

Request for Proposals

#22-03

The Community Development Program

Of Beaver County

FY 2021 Program Year

Services for the Homeless under the
Pennsylvania Department of Public Welfare

HOMELESS ASSISTANCE PROGRAM

GENERAL CONDITIONS

I. Submission of Proposals

The Community Services Program of Beaver County, through the Community Development Program (CDP) of Beaver County has invited qualified providers of homeless services to submit applications for funding through the Pennsylvania Department of Public Welfare's Homeless Assistance Program under Act 153.

The objective of this RFP is to solicit providers of homeless services.

This Request for Proposal (RFP) contains the most definitive statement of the purpose, scope of work and conditions that CDP is able to provide. It includes all the information necessary for agencies to submit a proposal.

All offerors are required to submit an original and one (1) copy of their proposal(s) to Lisa E. Signore, Director, Community Development Program of Beaver County, 1013 Eighth Avenue, Beaver Falls, PA 15010 by 4:00 P.M., prevailing time Thursday, March 31, 2022. Do not bind or staple the proposal.

II. Project Description

The applicant must provide a detailed description of the existing and planned homeless services provided by the agency. The description shall include relevant experience of agency and **TOTAL** annual agency budget for all current services provided.

III. Scope of Services

The provider will work within the framework established by the Homeless Assistance Program guidelines. A copy of the guidelines may be obtained from the CDP office.

Proposals will be considered based on the need for one or more of the five main categories of eligible activities:

1. Case Management
2. Rental Assistance
3. Bridge Housing
4. Supportive Housing Services (not a variation of existing services)
5. Emergency Shelter

IV. Information required of each offeror

1. Project description including unmet needs of the homeless community that an award of this funding would satisfy. Remember to include entire agency budget.
2. Detailed scope of service
3. Detailed Project Budget
4. Relevant agency experience in homeless services
5. If applying for shelter operations in a physical shelter, evidence of site control of the

shelter and assurances that the shelter will operate in accordance with applicable municipal ordinances and that it meets the habitability requirements found at 24 CFR 576.403 must be provided in the RFP response materials. If the shelter facility is not owned by the applicant, the applicant must include a Memorandum of Agreement between the applicant and the owner that includes rental structure and, at the very least, assurances that it meets the aforementioned requirements.

6. Evidence of agency designation as a 501 C-3, non-profit
7. Timeliness Chart of Expenditures.

IN THE RESPONSE COVER LETTER, ALL OFFERORS MUST CERTIFY THAT THE AGENCY WILL PARTICIPATE AS AN ACTIVE PARTNER IN THE COUNTY'S CONTINUUM OF CARE AND, AS APPROPRIATE, ENTER RELEVANT DATA IN THE HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS).

V. Budget

In preparing a budget, the provider must consider that the combined total available for the entire program, is approximately **\$150,000**.

VI. Selection Factors

The County of Beaver will select the offeror that demonstrates the highest degree of experience and competence. Each proposal will be rated and ranked in accordance with the following criteria:

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| 1. Activity's compliance with all applicable statutory requirements | 25 pts |
| 2. Innovative nature of the program and/or services and how the program and/or services will address gaps in homeless service provision | 25 pts |
| 3. The program is cost effective and contains evaluation components | 25 pts |
| 4. The capacity and ability of the provider to carry out the activity(ies) | 25 pts |
| Total Points | 100 pts |

VII. Selection Process

The County will evaluate each written proposal and assign points to each segment or factor of the proposal in accordance with the points listed above.

Proposals shall be reviewed by the Staff of the Community Development Program of Beaver County and the Continuum of Care Coordinator. Following the review, a recommendation will be made to the Board of County Commissioners who will make the official selection. Interviews may be requested.

VIII. Non-Discrimination

The proposer must insure that the employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin, disability or familial status.

IX. Other

The County reserves the right to reject any or all proposals, to waive any formality and to amend this RFP whenever such rejection, waiver or amendment is in the best interest of the County.