

Sacramento Steps Forward (SSF) REQUEST FOR PROPOSALS (RFP)

Professional Services to Support the 2024 CA-503 CoC Point-in-Time Count

RFP Issued: February 17, 2023

Letter of Intent Due: March 27, 2023 5 pm

Submission Deadline: April 25, 2023, 5 pm

I. DESCRIPTION OF WORK

1. Objective

Sacramento Steps Forward SSF (SSF) will lead the 2024 Point-in-Time Count for the CA-503 Continuum of Care (SSF PIT 2024) during the last 10 days of January 2024, as required by the United States Department of Housing and Urban Development (HUD). SSF plans to conduct the Count on January 27-28, 2024. SSF is seeking the services of a qualified organization to assist in this effort. A brief description of key project objectives includes development of the following:

1. Statistical model and methodologies used to calculate the numerical estimates and demographic characteristics of people experiencing homelessness;
2. Review Unsheltered Demographic Survey tools;
3. Data analyses, including unsheltered population and subpopulation estimates based on Count and survey results;
4. Communication strategy to effectively communicate and summarize key Count findings; and
5. A methodology report (i.e., white paper) summarizing methodologies as they pertain to the determination of findings.
6. Develop large canvassing area maps for planning purposes and small subsequent block group maps for volunteers.

2. Background

Sacramento Steps Forward (SSF) is a 501(c)(3) nonprofit that partners with local, state, and federal agencies to accomplish our shared goal of ending homelessness. We focus on strengthening our community's response to homelessness by utilizing data and analytics to drive system-level changes, prioritize racial equity, and enhance access to services.

SSF works to prevent and end homelessness through three main work areas:

1. **Research and Analysis:** SSF is the region's source for current, comprehensive research and analysis on homelessness. We manage the statewide Homeless Management Information System (HMIS). We lead the annual "Point-in-Time Count," a one-night snapshot of homelessness in this area.
2. **Advocacy and Strategic Communications:** SSF provides a voice for homeless service providers in our region and in Washington D.C., working to educate the public and policy makers on the problem, the solutions, and the resources we need to end homelessness.
3. **Training, Technical Assistance, and Leadership Development:** SSF supports service providers with education, training, and networking opportunities. We provide best-practices guidance and help providers implement the most effective approaches to use scarce resources to end homelessness.

The Point-in-Time Count

The Point-in-Time Count is a one-day unduplicated count of sheltered and unsheltered homeless individuals and families across the United States. Note, HUD allows CoCs to collect Point-in-Time Count data over multiple days, but the CoC's Count night is always a single night.

Unsheltered data collected over multiple days asks respondents to report their homeless status on the official Count night, so respondents may be asked where they will sleep tonight, where they slept last night, where they slept two nights ago, etc. The data collection window should be as short as possible to ensure accuracy of respondents' recollections, but as long as necessary to reach respondents throughout the CoC geography and across the household and subpopulation types experiencing unsheltered homelessness.

The U.S. Department of Housing and Urban Development (HUD) requires that each Continuum of Care (CoC) conduct a count at the end of January every two years.

3. Eligible Proposers

Eligible applicants for this RFP are researchers, research organizations, public or private colleges or universities, and not-for-profit or for-profit agencies who have experience providing similar services as outlined in Section 1.7 of this document to the public or private sector and do not have a conflict of interest, including, but not limited to, being affiliated or associated with a homeless service provider(s) or a current direct recipient of public or private funds for the provision of homeless services or housing.

4. Funding Available

SSF will provide funding from a variety of sources including but not limited to, State, Federal, and private fundraising efforts, depending upon the approved budget and availability of funds.

5. Cost Structure

A successful proposal must contain a cost structure and cost estimate. The cost structure and cost estimate must describe the pricing structure from the beginning of the project until completion, with the final product being a methodology report which also includes the HUD-mandated data tables.

HUD guidance on conducting Point-in-Time Counts is published annually and can be found on the HUD Homeless Resource Exchange website:

<https://www.hudexchange.info/programs/hdx/pit-hic>

Applicants must explain the pricing structure for services, including staff configuration, hourly-billing rates, and hours needed to complete the project. If you assume that SSF will be providing resources or will take responsibility for certain tasks, please specify these resources or tasks.

6. Contract Term

The initial contract term for contracts awarded through this RFP will be established during contract negotiations and is approximately June 01, 2023 – August 31, 2024. SSF reserves the right to contract with the contractor selected through this RFP for up to two (2) subsequent unsheltered point-in-time count cycles, contingent upon, but not limited to, satisfactory contractor performance and availability of funds.

7. Scope of Work

The following are the expected deliverables for the project. For reference, the methodology employed for the 2022 PIT count can be found within the 2022 PIT Report, see methodology section:

[Microsoft Word - Main Report 6.26_AB.docx \(sacramentostepsforward.org\)](#)

General Count Deliverables

1. Develop a community engagement process to solicit input from relevant stakeholders concerning the development of planning maps, survey methods, and other concerns related to the conduct and results from the PIT;
2. Enumeration of census tracts in the CoC region and the methodologies used to enumerate;
3. Development of planning maps and block group maps for the Count after receiving feedback from the field;
4. All CoC statistical estimates with confidence bounds as required by HUD for the CoC Program Notice of Funding Opportunity (NOFO);
5. Completed Mandatory HUD Tables;
6. Creation of any tables or other data developed using the information gathered from the Count. SSF will provide a list of mandatory data fields.
7. Develop large canvassing area maps for planning purposes and small subsequent block group maps for volunteers with accompanying PDF of the maps.
8. Work with SSF to redefine the regional canvassing areas.

Unsheltered Demographic Survey Deliverables

1. Provide sampling procedures and questionnaire review for face-to-face interviews for demographic survey and methodology. The method shall strive to collect a sample of a minimum of 400 usable surveys. The method should also strive to employ electronic, cloud-based, mobile survey administration tools;
2. Review the demographic survey tool and provide recommendations to improve the questions asked in the tool. The 2022 survey is included in Exhibit III for your review. Improvements to the survey shall include items that collect this additional information:
 - a. Sufficient identifying information to match PIT survey respondents with HMIS records
 - b. Location of the respondent prior to experiencing homelessness

- c. Length of time of respondent’s current episode of homelessness
 - d. Respondent’s reasons for experiencing homelessness
 - e. Respondent’s employment situation
 - f. Other data that is mandated by HUD or requested by SSF
3. Recommendations on how to improve outreach and engagement for people experiencing unsheltered homelessness;
 4. Integration of demographic survey methodology into overall Count methodology and methodology report.

Administrative Deliverables

1. Concise status reports with timetables at the end of each month;
2. Weekly/biweekly calls and/or monthly status reports before, during and after the Count;
3. Detailed summary of the proposed methodology to be used to analyze and extrapolate the Count and survey data within **30 days** of the contract execution date. If methodology changes, submit a brief justification within 15 days of the change;
4. Final methodology report provided to SSF senior management upon completion of data analysis before the end of the contract agreement;

2024 Homeless Count RFP Competition Timeline	
Release of Homeless Count RFP	February 17, 2023
Letter of Intent to Apply Due by 5:00pm	March 27, 2023
Submission of Questions via email to rfp@sacstepsforward.org Questions submitted by Friday are answered by following week	Ongoing, last questions due April 17, 2023
Answers to submitted questions posted on SSF website Answers posted weekly	Ongoing, last answers posted April 21, 2023
Proposal Submission Deadline	April 25, 2023, 5:00pm
Applicants notified of contract award decisions	May 2023
Contract Start Date	June 2023

II. PROPOSAL CRITERIA AND EVALUATION PROCESS

1. Threshold Review

All proposals received by the submission deadline will be submitted for a Threshold Review to determine whether they meet the minimum criteria described in the RFP. Proposals that meet all Threshold Requirements, as outlined in the RFP, will be recommended to move on to Quality Review and will be submitted for approval by SSF and will be posted to the SSF website.

Proposals that do not meet Threshold Requirements will not move to the Quality Review phase.

Proposals will be reviewed to determine if they meet the following minimum qualifications:

1. Organization must have five (5) years proven experience in planning, statistical research, and social research;
2. Organization must demonstrate proven experience in planning and managing projects of similar caliber, size, and difficulty;
3. Organization must demonstrate proven experience in developing population estimates, including but not limited to developing the methodology for statistical analysis for population estimates;
4. Ideally, the proposal should provide proof (e.g., a copy of the diploma) that the Project Director holds an Advanced Degree, preferably a PhD, in Statistics, Mathematics, Demography, Planning, Public Administration, Public Policy or a related field. The ideal team will demonstrate experience in Statistics, Demography, and Public Policy.
5. Proposing Organization must not have been debarred by the Federal Government, State of Connecticut, or a local government;
6. Organization does not have unresolved contract non-compliance, non-performance, suspension or termination for cause, or other adverse audit findings with SSF or any other public funding source for the past five years.

2. Quality Review

Each proposal that passes the Threshold Review phase described above will be reviewed for content, responsiveness, conciseness, clarity, relevance, and adherence to the instructions in this RFP. Submissions will be reviewed and ranked by SSF.

Submissions will be reviewed and evaluated as specified in the following chart. SSF reserves the right to require a pre-award interview, site inspection and/or telephone conference call with the applicant.

Quality Review results and final funding recommendations will be posted on the SSF website.

Section	Scoring Criteria	Criteria weighting
Statement of Qualifications - Organization and Project Director Qualifications (Refer to Section I.3 Eligible Proposers, for minimum requirements.)	<p>Evaluation criteria includes but is not limited to:</p> <ol style="list-style-type: none"> 1. The organization’s experience in: <ul style="list-style-type: none"> • Providing similar services in the public or private sector; • Understanding and working knowledge of homeless populations; • Understanding and knowledge of continuums of care and homeless delivery systems; • Developing a methodology for statistical analysis for substantial amounts of data; and • Publishing professional reports. 2. The Project Director’s experience in: <ul style="list-style-type: none"> • Presenting complex concepts and information; • Planning and managing projects of similar caliber, size, and difficulty; • Developing population estimates, including but not limited to developing the methodology for statistical analysis for population estimates; and • Conducting population enumerations. 3. Quality of References 4. Ability to complete work 	30 points
Scope of Work (Refer to Section I.7 Scope of Work)	<p>The proposal will be evaluated on how well it addresses the following:</p> <ul style="list-style-type: none"> • Unsheltered Street Count sampling procedures and data collection tool analysis; • Statistical Projection plans for the non-enumerated census tracts (if applicable); • Sub-Population Estimates; • Suggestions on areas for improvement; and • Tasks and Deliverables. 	50 points
Cost Estimate/Cost Structure (Refer to Section I.5 –Cost Structure)	<p>The proposal will be evaluated on how well it addresses the following:</p> <ul style="list-style-type: none"> • Total Cost (including services, including staff configuration, etc.) 	20 points

III. GENERAL INSTRUCTIONS

1. Proposal Submittal

Proposal Application

The 2024 Homeless Count RFP, Application Documents, and Budget Template will be made available online following the approval for release by SSF in consultation with the PIT Committee. Application documents can also be found as Attachment 1, Attachment 2, and Attachment 3.

Core Documents

Proposers must submit the most recent versions of Core Documents (See Attachment 3) along with the proposal.

Resources

Exhibits I – IV have been included for your reference.

2. Due Date

Proposals submitted in response to this RFP will be due in accordance with the following dates:

All proposal packets must be RECEIVED by e-mail to SSF no later than **5:00 PM on April 25, 2023**, Applications will not be accepted via facsimile. Proposals received after will not be accepted.

Amendments and/or addendums submitted to SSF after the proposal deadline will be returned without review. However, SSF reserves the right to request clarification of unclear or ambiguous statements made in the proposal.

Submit proposal packets via email to:

RFP@Sacstepsforward.org

3. Questions from Proposers

Proposers may direct questions regarding this RFP to RFP@sacstepsforward.org with the subject line, "SSF 2024 PIT RFP Questions" Please be sure to include your name and title, the

name of the organization you represent and the best telephone number to reach you if a SSF representative needs to speak with you for further clarification.

Questions must be received no later than 3:00 p.m. (PST) on the dates stated in the timetable. SSF will post written responses to all received questions on the SSF website no later than five (5) business days from the date questions are due. **Questions asked via U.S. mail or other forms of communication will not be accepted, nor will they receive a response.**

Proposers are responsible for checking the SSF website to obtain current information and responses. Any omission or error made by any Proposer under this RFP for failure to obtain information posted regarding this RFP on the SSF website at www.sacstepsforward.org is the sole responsibility of Proposer and is not basis for appeal of any adverse score or evaluation under this RFP.

4. RFP Addenda/Clarifications

If it becomes necessary to revise any part of this RFP or provide additional information after the RFP is released, a written addendum will be posted on the SSF website at www.sacstepsforward.org. It is the responsibility of the proposer to review any publicly available addendum or information on proposer's responsibility to review any publicly available addendum or information on the SSF website before submitting to the SSF website prior to submission of the proposal. If a proposer does not have access to the SSF website, they may email: RFP@sacstepsforward.org and request a printed copy of any addenda via fax or mail. SSF is not responsible for the information requested within three (3) days of the proposal's due date under this RFP.

5. Appeals

Appeals criteria have been removed from this RFP effective March 9, 2023.

IV. PROPOSAL FORMAT AND CONTENT

Proposers must also submit one complete copy via email to RFP@sacstepsforward.org.

Formatting Requirements

1. Proposers must submit a separate complete proposal for each program type and/or location for which they apply.

2. Documents must be in 12-point font with 1" margins on all sides. Text may be single or double-spaced. Format must be "reader friendly" to facilitate easy review. Paragraphs must be clearly distinguishable. Use of bolding where appropriate to highlight key ideas is encouraged. Proposals must be written in English.
3. Proposal responses must comply with the requirements detailed in this document. Proposals that are incomplete, out of order, lack required attachments, or have other content errors or deficiencies may be rejected. Contextual changes and/or additions to the proposal after the deadline will not be accepted.
4. The proposal must be submitted in the legal name of the corporation. Proposals must be signed by authorized representative(s) of the Proposer organization who have legal authority to enter into a contract agreement with SSF.
5. Each page of the proposal, including exhibits, must be numbered sequentially at the bottom of the page to indicate "Page _ of _".

V. PROPOSAL CONDITIONS AND RESERVATIONS

1. All costs of proposal preparation shall be borne by the Proposer organization. SSF shall not, in any event, be liable for any pre-contractual expenses incurred by the Proposer in the preparation and/or submission of the proposal. The Proposer shall not include any such expenses as part of the budget in the proposal.
2. Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in the RFP.
3. Submission of a proposal shall constitute a firm and fixed offer to SSF that will remain open and valid for a minimum of 90 days from the application submission deadline. The proposal should always include the Proposer's best terms and conditions.
4. The proposal must set forth full, accurate, and complete information as required by this RFP. No changes or additions are allowed after the proposal deadline.
5. SSF cannot certify, license, or endorse grant writers. Proposers are free to select any grant writer. The responsibility for the performance of the grant writer rests with the Proposer.
6. Responses to this RFP become the exclusive property of SSF. All proposals will be considered public documents, subject to review and inspection by the public at SSF's discretion, in accordance with California laws. Exceptions will be those pages in each proposal which are defined by the Proposer as business or trade secrets and are marked as "TRADE SECRET" or "CONFIDENTIAL". SSF shall not in any way be liable or responsible for the disclosure of any such records, including, but not limited to, those so marked if the disclosure is deemed to be required by law or by court order. Selection or rejection of a proposal does not affect these rights.
7. SSF reserves the right to communicate in writing with funders or organizations associated with the Proposer to obtain additional clarification of design of program, or proposer fiscal and programmatic capacities, and to utilize this information in the evaluation process.
8. SSF reserves the right to conduct site visits of all proposing agencies.
9. SSF reserves the right to extend the RFP submission deadline should such action be in the best interest of SSF. Proposers may revise and re-submit their proposal in the event the deadline is extended.

10. SSF reserves the sole right to reject any or all proposals received in response to this RFP if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFP, or is not in the best interest of SSF.
11. SSF reserves the right to withdraw this RFP at any time without prior notice. Further, SSF makes no representation that any contract will be awarded to any Proposer responding to this RFP. SSF reserves the right to reject any or all submissions.
12. SSF reserves the right to negotiate services and costs with Proposers, including revision of program design as necessary to better meet SSF, the State of California, or HUD Requirements.
13. A Proposer shall not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with SSF or any other funding source, a contract suspension, a termination for cause by SSF or any other funding source, or outstanding financial obligations with SSF that have not been adequately resolved with SSF or any other funding source. If the Proposer has any contract(s) with SSF suspended or terminated, it shall not be eligible for funding under any RFP released by SSF for a period of five (5) years starting from the effective date of suspension or termination.
14. Willful misstatements of information will result in non-recommendation for funding, regardless of the merits of the proposal submitted.
15. SSF reserves the right to verify information submitted in the proposal. SSF reserves the right to request additional data to verify information submitted with the proposal, at its sole discretion. If the information in the proposal cannot be verified and if SSF determines the errors are not willful, SSF reserves the right to adjust the rating points awarded.
16. If an insufficient number of qualified proposals are received or if the proposals received are deemed non-responsive or not qualified as determined by SSF, SSF reserves the right to re-issue an RFP, execute a sole-source contract with a vendor, or otherwise ensure that services are provided by other means in a manner consistent with the program requirements.
17. The Proposer must comply with applicable civil rights laws and Executive Orders. There must be no outstanding findings of noncompliance with civil rights statutes, Executive Orders, or regulations, an unresolved secretarial charge of discrimination issued under the Fair Housing Act, no adjudications of civil rights violations on a civil action, or deferral of processing of proposals from the sponsor imposed by HUD.
18. The Proposer shall be ineligible to receive funding under this RFP if any officer or employee of the Proposer who would be involved in the administration of grant funds has been convicted of a criminal offense related to the administration of funds or any member of its executive management, key staff, or any officers of its Board of Directors is involved in any litigation or other legal matter that compromises the organization's ability to carry out the project as awarded.
19. SSF reserves the right to fund all or a portion of a proposal and/or require that a Proposer collaborate with another in the provision of a specific service if it is in the best interest of SSF, the State of Connecticut, or HUD.
20. SSF reserves the right to waive minor technical deficiencies or any informality in a submitted proposal.

21. Proposals may be withdrawn by written request of the authorized signatory on provider letterhead at any time prior to SSF final recommendation for funding.
22. If a Proposer declines to implement the project or changes significant project specifications which are deemed relevant to the basis on which the award was granted thereby negating the funding award after the SSF Commission approves funding award(s) under an SSF competitive process, said provider shall not be eligible to apply for any other new project funding for a period of one year from the time of notice. Changes to significant project specifications include but are not limited to, a change in the Service Planning Area in which the project is located or a change in the target population which the project serves. SSF may exempt a provider from this policy if it is deemed that the circumstances that facilitated the refusal to implement the project or change to significant project specifications were out of the reasonable control of the provider.
23. It is improper for any officer, employee, or agent of SSF to solicit consideration, in any form, from a Proposer with the implication, suggestion, or statement that the Proposer's provision of the consideration may secure more favorable treatment for the Proposer in the award of the contract or that the Proposer's failure to provide such consideration may negatively affect the SSF's consideration of the Proposer's submission. A Proposer shall not offer or give, either directly or through an intermediary, consideration, in any form, to an officer, employee, or agent of SSF for the purpose of securing favorable treatment with respect to the award of the contract. A Proposer shall immediately report any attempt by an officer, employee, or agent of SSF to solicit such improper consideration. The report shall be made to the Executive Director of SSF. Failure to report such a solicitation may result in the Proposer's submission being eliminated from consideration. Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.
24. Upon the request of SSF, a Proposer whose bid is under consideration for the award of the contract shall provide SSF with written authorization to request a credit report from a reputable credit agency to gain satisfactory evidence of the Proposer's financial background, stability, and condition.
25. Notwithstanding a recommendation of a department, agency, individual, or other, SSF retains the right to exercise the final decision concerning the selection of a proposal and the terms of any resultant Agreement, and to determine which proposal best serves the interests of SSF.
26. A bid/proposal, which contains conditions or limitations established by the Proposer, may be deemed irregular (and nonresponsive) and may be rejected by SSF, in its sole discretion.
27. SSF reserves the option to renew contracts awarded through this RFP for two (2) additional unsheltered point-in-time count cycles, contingent upon but not limited to the following: a) satisfactory contractor performance; b) availability of funds; and c) demonstrated site need.

VI. CONTRACT CONDITIONS

Contractors will be required to comply with conditions set forth by SSF and the U. S. Department of Housing and Urban Development (HUD), hereafter referred to as "Funders". These conditions include, but are not limited to the following:

1. The initial recommendation for funding should not be construed as a finding that the proposed program complies with all requirements and conditions for a contract for grants. SSF reserves the right to fund all or a portion of a proposal and/or require that a Proposer collaborate with another in the provision of a specific service if it is in the best interest of SSF. A funding recommendation or offer to contract may be withdrawn upon failure of reasonable attempts to negotiate an agreement.
2. Successful Proposers will be required to provide SSF's with current W-9 and a certificate of insurance showing business liability coverage during term of agreement.
3. Contractors shall make available to representatives of Funders, upon reasonable notice, the fiscal records pertaining to the contract.
4. Contractors shall comply with reasonable requests from Funders concerning promotional activities related to the program.
5. Contractors acknowledge that, as recipients of Federal funds, they will be required to comply with Federal regulations regarding their use. It will be the Contractor's responsibility to ensure compliance with applicable regulations.
6. The Contract shall include standard clauses and, in some cases, certifications, requiring Contractor's compliance with, but not limited to, the following regulations: non- discrimination, affirmative action, and equal opportunity; separation of church and state; Americans with Disabilities Act (ADA); conflict of interest; restrictions on lobbying; debarment; audits; rights in data; drug-free workplace; lead-based paint and Equal Benefits Ordinance.
7. Contractors shall maintain any applicable licenses or permits and meet any facilities code regulations required for the program(s) funded under the contract.
8. Contractors shall participate in information networking, training, and coordination meetings as directed by SSF or other grant funding sources.
9. Contractors shall cooperate with related research and evaluation activities as directed by SSF or other grant funding sources.
10. Contractors must submit a Code of Conduct addressing conflict of interest requirements.
11. Contractors may not enter into an agreement with a subcontractor, unless that subcontractor and its qualifications are fully described in the proposal, and the intention to subcontract is explicitly stated in the proposal or the use of the subcontractor has been approved in writing by SSF. Contractor shall remain liable for the performance of the subcontractor, and will require subcontractor to adhere to all provisions in the contract between SSF and contractor.
12. Contractors will ensure that an annual financial audit is performed in compliance with Title 2 of the Code of Federal Regulations Part 200 (2 C.F.R. 200) Subpart Audit Requirements, if it spends, in aggregate, \$750,000 or more of Federal funds per fiscal year. Contractor shall submit a copy of the audit report to SSF within nine months after the end of the contractor's fiscal year.
13. Each contractor must comply fully with all requirements specified in this RFP and committed to in the program proposal, including program leveraging commitments, or contractors' risk immediate contract termination.

14. The responsibility for accuracy rests entirely with the Proposer. If a Proposer knowingly and willfully submits false performance or other data, SSF reserves the right to reject that proposal. If it is determined that a contract was awarded due to false performance, financial or other data submitted in response to this RFP, SSF reserves the right to terminate said contract immediately.
15. SSF reserves the right to extend the program duration and renegotiate the contract terms if an extension is granted.
16. Awards are made subject to receipt of award of funds from Funders by SSF. Contractor agrees that if Funders do not provide funds for the program, the contract will be deemed invalid. SSF reserves the right to adjust funding levels based on the availability of funds and the quality of proposals received.
17. Contractors shall be required to submit to SSF, or its designee, periodic status reports, including program expenditures, progress reports and recipient information. Failure to do so may result in termination of the contract.
18. The Grant Agreement between SSF and its Funders may be incorporated by reference into all contracts between SSF and the contracting agencies.
19. Contractors acknowledge that SSF funds are not meant to replace or supplant other local sources of funding.
20. The Proposer is hereby notified that SSF may debar the Proposer from bidding on SSF contracts for a period of five (5) years, if SSF finds, in its discretion, that the Proposer does not possess the necessary quality, fitness, or capacity to perform work on SSF contracts.
21. SSF reserves the right to terminate contracts awarded under this RFP if the Contractor cannot commence services within one (1) month of the contract's effective date. If a contract is terminated under these conditions, SSF may award the de-obligated funding to remaining Proposers who submitted proposals under the RFP and received fundable scores.
22. Insurance: During the Term and for a period of one year thereafter, Contractor shall, at its sole cost and expense, maintain and carry insurance in full force and effect with financially sound and reputable insurers, that includes, but is not limited to, (a) commercial general liability insurance providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury (including death) of one or more persons, property damage and personal injury, with limits of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate, which policy will also include contractual liability coverage insuring the activities of Contractor hereunder, and (b) workers' compensation insurance to the extent required by law. Upon SSF's request, the Contractor shall provide SSF with a certificate of insurance from Contractor's insurer evidencing the coverage specified herein. The certificate of insurance shall name SSF as an additional insured.

Attachment 1

A. Proposer Information

LEGAL NAME OF LEAD PROPOSER:

EXECUTIVE DIRECTOR:

EXECUTIVE DIRECTOR E-MAIL:

EXECUTIVE BOARD CHAIR:

AGENCY ADDRESS:

CITY:

ST: ZIP:

AGENCY TELEPHONE:

- A. **Legal Authorized Representative & Fiscal Accountability Agent** (The person(s) authorized to enter & sign contracts, payment requests, checks, and legal documents)

AUTHORIZED REP. NAME & TITLE:

AUTHORIZED REP. TELEPHONE:

AUTHORIZED REP. E-MAIL:

AUTHORIZED FISCAL REP NAME & TITLE:

AUTHORIZED FISCAL REP TELEPHONE:

AUTHORIZED FISCAL REP E-MAIL:

B. Contact Person for RFP (If different from Authorized Rep.)

CONTACT PERSON NAME & TITLE:

CONTACT PERSON TELEPHONE:

CONTACT PERSON. E-MAIL:

Attachment 2

Items	Page Limit
1. Cover Letter Give a brief introduction to your organization, including but not limited to years of experience in consulting, planning, research, specialties in areas of social research, number of employees, and location of headquarters, primary contact person's name, and phone number. The letter must be signed by an authorized signatory.	1 page

2. Statement of Qualifications

1 – 1.5

Clearly delineate, in a narrative, your organization’s, and the Project Director’s and staff’s qualifications as they relate to this project’s successful completion.

pages

Describe the organization’s:

1. demonstrated experience in providing similar services in the public or private sector;
2. substantial understanding and working knowledge of homeless populations;
3. working knowledge of HUD definitions, requirements, and regulations;
4. demonstrated experience in statistical methodology development and analyses; and
5. ability to prepare a final report of professional and publishable quality.

Describe the Project Director’s experience in:

1. presenting complex concepts and information;
2. planning and managing projects of similar components;
3. developing and conducting community surveys;
4. conducting population enumerations; and
5. developing population estimates.

Please refer to Section II.1 Threshold Review for a detailed description of required qualifications. Please attach in an appendix the resumes for all key team members.

Additionally, submit the following:

A list of all similar projects conducted by your organization within the last five years. Include the client's name, project beginning and end date, and a brief overview of the project scope of work; and

Three (3) professional references in an appendix. Information to be included in the references is the name and contact information (telephone number and e-mail address) of the project manager or individual best able to evaluate your organization’s work product.

Items

**Page
Limit**

<p>3. Approach to the Required Scope of Work</p> <p>Provide both a narrative and detailed description of your approach for completing the required Scope of Work.</p> <p>The approach to the required Scope of Work must (1) list each key activity (action step) to achieve each deliverable, (2) how each key activity will be accomplished and who is responsible, (3) the date each key activity will start and be completed, and (4) the estimated cost associated with each key activity.</p> <p>If you assume that SSF will be providing resources or will take responsibility for certain tasks, please specify these resources or tasks, and estimate both the time and cost of providing them.</p>	<p>15 pages</p>
<p>4. Cost Structure</p> <p>The cost structure and cost estimate must describe the pricing structure from the beginning of the project until completion, with the final product being a report which summarizes the process and key findings from SSF PIT 2019. Applicants must explain the pricing structure for services, including staff configuration, hourly-billing rate, and proposed hours needed to complete the project.</p> <p>If you assume that SSF will be providing resources or will take responsibility for certain tasks, please estimate the cost of providing the resources and tasks.</p>	<p>3 pages</p>

Summary of Questions within Scope of Work

- A description of how requested adjustments to the 2022 unsheltered region canvassing areas will be implemented or an alternative with similar information if the requests do not support your proposed methodology.
- A description of how your methodology will incorporate de-duplication techniques.

A description of your alternative methodology for obtaining demographic information on the homeless population, if applicable, and how you will incorporate your findings.

- A discussion of your recommended methodology to achieve high levels of confidence and integrity for the count. Also, please discuss how these sub-region Street Count results will be incorporated into the larger estimate and how bias will be minimized in preparing the overall estimates. If sub-regions require additional coverage to produce valid estimates, provide us with a description of incremental costs, if any, you expect to incur if additional map areas are counted.

- A description of the methodology they believe is most effective to conduct the Unsheltered Count, paying attention to SSF recommendations for improvements to the 2017 process and any new components. Also, proposals must provide the margin of error chosen methodology(ies) will yield.
- A description of your proposed work to improve data on subpopulation estimates including youth, families, veterans, and people who meet the definition of chronic homelessness, HIV/AIDS, survivors of domestic violence, substance abuse, mentally ill, disabled, and dually diagnosed populations.

Attachment 3

If you have intentionally left an attachment out of the proposal, please submit a document using the following nomenclature: **“Document Name - Intentionally Left Blank.”** Include the explanation of why the attachment is not relevant to your proposal in this document.

- Articles of Incorporation, including any amendments, and by-laws
- Audited financial statements (last 2 fiscal years or written explanation as to why no audit was conducted).
- Conflict of Interest Policy
- Executive Leadership/Senior Management Team (Resumes or Short Biographies)
- Insurance - Evidence of General Liability and Workers Compensation Insurance (Organization-wide and project specific as applicable)

Exhibit I - List of Documentation and Resources

The following links are resources to assist with understanding HUD’s regulations:

- Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program (2018 version)
 1. [https://www.hudexchange.info/resources/documents/Notice-CPD-17-08-2018-HIC-PIT-Data-Collection- Notice.pdf](https://www.hudexchange.info/resources/documents/Notice-CPD-17-08-2018-HIC-PIT-Data-Collection-Notice.pdf)
- HIC and PIT Data Submission Guidance
 1. <https://www.hudexchange.info/programs/hdx/guides/pit-hic/>

Exhibit II – Glossary of Terms

Adults with HIV/AIDS – This subpopulation category of the PIT includes adults diagnosed with AIDS and/or tested positive for HIV.

Adults with a Serious Mental Illness (SMI) – This subpopulation category of the PIT includes adults with a severe and persistent mental illness or emotional impairment that seriously limits a person's ability to live independently. Adults with SMI must also meet the qualifications identified in the term for “disability” (e.g., “is expected to be long-continuing or indefinite duration”).

Adults with a Substance Use Disorder—This subpopulation category of the PIT includes adults with a substance abuse problem (alcohol abuse, drug abuse, or both). Adults with a substance use disorder must also meet the qualifications identified in the term for “disability” (e.g., “is expected to be long-continuing or indefinite duration”).

Chronically Homeless Individual - An individual who:

1. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
2. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; and
3. Has a disability.

Chronically Homeless Family with Children – A family with children with an adult head of household (or if there is no adult in the family with children, a minor head of household) who meets all of the criteria for a chronically homeless individual, including a family with children whose composition has fluctuated while the head of household has been homeless.

Note: For reporting purposes, a chronically homeless family with children must have at least one child under 18.

Continuum of Care (CoC) – A community with a unified plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximize self-sufficiency.

Disability – An individual with one or more of the following conditions:

- A. A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
 - 1. Is expected to be long-continuing or of indefinite duration;
 - 2. Substantially impedes the individual's ability to live independently; and
 - 3. Could be improved by the provision of more suitable housing conditions.
- B. A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or
- C. The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).

Emergency Shelter (ES) – Any facility whose primary purpose is to provide temporary shelter for the homeless in general or for specific populations of the homeless.

Housing Inventory Chart (HIC) – Consists of three housing inventory charts for: emergency shelter, transitional housing, and permanent supportive housing

Parenting Youth – A youth who identifies as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person over age 24 in the household.

Point in Time (PIT) – A snapshot of the homeless population taken on a given day. Since 2005, HUD requires all CoC applicants to complete this count every other year in the last week of January. This count includes a street count and a count of all clients in emergency and transitional beds.

Permanent Supportive Housing – Long-term, community-based housing that has supportive services for homeless persons with disabilities. This type of supportive housing enables the special needs of populations to live independently as possible in a permanent setting.

Permanent housing can be provided in one structure or in several structures at one site or in multiple structures at scattered sites.

Supportive Services – Services that may assist homeless participants in the transition from the streets or shelters into permanent or permanent supportive housing, and that assist persons with living successfully in housing.

Transition Age Youth (TAY) – An individual between the ages of 16 and 24.

Transitional Housing (TH) – A project that has the purpose of facilitating the movement of homeless individuals and families to permanent housing within a reasonable amount of time (usually 24 months).

Unaccompanied Youth: Unaccompanied youth are persons under age 25 not accompanied by a parent or guardian and not a parent presenting with or sleeping in the same place as their child (ren). Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household.

Unduplicated Count – The number of people who are homeless within a specified location and period of time. An unduplicated count ensures that individuals are counted only once regardless of the number of times they entered or exited the homeless system or the number of programs in which they participated.

Veteran–This subpopulation category of the PIT includes adults who have served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Victims of Domestic Violence–This subpopulation category of the PIT includes adults who have been victims of domestic violence, dating violence, sexual assault, or stalking.

Victim service provider – A private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women’s shelters, domestic violence transitional housing programs, and other programs.

Youth – Persons under age 25, including children under age 18 and young adults ages 18 to 24.

Exhibit VIII - Glossary of Terms was adapted from U.S. Department of Housing and Urban Development Key Terms

EXHIBIT III- PIR Count Survey Questions (appendix to 2022 PIT Report)

Access 2022 unsheltered PIT Count survey questions within the community report via this link:

[Microsoft Word - Main Report 6.26 AB.docx \(sacramentostepsforward.org\)](#)