

REQUEST FOR PROPOSAL
Minnesota Valley Action Council
Family Homeless Prevention Assistance Program
Technical Assistance

Issued By: Minnesota Valley Action Council
706 N Victory Drive
Mankato, Minnesota 56001

Issue Date: 11/16/2023

Deliver To: amanda@mnavac.org

Respond By: 12/14/2023, 4:30 p. m. (CT)
Late proposals will not be accepted

Direct Questions To: Amanda Mackie amanda@mnavac.org

Introduction

Minnesota Valley Action Council (MVAC) is the Family Homeless Prevention and Assistance Program Grantee for Region 9 in South Central Minnesota. MVAC calls for qualified consultants to submit proposals for Technical Assistance for the Family Homeless Prevention and Assistance Program (FHPAP) Advisory Committee. This group provides oversight to the regional FHPAP-funded activities and seeks a qualified consultant to lead the Committee to establish a clear structure, including role identification, process improvement, and expanded membership. These enhancements will ensure the Committee is prepared to support and guide the planning, implementation, monitoring, and evaluation of the FHPAP program. More information about FHPAP can be found in the FHPAP Guide:

<https://www.mnhousing.gov/rental-housing/housing-development-and-capital-programs/program-guides-and-manuals.html>

Background

Preventing and ending homelessness requires continuing efforts to develop, improve, and evaluate the Homeless Response System and various programs. MVAC provides financial and staff resources to support both program and systems-level improvements including the Family Homeless Prevention and Assistance Program (FHPAP), using the Homeless Management Information System (HMIS), and Coordinated Entry System.

The Technical Assistance provided under this RFP will assist MVAC and the FHPAP Advisory Committee in collaborative efforts to engage communities, gather feedback, and develop a robust framework to meet all FHPAP grant requirements, be representative of the regional project and people served, and to improve the local Homeless Response System while partnering with housing and homeless programs, Continuum of Care, and housing and homeless service providers in the area.

The FHPAP Advisory Committee assists the grantee as follows:

1. Design or refocus the grantee's FHPAP planning and implementation.
2. Develop project outcome measurements.
3. Assess and monitor the short and long-term effectiveness of the project in meeting the needs of families who are homeless, preventing homelessness, identifying, and developing innovative solutions to the problem of homeless families, and identifying problems and barriers to providing services to homeless families.
4. Give feedback and make decisions on issues for the program.
5. Assure the program is on track in reaching goals the agency has contracted with Minnesota Housing to meet in serving persons who are homeless or imminently homeless.

Geographic Scope

The geographic scope for MVAC's FHPAP Service Area includes the entirety of Region 9 including Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca and Watonwan counties.

Budget

The budget for Technical Assistance is not to exceed \$50,000.

Scope of Technical Assistance

Task I: Project Management

The Consultant shall serve as Project Manager (PM). The PM will be responsible for overall project management necessary to ensure the satisfactory on-time and on-budget completion of the Plan in accordance with the scope of work. The PM shall work closely with MVAC and the current Advisory Committee to ensure strong communication and coordination through the term of the contract.

The Consultant shall lead coordination of MVAC and the FHPAP Advisory Committee comprised of stakeholders and additional membership as expanded. The Advisory Committee will serve as the project's primary directing and decision-making entity. The Consultant shall work closely with the Advisory Committee throughout the life of the project and lead communication and coordination as needed. All project work products shall be submitted for review and approval to the Advisory Committee.

The Consultant shall also organize and host Advisory Committee meetings throughout the life of the project, including preparation of meeting agendas and taking and reporting meeting minutes. Attendance at Advisory Committee meetings shall consistently include Advisory Committee members and MVAC representatives, however other stakeholders may attend Advisory Committee meetings and provide input varying on meeting topics and areas of focus. Advisory Committee meetings are anticipated to be virtual but may be in-person if situations permit. The frequency of the Advisory Committee meetings is anticipated to be at least monthly, and as needed determined by the project activities.

Task II: Advisory Committee Enhancement

Advisory Committee By-Laws and Action Steps

The Consultant will lead the Advisory Committee to establish written bylaws based on the current FHPAP Guide that includes, but is not limited to:

- Meeting frequency and scope
- Membership composition, including both representatives from entities which receive FHPAP funding, community partners, and individuals with lived experience.
- New member recruitment and orientation
- Election of officers, length of terms, and position descriptions
- Voting process
 - Email vs In-person
 - Quorum requirement
 - Conflict of Interest
- Define clear roles and responsibilities of Advisory Committee members and MVAC as the FHPAP grantee, allowing for strong collaboration.
- Establish policy and procedure for mitigating an impasse between the grantee and the Advisory Committee.

The Consultant will lead the Advisory Committee to identify a process to review RFP application materials prior to submission to Minnesota Housing Finance Agency (MHFA)

The Consultant will lead the Advisory Committee to identify a process for monitoring and evaluation of the Grantee's Project Plan including:

- Analyzing HMIS data by race and ethnicity
- Assessing Program effectiveness
- Ensuring equitable representation and access to services
- Communicating to partners
- Revising Program Design as needed

The Consultant will lead the Advisory Committee in the development of methodology and process to issue an RFP or Request for Information (RFI) in a timely manner and solicit and select subgrantees including culturally specific providers, based on assessment, and identified strategies. This may be a separate written procedure or a specific section within the Advisory Committee bylaws. The methodology must identify:

- The process by which solicitation of subgrantees will occur.
- Timeline of the local RFP process from issuing the RFP through final review and approval of proposals
- Roles and responsibilities of the Advisory Committee for reviewing local proposals.
- Process by which applicants will be informed of being selected or not selected.

The Consultant will be responsible for preparing and assisting the Advisory Committee in delivering March 2024 and August 2024 progress reports to Minnesota Housing. These reports are required as a condition of the current grant contract between MVAC and MHFA.

Data Compilation –

The Consultant will help the Advisory Committee develop the engagement methodologies and processes to college inclusive and relevant input, identify the appropriate data sets, incorporate results from engagement recommendations collected and conduct data analysis in the review of program demographics, housing demographics and CoC Homeless Response analysis, forecasts, and recommendations. The Consultant shall use recommendations to develop action steps for the Advisory Committee that improve the area's affordable housing services across a range of housing options to meet community needs. Recommendations should contain clearly sourced supporting data and an explanation of how/why the recommendation was reached.

The Consultant will collect or develop any additional information required to accomplish work tasks. Sources of data used in this effort will be noted within source document to allow users and reviewers the ability to identify and obtain the referenced data and information. Any new data and information collected or developed by the Consultant will be appended and become the property of MVAC.

Task III: Stakeholder & Public Engagement

The Advisory Committee seeks feedback to identify needs, gaps, and to be a stronger, more inclusive group representing the region. In order to do so, it is imperative to engage the public and keep stakeholders informed of project activities and seek feedback. The Consultant shall develop an

engagement strategy that includes existing efforts by agencies as well as conducting new outreach efforts.

Over the course of the planning process the Consultant shall maintain continued communication with the MVAC and the Advisory Committee and obtain input to ensure the plan is developed in a manner which is equitable and has local support. The amount and nature of these communications may differ depending on the specific stage or aspect in the development of the Advisory Committee.

The Consultant shall be expected to undertake a direct and comprehensive Stakeholder Engagement effort. This will include, and not limited to, engagement of communities most impacted, those who are or have been at risk of or experienced with homelessness, stakeholders in the community including service providers, property management businesses, local governments, housing developers, realtors, neighborhood associations, housing and community advocates, and the general community. Methods may include round table discussions, in-person interviews, online surveys, and other methods. For budgeting purposes, respondents are asked to design and propose appropriate and specific engagement opportunities.

The Consultant shall be expected to attend a variety of meetings with area partners and housing-related agencies including Lutheran Social Services, Connections Shelter, Salvation Army, Habitat for Humanity, Partners for Affordable Housing, MRCI, Continuum of Care (CoC), YWCA, VINE, Mankato Diversity Council, and Community Action Agencies. The Consultant will be expected to research upcoming agency meetings which may be appropriate for outreach, contact meeting organizers, attend meetings, and gather input for Plan development. The outreach will also consider input from communities in Region 9.

The Consultant shall coordinate and host at least three (3) Open Houses and round table discussions. Each Open House will include emphasis on sharing Advisory Committee progress with stakeholders and eliciting feedback. It is also an opportunity to recruit new members with lived experience. The first Open House meeting will be held early in the planning process, with the purpose of providing an opportunity for the public to share and comment on the role of the FHPAP Advisory Committee and housing issues. The second Open House will share proposed solutions and strategies and elicit feedback. The third and final Open House will be held near the end of the planning process to present to the Advisory Committee recommendations and seek feedback. Results from each Open House will be analyzed by the Consultant and the Advisory Committee.

Proposal Content

Responders are asked to report how they will address each task, detail staff and firm qualifications related to each task, and describe task deliverables.

The following will be considered minimum contents of the proposal and must be submitted in the order listed:

1. Cover Letter

Please include the following in your two-page maximum cover letter:

- Identify team members (partners(s) and subconsultants) and include the title and signature of the primary firm's principal in charge of the project.
- Describe why your team is the best qualified to perform this Technical Assistance.

- Identify the location and address of your office location(s) (firms or teams with multiple office locations must indicate the office that will be responsible for completing the Scope of Work).
- Describe those conditions, constraints or problems that are unique to the Scope of Work that may adversely affect either the cost or work progress.

2. Qualifications (Statement of Qualifications):

Provide qualifications, capacity and availability and technical qualifications of the individual(s) to complete the Scope of Work, including:

- Identify all personnel contributing to the project, including the name and position of the PM, staff area of expertise, registration, special training, and office location. Identify how much of each person's time will be spent on the project.
- Provide resumes of above personnel, including specific related project experience.
- Provide a proposed outline and description of the support services proposed to complete the entire project from start to finish.
- Provide your organizations knowledge and expertise on the FHPAP program, CoC and Coordinated Entry System, and System Performance Improvement. Both on the program and on the systems level.
- Describe your organization's experience working with various stakeholders, including CoCs; local state and/or federal governments; service providers, and others. Please share any specific challenges and/or successes.
- Provide your organization's experience assisting communities and utilizing the Homeless Response System in addressing disparities, including reducing barriers to accessing the system and increasing positive outcomes for diverse populations. Diverse populations include:
 - Racial and ethnic communities, including American Indians
 - LGBTQIA+ Communities
 - Disability Status
 - Veterans
 - Geographical diversity with and across South Central Minnesota
 - Others

3. Budget

A detailed funding breakdown describing how the project budget will be spent. The budget shall be divided by work task with clear descriptions of how dollars will be allocated within each work task. High-ranking proposals will clearly illustrate cost allocations between Consultant staffing/project management/administrative costs and those costs related directly to production of deliverables. Include the hourly rates and fringe rates for any personnel who will perform the tasks outlined above, as well as the agency's indirect rate. Please provide any narratives on the proposed budget.

4. Work Plan

An illustrative Work Plan identifying the major tasks to be accomplished. The Work Plan must present the Responder's approach, task breakdown, and deliverable due dates. Included within the Work Plan, consultants are encouraged to submit a tentative draft project timeline detailing

a schedule of project activities including work periods per topic/section with deadlines, kickoff meeting, Advisory Committee meetings, Open Houses, one-on-one agency meetings and provide an outline of anticipated schedule for completing the Scope of Work.

5. Previous Projects:

Provide your organization's experience in offering technical assistance and support for similar projects. Please share any specific challenges and/or successes. Provide relevant information regarding at least three similar projects completed in the previous ten years. Please include the following:

- Name and location of projects.
- Names of proposed team members who worked on sample projects.
- Sample content, layout, graphics, and renderings.
- Client name, contact person and phone number.
- Range of contract value.

Proposal Submission

All responses must be received no later than 4:30 p.m. Central time on 12/14/2023

Deliver via email in PDF or link to online digital file sharing system such as SharePoint, etc. Electronic materials shall be emailed to Amanda Mackie at amanda@mnvac.org by the above deadline.

MVAC reserves the right to distribute all proposal materials within its advisory and governing bodies, as well as make all materials public unless expressly and clearly marked as private.

Consultant Selection

A Consultant Selection Committee will be convened to evaluate and rank the consultants that respond to this RFP. This evaluation will be based on the submitted proposals and (at the discretion of the Committee) on interviews with high-ranking Responders, as determined from their written proposals.

Proposal Evaluation

A "Best Value Selection" method will be used to review proposals submitted in response to this RFP. Representatives of MVAC and the FHPAP Advisory Committee will evaluate all proposals received by the deadline. A 100-point scale will be used to create the final evaluation and selection. The factors and weighting on which proposals will be judged are:

- Expertise and Experience – 20 points
 - Qualifications and Expertise of personnel assigned to project.
 - Knowledge and experience of housing and homeless response programs, particularly FHPAP and homeless related funding policies and regulations
 - Experience in leading similar project design and evaluation processes with successful outcomes
 - Experience in developing bylaws and committee structure
 - Experiences working with various stakeholders.
 - Project background and experience, as demonstrated by the Responder's ability, familiarity and experience with handling similar projects, and the qualifications and related experience of key staff members.

- Work Plan and Deliverables – 50 points
 - Quality of proposal Work Plan including goals, scheduling, expressed project understanding, proposed project approach and methodology, and project management techniques.
 - Clarity and relevancy of action steps in response to proposed outcomes
 - Effectiveness of strategies to address diversity and inclusion within the Homeless Response System
 - Effectiveness of proposed tasks and services
 - Measurable deliverables
 - Timeline alignment and reasonableness
- Diversity and Inclusion – 10 points
 - Experience with assisting communities and utilizing the Homeless Response System in addressing disparities.
 - Clear and effective strategies to collect input from diverse populations and incorporate those strategies into progress and results of the work. Diverse populations include:
 - Racial and ethnic communities, including American Indians
 - LGBTQI communities
 - Disability status
 - Veterans
 - Geographic diversity within and across Southern Minnesota
 - Others who are identified by the CoC.
- Budget – 20 points
 - Reasonableness and adequacy of information

Criteria	Maximum Score
Expertise and Experiences	20
Work Plan and Deliverables	50
Diversity and Inclusion	10
Budget	20
Total	100

Proposals will be evaluated, and a successful Responder will be notified by **November 29, 2023**.

Selection Timeline

It is anticipated that evaluation, selection, contract negotiation, and project start will be completed according to the below schedule. Note dates are advisory and may be adjusted.

11/16/2023	First day of RFP posting
12/07/2023	Last date MVAC staff will answer RFP questions
12/14/2023	Deadline for RFP responses
12/20/2023	Evaluation and scoring of RFP responses
12/21-12/29/23	Finalist interviews
12/29/2023	Successful bidder notified
1/22/23	MVAC Board Approval
01/10/2023	Contract negotiations finalized
01/15/2023	Project initiated

After evaluation, MVAC and successful Responder will then meet to negotiate the final deliverable and contract. If MVAC and the successful Responder are unable to agree upon a scope of services and compensation within a reasonable time (as determined by MVAC at its sole discretion), then MVAC may declare negotiations to be at an impasse and may commence negotiations with the next highest-ranked Responder.

Request for Clarification

In the event MVAC believes that additional clarification of a proposal is needed to decide regarding the proposal, MVAC shall submit a request for clarification by email to the Responder. The Responder will have two working days to respond via email to provide the additional requested information.

Proposal Questions/Clarifications

No interpretation of the meaning of the RFP will be made to any Responder verbally. Responders are encouraged to promptly notify MVAC of any apparent major inconsistencies, problems, or ambiguities in this RFP. If inconsistencies or errors are found, corrections will be posted on MVAC website at www.mnvac.org. Any questions regarding this RFP must be submitted by email only to amanda@mnvac.org.

No other project personnel are allowed to discuss the RFP before the proposal submission deadline. Contact regarding this RFP with any personnel not listed above or receiving prior approval from the Project Lead could result in disqualification.

Questions and responses will be accepted up to one week prior to the RFP close date. Responses will be provided via email.

General Information

Responders must adhere to all terms of this RFP. Late proposals will not be considered. All costs incurred in responding to this RFP will be borne by the Responder. Faxed proposals will not be considered.

MVAC Not Obligated to Complete Project

This RFP does not obligate MVAC to award a contract or complete the project, and MVAC reserves the right to cancel the solicitation if it is considered to be in its best interest.

Disposition of Responses

All materials submitted in response to this RFP will become property of MVAC and will become public record at MVAC's discretion.

Data Rights and Use

MVAC will retain use rights and ownership of all materials generated, including (but not limited to) data, reports, and presentations. All reports shall be of high quality and reproducible. All text-and graphic-based deliverables shall be provided in both PDF and Word format and converted to the highest level of ADA compliance for website and email distribution. MVAC shall be granted the right to use all materials for future planning, programming, education, or communication uses.