

**Lincoln County, Oregon
REQUEST FOR PROPOSALS**

for

***Consultant to Staff a Coordinated Homeless Response Office and
Facilitate Meetings of an Advisory Board focused on Reducing
Homelessness***

Deadline for Proposals: 5:00 pm, Pacific Coast Time
September 23, 2022

Deadline for Questions: September 14, 2022

RFP Release Date: August 18, 2022



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INTRODUCTION

Invitation to Submit Proposals

Lincoln County on behalf of a coalition comprised of the cities of Depoe Bay, Lincoln City, Newport, Siletz 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 establish a Coordinated Homeless Response Office and facilitate the formulation and ongoing organizational management of an Advisory Board focused on Reducing Homelessness in Lincoln County. This is an intermediate procurement pursuant to ORS 2798.070. Proposals will be received until 5:00 p.m. Pacific Standard Time, Tuesday, September 23, 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 to facilitate meetings of an Advisory Board focused on ending homelessness in Lincoln County and staff a coordinated homeless response office.

BACKGROUND

Lincoln County is a unique region comprised of approximately 50,000 residents along the Central Oregon Coast. In recent years, homelessness on 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, 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 pilot project 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 formulating, organizing and managing an Advisory Board and stand up of a coordinated homeless response.

Advisory Board

The Advisory Board consists of a member and alternate member from the governing body of each member government and will be tasked with receiving and providing input and making recommendations on how to end homelessness in the county.

Its purpose is to facilitate a comprehensive coordinated response from local governments, the Siletz Tribe and a diverse group of community stakeholders and leaders along with input from homeless individuals.

The Advisory Board will serve to provide expertise, guidance and practical support. It will also work to provide multiple opportunities for community engagement, collaboration on and contribution to those issues and concerns of homelessness.

The following identifies some of the activities of the Advisory Board, but is not limited to the following activities:

- Formulate policy recommendations and funding needs, and specifically review, advocate for, and promote positive changes in public policy on homelessness
- Receive and comment on statewide current and future homeless legislation

- Engage the business, healthcare and philanthropic communities/sectors in ending homelessness
- The Homeless Advisory Board will, at a minimum complete the following activities:
 - Advise the county, cities and tribe on issues affecting people who are or who will be at risk of being homeless
 - Review, make recommendations and endorse the implementation of the goals and objectives outlined in the Strategic Plan to prevent and end homelessness

Coordinated Homeless Response Office

Responsibilities related to the establishment of a coordinated homeless response office (be it proposed as physical, virtual or hybrid) include:

- Providing necessary staff for the office
- Coordinating interactions between Advisory Board and the consultant selected to develop a 5-year Strategy
- Supporting coordinated communications and public engagement
- Supporting community outreach and policy development, including stipends for people with current or recent lived experience of homelessness
- Securing technical assistance and promoting capacity building, including contracting with consultants
- Other expenses reasonably necessary to meet these requirements.

QUALIFICATIONS

The Advisory Board is seeking a seasoned consultant or Consultant team with these qualifications:

- Experience in successfully charting and leading a planning process that builds a shared understanding of what needs to be done to prevent and reduce/end homelessness in a community or municipality.
- Ability to coordinate committee meetings, including agenda development and preparation of meeting minutes.
- Experience in gaining the buy-in of leaders and the insights of consumers, providers, and others in the housing and homeless services system.
- Expertise in the national and state context—the current and anticipated priorities for programs and funding among federal and state agencies.
- An understanding of innovative tools that Lincoln counties, cities and tribe can incorporate in their planning and implementation.
- An ability to clearly frame decisions and lead organizations in an informed process of selecting priorities (e.g., priority populations to serve, the mix of services).
- Experience in identifying and weaving-together funding sources, including leveraging resources from systems other than housing and homelessness.
- An understanding of current evidence about what works in the housing and homelessness field(s) and for specific populations.
- Demonstrated ability to communicate clearly, prevent and resolve issues, and organize complex projects.
- Ability to write very well and to develop clear, concise plans.
- Ability to reconcile grant expenditures and present invoices for payment

EVALUATION & 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 14, 2022
RFP Q&A Posted	September 16, 2022
Proposals Due	September 23, 2022
RFP Interviews	TBD
Selection of Award	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 \$100,000. 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 14, 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 four elements:

1. Establishment of a Coordinated Homeless Response Office
 2. Organize and initiate the formulation of an Advisory Board
 3. Coordinate internal and external communications
 4. Manage finances to support the program
-
1. Establishment of a coordinated homeless response office (be it proposed as physical, virtual or hybrid)
 - Ensure continued representation from each member government.
 - Establish a centralized point of contact for the office.
 - Staff the office (physically, virtually or in some hybrid form)
 - Support coordinated communications and public engagements.
 - Support community outreach and policy development.
 - Acquire technical assistance and capacity building, specifically identification of grants
 - Formulate agendas, notice of meetings and minutes of advisory board meetings
 - Coordinate with Lincoln County as Fiscal Agent of grant
 - Respond to reports due to the Housing and Community Services Department of the State of Oregon, Oregon Housing Stability Council and one or more of the appropriate interim committees of the Legislative Assembly in the manner provided in ORS 192.245

2. Organize and Implement an Advisory Board

The Advisory Board will consist of elected officials from the jurisdictions across the county including the participating agencies and entities of Lincoln County, the cities of Depoe Bay, Lincoln City, Newport, Siletz, Toledo, Waldport, Yachats and the Confederated Tribes of Siletz Indians. In addition, the office will coordinate participation of specific organizations and others who operate within the region's homeless service system. These may include but are not limited to the following: 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.

- Identify and engage local elected officials selected and appointed from their jurisdictions as representatives on the Advisory Board.
- Identify and solicit invitations to county-based homeless providers and stakeholders for their engagement with the Advisory Board.
- Schedule meetings and notices through the county, cities, and tribe websites, along with notification to press and news media.
- Set and advertise agendas and compile minutes of the Advisory Board for review, approval and dissemination
- Formulate a workplan for the Advisory Board.

3. Communications

- Prepare staff reports and materials for the Advisory Board
- Identify how to establish and implement a respectful, inclusive planning process
- Provide regular communication with participants, beginning with what they can expect during the planning period on into implementation
- Problem solving as confusion or conflicts arise
- Provide external communications to the following:
 - Press and news media
 - Representatives from the State of Oregon
 - County Administrator and City Administrators and Managers

4. Manage

- Provide monthly staff report to County Fiscal Agent

Proposal Format

Proposals must be organized to provide the following information in the following order and within 10 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 (20 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 planning experience in housing and homelessness, including:
 - The processes you have found to be effective
 - Approach/philosophy of planning and management
 - 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 one work product 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 (60 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 (20 points)

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

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 10-page proposal limit.

F. Attach the 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 based on the process and scoring established in the RFP. Based upon an 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
Experience and qualifications of personnel to be assigned to the project, as indicated by the following:	20
<ul style="list-style-type: none">• Experience in successfully leading community-engaged planning processes for a housing/homeless system that result in quality plans• Quality of work product(s)• Record of performance, including references that confirm the consultant's leadership and project management abilities	
Approach:	60
<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 the planning process• Reasonableness of proposed time schedule	
Budget:	20
<ul style="list-style-type: none">• Reasonableness of budget, given project scope	
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)
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ATTACHMENTS

The following required documents are to be submitted. They however DO NOT count against the 10-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.