Maine State Housing Authority

Request for Proposals for Homeless Consultant

SCHEDULE
Issued: May 25, 2020

Deadline for Submitting Proposals: June 1, 2020 at 5:00 p.m. EDT

MaineHousing Contact Person: Denise Lord, Senior Director of Communications and Planning
E-mail: dlord@mainehousing.org Phone: (207) 626-4600

Maine State Housing Authority (“MaineHousing”) does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, (After June 5, 2020, 26 Edison Drive) Augusta, Maine 04330-4633;1-800-452-4668 (voice in state only), (207) 626-4600 (voice), or Maine Relay 711.

Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330
APPLICANT INFORMATION SHEET
for Maine State Housing Authority
Request for Proposals for a Homeless Consultant

Provide the following information and include this completed and signed Applicant Information Sheet at the front of any proposal.

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Maine State Housing Authority

Request for Proposals
For Homeless Consultant

I. Introduction

A. Overview

Maine’s homeless shelter services are available from 24 community-based organizations operating 36 shelters – municipal governments administer some shelters, most are managed by nonprofit organizations. In some communities, there is a mix of municipal and nonprofit homeless and shelter services providers.

In response to the COVID-19 pandemic, MaineHousing and the Department of Health and Human Services initiated the creation of “wellness shelters” to achieve CDC recommended social distancing guidelines to reduce the likelihood of transmission of the virus. Community shelter providers and MaineHousing both contracted for hotel rooms to handle overflow at the shelters and to isolate and quarantine those shelter guests who tested positive for COVID-19 or had contact with someone who tested positive. In this effort, it quickly became apparent that, while dedicated, strongly attached to their communities and largely effective, Maine’s shelters do not operate as a system. Mobilizing shared resources was difficult due to differences in need and capacity based on size of a community and its geography; the level of collaboration among community leaders, service providers and other services within the community; and available community resources.

B. Budget

MaineHousing has budgeted $100,000 for the term of this contract.

II. Scope of Work

MaineHousing is requesting consulting services from qualified vendors with expertise in providing planning and facilitation services, and technical assistance to organizations that are responsible for homeless services. The successful vendor will have a background working with state and community based organizations in the planning and implementation of complex and integrated homeless service delivery at a statewide level.

Maine’s challenge as we work to develop a unified homeless response system is to maintain the shelters’ strong connections and support from the communities they serve while managing their services in an interdependent network of providers.
Objective 1: Identify and delineate a regional homeless service delivery model.

There are areas of the state that are obvious service centers for the delivery of rapid rehousing and homeless services. These areas are densely populated, urban centers with available services and supports. These areas can collectively form the backbone for a statewide homeless delivery system and serve as hubs for a regional service delivery network. Working with MaineHousing, DHHS, the Statewide Homeless Council (SHC) and key local stakeholders:

a. Create and clarify the State’s goals and actions in the short, medium, and long term to address homelessness, including strengthening the shelter system and creating a regionalized system of homeless service networks

b. Assess the current structure and its effectiveness including the following outcomes:
   1) access to housing,
   2) improving individuals’ housing stability,
   3) building partnerships with mainstream systems, and
   4) leveraging mainstream resources.

c. Inform the system design process by identifying and recommending Best Practices to End Homelessness that will contribute to a holistic approach to end and prevent homelessness including best practices for triage and assessment, rapid rehousing and housing stability services.

d. Identify and bright spot local practices that provide creative homelessness interventions and strategies to bring these to scale effectively through collaboration and collective impact.

e. Facilitate community conversations to design a regional service delivery system and recommendations for implementation taking into consideration:
   1) organizational relationships
   2) size/scale/capacity
   3) services -- overnight, day centers, public health
   4) infrastructure/capital needs

Objective 2: The creation of 200 affordable housing units through innovative, flexible methods. The immediate effects of COVID-19 are increased numbers of households who are facing homelessness or are at risk of becoming homeless. A significant lack of available affordable housing that meets HUD the Housing Quality Standards complicates Maine’s ability to meet our housing needs

a. Add 160 new Permanent Affordable Housing Units by identifying development opportunities, innovative approaches, landlord incentives and financing options

b. Create a Pipeline of 40 New Supportive Housing Units working with MaineHousing and the Statewide Homeless Council (SHC) to identify funding, and oversee the process of adding 40 new Supportive Housing units to the MaineHousing development pipeline.

III. Demonstration of Qualifications

A. Please submit a brief (3-4 page) description of your qualifications, experience and an outline of your recommended process for facilitating the two objectives described above with
benchmarks, a cost estimate and recommended completion timeframe for each objective. To assist you in preparing your submission, MaineHousing’s priority undertaking is Objective 1.

i. Submissions must contain the following information to be considered:

a. Information about Respondent
   i. Name and contact information of respondent (address, phone, email, physical address, and mailing address if different)
   ii. If respondent is a firm/organization, also include:
       1. Name of principal(s) of the firm/organization
       2. Name, telephone number and email address of a representative of the firm/organization authorized to discuss this proposal and to negotiate and execute a contract
       3. Equal employment opportunity and affirmative action policy
       4. Evidence of liability insurance, including amount, period of coverage, and any limitations

b. Qualifications and Experience
   i. Resume describing qualifications of the person(s) who will work on the project
   ii. If a firm/organization, resumes of the person who will manage the project and all key staff who will work on the project and a description of capacity to perform the work
   iii. Relevant experience in consulting for organizations that administer homeless services.

c. A brief outline of a recommended process for facilitating the planning and design

B. Fee Structure & Billing

An all-inclusive fixed amount that covers all labor, materials, travel, communications, any costs associated with a possible delay in the timeline due to COVID-19, and all other costs to complete each of the two objectives.

C. Conflict of Interest

Does the applicant, any principal or affiliate of the applicant, or anyone who will be paid for work on the contract have business ties, familial relationships, or other close personal relationships with a current MaineHousing employee or commissioner or anyone who was a MaineHousing employee or commissioner within the past year? If yes, describe here:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

D. Business References

5
Applicant must provide a minimum of three (3) business references from private, state and/or large local government clients that received services from applicant similar to those described in this Request within the last three (3) years. Please attach additional pages, if necessary.

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MaineHousing reserves the right to contact and verify any and all references listed.

IV. Instructions

Applications must be submitted as a PDF to Denise Lord, Senior Director of Communications and Planning, via email (dlord@mainehousing.org) no later than 5 pm EDT on June 1, 2020.

V. Selection Factors

Subject to the reservation of rights and the other terms and conditions of this Request, MaineHousing will select the applicant whose proposal is most advantageous to MaineHousing, taking into account the selection factors in this Request. Any award is contingent on successful negotiation of the final contract terms. In no event will any claimed obligations of any kind be enforceable against MaineHousing unless and until MaineHousing and the selected applicant enter into a written contract. This Request and the successful applicant’s proposal, as may be modified pursuant to this Request, will be incorporated by reference into and be part of any contract between MaineHousing and the applicant.

VI. General Terms and Conditions

1. Review and Compliance. It is the responsibility of each Applicant to review this entire document, including attachments, and comply with all requirements of this Request. "Applicant" means any person or entity who may or does submit a proposal in response to this Request.

   Please Note: Applicant contact with any MaineHousing employee or other MaineHousing representative concerning this Request other than the MaineHousing contact person named on the cover page may be grounds for rejection of Applicant's proposal.

2. Proposal Valid for 45 Days. All proposals submitted by Applicants and received by MaineHousing will be treated as offers to contract. An Applicant’s proposal must remain open from the time of receipt of the proposal by MaineHousing through a minimum of 45 days after the date of Applicant’s service demonstration pursuant to this Request and may not be unilaterally modified by Applicant during that period. Alterations, modifications or variations of a proposal after the submission deadline will not be considered by MaineHousing unless authorized by an amendment or addendum to this Request issued by MaineHousing. In the case of any award pursuant to this Request, the awarded Applicant must keep in effect all proposal terms, including pricing, throughout any contract negotiations.

3. Contract Term. The term of any contract awarded pursuant to this Request will be one year (1) year from the date the contract is executed by Applicant and MaineHousing.

4. Costs of Proposal Development. Costs of developing and delivering proposals pursuant to this Request and providing service demonstrations are solely the responsibility of Applicants. MaineHousing is not liable for any expense incurred by Applicants in the preparation, delivery or presentation of their proposals or in connection with any service demonstrations.
5. **Proposal Materials.** All proposals submitted, including all items and materials submitted as part of the proposals, become the property of MaineHousing, whether or not selected. Proposal materials may be appended by MaineHousing to any contract between MaineHousing and the Applicant providing such materials.

VII. **Rights Reserved by MaineHousing**

In addition to the rights reserved by MaineHousing elsewhere in this Request, MaineHousing reserves the right:

- To adjust the timetable for this Request as deemed necessary.
- To waive informalities and minor irregularities in proposals received.
- To reject and not consider any or all Applicants who do not meet the requirements of this Request, including but not limited to incomplete responses and/or non-responsive proposals.
- To reject any or all proposals received and not to award a contract pursuant to this Request, or to cancel or terminate this Request process at any time, whether before or after any proposals have been submitted or received, if deemed by MaineHousing to be in its best interest.
- To negotiate price or other factors included in any proposal submitted to MaineHousing, and in the event MaineHousing is unable to negotiate a mutually satisfactory contract with the successful Applicant under this Request, in its sole discretion, negotiate with another Applicant or cancel this Request and not award a contract to any Applicant.
- To reject the Applicant selected pursuant to this Request and to offer a contract to another Applicant in the event the selected Applicant does not enter into the required contract.
- To negotiate directly with one Applicant if the responses to this Request demonstrate a lack of competition.
- To correct or amend this Request. In no case will this Request be amended within seven (7) days of the proposal submission deadline unless the amendment includes an extension of time. MaineHousing will not be liable for any costs incurred as a result of changes to this Request.

VIII. **Additional Terms and Conditions**

**Maine Freedom of Access Act.** Information submitted by an Applicant in any proposal becomes public information, and is subject to disclosure in accordance with the requirements of law, including without limitation the Maine Freedom of Access Act, 1 M.R.S.A. Section 401 et seq. ("FOAA"), except as provided therein. Applicant acknowledges that MaineHousing is required to comply with FOAA.

IX. **Protest Procedures**
Protests of any award made pursuant to this Request must be submitted in writing to MaineHousing at the address given on the cover page of this Request, to the attention of: Deputy Director. To be considered, protests must be received by MaineHousing within fifteen (15) calendar days from the date of notification of the contract award and provide specific reasons and any supporting documentation for the protest.
The undersigned Applicant represents and certifies as follows:

1. The prices in this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other Applicant or potential Applicant.

2. No attempt has been made at any time to induce any firm or person to submit any intentionally high or noncompetitive proposal or to otherwise submit or refrain from submitting a proposal for the purpose of restricting competition.

3. Applicant has not given, and will not give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any employee or representative of MaineHousing in connection with this Request.

4. Applicant acknowledges that MaineHousing will determine whether a conflict of interest exists and that MaineHousing reserves the right to disqualify any Applicant on the grounds of actual or apparent conflict of interest.

5. Applicant has not employed or retained any person or entity to solicit or obtain any contract resulting from this Request and has not paid or agreed to pay to any person or entity any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of any such contract.

6. Applicant understands and acknowledges that the representations in its proposal are material and important and will be relied on by MaineHousing in evaluating the proposal. Applicant certifies that, to the best of its knowledge, all of the information contained in its proposal is true, correct and complete and acknowledges that any intentional misrepresentation by Applicant will disqualify Applicant from further consideration in connection with this Request.

7. The undersigned individual is legally authorized to sign this Applicant Certification Form for and on behalf of Applicant and to bind Applicant to the statements made herein.

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