basis. All computers used to access the HMIS must have the ability to connect to the internet and must be in view of the Continuum of Care Privacy Policy. TCP will utilize HMIS data entered by the provider to conduct analysis of program activities and outcomes as well as to complete all reporting required by the District and Federal Governments. Complete HMIS and reporting requirements will be available upon request and included in the contract for this program.

#### **C.5. Record Keeping Requirements**

The provider must create and maintain confidential records regarding each person served by their program and must display TCP's standard Privacy Notice in a place where all residents can read it. Case management files will be the normal form of record keeping.

#### **C.6. Monitoring and Evaluation**

The provider will be monitored and evaluated by TCP according to its scope of work and performance objectives which will be an integral part of its contract. TCP will at all times have access to the work being performed under the contract, wherever it may be in progress. TCP will review HMIS data, observe program operations, interview staff and participants, examine program and financial records regarding the contract, and review records regarding volunteer hours, in-kind contributions, or cash resources which the applicant has declared as part of their match for accomplishing program objectives..

### **SECTION D: OTHER TERMS AND CONDITIONS**

Any contract resulting from this RFP shall be subject to the following terms and conditions:

#### **D.1. Audits**

The successful applicant will be expected to maintain complete and accurate records substantiating all actual expenditures and leaving a clear audit trail to the point of origin. At any time during the period of the grant or for three years thereafter, TCP and/or the Government of District of Columbia may have the applicant's financial and program records audited. Any contract payments found not to have been spent on agreed upon and allowable program purposes shall be returned to TCP. TCP will also require that all successful applicants have an annual independent audit of their contract-related program conducted, and its pricing limits assume that this administrative cost will be part of the project's budget.

The Applicant must provide in its responses to this RFP a copy of its most recent financial audit.

#### **D.2. Insurance**

The standard insurance provisions required by the District of Columbia Department of Human Services contracts will be applicable to this contract:

1. The Awardee, at its expense, shall obtain the minimum insurance coverage set forth below prior to award of the Contract and keep such insurance in force throughout the contract period. A Certificate of Insurance naming "The Community Partnership for the Prevention of Homelessness 801 Pennsylvania Ave SE, Suite 360, Washington, DC

20003” as an additional insured for all coverage except automobile and worker’s compensation and proof of current insurance coverage for any coverage not listed on the certificate shall be forwarded to the Contract Administrator at the time of contract execution.

2. The Awardee shall carry general liability coverage of at least one million dollars (\$1,000,000).
3. The Awardee shall carry Umbrella/Excess Liability with a five million dollar (\$5,000,000) limit per occurrence.
4. If the Awardee utilizes any vehicles in connection with this contract, the Awardee shall carry automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property liability covering the operation of all automobiles. Policies covering automobiles shall provide coverage of at least two hundred thousand dollars (\$200,000) per person and five hundred thousand (\$500,000) per occurrence for bodily injury and twenty thousand dollars (\$20,000) per occurrence for property damage.
5. If the Awardee shall carry Workers’ Compensation insurance, including employer’s liability coverage, covering all of its employees employed upon the premises and in connection with its other operations pertaining to this Contract, and shall comply at all times with the provisions of the Workers’ Compensation laws of the District or other state if the Contract work is performed outside of the District of Columbia. The policy shall provide for one hundred thousand (\$100,000) per accident for injury, one hundred thousand (\$100,000) per employee for disease with a five hundred thousand (\$500,000) policy limit for disease.
6. When the Awardee’s scope of work includes the provision of professional case management services, the Awardee shall carry Professional Liability Insurance of \$1,000,000 per claim.
7. All insurance provided by the Awardee as required by this section, except comprehensive automobile liability and Workers’ Compensation insurance, shall set forth TCP as an additional insured. All insurance shall be written with responsible companies licensed by the District’s regulatory agency (DCRA) to do business in the District. The policies of insurance shall provide for at least thirty (30) days written notice to TCP prior to their termination or material alteration.
8. At its option, the Awardee may maintain the above stated minimum levels of insurance through a self-insurance plan. Should this option be exercised, the Awardee is relieved of responsibility to comply with Article XII, Item 6 however the Awardee must certify in writing to TCP at the time of contract execution that coverage is maintained through a self-insurance plan.

### **D.3. Compliance with Tax Obligations**

Prior to receipt of a contract as a result of this RFP, a successful applicant must be in compliance with District and Federal tax requirements. Appropriate documentation of these facts from the District Department of Consumer and Regulatory Affairs must be provided when requested by TCP.

## **SECTION E: EVALUATION CRITERIA**

### **E.1 General Criteria**

The points in the evaluation criteria outlined below will provide a scoring system to be used by the evaluation panel in making its recommendations for awards to the Executive Director of TCP. A total of 75 points is possible. Only applicants which score a minimum of 50 points or more will be considered to be in the competitive range for contract awards.

Interviews may be scheduled by the review panels to clarify proposals. Negotiations with qualified applicants with respect to program size, location or cost may precede contract award decisions, at TCP's discretion.

## **E.2 Specific Criteria and Points**

### **E.2.1 Program Criteria (20 points)**

Understanding of the needs of LGBTQ youth and the experience delivering the services required to address those needs (5 points).

Understanding of the *LGBTQ Homeless Youth Services Reform Act of 2013* and the *Youth Bullying Prevention Act of 2012*, (5 points).

Applicant must have specific experience in providing housing, and/or supportive services and/or, clinical services to LGBTQ youth. TCP will not accept applications from any organization that does not demonstrate such experience (5 points).

Articulation of coordination with other public or private agencies to assist LGBTQ Youth to improve behavioral and physical health outcomes and education outcomes (5 points).

### **E.2.2 Experience of applicant (20 points)**

The experience of the applicant *must* include provision of housing and/or supportive services and/or clinical services to LGBTQ youth.

### **E.2.3 Experience and qualifications of proposed management and staff (10 points)**

Provision for culturally competent services to the target population with a staff reflective of the population being served (5 points).

Soundness of staff proposal in terms of qualifications and case loads (4 points).

Organizational chart demonstrating supervisory relationships, with complete and adequate job descriptions of all staff (1 points).

### **E.2.4 Financial Management and Budget (25 points).**

Completeness and soundness of budget proposal (10 points).

Demonstrated financial management capacity (5 points).

Degree of other funding sources applied to project, whether revenue, matching grants or in-kind and volunteer services (5 points).

Cost-effectiveness of the project, measured as lowest cost per unit delivered in the context of complying with the minimum service standards (5 points).

**Addendum 1 (Application Instructions):  
TCP RFP 5-2011**

**Addendum 1:  
Instructions and Application Format for Responding to  
Request for Proposals TCP 2- 2014**

**“Operating Transitional Housing for LGBTQ Youth”**

These instructions contain the required content and format for agencies to submit an application for funding under **RFP TCP 2-2014**. Applicants must adhere to the form outlined in these instructions, including page limitations, in order for their application to be reviewed for funding. Page limitations assume double-spaced type with a font size of at least 12 points. *Two copies* of the application should be submitted.

**PART A:  
AUTHORIZATION FOR APPLICATION AND SUMMARY INFORMATION  
(Maximum 2 pages)**

- a.1) Date the application is submitted to TCP
- a.2) Name and business address of the organization(s); include both the full legal name of the organization and its commonly used name, if different.
- a.3) Provide phone number and facsimile number (if any) of the organization applying.
- a.4) Provide contact person of the organization applying, include their phone number.
- a.5) State the total annual budget of the organization(s) and fiscal year used for accounting.
- a.6) State the total budget for the work proposed in this application, including both cash and in-kind and volunteer resources to be applied to this work.
- a.7) State the total funding requested by this application.
- a.8) Include the organization’s Federal tax identification (EIN) number.
- a.9) At the end of this section provide a signature of the person in the organization with authority to contract.

**PART B:  
Program Criteria  
(Maximum 5 pages)**

The applicant should provide here a Scope of Work that addresses all the evaluation criteria found in Section E above.

**PART C:  
Experience of Applicant and Key Staff  
(Maximum 3 pages)**

The applicant should provide here a narrative on its organizational and managerial experience that addresses all the evaluation criteria found in Section E above.

**Addendum 1 (Application Instructions):  
TCP RFP 5-2011**

**Addendum 2:  
Instructions and Application Format for Responding to  
Request for Proposals TCP 2- 2014**

**“Operating Transitional Housing for LGBTQ Youth”**

**PART A:  
Budget**

The applicant should complete a specific budget, budget narrative, and proposed staffing list for this project in TCP's format. This section of the applicant's response should address the criteria listed above in Section E above.

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