COUNTY OF ALAMEDA COMMUNITY DEVELOPMENT AGENCY HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

Request for Proposals (RFP)

Housing and Urban Development (HUD) 2022 Notice of Funding Opportunity (NOFO) Consultant and Technical Support

RELEASE DATE:
Friday, May 6, 2022

This is an Electronic Submission

APPLICATIONS DUE:
Tuesday May 31, 2022, by 5:00 pm

Contact for Questions:
HCDRFP@acgov.org
The Berkeley/Oakland/Alameda County Continuum of Care (CoC) Request for Proposals (RFP) For Consultant Services and Technical Support for HUD’s 2022 Fiscal Notice of Funding Opportunity (NOFO) for the Continuum of Care (CoC) Program Competition

A. **Purpose**

Everyone Home, the collective impact initiative for the Berkeley/Oakland/Alameda County Continuum of Care (CoC), is soliciting written proposals through this request for proposal (RFP) for qualified consultant services and technical support for the 2022 local rating and ranking process for evaluation and selection of projects to be included in HUD’s Notice of Funding Opportunity (NOFO) homeless assistance competition. As of the issuance of this RFP, HUD has not yet published the NOFA.

B. **Background**

EveryOne Home is a collective impact initiative and the Alameda County Continuum of Care comprised of representatives from the county, cities, nonprofits, advocates, community members, and individuals with lived expertise/experience founded in 2007 to facilitate the implementation of Alameda County, California’s plan to end homelessness, known as the *EveryOne Home Plan*. From 2019 to 2020, EveryOne Home built upon these efforts by conducting racial equity system modeling to better understand how to center racial equity and reduce racial disparities in our homelessness response system. Together, we are building a future in which there are sufficient resources, political leadership, and community involvement to erase homelessness as a permanent fixture in our social landscape.

C. **Scope of Work**

The work is to be completed by the HUD application deadline date and depending on this year’s process, as amended by HUD, will consist of some or all of the following:

1. Support for Community Input, Frequently Asked Questions (FAQ), and Technical Support prior to the release of the NOFO, by providing information about HUD regulations, application requirements, and directions to project applicants.
   a. Host a beginner’s NOFO Funding Orientation training prior to the NOFO announcement that is geared toward new projects and applicants
   b. Host a Bidder’s Conference to provide highlights of important NOFO components/changes and offer strategic guidance on key performance factors for the upcoming CoC application and share relevant application deadlines.
c. Host office hour sessions, establish a general email address for technical assistance questions, and provide individualized technical assistance to prospective applicants prior to the NOFO announcement.

2. Review and refine policies, including renewal project scoring, new project selection, reallocation, and ranking according to HUD regulations.

3. Renewal and new project planning, including supporting the review of the NOFA upon release, developing a strategy for placing projects in the appropriate tiered category, analyzing bonus opportunities, and developing strategies for pursuing additional bonus funding opportunities through the NOFA process.

4. Identify or establish an online tool for use with application submission and the scoring process that allows for the preservation of documentation and a simplified application process. Features should include:
   a. A web-based tool to visualize project level performance individually or across a system.
   b. Manual or automatic importing of data from Excel spreadsheets, the Homeless Management Information System (HMIS), or Annual Performance Reports (APRs).
   c. A scoring tool that can build in factors to evaluate project performance and rank projects.

5. Draft NOFA application, including attending and summarizing HUD’s NOFA Webinar, completing Continuum of Care Priority Listing in e-snaps, reviewing priority rankings and budget amount, drafting narrative sections, charts, and data tables and all necessary attachments, and finalizing the submission.

6. Provide technical support to the rating and ranking process, including analyzing prior year grantee performance, calculating funds available, calculating preliminary rating scores, generating preliminary tiered ranking, and calculating final renewal scoring.

7. Provide technical support for bonus project applications, including reviewing and refining the existing application and scoring tool and supporting the selection process.

8. Refine the appeals form for renewal and new projects, based on existing form(s), and assist staff in reviewing appeals, if any.

9. Host a debrief with partner agency staff to evaluate the application process, provide analysis of NOFO submission and rating and ranking process and provide recommendations for future NOFO process.
D. **Contract Requirements**

a. Period of Performance  
   i. This contract will go into effect once signed and will be complete after application submission to HUD.

b. Payment, Incentives, and Penalties  
   i. The Consultant or Consulting firm’s proposed price should include information on the hourly billing rates and charges for expenses, if any.

c. Contractual Terms and Conditions  
   i. Alameda County reserves the right to issue work orders based on negotiated scope of work and level of effort for all or some of the tasks to be accomplished.

E. **Submission, Eligibility Requirements, and Other Procedures**

a. Virtual Bidder’s Conference  
   i. Those interested in submitting a proposal in response to this RFP are required to attend a Virtual Bidders’ Conference, where HCD will present the RFP content, the proposal format, and instructions for submission on Friday, May 20, 2022, from 10 am to 11 am.
   ii. The announcement of the Virtual Bidders’ Information Session and planned release of the RFP was emailed in advance of the RFP release to organizations and individuals that signed up for announcements through HCD’s “e-Subscriptions” listserv for Funding Opportunities, Capacity Building, Affordable Housing Developers and Owners, Homeless and Special Needs Housing, and other organizations identified by HCD that provide community services in the Unincorporated. Over 3,500 individuals received this announcement. The RFP was posted in the “What’s New” section of HCD’s website page.

b. How To Apply  
   i. Only electronic submissions will be accepted and are due **Tuesday May 31, 2022, by 5:00 pm.**
   ii. The Proposal must be complete, straightforward, clear, concise and specific to the information requested.
   iii. For applications to be considered complete, the applicant must provide responses to all information requested.
      2. Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number. If a consultant team submits a proposal,
identify the lead agency that will enter into the contract. Please provide a current resume for each member of the consultant team.

3. Client References: Provide a minimum of 3 client references. References should include at least one multiagency (government/non-profit) community planning process. Provide the designated person’s name, title, organization, address, telephone number, and the project(s) that were completed under that client’s direction.

4. Price Proposal: The proposal shall include pricing for all services. Pricing shall be all inclusive unless indicated otherwise on a separate pricing sheet. It shall include hourly rates for all professional, technical and support personnel, and all other charges related to completion of the work, itemized by activity listed in the Scope of Services.

5. Contract Terminations: If your organization has had a contract terminated in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default. Submit full details of the terms for default including the other party’s name, address, and phone number. Present the vendor’s position on the matter. The County will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the experience.

6. If the firm has not experienced any such termination for default or early termination in the past five years, so indicate.

7. Provide narrative responses to the following questions. Responses may refer to the provided resumes and should help the reviewers better understand what you/your team can offer. Describe you/your team’s expertise with:
   a. The HUD Continuum of Care Program.
   b. Experience evaluating the annual NOFO and the competitive scoring for dissemination to Continuum of Care applicants.
   c. Experience running the local rating and ranking process for a Continuum of Care. Include any best practices that your experience provides.
   d. Experience with other federal or local competitive funding application processes.
   e. Outline a proposed timeline and schedule for activities required for the completion of this consultation.
   f. Describe your availability and flexibility to clarify the scope of work and timeline of this contract once the parameters of the NOFO are known.
   g. Submit a portfolio that highlights you/your team’s work.

iv. Submission to this RFP is at the applicant’s expense and no part of the costs of preparation shall be reimbursed by the County.
c. How to Submit Questions
   i. Any written questions should be emailed to HCDRFP@acgov.org by no later than 5 pm on Friday, May 20, 2022. HCD will respond to all questions in a consolidated Frequently Asked Question (FAQ) document that will be sent on Monday, May 23, 2022, only to those organizations that participated in the Virtual Bidders’ Conferences.
   ii. All contact during the RFP process and evaluation phase shall only be through the designated email for the RFP at HCDRFP@acgov.org.
   iii. Applicants shall neither contact nor lobby County staff or evaluators during the evaluation process. Attempts by the applicant to contact and/or influence application evaluators may result in disqualification of the applicant.
   iv. Applicants must meet the minimum threshold qualifications associated with the contracting areas to be eligible for consideration.

F. Selection Criteria and Award Process
   a. Submissions will be evaluated by a committee and will be ranked in accordance with the RFP.
   b. Proposals will be reviewed for completeness, meeting minimum eligibility threshold requirements in the RFP program area for which the applicant is applying.
   c. The following criteria will be considered, although not exclusively, in determining the consultant hired.
      i. References (20%)
      ii. Costs (20%)
      iii. Narrative Responses (60%)
   d. Any application/submittals that contain false or misleading information may be disqualified by the County.
   e. Board of Supervisor approval to award a contract is required.
   f. A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board of Supervisor approval.

G. Estimated Schedule

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, May 6, 2022</td>
<td>RFP Release to potential bidders</td>
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<tr>
<td>Friday, May 20, 2022</td>
<td>Virtual Bidders’ Conference</td>
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<tr>
<td>Friday, May 20, 2022</td>
<td>5PM deadline to submit written questions to <a href="mailto:HCDRFP@acgov.org">HCDRFP@acgov.org</a></td>
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<tr>
<td>Wednesday, May 25, 2022</td>
<td>HCD issues FAQ in response to questions</td>
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<tr>
<td>Tuesday, May 31st, 2022, by 5PM</td>
<td>RFP Submission Deadline</td>
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H. Appeal Process
a. An appeal must be based on the contents of an applicant’s original submission.
b. An appeal must be based on the points awarded under the rating criteria in the Request for Proposals.
c. Appeals may request reevaluation of points awarded under the RFP rating criteria, based on clarification of information provided in the original submission.
d. Applicants may not submit new information to be considered in award of points under the RFP criteria as part of the appeals process.
e. Applicants may not appeal points awarded to or ranking of another applicant’s submission.