

City of Philadelphia

Office of Supportive Housing
1401 JFK Boulevard, 10th Floor
Philadelphia, PA. 19102

Request for Proposal (RFP)



HOMELESSNESS PREVENTION AND
RAPID RE-HOUSING PROGRAM (HPRP)

RAPID RE-HOUSING ACTIVITIES

JUNE 1, 2009

**DAINETTE M. MINTZ, DEPUTY MANAGING DIRECTOR OF SPECIAL NEEDS
HOUSING and DIRECTOR OF the OFFICE of SUPPORTIVE HOUSING**

Deadline for Proposals – Monday, June 29, 2009 at 5:00 PM

RFP Contact Person:

**Mrs. Katrina P. Roebuck, Director of Homelessness Prevention
1401 J.F.K. Boulevard, 10th Floor
E-mail – Katrina.pratt-roebuck@phila.gov**

**Mandatory RFP Informational Meeting – Wednesday, June 10, 2009 at 3:00 pm
1401 JFK Boulevard, 16th Floor, Conference Room C, Philadelphia PA**

**Request For Proposal
Rapid Re-Housing Services
Table of Contents**

AGENCY MISSION..... 3

OBJECTIVES OF THE REQUEST FOR PROPOSAL (RFP) 3

PROGRAM DESIGN.....4

REQUIRED PROGRAM COMPONENTS.....5

APPLICANT ELIGIBILITY.....9

PROGRAM OUTCOMES AND DATA COLLECTION 9

ADMINISTRATIVE REQUIREMENTS.....10

REQUIRED ELEMENTS OF PROPOSALS 11

PROPOSAL INSTRUCTIONS 13

REQUIRED APPENDICES 14

REVIEW OF PROPOSAL RESPONSES..... 15

ATTACHMENTS 16

AGENCY MISSION

The mission of the Office of Supportive Housing (OSH) is to assist homeless individuals and families to move toward independent living and greater self-sufficiency.

The daily goal is to assist, with respect and dignity, homeless or near-homeless individuals and families moving toward independent living and self-sufficiency. This is accomplished by providing comprehensive case-management, protective, preventive and referral services and emergency relocation services to adults and families in need of emergency, transitional or affordable housing.

OBJECTIVES OF THE REQUEST FOR PROPOSAL (RFP)

The City of Philadelphia anticipates receiving an allocation of funding under the American Recovery Act for Homelessness Prevention and Rapid Re-Housing (HPRP) in the amount of \$21,486,240 or \$7.162M annually for 3 years. Funding will be used to assist persons affected by the current economic crisis that are at risk of becoming homeless or are currently homeless as defined by the McKinney Vento Act. These funds will be managed by the Office of Supportive Housing. Approximately \$2.1 million will be awarded to providers that demonstrate the capacity to deliver rapid re-housing services. **Only Non-Profit organizations are eligible to apply to provide these services.**

HUD'S Homelessness Prevention and Rapid Re-Housing guidelines can be downloaded at http://www.hudhre.info/documents/HPRP_Notice_3-19-09.pdf

This Request for Proposal (RFP) to provide Rapid Re-Housing services is to seek agencies interested in contracting with the Office of Supportive Housing (OSH) to provide housing related assistance to families and individuals who are currently residents of city-funded Emergency or Transitional Housing facilities. The goal is to enable these residents to move into permanent housing, either market rate or subsidized, by identifying new housing options, working with existing subsidized housing providers, and providing the household with the financial assistance and housing stabilization services needed to prevent a return to homelessness. The maximum amount that will be awarded to an individual provider will be \$1 million dollars to serve a minimum of 350 households during the contract year.

The level and nature of assistance received by households will be based upon a uniform Self-Sufficiency Assessment that includes a financial/budget plan. Based on need, households may receive financial assistance to cover rent, security deposits, utilities or moving costs. All households that receive more than one month's rent or utility assistance will also receive housing stabilization services. Housing Stabilization Services may include: assistance in locating and securing an affordable and appropriate housing unit, housing and budgeting counseling, and referrals/linkages to other services as needed.

HPRP will not fund capital activities (property acquisition, rehabilitation, repairs or new construction).

The services identified in this RFP will be funded for the period of October 1, 2009 through September 30, 2010 and will be embodied in Professional Services Contracts with the Office of Supportive Housing.

Mandatory Online Application Process – eContract Philly

Applicants must apply online in order to be eligible for award of the posted non-competitively bid contract opportunity. Proposals or any other response to a Notice of Contracting Opportunity will not be considered unless you have filed, within the prescribed time period, an application through eContract Philly for the posted opportunity. All applications must be submitted electronically through the eContract Philly online application process at www.phila.gov/contracts, choose eContract Philly.

Applicants and contractors are now required to disclose their campaign contributions, any consultants used and contributions the consultants have made, prospective subcontractors, and whether they have received any requests or advice on satisfying minority owned business participation goals from City employees. This information, as well as a proposal or any other response document required, are part of the online application. For more information, please consult the reference materials found on the website, e-mail econtractphilly@phila.gov or call 215-686-4914.

Applicants who have failed to file complete applications through the eContract Philly online application process prior to the closing date and time will not be considered for the contract.

eContract Philly encourages applicants to start and complete their online applications as early as possible. Please be aware that internet connection speed depends on a variety of factors including: configuration of your computer, configuration of your business or home network, the condition of the wiring at your location, network or internet congestion (available bandwidth). Please prepare and plan accordingly to ensure a timely submission.

Applicants can begin uploading (or attaching) your application materials at any time. It is especially prudent for you to start uploading your attachments earlier if you have a large number of attachments (e.g. over five documents) or larger-sized attachments (e.g. above 5 MB). Until you sign and submit your application, your materials are not accessible to any staff with the City of Philadelphia. Once you have signed and submitted your application, your application is accessible only to appropriate contract staff within the City of Philadelphia.

PROGRAM DESIGN

Target Population

- 1) Households currently living in and referred from: Emergency Housing, Transitional Housing, Department of Behavioral Health facilities, and/or referred from the Prevention or Diversion programs.
- 2) Households targeted under the Mayor's Homeless Housing Strategy will be assisted with security deposit and 1st month's rent

Eligible Participants/ Heads of Households:

- 1) Must be 18 years of age or older
- 2) If not 18 years old, must provide documentation of legal emancipation
- 3) At or below 50% of Section 8 area medium income.
- 4) Must have the income, life skills, and social stability to sustain permanent housing once assistance ends

- 5) Households that require more than one month's financial assistance must agree to work with and receive after care services from a housing stabilization specialist.

Ineligible Participants / Heads of Households:

- 1) Households whose income exceeds 50% of Section 8 area medium income.
- 2) Households unable to sustain housing after a maximum of 18 months of housing assistance.
- 3) Households who requires more than one month's financial assistance and are unwilling to work with housing stabilization specialist.

REQUIRED PROGRAM COMPONENTS

Housing Search and Inspection: Applicants will assist household in identifying and will inspect affordable market-rate and subsidized housing opportunities for households. Housing units must meet Housing Habitability Standards and must be inspected. According to HUD HPRP guidelines, properties that are owned by the applicant agency receiving an OSH grant, sub-grantee or parent, subsidiary or affiliated organization of the applicant agency may not receive rental assistance through the HPRP Rapid Re-Housing program.

HUD Habitability Standards are provided by HUD in Appendix C of the HPRP Notice. Housing units must be inspected on initial occupancy and should be inspected on an annual basis for the term of HPRP assistance. The Habitability Standards detailed in Appendix C include an inspection of the following:

- Structure and Materials
- Access
- Space and Security
- Interior Air Quality
- Water Supply
- Sanitary facilities
- Thermal environment
- Illumination and electricity
- Food preparation and refuse disposal
- Sanitary condition
- Fire safety

Housing occupied by families with children must also comply with requirements of the Lead Based Paint Poisoning Act. The lead-based paint requirements are more stringent than the habitability standards and they must apply to all housing in which families assisted with HPRP funds will reside, whether it is for prevention or rapid re-housing. Specifically, the regulations apply to the unit and to common areas servicing the unit when HPRP assistance is provided to a unit in which a child under the age of 6 will be residing, unless it meets one of the following circumstances: it is a zero-bedroom or SRO –sized unit, or it is housing for the elderly and there are no children under the age of 6, or a lead-based paint inspection has been conducted in accordance with HUD regulations and found not to have lead based paint, or if the property has had all lead-based paint identified and removed in accordance with HUD regulations, or if it meets any of the other exemptions described in 24 CFR part 35.115(a).

An initial visual assessment and periodic inspections are required for as long as HPRP funds are being used to assist the family in the unit. Both must meet HUD's standards described in the applicable regulations. In addition, the unit must be inspected again if a new family assisted with HPRP funds moves in, and the clock for periodic inspections is reset. Finally the owner must provide a notice to occupants if an evaluation and hazard reduction activities have taken place, in accordance with 24 CFR part 35.125.

Referrals: Applicant may only receive referrals from city-funded Emergency and Transitional Housing programs, Department of Behavioral Health Facilities, Prevention Providers, and OSH Diversion Program staff that have referred households who are ready to move into permanent housing. The Rapid Re-Housing Provider will review the application packet which will include initial and follow up Self-Sufficiency Assessments. Applicants should have the capacity to:

- 1) Accept referrals on-line or over the phone and schedule screening appointments within one week.
- 2) Screen applicants 5 days per week.
- 3) Track all referrals in HMIS and submit reports to OSH as required.

Intake: Applicants will assign a Housing Stabilization Specialist (HSS) to review the referral packet and meet with individual or family to complete a Self-Sufficiency Assessment, Sections I, II and III to determine most appropriate housing options.

Applicants must have the capacity to:

- 1) Have staff available 5 days a week to conduct intake interviews.
- 2) Record intake information in the HMIS system and track all referrals utilizing the established Homeless Management Information System
- 3) Streamline and supervise the intake process.
- 4) Assign qualified households to a Housing Stabilization Specialist who will work with households to complete Sections I, II and III of the Self-Sufficiency Assessment and determine the package of assistance.
- 5) Refer households to other appropriate resources if more intensive supportive services or long-term assistance is needed.

Determining Package of Assistance:

Applicants will employ Housing Stabilization Specialists (HSS) that will use the Self Sufficiency Assessment and with head of household determine the type and amount of financial assistance needed to secure permanent housing. The HSS will also negotiate rents with the potential landlord. Maximum amount of financial assistance per household is limited to \$2500 and must be approved by applicant supervisor or program manager, Additional assistance beyond \$2500 must be documented and pre-authorized by OSH. Each household is limited to a maximum of 18 months of assistance.

Financial assistance is limited to the following activities: short-term (1 to 3 months) rental assistance; medium-term (4 to 18 months) rental assistance, security deposits, utility deposits, utility payments, and moving cost assistance. For households that need more than one month's rental assistance, the Housing Stabilization Specialist will develop a Self-Sufficiency Plan that includes referrals/linkages to other needed services. All payments must be made to third parties, such as landlords or utility companies and may be offered within the following

guidelines:

- 1) Rent assistance determined by the Self-Sufficiency Assessment -Section II Budget Information. Rental assistance criteria include:
 - a. Rent reasonable standards as provided by the City must be used to determine rents.
 - b. Rent payments must be provided directly to the landlord. To receive a rental payment, landlords must provide one of the following:
 1. renter's license.
 2. real estate tax bill
 3. copy of property deed
 - c. Security deposits should be negotiated with the landlord.
 - d. Rental assistance payments cannot be made on behalf of households for the same period of time and for the same cost types that are being provided through any other federal, state, or local housing subsidy program; however security deposit to move into a subsidized unit is permissible.
 - e. An assisted property may not be owned by the applicant agency receiving OSH grant, sub-grantee or the parent, subsidiary or affiliated organization of the applicant agency.
- 2) Moving assistance can be provided if household has furniture stored at another location and needs assistance with:
 - a. Truck rental
 - b. Hiring a moving company
 - c. Short-term storage fees for a maximum of 3 months or until the program participant is in housing, whichever is shorter.
 - d. HPRP funds **may not** be used to purchase furniture.
- 3) All households should be expected, whenever possible, to contribute to their rent, and moving costs.
- 4) All financial assistance provided to program participant must be recorded in HMIS.
- 5) All program participants who receive short term or medium term rental assistance for more than one month must follow up with a Housing Stabilization Specialist to receive continued financial assistance.

Role of Housing Stabilization Specialist: The Housing Stabilization Specialist should focus on what needs to happen in order to stabilize housing rather than the traditional multi-problem case management approach. Households that receive more than one month's rent or utility assistance needs to be assigned to a Housing Stabilization Specialist for follow up. Whenever possible, the Housing Stabilization Specialist should be the same staff person that completes the Self-Sufficiency Assessment with the household. After gaining a thorough understanding of a household's barriers to sustaining housing, the Housing Stabilization Specialist will:

- 1) Use the budget information in Section II of the Self-Sufficiency Assessment to determine the minimum level of financial assistance needed to stabilize housing.
- 2) Use the budget information in Section II of the Self-Sufficiency Assessment to negotiate the rental contribution to be made by the household.
- 3) Determine and facilitate the linkages to other services needed by the households, i.e. mental health, substance abuse, legal, employment, child care.
- 4) Make home visits as indicated or when there are concerns about safety.
- 5) Create a Self-Sufficiency Plans for each household that receives more than one month of rent assistance. Self-Sufficiency Plans should reflect the barriers to sustaining housing that were identified in the Self-Sufficiency Assessments, Section 1 and II, and may include: linkages to other services; schedule for home visits; office contact schedule; financial assistance plan; amount of contribution expected from household; and any other follow up indicated by the initial or follow-up Self-Sufficiency Assessments.
- 6) Assist households that are in unsafe housing, i.e. domestic violence or L&I violations, with relocation and/or referrals to the Fair Housing Commission. New housing placements require an inspection, and housing must meet HQS and or Housing Habitability standards
- 7) OSH expects each Housing Stabilization Specialist to carry a revolving caseload of 30 - 40 households. Level of service will depend on initial and follow up Self-Sufficiency Assessments.
- 8) Refer households who have a change in their situation and need more intensive services or long-term assistance to the appropriate resources.
- 9) Participate in training and information sharing meetings sponsored by OSH to ensure consistency of services throughout the Rapid Re-Housing program.
- 10) Enter all required information in HMIS, including: Intake information (Self- Sufficiency Assessments, Section I, II, & III), Self-Sufficiency Plan, progress notes and follow up contacts. HSS staff should be computer literate.

Housing Counseling Services Applicant agency will have the capacity to assist individuals or families who need housing counseling services in order to retain suitable housing. Services and activities should include:

- 1) Tenant's Rights and Responsibilities
- 2) Assisting individuals and families in understanding leases
- 3) Securing utilities
- 4) Securing furniture and reviewing housekeeping
- 5) Making moving arrangements
- 6) Representative payee services for rent and utilities
- 7) Mediation
- 8) Financial counseling, including household budgeting, money management, accessing a free credit report, and resolving personal credit issues.

Applicant agency should describe a system for ensuring that assistance packages are determined consistently and that continuing financial assistance is authorized by supervisory staff.

In addition to the initial and follow up Self-Sufficiency Assessments, the Self-Sufficiency Plan and progress/case notes for all households involved in this program must be entered in HMIS.

APPLICANT ELIGIBILITY

The eligible non-profit applicant agency must have:

- Five years organizational experience successfully providing housing counseling services to the target population.
- Two years organizational experience successfully finding affordable, safe housing for the target population.
- Established partnerships or linkages with community service organizations, non-profits and other entities that provide needed housing and social support services.
- Fiscal solvency and administrative capacity to immediately start up a program of indicated scope at the full service level.
- Demonstrated track record of being an equal opportunity employer, without any founded charges of unfair hiring or promotional practices within the past ten years.
- Must not be currently indebted to the federal government, State of Pennsylvania, or the City of Philadelphia for non-payment of taxes, fines, judgments, liens or fees.

DATA COLLECTION

All providers are required to establish a DSL connection with an Internet Service Provider to facilitate the use of the OSH Homeless Management of Information System (HMIS), and to allow for the receipt and forwarding of emails to key individuals in your organization. Additionally, all providers are expected to maintain client information on standardized forms provided by OSH.

The American Recovery and Reinvestment Act of 2009 requires careful monitoring and evaluation at the federal, state, and local level. All applicant agencies should be prepared to use HMIS for “real time” data entry, enabling OSH to pull reports on service and financial assistance at any time. It is the providers' responsibility to facilitate the training of staff in order to maintain and distribute the information as required. OSH may require weekly and/or monthly reports for data in addition to elements contained in HMIS or as supporting documentation.

PERFORMANCE MEASURES/ STANDARDS/ OUTCOMES

OSH will monitor the following measures to track outcomes:

- 1) Number of households served/ Number households required to be served in a contract year

- 2) Number of households that received a package of assistance/ Number of households returning for an additional package of assistance
- 3) Number of households that entered shelter after receiving a package of assistance within 1 year and within 18 months.

OSH will monitor the following measures to track performance and ensure that standards are being met:

- 1) Household is scheduled for Self Sufficiency Assessment interview within 14 days of receipt of housing referral packet.
- 2) Self-Sufficiency Plans are completed within 30 days for households receiving short and medium term assistance.
- 3) Social service linkages are made with 30 days of initial assessment.
- 4) Home visits are completed within 30 days of the completed Self-Sufficiency Plan if applicable.
- 5) Assisted household contact is made and Housing Stabilization Service notes are completed on all short term and medium term rental assistance households every 30 days.
- 6) Supervisory approval, via signature, is completed on all financial packages of assistance.

I. ADMINISTRATIVE REQUIREMENTS

Response Submissions to RFP

Eligible applicants **must** apply for this contract opportunity by accessing the City's website at www.phila.gov/contracts. All pertinent RFP information and documents will be listed at this website or by e-mail if necessary. **Any modifications or revisions to the contract opportunity will be posted on the City's website.**

1) Responsibility for Cost of RFP Submission

The City is not liable for any costs associated with the development, preparation, transmittal or presentation of any proposal or material submitted in response to this RFP.

2) City-Wide Contract Requirements

OSH will award contracts in accordance with the terms and conditions of the City of Philadelphia Professional Services Contract General Provisions with the Office of Supportive Housing. The document is incorporated into this RFP for review as Attachment "D". Applicants will be required to comply with all sections of this document during the contract term.

Any deviations from or exceptions to the terms and requirements of the notice of contract opportunity, including terms and conditions of the City Contract, must be clearly and conspicuously identified under a heading captioned "Exceptions" and fully described in Applicant's proposal. If Applicant is taking exception to any term or condition of the City Contract, Applicant must, in its proposal, identify the provision to which it takes exception, with appropriate reference(s) by section number, and propose preferred language. By submission of a proposal which does not so identify any exceptions, Applicant accepts all such terms and conditions and waives the right to later raise an exception. The City

reserves the right to determine, in its sole discretion, whether any such deviation(s) or exception(s) make the proposal non-responsive or otherwise unacceptable.

REQUIRED ELEMENTS OF PROPOSALS

Please include all of the following components in your proposal in the order indicated below. Maximum numbers of pages are indicated for several components and proposals that contain elements that exceed the maximum number of pages will be rejected without review. Please prepare and submit a cover letter with the proposal package that is signed by an authorized representative of the applicant agency.

1) Vendor Application (Use form listed as Attachment “B” to the RFP)

- Name and address of organization submitting the proposal
- Agency information including names of contact persons for business, fiscal and program issues

2) Executive Summary (Not to exceed 5 pages)

- The executive summary should provide a broad understanding of the entire proposal and should clearly and concisely highlight the contents of the proposal. Describe the service needs of the proposed target population, barriers to needed services and the general approach your organization will take to address these issues.

3) Organizational Background, Experience and Structure (Not to exceed 8 pages)

This section should include the following components:

- Provide a summary of the organization’s mission statement
- Describe the organization’s structure, authority, functions and staffing. Describe key staff including qualifications and geographic locations of staff (where the proposed services will be actually provided).
- Describe the organization’s background and relevant experience in providing rapid re-housing services.
- Describe services that the agency currently provides and include documented program outcomes and accomplishments for the past two service years such as:
 - Number of clients served
 - Number of clients who have received cash assistance for eligible activities
 - Number of clients who have received housing counseling assistance
 - Number of clients who succeeded in obtaining stable housing resources

4) Scope of Services (Not to exceed 10 pages)

- A) Provide an overview of what services your organization intends to provide with funding from this RFP, to whom, and in what type and quantity. Describe how the proposed program will continue, enhance and/or expand existing services provided by your organization.

- B) Contract awards will be announced on or around Aug. 7, 2009. HUD HPRP contracts must be in place by Sept. 30, 2009, and services should be available beginning Oct. 1 2009. Provide a timeline and explanation of how your organization will be prepared to meet those expectations.
- C) Describe how your organization will deliver the Rapid Re-Housing program components. Include measurable service goals and objectives in your description of how the services will assist applicants in achieving housing stability. Your plan should detail the flow of services as well as timeframes beginning with the receipt of referrals for permanent housing. Flowcharts are preferred with narrative explanation. The following program components should be addressed in your narrative:
1. Housing Search and Inspection
 2. Accept, process and track referrals
 3. Intake and determination of need (uniform Self-Sufficiency Assessment Sections I, II, and III will be provided by OSH)
 - System for ensuring that assistance packages are determined consistently and that continuing financial assistance is authorized by supervisory staff
 4. Provide rental assistance
 5. Role of Housing Stabilization Specialist
 - Develop Self-Sufficiency Plans
 - Budget Assessments and Instruction
 - Determine levels of Financial Assistance
 - Facilitate social service linkages for household to other needed services
 - Home visits
 - Relocation for households in unsafe housing
 - Follow up Self-Sufficiency Assessments
 - Documentation in HMIS, including Assessments, Case notes, Statistics and Reports
 6. Provide housing counseling services
- E) Describe any supplemental services offered by your agency (not to be funded through this RFP) such as the following:
- Seminars designed to prepare applicants to buy a home
 - Credit maintenance and repair workshops
 - Home maintenance seminars
 - Homeowner's rights and responsibilities instruction
 - Mortgage delinquency and foreclosure intervention
 - Career counseling
 - Relocation services to counties other than Philadelphia
 - Distribution of tenants rights information
 - Employment placement services
 - Predatory lending counseling
- F) Describe how your organization will collaborate and coordinate with other community resources such as permanent housing providers, other social service providers, entitlement agencies, etc. Address any current or planned collaborations with other programs/initiatives funded with American Recovery and Reinvestment Act 2009 dollars.

5) Budget Information

All proposals must include planned expenditure information of HPRP funding on the HPRP Budget Form (Attachment "C"), including budget narrative that provides details of each line item on the completed budget form. Administrative costs may not exceed 5% of the total proposed budget.

6) eContract Disclosure Forms

For each contract opportunity advertised on eContract, applicants must complete the required contribution disclosure forms with attention to the appropriate attribution rules. It is the applicant's responsibility to answer every question on each disclosure form thoroughly. Accurate completion of the disclosure forms is a requirement of applying for any contract opportunity announced by the City of Philadelphia. Failure to provide all required information on the disclosure forms will result in the disqualification of your application. Applicants must verify information prior to submitting disclosure forms and the related application online. Disclosure forms are available as part of the mandatory electronic application process for this RFP on the City's Contract website, www.phila.gov/contracts. The required forms include the following:

- Vendor Contribution Disclosure Form – lists campaign contributions made by the Proposer in the past two years.
- Vendor consultant Disclosure Form – lists campaign contributions made by any consultant in the past two years and was hired by the Proposer.
- Vendor Subcontractor Disclosure Form – lists all subcontractors that will be used for the proposed services.
- City Employee Request Disclosure Form – lists any requests, other than contributions, made to your organization by any City employee during the past two years.
- City Employee Participation Advice Disclosure Form – lists any advice that was given to your organization by any City employee regarding business to use to satisfy any Office of Economic Opportunity (OEO) goals in the past two years.

7) Authorized Electronic Signature

The application submitted on the City's website will be completed when authorized signature(s) are provided at the end of the process. Applicants will receive an email message that will confirm that the City has received the application submitted for this RFP.

PROPOSAL INSTRUCTIONS

Submission Date and Requirements

One original and ten *unbound* copies of completed proposals must be submitted to:

Office of Supportive Housing (OSH)
1401 JFK Boulevard, 10th Floor
Philadelphia, PA 19102
Attention: Mrs. Katrina P. Roebuck, Director of Homeless Prevention

The following conditions apply to this submission:

Including electronic submission information

- Proposals must be submitted by 5:00 PM, Philadelphia time, on **Monday, June 29, 2009**.
- Proposals must be signed, in ink, by an individual duly authorized to bind the Proposer and the original must be sealed and labeled on the cover with the Proposer's name.
- Proposals must be either 1 ½ spaced or double-spaced. **Single spaced proposals will not be accepted.**
- Proposals will **not** be accepted via facsimile (fax) transmission .
- Proposals shall remain binding for 120 days from the date of proposal submission.
- The City reserves the right, at its sole discretion, to reject and return without evaluation, any Proposal received after the Proposal Submission time and date, whether it is delivered by mail or otherwise.

This RFP may be found on City of Philadelphia Website at www.phila.gov/rfp, www.phila.gov/ohcd, and www.oneneighborhood.org or by contacting the OSH Homeless Prevention Director at Katrina.pratt-roebuck@phila.gov.

A **mandatory** informational meeting will be held on **Wednesday, June 10, 2009 from 3 to 4 P.M.** The meeting will be held at the 1401 J..F.K. Boulevard, 16th floor, Room C. Representatives of applicant agencies who intend to apply for funding through this RFP are required to attend this session and are urged to obtain and review a copy of this RFP in advance of attending this meeting. Agency staff members will be present to review the RFP and address questions regarding the proposed services.

***REQUIRED APPENDICES**

Organizational Chart

- Include an organizational chart for the program staff who will execute this project and indicate the percentage of time that staff will dedicate to this proposal.

Proposed Program Staff Descriptions and Qualifications

- List the employee positions and names of persons (if currently employed by the proposer) who will staff the proposed service location,
- Job description information including required staff qualifications
- Educational qualifications and resumes of professional employees

List of Agency Board of Directors (Included on the Vendor Application)

- This list should include the names and addresses of all Board members, demographic characteristics (race, age, gender, etc.), names and titles of officers and organizational affiliations

Proof of profit status (a 501(c)(3) letter or similar documentation

- This information should be provided in the form of the 501(c)(3) nonprofit organization determination letter from the Internal Revenue Service or similar documentation.

A copy of your 2008 audit (only one copy is required).

- If a 2008 audit is not available, please provide a copy of the 2007 audit and an explanation why the 2008 is not available. A letter of engagement must be submitted as documentation of the anticipated completion of the audit. If your agency is aware of current financial issues that will appear as ongoing concerns in future audits, please attach a brief description of the nature of the problem.

Letters of agreement from collaborating organizations, where applicable.

- Letters of agreements must indicate collaborations and referral agreements between the applicant agency and other service providers in the community.
- Actual or draft MOU's that outline proposed services and responsibilities must be submitted.

Authorization/Resolutions from the Board of Directors

REVIEW OF PROPOSAL RESPONSES

Selection Criteria

While cost is a significant criterion for the selection of a provider, it is only one of several factors OSH will consider. Selection criteria include:

- **Cost** – The extent to which the costs proposed are reasonable and will ensure that the program requirements can be met.
- **Quality of Service** – The extent to which the applicant demonstrates that it can provide high-quality facility maintenance services.
- **Administration** – The extent to which the applicant can demonstrate that it has or will have in place administrative systems that ensure an adequate number of qualified, trained staff, efficient and cost effective services, adequate supervision and oversight, timely and acceptable responses to notices of non-compliance, and submit timely, accurate and complete invoices and reports.

Please note that incomplete proposals will not be reviewed or considered for funding.

City Reservation of Rights

The City reserves the right to reject any and all proposals and re-issue the notice of contract opportunity at any time prior to execution of a final contract, issue a new notice of contract opportunity with terms and conditions substantially different from those set forth in this notice of contract opportunity, extend the time period for responding to this notice of contract opportunity, or cancel this notice of contract opportunity with or without issuing another notice of contract opportunity.

This notice of contract opportunity is subject to the reservation of rights as outlined in the Reservation of Rights on the eContract Philly website. The Applicant agrees to the Reservation of Rights by virtue of submitting its application to the City.

Review process

All proposals received by the deadline will be evaluated by a review Committee appointed by the Director of Homeless Prevention. The committee will rank the proposals and based on their rankings, make recommendations to the Director of the Office of Supportive Housing. The recommendations will be based on the quality and responsiveness of the proposals received.

Each section of the proposal's narrative should expressly identify how the proposed program will be provided in the community. Additionally, past performance of the applicant agency will also be considered during the review process.

Notification of Awards

The review committee's process will occur during July 2009. Final notification of the outcome of the review process will occur on or around August 7, 2009 and OSH will issue Notices of Intent to contract to successful applicant agencies. OSH anticipates using a unitary contract for this activity. The contract term for these services will be October 1, 2009 to September 30, 2010.

ATTACHMENTS

- A. City of Philadelphia Proposal Terms and Conditions
- B. Vendor Application
- C. Budget Form
- D. City of Philadelphia General Provisions for Professional Contracts with the Office of Supportive Housing
- E. RFP Checklist Form
- F. HUD NOFA for Homelessness Prevention and Rapid Re-Housing
- G. Section 8 Median Income Limits
- H. Public/Private Stakeholder Committee Recommendations
- I. Sample HPRP Budget