

PROCUREMENT NOTICE

Connecticut Rapid Re-housing Program Request for Proposals

The State of Connecticut, Department of Housing (DOH), is seeking proposals from eligible 501(c)(3) nonprofit organizations and municipalities to provide housing placement and stabilization services, as necessary to assist individuals and families living in shelters or in places not meant for human habitation (e.g. living on the streets or car) to move as quickly as possible into permanent housing and achieve housing stability. Services will be provided within a specified Coordinated Access Network (CAN).

The Connecticut Rapid Re-Housing Program (CT RRP) is a statewide initiative designed to assist homeless program participants (individuals and families) as they quickly move out of homelessness and into permanent housing through the provision of time-limited housing supports and strategies with the ultimate goal of housing stability.

The RFP is available in electronic format on the [State Contracting Portal](#) or from DOH's

Official Contact:

Name: Steve DiLella, Director, Individual and Family Support Programs, Department of Housing
Address: 505 Hudson Street, Hartford, CT 06106
Phone: 860-270-8081
E-Mail: Steve.DiLella@ct.gov

The RFP is also available on [DOH's website](#). A printed copy of the RFP can be obtained from the Official Contact upon request. Deadline for submission of proposals is Wednesday, February 24, 2016 at 3:00 p.m. Eastern Time.

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I. GENERAL INFORMATION

■ A. INTRODUCTION

1. **RFP Name.** Connecticut Rapid Re-housing Program 2016_20646
2. **Summary.** The State of Connecticut, Department of Housing (DOH), is seeking proposals from eligible 501(c)(3) nonprofit organizations and municipalities to provide housing placement and stabilization services, as necessary to assist individuals and families living in shelters or in places not meant for human habitation to move as quickly as possible into permanent housing and achieve housing stability. Services will be provided through each CAN.
3. **Synopsis.** The Connecticut Rapid Re-Housing Program (CT RRP) is a statewide initiative designed to assist homeless program participants (individuals and families) as they quickly move out of homelessness and into permanent housing through the provision of time-limited housing supports and strategies with the ultimate goal of housing stability.
4. **Commodity Codes.** The services that DOH wishes to procure through this RFP are as follows:

2000: Community and Social Services

■ B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

ACT	AIDS Connecticut
BFO	Best and Final Offer
CAN	Coordinated Access Network
CFDA	Catalog of Federal Domestic Assistance
CCEH	Connecticut Coalition to End Homelessness
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunities (CT)
Contractor	A private 501(c)(3) nonprofit corporation or partnership with principal place of business in Connecticut or Connecticut municipality in either case that enters into a contract with DOH as a result of this RFP
Community Partner	An individual (other than an employee of the contractor) or entity hired by the contractor to provide, directly to program participants, specific health or human services as part of a contract with DOH as a result of this RFP, and who will <i>not</i> be paid with contract funds to provide such services
Community Plan	A plan that outlines specific goals and action steps to prevent and end homelessness through the utilization of best practice strategies and service coordination, which is developed and implemented by a committee composed of, but not limited to municipalities, community-based organizations, for-profit entities, and private citizens (<i>also referred to as a Ten Year Plan</i>)
Continuum of Care (CoC)	A collaborative funding and planning approach that helps communities plan for and provide, as necessary, a full range of emergency, transitional, and permanent housing and other service resources to address the various needs of homeless persons. HUD also refers to the group of community stakeholders involved in the decision making processes as the Continuum of Care.

CT	Connecticut
CTHMIS	Connecticut Homeless Management Information System
CTI	Critical Time Intervention (CTI) is a time-limited case management model that is designed to support continuity of care and community integration for persons with severe mental illness who are transitioning from institutional settings (e.g., shelters, hospitals, jails) to community care and are at risk of homelessness.
CT RRP	Connecticut Rapid Re-housing Program
DAS	Department of Administrative Services (CT)
DOH	Department of Housing (CT)
DUNS	Data Universal Numbering System
ESG	Emergency Solutions Grants
Fund Administrator	An entity that issues payments to housing owners, utilities, and other third parties for eligible costs on behalf of CT RRP participants
FOIA	Freedom of Information Act (CT)
Household	All persons residing within the same dwelling
HUD	Department of Housing & Urban Development (U.S.)
IRS	Internal Revenue Service (U.S.)
Literally homeless	Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements; <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
LOI	Letter of Intent
Medium-term rental assistance	Assistance limited to 4 - 12 months of rent
MI	Motivational Interviewing is a method that works on facilitating and engaging intrinsic motivation within the client in order to change behavior. MI is a goal-oriented, client-centered counseling style for eliciting behavior change by helping clients to explore and resolve ambivalence.
MOU	Memorandum of Understanding
OAG	Office of the Attorney General (CT)
OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
P.A.	Public Act (CT)
POS	Purchase of Service
Program Participant	Any person enrolled in or being referred to be enrolled in a rapid rehousing program
Prospective Respondent	A private 501(c)(3) nonprofit provider corporation or partnership with principal place of business in Connecticut or Connecticut municipality that may submit a proposal to DOH in response to this RFP, but has not yet done so
RAP	DOH's Rental Assistance Program
Regional Housing Committee	A committee composed of, but not limited to municipalities, community-based organizations, for-profit entities, and private citizens that meets regularly to develop and implement a plan specific to the identified regional and community need
Respondent	A private 501(c)(3) nonprofit provider corporation or partnership with principal place of business in Connecticut or Connecticut municipality that has submitted a proposal to DOH in response to this RFP
RFP	Request for Proposals
SDGP	DOH's Security Deposit Guarantee Program

Section 8	DOH's Section 8 Housing Choice Voucher Program
SEEC	State Elections Enforcement Commission (CT)
Short-term rental assistance	Assistance limited to less than 4 months of rent
Subcontractor	An individual (other than an employee of the contractor) or business entity hired by the contractor to provide, directly to program participants, specific health or human services as part of a contract with DOH as a result of this RFP, and who will be paid with contract funds to provide such services
U.S.	United States
VI-SPDAT	Vulnerability Index and Service Prioritization Decision Assistance Tool

■ C. INSTRUCTIONS

1. **Official Contact.** DOH has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of DOH. Respondents, prospective respondents, and other interested parties are advised that any communication with any other DOH employee(s) (including appointed officials) or personnel under contract to DOH about this RFP is strictly prohibited. Respondents or prospective respondents who violate this instruction may risk disqualification from further consideration.

Name: Steve DiLella, Director, Individual and Family Support Programs, Department of Housing
Address: 505 Hudson Street, Hartford, CT 06106
Phone: 860-270-8081
E-Mail: Steve.DiLella@ct.gov

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

2. **RFP Information.** The RFP, addenda to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- Department's Web Page
<http://www.ct.gov/doh/>
- State Contracting Portal
<http://das.ct.gov/>

It is strongly recommended that any respondent or prospective respondent interested in this procurement subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing procurements and addenda that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

Printed copies of all documents are also available from the Official Contact upon request.

3. **Contract Offers.** The offer of the right to negotiate a contract pursuant to this RFP is dependent upon the availability of funding to DOH. DOH anticipates the following:

Total Funding Available: \$1,066,618 annually
Number of Contracts: Up to eight (8) statewide

Contract Cost: Confidential
Catchment Areas: Eight (8) CANs
Contract Term: July 1, 2016 – June 30, 2018

- 4. Eligibility.** Eligible respondents are private provider organizations (defined as non-state entities that are 501(c)(3) nonprofit corporations or partnerships with principal place of business in Connecticut) or Connecticut municipalities. Individuals who are not a duly formed business entity are ineligible to participate in this procurement.
- 5. Minimum Qualifications of Respondents.** To be considered for the right to negotiate a contract, a respondent must have the following minimum qualifications:
- a. A minimum of two (2) years demonstrated experience providing housing placement, relocation and/or stabilization case management services to homeless populations;
 - b. Established partnerships and/or collaborations with the providers in the applicable CAN and landlords and emergency shelters in the CAN specified in the respondent's proposal.

DOH reserves the right to reject the submission of any respondent in default of any current or prior contract.

- 6. Procurement Schedule.** See below. Dates after the due date for proposals ("Proposals Due") are target dates only (*). DOH may amend the schedule, as needed. Any change will be made by means of an addendum to this RFP and will be posted on the State Contracting Portal and DOH's RFP Web Page.

- RFP Released: January 5, 2016
- Deadline for Questions: January 26, 2016, 4:00 p.m. Eastern Time
- Answers Released: February 3, 2016
- Proposals Due: February 24, 2016 3:00 p.m. Eastern Time
- (*) Start of Contract: July 1, 2016

- 7. Letter of Intent.** A Letter of Intent (LOI) is not required by this RFP.
- 8. Inquiry Procedures.** All questions regarding this RFP or DOH's procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions determined by DOH to be material to this procurement and received before the deadline will be answered. At its discretion, DOH may or may not respond to questions received after the deadline. DOH may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If in DOH's determination any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such. DOH will release the answers to the questions on the date(s) established in the Procurement Schedule. DOH will publish any and all amendments to this RFP on the State Contracting Portal and on DOH's Web Page.
- 9. Proposal Due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time:

- Due Date: February 24, 2016
- Time: 3:00 p.m. Eastern Time

Faxed or e-mailed proposals will not be evaluated. DOH will not accept a postmark date as the basis for meeting the submission due date and time. Proposers should not interpret or otherwise construe receipt of a proposal after the due date and time as acceptance of the proposal, since the actual receipt of the proposal is a clerical function. When hand-delivering proposals, proposers should allow extra time due to building security procedures. Proposals received after the due date and time may be accepted by DOH as a clerical function, but late proposals will not be evaluated. At the discretion of DOH, late proposals may be destroyed or retained for pick-up by the submitters.

Proposals shall not be considered received by DOH until they are in the hands of the Official Contact or another representative of the Contract Administration and Procurement Unit designated by the Official Contact. At the discretion of DOH, late proposals may be destroyed or retained for pick-up by the submitters.

An acceptable submission must include the following:

- one (1) original proposal;
- Five (5) conforming electronic copies. Compact Disks and/or flash drives clearly labeled with the Legal name of the respondent and the RFP Name or Number: **CT Rapid Rehousing Program RFP 2016_20646**

The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned proposals will not be evaluated. The original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee. **The electronic copies of the proposal must be compatible with Microsoft Office Word 2007 except for the Budget, which may be compatible with Microsoft Office Excel 2007.** For the electronic copies, required Appendices and Forms identified in Section IV may be scanned and submitted in Portable Document Format (PDF) or similar file format.

- 10. Multiple Proposals.** The submission of multiple proposals by the same respondent within a CAN is not an option with this procurement. However, a respondent may submit proposals for more than one CAN. Each proposal must be self-contained and packaged separately.
- 11. Declaration of Confidential Information.** Respondents are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations, and interpretations resulting from them. If a respondent deems that certain information required by this RFP is confidential, the respondent must label such information as CONFIDENTIAL. In Section C of the proposal submission, the respondent must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the respondent must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the respondent that would result if the identified information were to be released; and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).
- 12. Conflict of Interest - Disclosure Statement.** Respondents must include a disclosure statement concerning any current business relationships (within the past three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists

when a relationship exists between the respondent and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a respondent tries to influence, or succeeds in influencing, the outcome of an official decision for its personal or corporate benefit. DOH will determine whether any disclosed conflict of interest poses a substantial advantage to the respondent over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a respondent must affirm such in the disclosure statement: “[name of respondent] has no current business relationship (within the past three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85.”

■ D. PROPOSAL FORMAT

1. **Required Outline.** All proposals must follow the required outline presented in Section IV. Proposal Outline. Proposals that fail to follow the required outline will be deemed, at the discretion of DOH, non-responsive and not evaluated.
2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Respondents must complete and use the [Cover Sheet](#) form, which is embedded in this section as a hyperlink.
3. **Table of Contents.** All proposals must include a Table of Contents that conforms to the required proposal outline. (See Section IV.)
4. **Executive Summary.** Proposals must include a high-level summary of the proposal. The Executive Summary must not exceed two (2) pages. The Executive Summary shall include a description of the respondent’s demonstrated experience providing housing placement, relocation and/or stabilization case management services to homeless populations; established partnerships and/or collaborations with the providers, landlords and emergency shelters in the CAN or CANs specified in the respondent’s proposal.

DOH will not evaluate proposals from organizations that do not meet these minimum qualifications.

5. **Attachments.** Attachments other than the required Appendices and Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices and Forms must not be altered or used to extend, enhance or replace any requirement of this RFP. Failure to abide by these instructions will result in disqualification.
6. **Style Requirements.** The original proposal and each of the five (5) conforming electronic copies of the original proposal must conform to the following specifications:

Binding Type:	The original and on each electronic copy: Loose leaf binders and flash drives or cd’s with the Legal Name of the respondent and the RFP Name: CT Rapid Re-housing Program RFP 2016_20646
Dividers:	The original hard copy proposal only: A tab sheet keyed to the table of contents must separate each subsection of the proposal; the title of each subsection must appear on the tab sheet
Paper Size:	8½” x 11”, portrait orientation
Page Limit:	No more than 10 double-sided consecutively numbered pages (20 pages total) <u>excluding</u> all required Appendices and Forms (double sided only pertains to the original hard copy proposal)
Print Style:	2-sided
Font Size:	Minimum 11 point

Font Type: Arial or Tahoma
Line Spacing: Single-spaced

7. **Pagination.** The Legal Name of the respondent must be displayed in the header of each page. All pages, from the Cover Sheet through the required Appendices and Forms, must be numbered consecutively in the footer.
8. **Packaging and Labeling Requirements.** All proposals must be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the respondent must appear in the upper left corner of the envelope or package. The RFP Name must be clearly displayed on the envelope or package: **CT Rapid Rehousing Program RFP 2016_20646**

Any received proposal that does not conform to these packaging or labeling instructions will be opened as general mail. Such a proposal may be accepted by DOH as a clerical function, but it will not be evaluated. At the discretion of DOH, such a proposal may be destroyed or retained for pick-up by the submitters.

■ E. EVALUATION OF PROPOSALS

1. **Evaluation Process.** It is the intent of DOH to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful respondents, and offering the right to negotiate a contract, DOH will conform to its written procedures for POS procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85).
2. **Evaluation Team.** DOH will designate an Evaluation Team to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Evaluation Team. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any respondent (or representative of any respondent) to contact or influence any member of the Evaluation Team may result in disqualification of the respondent.
3. **Minimum Submission Requirements.** All proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must (a) be received on or before the due date and time; (b) meet the Proposal Format requirements; (c) follow the required Proposal Outline; and (d) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. DOH will reject any proposal that deviates significantly from the requirements of this RFP.
4. **Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Team will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighted according to their relative importance. The weights are confidential.
 - Organizational Requirements
 - Service Requirements
 - Staffing Requirements
 - Data and Technology Requirements
 - Community Partners and Subcontractors
 - Work Plan

- Financial Requirements
- Budget Requirements
- Appendices

- 5. Respondent Selection.** Upon completing its evaluation of proposals, the Evaluation Team will submit the rankings of all proposals to DOH head. The final selection of a successful respondent is at the discretion of DOH head. Any respondent selected will be so notified and offered an opportunity to negotiate a contract with DOH. Such negotiations may, but will not automatically, result in a contract. Pursuant to Governor M. Jodi Rell's Executive Order No. 3, any resulting contract will be posted on the State Contracting Portal. All unsuccessful respondents will be notified by e-mail or U.S. mail, at DOH's discretion, about the outcome of the evaluation and respondent selection process.
- 6. Debriefing.** After receiving notification from DOH, any respondent may contact the Official Contact and request a Debriefing of the procurement process and its proposal. If respondents still have questions after receiving this information, they may contact the Official Contact and request a meeting with DOH to discuss the procurement process. DOH shall schedule and conduct Debriefing meetings that have been properly requested, within **fifteen (15) days** of DOH's receipt of a request. The Debriefing meeting must not include or allow any comparisons of any proposals with other proposals, nor should the identity of the evaluators be released. The Debriefing process shall not be used to change, alter or modify the outcome of the competitive procurement. More detailed information about requesting a Debriefing may be obtained from the Official Contact.
- 7. Appeal Process.** Any time after the submission due date, but **not later than thirty (30) days** after DOH notifies respondents about the outcome of the competitive procurement, respondents may submit an Appeal to DOH. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. Respondents may appeal any aspect of DOH's competitive procurement; however, such Appeal must be in writing and must set forth facts or evidence in sufficient and convincing detail for DOH to determine whether during any aspect of the competitive procurement there was a failure to comply with the State's statutes, regulations or standards concerning competitive procurement or the provisions of the RFP. Any such Appeal must be submitted to the Agency Head with a copy to the Official Contact. The respondent must include the basis for the Appeal and the remedy requested. The filing of an Appeal shall not be deemed sufficient reason for DOH to delay, suspend, cancel or terminate the procurement process or execution of a contract. More detailed information about filing an Appeal may be obtained from the Official Contact.
- 8. Contest of Solicitation or Award.** Pursuant to Section 4e-36 of the Connecticut General Statutes, "Any bidder or proposer on a state contract may contest the solicitation or award of a contract to a subcommittee of the State Contracting Standards Board..." More detailed information is available on the [State Contracting Standards Board website](#).
- 9. Contract Execution.** Any contract developed and executed as a result of this RFP is subject to DOH's contracting procedures, which may include approval by the Office of the Attorney General.

II. MANDATORY PROVISIONS

■ A. STANDARD CONTRACT, PARTS I AND II

By submitting a proposal in response to this RFP, the respondent implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract":

Part I of the standard contract is maintained by DOH and will include the scope of services, contract performance, budget, reports, and program-specific provisions of any resulting contract. A sample of Part I is available from DOH's Official Contact upon request.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the contract. Part II is available on [OPM's website](#).

Note:

Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations.

Part I of the standard contract may be amended by means of a written instrument signed by DOH, the selected respondent (contractor), and, if required, the Attorney General's Office. Part II of the standard contract may be amended only in consultation with, and with the approval of, the Office of Policy and Management and the Attorney General's office.

■ B. ASSURANCES

By submitting a proposal in response to this RFP, a respondent implicitly gives the following assurances:

- 1. Collusion.** The respondent represents and warrants that it did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The respondent further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the respondent's proposal. The respondent also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The respondent certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. DOH may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the respondent, contractor, or its agents or employees.

3. **Competitors.** The respondent assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the respondent to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The respondent further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the respondent knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
4. **Validity of Proposal.** The respondent certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or addenda hereto. The submission shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, DOH may include the proposal, by reference or otherwise, into any contract with the successful respondent.
5. **Press Releases.** The respondent agrees to obtain prior written consent and approval of DOH for press releases that relate in any manner to this RFP or any resultant contract.

■ C. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a respondent implicitly agrees to comply with the following terms and conditions:

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.
2. **Preparation Expenses.** Neither the State nor DOH shall assume any liability for expenses incurred by a respondent in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
3. **Exclusion of Taxes.** DOH is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Respondents are liable for any other applicable taxes.
4. **Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
5. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, DOH may request and authorize respondents to submit written clarification of their proposals, in a manner or format prescribed by DOH, and at the respondent's expense.

6. **Supplemental Information.** Supplemental information will not be considered after the deadline for submission of proposals, unless specifically requested by DOH. DOH may ask a respondent to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by DOH. At its sole discretion, DOH may limit the number of respondents invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per respondent.
7. **Presentation of Supporting Evidence.** If requested by DOH, a respondent must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. At its discretion, DOH may also check or contact any reference provided by the respondent.
8. **RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or DOH or confer any rights on any respondent unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the respondent and DOH and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the respondent or for payment of services under the terms of the contract until the successful respondent is notified that the contract has been accepted and approved by DOH and, if required, by the Attorney General's Office.

■ D. RIGHTS RESERVED TO THE STATE

By submitting a proposal in response to this RFP, a respondent implicitly accepts that the following rights are reserved to the State:

1. **Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by DOH.
2. **Amending or Canceling RFP.** DOH reserves the right to amend or cancel this RFP on any date and at any time, if DOH deems it to be necessary, appropriate, or otherwise in the best interests of the State.
3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, DOH may reopen the procurement process, if it is determined to be in the best interests of the State.
4. **Offer and Rejection of Proposals.** DOH reserves the right to offer in part, and/or to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. DOH may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. DOH reserves the right to reject the proposal of any respondent who submits a proposal after the submission due date and time.

5. **Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract offered as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.
6. **Contract Negotiation.** DOH reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. DOH further reserves the right to contract with one or more respondent(s) for such services. After reviewing the scored criteria, DOH may seek Best and Final Offers (BFOs) on cost from respondents. DOH may set parameters on any BFOs received.
7. **Clerical Errors in Offer.** DOH reserves the right to correct inaccurate offers resulting from its clerical errors. This may include, in extreme circumstances, revoking the offering of the right to negotiate a contract already made to a respondent and subsequently offering the right to negotiate a contract to another respondent. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial respondent is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the respondent.
8. **Key Personnel.** When DOH is the sole funder of a purchased service, DOH reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. DOH also reserves the right to approve replacements for key personnel who have terminated employment. DOH further reserves the right to require the removal and replacement of any of the respondent's key personnel who do not perform adequately, regardless of whether they were previously approved by DOH.

■ E. STATUTORY AND REGULATORY COMPLIANCE

By submitting a proposal in response to this RFP, the respondent implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:

1. **Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Respondents are generally advised not to include in their proposals any confidential information. If the respondent indicates that certain documentation, as required by this RFP in Section I.C.11 above, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The respondent has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a respondent may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.
2. **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** CT statute and regulations impose certain obligations on

State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons. Detailed information is available on CHRO's web site at [Contract Compliance](#).

IMPORTANT NOTE: The respondent must upload the Workplace Analysis Affirmative Action Report through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and DOH can review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this section as a hyperlink.

3. **Consulting Agreements, C.G.S. § 4a-81.** Proposals for State contracts with a value of \$50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall require a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's website at [OPM: Ethics Forms](#)

IMPORTANT NOTE: The respondent must upload the Consulting Agreement Affidavit (OPM Ethics Form 5) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division, and DOH can review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this section as a hyperlink.

4. **Limitation on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC § 1352.** A responsive proposal shall include a [Certification Regarding Lobbying form](#), which is embedded in this section as a hyperlink, attesting to the fact that none of the funds appropriated by any Act may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the: (A) awarding of any Federal contract; (B) making of any Federal grant; (C) making of any Federal loan; (D) entering into of any cooperative agreement; or (E) extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- 5. Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If a respondent is offered an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the respondent must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and CT State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at [OPM: Ethics Forms](#)
IMPORTANT NOTE: The selected respondent must upload the Gift and Campaign Contributions Certification (OPM Ethics Form 1) through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division prior to contract execution, and DOH can review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this section as a hyperlink.
- 6. Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a respondent is offered an opportunity to negotiate a contract, the respondent must provide DOH with *written representation* or *documentation* that certifies the respondent complies with the State's nondiscrimination agreements and warranties. A nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and CT State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at [OPM: Nondiscrimination Certification](#)
IMPORTANT NOTE: The selected respondent must upload the Nondiscrimination Certification through an automated system hosted by the Department of Administrative Services (DAS)/Procurement Division prior to contract execution, and DOH can review said document online. The [DAS guide to uploading affidavits and nondiscrimination forms online](#) is embedded in this section as a hyperlink.

III. PROGRAM INFORMATION

■ A. DEPARTMENT OVERVIEW

DOH strengthens and revitalizes communities by promoting affordable housing opportunities. DOH seeks to eliminate homelessness and to catalyze the creation and preservation of quality, affordable housing to meet the needs of all individuals and families statewide to ensure that Connecticut continues to be a great place to live and work.

DOH works in concert with municipal leaders, public agencies, community groups, local housing authorities, and other housing developers in the planning and development of affordable homeownership and rental housing units, the preservation of existing multi-family housing developments, community revitalization and financial and other support for our most vulnerable residents through our funding and technical support programs. As the State's lead agency for all matters relating to housing, DOH provides leadership for all aspects of policy and planning relating to the development, redevelopment, preservation, maintenance and improvement of housing serving very low, low, and moderate income individuals and families. DOH is also responsible for overseeing compliance with applicable statutes, regulations and financial assistance agreements for funded activities through long-term program compliance monitoring.

Department Mission

A Connecticut where affordable housing in strong, vibrant and inclusive communities is accessible to individuals and families across the state and homelessness is a thing of the past.

■ B. CONNECTICUT RAPID RE-HOUSING PROGRAM (CT RRP) OVERVIEW

1. Program Description

CT RRP provides housing placement and stabilization services, as necessary to assist the literally homeless in shelters or in places not meant for human habitation to move as quickly as possible out of homelessness and in to permanent housing. Program participants will receive time-limited housing supports and strategies with the ultimate goal of housing stability. A responsive proposal must include involvement in the local CAN and the process of receiving all referrals from the CAN assessment process with the Vulnerability Index/Services Prioritization Decision Assistance Tool (VI-SPDAT) with scores ranging from 5-10. Services will be provided within a specified CAN. Click [here](#) for map of CANs.

CT RRP will employ interconnected strategies to ensure programmatic effectiveness. These strategies are as follows:

- a. Work within existing CAN structure for coordinated intake, screening, and housing-based assessment;
- b. Housing search, landlord recruitment, and relocation assistance;
- c. Critical Time Intervention (CTI) and housing stabilization and sustainability supports, including linkages to community services; and
- d. Access existing financial assistance (through DOH's ESG Program Rapid Re-housing Financial Assistance fund administered by AIDS CT).

It is DOH's intent to ensure that all three strategies in Sections III.B.1.a through III.B.1.c above are implemented by one contractor(s) in each of the eight CAN's. A responsive proposal must address all three strategies directly or indirectly through community partners and/or subcontractors. DOH's ESG Program Rapid Re-housing Financial Assistance fund administrator shall work with the contractor to implement the fourth strategy in Section III.B.1.d above.

The respondent's proposed CT RRP must be led by a qualified organization, which will act as respondent and contractor, and which will assume primary responsibility for the success of the program.

2. Program Purpose

The Connecticut Rapid Re-Housing Program (CT RRP) uses a combination of housing find and placement and stabilization services combined with financial assistance, if necessary, to help homeless program participants to move as quickly as possible into permanent housing and achieve housing stability.

3. Eligible Program Participants

Eligible participants are literally homeless. The definition of "[homeless](#)" is definition four in the HUD homeless definition. The literally homeless program participant must come in to the CAN and be assessed with a VISPDAT score ranging from 5-10.

4. Key Principles of Program Operation

- a. *Housing focus.* Homelessness is first and foremost a housing problem and should be treated as such. Housing focus understands the program participant's immediate barriers to obtaining and keeping housing and then finds ways to eliminate or compensate for those barriers. Non-housing related barriers are addressed if and when the program participant chooses.
- b. *Housing first.* Housing First is a programmatic and systems approach that centers on providing homeless people with housing quickly and *then* providing services as needed using a low barrier approach that emphasizes community integration, stable tenancy, recovery and individual choice.
- c. *Choice and respect.* Program participants are empowered to make their own choices about housing and services and to respond to the consequences of those choices.
- d. *Just enough assistance.* The minimum assistance (financial and/or housing supports) necessary is provided for the shortest period of time possible. Strengths and barriers are identified at the outset of services. Supports are provided to accentuate strengths and eliminate those barriers in order to improve the program participant's ability to sustain housing.

5. Program Policies and Guidelines

- a. Per HUD, 24 CFR §576.104, Rapid Re-housing assistance component, ESG funds may be used to provide housing relocation and stabilization services and short-term and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. ESG funds are utilized for the financial assistance component of the CT RRP; however, housing stabilization services are required for program participants receiving financial assistance through the ESG Program.
- b. The contractor must utilize the CTHMIS, as required by HUD, for data entry and reporting purposes, and keep all data current with data quality and completeness at 95% or more.
- c. The contractor must enter into Data Sharing Agreements with ACT, Financial Assistance fund administrator and other entities identified by DOH that provide State-funded homeless services in the contractor's CAN.
- d. The contractor must attend CAN meetings and Continuum of Care, as appropriate for the contractor's CAN.
- e. The VI-SPDAT assessment of the program participant's strengths, abilities, and goals, as well as barriers to securing and keeping housing, will be used to help determine the level of CT RRP assistance needed by the program participant. The assessment will determine the level of need and assist in goal setting with the program participant. More intensive and/or longer-term services will be available to those with the greatest needs.
- f. CT RRP policies and procedures will be issued by DOH prior to contract execution. The contractor shall be required to adhere to said policies and procedures issued by DOH.
- g. Eligible costs are: staff salaries and fringe benefits (for direct services, supervision, and program management); administration costs; and other program costs essential to the operation of the CT RRP. Specific guidance is outlined in Section III.D.2. Budget Requirements of this RFP.
- h. Leveraging resources. DOH expects the contractor to leverage new and existing services and financial assistance in the contractor's CAN.

■ C. MAIN PROPOSAL

Eligible respondents are private provider organizations (defined as non-state entities that are 501(c)(3) nonprofit corporations or partnerships with principal place of business in Connecticut) or Connecticut municipalities. Individuals who are not a duly formed business entity are ineligible to participate in this procurement.

Respondents are required to provide the information requested about each community partner and subcontractor proposed to provide direct services to program participants where indicated throughout this section of the RFP. Failure to comply with this requirement may result in the immediate disqualification of the proposal.

1. Organizational Requirements

A responsive proposal must include the following information about the administrative and operational capabilities of the respondent, and each proposed community partner and subcontractor where indicated throughout this section of the RFP.

- a. *Purpose/Mission.* Provide a brief overview of the respondent's and each proposed community partner's and subcontractor's organization including the purpose, mission, vision, and years in operation. Describe how the CT RRP fits within the respondent's and each proposed community partner's and subcontractor's purpose, mission, and vision.
- b. *Entity Type.* Provide proof of the respondent's 501(c)(3) nonprofit status, such as a copy of the Internal Revenue Service (IRS) determination letter, in Section IV.G. Appendices.
- c. *Location of Offices.* Specify the location of the respondent's principal place of business.
- d. *Current Range of Services/Program participants.* Summarize the services the respondent and each proposed community partner and subcontractor currently provide, or have provided during the past two years, in the CAN: 1) housing relocation and stabilization services and CTI; and 2) community collaboration specific to housing and/or homelessness concerns. Include the current number of program participants being served, client-to-staff ratio, funding source(s), and successes. Include a summary of involvement and collaboration with the applicable CAN(s) and Continuum of Care during the past two years.
- e. *Qualifications/Relevant Experience.* Describe the respondent's and each proposed community partner's and subcontractor's experience performing the activities required by this RFP. Provide evidence of the respondent's ability to manage public (city, state, and/or federal) grants, contracts, and third-party reimbursement systems. Summarize the respondent's ability to lead a collaborative effort and coordinate multiple community partners and subcontractors.
- f. *Audit Compliance.* Describe the respondent's and each proposed community partner's and subcontractor's success with contract compliance requirements during the past two (2) years. Identify any deficiencies in program audits and, if applicable, detail what steps the organization has taken to address any recommendations. List all sanctions, fines, penalties or letters of noncompliance issued against the respondent and each proposed community partner and subcontractor by any funding source (public and/or private). Describe the circumstances eliciting the sanction, fine, penalty or letter of noncompliance and the corrective action or resolution to the sanction, fine, penalty or letter of noncompliance. If no sanctions, fines, penalties or letters of noncompliance were issued, a statement that attests that no sanction, fine, penalty or compliance action has been imposed on the respondent and each proposed community partner and subcontractor within the past two (2) years must be submitted.
- g. *Dun & Bradstreet (D-U-N-S) Number.* Submit a Dun & Bradstreet (D-U-N-S) number for the respondent and each proposed community partner and subcontractor. The D-U-N-S number is a nine-digit identification number.

2. Service Requirements

A responsive proposal must describe how the respondent shall, directly or indirectly through community partners and subcontractors, perform the activities required by this RFP.

- a. *Coordinated Access Network.* Specify the CAN(s) to be served. Identify the cities and towns where CT RRP services will be provided within the network.

- c. *Location of Offices/Hours of Operation.* Specify the location of all direct program participant service sites, hours of operation, and services to be provided at each site. Demonstrate compliance with the Americans with Disabilities Act regarding handicapped access for direct program participant service sites. NOTE WELL: Program staff must be available at times when critical communication can take place with the target population including evenings and weekends, and in response to emergency situations. Program staff must be willing to travel throughout the CAN as specified in the respondent's proposal.
- d. *Target Population.* The population to be served is literally homeless individuals and families. Describe in detail how the respondent will identify the target population through the CAN. Describe whether the respondent would target any specific populations within the "Literally Homeless" population and explain why.
- e. *Service Capacity/Delivery Plan/Process.* Describe in detail activities that will be performed. Specifically, the proposal shall describe a Service Capacity/Delivery Plan to ensure that services are available no later than July 1, 2016. Said plan shall include but not be limited to:
- ❖ Describe the process in which you will take referrals from the CAN and ensure there has been a VISPDAT administered, prioritization of program participants and usage of a wait list;
 - ❖ Describe the number of households that will be stably housed annually with your program;
 - ❖ Describe any previous experience adopting an evidenced-based practice. If there is no experience, will your proposal commit to utilizing Critical Time Intervention (CTI) as an approach to housing sustainability coordination if statewide technical assistance is provided;
 - ❖ Describe how you will create and implement a housing stabilization plan with each program participant;
 - ❖ Describe the process in which staff will travel to meet program participants, find housing anywhere in the CAN and complete in home case management;
 - ❖ Describe how you will assist program participants in locating appropriate permanent housing and how you plan to outreach to landlords;
 - ❖ Describe how your program will meet federal requirements, including rent calculations, housing quality standard inspections, lead-based paint inspections, conflict of interest, confidentiality and all other regulations under Title 24 Part 574. Click [here](#) for more information.
 - ❖ Describe how your program will be consistent with the following Housing First standards:
Housing First is a programmatic and systems approach that centers on providing homeless people with housing quickly and *then* providing services as needed using a low barrier approach that emphasizes community integration, stable tenancy, recovery and individual choice.

Low barrier approach to entry:

Housing First offers individuals and families experiencing homelessness immediate access to permanent housing without unnecessary prerequisites. For example:

1. Admission/tenant screening and selection practices do not require abstinence from substances, completion of or compliance with treatment, or participation in services.
2. Applicants are not rejected on the basis of poor or lack of credit or income, poor or lack of rental history, minor criminal convictions, or other factors that might indicate a lack of “housing readiness.”
3. Blanket exclusionary criteria based on more serious criminal convictions are not applied, though programs may consider such convictions on a case by case basis as necessary to ensure the safety of other residents and staff.
4. Generally, only those admission criteria that are required by funders are applied, though programs may also consider additional criteria on a case by case basis as necessary to ensure the safety of tenants and staff. Application of such additional criteria should be rare, and may include, for example, denial of an applicant who is a high risk registered sex offender by a project serving children, or denial of an applicant who has a history of domestic violence involving a current participant.

Lease compliance and housing retention

Tenants are expected to comply with a standard lease agreement and are provided with services and supports to help maintain housing and prevent eviction.

1. Leases do not include stipulations beyond those that are customary, legal, and enforceable under Connecticut law.
 2. No program rules beyond those that are customary, legal, and enforceable through a lease are applied (e.g., visitor policies should be equivalent to those in other types of permanent, lease-based housing in the community).
 3. Services are designed to identify and reduce risks to stable tenancy and to overall health and well-being.
- f. *Linkages/Program Collaboration/Coordination.* Describe in detail the collaborative efforts that are currently in place between the respondent and proposed community partners and subcontractors, and the existing housing resources within the CAN specified in the respondent’s proposal. Identify leveraged services that will support CT RRP operations and describe any coordinated services between the respondent, proposed community partners and subcontractors, and other service providers that will be beneficial to the target population. The contractor will be expected to enter into a Memorandum of Understanding (MOU) with ACT in order to access financial assistance and a subcontract agreement with each subcontractor. Include letter(s) of support from agencies attending the CAN meetings to show support for your agency submitting a CT Rapid Rehousing proposal. These letters should be included in Section H. Appendices.
- g. *Quality Assurance Protocols.* Describe the respondent’s and each proposed community partner’s and subcontractors’ internal process to ensure the quality and appropriateness of the activities to be performed. If an external quality assurance process is used, describe the process.

3. Staffing Requirements

A responsive proposal must include the following information about the number and qualifications of staff that the respondent and each proposed community partner and subcontractor intend to employ to perform the activities required by this RFP.

- (a) Key Personnel: Provide the names and titles of proposed personnel key to the success of the proposed program and the hours and percentages of time dedicated to this project. Describe how your staffing will successfully meet this RFP's requirements in light of any other obligations this staff have to any other entity. Summarize your procedures to secure and retain professional staff and your method to evaluate personnel performance.
- (b) Job Descriptions: Attach job descriptions for proposed funded positions and resumes if position hours are to be filled by % of FTE of existing staff members in Section IV.H, Appendices.
- (c) Staff-to-Client Ratio: Describe the support staff to client ratio proposed for your program and the rationale used for arriving at that ratio. (Note: there is no pre-set ratio determined by DOH.)

4. Data and Technology Requirements

A responsive proposal must provide the following information about the respondent's and each proposed community partner's and subcontractor's information management and performance measurement systems.

a. Data Reporting and Technology Capacity

Describe your capacity to collect program participant level data and your ability to adhere to Data Quality and Performance Management Standards set by the CT Homeless Management Information System (HMIS) Steering Committee using the HMIS used in CT (CASEWORTHY), or your willingness to implement such data collection standards within three months of award.

Current CT-RRP-funded providers must submit their HMIS Rapid Rehousing report from July 1, 2014 – June 30, 2015 to demonstrate their ability to utilize system.

b. Program Outcome Requirements

Describe how your proposed CT RRP will help your CAN to meet the following HEARTH ACT required outcomes:

- ❖ Work within a coordinated access system; ensure outreach efforts reach all members of a community
- ❖ Length of time individuals and families remain homeless will be no more than 30 days
- ❖ Reduce new episodes of homelessness
- ❖ Reduce return entries into homelessness

■ D. COST PROPOSAL COMPONENT

1. Financial Requirements

- (a) Audited Financial Statements: The proposer shall submit 1 copy of the proposer's two most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (GAAP) (USA). Each copy shall include all applicable financial statements, auditor's reports, management letters, and any corresponding reissued components. Audited Financial Statements do not count toward the total page limit of the proposal. Each copy shall be included with the proposal in Section IV.H. Appendices.
- (b) Financial Management Procedures. The proposer shall submit the proposer's written financial management procedures that include policies/procedures for: (i) managing and tracking cash receipts/disbursements; (ii) budgeting; (iii) procurement; (iv) reconciling expenditures; (v) separation of duties/functions and (vi) payroll. Include with the proposal in Section IV.H. Appendices.
- (c) Financial Capacity: Describe the organization's financial capacity to properly isolate RRP-related income and expenditures. Discuss the internal controls used to ensure the safeguarding of funds to ensure that a thorough record of expenditures can be provided for purposes of an audit.
- (d) Leveraged Funds: Describe the proposer's long term strategy to sustain funding for the program and explain how RRP funds may be used to leverage other funding.
- (e) Mixed Funding: If proposer is utilizing staff from various funding sources, proposer will document how staff time for this program will be tracked.

2. Budget Requirements

- (a) Budget: Use the Budget form embedded in this section as a hyperlink, to prepare an annual line item budget that depicts the allowable costs associated with the program. [Annual BUDGET Form](#).
- (b) Budget Narrative: Detail how expenses listed in the annual budget were calculated. Either Microsoft Word or Excel format is acceptable.
 - ❖ Supportive Services may include both personnel and program costs. Personnel narratives must include the number and/or percent of case manager positions (use FTE) funded by DOH. Administrative salaries cannot be funded under the supportive services line item but may be included in the Administration line item. Program costs that support the operation of the proposed program are allowed and must be itemized and justified in the narrative.
 - ❖ Administrative/Indirect costs cannot exceed 18.0% of total request. This amount may not be re-negotiated upward during contract negotiations.
 - ❖ DOH reserves the right to fund portions of a proposed budget and/or require adjustments.

IV. PROPOSAL OUTLINE

This section presents the **required** outline that must be followed when submitting a proposal in response to this RFP. Proposals must include a Table of Contents that exactly conforms to the required proposal outline (below). Proposals must include all the components listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete proposals will not be evaluated.

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G. Cost Proposal 15-20

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