Point-in-Time Homeless Count
RFP#HSH2018-112

Appendix 1 to RFP#112: Proposal Template

Submit an electronic PDF file of this completed document along with Appendix 2, Proposal Budget Forms via email to: Monique.Colon@sfgov.org

1.1: PROPOSAL COVER PAGE

NAME OF PRIME PROPOSER:

NAME OF PARTNER(s) PROPOSED TO PROVIDE SERVICES (if applicable):

ADDRESS:

DIRECTOR NAME:

PHONE#:

EMAIL:

FEDERAL EMPLOYER #:

ANNUAL PROPOSED BUDGET AMOUNT(s): $  

Certifications
I understand that the San Francisco Department of Homelessness and Supportive Housing (HSH) reserves the right to modify contract requirements at the time of funding and/or during the contract agreement negotiations; that a contract may be negotiated for a portion of the amount requested; and that there is no contract until a written contract agreement has been signed by both parties and approved by all applicable City agencies.

Submission of a proposal signifies that the proposed services and prices are valid for 180 calendar days from the Proposals Deadline and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

The Proposer certifies that the key individuals listed and identified to staff the services in this Proposal will be performing the work and will not be substituted with other personnel or reassigned to another project without the City’s prior approval.

In accordance with Administrative Code Chapter 12X, I certify that my company is headquartered at the following address ________________________. I will notify the City if my company's headquarters moves.

The signatory below is a person authorized to obligate the Prime Proposer to perform the commitments contained in the proposal. Submission of this document will constitute a representation by the organization that it is willing and able to perform the commitments contained in the proposal.

Signature of authorized representative(s):

Name: ___________________________ Title: ___________________________

Signature: ___________________________ Date: ___________________________
1.2: MINIMUM QUALIFICATIONS – UP TO THREE PAGES

Proposals that fail to address each of the requested items in this Proposal Template with sufficient and complete detail to substantiate that the Proposer has met the RFP Minimum Qualifications (MQs) will be deemed non-responsive and will be rejected. The Minimum Qualifications determination will be solely based on the information submitted by the Proposer in this section. Responses of “To be provided upon request” or “To be determined” or “Confidential” or the like, or that do not otherwise provide the information requested (e.g., left blank) are not acceptable.

Minimum Qualifications for Prime Proposers:

1. Successful completion of at least three PIT counts in large urban areas, in compliance with all HUD and USICH requirements, as described in this RFP within the past five years. In addition to providing the information below, please attach one completed PIT Count Report to your submission package.

   Prior or Current Program Name:
   Funder Name:
   Funder Contact Name and Title:
   Funder Contact Email Address:
   Start and End Dates of Services:
   Total Months of Services Provided:
   Describe how your services for this program meet this Minimum Qualification:

   Prior or Current Program Name:
   Funder Name:
   Funder Contact Name and Title:
   Funder Contact Email Address:
   Start and End Dates of Services:
   Total Months of Services Provided:
   Describe how your services for this program meet this Minimum Qualification:

   Prior or Current Program Name:
   Funder Name:
   Funder Contact Name and Title:
   Funder Contact Email Address:
   Start and End Dates of Services:
   Total Months of Services Provided:
   Describe how your services for this program meet this Minimum Qualification:

Minimum Qualifications for Prime or partner proposed for the following roles:

2. Three years of experience with volunteer outreach and coordination.

   Prior or Current Program Name:
   Funder Name:
   Funder Contact Name and Title:
   Funder Contact Email Address:
   Start and End Dates of Services:
Total Months of Services Provided:
Describe how your services meet this Minimum Qualification:

3. Three years of experience with data analysis review and report writing.

Prior or Current Program Name:
Funder Name:
Funder Contact Name and Title:
Funder Contact Email Address:
Start and End Dates of Services:
Total Months of Services Provided:
Describe how your services meet this Minimum Qualification:

1.3: INTRODUCTION AND EXECUTIVE SUMMARY – UP TO TWO PAGES
Submit a letter of introduction and executive summary of the response package. The letter must be authored by the Prime Proposer and signed by a person authorized by the Prime Proposer’s organization to obligate the organization to perform the commitments contained in the proposal, and appropriately convey the organization’s understanding of the scope of work specified under this RFP. Submission of the letter will constitute a representation by your organization that your firm is willing and able to perform the commitments contained in the proposal.

The Introduction and Executive Summary must be presented in a clear and concise manner and include:
   a. The degree to which the Prime Proposer, in partnership with any subcontractors, exceeds minimum qualifications
   b. A description of the Proposer’s capacity and ability to provide the services specified in the RFP
   c. A brief description of your organization and, if a partnership is proposed, the specific roles for each partner (i.e. volunteer outreach and coordination or data analysis review and report writing)

1.4: ORGANIZATIONAL CAPACITY – up to five pages
a. Explain your organization’s understanding of the project
b. Explain your organization’s approach to delivering the services specified in this RFP
c. For the three PIT counts listed in the Minimum Qualifications for Prime Proposers section, please describe the following:
   • Challenges and outcomes experienced during the PIT Count projects
   • Examples of your organization’s ability to adhere to deadlines, provide timely communication, and problem solve when issues arise
d. Describe depth and breadth of experience with similar projects.
e. Describe approach to managing and training a large number of volunteers.
f. Describe ability and approach to performing outreach to the homeless population.
g. Describe up to three experiences that demonstrate your organizations cultural humility and respect and/or experiences serving and advocating for people experiencing homelessness. Provide the following information for each experience.
   • Prior or Current Program Name:
   • Funder Name:
   • Funder Contact Name and Title:
   • Funder Contact Email Address:
   • Start and End Dates of Services:
   • Total Months of Services Provided:
h. Describe experience conducting Unique Youth Counts in collaboration with youth providers. Provide the following information for each experience.
   • Prior or Current Program Name:
   • Funder Name:
   • Funder Contact Name and Title:
   • Funder Contact Email Address:
   • Start and End Dates of Services:
   • Total Months of Services Provided:

i. Describe experience with GIS or other map-making programs to create maps of general count and youth count routes.

1.5: TEAM QUALIFICATIONS – up to six pages (excluding resumes)

Please describe your organization’s background as it relates to the services contained in this RFP. Be certain to address the following items in this section:

- Organizational history and stability
- Experience working with governmental agencies
- Project management capacity and expertise

Please also include information on your firm’s background and qualifications. Provide the following:

a. Name, address and telephone number of primary contact person
b. Name and information for each person on the project team, including:
   i. His/her resume
   ii. The role s/he is proposed to have on the project
   iii. A description of his/her prior experience in a similar role on the projects listed to meet the Minimum Qualifications in Section 1.2 of this Appendix 1

1.6: FISCAL CAPACITY – up to three pages

HSH intends to award this contract to proposers that it considers will provide the best overall services at a reasonable pricing structure. HSH reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request. Each proposal must include:

1. A not-to-exceed total budget amount for each PIT count for the initial three-year term (for PIT counts conducted in 2019 and 2021)
2. A summary of costs for the 2019 and 2021 PIT Counts, as presented in the proposal and using RFP Section, 2.3, Program Components and Required Activities as a guide
3. The hourly rates for each person who will be involved in the work