



C o u n t y o f S a n L u i s O b i s p o

General Services Agency

Janette D. Pell, General Services Agency Director

Helen McCann, Department Administrator

REQUEST FOR PROPOSAL PS- #1032 HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM

June 25, 2009

The County of San Luis Obispo is currently soliciting proposals for professional services to implement eligible programs under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) grant.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informalities.

If your firm is interested and qualified, please submit six (6) copies of your proposal by 3:00 p.m. on July 22, 2009 to:

County of San Luis Obispo
Phill Haley, GSA - Purchasing
1087 Santa Rosa Street
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Morgen Torell, Planner III, at (805) 781-5113 or mtorell@co.slo.ca.us.

PHILL HALEY
Buyer – GSA - Purchasing
phaley@co.slo.ca.us

TO: ALL PROSPECTIVE PROPOSERS
SUBJECT: LOCAL PROPOSERS PREFERENCE

The County of San Luis Obispo has established a local vendor preference. All informal and formal Request for Proposals for contracts will be evaluated with a 5% preference for local vendors. Note the following exceptions:

1. Those contracts which State Law or, other law or regulation precludes this local preference.
2. Public works construction projects.

A "local" vendor will be approved as such when, 1) It conducts business in an office with a physical location within the County of San Luis Obispo; 2) It holds a valid business license issued by the County or a city within the County; and 3) Business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference.

As of March 3, 1994 individual County Buyers evaluate RFP's (Request for Proposals) considering the local vendor preference described above. The burden of proof will lie with proposers relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200. All prospective proposers are encouraged to quote the lowest prices at which you can furnish the items or services listed in County proposals.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____ _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: _____

Authorized Individual: _____ Title: _____

Signature: _____ Dated: _____

PROPOSAL SUBMITTAL AND SELECTION

1. All proposals, consisting of six (6) copies must be received by mail, recognized carrier, or hand delivered **no later than 3:00 p.m. on July 22, 2009. Late proposals will not be considered.**
2. All correspondence should be directed to:

San Luis Obispo County
General Services Agency
1087 Santa Rosa Street
San Luis Obispo, CA 93408
ATTENTION: Phill Haley
Telephone: (805) 781-5904
3. Costs of preparation of proposals will be borne by the proposer.
4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.
5. Selection of qualified proposers will be by an approved County procedure for awarding professional contracts.
6. This request does not constitute an offer of employment or to contract for services.
7. The County reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.
8. The County reserves the option to retain all proposals, whether selected or rejected. Once submitted, the proposals and any supplemental documents become the property of the County.
9. All proposals shall remain firm for ninety, (90) days following closing date for receipt of proposals.
10. The County reserves the right to award the contract to the firm who presents the proposal which in the judgment of the County, best accomplishes the desired results, and shall include, but not be limited to a consideration of the professional service fee.
11. Selection will be made on the basis of the proposals as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.
12. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers.

PROPOSAL FORMAT

A qualifying proposal must address all of the following points:

1. Project Title
2. Applicant or Firm Name
3. Firm Qualifications
 - a. Type of organization, size, professional registration and affiliations.
 - b. Names and qualifications of personnel to be assigned to this project.
 - c. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.
 - d. Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
 - e. Client references from recent related projects, including name, address and phone number of individual to contact for referral.
4. Understanding of and Approach to the Project
 - a. Summary of approach to be taken.
 - b. Description of the organization and staffing to be used for the project.
 - c. Indication of information and participation the proposer will require from County staff.
 - d. Indication of time frame necessary to complete the plan review once a Notice to Proceed is issued.
5. Fees and Insurance
 - a. Propose total fixed fees to complete project as described under Project Scope.
 - b. The selected Consultant will be required to provide insurance coverage in the amount of \$1,000,000.00 General Liability Insurance and \$1,000,000.00 of Professional Liability Insurance. This amount of insurance coverage shall be reflected in your estimated professional fee.

c. The Consultant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.

d. Indemnification

Consultant shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the Consultant, or its agents, employees, or other independent contractors directly responsible to Consultant including, but not limited to the following:

1. Violation of statute, ordinance, or regulation.
2. Professional malpractice.
3. Willful, intentional or other wrongful acts, or failures to act.
4. Negligence or recklessness.
5. Furnishing of defective or dangerous products.
6. Premises liability.
7. Strict Liability.
8. Violation of civil rights.
9. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Consultant is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

PROJECT SCOPE

The County of San Luis Obispo Department of Planning and Building is currently soliciting proposals for professional services to implement eligible programs under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) grant. In February 2009, the American Recovery and Reinvestment Act of 2009 was signed into law, and the County of San Luis Obispo was allocated HPRP funds as a result. The HPRP grant is focused on housing for homeless and households at risk of becoming homeless. Homeless means as the term is defined by section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11302).

Proposed activities must be eligible per the standards published in a Notice by the Department of Housing and Urban Development (HUD) on March 19, 2009 (Docket No. FR-5307-N-01). Only private non-profit organizations are eligible to apply for these funds. A total of \$788,805 is available to non-profit organizations. The Board of Supervisors approved the following general budget allocation:

	Homeless Prevention (at-risk)	Rapid Re-Housing (homeless)	Total Amount Budgeted
Financial Assistance	\$225,728	\$188,106	\$413,834
Housing Relocation and Stabilization Services	\$150,485	\$188,106	\$338,591
<i>Subtotal</i>	<i>\$376,213</i>	<i>\$376,212</i>	<i>\$752,425</i>
Data Collection and Evaluation			\$15,000
Administration (up to 5% of allocation)			\$21,380
Total HPRP Amount Budgeted for Non-Profit Agencies			\$788,805

All proposed activities must be eligible and should not to exceed the budgeted amount above. Non-profit agencies may apply for a portion or all of the funding. All non-profit agencies are expected to read the published Notice to become familiar with the program and reporting requirements.

Some general guidelines are as follows:

- Financial assistance activities are limited to: short-term (up to 3 months) and medium term (4-18 months) rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel and hotel vouchers.
- Housing relocation and stabilization services are limited to case management, outreach and engagement, housing search and placement, legal services, and credit repair.
- Data collection is conducted through the Homeless Management Information System (HMIS). Participation in HMIS is mandatory.
- Households served must earn at or below 50 percent of the Area Median Income (AMI).

- Households served must be either homeless or at risk of losing its housing, as well as have no appropriate housing options identified and lack the financial resources and support networks needed to obtain or remain in housing.
- Any individual or family provided with financial assistance must have at least an initial consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs.
- Each grantee must draw down 60 percent of its HPRP grant funds within 2 years, and must expend 100 percent of its funding within 3 years of the date of the grant agreement signed between the County and HUD. However, it is the County's preference that 80 percent of the funds are drawn down within the first 2 years.
- Non-profit agencies awarded funds must submit quarterly and annual reports for the duration of the 3 year grant.

The entire Homelessness Prevention and Rapid Re-Housing Program requirements are accessible at http://hudhre.info/documents/HPRP_NoticeRedline_6_08_09.pdf.

Appendix A

RFP Application Instructions

Use the following outline to respond to the RFP, as this format also addresses the points requested in the RFP Proposal Format requirement.

Please respond to the following items:

1. Complete the HPRP Summary Form (attached), which includes the Project Title and Applicant Name (per the Proposal Format). Complete a separate form for each proposed project (i.e. Financial Assistance projects, Homeless Relocation and Stabilization projects, Homeless Management Information System projects, and Administration).
2. Provide a statement to demonstrate the organization's organizational history, legal status and management ability:
 - Firm qualifications (per the Proposal Format);
 - History of serving the target population or relationship with a strong service provider;
 - Legal organization status that meets the HPRP criteria;
 - Plans for determining client eligibility (i.e. homeless status);
 - Plans for implementation of the Homeless Management Information System (i.e. what staff will input data, how frequently will data be entered into the system, etc.)
 - Compliance with fees and insurance requirements
3. Complete a narrative describing the proposed project, location, and type of services being provided for each proposed activity (as well as any additional information per the Proposal Format under Understanding and Approach to the Project).
4. Local Vendor Preference

Submit six (6) copies to:

County of San Luis Obispo
Phill Haley, GSA-Purchasing
1087 Santa Rosa Street
San Luis Obispo, CA 93408

**PROJECT SUMMARY FORM
HPRP HOUSING PROGRAM**

Project Information

Name of Project: _____

Site Address: _____

City: _____ **State** _____ **Zip** _____

Project Sponsor Name: _____

Type of project:

- Financial Assistance
- Housing Relocation and Stabilization Services
- Homeless Management Information System
- Administration

Total amount of HPRP funds requested _____

Other funding sources for this project (list if applicable): _____

Target Population (please check all that apply): Homeless
 Persons at Risk of Becoming Homeless

Project Contact:

Name and Title: _____

Phone Number: _____

Email: _____