



Housing & Redevelopment Authority
2117 Campus Drive SE, Suite 300
Rochester, MN 55904
P: 507.328.7150

REQUEST FOR PROPOSAL

To: Select Housing Stabilization Service and Permanent Supportive Housing providers
From: Olmsted County Housing and Redevelopment Authority
Date: March 10, 2021
Re: Request for Proposal (RFP) for a Housing Stabilization Service or Permanent Supportive Housing (PSH) provider to staff and support a new PSH program in Rochester, MN.

I. STATEMENT OF NEED

Olmsted County Housing and Redevelopment Authority (HRA) has entered a long-term lease with an 18-unit single room occupancy building (The 105) to create a new PSH program for people experiencing chronic homelessness. The HRA has also signed a lease on a 12-bed single room occupancy building (The Creek) that is currently being used as transitional shelter. To fully support people experiencing homelessness, the HRA needs a partner to provide services to support individuals experiencing chronic homelessness at these two properties. Those services should include but are not limited to: identifying and addressing behavior that may jeopardize housing, coaching to develop key relationships with property managers and neighbors, assistance with housing recertification, education on roles and responsibilities, developing a safety plan, providing crisis intervention, providing safety and supervision, providing transportation to access resources, training on being a good tenant, assist with maintaining apartments, and supporting the person to apply for benefits.

The selected provider will have significant experience serving people experiencing homelessness, be an enrolled provider of Housing Stabilization Services (HSS) or intending to enroll, and be willing to partner with HRA, property management, and other local providers addressing homelessness in Olmsted County.

II. BACKGROUND

The Olmsted County HRA has been responsive to the Covid-19 pandemic and needs of people experiencing homelessness by creating two new housing programs in the past eight months:

The Creek – a 12-bed single room occupancy building operating as emergency shelter with a 90-day stay

The 105 – an 18-bed single room occupancy building that is currently operated as emergency shelter and transitioning to PSH by July 1, 2021

The Olmsted County HRA seeks a contract with a provider for the following:

The Creek – One, on-site awake staff from 3:00 p.m. to 11:00 p.m. 7 days per week to provide HSS, crisis intervention, safety, and building supervision. Will work collaboratively with Olmsted County case management staff to support residents in transition to permanent housing.

The 105 – One, on-site awake staff 24/7 to provide HSS, crisis intervention, building supervision, and overnight safety. Will work closely with the on-site Olmsted County case manager to engage residents in developing Housing Support Plans to assist them in adjusting to being housed and sustaining their housing.

The HRA holds the lease with *The Creek* through December 31, 2021 and all expenses, including staffing, are covered through grant funding. The HRA holds the lease with *The 105* for 10 years and will be a long-term PSH.

III. QUALIFICATIONS/PRIORITIES

The following qualification/priorities have been identified as required for any successful service provider:

- Must be able to enter a contract to begin services by 7/1/2021
- Currently enrolled as a Housing Stabilization Service provider with Minnesota Health Care Programs and local health plans or in the process of enrolling; preference is to be enrolled by 7/1/2021
- Familiarity with and experience serving people experiencing homelessness
- Prior experience operating a housing environment that incorporates Housing First and Harm Reduction
- Have the staffing capacity to serve the buildings as described above
- Ability to hire high quality staff – mental health practitioner level or people seeking higher education in social work or human services field. All staff must pass DHS Netstudy background check
- Understanding of Continuum of Care (CoC) funding, Homeless Management Information System (HMIS) and willingness to get involved in the regional CoC
- Willing to work closely with Olmsted County HRA to operate successful programs with the flexibility to adjust to changes as needed
- Capture, track, and report necessary data determined by the HRA in a timely manner

IV. POTENTIAL FUNDING SOURCES

The HRA has secured CoC funding and project-based vouchers for operational expenses at *The 105* and has obtained grant funding to cover all expenses at *The Creek*. The service provider will be expected to maximize billing of HSS, Adult Rehabilitative Mental Health

Services (ARMHS), and other appropriate revenue streams in both buildings and the HRA has funding available to assist with costs not covered by other sources.

V. **CONTRACT TERM AND TRANSITION PLAN**

The contract would begin on July 1, 2021 to December 31, 2022 with ability to renew annually thereafter. Current lease and funding of The Creek ends December 31, 2022 and the HRA intends to evaluate the effectiveness of the program by October 2021 to determine extension of the program.

The current service provider at The 105 and The Creek will be ending services on June 30 and have fully staffed these two buildings since their inception on July 1, 2020. This may present an opportunity to absorb a team of individuals who understand the population and have developed relationships with those currently living in these buildings.

VI. **QUESTIONS**

Proposers may not contact HRA or Olmsted County staff directly. Any questions and inquiries must be submitted through IonWave at <https://olmstedcounty.ionwave.net> under the "Questions" tab by **the dated listed in IonWave**. Responses to all questions and inquiries will be posted through IonWave no later than **the date noted under the "Activities" tab**. No questions and inquiries will be entertained after the question submission time ends.

Information considered valid for the purpose of submitting a proposal shall be only that information which is contained in this RFP, the attachments to this RFP, or answers issued to the questions submitted through IonWave. Proposals based upon information obtained from any other source, verbal or written, shall be considered invalid and may be rejected.

The HRA reserves the right to modify the RFP at any time prior to the proposal due date. If the RFP is modified, addenda to the RFP will be made available to all Proposers through IonWave at <https://olmstedcounty.ionwave.net> under the "Addenda" tab. It is the responsibility of each prospective Proposer to assure receipt of all addenda posted via IonWave. The County will modify the RFP only by formal written addenda.

VII. **PROPOSAL SUBMISSION**

All proposals shall be submitted prior to the proposal close date and time through the electronic site IonWave at <https://olmstedcounty.ionwave.net>. Proposals must be electronically received no later than **the close date and time listed in IonWave**.

Failure to submit a proposal on time may be grounds for rejection of the proposal. The HRA is not responsible for delays by a Proposer which results in submission of an untimely proposal. The receiving computer server clock shall govern.

VIII. COMPONENTS OF THE PROPOSAL

Proposals must include at least the following elements in the submitted proposal:

1. Brief history of the agency
2. Description of experience:
 - Providing service to people experiencing homelessness
 - Providing Residential Services
 - Providing Housing Stabilization Services and indicate your place in the enrollment process
 - Partnering with local government and other non-profit agencies
3. Describe your process for developing partnerships and establishing your role within the homeless provider network in Olmsted County
4. Outline your staffing plan, required qualifications and ability to provide clinical supervision
5. Listing of organizations/government entities with whom you currently have or have had a contract with in the past five years to provide services, including administrator contact name and phone number. May also include other reference contact names and phone numbers.
6. Organization chart, clearly depicting lines of authority within the agency and identify current or potential staff assignments.
7. Provide a detailed budget including the following:
 - 24/7 staffing at the 105
 - 8 hours staffing/day at The Creek
 - Supervision of staff
 - Revenues from HSS and ARMHS billing
 - What, if any, funding resources are available from your agency to contribute to costs
 - Balance of costs vs revenues and funding gap (sustainability)
8. Describe your training plan for employees
9. Timeline to provide described services, including certified staff availability and/or hiring/training schedules for potential staff and service availability.
10. Proof of applicable licensing and insurance coverage; including professional liability, general liability, workers' compensation. If awarded a contract, provider must have at least general liability at a minimum of \$1.5M per occurrence, workers compensation amounts in accordance with Minnesota Statute and bonding/theft coverage of at least \$15,000.00. Upon contract award, the HRA will need to be named an additional insured for general liability coverage.

IX. SELECTION OF PROPOSALS

Only proposals received by the deadline will be reviewed. A Proposal Evaluation Committee will review the applications. As part of the review process, additional information or clarification may be requested of applicants either by letter, phone or personal interview. Selected applicants may be interviewed before a final decision is made.

X. PROPOSAL REVIEW

A Proposal Evaluation Committee made up of Housing Department staff will review proposals based on the following criteria:

- Agency's experience providing HSS
- Staffing plan and staff training
- Timeline for services
- Cost effectiveness and budget sustainability
- Successful experience in working collaboratively with multiple systems

XI. OWNERSHIP OF MATERIALS SUBMITTED IN RESPONSE TO REQUEST FOR PROPOSAL

All proposals submitted in response to this RFP become the property of the HRA and will not be returned. All proposal information will be held in confidence during the evaluation process and prior to the time a proposal has been formally accepted. Thereafter, proposals will become public information.

Under Minnesota law, proposals are private and nonpublic until the proposals are opened on the proposal due date. Once the proposals are opened, the name of the Proposer becomes public. All other data in the proposal is private or nonpublic data until completion of the evaluation process. The evaluation process is completed when the HRA enters into a contract with a Proposer. At that time, all remaining data submitted by all Proposers is public apart from data exempted under Minn. Stat. Section 13.37 of the Minnesota Government Data Practices Act.

If the Proposer believes non-public data is included in its proposal, Proposer shall clearly identify the data and cite the Minnesota Government Data Practices Act exemption(s). However, the Proposer agrees, as a condition of submitting a proposal, the County will not be liable or accountable for any loss or damage which may result from a breach of confidentiality, as may be related to the proposal. Pricing, fees, and costs are public data.

The Proposer agrees to indemnify and hold the HRA, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce this provision.

XII. PROPOSAL SUBMISSION NOTICES

1. The HRA reserves the right to withdraw, cancel, suspend, and/or modify this RFP for any reason and at any time with no liability to any prospective Proposer for any costs or expenses incurred in connection with the RFP or otherwise.
2. A proposal may be modified or withdrawn through IonWave prior to the proposal close date and time.
3. Upon submission, proposals will not be returned.
4. The HRA shall not be responsible for any costs incurred by Proposer in connection with this RFP. Proposer shall bear all costs associated with proposal preparation,

submission, and attendance at presentation interviews, or any other activity associated with this RFP or otherwise.

5. The Proposer affirms that, to the best of its knowledge, its proposal does not present a conflict of interest with any party or entity, which may be affected by the terms of a contract resulting from this RFP. The Proposer agrees that, should any conflict or potential conflict of interest become known, it will immediately notify the HRA of the conflict or potential conflict, and will advise the HRA whether it will or will not resign from the other engagement or representation. Further, the HRA may make reasonable efforts to avoid, mitigate, or neutralize an organizational conflict of interest by a Proposer in all competitive procurements. To avoid an organizational conflict of interest by a Proposer, the HRA may utilize methods including disqualifying a Proposer from eligibility for a contract award or canceling the contract if the conflict is discovered after a contract has been issued. To mitigate or neutralize an organizational conflict of interest by a Proposer, the HRA may use methods such as revising the scope of work to be conducted, allowing Proposers to propose the exclusion of task areas that create a conflict, or providing information to all Proposers to assure that all facts are known to all Proposers. The HRA may, at its sole and absolute discretion, waive any conflict of interest.
6. HRA reserves the right to negotiate terms contemporaneously and/or subsequently with any number of Responders as HRA deems to be in its best interest.

XIII. CONTRACT DEVELOPMENT

1. Contract negotiations will proceed following selection of the apparent successful proposal.
2. The content of this Request for Proposal and the selected proposal will become integral parts of the contract but may be modified by provisions of the contract.
3. If a contract, for any reason, cannot be negotiated, another proposer's response may be selected.
4. The final contract will include provisions regarding Data Privacy, including a Business Associate Addendum covering compliance with the Health Insurance Portability Accountability Act (HIPAA).
5. The final contract shall be implemented upon approval from the HRA Director and the Olmsted County Assistant Attorney.
6. No HRA-funded services shall commence until the contract has been signed and approved by all parties and copies of applicable licenses are received by HRA.