



Request for Proposals for Fiscal Asset Map of Connecticut's Homeless Housing and Supportive Service System

BACKGROUND

The Partnership for Strong Communities (PSC) is a statewide nonprofit policy and advocacy organization dedicated to ending homelessness, expanding affordable housing, and building strong communities in Connecticut. PSC staffs and manages the statewide Reaching Home Campaign (Reaching Home) to make homelessness rare, brief, and non-recurring in Connecticut. Reaching Home is a collective impact effort bringing together key local, state, and federal cross sector partners committed to the common agenda of solving homelessness, using a structured form of collaboration. PSC serves as a backbone organization, a key condition required for successful collective impact initiatives.

The Reaching Home Campaign structure includes five main workgroups in addition to a Coordinating Committee. The workgroups help drive creative and collaborative solutions to prevent and end homelessness in Connecticut. The Reaching Home Resources workgroup focus is on identifying new funding opportunities and maximizing existing resources used to prevent and end homelessness. The Resources workgroup has identified the need to have a comprehensive understanding of all fiscal resources touching the homeless system in Connecticut to better inform future resource procurement and deployment strategies.

SCOPE OF SERVICES

Connecticut has a strong history of substantial investment in its homeless prevention and intervention response system but lacks a comprehensive inventory of existing fiscal resources, including how these resources are deployed. On behalf of the Reaching Home Resources workgroup, PSC requests proposals from qualified consultants to provide the following services:

1. Develop a comprehensive inventory of all existing fiscal resources touching Connecticut's homeless system.
 - This inventory should expand on and or update existing funding information available, including but not limited to the [System-Wide Analytics and Projection \(SWAP\)](#) analysis of the performance of our homeless and housing system statewide.
 - Inventory should include fiscal resources used for the provision of both housing and services.
 - Inventory should include fiscal resources for all types of homeless interventions, including but not limited to prevention, diversion, shelter, rapid-exit, rapid re-housing, transitional housing, supportive housing, and moving-on.



- Inventory should include fiscal resources from the federal (COC, YHDP, etc.), state (tax credits, leveraging Medicaid, etc.), regional (PHA set asides, etc.), and municipal level (CDBG etc.). Inventory should also include fiscal resources from philanthropic entities.
 - Inventory should include homeless specific resources as well as mainstream resources currently used within the homeless system.
 - Inventory should include any other resource used to assist individuals and families experiencing homelessness not otherwise specified above.
 - Inventory should also include key details including:
 - Funding recipient and any subcontractors.
 - Geography (zip codes) funding is utilized in.
 - Population(s) the resource is currently serving and any other allowable populations.
 - Indication of how the resource is currently utilized (e.g. rental housing vouchers, services, formula-based housing opportunity, etc.) and any other allowable uses.
 - Re-bidding/renewal schedule for the resource.
 - Provide inventory in a format that can be updated beyond the scope of this project and include recommendations for ongoing maintenance.
2. Conduct a national scan of how other states or jurisdictions are leveraging homeless specific and mainstream resources/funding to prevent or assist individuals and families experiencing homelessness.
 3. Deliver a report detailing notable gaps in resources by geography, population, or intervention, and recommendations of funding opportunities that Connecticut should consider.

TIMELINE

Successful applicants should expect to be notified in June 2021. Work should commence upon execution of a signed contract and be completed by late Fall 2021—specific deliverable dates will be negotiated.

REQUESTED INFORMATION

Responses must address the following issues and questions:

- a. Describe the process by which you propose to meet the specified goals and deliverables. Include any pertinent questions that you may have regarding the project.
- b. Provide a brief overview of the timeline you will need to complete the overall project and provide milestones for specific portions of the project.
- c. Provide a list of additional items or options that may not be specified in our requirements but that you believe we may find useful.
- d. Provide a brief background on your organization.
- e. Please include a summary of relevant experience, for the firm as well as the person who will act as project lead. Please include examples of relevant work where possible.
- f. Provide brief bios of key staff that would be assigned to work with us on this project.

- g. Provide, in tabular form, information on the employee composition of your firm indicating the total number of employees and the total number and percentages of minorities and women employed and their titles.
- h. Include specific information regarding your company's commitment to Affirmative Action. Minority owned businesses/contractors are strongly encouraged to apply. Please include at a minimum formal internal hiring practices and discussion of working relationships with women and minority owned companies.
- i. Describe whether you foresee any potential conflicts of interest arising from this work. If so, describe how your firm would address potential conflicts of interest.
- j. Provide a detailed budget describing all of the costs associated with the proposed services, and any other fees and expenses.
- k. Provide a list of three references with which you have performed work similar to that requested.

EVALUATION CRITERIA AND REQUIREMENTS

Firms will be evaluated on the basis of their written responses to this RFP, additional written information as requested by PSC and oral interviews, if any, including, but not limited to the following criteria:

- a. Qualifications of personnel
- b. Organization and approach
- c. Fees
- d. Equal employment opportunity and affirmative action
- e. Conflicts or potential conflicts
- f. Ability to complete work in the specified timeline

Selected firms must comply with State Ethics requirements, laws and regulations.

PSC reserves the right to:

- Reject any and all proposals received in response to this request;
- Negotiate the fees contained in any proposal;
- Waive or modify any irregularities in proposals received;
- Award contracts in any manner necessary to serve the best interest of PSC without obligation to accept a proposal based upon the lowest fee schedule; and
- Request additional information as determined necessary or request some or all firms responding to make oral presentations.

PSC will not reimburse for any expenses incurred in connection with this RFP including, but not limited to, the cost of preparing the initial response and any additional information requested or travel expenses relating to an oral presentation.

SUBMISSION OF RESPONSES

Please submit questions regarding this RFP to Chelsea Ross at chelsea@pschousing.org.

Upon receipt of this RFP, we would appreciate notification of your intent to submit a proposal by May 14th. Please do so by sending an email to Chelsea Ross at chelsea@pschousing.org.

The following requirements must be observed in the preparation and submission of a proposal:

1. Submissions must be sent electronically to chelsea@pschousing.org no later than **4:00 p.m. on Monday May 31, 2021.**
2. Submission should include a cover letter signed by an individual authorized to enter into an agreement with PSC on behalf of the firm.
3. Submissions should be sent in PDF form, should not exceed 20 single-sided pages. File size should not exceed 25 MB.