



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

**REQUEST FOR PROPOSALS
Volunteer Coordinator Professional Services to Support
2019 CA-503 CoC Point-in-Time Count**

RFP Issued: September 28th, 2018

Written Questions Due October 5th 2018, 5 p.m.

Proposals Due on October 12th, 2018, 5 p.m.

Please submit written question and proposals to Christopher Weare
cweare@sacstepsforward.org. Responses to written question will be post on the SSF website.

The Federal Department of Housing and Urban Development requires that all Homeless Continuums of Care (CoC) conduct a biannual count of individuals experiencing homelessness in their community. This count entails sending teams of trained volunteers to selected areas of Sacramento on an evening during the last week of January, 2019 (specific date TBD).

Sacramento Steps Forward (SSF), Sacramento's lead CoC agency, is in need of a volunteer coordinator who will recruit volunteers, ensure that they attend a mandatory training session, and most importantly, manage volunteer teams on the night of the count. The organizer will work with area organizations, colleges, and universities to promote the volunteer opportunity through their networks. This recruitment process will entail, with the coordination of SSF, the development of emails and other recruitment materials that will be shared with partner organizations. The organizer will be responsible for providing a web-based tool for volunteer registration, for collecting contact information from volunteers, tracking volunteers, and sending out invitations to trainings and the final event. SSF can host the tool on its website, and can provide support for these functions if necessary.

During this process the organizer will seek to identify potential candidates to become team leads and who will receive additional training.

During the event preparations the volunteer organizer will also be engaged in community engagement efforts to gather insights from community stakeholders in order to take all perspectives into consideration as we plan for the count.

The organizer will make preparations for one or more launch sites for the count night. These preparations will include:

1. Ensure that volunteers show up for the event.
2. Finalize plans for event location(s).
3. Organizing the production and distribution of materials, including maps that detail the area to be walked and instructions on data collection.

4. Ensuring that participants have the necessary technology available. The technical team in charge of the survey component of the count envisions using a phone-based survey app. Thus, all participants will either need to have their own phone or be provided with a portable device.
5. Meet with the various local law enforcement agencies to discuss any safety concerns and provide event information.
6. Distribute and track participation gifts provided to individuals who participate in interviews.
7. Coordinate with SSF's media team on a media and communications plan for the event.

Much of the early work can be performed remotely. Nonetheless, the organizer will need to be available for weekly planning meetings during the run-up to the event in December and January. Some of these meetings will require the organizer to be in Sacramento while others can be done on conference calls. The organizer will need to be on-site for at least a week prior to the event.

This contract will begin as soon as applications are reviewed and a contractor is selected. It will run through January of 2019.

The amount budgeted for these services based on the previous PIT count is \$20,000.

The tentative time commitment and schedule for work is as follows:

October -- January 24 15 hours/week

January 25 – January 31 40 hours/week

It is expected that less work will be required during Thanksgiving week and the last two weeks of December.

Proposals should detail any changes or clarifications of the scope of work outlined in this proposal, a work plan, and a final budget.