Request for Statement of Qualifications (RFSQ) Fact Sheet

AGENCY MINIMUM QUALIFICATIONS

To qualify as a certified bidder for LAHSA Funding Opportunities through the Request for Statement of Qualifications (RFSQ) process your agency must:

- Be an incorporated nonprofit organization with approved IRS 501 c3 nonprofit tax exempt status, and
- Be in good standing with the State of California and not be on suspension or debarred from contracting with the Federal Government, State of California, County of Los Angeles, City of Los Angeles or any of LAHSA’s partner agencies, and
- Meet the minimum threshold of financial stability and show the ability to comply with federal and state employment laws, and
- Be in compliance with and utilize Generally Accepted Accounting Principles (GAAP) and a fund accounting system in the financial management of your organization, and
- Be able to demonstrate the provision of services or housing/shelter (for a minimum of two (2) years) to persons experiencing homelessness.
- If an existing LAHSA funded agency, be in compliance with your current contract having resolved any findings or outstanding issues related to contract performance.

INTRODUCTION TO THE RFSQ PROCESS

1. LAHSA is implementing a new process to evaluate nonprofit agency capacity to administer government contracts through its Request for Statement of Qualifications (RFSQ) application process.

2. The RFSQ replaces the threshold review component currently embedded in each LAHSA RFP procurement.

3. The intent is to simplify the procurement process for potential providers. Under this system, the results of the threshold assessment will be established prior to the time that a Request for Proposals (RFP) is released. The critical objectives of this RFSQ solicitation are to provide a clear understanding of the established thresholds that must achieved by applicants. These include the required documentation, criteria and methodology.

4. Through the RFSQ, LAHSA will certify nonprofit (501 (c)3) social services agencies as qualified bidders to apply for various funding sources to provide services and housing.
5. Government agencies do not need to apply through the RFSQ process to be a certified bidder.

EVALUATION OBJECTIVES OF THE RFSQ PROCESS

1. Financial Stability
2. Organizational Experience, Administrative and Fiscal Capacity
3. Organizational Capacity
4. Organizational Experience providing supportive services or housing

BENEFITS OF THE RFSQ PROCESS

1. Certifies agencies as qualified bidders for LAHSA prior to the RFP release.
2. Allows the provision of capacity building and technical assistance to agencies that do not receive a passing grade, which will help them become certified.
3. Reduces the RFP timeline by four to six weeks by removing the evaluation of basic criteria from the RFP process.
4. Agency failures are not announced at a public meeting.

FUNDING SOURCES UNDER RFSQ PROCESS

1. County of Los Angeles General Funds (CNGF)
2. County of Los Angeles Measure H Special Fund
3. City of Los Angeles General Funds (CITYGF)
4. City of Los Angeles, County of Los Angeles and/or State of California Emergency Solutions Grant (ESG) funds
5. City of Los Angeles Community Development Block Grant funds (CDBG)
6. U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funds
7. Department of Public Social Services (DPSS) and Department of Children and Family Services (DCFS) funds

CERTIFIED AGENCIES

1. Agencies that have passed the threshold evaluation process since May 19, 2016, will be certified for the funding sources that they currently receive and for City and County General funds.
2. Agencies who currently receive HUD CoC funding are certified to apply for HUD-CoC and City and County General Funds.
3. Agencies that have passed the threshold evaluation process since May 19, 2016, that were not funded will be certified for city and county general funds.

AGENCIES NOT AUTOMATICALLY CERTIFIED

1. Agencies that have not passed a threshold review or have failed a threshold review since May 19, 2016, will not be certified and will need to apply through the RFSQ process.

RFSQ APPLICATION PROCESS

1. Agencies may apply under the RFSQ solicitation by submitting their application through the My Org portal. Applications must include the completion of narrative responses and indicate the types of funding the agencies wish to apply for in the future, and
2. By uploading or updating agency core documents in File Share.

FINANCIAL STABILITY REVIEW

1. For agencies with budgets of $500,000 or less, if audited financial statements are not available LAHSA will accept a financial statement review conducted by an outside CPA and covering the last two fiscal years, and
2. An IRS form 990 with certification of submission to the IRS for the last two years is required.

REEVALUATION UNDER THE RFSQ PROCESS

1. Agencies certified as qualified bidders will be reevaluated on an annual basis for maintaining their certification. The reevaluation will utilize updated financial and organization information that is required to be reported on an annual basis.

FOR MORE INFORMATION ON THE RFSQ PROCESS

1. Please refer to the full Request for Statement of Qualifications (RFSQ) solicitation document and related exhibits that can be found on LAHSA’s website at the following link: https://www.lahsa.org/news?article=214-request-for-statement-of-qualifications-rfsq-for-certification-as-a-qualified-bidder-for-lahsa-funding-opportunities