

**Vermont Coalition to End Homelessness**

**VT-500 Balance of State Continuum of Care**

**REQUEST FOR PROPOSALS**

**Consulting Services for 2023 Continuum of Care Competition**

**Posting Date:** March 20, 2023

**Response Submission Deadline:** 12:00 EST p.m. on April 13, 2023.

**INTRODUCTION**

The Vermont Coalition to End Homelessness (“VCEH”) is the Collaborative Applicant for the Vermont Balance of State CoC. Through this Request for Proposals, VCEH seeks proposals from qualified firms to assist in the development of an application for the 2023 Continuum of Care funding competition, a grant program of the U.S. Department of Housing and Urban Development. CoC grants provide funding on a competitive basis to support rental assistance and supportive services projects for the benefit of persons experiencing homelessness.

**INSTRUCTIONS**

Proposals must be submitted via email to: **Martin Hahn** at **mhahn@helpingtohousevt.org**no later than the response submission deadline of 12:00 EST p.m. on April 13, 2023.

Proposals that are not received by the response submission deadline or that do not follow the submission instructions described in this RFP shall not be accepted or considered by VCEH.

Proposals should be concise and adhere to the word count applicable to each section of this RFP. Proposals should be presented on letterhead and include all attachments, certifications (including the Submissions Certification at Attachment A), and work samples (as applicable). Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be reviewed or considered by VCEH.

VCEH may invite one or more finalists for an interview.

Please see Attachment B for the Scope of Work.

# ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

**Section A: General Firm Information (Total word limit: 200 words)**

1. Provide a brief description of your firm, including but not limited to the following:
	1. Name of the principal(s) of the firm.
	2. Name, business, telephone number, and business email address of a representative of the firm authorized to discuss your proposal.
	3. Locations of all offices of the firm.
	4. Number of employees of the firm.

**Section B: Experience and Resources (Total word limit: 750 words)**

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work. Please indicate the number of successful applications your firm has written for CoC program funding and describe your knowledge of program regulations promulgated by HUD through the HEARTH Act and other relevant program requirements. Describe your experience supporting applicants with e-snaps submissions:
2. Indicate which principals and associates from your firm would be involved in providing services to VCEH. Provide appropriate background information for each such person and identify their responsibilities:
3. If applicable, please indicate the name of any subcontractors that would be involved in providing services to your firm and to VCEH. Provide appropriate background information for each person or entity, identify the person’s responsibilities, and outline their capabilities:
4. Provide three references, including a contact name, email address, and telephone number for organizations or businesses for whom you have performed similar work:

**Section C: Fee Structure (Total word limit: 500 words)**

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Please provide a cost estimate for providing the Scope of Work in Attachment B. We understand that this cost is an estimate; we will negotiate a “not to exceed” price with the selected contractor:
2. Provide an itemized breakdown of hourly rates by key personnel and describe reimbursable expenses for any services or fees:
3. Please provide any other fee information applicable to the engagement:

**Section E: Miscellaneous (Total word limit: 250 words)**

1. Discuss any topics not covered in this RFP that you would like to bring to VCEH’s attention:

**Section F. Certifications**

All applicants must respond to and provide documentation as outlined in the Request for Proposals Submission Certifications in Attachment A.

**EVALUATION AND SELECTION**

A selection committee consisting of VCEH employees and board members will review all proposals that meet the requirements described in this RFP and make a selection based on the following factors:

* Professional capacity to undertake the Scope of Work;
* Proposed fee structure;
* Ability to perform within time and budget constraints;
* Evaluation of proposed project approach;
* Previous work experience and performance with VCEH and/or similar organizations;
* Recommendations by references;
* Other pertinent information submitted.

By this RFP, VCEH has not committed itself to undertake the work set forth herein. VCEH reserves the right to reject any and all proposals, to rebid the original or amended scope of services, and to enter into negotiations with one or more respondents. VCEH’s decision on these matters is final. For additional information contact: Martin Hahn, mhahn@helpingtohousevt.org.

**Attachment A**

**Requests for Proposals Submission Certifications**

Please respond to all items below and include it in your response to this RFP. Be sure to include any additional information in the space provided or as an attachment as needed. Please ensure that any attachments refer to the appropriate item by name (i.e., “Conflict of Interest,” etc.)

**Total word limit for Sections A and B: 500 words**

**Section A: Conflicts of Interest**

1. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual’s status as a member of the board of directors of any organization likely to interact with VCEH. If none, check below.
	* None
2. Describe how your firm will handle actual and or potential conflicts of interest (please include in your proposal or attach a sheet with this information).

**Section B: Litigation, Proceedings, Investigations**

1. Identify any material litigation, administrative proceedings, or investigations in which your firm is currently involved. If none, check below.
	* None
2. Identify any material litigation, administrative proceedings, or investigations to which your firm or any of its principals, partners, associates, subcontractors, or support staff was a party, that has been finally adjudicated or settled within the past two (2) years. If none, check below.
	* None

**Please certify below that in the event your firm is selected:**

1. Any Personal Information disclosed to your firm by VCEH or which your firm acquires as a result of it services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless VCEH has given its prior written consent thereto; and
2. your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm’s size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and
3. when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.
4. I certify that all information supplied is true and correct; no member of our firm has provided anything of value to influence VCEH.

Owner, President, Chairman or CEO *(print):*

Signature:

Firm Name:

**Attachment B**

**Scope of Work**

1. **Overview of Services to be Provided**

VCEH seeks to engage a consulting firm to assist in the preparation of an application for the 2023 funding round of the Continuum of Care program, awarded by the U.S. Department of Housing and Urban Development on an annual competitive basis to support housing and supportive services projects for the benefit of persons experiencing homelessness. VCEH is the collaborative applicant on behalf of the Vermont Balance of State Continuum of Care (“VT-500 BoS CoC”).

This work will be done collaboratively with VCEH staff (primarily the executive director) and with a committee of the BoS board. It is anticipated that the drafting of the application will be shared equally by staff and the consultant, but the consultant will be responsible for certain technical aspects of the application that are unfamiliar to VCEH. Scheduling the NOFO and Project Scoring Committees will be VCEH’s responsibility, but consultant will assist with meeting preparation, facilitation, and follow-up.

The BoS CoC has received funding through the Youth Homelessness Demonstration Program for several years. The primary responsibility for preparing the YHDP application is held by the grantee, the Vermont Coalition of Runaway and Homeless Youth program. However, the consultant will be a reader of the application and may be called upon to support VCRHYP.

For purposes of supporting and facilitating these activities, VCEH will make available to the selected respondent the VT BoS CoC’s previous applications for a CoC grant and applicable registration information.

On-demand scheduling will be mutually agreed upon time(s) between consultant and VCEH staff.

# Project Schedule

The selected firm will commence this scope with preliminary and background work beginning in April 2023. The relevant elements of this scope of work must allow for submission of the application at least two business days before HUD’s NOFO deadline. The precise NOFO deadline is unknown until the NOFO is issued by HUD, but the deadline is estimated to be during the Fall of 2023. The training elements of this scope of work are anticipated to continue after the NOFO deadline and the selected firm should be prepared to support VCEH with related training and technical support for up to a month after the submission of the application.

The selected consultant may be asked to also support the 2024 CoC funding application but that application is not included in this RFP.

# Project Approach

The selected consultant will be responsible for the timely performance of the following activities, with input and support from VCEH staff:

1. Assist CoC in preparing for FY2023 CoC Program NOFO. Review HUD guidance and make recommendations to CoC for a successful CoC Program NOFO competition application.
2. Prepare for submission on behalf of the VT BoS CoC any required pre-application registrations and materials required under the NOFO, if any.
3. Provide a written summary of the FY23 CoC Program NOFO elements within 10 business days of publication by HUD. The summary will include detailed information on funding priorities, selection criteria, and changes in the NOFO from 2022 to 2023.
4. Attend webinars, conference calls, and other presentations hosted or recommended by HUD relative to the 2023 CoC grant competitions.
5. Conduct multiple remote information sessions, webinars, and office hours with input and support from VCEH staff to support applicants in their project applications which may include e-snaps support. Provide community education at one Statewide meeting to review CoC Program funding
6. Review prior year applications and provide recommendations to support and improve the VT BoS CoC’s plan for application.
7. Support CoC staff to lead and complete project review and rank process. Consultant will lead scoring tool and tally sheet development and train CoC staff work with CoC staff and HMIS Lead on identifying data collection process for performance measures.
8. With the VCEH Executive Director, draft the VT BoS CoC’s application materials and any other related or supporting documents with sufficient time for review by VCEH staff.
9. The VT BoS CoC anticipates that, in addition to CoC funding, the VT BoS CoC will be renewing its Youth Homelessness Demonstration Program funding during the 2023 competition. The selected firm will be responsible for providing limited support for the YHDP recipient.
10. The VT BoS CoC anticipates that, in addition to COC and YHDP funding, HUD may issue related opportunities for supplemental and/or special CoC funding to address homelessness. The selected firm should anticipate supporting the VT BoS CoC in exploring an application for such an opportunity, should such an opportunity arise.
11. Finalize the VT BoS CoC’s application and related materials for submission to HUD by fact-checking, proofreading, redrafting, and comparing the content of the application and materials against the requirements set forth in the NOFO. Include support to completing necessary attachment and compiling those documents.
12. Support VCEH to submit the VT BoS CoC’s application and related materials using the methods (electronic or otherwise) identified in the NOFO. This final submission must be made at least two business days in advance of the application deadline. Assist CoC staff in applying for CoC Planning Grant through e-snaps.
13. Provide virtual training and technical assistance and support to VCEH and local recipients and subrecipients in accordance with the application submitted to HUD and as requested by VCEH staff; this may occur during and after the NOFO submission.