REQUEST FOR PROPOSALS TCP 3-2019

“Case Management for the Family Rehousing Stabilization Program (FRSP)”

Date Issued: November 1, 2019

Closing Date: January 15, 2020
Closing Time: 2:00 p.m.

Bidders Conference:
December 6, 2019
10:00 a.m.
801 Pennsylvania Avenue, SE, Suite 360

TCP Contacts:
Jose Lucio
Kevin Craver
Lisa Sibblies
rfp@community-partnership.org

NOTICE TO BIDDERS/OFFERORS

A Prospective Bidder that has received this document from The Community Partnerships’ website, or that has received this document from a source other than the Procurement Officer, and that wishes to assure receipt of any changes or additional materials related to this RFP, should immediately contact the Procurement Officer and provide the Prospective Bidder’s name and mailing address so that addenda to the RFP or other communications can be sent to the Prospective Bidder.

Minority Business Enterprises Are Encouraged to Respond to this Solicitation

Modified Language

1. “Introduction” is hereby modified as follows:

FROM:

The Community Partnership for the Prevention of Homelessness (TCP) is seeking proposals from which it will award one or more contracts to provide case management services to 250 families with minor children housed through the Family Rehousing Stabilization Program (FRSP). TCP may select one or multiple proposals to ensure 250 families receive case management services in FRSP. TCP seeks to expand the network of FRSP case management providers and will only accept proposals from providers not currently delivering FRSP case management services.

FRSP is the District’s primary program and funding stream assisting homeless families in shelter and transitional housing to access units of permanent housing. TCP must ensure all families in shelter and transitional housing can be served by FRSP and is seeking proposals that will maximize its ability to do so. However, TCP will accept and consider proposals from providers with specific population focuses (e.g. youth providers, domestic violence providers, veteran providers, etc.).

TO:
TCP SOLICITATION 3-2019

MODIFICATION 1

The Community Partnership for the Prevention of Homelessness (TCP) is seeking proposals from which it will award one or more contracts to provide case management services to 250 families with minor children housed through the Family Rehousing Stabilization Program (FRSP). TCP may select one or multiple proposals to ensure 250 families receive case management services in FRSP.

FRSP is the District’s primary program and funding stream assisting homeless families in shelter and transitional housing to access units of permanent housing. TCP must ensure all families in shelter and transitional housing can be served by FRSP and is seeking proposals that will maximize its ability to do so. However, TCP will accept and consider proposals from providers with specific population focuses (e.g. youth providers, domestic violence providers, veteran providers, etc. See section A.3.a. for more information on specific population focuses). Current FRSP providers seeking to establish new FRSP programing with a population-specific focus that would operate as a separate implementation of their existing FRSP program should respond to this solicitation.
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Minority Business Enterprises Are Encouraged to Respond to this Solicitation
TCP SOLICITATION 3-2019

INTRODUCTION

The Community Partnership for the Prevention of Homelessness (TCP) is seeking proposals from which it will award one or more contracts to provide case management services to 250 families with minor children housed through the Family Rehousing Stabilization Program (FRSP). TCP may select one or multiple proposals to ensure 250 families receive case management services in FRSP. TCP seeks to expand the network of FRSP case management providers and will only accept proposals from providers not currently delivering FRSP case management services.

FRSP is the District’s primary program and funding stream assisting homeless families in shelter and transitional housing to access units of permanent housing. TCP must ensure all families in shelter and transitional housing can be served by FRSP and is seeking proposals that will maximize its ability to do so. However, TCP will accept and consider proposals from providers with specific population focuses (e.g. youth providers, domestic violence providers, veteran providers, etc.).

TCP will not consider joint proposals.

SECTION A: GENERAL DESCRIPTION

A.1. Funding Source, Unit Price, and Funding Duration

A.1.a. Funding Source:
The funding source is the District of Columbia.

A.1.b. Unit Price:
The Unit Price is eight hundred sixty two and 95/100 dollars ($862.95)

A.1.c. Funding Duration:
Upon TCP executing a 12-month contract with the District, TCP will execute a 12-month subcontract agreement with the successful bidder(s). After the initial grant period, funds will be renewable annually, subject to the availability of funding from the District. The successful bidder(s) may receive a prorated contract, if they begin services during TCP’s February 1, 2019 to January 31, 2020 contract term with District.

TCP is not responsible for any acts or costs incurred by or on behalf of bidders prior to the full execution of a subcontract.

A.2. Definitions
1. “Applicable Law” means laws and any other legal instruments having the force of law in the District of Columbia. For the avoidance of doubt, Applicable Law shall include any applicable statute, ordinance, decree, regulation or by-law or any rule, circular, directive or any license, consent, permit, authorization, concession or other approval issued by any Government authority which has appropriate jurisdiction.
2. “Case Management” is a service that engages homeless individuals and families and provides assistance in: identifying barriers, needs and strengths; developing goals; identifying resources and support; and connecting homeless individuals and/or families residing in a shelter or participating in other homeless services’ programs within the Continuum of Care (CoC) to the needed resources, support and supportive services to achieve identified goals.
3. “Case Planning” means: Service Plan” is defined by the Homeless Services Reform Act (HSRA) to mean a written plan, collaboratively developed and agreed upon by both the provider and the client on behalf of the family when appropriate, consisting of time-specific goals and objectives designed to promote self-sufficiency and attainment of permanent housing and based on the client’s individually assessed needs, desires, strengths, resources, and limitations. Individualized Case Plans and Service Plans must be documented in the Homeless Management Information System (HMIS).
4. “Clinical Services” are mental health services, substance abuse treatment services, medical services, and victims’ services. Certifications for licensed supervision includes Licensed Independent Clinical Social Worker (LICSW), masters level Licensed Professional Counselor (LPC), registered nurse, licensed psychologist, Certified Addiction Specialist (CAS), or Certified Addiction Counselor (CAC).
5. “Coordinated Assessment and Housing Placement (CAHP)” means the standardized access and assessment for all individuals and families, through a coordinated referral and housing placement process to ensure that people experiencing homelessness receive appropriate assistance with both immediate and long-term housing and service needs. Coordinated
Entry systems are a requirement of the U.S. Department of Housing and Urban Development (HUD) for all communities. In the District of Columbia, the designated populations for CAHP Systems include families, adult single individuals and youth single individuals.

6. “Customer Assessment Tracking and Case History (CATCH)” a web-based case management system that DHS’ current providers of employment and employment related services use to develop the customer’s Detailed Individual Responsibility Plan. Additionally, CATCH tracks and records customers’ participation in work activities, and generates monthly invoices (reimbursement payments to service providers) based on that participation. The system provides real-time access to customers’ engagement information for purposes of policy development, program enhancement and resource allocation.

7. “Family” under the HSRA, family means:
   a. A group of individuals with at least one minor or dependent child, regardless of blood relationship, age, or marriage, whose history and statements reasonably tend to demonstrate that they intend to remain together as a family unit; or
   b. A pregnant woman in her third trimester.

8. “Homeless” is defined as lacking a fixed, regular residence that provides safe housing, and lacking the financial means to acquire such a residence immediately, including any individual or family who is fleeing, or is attempting to flee, domestic violence and who has no other residence and lacks the resources or support networks to obtain safe housing; or having a primary nighttime residence that is:
   a. A supervised publicly or privately operated shelter or transitional housing facility designed to provide temporary living accommodations; or
   b. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

9. “Homeless Management Information System (HMIS)” is a software application designed to record and store client-level information on the characteristics and service needs of people experiencing homelessness. Each Continuum of Care (CoC) maintains its own HMIS, which can be tailored to meet local needs, but also shall conform to HUD HMIS Data and Technical Standards.

10. “Housing First” means under the HSRA, a program model that provides clients with immediate access to independent permanent housing and supportive services without prerequisites for sobriety or participation in psychiatric treatment. Clients in Housing First programs may choose the frequency and type of supportive services they receive and refusal of services will have no consequence for their access to housing or on continuation of their housing and supportive services. HUD and the District encourage homeless services programs to follow a Housing First approach to the maximum extent practicable. To that end, a Housing First orientation is specified as one of the universal qualities that a coordinated assessment process should include. Coordinated assessment tools should not be used to determine “housing readiness” or screen people out for housing assistance, and therefore should not encompass an in-depth clinical assessment. A more in-depth clinical assessment can be administered once the individual or family has obtained housing to determine and offer an appropriate service package.

11. “Housing Support Services” means support services focused on housing stability for families. These services may include working with a family to ensure they are paying their portion of housing costs on time each month, helping families understand the terms and conditions of their leases, “how to be a good neighbor,” and modeling effective communication techniques with property managers and landlords.

12. “Monitoring” means contract oversight activities, included but not limited to:
   a. “Desk Audits” are compliance measures established to ensure that the Awardee is providing services to the approved homeless population, serving the contracted number of program participants, as well as, assuring the program(s) under this contract have adequate staff and support, as identified throughout the contractual agreement between TCP and the Awardee.
   b. “Site Visits” are visits to the program location by TCP for the purposes of contract monitoring, complaint or grievance investigation and or facilities management concerns. Site visits can be announced or unannounced by TCP Staff and may include the Department of Human Services (DHS), or another authorized entity.

13. “Permanent Housing” means to community-based housing without a designated length of stay and where the client is the lease-holder. The permanent housing model included in this plan is Rapid Rehousing. Individuals and families who are living in permanent housing are no longer considered to meet the HUD homeless definition.

14. “Progressive Engagement” is defined by the US Interagency Council on Homelessness as a case management strategy of offering a small amount of assistance initially, and adding more assistance as needed to help each family achieve stability. This strategy uses the lightest touch possible for each family to be successful, knowing more assistance can be added later.
if needed. Assessment is critical to this strategy, but for the purpose of identifying a household’s strengths and barriers, not to determine the amount of assistance they will ultimately need.

15. "Rapid Rehousing program” (RRH) is a permanent housing intervention intended to rapidly connect individuals and families experiencing homelessness, as defined by 24 CFR §576.2, to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. RRH programs assist individuals and families to solve the practical and immediate challenges to obtaining permanent housing while reducing the amount of time they experience homelessness, avoiding a near-term return to homelessness, and connecting them to community resources that enable them to achieve long-term housing stability. FRSP is a RRH program and the proposed contract will focus on providing housing assistance to families with minor children housed through the FRSP.

16. “SPDAT” or “Full SPDAT” or “F-SPDAT” The SPDAT and F-SPDAT (for families) created by OrgCode Consulting, Inc., is an evidence-informed approach to assessing a household’s acuity. The SPDAT is a deeper assessment than that of the VI-SPDAT versions as it includes methods of information collecting beyond that of client self-report. The tool, across multiple components, informs who to serve next and why, while concurrently identifying the areas in the household’s life where support and services are most likely necessary, in order to avoid housing instability. The SPDAT is also used to inform the provision of case management and measure acuity of individuals and families from their experience of homelessness through the maintenance of permanent housing.

17. "Supportive Services" are an array of social services aimed at enabling housing stability and improving the quality of life of an individual or family who is at risk of homeless, experiencing homelessness, or is formerly homeless and requires ongoing assistance. These services may include: employment; physical health; mental health; alcohol and other substance abuse recovery; child care; transportation; case management; and, other health and social service needs which, if unmet, may be barriers to obtaining or maintaining permanent housing.

18. “The Shelter To Exit Plan (STEP) Tool” is a web-based tool designed to track all stages of a family’s transition from shelter into permanent housing. The QuickBase STEP application is utilized by all the staff that work with a family along this process. The STEP Tool allows staff to view a family’s information, track housing resource and program application status (FRSP) and support the process of a family leasing up into a housing unit. This tracking process provides for the agency’s maintenance of a unit inventory, tracking landlords, buildings, units, and inspections. All steps of the tracking process have the ability to upload documentation.”

19. “Youth” a person who is aged 24 year or younger.

20. “Victim Services Provider” means a provider whose primary mission is to provide direct services to victims of domestic violence. This term includes permanent housing providers—including rapid rehousing, domestic violence programs (shelters and non-residential), domestic violence transitional housing programs, dual domestic violence and sexual assault programs, and related advocacy and supportive services programs.

A.3. **Minimum Requirements**

All proposals must address and/or comply with the following minimum requirements. In order to secure the best value and/or to ensure the highest quality services funded, TCP reserves the right to waive or renegotiate any requirements.

A.3.a. **Population:**

The population to be served pursuant to this solicitation is families, as defined in section A.2 of this solicitation. All families residing in shelter and transitional housing are eligible for FRSP and TCP seeks ensure all families entering FRSP receive case management services.

TCP will accept and consider proposals from bidders that serve a special subpopulation within the broader population of families (e.g. families who are victims, survivors, or who are fleeing domestic violence, dating violence sexual assault, stalking, or human trafficking; families headed by a transition aged youth, aged 18 to 24 years at the time of program entry; families headed by a veteran; etc.). Such bidders may apply for funding in one of two ways:

1. They may apply to serve the general population of families in shelter and transitional housing.
2. They may apply to exclusively serve families in shelter and transitional housing within their specialized area of expertise. However, the resources available under this solicitation are finite and intended to make services available to the greatest number of families possible, without sacrificing the quality of services. Therefore, bidders proposing to serve a subpopulation of families must provide factual evidence that the supports the need for specialized programming for that subpopulation as well as evidence of their expertise in serving the proposed subpopulation.
TCP SOLICITATION 3-2019

Victim services providers, as defined in section A.2, applying to serve the general population of families in shelter will be considered a mainstream homeless services provider and required to comply with HMIS and other standard data, reporting and other requirements.

Victim services providers applying to exclusively serve families in shelter and transitional housing, who are victims or survivors of domestic violence and to accept referrals from other FRSP providers for families that experience domestic violence after they are housed will be required to use the OSNIUM database to track clients served and will be required to provide de-identified data necessary to meet all TCP's, DHS's, and the CoC's data and reporting needs. See section C.5. Reporting requirements for additional information.

Regardless of population served, all FRSP providers are required to comply with the requirements of the Homeless Services Reform Act and other applicable legislation as well as DHS's FRSP program rules, regulations, and guidance, processes, and systems established by TCP and DHS for the administration of FRSP.

A.3.b.1. Case Management Requirements:

1. FRSP case management providers shall ensure there is a ratio of no more than 10 case managers to one supervisor; Supervisors do not need to be on-site.
2. Qualified FRSP case managers shall have at least one college/university degree in a human service subject OR at least three years of direct service experience.
3. FRSP case management providers shall provide case management and housing stabilization support to families experiencing homelessness, assessed as needing time limited support to regain housing stability, and matched to RRH. RRH is intended to provide timely access to permanent housing for families with low to moderate acuity. This means the family is expected to need some financial support and/or case management in a time-limited manner to assist with achieving long-term housing stability. RRH is the primary housing option for families to exit shelter and is offered as part of a progressive engagement approach. If through the course of engagement with a family, the provider assesses a need for Permanent Supportive Housing (PSH), Targeted Affordable Housing or other housing programs, it shall make that recommendation to TCP through the F-CAHP process. Next steps in these instances will be addressed through the CAHP system.
4. FRSP case management providers shall provide assistance in accordance with all applicable Federal and local regulations, including the FRSP regulations, and if federal Emergency Solutions Grant (ESG) funds are used, HUD ESG program regulations.
5. FRSP case management providers shall deliver services within a Housing First philosophy and service orientation.
6. FRSP case management providers shall ensure no Rapid Rehousing case manager has more than 25 families but no less than 15 on a caseload at any point in time. The provider shall also ensure no more than 10 families are within their first quarter of receiving assistance.
7. FRSP case management providers shall work collaboratively with a client's shelter case manager, Temporary Assistance for Needy Families (TANF) Employment Provider (TEP) subcontractor, and other service providers (as applicable). This includes joint/in-person meetings, particularly during the first quarter of the client's participation in RRH programming, but throughout the client's program enrollment as needed.
8. FRSP case management providers shall ensure that all services provided under this contract shall be provided by a qualified case manager, licensed/certified clinician, and/or licensed social worker. If more than one FRSP case management provider's team member will be performing case management tasks, providers shall identify a primary case manager responsible for coordinating and documenting the service delivery for the individual and/or family.
9. FRSP case management providers shall be present with a RRH client during the signing of a lease to review the terms of the lease. Providers shall also educate the client on how to resolve problems or concerns related to the unit and/or the landlord. Providers shall monitor client's compliance with their housing lease at least monthly.
10. FRSP case management providers shall monitor, train, and provide oversight to RRH case managers to ensure quality case management services are provided.

A.3.b.2. Case Management Meeting Requirements:
1. FRSP case management providers shall ensure case managers have a minimum of four contacts per month with a client during the first quarter of receiving assistance under FRSP. At least two of these contacts must be face-to-face and must take place in the home or community of the client, one of which the children must be present. Thereafter, the frequency of contacts will be based on the needs and progress of the client, but in no case shall case managers have less than one home visit per month while the client is enrolled in the program.

2. FRSP case management providers shall ensure meetings are scheduled between a case manager and the client at a mutually agreeable time that does not conflict with a client’s work schedule, medical appointments, school events, or other appointments that are part of the client’s Plan. The following criteria shall apply to home visits in the Rapid Rehousing program:
   a) Home visits shall be scheduled by the case manager and the client at a mutually agreeable time. Case managers must arrive on time for prearranged home visits. If a case manager is more than 30 minutes late, the client may request that the visit be rescheduled for another time.
   b) If the case manager cannot reach the client to arrange a mutually agreeable time, the case manager may send a letter indicating intent to visit and the date and time of the visit.
   c) A client may allow the case manager permission to enter the home if the home visit is unannounced, but is not required to consent to a home visit at that time. A client may ask the unannounced case manager to schedule another time for the home visit.
   d) If a client is not home at a mutually agreed-upon time, the case manager may leave a note indicating when they will return and offering to reschedule at a mutually convenient time.

A.3.b.3. Standards for Case Management Services and Documentation:

1. FRSP case management providers shall assist clients to develop a detailed housing service plan within 14 days of first contact (which shall happen within three days of referral). Housing service plans should incorporate any plans that were developed in shelter, the SPDAT score, the TANF Comprehensive Assessment (if available), and assessments from the case management team.
   a. When the client is a TANF recipient, the provider shall communicate with the client’s TEP and work collaboratively to update or develop (as appropriate) the client’s Individual Responsibility Plan (IRP) to include goals and action items focused on housing stability. The FRSP case manager shall communicate all detailed IRP updates through CATCH case notes; email correspondence, and by phone (when appropriate); document all TANF customer activities, interactions, or lack thereof, in CATCH case notes; verify hours for all relevant activities and assist in sending timesheets when appropriate to the families Primary Service Provider within the prescribed timeframe.
   b. When the client is not a TANF recipient, the provider shall develop a detailed housing service plan. The Plan shall be unique to each program participant, shall recognize client strengths, identify priorities important to the client, establish appropriate and measurable goals and objectives, desired outcomes, and recommended service interventions that will address any needs and assist an individual in achieving the greatest amount of independence possible. The responsibilities of the client, the Provider, and other service providers shall be clarified throughout the development of the plan. The plan shall be documented in the HMIS.

2. FRSP case management providers shall ensure case managers coordinate both formal and informal resources to support clients in maximizing their quality of life, but most importantly, help sustain their tenancy. Services that a case manager should address in the Service Plan may include, but are not limited to, the following: acquisition of public benefits (SNAP, TANF, Medicaid, childcare, LIHEAP etc.), chemical and alcohol dependency, clothing, crisis intervention, domestic violence, conduct of a good tenant, education, school attendance (for children in the household), employment assistance, client empowerment, food, housing support including negotiating with landlords and referrals, budgeting, credit counseling, financial planning and increasing income, emergency and exit assistance, legal or non-citizen assistance, living environment including utility cut-offs, home repairs and maintenance, hygiene, furniture, mental and physical health care, respite/recreation, transportation, visitation coordination.

3. FRSP case management providers shall ensure case managers:
   a. Provide the client with the expected end date of their RRH placement and explain to the client how much rent the client must pay each month and how much rent is being paid for the client;
   b. Provide the client with clear and concise written information about services;
   c. Provide the client with information on parenting classes;
   d. Advocate on behalf of the client if the client encounters obstacles in obtaining services or housing and maintaining such services or housing.
c. Monitor to assure that the client has accessed services, and that the service is helping the client to meet his or her goals;
f. Support the client in monitoring and evaluating outcomes and revising the Plan as needed; and
g. Adjust client rent contributions as appropriate.

4. FRSP case management providers shall assist clients to develop a detailed family budget within fourteen (14) days of first contact. In collaboration with the client, the providers must review (and update as appropriate) the household’s budget on a monthly basis. The budget must be uploaded into HMIS on a monthly basis.

5. FRSP case managers shall complete the matrix-SPDAT in HMIS as recommended by OrgCode as measure to evaluate client’s progress towards goal attainment and self-sufficiency.

6. FRSP case management providers shall conduct a formal reassessment of the client’s progress against plan goals, with the purpose of evaluating a client’s need for additional assistance, every three months. The Prime Contractor shall provide the client and the landlord with updated rent payment information using District provided forms and according to District established protocol, upon quarterly review. This quarterly review and reassessment is in addition to the interval of completing and updating Full F-SPDATs with the client and entering all relevant information in HMIS.

7. FRSP case management providers shall monitor children’s school participation/attendance, and shall assist families troubleshoot any issues or concerns.

8. FRSP case management providers shall ensure that case managers serve as a mediator/liaison between clients and their landlords if needed. Case managers shall contact their clients’ landlords minimally on a quarterly basis for a customer service check-in; however, monthly contact is best practice.

A.3.b.4. Standards for Other Supportive Services:

1. Bidders are encouraged to propose the supportive services menu and staffing pattern they believe will yield the best outcomes for the families they serve. Bidders must articulate how their proposed service delivery model will support FRSP case management and they will engage with mainstream agencies and service providers to ensure they are not duplicating services available in the community.

2. Case management services, employment services, and housing support services are required under this solicitation. However, bidders may propose a range of other supportive services including but not limited to life-skills, housing, mental health, substance abuse treatment, education services, and/or domestic violence services. Bidders must demonstrate the referral, connection and engagement with mainstream service providers focused on such services.

3. Non-case management supportive staff, including but not limited to, employment services and housing support services staff, shall maintain a caseload ratio not lower than 1:30.

A.3.c. Program Capacity:

Bidders shall establish the capacity for their proposed programs and build a budget to support services to that capacity.

A.3.d. Prohibition on Site-Based Programming:

Program participants must live in units of permanent housing where they hold leases in their own names and where they are entitled to remain, under the terms of their lease agreements, after rental assistance, case management, and other supportive services end. When a client transitions out of services, the successful bidder will be required to accept referrals for new participants. Therefore, TCP will not consider proposals from bidders proposing to provide services in site-based settings.

A.3.f. Trauma Informed Services:

Trauma occurs when an individual is exposed directly or indirectly to an overwhelming event or experience that involves a threat to one’s physical, emotional, and/or psychological safety. Homelessness itself is a traumatic event, and individuals experiencing homelessness are particularly vulnerable to injury, accident, and assault. The experience of trauma, both before and during episodes of homelessness, is extremely common. CoC data including the Point in Time count, the Homeless Youth Census, and Women’s Need’s Assessment indicate that a majority of people accessing the homeless services system have experienced trauma before and during their current episode of homelessness. Symptoms of past and present trauma can create barriers and challenges for families and the service providers working with them. Bidders are required to describe their expertise and experience delivering trauma informed services and how they will implement FRSP in a trauma informed way.

A.3.g. Housing First:
TCP SOLICITATION 3-2019

Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

A.3.g.1 Core Components of Housing First:
The core features of Housing First in the context of permanent housing models are as follows:

1. Few to no programmatic prerequisites to permanent housing entry – People experiencing homelessness are offered permanent housing with no programmatic preconditions such as demonstration of sobriety, completion of alcohol or drug treatment, or agreeing to comply with a treatment regimen upon entry into the program.

2. Low barrier admission policies – Permanent housing admission policies are designed to “screen-in” rather than screen-out bidders with the greatest barriers to housing, such as having no or very low income, poor rental history and past evictions, or criminal histories.

3. Rapid and streamlined entry into housing – Many people experiencing homelessness may experience anxiety and uncertainty during a lengthy housing application and approval process. In order to ameliorate this, Housing First permanent housing models make efforts to help people experiencing homelessness move into permanent housing as quickly as possible, streamlining application and approval processes, and reducing wait times.

4. Supportive services are voluntary, but can and should be used to persistently engage tenants to ensure housing stability - Supportive services are proactively offered to help tenants achieve and maintain housing stability, but tenants are not required to participate in services as a condition of tenancy. Techniques such as harm reduction and motivational interviewing may be useful. Harm reduction techniques can confront and mitigate the harms of drug and alcohol use through non-judgmental communication while motivational interviewing may be useful in helping families acquire and utilize new skills and information.

5. Tenants have full rights, responsibilities, and legal protections – The ultimate goal of the Housing First approach is to help people experiencing homelessness achieve long-term housing stability in permanent housing. Permanent housing is defined as housing where tenants have leases that confer the full rights, responsibilities, and legal protections under Federal, state, and local housing laws. Tenants are educated about their lease terms, given access to legal assistance, and encouraged to exercise their full legal rights and responsibilities. Landlords and providers in Housing First models abide by their legally defined roles and obligations. For instance, landlords and providers do not enter tenants’ apartments without tenants’ knowledge and permission except under legally-defined emergency circumstances.

6. Practices and policies to prevent lease violations and evictions – Housing First supportive housing programs should incorporate practices and policies that prevent lease violations and evictions among tenants.

A.3.h. Clinical Services:
Bidders must ensure that licensed supervision is provided to all staff providing direct clinical services and that basic and ongoing training is provided to all staff. For the purposes of this solicitation “clinical services” means mental health services, substance abuse treatment services, medical services, and victims services. Acceptable, qualified, supervisors include Licensed Independent Clinical Social Worker (LICSW), masters level Licensed Professional Counselor (LPC), registered nurse, or licensed psychologist.

A.3.i. Providing Services to LGBTQ and Gender Non-Conforming clients:
TCP is committed to ensuring the safety, dignity, and well-being of all persons served by the CoC. Sexuality, gender expression, gender nonconformity, or the fact that a person is transgender shall not be a barrier to service; neither shall a perceived incongruity between a person’s physical body and their gender expression be a barrier to service.

Bidders must demonstrate their plan for ensuring LGBTQ and gender non-conforming clients have equal access to the proposed program, and how they will ensure the proposed program is safe and inclusive for program participants in these subpopulations.
A.3.j. CAHP Participation:
Coordinated Assessment and Housing Placement (CAHP) is the standardized access and assessment for all individuals, through a coordinated referral and housing placement process to ensure that people experiencing homelessness receive appropriate assistance with both immediate and long-term housing and service needs.

A.3.j.1. Participation by Providers in the CAHP System Means:
1. Participate in all required training including VI-SPDAT, TAY-VI-SPDAT, and Full SPDAT training.
2. Conduct the VI-SPDAT, TAY-VI-SPDAT, and Full SPDAT assessment tools with clients as appropriate and according to training provided by TCP, as communicated through CAHP meetings, and the CAHP policies and procedures manual.
3. Ensure accurate CAHP-specific HMIS data entry including but not limited to assignments, unassignments, and move-in dates, consistent with alignment to confidentiality and anonymity practices established by TCP under this project and as documented in the CAHP Policies and Procedures document.
4. Participate in CAHP matching meetings as directed by the CAHP system administrator. Participation in CAHP meetings means designating case management, housing staff, or other staff to attend matching meetings who are knowledgeable of individual client experiences, service needs, and barriers to stability in order to make the most appropriate matches.
5. Provide a timely response to all CAHP inquiries.
6. Report program vacancies to the CAHP system and accept referrals for new clients from CAHP.
7. Assist in locating clients matched to housing resources via CAHP and facilitate contact and communication between housing providers and clients for the purpose of expediting movement to permanent housing.
8. Assist clients to collect all necessary documentation to obtain assistance so as not to delay the process of moving into housing once matched through the CAHP system. Documentation may include, but is not limited to, identification cards, birth certificates, social security cards, income statements, DD-214, and medical records.
9. Operate according to the Housing First model to the maximum extent practical.
10. Accept direct referrals from TCP. Referrals may be made for families currently in shelter, housed and in queue for services or transferred from another service provider.

A.3.j.2. Participation in the CAHP System by Victim Services Providers:
The US Department of Housing and Urban Development (HUD) defines a victim service provider to mean a private nonprofit organization whose primary mission is to provide direct services to victims of domestic violence. This term includes permanent housing providers—including rapid re-housing, domestic violence programs (shelters and non-residential), domestic violence transitional housing programs, dual domestic violence and sexual assault programs, and related advocacy and supportive services programs. The Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA) establish confidentiality provisions that limit victim service providers from sharing, disclosing or revealing victims' personally identifying information, including entering information into shared databases like the HMIS. In order to comply with the provisions of VAWA and FVPSA, the CoC, informed by the DC Collaborative on DV and Human Services, has established a protocol to accommodate victim service providers' participation in the CAHP system.

A.3.k. Additional Requirements:
1. Bidders must have and articulate specific experience providing housing, trauma, clinical, and/or homeless services to families experiencing homelessness.
2. Bidders proposing to serve a subpopulation within the broader population of families must have and articulate specific experience providing housing, trauma, clinical, and/or homeless services to that subpopulation.
3. Bidders must have and articulate a plan for ensuring that, if funded, the proposed program(s) will be operational within three months of award.
4. Bidders must have and articulate a landlord engagement plan.
   a. “Landlord Engagement Plan” means Bidder’s written plan for engaging landlords on behalf of clients’ for the purpose of helping the family establish and maintain an effective relationship between the landlord and preventing and mitigating tenant/landlord issues as they arise.
5. Bidders must have and articulate a tenancy education plan.
   a. “Tenant Education Plan” means the Bidder’s written plan for helping participants understand their rights and responsibilities as a tenant. The plan must describe how the bidder will ensure participants understand the terms of their leases and how the Bidder will provide additional support as needed, including how and when it will mediate tenant/landlord and roommate conflicts to prevent participants from becoming displaced.
TCP SOLICITATION 3-2019

6. Bidders must have and provide documentation showing active licensure status in this jurisdiction with the respective board.

7. Bidders must provide a staffing plan.

A.4. Eligible Organizations, Conflict of Interest, and Limits on Funding to Primary Religious Organizations

A.4.a. Eligible Organizations:
Organizations that are incorporated in or registered to do business in the District of Columbia, that can provide a DC Department of Consumer Regulatory Affairs (DCRA) Certificate of Good Standing and a DC Office of Tax and Revenue (OTR) Certificate of Good Standing attached to their proposals, and that meet the conditions and requirements established by this solicitation are eligible for consideration.

A.4.b. Conflict of Interest:
Bidders must avoid any conflict of interest in carrying out activities funded by this solicitation. The organizational conflict of interest rules found in 23 CFR § 636, Subpart A, including 23 CFR § 636.116, shall apply to this procurement. 23 CFR § 636.103 defines an "organizational conflict of interest" as follows:

"Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage."

Consultants and subconsultants who assisted TCP in the preparation of this RFP or supporting documents (including environmental reviews or similar documents) are prohibited from participating on an bidder's team. Bidders must provide information regarding all potential organizational conflicts of interest in their proposals, including all relevant facts concerning any past, present, or currently planned interests that may present an organizational conflict of interest, and as required by 23 CFR 636.116. TCP will determine whether an organizational conflict of interest exists and what actions are necessary to avoid, neutralize, or mitigate such conflict.

As part of general guidelines for the procurement of goods and services, organizations are required to have a "code of conduct" or "conflict of interest" policy in place that prohibits the employees, officers, agents, or volunteers of the organization from participating in the decision-making process related to procurement, if that person, or that person's family, partner, or any organization employing any of the above, has a direct financial interest or receives a benefit from that procurement. In addition, these persons may not accept any gratuity, favors, or anything of monetary value from a successful bidder, consultant, or other entity whose services are procured for the organization. Organizations should develop standards for avoiding such apparent or potential conflicts. Such standards must be documented in a written policy that is part of the organization's employee policies. Employees and board members are required to sign a statement indicating that they have read the policy and will comply.

A.4.c. Limits on Funding to Primary Religious Organizations:
TCP recognizes that primary religious organizations and the faith community are important partners in carrying out the CoC's mission. However, TCP must ensure that that services are provided in a way that is free from religious influence. Therefore, a number of conditions apply to the provisions of funding to organizations that are primarily religious in nature. These provisions generally require that when funded, a religious organization will provide services in accordance with the following principals:

1. The organization will not discriminate against any employee or bidder for employment on the basis of religion, and will not limit employment or give preference in employment on the basis of religion.

2. The organization will not discriminate against, limit services provided to, or give preference to any person obtaining service(s) offered by the project, or any eligible activity on the basis of religion and will not limit such service provision or give preference to persons on the basis of religion.

3. The organization will not provide religious instruction, counseling, religious services, worship, engage in religious proselytizing, or exert other religious influences in the provision of shelter or other eligible activities.

Requiring that a program participant attend religious services or meetings as a condition of receiving other social services at the organization is not allowed under this provision. Allowing a participant to choose to take part in services or meetings offered by the organization as they wish, is allowable.

A.5. Pre-Application Meeting
TCP SOLICITATION 3-2019

A pre-application meeting will be held on December 6, 2019 at 801 Pennsylvania Avenue, SE, Suite 360. Persons or organizations planning to attend should RSVP via Eventbrite using the following link: BIDDERS CONFERENCE REGISTRATION LINK HERE no later than December 2, 2019. Persons or organizations unable to attend the Pre-Application Meeting, but who wish to be considered for funding under this solicitation must register with TCP, in writing, via email at rfp@community-partnership.org with “Case Management for FRSP” as the subject line no later than December 2, 2019.

TCP may conduct additional community informational sessions in order to ensure the greatest number of bidders.

A.6. Queries and Amendments
Requests for information about this announcement should be addressed in writing to:

Jose Lucio and Kevin Craver
rfp@community-partnership.org

A.6.a. Informational Visits and/or Phone Inquiries
No informational visits or phone inquiries regarding this solicitation will be allowed. Interested parties may address written questions about this solicitation to rfp@community-partnership.org. Questions will be accepted from the date the solicitation is released until December 10, 2019. Written responses will be provided to all registered prospective bidders as an addendum to this solicitation no later than December 12, 2019.

A.7. Application Closing Date
Applications must be submitted electronically no later than January 15, 2020, 2:00pm. Applications received after the closing date and time will not be considered unless, only one bid is received, TCP retains the discretion to consider the one bid. TCP will not accept multiple and/or alternate bids.

A.8. Initial Offers and Negotiations
TCP may negotiate with bidders for the purpose of obtaining the best price, or arriving at a statement of work that is most advantageous to the functioning of the project.

A.9. Notification of Eligibility
From the date of notification until the effective date of the award, it shall be the responsibility of the successful bidder 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 bidders.

A.11. Protests
Any bidder may file a protest in connection with this solicitation addressed to Fred Swan, Chair of the Board of Directors of TCP, with a copy to Sue Marshall, Executive Director of TCP, 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. Protests should be addressed in writing to:

Fred Swan, Board Chair
c: Sue Marshall, Executive Director
The Community Partnership for the Prevention of Homelessness
801 Pennsylvania Avenue, SE
Suite 360
Washington, DC 20009

A.12. Other
1. TCP reserves the right to make changes to this RFP, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the Federal and/or District government. Funding for sub-grantees is contingent on continued funding from the District.
TCP SOLICITATION 3-2019

2. This RFP does not commit TCP to award grants or sub-grants. TCP reserves the right to accept or reject any or all applications. TCP will notify bidders of the rejected proposals. TCP may suspend or terminate an outstanding RFP pursuant to its own grant making rule(s) or any applicable federal or District regulation or requirement.
3. TCP reserves the right to issue addenda and/or amendments subsequent to the RFP process or to rescind the RFP.
4. TCP shall not be liable for any costs incurred in the preparation of applications in response to RFP. Bidders agree that all costs incurred in developing the application are the bidders' sole responsibility.
5. TCP may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed services.
6. TCP may require bidders to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
7. If there are any conflicts between the terms and conditions of the RFP and any federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the bidder to ensure compliance.

SECTION B: APPLICATION PREPARATION AND SUBMISSION

B.1. Application Submission
Applications must be sent via email and received by the closing date and time to rfp@community-partnership.org

B.2. Application Style
All applications must be submitted as a Portable Document Format (PDF) file electronically via email attachment. Each application will have numbered pages, with type not less than 12 points and double line spacing.

Facsimile and hard copy applications will not be accepted. Unnecessarily elaborate applications beyond the information needed to present a complete and effective response to this solicitation are not desired.

B.3. Application Form and Content
Section F herein provides instructions regarding the format and required content of the response to this solicitation.

B.4. Confidential/Proprietary Information in Application
Bidders must specifically identify those portions of their applications deemed to be confidential, proprietary information or trade secrets, which will 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. Organizational Experience
C.1.a. Organizational and Background Information:
State the full name and address of your organization and, if applicable, the branch office or other subordinate elements that will perform, or assist in performing, the work. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the jurisdiction in which it is incorporated. Provide the following information: Year company/organization was established. Is your company/organization a subsidiary of another company/organization? If yes, information should be included for both parent and subsidiary. Current Number of Company Employees. Provide evidence of your financial strength and ability to manage accounts relative to the size and scope you are bidding — examples may include recent annual reports, income statement, balance statement, and/or equivalent information (independent statement of net worth).

C.1.b. Prior Experience:
Bidders must indicate relevant experience that demonstrates the ability to successfully manage a contract for the services defined by this solicitation. Include sufficient detail to demonstrate the relevance of this experience to the scope of the program described in your bid. Proposals submitted should include, in this section, descriptions of at least one qualifying relevant experience to include project/client descriptions, costs, start, and completion dates of projects/contracts successfully completed. Bidders must provide references and supporting data on successful outcomes and service delivery.
Bidders that currently contract or subcontract with TCP, HUD, the Department of Human Services (DHS), or any other District Government Agency, Department or Office must provide the following information:

1. Identify the contract owner, principal, or other entity with which the bidder is contracted to provide a good or service (if a bidder has more than one contract or subcontract with TCP, DHS, and/or any other District Government Agency, Department or Office, all contracts and subcontracts and contract owners must be identified).
2. State whether it has any unresolved monitoring or compliance findings issued by TCP, DHS, or any Agency or Department or the Government of the District of Columbia.
   - If so, the bidder must provide a detailed explanation.
3. State whether, within the past 12-months, it has been placed on a corrective action plan by any of its contract owners or been issued findings for noncompliance by TCP, HUD, DHS, or any other District Government Agency, Department, or Office.
   - If so, the bidder must provide detailed explanation.

Bidders that do not currently contract or subcontract with TCP, HUD, DHS, or any other District Government Agency, Department or Office but has done so within the last five years must provide the following information:

1. Identify the contract owner, principal, or other entity with which the bidder was contracted to provide a good or service (if a bidder had more than one contract or subcontract with TCP, HUD, DHS, and/or any other District Government Agency, Department or Office, all contracts and subcontracts and contract owners must be identified).
2. State whether it has any unresolved monitoring or compliance findings issued by TCP, HUD, DHS, or any Agency or Department or the Government of the District of Columbia at the time the contract or subcontract ended.
   - If so, the bidder must provide a detailed explanation.
3. State whether the contract(s) or subcontract(s) were terminated for default.
4. State whether the contract(s) or subcontract(s) were renewable.
   - If so, provide an explanation about why the contract(s) or subcontract(s) were not renewed.

C.1.b.2. Past Performance Questionnaire:
In order to validate statements made in proposal, ensure best value source selection, and reduces risk, bidders are required to submit three past performance questionnaires from funding agencies or entities. Questionnaires must be completed by the individual most knowledgeable of the bidder’s day-to-day operations and overall quality of the services provided under the referenced contract. Questionnaires must be submitted directly to TCP at rfp@community-partnership.org, by these funding agencies or entities by the closing date. A copy of the past performance questionnaire may be found at Attachment 7.

C.2. Scope of Work and Work Plan
Bidders must propose a scope of work that demonstrates how the proposed programing and services will be provided in accordance with the requirements of this solicitation.

C.3. Staffing Plan
Each bidder must provide a staffing plan that addresses how it will deliver services in a manner that is consistent with the requirements of this solicitation. The staffing plan should include:

1. Before Job Placement: Explain the type of training that is provided to the employees prior to placing them on the job assignment;
2. On the Job Training (OJT): Provide the duration of the training, what the training consists of, the credentials/qualifications of the instructor, etc.; and
3. On-Going Training: Provide any on-going training that your company provides to employees; (i.e. weekly, quarterly, semi-annual training, attendance to seminars, certifications held, etc.).
4. Carrying out the proposed landlord engagement and tenant education plans.

C.4. Budget and Budget Narrative
C.4.a. Budget:
Bidders shall submit a detailed project budget, using the Excel forms provided with this solicitation. The budget must indicate the total funding required for the project and denote the itemized costs which are being requested. Ensure the budget includes line items for ALL of the minimum required services described in the RFP.
C.4.b. Budget Narrative:
The budget narrative should clearly define the purpose intended for requested funds by identifying and justifying the need for project activities. This narrative should be presented in an organized, concise format that includes:

1. A detailed description for each line item, which breaks down monthly costs and the anticipated number of clients to be served or other detail, as appropriate. Sufficient information must be provided to indicate accuracy of projected costs.
2. A description of leveraged in-kind or cash match resources.

C.4.c. Audit:
Bidders must submit their most recent Certified Audited Financial Statement.

C.5. Reporting Requirements
C.5.a. Data Tracking Requirements:
The successful bidder shall use District’s Homeless Management Information System (HMIS) to document all clients served, including client demographic information, case planning activities, and to submit client-level information needed for all federal, District, and CoC reporting.

C.5.b. Reporting Requirements:
1. The successful bidder shall provide all client level data necessary for the completion of the annual Point in Time (PIT) enumeration.
2. The successful bidder shall provide all client level data necessary for the completion of the Longitudinal System Analysis (LSA).
3. The successful bidder shall provide all client level data necessary for the completion of the annual Homeless Youth Census (HYC).
4. The successful bidder shall capture all client level data necessary for the completion of the System Performance Measures Report (SPM) to HUD as per the McKinney-Vento Homeless Assistance Act.
5. The successful bidder shall provide data needed to complete the Weekly Occupancy Report by COB each Friday; including: program capacity, program vacancies, slots held for placement, slots that are “offline”, number of enrollments, and number of exits.
6. The successful bidder shall report the death of a client being served under this contract to TCP in accordance with the procedures established by TCP. This procedure includes reporting a death in writing within twenty-four (24) hours of the incident.
7. Client Satisfaction Surveys: The successful bidder must ensure participants of the program funded by this contract have the opportunity to provide input about their satisfaction with the program’s services. During the term of this contract, the successful bidder must administer, twice annually, anonymous “Client Satisfaction Surveys” which allow program participants to provide comments and feedback on the program. Results from the first survey shall be submitted to TCP on or before June 11th. The second survey results shall be submitted on or before October 11th.

C.5.c. HMIS Comparable Database
Homeless services programs funded by the TCP are required to use the homeless services system’s HMIS in order to comply with all federal and District reporting requirements. However, the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA) establish confidentiality provisions that limit victim service programs from sharing, disclosing or revealing victims’ personally identifying information, including entering information into shared databases like HMIS. These provisions underpin confidentiality practices that protect the safety and privacy of victims of domestic violence, dating violence, sexual assault, and stalking who are seeking services. TCP applies the provisions in VAWA and FVPSA apply to all subgrantees specifically funded to provide housing to victims, survivors and families fleeing domestic violence, dating violence, sexual assault, stalking, and/or human trafficking. However, they are not exempt from complying with federal, District, and CoC reporting requirements and will be required to capture client level data into an HMIS comparable database. “HMIS comparable database” means a database that has all of the following characteristics:

1. The provider controls who can access and see client information.
2. Access to the database is controlled by the provider.
3. Meets the standards for security, data quality and privacy of the HMIS.
4. Complies with all HUD-required technical specifications.
5. Be programmed to current HMIS Data Standards.
TCP SOLICITATION 3-2019

6. Has the functionality to de-duplicate client records within each system.
7. Be able to generate all reports required by the federal data standards.
8. Data fields must be able to be modified and customized.

The OSNIUM database is the HMIS comparable database used by the CoC. Bidders proposing to establish domestic violence-specific FRSP services will be required to use OSNIUM.

C.6. Monitoring and Evaluation
The successful bidder will be monitored and evaluated by TCP and/DHS according to its scope of work and performance objective which will be an integral part of its awarded contract. TCP and/DHS will at all times have access to the work being performed under the contract, wherever it may be in progress. TCP and/DHS will review program 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 bidder has declared as part of their match for accomplishing program objectives.

C.6.a. Monitoring and Evaluation: Protected Personally Identifying Victim Information
1. Since 2005, VAWA has explicitly protected personally identifying victim information (PII) from disclosure, even to federal grant administrators and auditors.
2. PII is confidential, and may not be disclosed in the course of reporting to funders, participating in program evaluation, or complying with routine audits.
3. Grant administrators and auditors may be provided with non-personally identifying, aggregate data (totals) in order to comply with federal, state, tribal, or territorial reporting, evaluation, or data collection requirements.

SECTION D: OTHER TERMS AND CONDITIONS

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

D.1. Audits
The successful bidder 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/DHS may have the bidder’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 bidders 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 Bidder must provide in its responses to this solicitation 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 successful bidder, 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 TCP at the time of contract execution.
2. The successful bidder shall carry general liability coverage of up to one million dollars ($1,000,000).
3. The successful bidder shall carry Umbrella/Excess Liability with a five million dollar ($5,000,000) limit per occurrence.
4. If the successful bidder uses any vehicles in connection with this contract, the successful bidder 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 up to 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 successful bidder 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 successful bidder’s scope of work includes the provision of professional case management services, the successful bidder shall carry Professional Liability Insurance of $1,000,000 per claim.

7. All insurance provided by the successful bidder 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 up to thirty (30) days written notice to TCP prior to their termination or material alteration.

8. At its option, the successful bidder may maintain the above stated minimum levels of insurance through a self-insurance plan. Should this option be exercised, the successful bidder is relieved of responsibility to comply with Article XII, Item 6 however the successful bidder 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 solicitation, a successful bidder 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 Scoring and Competitive Range
The factors for rating and ranking applications and the points for each factor are provided below. The points in the evaluation criteria outlined below will provide a scoring system to be used in making recommendations for awards to the Executive Director of TCP. A total maximum of 150 points is possible for each written submission. Only bidders with a total score of at least 100 points, who received at least 35 points for the Minimum Requirements will be considered to be in the competitive range for contract awards.

E.2 Specific Criteria and Points for Written Proposal

1. Minimum Requirements (identified in section A.3) (50 points)
2. Organizational and Background Information (15 points)
3. Scope of Work & Work Plan (35 points)
4. Staffing Plan (35 points)
5. Budget, Budget Narrative, and Audit (15 points)

E.3 Interviews
Interviews may be scheduled to clarify proposals from the bidders in the competitive range. If interviews are scheduled, they will be held at least one week after scores are due from evaluators. A total maximum score of 50 points is possible for oral presentation. The score attained in this phase will be added to the score awarded to the bidder’s written proposal.

Specific Criteria and Points for Interviews (oral presentation)

1. Bidder’s Ability to Perform (20 points)
2. Experience and Qualifications of Proposed Staff (15 points)
3. Comprehensive understanding and Mastery of Scope of Work (15 points)

E.4 Negotiations
Negotiations with qualified bidders with respect to program size, location, or cost may precede contract award decisions, at TCP’s discretion.

E.5 Evaluation Committee
Evaluation of proposals, based on the evaluation criteria set forth above, will be performed by a committee established for that purpose. The Evaluation Committee will review proposals, participate in Bidder oral presentations and discussions (if any) and provide input to TCP. In addition, TCP reserves the right to utilize the services of individuals outside of the established Evaluation Committee for expert advice and assistance, as deemed appropriate.
SECTION F: INSTRUCTIONS FOR APPLICATION AND FORMAT FOR RESPONDING TO TCP SOLICITATION 3-2019

These instructions contain the required content and format for agencies to submit an application for funding under SOLICITATION TCP 3-2019. Bidders must adhere to the form outlined in these instructions, including page limitations, in order for their application to be reviewed for funding. All narratives should be formatted as described below within the given page limits.

Narratives and other attachments to your application must follow the following format guidelines:
1. Page Size: 8.5” x 11”
2. Margins: one-inch all around
3. Font: Times New Roman
4. Font (regular text): 12 point
5. Font size/style for headings: 16 point, Bold. (Subheadings - 12 point, Bold)
6. Spacing: Double-spaced
7. Headers: Left-justified - indicate the rating factor or executive summary.
9. Narrative may not exceed 20 pages (this limitation does not include attachments such as documentation of leveraged resources, reference letters, budget forms, etc.).

F.1 Authorization for Application and Summary Information (Maximum 2 pages)
1. Date the application is submitted to TCP.
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.
3. Provide phone number and facsimile number (if any) of the organization applying.
4. Provide contact person of the organization applying, include their phone number.
5. State the annual budget of the organization(s) and fiscal year used for accounting.
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.
7. State the total funding requested by this application.
8. Include the organization’s Federal tax identification (EIN) number.
9. At the end of this section provide a signature of the person in the organization with authority to contract.

SECTION G: Documents Incorporated

The following documents are incorporated and made part of this solicitation:
1. TCP’s Policy on Serving Transgender and Gender Non-Conforming Clients
2. CoC CAHP Manual
3. FRSP Program Rules

Attachments:
1. Budget Forms
2. FRSP Program Rules
3. TCP’s Policy on Serving Transgender and Gender Non-Conforming Clients
5. Homeward DC
6. Solid Foundations DC
7. Past Performance Questionnaire