

Request for Proposal
Continuum of Care Services
Southwest Minnesota Housing Partnership

The Southwest Minnesota Housing Partnership is soliciting Statements of Qualifications from qualified individuals/firms to provide Continuum of Care planning services for the 2018 calendar year. Services will be provided in the 18 county Southwest Minnesota Continuum of Care region. Individuals/Firms with relevant Continuum of Care experience are encouraged to apply. Consideration will be limited to individuals/firms which have demonstrated successful experience in providing similar services for other Continuum of Care regions.

Qualified respondents should review the requirements and submit an electronic Statement of Qualifications and Proposal on or before 4:00 p.m., **December 27, 2017** to:

Lisa Graphenteen, Chief Operating Officer
Southwest Minnesota Housing Partnership
2401 Broadway Avenue, Suite 4
Slayton, MN 56172

Any questions regarding this RFP must be in writing and emailed to Lisa Graphenteen at lisag@swmhp.org. The Southwest Minnesota Housing Partnership is interested in obtaining services from the most responsive, responsible firm(s) who provide(s) the highest value for the lowest cost.

ANTICIPATED SCOPE OF WORK

The selected contractor will be required to complete the following tasks in a timely manner and meet all funder deadlines in delivering the outlined services. The following services would be included in the contract:

1. Complete and timely submit the Southwest Minnesota Continuum of Care Application of the McKinney Vento 2018 Continuum of Care Homeless Assistance Application as required by the United State Department of Housing and Urban Development (HUD). To accomplish this the Contractor will:
 - a. Regularly convene an active, inclusive and well-coordinated continuum of care planning process;
 - b. Coordinate prevention, outreach, and support services;
 - c. Identify goals, specific action steps, and strategies to achieve goals in ending chronic and other homelessness including long-term homelessness;
 - d. Develop and implement discharge planning policies to ensure that persons are not discharged from foster care, health care, mental health, or correctional institutions into homelessness;
 - e. Track the number of emergency shelter, transitional housing and supportive housing beds or units available and new beds or units produced

- each year;
 - f. Conduct an annual January sheltered and unsheltered count and assist in planning for and coordination of volunteers for the tri-annual Statewide Wilder Homeless Study survey;
 - g. Identify gaps in housing for individuals and families with children, and the following subpopulations: chronically homeless, severely mentally ill, chronic substance abuse, Veterans, persons with HIV/AIDS, victims of domestic violence, and youth, as well as long-term homeless;
 - h. Implement and ensure participation in the Homeless Management Information System;
 - i. Ensure enrollment and participation of homeless persons in mainstream programs;
 - j. Assess progress in reducing homelessness by tracking permanent housing outcomes; and
 - k. Prioritize and rank viable projects for funding based on need.
2. Commit to the development of project applications to access the Continuum of Care region's full pro rata share and maximum eligible bonus of McKinney Vento 2018 Continuum of Care Homeless Assistance funds.
- a. Connect projects to available pre-development technical assistance from the Minneapolis Office of the United States Department of Housing and Urban Development, the Minnesota Housing Finance Agency, The Minnesota Housing Partnership, and the Corporation for Supportive Housing.
 - b. Provide a list of potential projects to the Continuum of Care Committee of the Minnesota Interagency Task Force on Homelessness, to Ji-Young Choi, Minnesota Housing Finance Agency.
 - c. Prioritize projects serving individuals, youth and families with children experiencing long-term homelessness, where possible.
 - d. Assist in the development and implementation of a region-wide plan to end long-term homelessness in coordination with Heading Home: Minnesota's Plan to Prevent and End Homelessness.
 - e. Complete all tasks and outcomes as identified in the HEARTH Act.
 - f. Provide technical assistance if needed with the preparation of the Annual Progress Reports, data monitoring, and application for the Cherry Ridge Continuum of Care grant.
 - g. Provide monthly reports of outcomes.

SCHEDULE

The RFQ/ RFP process will be conducted according to the following schedule:

RFP due back	12/27/17
Notice to contractor	12/29/17
Start of Contract	1/1/18

PROCESS

The Southwest Minnesota Housing Partnership may choose one or more qualified firms for the projects identified above.

The Southwest Minnesota Housing Partnership assumes no obligation of any kind for expenses incurred by any respondent to this solicitation.

STATEMENT OF QUALIFICATION REQUIREMENTS

The statement of qualifications must include the following elements:

- Resume or experience description related to Continuum of Care work.
- Identification of personnel to be directly involved in these projects including those in affiliation.
- Fees charged for the scope of services. Respondents shall respond with an hourly rate and also an estimate of hours for the scope of services for a not to exceed amount.
- Certification the contractor has not been suspended or disbarred from doing business with any federal agency.

The statement of qualifications may not exceed 5 pages, 8 ½ x 11 inch double sided pages in length, including photos.

COMPENSATION & REIMBURSABLE COST

- Provide your fee for continuum of care services.
- Describe and provide a list of what your firm considers reimbursable such as travel expenses. SWMHP will not reimburse for any equipment or training expenses, these are the sole responsibility of the respondent.
- Provide a fee schedule for reimbursable items.

CRITERIA FOR SELECTION

A qualifications based selection process will be used to select a Continuum of Care consultant.

- Qualifications/Expertise of the Individual/Firm.
- Qualifications of the lead/principal project lead.