

**Lincoln County, Oregon
REQUEST FOR PROPOSALS
for**

***Consultant to Research, Prepare and Produce a 5-Year Strategy
focused on Reducing Homelessness and Creation of a
Sustainable Navigation Center***

**Deadline for Proposals: 5:00 pm, Pacific Coast Time
September 30, 2022**

Deadline for Questions: September 22, 2022

RFP Release Date: August 15, 2022



TABLE OF CONTENTS

1. Introduction.....	3
Invitation to Submit Proposals	
Purpose	
2. Background.....	4
5-Year Strategy	
3. Qualifications.....	5
4. Submission Instructions.....	7
a. Proposal Preparation	
b. Proposal submission	
c. RFP Schedule	
d. Fee and Time Schedule	
e. Proposer Costs	
f. RFP questions	
g. Scope of Services	
h. Proposal Format	
5. Evaluation and Selection Process.....	12
6. Other.....	14
7. Attachments.....	14
A. Proposer Statements and Certifications	
B. Exhibit: Example Contract	
C. Insurance Requirements	

INTRODUCTION

Invitation to Submit Proposals

Lincoln County on behalf of a coalition comprised of the cities of Depoe Bay, Lincoln City, Newport, Toledo, Waldport and Yachats along with the Confederated Tribes of Siletz Indians plus homeless providers and community stakeholders is seeking proposals from qualified individuals and/or firms in response to this Request for Proposals (RFP) to prepare a 5-Year Homeless Strategic Plan (HSP) and the creation of a Sustainable Navigation Center.

This is an intermediate procurement pursuant to ORS 2798.070. Proposal will be received until 5:00 p.m. Pacific Standard Time, Tuesday, September 30, 2022.

Proposals submitted by mail also must be received by 5:00 p.m. as postmarked dates will not be considered.

Proposals must be prepared in the form required as identified in this RFP and delivered electronically or submitted by mail that also must be received by 5:00 p.m. on the same date and time. Postmarked dates will not be considered. Please forward by e-mail or delivered to:

Tim Johnson
County Administrator
Lincoln County Courthouse
225 W. Olive
Room 110
Newport OR 97365
tjohnson@co.lincoln.or.us
Phone: 541-265-4100

Purpose

Lincoln County ("County") is requesting proposals from qualified individuals and/or firms for services related to the research, preparation and publication of a 5-Year Homelessness Strategy focused on Reducing Homelessness in Lincoln County.

BACKGROUND

Lincoln county is a unique region comprised of approximately 50,000 residents along the Central Oregon Coast. In recent years, homelessness in the Central Coast specifically in the county has been on the rise and is now a countywide concern.

The county government, including the cities of Depoe Bay, Lincoln City, Newport, Siletz, Toledo, Waldport and Yachats and the Confederated Tribes of Siletz Indians, has and continues to assist people that have become homeless.

The primary causes of homelessness in the county have been identified due to many reasons. They include job loss, mental health issues, substance abuse, evictions, foreclosures and possibly transition from incarceration, as well as structural issues such as increasing rents and lack of affordable housing.

The Homelessness Advisory Board is a public/private partnership that is being formed in response to State of Oregon House Bill 4123. Government agencies, the Confederated Tribes of the Siletz Indians and homeless providers in Lincoln County submitted a letter of interest to participate in a homelessness response coordination pilot program and were awarded one of eight grants in the state.

The grant requires participating entities to formulate, organize and manage an Advisory Board, stand up a coordinated homeless response office and prepare a 5-Year Strategy to Reduce Homelessness.

This RFP focuses on the 5-Year Strategy to Reduce Homelessness

5-Year Strategy

The following identifies some of the activities that the Consultant or Consultant Team need to ensure:

- Facilitate adoption of a five-year strategic plan.
- Identify homeless services and providers, ordinances of member governments related to homelessness, and partnerships or program that are established and serving the county.
- Create a sustainable navigation center to support and coordinate efforts to reduce homelessness.
- Identify challenges and opportunities relating to the following:
 - a. Regional coordination of homelessness services and planning
 - b. Needs for technical assistance regarding program development or other programs from the Housing and Community services Department of the State of Oregon
 - c. Addressing racial disparities through partnerships with culturally specific and responsive organizations serving populations overrepresented in experiencing homelessness, including Black, Indigenous, People of Color, federally recognized tribes and tribal members and outreach and engagement with these populations.
- Other changes in homelessness services, ordinances of member governments relating to homelessness and partnerships, or programs established that are specifically related to member government actions arising out of the strategy

In performing the tasks of the Strategy, the Consultant or Consultant Team will coordinate with local and regional stakeholders including but not limited to:

- a. Advocates for people experiencing homelessness and for people with lived experience of homelessness
- b. Community action agencies
- c. Housing authorities
- d. Affordable housing providers
- e. Veteran’s Groups
- f. Behavioral health providers
- g. Law enforcement
- h. Educational agency liaisons for homeless children as described in 42 U.S.C. 11432
- i. Local Department of Human Services
- j. Courts
- k. Legal aid
- l. LGBTQ communities, people experiencing behavioral health and substance disorders, faith communities and business communities
- m. City and Local Planning Departments
- n. The State Housing and Community Services Department of Oregon

While primary causes of homelessness in Lincoln County have been identified as job loss, mental health issues, substance use, evictions, foreclosures and possibly transition from incarceration, as well as structural issues such as increasing rents, and lack of affordable housing, no census as such as been completed.

In Lincoln County there are a variety of homeless service providers that operate programs. The following include some but not all of the organizations in providing such services: Coastal Support Services, Family Promise, NW Coastal Housing, Helping Hands, Lincoln County School District, My Safe Place, North End Senior Solutions, Samaritan Health Services, Powerhouse Detox, Backpack for Kids Program, St. James Episcopal Church meal site, Seventh Day Adventist, Phoenix Wellness Center, Legal Aid, Grace Wins Haven, Samaritan House, Salvation Army, Food Share of Lincoln County, Newport 2040 Vision, Olalla Center, ADRC Seniors and people with disabilities, Care Program of Siletz, Seashore Family Literacy Center, CSC, Lincoln County Health and Human Services and South Lincoln Resources along with others who operate within the region’s houseless service system.

QUALIFICATIONS

The Homelessness Advisory Board through its selection Committee is seeking a seasoned Consultant or Consultant Team with these qualifications:

- Ability to solicit input from a wide range of stakeholders (e.g., individuals who have been homeless, services providers, elected officials, housing advocates and community leaders)

about the needs and challenges fueling the issue of Homelessness in Lincoln County, Oregon.

- Ability to fully assess the problem/situation, analyze relevant data, structure solutions and present information to a variety of audiences.
- Ability to effectively communicate and collaborate with stakeholders and negotiate, persuade, and possibly diffuse situations where stakeholders hold conflicting or significant differences of opinions, in order to find common ground solutions.
- Ability to work with advisory board members to articulate a clear Mission and Vision Statement. Additionally, the ability to steer members towards the establishment of achievable, measurable long-range goals/plans (e.g., 3 to 5 years).
- Ability to work with non-profit service providers and local governments to understand their capacity and capability to reduce homelessness in Lincoln County.
- Ability to use analytical tools to chart out the pathways and strategies needed to successfully achieve goals (e.g., logic models)., and the ability to present these tools in a polished, professional manner.
- Ability to identify strategies that encompass both revenue/capital funding solutions as well as sustainable service delivery solutions.
- Ability and Expertise in setting up a sustainable navigation center
- Ability to write very well and to develop clear, concise plans.
- Ability to reconcile grant expenditures and present invoices for payment.

SUBMISSION INSTRUCTIONS

Proposal Preparation

Proposers are responsible to read and understand all portions of the solicitation documents, including attachments and addenda, if any, and to include all requirements in their proposals. To be responsive, proposals must be made in writing, and address the background, information, questions, criteria, and requests for information contained in the RFP. Proposals must be submitted in the required form and contain all required documents and responses, be signed by the Proposer or its authorized representative, and be submitted in the manner and number described in this RFP

Proposal Submission

Proposals must be received by the time and date stated. Proposals must be submitted in the form and manner stated in the RFP.

Each Proposer must submit in one of the following ways:

1. One (1) electronic copy in PDF format via email or
2. On a USB storage device

In either format, the Proposer must submit by no later than the due date and time specified in the Request for Proposal. Proposals must not include .zip files or be greater than 15 MB in size and are subject to the stated limitations on page quantity and size contained in this RFP.

Proposals submitted electronically must be submitted as an attachment to an email to the person and email address stated above. The subject line of the email must contain the words "Request for Proposals: Homelessness Advisory Board," identifying the submission as a response to this specific RFP.

Should Proposer submit electronic media, it must be enclosed in a sealed envelope bearing the Proposer's name and address, clearly marked with the title of this RFP, and bearing the words "Proposal Enclosed," delivered to the person and address stated above. Additionally, a Proposer acknowledges that they have read and understands the terms and conditions applicable to this RFP and accepts and agrees to be bound by the terms and conditions of the contract, including the obligation to perform the scope of work and meet the performance standards.

RFP Schedule

The following identifies the activities and deadlines for the RFP.

ACTIVITY	DATES
RFP Issued	August 18, 2022
Deadline for RFP Questions	September 22, 2022
RFP Q&A Posted	September 25, 2022
Proposals Due	September 30, 2022
RFP Interviews	TBD
Selection of Firm	TBD

Fee and Time Schedule

The Advisory Board looks to the Proposer to provide high-quality work and a cost-effective fee proposal. The maximum budget for a one-year contract is \$200,000. The estimated schedule for the scope of services is twelve months. However, the Proposer must remain available to the extent of any scheduling delays. NOTE: Reimbursement strategies will be determined at contract negotiations based upon the Proposer's Scope of Services.

Proposer Costs

Proposers responding to this RFP do so solely at their expense, and the County is not responsible for any Proposer expenses associated with the RFP.

Public Record

Proposals submitted in response to this RFP become public records under Oregon law, and, following contract award, will be subject to disclosure to any person or organization that submits a public record request. Proposers by submitting a response to this RFP acknowledge that any proposal may be disclosed in its entirety to any person or organization making a records request, except for such information that may be exempt from disclosure under the law.

Each proposer must clearly identify all information included in its proposal that is claimed to be exempt from disclosure. If the County receives a public records request, including a subpoena, covering information that the proposer believes is covered by an applicable public records exemption, it is the proposer's responsibility to defend and indemnify Lincoln County for any costs associated with establishing such an exemption.

Questions

Please email or phone any questions regarding the RFP by September 22, 2022, to:

Tim Johnson
County Administrator
Lincoln County Courthouse
225 W. Olive
Room 110
Newport OR 97365
Phone: 541-265-4100
tjohnson@co.lincoln.or.us

Scope of Services

The Scope of Services for this RFP being sought by the HB 4123 Advisory Board is comprised of a set of tasks and deliverables within two phases:

1. Review and Summary of Relevant Documents
2. Identification and Summary of public and private sector programs serving the county
3. Input and Concurrence by Advisory Board of Vision and Goals for Strategy
4. Ensure Stakeholder Engagement
5. Identification of current needs, programs and funding
6. Identification of challenges and gaps to meeting the vision and goals
7. Creation of a sustainable navigation center
8. Presentation of Strategy

Provide a detailed scope of services, task-by-task fee proposal and task-by-task schedule. The following provides the tasks and deliverables. Consultants are invited to provide additional services and deliverables.

Phase One: Background, Vision and Initial Outreach

- i. Review and briefly summarize relevant documents:
 1. Lincoln County Homelessness Report.
 2. Homeless Coordination Pilot Program Letter of Interest
 3. Lincoln County Regional Analysis of Impediments to Fair Housing Choices
 4. Others as needed.
- ii. Identification and Summary of Public and Private organizations and their programs in across the county.
- iii. The collaborative development of a vision and goals in concert with the Advisory Board for the plan.
- iv. Substantial stakeholder engagement, including presentation to and facilitation of at least one virtual community workshop, and participation in at least six (6) focus group meetings with key stakeholders. Consultant in support of the Homelessness Advisory Board will handle scheduling, invitations, and other logistical details for these meetings.
- v. Identification of current needs, programs, and funding sources in the county, and the challenges and gaps to meeting the identified vision and goals.
- vi. Presentation of initial findings to Advisory Board.

Phase Two: Creation, Outreach and Presentation of Homelessness Strategy

- i. Draft initial strategies to meet the goals previously identified.

- ii. Creation and operation of a sustainable navigation center
- iii. Presentation of initial strategies at a community workshop, and one presentation to key stakeholders (at least 2 presentations).
- iv. Draft and Final Strategic Plan, including funding and prioritization for each strategy.
- v. Presentations to a joint meeting of the County Board of Commissioners and the Advisory Board.

Proposal Format

Proposals must be organized to provide the following information in the following order and within 20 pages. The page limit excludes the required Attachment(s) and (resumes).

A. Contact information, include the following on the first page of your proposal:

- Organization name
- Total fee for the project
- Name, address, telephone number, and email of the individual or firm. If a firm, provide the name and title of the individual authorized to negotiate contract terms and make binding commitments. Identify each person's role and responsibilities.

B. Experience (50 points)

- Provide the names of all personnel (including all firms, contractors, and associated personnel partnering in this project) who will be assigned to work with the Advisory Board, including their education and previous professional experience on projects of a similar size and scope.
- Describe your experience in housing and homelessness strategies including:
 - Previous clients
 - Approach/philosophy of formulating strategy
 - Two detailed examples of how this process has worked at the local level. Include dates and agencies.
- Describe your experience in building coalitions. Include dates and agencies.
- Describe your experience in working with/within housing and homelessness organizations or community development entities. Include dates for this cited experience.
- Include weblinks to at least two work products that illustrates your ability to meet the qualifications for this project.
- References. Please provide a minimum of three references, including:
 - Name of organization or governmental agency, name of key contact, title, address, phone number, and email
 - Three-line description of a project that the Proposer has completed for a client (or which is currently in process) including location and length of relationship.

The Selection Committee reserves the right to investigate the past performance of any submission with respect to its successful performance of similar projects compliance with contractual obligations and its completion or delivery of a project or program on schedule and budget. Additionally, responses to reference checks, whether or not those references are listed above, may be used to assist in scoring other proposal elements.

C. Approach to achieving deliverables (40 points)

- Based upon the understanding of the 4 elements outlined in the scope of work, describe in detail the implementation process to achieve those aims; and describe each of the deliverables to be provided.
- Identify project's milestones, including time schedule.
- Identify the amount of time for each element.

D. Budget/Fee Proposal (10 points)

- Please provide a detailed budget and budget narrative that explains how you calculated each cost that comprises the total bid.

E. Resumes (required)

Resumes from the Proposer assigned to this project should be no more than 2 pages each. These do not count against the 20-page proposal limit.

F. Attach following documents to submittal:

- Proposers Statements and Certifications
- Proof of or ability to provide insurance if selected.

EVALUATION & SELECTION PROCESS

The award will be based on the responsiveness of the actual proposals received to the requirements established in the RFP, including in the RFP, as well as responses received from references, interviews, and follow-up questions, if any.

Each proposal will be evaluated by the Selection Committee on the basis of the process and scoring established in the RFP. Based upon evaluation of the submitted proposals, the Selection Committee may choose to conduct interviews with the Proposers. Interviews may include a presentation by the Proposer and questions regarding the proposal and services to be provided.

Upon conclusion of these interviews, if any, the Selection Committee will calculate its scores, again based on the evaluation criteria. The Selection Committee may meet one or more times to discuss interviews or proposals, or both, and revise scores. Unless the Committee provides additional criteria for interviews, interviews are not a separate evaluation criterion eligible for points, but the Selection Committee may consider the interview when revising its scores. The Selection Committee will rank the Proposers and make its recommendation to the Lincoln County Board of Commissioners for selection of a Proposer determined to be the most highly qualified based on the final scores

Each proposal received on or before the deadline will be fully reviewed by an evaluation team of the Advisory Board and will apply the following criteria in scoring proposals:

Criteria	Maximum Number of Points
<p>Experience and qualifications of personnel to be assigned to the project, as indicated by the following:</p> <ul style="list-style-type: none"> • Experience in successfully researching, preparing and publishing strategies for housing/homelessness that have resulted in implementation • Quality of work product(s) • Record of performance, including references that confirm the consultant’s leadership and strategy development 	50
<p>Approach</p> <ul style="list-style-type: none"> • Plan of work that is reasonable, given local needs, and meets project goals • Methodology for engaging broader community in planning process • Reasonableness of proposed time schedule • Creation of Sustainable Navigation Center 	40
<p>Budget</p> <ul style="list-style-type: none"> • Reasonableness of budget, given project scope 	10
Total Points	100

In evaluating the proposals and selecting a Proposer, the Selection Committee and the Lincoln County Board of Commissioners in their appropriate roles, reserves the rights to:

- (a) Reject any and all proposals and cancel the RFP at any time if doing either would be in the public interest as determined by the Selection Committee on its sole discretion;
- (b) Issue subsequent Requests for Proposals for the same or similar services;
- (c) Not award a contract for the requested services;
- (d) Waive any irregularities, informalities, or deficiencies in proposals, or, alternatively, to give a lower rating in the evaluation process as a result of such informalities or deficiencies;
- (e) Accept the proposal which the Selection Committee deems to be the most beneficial to the public and the Advisory Board;
- (f) Seek clarification of each proposal or investigate each Proposer;
- (g) Negotiate with any Proposer to further amend, modify, redefine or delineate its proposal;
- (h) Negotiate a final contract that is in the best interest of the Advisory Board;
- (i) Not negotiate the legal terms and conditions of the contract which accompanies this RFP, except directly for the scope, compensation and schedule for services of the Proposer.
- (j) Reject any limitations or disclaimers of liability or limitations or disclaimers of types of recoverable damages from Proposers or any sub-consultants of Proposers;
- (k) Negotiate and accept, without re-advertising, the proposal of the next-highest scored Proposer, in the event that a contract cannot be successfully negotiated with the selected Proposer, which may occur prior to the time a final recommendation for award is made;
- (l) To reconvene the Selection Committee and collectively review the scoring, making changes as the Selection Committee deems appropriate; and
- (m) Further question any Proposer to substantiate claims of experience, background knowledge, and ability

OTHER

Interpretation of RFP

Proposers are cautioned not to make any assumptions as to the implied meaning or intent of any part of the RFP. Proposers should request clarification or additional information concerning the RFP in writing as soon as possible, but in no event will such requests be received by the Selection Committee in care of the contact identified in the RFP no later than the deadline set forth in this RFP. Any corrections or clarifications made in any manner other than by a written addendum addressed to all Proposers will not be binding on the Selection Committee, the Advisory Board or Lincoln County, and Proposers shall not rely thereon.

Compliance with Laws

Proposals will be reviewed by the Project representative for responsiveness to the minimum requirements established by RFP, which include:

- (a) Submission of a completed Proposer Statements and Certifications.
 - (b) Compliance with proposal procedures, public contracting laws, and the requirements of the Lincoln County Code ("LCC").
 - (c) Application of any applicable preferences for services that have been manufactured, produced or performed in Oregon (ORS 279A.120), resident bidders (ORS 279A.120), recycled materials (ORS 279A.125), or printing performed within the State (ORS 282.210)
-

ATTACHMENTS

The following required documents are to be submitted. They however DO NOT count against the 20-page limitation.

- A. Proposer Statements and Certifications
Submission of the form ATTACHMENT A
- B. Form of Contract
Form of Contract, subject to the Advisory Board resulting from this RFP will be written using a Lincoln County Agreement for services attached herein on the following pages. In the event another form of contract is required, it will be issued by addendum to this RFP as ATTACHMENT B.
- C. Insurance Required
Insurance requirements for the contract resulting from this RFP will be as stated in the insurance coverages required document, attached herein as ATTACHMENT C.