County of San Luis Obispo
General Services Agency
Janette D. Pell, General Services Agency Director
Helen McCann, Department Administrator

REQUEST FOR PROPOSAL PS- #1068
FISCAL AGENT FOR HOMELESS SERVICES OVERSIGHT COUNCIL

January 29, 2010

The County of San Luis Obispo is currently soliciting proposals by qualified organizations to act as "fiscal agent" for the Homeless Services Oversight Council (HSOC). The HSOC is a new advisory committee created by the County Board of Supervisors. The HSOC has need a fiscal agent to receive and hold public and private funds on behalf of the HSOC, and also to contract with and make payments to a person who will perform tasks under HSOC direction (the HSOC Executive Director).

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 organization is interested and qualified, please submit seven (7) copies of your proposal by 3:00 p.m. on February 17, 2010 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 Dana Lilley at (805) 781-5715.

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 RFPs (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 7 (seven) copies must be received by mail, recognized carrier, or hand delivered **no later than 3:00 p.m. on February 17, 2010. 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.

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 General Liability Insurance and $1,000,000 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 San Luis Obispo County Planning and Building Department is requesting proposals from organizations qualified to act as fiscal agent for the Homeless Services Oversight Council (HSOC). The HSOC was established by the San Luis Obispo County Board of Supervisors, on June 23, 2009, to provide general oversight and coordination among the many organizations which are implementing the San Luis Obispo Countywide Ten Year Plan to End Homelessness. This RFP was issued twice previously, but in both instances the proposed fee was considered by the county selection committee to be more than what is desired by the county and by the HSOC.

It is envisioned that the responsibilities of the fiscal agent are two-fold:

1) Receive, hold and disperse funds on behalf of the HSOC, and
2) Enter into contract with person/entity to provide administrative and programmatic support to HSOC

It is intended that the fiscal agent will provide financial administrative services. In this regard, the fiscal agent's responsibilities will include entering into grant agreements and contracts on behalf of the HSOC as may be necessary. Since private parties may donate additional funds for various charitable purposes as determined by the HSOC, the fiscal agent should be a 501(c)(3) nonprofit corporation to facilitate tax deductibility of those donations.

The contract required in the second responsibility noted above is intended to provide a staffing infrastructure consisting of a dedicated half-time staff person for the administrative and programmatic services to the HSOC. This contractor would be called the "HSOC Executive Director" and would work under direction from the HSOC (not from the fiscal agent).

The fiscal agent will immediately receive approximately $118,000 from various organizations which is designated specifically for the contract for staffing infrastructure and/or support of direct services to the homeless. This amount is expected to cover all costs associated with the HSOC, such as the staffing infrastructure, programmatic costs and should include any fee charged by the fiscal agent, if any. Over the two-year period, additional funds may be secured and designated for the administrative and programmatic support of HSOC or direct services o the homeless and shall be held under the same terms as the initial $118,000. Attached to this RFP is a copy of the Work Program for the HSOC Executive Director.

Specific services which the County wishes to be provided by the HSOC Fiscal Agent including the following:

- Accept, hold and disperse public and private funds on behalf of the HSOC;
- Enter into grant agreements and contracts on behalf of the HSOC;
- Create holding accounts that allow funds to be designated to particular projects as directed by HSOC;
- Enter into a contract negotiated by HSOC with the HSOC Executive Director (selected, supervised, and terminated if and as necessary by the HSOC);
- Provide quarterly financial reports to the HSOC and the County;
- Provide annual Form 990 to the Internal Revenue Service, as may be required;

- Perform financial administrative services as may be required, i.e. preparation of Form 1099, audits;
- Provide a location for document storage and/or a work station for the HSOC Executive Director with computer, email, internet and printer access (optional).

The County will evaluate proposals under the following criteria:

- Experience in holding donated funds for various charitable purposes in San Luis Obispo County;
- Understanding of the nature of services desired by the County;
- Amount of proposed fee for service; and
- Willingness to provide the optional service described above.

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 HSOC Fiscal Agent Proposal Summary Form (attached).
2. Complete a narrative describing the proposed services, including how funds would be held (i.e. interest bearing).
3. Provide a statement responding to the evaluation criteria.

PROPOSAL SUMMARY FORM
HSOC Fiscal Agent

Name of Organization: _____

Site Address: _____

City: _____State_____Zip_____

Type of organization

☐ Nonprofit (501(C)(3))

☐ Nonprofit (other than 501(C)(3))

☐ Financial institution (for-profit)

☐ Other: _____

Total cost of services:

☐ Total fee covering two years $_____

☐ Total fee covering two years _____% of HSOC funds

☐ Other fee structure: (please explain)

_____

_____

Contact information:

Name and Title: _____

Mailing address: _____

Phone Number: _____

Email: _____

Attachment A

Work Plan for Executive Director of the Homeless Services Oversight Council June 23, 2009

The primary function of the Homeless Services Oversight Council (HSOC) is to facilitate implementation of the San Luis Obispo Countywide 10 Year Plan to End Homelessness (the Plan). The HSOC is not a direct service or housing provider; it performs its function through the following activities as established in its by-laws:

1. Provide a planning and policy development forum with local jurisdiction and public and private service providers to increase local awareness and participation and to increase service coordination and efficiency
2. Work with service providers and local jurisdictions throughout the county to compile and monitor data and information regarding the number of homeless and service utilization
3. Advise service providers of opportunities and best practices to improve access to services and to strengthen services
4. Advocate and provide local jurisdictions with recommendations on public funding allocations based upon local needs and prioritized objectives within the 10-Year Plan to End Homelessness
5. Work with public and private partners, donors and grant makers to establish financial resources for service coordination and implementation.
6. Providing guidance, technical assistance, political support and, where appropriate, financial support to other organizations and/or persons who are directly implementing the Plan through services, housing or other facilities;

Consistent with the Plan (Phase 1), the Executive Director will advise and implement HSOC activities through the following actions steps during the first two years. Time frames for completing the tasks are described in terms of months or years following the commencement of work.

PERFORMANCE MEASURES

The following performance measures will enable the HSOC and the County to evaluate the performance of the Executive Director during and at the end of the initial two-year period.

1. The amount of funding contributed by the County to support the HSOC Executive Director should decline by 25 percent within 2 years.

2. The number of homeless persons obtaining permanent housing should increase by 20 percent from the end of year 1 to the end of year 2. If a total of 40 homeless persons obtained permanent housing during year 1, then at least 48 homeless persons should have obtained housing during year 2.

3. The amount of federal, state and private foundation grant funds secured annually for local programs addressing homelessness should increase by $200,000 by the end of year 2 over the annual amount at the beginning of year 1.

Year 1

PRIORITY 1: **ADMINISTRATIVE INFRASTRUCTURE**.
Establish a countywide inter-jurisdictional collaborative homeless governing body (the HSOC) to coordinate efforts to prevent and end homelessness and oversee Plan implementation. (Page 83 of the Plan dated October 2008). The HSOC will be created through action of the San Luis Obispo County Board of Supervisors, so tasks assigned to the Executive Director are those which follow HSOC creation. Members of the HSOC will also assist the Executive Director and HSOC committees in preparing meeting minutes, as deemed appropriate by the HSOC. The corresponding Plan provision for this priority is **Strategy 4.1**.

Action 1.1: Facilitate action by the HSOC to form and establish responsibilities of standing committees – services, housing, finance, and executive – within 3 months after commencement of this work program.

Action 1.2: Prepare draft revisions to the Plan for review and approval by the HSOC within 3 months. Plan revisions will include clarification of what "housing first" means in San Luis Obispo County, updating description of the "governing body" to identify the HSOC, and other miscellaneous items as directed by the HSOC.

Action 1.3: Prepare and present informational reports and make recommendations to the HSOC and its standing committees. This is an ongoing task.

PRIORITY 2: **RESOURCES.**
Support Plan implementation with revenue from multiple sources. The corresponding Plan provision for this priority is **Strategy 4.2**.

Action 2.1: Create a methodology to document cost savings in mainstream systems within 6 months. Note: baseline data on costs will be established in year 2.

Action 2.2: Prepare a report within 6 months describing current funding sources and uses for programs addressing the needs of the homeless, including all public and private funding.

Action 2.3: Within 9 months, identify potential new sources of federal, state and local funds, and coordinate with local nonprofit and/or public agencies to facilitate applications for new funds.

Action 2.4: Within 9 months, prepare a private fund raising plan for review and approval by the HSOC.

Priority 3: **PUBLIC EDUCATION.**
The corresponding Plan provision for this priority is **Strategy 3.3**.

Action 3.1: Develop a comprehensive public education program to familiarize all stakeholders with issues relating to homelessness within 3 months.

Action 3.2: Create a concise description of the current state of homelessness in San Luis Obispo County and utilize multiple media to inform the public within 3 months.

Action 3.3: Prepare a comprehensive "Frequently Asked Questions" (FAQ) for the media, and provide it within 3 months to public agencies to be posted on their web sites.

Action 3.4: Perform public speaking engagements at public comment periods of the cities and the county, service organizations and other venues. This is an ongoing task involving at least twenty occurrences each year.

Action 3.5: Conduct one-on-one meetings with legislative and executive leaders on all levels to inform them and answer their questions about homelessness. This is an ongoing task involving at least thirty occurrences each year.

PRIORITY 4: **ACCESS TO HOUSING**
The corresponding Plan provision for this priority is **Strategy 1.4**.

Action 4.1: Provide assistance to existing nonprofit organizations as needed to help them establish three regional, integrated 24-hour campuses with interim housing and other facilities and services needed by homeless persons.

Action 4.2: Facilitate procedures and systems needed to address special challenges associated with housing chronic homeless and/or medically fragile homeless persons using the "housing first" model to the extent possible.

Action 4.3: Create a damage repair fund to address damage to housing units occupied by previously homeless persons to sustain availability of housing stock.

Action 4.4: Facilitate creation of a system responding quickly 24 hours per day and seven days a week to problems with tenants, landlords or neighbors.

Action 4.5: Track local legislative actions and make comments regarding housing needed for the homeless, including but not limited to amendments to zoning ordinances regarding homeless shelters, group homes and transitional housing as required by state law under SB 2.

PRIORITY 5: **INTEGRATED COMPREHENSIVE, RESPONSIVE SUPPORTIVE SERVICES**
The corresponding Plan provision for this priority is **Strategy 3.1**.

Action 5.1: Establish standards and procedures of care, including case management services and needs assessments implemented by nonprofit and public agencies within 3 months.

Action 5.2: Facilitate agreement of affected organizations to create a single case plan for each client, addressing the full range of housing and service needs within 6 months.

Action 5.3: Collaborate with other organizations to conduct research and sponsor annual training regarding best practices for case management services and other matters.

Action 5.4: Create, maintain and disseminate information about opportunities for employment, including day labor, job placement, and voluntary work within 9 months.

Year 2 (July 1, 2010 – June 30, 2011)

PRIORITY 2: **RESOURCES (continued from year 1)**
The corresponding Plan provision for this priority is **Strategy 4.2**.

Action 2.5: Prepare and issue within 14 months, the first annual report evaluating whether existing funding sources are used as effectively and efficiently as possible.

Action 2.6: Develop and initiate a procedure and methodology for HSOC review and comment on funding applications to public agencies within 15 months.

Action 2.7: Collaborate with nonprofit and public agencies to prepare applications for additional federal, state, local and private funding to support efforts to address homelessness.

Action 2.8: Secure private contributions pursuant to private fund raising plan approved by the HSOC.

Action 2.9: Collaborate with nonprofit organizations to establish Social Enterprises and revenue generating activities. Initiate at least one pilot project within 15 months.

Action 2.9: Collaborate with nonprofit and public organizations to implement the next federally-required survey of the homeless (a.k.a. ”homeless enumeration”) within 18 months.

PRIORITY 4: **ACCESS TO HOUSING (continued from year 1)**

Action 4.5: Identify properties for possible acquisition by nonprofit organizations for provision of housing for homeless persons, including permanent housing, transitional housing and interim housing (shelters).

Action 4.6: Conduct training workshops on procedures and systems for housing chronic homeless and/or medically fragile homeless persons.

Action 4.7: Within 15 months, create a consortium of landlords to increase awareness of the rental housing market, expand networks and partnerships that increase access to rental housing units, publish a newsletter for local Section 8 landlords and share real-time vacancies inventory on web.

PRIORITY 6: **PREVENTION/INTERVENTION**
The corresponding Plan provisions for this priority are **Strategies 2.1 – 2.4**.

Action 6.1: Educate staffs of institutions from which people are discharged (including but not limited to prison, jail, hospitals and mental hospital) regarding the importance of identifying housing for persons being discharged. The initial education program should be completed for each institution within 15 months.

Action 6.2: Develop systems to store discharge planning assessment data in the County Homeless Management Information System within 15 months.

Action 6.3: Facilitate creation of a program to divert homeless persons from the criminal legal system. The initial steps of establishing and helping a subcommittee prepare a draft program description should be completed within 18 months.

Action 6.4: Establish a program to provide and track in HMIS comprehensive medical respite beds within 18 months.

Action 6.5: Facilitate work of services and housing committees to establish criteria and procedures addressing needs of “medically fragile” homeless persons by within 18 months.