AGENDA AND NOTICE OF A PUBLIC MEETING OF THE  
PROGRAMS & EVALUATION COMMITTEE  
COMMITTEE CHAIR: Jacqueline Waggoner  
COMMISSION COMMITTEE MEMBERS: Wendy Greuel, Kelvin Sauls, Noah Farkas (Alt)  

Thursday, January 16, 2020  
8:30 a.m.  
Location:  
Los Angeles Homeless Services Authority  
811 Wilshire Blvd., 5th Floor  
Los Angeles, CA 90017  

<table>
<thead>
<tr>
<th>AGENDA NO.</th>
<th>ITEM AND DESCRIPTION</th>
<th>PRESENTER</th>
<th>PAGE</th>
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</table>
| Call to Order/Roll Call/Establishment of Quorum  
Agenda Items - The public will have an opportunity to speak to any agenda item when the item is called and before action is taken. A Request to Speak Form must be submitted to the Secretary prior to the completion of the agenda item. The Chair will determine the order of speaking and unless the Chair grants more or less time, the speaker's limit is two (2) minutes on each agenda item, subject to the total 20-minute period.  

1.0 Review and approve minutes of the meeting held Thursday, November 14, 2019.  
   Emily Andrade  
2.0 Director’s Report – Procurement & Performance Management.  
   Victor Hinderliter  
3.0 Interim Director’s Report – Access & Engagement.  
4.0 Review and approve quality evaluation results and funding recommendations for the 2019 Access Centers for Transition-Age Youth (TAY) Request for Proposals (RFP), hear potential appeals, and authorize Executive Director to enter into contracts with the recommended agencies.  
   Elsie Nwankwo Melea Fisher  
5.0 Review and approve the phase 1 quality review results and recommendations for the 2019 Grants Management System Request for Proposals (RFP), hear potential appeals, and authorize staff to conduct software demonstrations with selected proposers.  
   Kelli Pezzelle  
6.0 Review and approve the recommendations for the Request for Training Provider Qualifications – Centralized Training Academy.  
   Adriana Ordaz  
7.0 Review and approve the release of the 2020 Safe Parking Program Request for Proposals (RFP).  
   Candis Welch  
8.0 Review and approve the release of the 2020 Operation Healthy Streets Request for Proposals (RFP).  
   Daniel Fisher  
9.0 Review and approve the release of the 2020 Council District 8 Navigation Center Request for Proposals (RFP).  
10.0 Update on the Request for Statement of Qualifications (RFSQ).  
11.0 Public Participation  
   Each Public Participant speaker is limited to two (2) minutes and may address any topic within the Commission’s jurisdiction. A Request to Speak Form must be filled out and
submitted to the Secretary prior to the beginning of Public Participation. Subject to the total 20-minute period, each Public Participation speaker is limited to two (2) minutes.

**Adjournment**

Packets of materials on agenda items are available to the public during normal business hours at 811 Wilshire Boulevard, 6th Floor, Los Angeles, CA 90017. For further information, you may call 213-683-3333. Upon request, sign language interpreters, materials in alternative formats and other accommodations are available to the public for LAHSA meetings. All requests for reasonable accommodations must be made at least three working days (72 Hours) in advance of the scheduled meeting date. For additional information, contact LAHSA at (213) 683-3333 or TTY (213) 553-8488.
MINUTES OF THE
LOS ANGELES HOMELESS SERVICES AUTHORITY
PROGRAMS & EVALUATION COMMITTEE MEETING

Held Thursday, November 14, 2019

The Los Angeles Homeless Services Authority Commission Programs & Evaluation Committee meeting held at 811 Wilshire Boulevard, Los Angeles, California was called to order at 8:36 a.m. by Commissioner Waggoner.

Attendance
LAHSA Commissioners Present:
Jacqueline Waggoner (Chair)
Wendy Greuel (Vice Chair)

LAHSA Commissioners Absent:
Kelvin Sauls

LAHSA Staff:
Daniel Fisher, Associate Director, Operations, Procurement & Performance Management
Lisa Flores, Executive Assistant, Executive Department
Nathaniel VerGow, Director, Homeless Services of Access & Engagement
Chris Coalo, Senior Analyst, Procurement & Performance Management
Kelli Pezzelle, Manager, Procurement & Performance Management

Call to Order/Roll Call/Establishment of Quorum
Commissioner Waggoner called the meeting to order. Roll was called and quorum was established at 8:37 a.m.

1.0 Review and approve minutes of the meeting held Thursday, October 17, 2019.

Motion: It was moved by Commissioner Greuel seconded by Commissioner Waggoner to approve the minutes.

Public Speaker(s): There were no public speakers.

Action: The motion passed unanimously.

2.0 Director Report – Procurement & Performance Management.
Daniel Fisher, Associate Director, Operations, Procurement & Performance Management, gave the report:

- Mr. Fisher, gave the report on behalf of Emily Andrade, Director of Procurement & Performance; he reported on various topics including, Motel partnership project to centralize the motel vouchers programs for family and motel providers; Commissioner Greuel asked about the potential challenges; there was discussion and staff will report back on how they are moving forward with this project; Measure H funding and CES System; the extension of timeline deadlines for the Mobile Showers RFP, RFSQ requirements certification, the Grants Managements system submission, and RFP process submission; there was discussion about the number of questions submitted by the RFP processes; Safe Parking and procurement practices process, and surveys sent to providers; meetings with other entities to find and maintain a better CES system for clients; hire of new prevention programs coordinator; staff attended Home Safe Learning Forum in Sacramento; Winter Shelter program; there was discussion about the amount of beds within the City of LA and County; Commissioner Greuel asked to track the utilization of winter shelter beds; staff will provide an ongoing report as the season progresses; LAFD’s Fire Life Safety Certification process for temporary housing site shelters; there was...
discussion about the challenges with LAFD’s certification process and rules; County Supervisors Solis and Hahn approvals for temporary Winter Shelters in their districts, and scheduling weekly calls and meetings to open sites; and District 5 site visit to open potential Winter Shelter; Winter Shelter webinar for providers; problem solving trainings and tracking tool is now open; and new hires.

- Commissioner Waggoner asked for a report back on the CES and TAY Refinement Workshops.

Public Speaker(s): There were no public speakers.

3.0 Director Report – Access & Engagement.
Nathaniel VerGow, Director, Homeless Services, Access & Engagement Department, gave the report:

- Mr. VerGow, gave a report on various topics including, access and engagement department staff promotions and vacancies; staff trainings and motivational interviewing and implementation; First Aid CPR universal precautions trainings with CARE and CARE+; boot camp training for new staff in December in collaboration with DMH and DHS; new pilot vaccination projects and meetings with LA County Dept of Public Health and Health Services; and new Multidisciplinary Teams (MDT) public health nurses; Commissioner Greuel asked about the MDTs; there was discussion about the number of MDTs and the collaboration with the LA County Dept of Health, the outreach with law enforcement, environmental health assessments, homeless and municipal services, CARE and CARE+;
- Commissioner Waggoner asked about the Cultural Humility trainings; there was discussion about the department and management trainings, the outcome and concerns from staff, the ongoing process and upcoming follow up meeting with directors and management; Commissioner Waggoner mentioned her attendance at GARE training and commended access and engagement outreach staff for doing these trainings.

Public Speaker(s): There were no public speakers.

4.0 Review and approve the Recommendations for the Request for Statement of Qualifications (RFSQ).
Daniel Fisher, Associate Director, Operations, Procurement & Performance Management, gave the report:

- Staff requested approval of the Recommendations for the Request for Statement of Qualifications (RFSQ) as described in the documents provided.

Motion: It was moved by Commissioner Greuel and seconded by Commissioner Waggoner to approve the recommendations for the Request for Statement of Qualifications (RFSQ).

Public Speaker(s): There were no public speakers.

Action: The motion passed unanimously.

5.0 Review and approve the release of the 2019 Access Centers for Transition-Age Youth (TAY) Request for Proposals (RFP).
Kelli Pezzelle, Manager, Procurement & Performance Management, gave the report:

- Staff requested approval of the release of the 2019 Access Centers for Transition-Age Youth (TAY) Request for Proposals (RFP) as described in the provided documents.
- Chris Coaloa, Senior Analyst, Procurement & Performance Management, gave a report on the community feedback and access centers locations, scoring process and questions received from the survey; Commissioner Greuel asked about the validations of the RFP and CES alignment; there was discussion about the CES alignment proposal; Commissioner Waggoner asked about the scoring and the work being done with HUD TA consulting to review the quality scoring matrix; there was discussion about the process between the scoring areas, points, the evaluators, and the outcome; Commissioner Waggoner asked to report back on a comparison between the old and new versions in the near future when results come through; and asked if providers share amongst one another to help each other with the policies and procedures; there was discussion about the capacity building, the change of the RFSQ requirements and CES alignment to help the process; Commissioner Waggoner asked about the CES alignment and the point in time count; there was discussion about the challenges and the progress being done.

Motion: It was moved by Commissioner Greuel and seconded by Commissioner Waggoner to approve the release of the 2019 Access Centers for Transition-Age Youth (TAY) Request for Proposals (RFP).
Public Speaker(s): There were no public speakers.

Action: The motion passed unanimously.

6.0 Report for the Request for Training Provider Qualifications (RTQ) – Centralized Training Academy.
Kelli Pezzelle, Manager, Procurement & Performance Management, gave the report:

- Staff reported on the Request for Training Provider Qualifications (RTQ) – Centralized Training Academy, as described in the provided documents.

Public Speaker(s): There were no public speakers.

7.0 Public Participation:

Public Speakers(s): There were no public speakers.

Adjournment

The meeting adjourned at 9:40 a.m.
To: Programs & Evaluation Committee

From: Christopher Coaloa Ojeda, Sr. Analyst, Procurement

Date: January 16, 2020

CC: Heidi Marston, Interim Executive Director
    Emily Andrade, Director, Procurement and Performance Management
    Daniel Fisher, Associate Director, Operations
    Kelli Pezzelle, Manager, Procurement

Re: 2019 Access Centers for Transition Age Youth (TAY) - Request for Proposals Quality Review Results and Recommendations

**Commission Action Requested:** Review and approve the Quality Review Results and Recommendations for the 2019 Access Centers for TAY RFP.

**Background:** The Los Angeles Homeless Services Authority (LAHSA) released the 2019 Access Centers for TAY RFP on November 14, 2019 and held a proposers’ conference on November 20, 2019. The submission deadline for this RFP to LAHSA was December 13, 2019 at 2 p.m.

Access Centers are drop-in locations where persons experiencing a housing crisis can gain initial access to or continuing contact with the Los Angeles County Coordinated Entry System (CES). Access Centers must, at a minimum, have capacity to make entries into the Los Angeles Continuum of Care (LA CoC) Homeless Management Information System (HMIS).

There is $1,599,999 of annual funding available for TAY Access Center Operations through State of California’s Homeless Emergency Aid Program (CoC HEAP). Additionally, each selected Access Center will receive funding for one Problem-Solving Specialist at $75,000 and $30,000 of Problem-Solving Assistance Funds through CoC HEAP funds.

As stated in the RFP, LAHSA will recommend one Access Center for TAY in each Service Planning Area (SPA). Table 1 details the annual amount of funding available and projected number to be served per SPA. Access Center Funding per SPA has been calculated by adding a $150,000 base allocation per SPA with a remaining allocation per SPA based on the Projected Number Served. In order to determine the Projected Number Served, CES assessment data for FY18-19 was used to project the number of TAY in each SPA that would enter into CES at Access Centers.
Table 1: 2019 Access Centers for TAY - Funding Available

<table>
<thead>
<tr>
<th>SPA</th>
<th>Annual Projected Number to be Served</th>
<th>TAY Access Center Funding Available</th>
<th>Problem Solving Specialist</th>
<th>Problem Solving Funds</th>
<th>Total Funding Recommendation</th>
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<td>$2,439,999</td>
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Quality Review Criteria: The 2019 Access Centers for TAY RFP established quality review criteria to determine that proposers have the potential to successfully operate the program being proposed for funding. Each proposal’s content, responsiveness, conciseness, clarity, relevance, and adherence to the instructions in this RFP are considered when scoring each category. Final scoring is based on the proposal as submitted. Proposals must receive an aggregate score of 75 points or more to be recommended for funding. The criteria outlined in the RFP include:

Table 2: Quality Review Scoring Matrix

<table>
<thead>
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<th>Scoring Area</th>
<th>Points</th>
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<tr>
<td>Program Requirements</td>
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<tr>
<td>Program Design</td>
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<tr>
<td>Program Preparation</td>
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<td>Organizational Experience</td>
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<td>CES Alignment</td>
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<td>Program Budget/Cost Efficiency</td>
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<td><strong>Total Points Possible</strong></td>
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</table>

Quality Review Results and Funding Recommendations:

LAHSA received 17 applications. All proposals passed the funding threshold of 75 points.

As stated in the RFP, LAHSA is recommending the highest scoring proposal in Priority Zone 1 in each SPA. If there were no fundable proposals in Priority Zone 1, then the highest scoring proposal in Priority Zone 2 has been recommended for award.

Staff funding recommendations are listed in Table 3.

Staff Recommendations:
Staff recommends the approval of the Quality Review Results and Recommendations as detailed in this memorandum.
Table 2: 2019 Access Centers for TAY RFP - Quality Review Results and Funding Recommendations

<table>
<thead>
<tr>
<th>Organization</th>
<th>SPA</th>
<th>Program Requirements (20 pts)</th>
<th>Program Design (20 pts)</th>
<th>Program Preparation (20 pts)</th>
<th>Organizational Experience (15 pts)</th>
<th>CES Alignment (15 pts)</th>
<th>Program Budget (10 pts)</th>
<th>Overall Score (100 pts)</th>
<th>Priority Zone</th>
<th>TAY Access Center Funding Recommendation</th>
<th>Problem Solving Specialist</th>
<th>Problem Solving Funds</th>
<th>Total Funding Recommendation</th>
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<td>17.8</td>
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2019 TAY Access Centers RFP
Quality Review Results and Funding Recommendations

January 2020
Objective

Access Centers are drop-in locations where persons experiencing a housing crisis can gain initial access to or continuing contact with LA County CES.

1. Scale Countywide Access Infrastructure
2. Ensure TAY in each SPA are served by an Access Center
3. Fund Access Centers in accessible areas with high density homeless populations
Funding

Funding Available:

- Approx. $2,400,000 annual operating
- State of CA HEAP Funds

Contract Term:

- 4/1/2020 - 6/30/2022

*Funding Sources and Amounts are approximate and subject to change.
Funding Available

<table>
<thead>
<tr>
<th>SPA</th>
<th>Annual Projected Number to be Served</th>
<th>TAY Access Center Funding Available</th>
<th>Problem Solving Specialist</th>
<th>Problem Solving Funds</th>
<th>Total Funding Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$306,086</td>
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<td>TOTAL</td>
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<td>$600,000</td>
<td>$240,000</td>
<td></td>
<td>$2,439,999</td>
</tr>
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</table>

- $150,000 Base Allocation with a remaining allocation based on the Projected Number Served.
Eligible Applicants

This funding opportunity is open to Government Agencies, and Non-Profit Organizations that are certified before the release of the RFP as qualified bidders/proposers for receiving County General Funds through the LAHSA RFSQ process.

*Government Agencies do not have to be certified through the RFSQ application process.*
## Quality Review Scoring Matrix

<table>
<thead>
<tr>
<th>Scoring Area</th>
<th>Points</th>
<th>Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Requirements</td>
<td>20</td>
<td>LAHSA Procurement Team</td>
</tr>
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<td>Program Design</td>
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<td>Programmatic Reviewers</td>
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<td>Program Preparation</td>
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<td>Organizational Experience</td>
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<td>CES Alignment</td>
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<td>Program Budget</td>
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<td><strong>Total Points Possible</strong></td>
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</table>
Informed Averaging:

1) three reviewers independently review up to five proposals
2) review and score each assigned proposal individually
3) scoring meeting to discuss their individual scores
4) each reviewer submits their finalized scoring sheet to the LASHA procurement team
5) scores are averaged to compute a final score.
## Results and Recommendations

<table>
<thead>
<tr>
<th>Organization</th>
<th>SPA</th>
<th>Program Requirements</th>
<th>Program Design</th>
<th>Program Preparation</th>
<th>Organizational Experience</th>
<th>CES Alignment</th>
<th>Program Budget</th>
<th>Overall Score</th>
<th>Priority Zone</th>
<th>Access Center Funding</th>
<th>Problem Solving Specialist</th>
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<td>$228,209</td>
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<td>$333,209</td>
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<td>12.5</td>
<td>6.2</td>
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<td>$202,403</td>
<td>$75,000</td>
<td>$30,000</td>
<td>$307,403</td>
</tr>
</tbody>
</table>

Total $1,599,999 | $600,000 | $240,000 | $2,439,999
MEMO

To: LAHSA Program and Evaluation Committee

From: Kelli Pezzelle, Manager, Procurement

Date: January 16, 2020

CC: Heidi Marston, Interim Executive Director
    Tony Creed, Chief Financial Officer
    Kristina Dixon, Director, Finance
    Emily Andrade, Director, Procurement & Performance Management
    Daniel Fisher, Associate Director, Operations

Re: Phase 1 Quality Review Results and Recommendations for the 2019 Grants Management System Request for Proposals (RFP)

Committee Action Requested: Review and approve the Phase 1 Quality Review Results for the 2019 Grants Management System RFP and authorize staff to conduct software demonstrations with selected proposers.

Background: The Los Angeles Homeless Services Authority (LAHSA) released the 2019 Grants Management System RFP on October 17, 2019 to procure a web-based Software as a Service (SaaS) Grants Management System (SaaS GMS) that supports the full grant lifecycle, unifying the current disparate data sources, files and processes. A mandatory proposers’ conference webinar was held on November 1, 2019. The submission deadline for this RFP to LAHSA was December 2, 2019 at 2 p.m. No bid responses were received from eCivis and Fluxx. LAHSA received nine proposals for review as detailed below.

Quality Review Criteria: The scoring area and points allotted for Phase 1 are:

<table>
<thead>
<tr>
<th>Scoring Area</th>
<th>Points Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit B: Capability, Approach and Implementation Questions</td>
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</tr>
<tr>
<td>Narrative Response from Proposer</td>
<td>10</td>
</tr>
<tr>
<td>Exhibit C: SaaS GMS Needs and Proposer Self-Assessment</td>
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<tr>
<td>Security</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>User Interface</td>
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<tr>
<td>Training</td>
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<tr>
<td>Integration</td>
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<tr>
<td>Constituent Relationship Management</td>
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<td>Document Management</td>
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</tr>
<tr>
<td>Templates/Forms</td>
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<tr>
<td>Notifications/Alerts</td>
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<tr>
<td>Reports/Dashboards</td>
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<tr>
<td>Workflows</td>
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<tr>
<td>Total Points Possible</td>
<td>115</td>
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</table>
**Quality Review Results:** Proposals were reviewed for completeness, content, responsiveness, conciseness, clarity, relevance, and adherence to RFP requirements. Proposals that did not include all the requested documents or did not meet the formatting requirements of the RFP were eliminated at LAHSA’s sole discretion. The Phase 1 quality review results are as follows:

<table>
<thead>
<tr>
<th>Proposing Firm Name</th>
<th>Total Score</th>
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</thead>
<tbody>
<tr>
<td>Blackbaud</td>
<td>65.1</td>
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<tr>
<td>MTX</td>
<td>Disqualified</td>
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<tr>
<td>Operation IQ</td>
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<tr>
<td>ProLink Solutions</td>
<td>Disqualified</td>
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<tr>
<td><strong>REI Systems</strong></td>
<td><strong>110.3</strong></td>
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<tr>
<td>Slalom</td>
<td>Disqualified</td>
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<tr>
<td>StreamLink Software (AmpliFund)</td>
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<tr>
<td><strong>Total Networks Incorporated</strong></td>
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<tr>
<td>ZoomGrants (GrantAnalyst.com, LLC)</td>
<td>Disqualified</td>
</tr>
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</table>

**Staff Recommendations:** Staff recommends the approval of the Phase 1 Quality Review Results and Recommendations as detailed in this memorandum. Based upon an evaluation of the criteria detailed above, LAHSA is recommending that the two highest scoring proposals (REI Systems and Total Networks Incorporated) be invited to demonstrate their software platforms requested through this RFP.
To: LAHSA Programs and Evaluation Committee

From: Kelli Pezzelle, Manager, Procurement

Date: January 16, 2020

CC: Heidi Marston, Interim Executive Director
    Emily Andrade, Director, Procurement & Performance Management
    Daniel Fisher, Associate Director, Operations
    Alison Korte, Associate Director, Capacity Building & Training

Re: Request for Training Provider Qualifications – Centralized Training Academy (RTQ CTA) Review Results for December 2019 Applicants

Committee Action Requested: Review and approve the results and recommendations for the RTQ CTA for certification as a qualified training provider.

Background: The Los Angeles Homeless Services Authority (LAHSA) released a solicitation to identify qualified instructors for the Centralized Training Academy (CTA). The CTA is a county-wide resource for the training of staff engaged in the provision, supervision, and development of homeless services. This ongoing solicitation will result in a list of Certified Training Providers and has a recurring submission due date on the 1st of each month. Vendors approved through the RTQ CTA process will be placed on a list of Certified Training Vendors posted on LAHSA’s website. The list will indicate which courses the trainer is qualified to deliver. Certification will last five years.

As training opportunities are identified by LAHSA, LAHSA will contact qualified providers based on the following criteria:

1. Match between courses the trainer is qualified to deliver, and the training need identified.
2. If more than one qualified provider can deliver the same course, the highest scoring applicant will be contacted first. If more than one qualified provider receives the same score, additional factors such as cost, availability, and/or ability to meet logistics of the training will determine which provider is selected.
3. If the first applicant contacted is not available to deliver training for the identified opportunity, the next highest scoring applicant will be contacted, and so on.

Contacted providers will be invited to work with LAHSA to draft a Statement of Work, to include course descriptions, program delivery schedule, and program budget. Contracts amounts equal to or greater than $500,000 need to be authorized by LAHSA’s Commission.

Review Criteria: To be recommended for certification, an applicant must have a minimum of two years’ experience supporting organizations in the areas of training outlined below and receive at least a 75 percent threshold score (37.5 points).
Table 1: List of Training Courses*

<table>
<thead>
<tr>
<th>Best Practices Courses</th>
<th>Professional Education Courses</th>
<th>Services Courses</th>
<th>System Components Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Operationalizing Motivational Interviewing</td>
<td>• Training Program Design</td>
<td>• Legal</td>
<td>• Coordinated Entry System (CES) Overview</td>
</tr>
<tr>
<td>• Operationalizing Critical Time Intervention</td>
<td>• Process Improvement</td>
<td>• Housing Subsidies</td>
<td>• CES Triage Tool Training</td>
</tr>
<tr>
<td>• Data Quality Assurance &amp; Support</td>
<td>• Business Writing &amp; Communication</td>
<td>• Foster Youth Resource Development</td>
<td>• HUD Policy Implementation</td>
</tr>
<tr>
<td>• Cultural Responsiveness</td>
<td>• Presentation &amp; Facilitation Skills</td>
<td>• Safety Planning/Lethality Assessment</td>
<td>• CES Policy Implementation</td>
</tr>
<tr>
<td>• Social Determinants of Health</td>
<td>• De-escalation &amp; Conflict Resolution</td>
<td>• 40 Hour Domestic Violence Training</td>
<td>• Client Satisfaction Surveys</td>
</tr>
<tr>
<td>• Mental Health First Aid</td>
<td>• Six Sigma Project Management</td>
<td>• 40 Hour Human Trafficking Training</td>
<td>• Trauma &amp; Resiliency Informed Care for CES</td>
</tr>
<tr>
<td>• Lived Experience Peer Employment Training</td>
<td>• Programmatic Strategic Planning</td>
<td>• Violence Prevention Training for Perpetrators of Domestic Violence</td>
<td>• Human Services and Homeless Services</td>
</tr>
<tr>
<td>• Pre-Employment Training for Homeless Services</td>
<td>• Implicit Bias Training</td>
<td>• Financial Literacy Training</td>
<td>Systems Integration Trainings</td>
</tr>
<tr>
<td>• Working with Special Needs Populations</td>
<td></td>
<td>• Fair Housing</td>
<td>• System Equity for Special Populations</td>
</tr>
<tr>
<td>• Housing Retention</td>
<td></td>
<td>• Substance Misuse and Active Users</td>
<td>• Diversion</td>
</tr>
<tr>
<td>• Working with Families with Children Ages Zero to Five</td>
<td></td>
<td>• Landlord Engagement</td>
<td></td>
</tr>
<tr>
<td>• Multisystemic Therapy Training</td>
<td></td>
<td>• Eviction Prevention</td>
<td></td>
</tr>
<tr>
<td>• Reporting Child or Elder Abuse</td>
<td></td>
<td>• Employment Navigation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Housing Retention</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Housing Rights for Special Populations</td>
<td></td>
</tr>
</tbody>
</table>

*Applicants may include additional subjects and content with a description of how the proposed content will support the professional development of the homeless services industry through training.

Applications Received/Reviewed: Proposals are evaluated using these five categories:

I. Experience and subject matter expertise in proposed training area(s)
II. Course description(s)
III. Curriculum for proposed course(s)
IV. Evaluation method and reporting metrics
V. Alignment to other training initiatives

One application was received by the December 1, 2019 deadline. The following vendor is being recommended for RTQ CTA certification:

• Lumos Transforms LLC

Review Results: Based upon an evaluation of the criteria detailed above, it was determined that one proposal is being recommended for certification as a qualified training provider for the Centralized Training Academy.

Staff Recommendations:
Staff recommends the approval of the RTQ CTA results and recommendations as detailed in this memorandum.
RTQ CTA Application Results:

<table>
<thead>
<tr>
<th>Training Vendor Name and Course Title</th>
<th>Overall Score</th>
<th>Pass / Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lumos Transforms LLC: Trauma and Resiliency Informed Care for Coordinated Entry System</td>
<td>41</td>
<td>PASS</td>
</tr>
</tbody>
</table>
2020 SAFE PARKING PROGRAM
REQUEST FOR PROPOSALS (RFP)

RFP Released: January 16, 2020
Mandatory In-Person Proposers Conference: February 5, 2020, 1 PM – 3 PM
Written Questions Due: February 7, 2020, 2 PM
Submission Deadline: February 28, 2020, 2 PM
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A. DESCRIPTION OF WORK

1. Background

In the County of Los Angeles, there are thousands of homeless individuals who are living in their vehicles. Vehicles provide a sense of security for some homeless individuals. Throughout the County, several areas designated by ordinances do not allow for overnight vehicle parking. As a result, homeless individuals living in their vehicles must move repeatedly, or face the risk of citations and towing. The lack of safety and stability for individuals living in their vehicles hinders their path to self-sufficiency and housing.

To help alleviate this issue, LAHSA has established a countywide Safe Parking Program that allows for overnight parking at predetermined locations for homeless individuals and/or families who currently dwell in their vehicles. Safe Parking programs further the concept of “No Wrong Door,” as the program can be used to connect homeless individuals to service providers and case management services, including the Coordinated Entry System (CES).

2. Objective

The Los Angeles Homeless Services Authority (LAHSA) is issuing this Request for Proposals (RFP) to fund Safe Parking services for all populations who are experiencing homelessness within Los Angeles County.

The Safe Parking Program's primary goal is to provide families or individuals who dwell in their vehicles with a safe and legal place to park and sleep at night and ensure participant linkage and access to supportive services and other resources via CES.

Applicants to the Safe Parking Program RFP may either elect to operate one of the County or City-owned sites referenced in Section A.14 or may submit a proposal with their own site.

**Program Models**

Applicants to the Safe Parking Program RFP have the option of proposing to operate a site utilizing one of the two program models listed in *Table 1: Safe Parking Program Models*. LAHSA intends to fund both programs utilizing both models.

<table>
<thead>
<tr>
<th>Program Overview</th>
<th>Model 1: Safe Parking with Case Management</th>
<th>Model 2: Safe Parking with Light-touch Case Management</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Up to $30 per vehicle per night</td>
<td>• Up to $18 per vehicle per night</td>
</tr>
<tr>
<td></td>
<td>• No minimum or maximum spaces per lot</td>
<td>• Minimum 30 per lot</td>
</tr>
<tr>
<td></td>
<td>• Suggested hours of operation: 7pm-7am</td>
<td>• Suggested hours of operation: 7pm-7am</td>
</tr>
<tr>
<td></td>
<td>• Automobile related financial assistance available for</td>
<td>• Security</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sanitation</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Case Management Requirements</th>
<th>Eligible Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Client CES Assessments and Enrollments</td>
<td>• Case management staff</td>
</tr>
<tr>
<td>• Warm Hand-Offs and linkages to community resources to include but not limited to: housing, medical, educational, employment, diversion, and assistance with scheduling appointments</td>
<td>• Security</td>
</tr>
<tr>
<td>• On-going Client Engagement</td>
<td>• Sanitation</td>
</tr>
<tr>
<td>• Client CES Initial Access Tool</td>
<td>• Financial assistance</td>
</tr>
<tr>
<td>• Warm Hand-Offs and linkages to community resources to include but not limited to: housing, medical, educational, employment, diversion and assistance with scheduling appointments</td>
<td>• Food</td>
</tr>
<tr>
<td></td>
<td>• Lot fee</td>
</tr>
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<td></td>
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</tr>
</tbody>
</table>

Proposers funded under this RFP will be required to operate as collaborative partners within the existing CES. Proposers funded under this RFP will utilize LA CoC approved screening and assessment tools and are required to comply with standardized operating policies and procedures developed and adopted by LAHSA and the CES partners.

All projects that are awarded funding under this RFP will be subject to the terms and conditions of this RFP and any LAHSA-issued revisions or addenda to this RFP. Revisions and addenda to this RFP may be issued in response to written questions or to communicate revisions or corrections made by the funder.

3. Funding Available

There is $4,136,650 of annual funding available for this RFP. Funding under this RFP is anticipated but not guaranteed through the State of California Homeless Emergency Aid Program (HEAP), County of Los Angeles Measure H Funds, and City of Los Angeles General Funds.

4. Eligible Applicants

**Government agencies**

This RFP is open to all government agencies.
Non-profit Organizations
This RFP is also open to nonprofit organizations that were certified as qualified bidders/proposers through the LAHSA Request for Statement of Qualifications (RFSQ) process before award recommendations are presented for this RFP. Award recommendations are scheduled to be presented at LAHSA’s Programs and Evaluation Committee on April 16, 2020. That date is subject to change.

The list of certified agencies can be viewed at the following link: https://www.lahsa.org/documents?id=1334-exhibit-i-certified-agencies-funding-sources.pdf

Instructions on how to become a LAHSA qualified bidder can be viewed 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

5. Eligibility to Receive Funds
While government agencies are eligible to apply for this funding opportunity, in order for a government agency to be a recipient of HEAP funds, that city or jurisdiction must have submitted a current shelter crisis declaration pursuant to the requirements of California Government Code 8698, Chapter 7.8, and have submitted a signed copy of that declaration to LAHSA by November 15, 2018. A list of cities/jurisdictions who have declared a homelessness emergency can be seen in Exhibit B: Jurisdictions with Shelter Declaration.

Nonprofit proposers must be certified, through the appropriate process, to receive HEAP, Measure H, or City of Los Angeles General Funds (see Table 2 below). For purposes of this RFP, nonprofit proposers who are certified as qualified bidders for L.A. County General Funds will be eligible to receive State HEAP funds.

<table>
<thead>
<tr>
<th>Table 2: Potential Funding Sources and Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential Funding Source</td>
</tr>
<tr>
<td>--------------------------</td>
</tr>
<tr>
<td>State HEAP</td>
</tr>
<tr>
<td>• Jurisdictions listed in Exhibit B</td>
</tr>
<tr>
<td>• Nonprofits certified to receive L.A. County General Funds</td>
</tr>
<tr>
<td>L.A. County Measure H Special Funds</td>
</tr>
<tr>
<td>• All government entities</td>
</tr>
<tr>
<td>• Nonprofits certified for L.A. County Measure H Special Funds</td>
</tr>
<tr>
<td>City of Los Angeles General Funds</td>
</tr>
<tr>
<td>• All government entities</td>
</tr>
<tr>
<td>• Nonprofits certified for City of Los Angeles General Funds</td>
</tr>
</tbody>
</table>

6. Contract Term
The contract term for contracts awarded through this RFP is July 1, 2020 to June 30, 2023 with funding authorized on an annual basis at the end of each fiscal year. The initial contract start date
may be delayed pending transition of clients from expiring contracts. LAHSA will allow providers to use up to 60-days from their contract start date as startup time. Providers can bill for expenses incurred during this time even if clients have not yet been served. All expenses must be included in the budget approved by LAHSA. LAHSA reserves the right to authorize funding on an annual basis, based upon, but not limited to, satisfactory contractor performance, availability of funds, and demonstrated geographic need.

7. Geographic Area Served

Projects must be located within the County of Los Angeles. Each proposal must clearly identify the site address, the Service Planning Area (SPA) in which the proposed project will be located and demonstrate the ability to serve the identified populations and the entire SPA. Final funding allocation will be made according to the geographic restrictions of the funding, the quality review results, and the need for services in each SPA. See Section B.3 for more information.

LAHSA reserves the right to promote broad geographic distribution of services across SPAs in making funding decisions. If an insufficient number of qualified proposals are received or if the proposals received are deemed non-responsive or not qualified as solely determined by LAHSA, LAHSA reserves the right to either re-issue the RFP, execute a sole-source contract with one or more providers, or otherwise ensure that services are provided by other means in a manner consistent with component requirements.

8. Eligible Populations

This RFP seeks to fund Safe Parking services that will serve any of the following groups experiencing homelessness:

- Adults (ages 18 and over)
- Youth (ages 16-24)
- Families

Applicants can propose to serve more than one population group per site.

Each program participant’s housing status must be determined and documented according to the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) Homeless Definition Final Rule (24 CFR 583.5; 24CFR 583.301(b)).

9. Core Principles

The following principles are required for all system components funded under this RFP. Proposers must review the Scope of Required Services (SRS) for each required activity to develop a response to this RFP. The SRSs can be found in Exhibit A.

**Housing First**

According to the webinar Core Principles of Housing First and Rapid Re-Housing issued by HUD and the United States Interagency Council on Homelessness (USICH), the Housing First approach is based on the following principles:
1. Housing is safe and affordable;
2. All people can achieve housing stability in permanent housing; supports may look different;
3. Everyone is “housing ready”;
4. Improved quality of life, health, mental health, and employment can be achieved through housing;
5. Right to determination, dignity and respect;
6. Configuration of housing and services based on household’s needs and preferences.

For more information, please review the USICH resource at the link below:

**Harm Reduction**

Harm reduction policies, procedures, and practices aim to reduce the negative consequences of behaviors that are detrimental to the participant’s health and well-being (i.e., abuse of drugs and/or alcohol, failure to be medication compliant, engaging in criminal activity, prostitution, choosing to sleep outside, etc.). In housing settings, harm reduction is intended to prevent a participant’s loss of housing and/or termination from the program based solely on his or her inability to stop engaging in harmful behaviors.

Programs incorporating a harm reduction model must utilize all interventions possible, short of termination from the program, to enable the participant to reduce or minimize their risky behaviors, while at the same time assisting them to move into and become stabilized in permanent housing. Harm reduction is not intended to prevent the termination of a participant whose actions or behavior constitute a threat to the safety of other participants and staff. Organizations must develop a set of policies and procedures to be implemented in the event of such behavior on the part of a participant.

**Trauma-Informed Care**

Trauma-informed care requires that every part of the program’s design and operation be approached with an understanding of trauma and the impact it has on those receiving services. Traumatic experiences can impact how clients receive services provided and the environment in which those services are delivered.

Establishing a safe and supportive environment are principal aspects of trauma-informed care. To do so, a program must ensure that all staff receive training on traumatic stress and its impact, as well as the relationship between trauma and mental health, substance use, and homelessness. Training should detail how working with trauma survivors can impact staff, and how these issues can impact their work. Staff training in crisis management may include learning how to help clients identify triggers, express their feelings safely, use healthy coping skills, in addition to helping clients develop safety and self-care plans prior to a crisis.

**Cultural Competency**

Programs funded under this RFP must consider cultural and linguistic factors in addressing the needs of populations to be served. Subpopulation identities may include, but are not limited to, race and ethnicity, gender and gender identity, sexual orientation, economic class, age, family status,
language spoken and understood, physical and mental disabilities, living situation, etc. Proposers must demonstrate the capacity to accommodate special populations within the proposer’s general population (i.e., youth, LGBT, disabled clients, veterans, victims of domestic violence) throughout all levels of the organization, from organizational vision and mission statement, to policy implementation, and to service delivery procedures and philosophies. Effective communication requires, at a minimum, the provision of service and information in appropriate language, at appropriate educational and literacy levels, and in the context of the individual’s cultural identity.

10. Performance Outcomes

Programs funded under this RFP will be expected to achieve the following outcomes during the contract term:

Model 1: Safe Parking with Case Management
1. 20% of program participants exit to a successful destination (interim or permanent housing). This target applies to participants that have been enrolled in the program for at least 7 days.
2. 25% of program participants are given referrals to any Housing Search and Placement services. This target applies to participants that have been enrolled in the program for at least 7 days.
3. Program averages a 95% Occupancy Rate.

Model 2: Safe Parking with Light-touch Case Management
1. 75% of program participants are given referrals. This target applies to participants that have been enrolled in the program for at least 7 days.
2. Program averages a 95% Occupancy Rate.

A more comprehensive explanation of performance outcomes can be seen in the SRS.

11. Budget and Leverage

Proposers are required to submit a competitive budget, for a twelve-month contract term, which will allow them to operate at an optimal level. A budget template has been provided with this RFP that provides for a line item budget by category. Using the budget template provided, proposers must submit a complete budget for the total cost of the proposed project, including the request to LAHSA, and any other funding sources being leveraged. Documentation of leverage, such as a contract, a scanned copy of a check, a commitment letter, or an MOU, must be submitted in MyOrg at the time of the application.

Proposers may request up to $30 per vehicle per night for 365 nights (Model 1) or $18 per vehicle per night for 365 nights (Model 2). However, proposers who are able to meet the service requirements by leveraging other funds and request less than the allotted amount per vehicle from LAHSA will receive more points in this category.

Proposers seeking to leverage other funds or services must ensure these resources have the capacity to absorb the additional workload. For example, if a proposer seeks to leverage an existing case management or navigation program, it must ensure these programs have the capacity to absorb these additional responsibilities while adhering to their own scope of required services.
Funds will be distributed at LAHSA’s discretion. The rate for administrative cost reimbursement will be based on the maximum allowable rate of the funder from which you receive funds, up to 12%. The budget template provided includes a 12% administrative cost reimbursement rate, which may be reduced based on the final determination of funding source.

**Leverage**

LAHSA recommends leveraging funding from other sources at least equal to the amount of funding requested through the RFP to enrich programming, but does not require it. However, as part of the Quality Review process, all proposals will be evaluated regarding the level of leveraged funds that are committed to the project. Proposals demonstrating higher leverage will receive additional points within the Program Budget category of Quality Review. To receive full points, documentation of leverage, such as a contract, a scanned copy of a check, a commitment letter, or an MOU, must be submitted in MyOrg.

<p>| Table 3: Safe Parking Program Model 1 Funded Activities and Leveraged Services |
|-----------------------------|----------------------|-----------------------------|</p>
<table>
<thead>
<tr>
<th>Program Activities</th>
<th>Eligible to be Funded by this RFP</th>
<th>If Provided, Funded by Leveraging ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING COSTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Operations</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Space Costs</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Maintenance/Repair</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Food Costs</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>SUPPORTIVE SERVICES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>- Vehicle repairs, license, insurance, registration</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Case Management</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Housing Navigation</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Outreach Services</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Life Skills (Outside of Case Management)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Alcohol and Drug Abuse Services</td>
<td>X</td>
<td></td>
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<tr>
<td>Mental Health Services</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>AIDS - Related Services</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Other Health Care Services</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Education/Literacy</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Housing Placement</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Employment Assistance</td>
<td>X</td>
<td></td>
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<tr>
<td>Child Care Services</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Legal Services</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Table 4: Safe Parking Model 2 Funded Activities and Leveraged Services

<table>
<thead>
<tr>
<th>Program Activities</th>
<th>Eligible to be Funded by this RFP</th>
<th>If Provided, Funded by Leveraging ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPERATING COSTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Operations</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Space Costs</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Maintenance/Repair</td>
<td>X</td>
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<tr>
<td>Security</td>
<td>X</td>
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<tr>
<td>Utilities</td>
<td>X</td>
<td></td>
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<tr>
<td>Food Costs</td>
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<td>X</td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>SUPPORTIVE SERVICES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Assistance- Vehicle repairs, license, insurance, registration</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Case Management</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Housing Navigation</td>
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<td>X</td>
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<tr>
<td>Outreach Services</td>
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<td>X</td>
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<tr>
<td>Life Skills (Outside of Case Management)</td>
<td>X</td>
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<tr>
<td>Alcohol and Drug Abuse Services</td>
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<td>X</td>
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<tr>
<td>Mental Health Services</td>
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<tr>
<td>AIDS - Related Services</td>
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<tr>
<td>Other Health Care Services</td>
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<td>X</td>
</tr>
<tr>
<td>Education/Literacy</td>
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<td>X</td>
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<tr>
<td>Housing Placement</td>
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<tr>
<td>Employment Assistance</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Child Care Services</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Legal Services</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Further details regarding eligible activities and program design details can be viewed in the program’s Scope of Required Services (SRS) in Exhibit A found at the end of the RFP.

12. Timeliness Standards

The proposer is expected to demonstrate the ability to begin project operation no later than 60 days after the contract start date listed in Section A.6 Contract Term, and to fully utilize grant funds within the proposed contract term. Proposals must demonstrate a plan for rapid implementation of the program. The proposer is expected to initiate the approved projects promptly in accordance with the requirements of this RFP and the federal and local regulations governing the awarded
funding. Grant terms, and associated grant operations, may not extend beyond the availability of funds.

13. Joint Offers

Where two or more proposers desire to submit a single proposal in response to this RFP, they should do so as a prime contractor and subcontractor relationship, rather than as a joint venture or informal team. LAHSA intends to contract with single organizations and not with multiple organizations doing business as a joint venture.

14. Site

Parking Lots to Bid On

There are lots being made available through this RFP to use for safe parking. These lots are both publicly and privately owned. If you are interested in proposing to operate one of these lots made available through the RFP, site addresses and details on the lots will be posted on the LAHSA webpage of this RFP. Details include ideal hours of operation, any additional amenities on site, and maximum number of spots available for safe parking, as well as designated person to contact to schedule a site visit. These lots will be made available at no cost to the proposer. However, upon award, the proposer will be responsible for all other expenses. Only one proposer will be awarded for each of these lots. Proposals that intend to apply with one of these lots must indicate the site in their application. **No site control documents are required for this option.**

Proposer owned/leased sites

Proposers that are applying with their own site must submit site control documents at the time of application. Acceptable forms of site control at time of application are:

- Permits
- Leases
- Lease options
- Titles/deeds indicating ownership
- Purchase options
- MOU from the property landlord indicating intent to lease
- A letter from the site owner or landlord on company letterhead that commits to leasing or selling the facility to the applicant upon award

Qualifying proposers that do not submit a fully executed lease agreement or proof of ownership at the time of application submission will be recommended for award conditioned upon LAHSA receiving the documentation within 60 days of award announcement. Documentation must be submitted in MyOrg before clicking “submit” on the application.

Acceptable forms of site control within 60 days of award announcement:

- Permits
- Leases
- Lease options
• Titles/deeds indicating ownership

If the proposer does not submit site control before the 60-day deadline, LAHSA has the right to rescind the award and instead recommend the award to the next highest scoring proposal in that SPA.

The site must be compliant with the Americans with Disabilities Act of 1990 and the American with Disabilities Act Amendments Act of 2008 (ADA/ADAA). Additionally, proposed facilities need to adhere to the following requirements (see the Scope of Required Services for the full list of site and program requirements):

- On-site restroom facilities that are ADA compliant (portable toilets acceptable)
- Handwashing station (portable stations acceptable)
- Well-lit grounds
- At least one parking space between each vehicle for privacy
- Suggested hours of operation: 7pm-7am, 7 days a week. (Hours may vary by location)

For program Model 1, LAHSA is not mandating a minimum or maximum number of vehicles per site. However, the maximum nightly rate per vehicle is based on a model of 25 vehicles per site.

For program Model 2, there must be at least 30 vehicles per site.

Larger sites may be able to operate at a lower nightly rate per car; proposals which include a lower nightly rate per vehicle will receive extra points in the evaluation of proposals.

15. Subcontractors

All subcontractors proposed to carry out any portion of the performance of services will require LAHSA approval prior to contracting. Proposers must submit the Subcontractor Profile Form by the Proposal Submission Deadline. Proposers must submit a copy of their organization’s policies/procedures for selecting and entering into contracts with subcontractors and monitoring subcontractor performance. The proposer must submit a specific plan for monitoring subcontractor(s) in the performance of their subcontract, which includes programmatic and fiscal areas of review, potential corrective actions that will be imposed if the subcontractor is noncompliant or not performing and planned monitoring dates and timetables for resolution of findings.

16. Proposed Contract

The proposer, if selected through this RFP and subsequently selected for award, shall be required to enter into a written agreement with LAHSA that will be considered the contract. The contract will incorporate all pertinent terms and conditions set forth in this RFP, including those added by addendum, and to reflect the proposer’s offer or the outcome of the contract negotiations, if any, conducted with the Proposer. Proposers who are unable or unwilling to comply with LAHSA policies and procedures will not be considered for funding under this RFP.
17. Remedial Action

Corrective actions may be imposed on a provider for noncompliance with regulations, contract requirements, and other applicable professional standards. Should a provider fail for any reason to comply with the contractual obligations of their contract, LAHSA reserves the right to take remedial action at its discretion as set forth in LAHSA’s Remedial Action Policy or the policies of LAHSA’s funders. LAHSA, at its sole discretion, may impose remedial actions for cause including but not limited to the following: Notice of Noncompliance, Withholding of Payment, Probation, Suspension, Termination and/or, Debarment.

Further information on LAHSA’s Remedial Action Policy can be found at the following link: https://www.lahsa.org/documents?id=1546-agency-remedial-action-policy.pdf

18. No Commitment to Award

Issuance of this RFP and receipt of proposals is not a commitment to award a contract. LAHSA expressly reserves the right to postpone proposal opening or award for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proposer concurrently, or to cancel all or part of this RFP.

B. PROPOSAL CRITERIA AND EVALUATION PROCESS

1. Overview

All complete proposals received by the submission deadline will be submitted for a Quality Review, and will be evaluated by a panel, which will be referred to as the “Evaluation Panel.” Proposals will be scored independently based on the criteria outlined in section B.2 Quality Review. Proposals must receive an aggregate score of 75 points or more to be recommended for funding. Final funding recommendations will be based on the overall score of the proposal and geographic distribution of funds.

Quality review results and final funding recommendations will be posted on the LAHSA website and presented to the LAHSA Commission for approval.

<table>
<thead>
<tr>
<th>Table 5: RFP Timeline*</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM</td>
</tr>
<tr>
<td>RFP Release</td>
</tr>
<tr>
<td>Mandatory In-Person Proposers Conference</td>
</tr>
<tr>
<td>Written Questions Due</td>
</tr>
<tr>
<td>Submission Deadline</td>
</tr>
<tr>
<td>Quality Review</td>
</tr>
<tr>
<td>Contract Start</td>
</tr>
</tbody>
</table>

*Timelines subject to change at LAHSA’s sole discretion.
2. Quality Review

Proposals will be evaluated based on program design, CES alignment, organizational capacity and experience, budget, cost efficiency, program readiness, and any other identified priorities. Each proposal’s content, responsiveness, conciseness, clarity, relevance, and adherence to the instructions in this RFP will be considered when scoring each category. Final scoring will be based on the proposal as submitted.

<table>
<thead>
<tr>
<th>Scoring Area</th>
<th>Points Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Program Design</td>
<td>20</td>
</tr>
<tr>
<td>Program Readiness</td>
<td>15</td>
</tr>
<tr>
<td>Organizational Experience</td>
<td>10</td>
</tr>
<tr>
<td>CES Alignment</td>
<td>10</td>
</tr>
<tr>
<td>Program Budget</td>
<td>10</td>
</tr>
<tr>
<td>Cost Efficiency</td>
<td>10</td>
</tr>
<tr>
<td>Proximity to Vehicular Homeless Population Density</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**Program Requirements**

The proposal must demonstrate an understanding of program requirements and the needs of the population it proposes to serve. The proposer’s compliance with LAHSA’s Equal Access and Gender Identity policy and Feedback and Grievance policies is required.

The proposer must adhere to the requirements of the Americans with Disabilities Act (ADA) through their program delivery. The proposer must accommodate participants with mobility, auditory, and visual impairments.

Proposers must commit to entering relevant programmatic information into the LA CoC HMIS.

Proposers should reference LAHSA’s Equal Access with Gender Identity Policy (previously known as HUD rule) and the 2010 Service Animal Policy:


The proposer must make the program open to all eligible populations regardless of sexual orientation, gender identity, marital status, race, color, religion, national origin, age, or disability status.

Grievance and feedback policies must be operationalized, accessible to all participants, and aligned with LAHSA policies. More information on LAHSA’s Grievance Policies and Procedures can be seen at the following link:
LAHSA’s Procurement and Performance Management Department will examine the Program Requirement section of the application, and verify that the proposer commits to the stated requirements. Proposers that submit policies and procedures that demonstrate their adherence to program requirements will receive full points in this category. Proposers that merely state that they commit to program requirements will receive partial points.

**Program Design**

Proposals will be evaluated on the demonstration of the utilization of best practices in their proposed program and the accessibility of the program to diverse participants.

The proposer’s understanding of Housing First, Harm Reduction, and Trauma-Informed Care principles, and the extent to which such concepts are embedded into the proposed program’s design will be evaluated.

The Evaluation Panel will examine proposed safety measures. This may include the number of security guards, lighting, and the extent to which general lot characteristics have been contemplated and described within the security plan.

The Evaluation Panel will assess the use of supportive services, staffing and supervision plans to assist clients in achieving successful connection to appropriate services. All proposals should detail clear diversion strategies that are implemented into program design and in alignment with the SRS.

The Evaluation Panel will evaluate the proposed location of the proposed safe parking site. Proposals should justify why the selection of their proposed location is ideal for serving the number of homeless households proposed.

The Evaluation Panel will assess whether the proposal makes the program open to all eligible populations regardless of sexual orientation, gender identity, marital status, race, color, religion, national origin, age, or disability status. Proposers will be evaluated on the extent to which they demonstrate (1) an understanding of the unique demographic challenges of their participants, (2) experience serving these participants, and (3) how their staffing and programming decisions are tailored to meeting the needs of the populations they will be serving.

The proposal should describe a plan to meet the requirements of the Americans with Disabilities Act/ Americans with Disabilities Amendments Act (ADA/ADAA) through their program delivery and site.

Proposers should reference LAHSA’s Equal Access with Gender Identity Policy (previously known as HUD rule) and the 2010 Service Animal Policy:


The Evaluation Panel will examine the proposer’s plan to serve participants with limited English proficiency and their access to translation services. The Panel will additionally assess the extent to which grievance and feedback policies are operationalized and accessible to its clients.
The Evaluation Panel will evaluate the management/staff structure articulated in the proposal, along with the submitted organization chart. The proposal should detail mechanisms for ongoing and consistent staff supervision and an internal quality assurance monitoring system.

Program Readiness

All proposers will be evaluated on the proposer’s ability to achieve full staffing and implement the program by the program start date. Proposers should present a detailed process for ensuring operational effectiveness and quality control of staff. The Evaluation Panel will assess whether the applicant demonstrates a robust plan and clear commitment to transparently engage the neighborhood and surrounding community. This could include, but is not limited to, working with elected officials, advertising the location of site, developing a community grievance process, demonstrating ample experience or partnerships within the community, and membership/attendance to local associations. Proposers who are applying with their own site will receive five points if they submit a letter of support from their local jurisdiction.

The appropriateness of the site/location for serving the proposed number of participants will be evaluated.

The following paragraph outlines the site control scoring that will be used for proposers who are applying with their own site:

The strength of site control at the time of application submission will be evaluated and will be worth five points. The strongest demonstration of site control is evidence that the applicant either owns the facility or has a fully executed lease agreement. A letter from the site owner or landlord on company letterhead that commits to leasing or selling the facility to the applicant upon award is acceptable at application submission but would gain zero points. Blank or unsigned lease agreements or letters of intent from the applicant to the property owner do not fulfill the site control requirement for this RFP and would result in an incomplete application.

Proposers who elect to operate a lot made available through this RFP do not need to submit documentation of site control or a letter of support from their local jurisdiction. These proposers will automatically receive ten points for this category (five for site control and five for the letter).

Organizational Experience

The proposer’s experience successfully performing services related to those listed in this RFP will be taken into consideration. The panel will evaluate the proposed projects based on the ability of the Proposer to meet performance outcomes. Programs that demonstrate the ability to meet or exceed performance outcomes will achieve higher scores than programs that do not. LAHSA and the Evaluation Panel reserve the right to request additional data to verify information submitted with the proposal.

Coordinated Entry System Alignment

Proposals will be evaluated on the extent to which the proposed project is integrated with service and housing providers and coordinated with other systems of care (health care, education, etc.) within the region. Applicants should detail or provide evidence of a history of participation in LA CES coordinated assessment and intake efforts, as well as a plan to collaborate with the LA County CES.
**Program Budget**
The Evaluation Panel will evaluate the feasibility, reasonableness, and accuracy of the budget. It will also evaluate the extent to which additional funding and resources are committed to the proposed project. The proposal should describe and specify the source and dollar amount of other public and private funding and resources that will be or have been leveraged to complete the proposed project. Strength of financing commitments will also be considered in the proposal evaluation.

**Cost Efficiency**
Cost efficiency will be determined by dividing the amount of dollars requested by the vehicles served per night. LAHSA will assign 10 points to the most cost-efficient proposal submitted. After determining the most cost-efficient proposal, LAHSA will assign a cost efficiency score from 0 to 10 that is based on the percentile deviation of each proposal from the most cost-efficient proposal.

**Proximity to Vehicular Homeless Population Density**
LAHSA will assign points based on the proposed locations’ proximity to locations with a high density of people dwelling in their vehicles as reported in the 2019 Homeless Count.

The following table indicates the intervals that will be used to determine the score awarded to each proposed location for proximity to homeless density:

<table>
<thead>
<tr>
<th>Points awarded</th>
<th>Homeless Count Population Density</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>1-3</td>
</tr>
<tr>
<td>2</td>
<td>4-5</td>
</tr>
<tr>
<td>3</td>
<td>6-8</td>
</tr>
<tr>
<td>4</td>
<td>9-12</td>
</tr>
<tr>
<td>5</td>
<td>13-16</td>
</tr>
<tr>
<td>6</td>
<td>17-24</td>
</tr>
<tr>
<td>7</td>
<td>25-34</td>
</tr>
</tbody>
</table>

1 Vehicular homelessness population density indicates the number of people experiencing vehicular homelessness per square mile within that census tract. Vehicular homelessness includes individuals who are living in cars, vans, and RVs/campers, as reported in the 2019 Homeless Count.

Density of vehicular homelessness per square mile is preferable to raw count data because the sizes of each census tract differ. Using density of vehicular homelessness per square mile allows for an equal comparison of small and large census tracts.
Applicants do not need to compute their proposed site’s density score. Click on the following link to access the density score for each proposed location. The average score for all proposed locations will be used.

https://lahsa.maps.arcgis.com/apps/ZoneLookup/index.html?appid=801407574bfd419793963b0965673d9c

If the proposed program is located in Pasadena, Glendale, or Long Beach, LAHSA will determine the Proximity to Homeless Population Density score upon receipt of the application using a similar methodology.

A final score for this category will be computed by averaging the individual scores of each submitted location.

3. Funding Allocation Strategy

Proposals in SPAs 3, 7, and 8 will be prioritized as there is a lack of Safe Parking services in those SPAs.

Final funding recommendations will be based on the overall score and the location of the proposal. The highest scoring proposal in SPA 3, 7, and 8 will be recommended first. Remaining funds will be awarded based on highest score in any SPA. However, City of Los Angeles funds can only be used to fund programs that operate in the City of Los Angeles.

LAHSA intends to fund at least one program in SPAs 3, 7, and 8 and reserves the right to adjust or reduce award amounts to geographically distribute funding.

If an insufficient number of qualified proposals are received, or if the proposals received are deemed non-responsive or not qualified as solely determined by LAHSA’s Commission, LAHSA’s Commission reserves the right to either re-issue the RFP, execute a sole-source contract with a provider, or otherwise ensure that services are provided by other means in a manner consistent with component requirements.

C. GENERAL INSTRUCTIONS
1. Proposal Submittal

Proposal Application
The RFP, application documents, and budget template will be made available online at https://www.lahsa.org/funding following the approval for release from the Programs & Evaluations Committee. Proposers must respond to this funding opportunity by completing the online application and submitting supporting documents into MyOrg. Only complete proposals will be reviewed. For a proposal to be considered complete, all of the following must be completed and submitted prior to the submission deadline:

MyOrg Application and Supporting Documents:
- MyOrg RFP Application
- Program Profile (only accessible after the application is submitted)
- Subcontractor Program Profile uploaded with the MyOrg application
- Budget Template uploaded with the MyOrg application
- Drawing of Site Layout uploaded with the MyOrg application
- Proposed Program Organizational Chart uploaded with the MyOrg application
- Suspension and Debarment Form uploaded with the MyOrg application
- Site Control Documentation uploaded with the MyOrg application (not required for proposers electing to operate a County or City-owned site, please see Section A.14 Site for more information)
- Organization Housing First Policies and Procedures (optional)* uploaded with the MyOrg application
- Organization Harm Reduction Policies and Procedures (optional)* uploaded with the MyOrg application
- List of Trainings regarding traumatic stress and its impact offered to staff in 2018-2019 (If no trainings have been offered, Proposers may attach a plan to train staff) (optional)* uploaded with the MyOrg application
- Organization Grievance and Feedback Policies and Procedures (optional)* uploaded with the MyOrg application

*Policy and procedures documentation is optional. However, not submitting these documents will result in a loss of one point for each document.

Please see instructions on how to upload supporting documents in MyOrg: https://www.lahsa.org/documents?id=4136-upload-documents-instructions.pdf
The RFP application will be available via the MyOrg portal on the LAHSA website at the following link: [https://www.lahsa.org/portal/myorg/form/rfp?rfp=1072](https://www.lahsa.org/portal/myorg/form/rfp?rfp=1072)

2. Due Date

Complete proposals must be RECEIVED by electronic delivery no later than **2:00 PM (Pacific Time), February 28, 2020**. A complete proposal includes submission of the online application and any other required items listed in Section C. Applications will not be accepted via facsimile or paper submission. Incomplete proposals will not be reviewed. Electronic Submission is mandatory. Proposals submitted after the deadline will not be accepted.

Proposal amendments and/or addendums submitted to LAHSA after the proposal deadline will not be reviewed. However, LAHSA reserves the right to request clarification of unclear or ambiguous statements made in the proposal.

3. Mandatory Proposers Conference

Proposers are required to attend an in-person Mandatory Proposers Conference to take place on: **February 5, 2020, 1 PM – 3 PM**


Pre-registration is recommended.

**Attendance Requirements:** Proposers must sign-in within 15 minutes of the Conference start time. Proposers who sign-in after that time to the Proposers Conference will not be considered as an attendee.

LAHSA is unable to provide individualized technical assistance during an open RFP. All technical assistance will be provided during the Mandatory Proposers’ Conference and through the timely submission of written questions as detailed in this section.

Proposers are encouraged, but not required to submit questions in writing at least two (2) days prior to the Mandatory Proposers’ Conference. Questions regarding this RFP may be submitted to [fundingopportunities@lahsa.org](mailto:fundingopportunities@lahsa.org) with the subject line, “2020 Safe Parking Program RFP–Q&A” until **February 7, 2020, 2:00 PM**. LAHSA will post written responses to all received questions on the LAHSA website no later than five (5) business days from the date questions are due.

Proposers are responsible for checking the LAHSA website to obtain current information and responses. Any omission or error made by any Proposer under this RFP for failure to obtain information posted regarding this RFP on the LAHSA website at [https://www.lahsa.org/funding](https://www.lahsa.org/funding) is the sole responsibility of proposer and is not a basis for appeal of any adverse score or evaluation under this RFP.

Visit [https://www.lahsa.org/contact-us](https://www.lahsa.org/contact-us) and click on the “Join Our Mailing List” button to opt-in to email communications; select Funding Opportunities from the email lists as well as any others from which you wish to receive updates.
Proposers are also encouraged to subscribe to the Funding Opportunities mailing list at https://www.lahsa.org/ to receive email notices pertaining to this RFP and other funding opportunities.

4. RFP Addenda/Clarifications

If it becomes necessary to revise any part of this RFP after the RFP is released, a written addendum will be posted on the LAHSA website at http://www.lahsa.org/funding. It is the responsibility of the proposer to review any publicly available addendum or information on the LAHSA website prior to submission of the proposal. If a proposer does not have access to the LAHSA website, they may call (213) 683-3333 and request a printed copy of any addenda via fax or mail. LAHSA is not responsible for information requested within three days of the due date of the proposal under this RFP.

5. Process Appeals

All appeals must be submitted in writing. Proposers under this RFP may only submit process appeals, which are appeals based upon LAHSA’s failure to abide by its own established procedures in making funding recommendations. Appeals based on the outcome of the decision-making process will not be accepted. A disagreement with or objection to the points awarded will not be a sufficient basis for an appeal.

Quality Review Appeals
After the Quality Review phases of the proposal evaluation process, LAHSA staff will notify all proposers of its findings and recommendations. Within two business days after notice of review results on the LAHSA website, proposers may file a process appeal in the form of a written statement specifying the grounds for appeal.

The Process Appeal must be in writing and shall be limited to two (2) typed pages. The appeal must clearly state the factual grounds on which the appeal is based. All Process Appeal requests must be on an organization's letterhead and entitled “2019 Safe Parking Program RFP – Process Appeal”. Please do not include cover letters with the appeal request.

Process Appeals will be presented to the Programs and Evaluation Committee of the LAHSA Commission. The Programs and Evaluation Committee will make a recommendation and forward its recommendations to the LAHSA Commission. The LAHSA Commission will make the final decision regarding all Process Appeals. In the situation where the Programs and Evaluation Committee is unable to meet, the appeals shall be presented directly to the LAHSA Commission.

A Process Appeal must meet all of the following criteria, to be considered.

1. The person or entity requesting the appeal must be a proposer;
2. The request for the appeal must be submitted by the date and time specified by the RFP;
3. The person or entity requesting the appeal must assert in appropriate detail with factual reasons that LAHSA materially failed to follow procedures specified in its RFP document.
4. The request for the appeal must set forth sufficient detail to demonstrate that, but for LAHSA's alleged failure, the proposer would have been a successful proposer.

All Process Appeals must be in writing and emailed timely to fundingopportunities@lahsa.org or received at the following address:

Chair, Programs and Evaluation Committee  
Re: 2019 Safe Parking Program RFP – Quality Review Results Appeals  
Los Angeles Homeless Services Authority  
811 Wilshire Blvd., 6th Floor  
Los Angeles, CA 90017
D. PROPOSAL CONDITIONS AND RESERVATIONS

A. All costs of proposal preparation shall be borne by the Proposer organization. LAHSA shall not, in any event, be liable for any pre-contractual expenses incurred by the Proposer in preparation and/or submission of the proposal. The Proposer shall not include any such expenses as part of the budget in the proposal.

B. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in the RFP.

C. Submission of a proposal shall constitute a firm and fixed offer to LAHSA that will remain open and valid for a minimum of 90 days from the application submission deadline. The proposal should always include the Proposer’s best terms and conditions.

D. The proposal must set forth full, accurate, and complete information as required by this RFP. No changes or additions are allowed after the proposal deadline.

E. LAHSA cannot certify, license or endorse grant writers. Proposers are free to select any grant writer. The responsibility for the performance of the grant writer rests with the Proposer.

F. Responses to this RFP become the exclusive property of LAHSA. All proposals will be considered public documents, subject to review and inspection by the public at LAHSA’s discretion, in accordance with the California Public Records Act and other applicable laws. Exceptions will be those pages in each proposal which are designated by the Proposer as business or trade secrets and are marked as “TRADE SECRET” or “CONFIDENTIAL”. LAHSA shall not in any way be liable or responsible for the disclosure of any such records, including, but not limited to, those so marked if the disclosure is deemed to be required by law or by court order. Selection or rejection of a proposal does not affect these rights.

G. LAHSA reserves the right to communicate in writing with proposers, funders and/or organizations associated with the Proposer to obtain additional clarification of design of program, or Proposer fiscal and programmatic capacities, and to utilize this information in the evaluation process.

H. LAHSA reserves the right to conduct site visits of all proposing agencies if applicable.

I. LAHSA reserves the right to extend the RFP submission deadline should such action be in the best interest of LAHSA. Proposers may revise and re-submit their proposal in the event the deadline is extended.

J. LAHSA reserves the sole right to reject any or all proposals received in response to this RFP if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFP, or is not in the best interest of LAHSA.

K. LAHSA reserves the right to withdraw this RFP at any time without prior notice. Further, LAHSA makes no representation that any contract will be awarded to any Proposer responding to this RFP. LAHSA reserves the right to reject any or all submissions.

L. LAHSA reserves the right to negotiate services and costs with Proposers, including revision of program design as necessary to better meet LAHSA, the City of Los Angeles, County of Los Angeles, or HUD requirements.

M. A Proposer shall not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with LAHSA or any other funding
source, a contract suspension, a termination for cause by LAHSA or any other funding source, or outstanding financial obligations with LAHSA that have not been adequately resolved with LAHSA or any other funding source. In the event that the Proposer has any contract(s) with LAHSA suspended or terminated, it shall not be eligible for funding under any RFP released by LAHSA for a period of five (5) years starting from the effective date of suspension or termination.

N. If a Proposer is new and has not had a contract with LAHSA for a period of five (5) years then the organization will be subject to 100% documentation review and quarterly Monitoring visits.

O. If an agency has been involved in the Remedial Action process as a result of contract noncompliance with LAHSA within the last fifteen (15) years, award will be conditioned upon the agency showing that they have sufficient programmatic and fiscal capacity or finding another LAHSA Contractor in good standing that is willing to serve as a lead agent to administer the LAHSA contract.

P. Willful misstatements of information will result in non-recommendation for funding, regardless of the merits of the proposal submitted.

Q. LAHSA reserves the right to verify information submitted in the proposal. The Proposer agrees that the Los Angeles Continuum HMIS will be the primary source of verification of program performance and outcome data for existing programs. LAHSA reserves the right to request additional data to verify information submitted with the proposal, at its sole discretion. If the information in the proposal cannot be verified and if LAHSA determines the errors are not willful, LAHSA reserves the right to adjust the rating points awarded.

R. If an insufficient number of qualified proposals are received or if the proposals received are deemed non-responsive or not qualified as determined by LAHSA, LAHSA reserves the right to re-issue an RFP, execute a sole-source contract with a vendor, or otherwise ensure that services are provided by other means in a manner consistent with the program requirements.

S. The Proposer must be in compliance with applicable civil rights laws and Executive Orders. There must be no outstanding findings of noncompliance with civil rights statutes, Executive Orders, or regulations, unresolved secretarial charge of discrimination issued under the Fair Housing Act, no adjudications of civil rights violations on a civil action or deferral of processing of proposals from the sponsor imposed by HUD.

T. The Proposer shall be ineligible to receive funding under this RFP if any officer or employee of the Proposer who would be involved in the administration of grant funds has been debarred by any government agency or has been convicted of a criminal offense related to the administration of funds or any member of its executive management, key staff, or any officers of its Board of Directors is or has been involved in any litigation or other legal matter that compromises the organization’s ability to carry out the project as awarded.

U. LAHSA reserves the right to fund all or a portion of a proposal and/or request that a Proposer collaborate with another in the provision of a specific service if it is in the best interest of LAHSA, the City of Los Angeles, the County of Los Angeles, or HUD.

V. LAHSA reserves the right to waive minor technical deficiencies or any informality in a submitted proposal.
W. Proposals may be withdrawn by written request of the authorized signatory on provider letterhead at any time prior to the LAHSA Commission’s actions on staff’s final recommendation for funding.

X. LAHSA reserves the right to deny funding a proposal for a new project, if the request is made by a current recipient that is found to have significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing grants.

Y. If a Proposer declines to implement the project or changes significant project specifications which are deemed relevant to the basis on which the award was granted thereby negating the funding award after the LAHSA Commission approves funding award(s) under a LAHSA competitive process, said provider shall not be eligible to apply for any other new project funding for a period of one year from the time of notice. Changes to significant project specifications include, but are not limited to, a change in the Service Planning Area in which the project is located or a change in the target population which the project serves. LAHSA may exempt a provider from this policy if it is deemed that the circumstances that facilitated the refusal to implement the project or change to significant project specifications was out of the reasonable control of the provider.

Z. It is improper for any officer, employee or agent of LAHSA to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer’s provision of the consideration may secure more favorable treatment for the Proposer in the award of the contract or that the Proposer’s failure to provide such consideration may negatively affect the LAHSA’s consideration of the Proposer’s submission. A Proposer shall not offer or give, either directly or through an intermediary, consideration, in any form, to an officer, employee or agent of LAHSA for the purpose of securing favorable treatment with respect to the award of the contract. A Proposer shall immediately report any attempt by an officer, employee or agent of LAHSA to solicit such improper consideration. The report shall be made to the Executive Director of LAHSA or to the County Auditor-Controller’s Employee Fraud Hotline (800) 544-6861. Failure to report such a solicitation may result in the Proposer’s submission being eliminated from consideration. Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

AA. Upon the request of LAHSA, a Proposer whose bid is under consideration for the award of the contract shall provide LAHSA with written authorization to request a credit report from a reputable credit agency to gain satisfactory evidence of the Proposer’s financial background, stability and condition.

BB. In accordance with Los Angeles County Code, Chapter 2.160 (County Ordinance 93-0031), each person/firm submitting a response to this request for bid/proposal must certify in writing that such Proposer and each County lobbyist and County lobbyist firm, as defined by Los Angeles County Code 2.160.010, retained by the Proposer, is in full compliance with Chapter 2.160 of the Los Angeles County Code.

CC. Notwithstanding a recommendation of a department, agency, individual, or other, the LAHSA Board of Commissioners retains the right to exercise the final decision concerning the selection of a proposal and the terms of any resultant Agreement, and to determine
which proposal best serves the interests of LAHSA. The Board is the ultimate decision-making body and makes the final determinations.

DD. A bid or proposal containing conditions or limitations regarding the basic program design or operation of the proposed program that are not in alignment with the requirements of the RFP may be deemed irregular (and nonresponsive) and may be rejected by LAHSA, in its sole discretion.
E. CONTRACT CONDITIONS

Contractors will be required to comply with conditions set forth by LAHSA, the County of Los Angeles, the City of Los Angeles and/or the U. S. Department of Housing and Urban Development (HUD), hereafter referred to as "Funders". These conditions may include, but are not limited to the following:

A. The initial recommendation for funding should not be construed as a finding that the proposed program complies with all requirements and conditions for a contract for grants. LAHSA reserves the right to fund all or a portion of a proposal and/or request that a Proposer collaborate with another in the provision of a specific service if it is in the best interest of LAHSA. A funding recommendation or offer to contract may be withdrawn upon failure of reasonable attempts to negotiate an agreement.

B. Contractors shall allow representatives of Funders to inspect facilities that are used in connection with the contracts made to implement system components funded under this RFP.

C. Successful Proposers will be required to satisfy LAHSA’s and other participating provider or entity’s insurance requirements. Additionally, all Proposers must comply with all contractual requirements. Contractors will name LAHSA and the City and/or County of Los Angeles as additional insured on general liability, professional liability (where required), auto liability (owned and non-owned), workers’ compensation, and errors and omissions policies (where required).

D. Contractors shall make available to representatives of Funders, upon reasonable notice, the fiscal records and/or client data records pertaining to the contract. Demographic information about clients will be regularly submitted to LAHSA in a manner consistent with agreements protecting client and/or provider confidentiality rights.

E. Contractors shall comply with reasonable requests from Funders concerning promotional activities related to the system component.

F. Contractors acknowledge that, as recipients of Federal funds, they will be required to comply with Federal regulations pertaining to the use of such funds. It will be the Contractor's responsibility to ensure compliance with applicable regulations.

G. The Contract shall include standard clauses and in some cases, certifications, requiring Contractor's compliance with, but not limited to, the following regulations: non-discrimination, affirmative action, and equal opportunity; separation of church and state; Americans with Disabilities Act (ADA); conflict of interest; restrictions on lobbying; debarment; audits; rights in data; drug-free workplace; lead-based paint and Equal Benefits Ordinance.

H. Contractors shall maintain any applicable licenses or permits, and meet any facilities code regulations required for the system component(s) funded under the contract.

I. Contractors shall participate in information networking, training, and coordination meetings as directed by LAHSA or other grant funding sources.

J. Contractors shall cooperate with related research and evaluation activities as directed by LAHSA or other grant funding sources.

K. Contractors will be required to submit a Code of Conduct which will address conflict of interest requirements.
L. Contractors may not enter into an agreement with a subcontractor for the provision of shelter or supportive services under any system component funded under this RFP, unless that subcontractor and its qualifications are fully described in the proposal, and the intention to subcontract is explicitly stated in the proposal or the use of the subcontractor has been approved in writing by LAHSA. Contractor shall remain liable for the performance of the subcontractor, and will require subcontractor to adhere to all provisions in the contract between LAHSA and Contractor.

M. Contractors will ensure that an annual financial audit is performed in compliance with Title 2 of the Code of Federal Regulations Part 200 (2 C.F.R. 200 Subpart F – Audit Requirements) Subpart Audit Requirements, if it spends, in aggregate, $750,000 or more of Federal funds per fiscal year. Contractor shall submit a copy of the audit report to LAHSA within nine months after the end of the contractor's fiscal year.

N. Each Contractor must comply fully with all of the requirements specified in this RFP and committed to in the proposal, including program leveraging commitments, otherwise Contractor risks immediate termination of contract.

O. The responsibility for accuracy rests entirely with the Proposer. If a Proposer knowingly and willfully submits false performance or other false data, LAHSA reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance, or false financial or other false data submitted in response to this RFP, LAHSA reserves the right to terminate said contract immediately.

P. Contractor shall have in place an appropriate grievance procedure. Said grievance procedure must be in compliance with LAHSA’s grievance standards stated in the program contract.

Q. LAHSA reserves the right to extend the duration of the program as well as to renegotiate the terms of the contract if an extension is granted.

R. Contractor agrees to participate in data collection through the HMIS, or another HUD approved system of record. Said system shall be implemented during the term of the contract awarded. LAHSA shall provide Contractor with the basic data collection requirements.

S. Contractor shall be required to possess a corporate seal. In the absence of a corporate seal, a notary attestation of the Contractors signature must be provided along with the signed contract.

T. Awards are made subject to receipt of award of funds from Funders by LAHSA. Contractor agrees that if Funders do not provide funds for program, contract will be deemed null and void. LAHSA reserves the right to adjust funding levels based on the availability of funds and the quality of proposals received.

U. Contractor and subcontractor staff working with youth, either as employees or volunteers, who have a supervisory or disciplinary authority over minors must be fingerprinted and pass the background check, as required by California Penal Code Sec. 11105.3 and California Education Code Sec. 45125.1 and Sec. 10911.5 prior to working with youth. Fingerprinting and a background check may be required of other staff and volunteers depending upon how much contact the staff member will have with minors. The
Contractor shall be responsible for obtaining security clearances for staff whose duties require a sufficient level of interaction with youth.

V. Contractor shall ensure that all employees and volunteers who have direct contract with clients have an annual tuberculosis (TB) test. Contractor shall retain documentation of the test results.

W. Contractors are subject to all applicable City of Los Angeles and/or County of Los Angeles contracting requirements.

X. Contractors shall be required to submit to LAHSA, or its designee, periodic status reports, including program expenditures, progress reports and recipient information. Failure to do so may result in termination of the contract.

Y. The Grant Agreement between LAHSA and its funders may be incorporated by reference into all contracts between LAHSA and the contracting agencies.

Z. Contractors acknowledge that LAHSA funds are not meant to replace or supplant other local sources of funding.

AA. The Proposer is hereby notified that, in accordance with LAHSA Rules and Regulations implementing the Contractor Responsibility Ordinance, LAHSA may debar the Proposer from bidding on LAHSA contracts for a period of five (5) years, if the LAHSA Commission finds, in its discretion, that the Proposer does not possess the necessary quality, fitness, or capacity to perform work on LAHSA contracts.

BB. Contractor shall have in place appropriate policies and procedures relative to service animals for persons with disabilities. Said service animal policies and procedures must be in compliance with LAHSA’s policies and procedures as stated in the program contract. Contractor must participate in training offered by LAHSA regarding service animals and other ADA requirements, within three (3) months of beginning service.

CC. LAHSA reserves the right to terminate contracts awarded under this RFP if the Contractor is unable to commence services within three (3) months of the effective date of the contract. If a contract is terminated under these conditions, LAHSA may award the de-obligated funding to remaining Proposers who submitted proposals under the RFP and received fundable scores.

The following contract conditions apply to projects that include funding from HUD:

DD. Contractors agree that in the event the measurable goals/objectives fall below standard of successful performance measures as specified in the technical submission, LAHSA may suspend any future annual funding of the system component. Specific benchmarks of accomplishment will be included in the contract.
EXHIBIT A: REFERENCE MATERIALS


EXHIBIT B: JURISDICTIONS WITH A SHELTER DECLARATION

Cities/jurisdictions that have adopted an emergency shelter declaration prior to November 15, 2018:

- Azusa
- Baldwin Park
- Covina
- Duarte
- El Monte
- Glendora
- Los Angeles
- Manhattan Beach
- Pomona
- Redondo Beach
- South El Monte
- South Gate
- Unincorporated Los Angeles County
- West Covina
2020 Safe Parking Request For Proposals (RFP) – Release Presentation

January 2020
The Safe Parking Program’s primary goal is to provide families or individuals who dwell in their vehicles with a safe and legal place to park and sleep at night and ensure participant linkage and access to supportive services and other resources via CES.
Program Overview

Funding Sources*:
- State HEAP: $950,000
- County of Los Angeles Measure H: $920,000
- City of Los Angeles General Fund: $2,266,650

Geographic Area:
- Countywide

Contract Start Date:
- July 1, 2020 – June 30, 2023

Eligible Populations:
- Youth
- Adult
- Families

*Funding Sources and Amounts are approximates and are subject to change.
Eligible Applicants

This funding opportunity is open to:

- All Government agencies.
- Non-Profit Organizations: Eligible to receive funds from the funding source for which they have been certified under the RFSQ process by the award recommendation.

Certified agencies can be viewed at:

*Government Agencies do not have to be certified through the RFSQ application process.*
Available Sites

There are several public and privately owned parking lots being made available for safe parking programs.

In addition, interested parties can complete a Site Owner Form for Potential Safe Parking Programs on the RFP's webpage.

Interested applicants should email fundingopportunities@lahsa.org for the list of sites.
# Program Models

<table>
<thead>
<tr>
<th>Program Overview</th>
<th>Model 1</th>
<th>Model 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Up to $30 per vehicle per night</td>
<td>• No minimum or maximum spaces per lot</td>
<td>• Up to $18 per vehicle per night</td>
</tr>
<tr>
<td>• Suggested hours of operation: 7pm-7am</td>
<td>• Suggested hours of operation: 7pm-7am</td>
<td>• Minimum 30 vehicles per lot</td>
</tr>
<tr>
<td>• Automobile related financial assistance available for participants</td>
<td></td>
<td>• Suggested hours of operation: 7pm-7am</td>
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</table>
## Program Models

<table>
<thead>
<tr>
<th>Case Management Requirements</th>
<th>Model 1</th>
<th>Model 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Client CES Assessments and Enrollments</td>
<td>• Client CES Initial Access Tool</td>
</tr>
<tr>
<td></td>
<td>• Warm Hand-Offs and linkages to community resources to include but not limited to housing, medical, educational, employment, diversion, and assistance with scheduling appointments</td>
<td>• Warm Hand-Offs and linkages to community resources to include but not limited to housing, medical, educational, employment, diversion, and assistance with scheduling appointments</td>
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<tr>
<td></td>
<td>• Ongoing Client Engagement</td>
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<table>
<thead>
<tr>
<th>Eligible Costs</th>
<th>Model 1</th>
<th>Model 2</th>
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<tbody>
<tr>
<td></td>
<td>• Case management staff</td>
<td>• Case management staff</td>
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<tr>
<td></td>
<td>• Security</td>
<td>• Security</td>
</tr>
<tr>
<td></td>
<td>• Sanitation</td>
<td>• Sanitation</td>
</tr>
<tr>
<td></td>
<td>• Financial assistance</td>
<td>• Financial assistance</td>
</tr>
<tr>
<td></td>
<td>• Food</td>
<td>• Food</td>
</tr>
<tr>
<td></td>
<td>• Lot fee</td>
<td>• Lot fee</td>
</tr>
</tbody>
</table>


### Scoring

<table>
<thead>
<tr>
<th>Quality Review Scoring Matrix</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>Program Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Program Design</td>
<td>20</td>
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<tr>
<td>Program Readiness</td>
<td>15</td>
</tr>
<tr>
<td>Organizational Experience</td>
<td>10</td>
</tr>
<tr>
<td>CES Alignment</td>
<td>10</td>
</tr>
<tr>
<td>Program Budget</td>
<td>10</td>
</tr>
<tr>
<td>Cost Efficiency</td>
<td>10</td>
</tr>
<tr>
<td>Proximity to Vehicular Homeless Population Density</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL POINTS POSSIBLE</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**Points Distribution:**
- Programmatic Reviewers: 62 points
- LAHSA Finance: 62 points
- LAHSA Procurement: 62 points
Example:

- **Applicant A** requested $300,000 to provide services for 40 vehicles. The cost efficiency calculation is $300,000/40 \text{ vehicles}/365 \text{ days} = $20.55

- **Applicant B** requested $300,000 to provide services for 30 vehicles. The cost efficiency calculation is $300,000/30 \text{ vehicles}/365 \text{ days} = $27.40

If $20.55$ is the lowest among all submitted proposals, then Applicant A will receive 10 points for this category. Applicant B would receive 7.5 points out of 10, because their proposed operating hours is 75% of the most cost efficient proposal.
Proximity to Vehicular Homeless Count Population Density

<table>
<thead>
<tr>
<th>Points awarded</th>
<th>Homeless Count Population Density</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>1-3</td>
</tr>
<tr>
<td>2</td>
<td>4-5</td>
</tr>
<tr>
<td>3</td>
<td>6-8</td>
</tr>
<tr>
<td>4</td>
<td>9-12</td>
</tr>
<tr>
<td>5</td>
<td>13-16</td>
</tr>
<tr>
<td>6</td>
<td>17-24</td>
</tr>
<tr>
<td>7</td>
<td>25-34</td>
</tr>
<tr>
<td>8</td>
<td>35-51</td>
</tr>
<tr>
<td>9</td>
<td>52-88</td>
</tr>
<tr>
<td>10</td>
<td>89+</td>
</tr>
</tbody>
</table>

Proximity to locations with a high density of people dwelling in their vehicle:

https://lahsa.maps.arcgis.com/apps/ZoneLookup/index.html?appid=801407574bfd419793963b0965673d9c
Overall score and the location of the proposal

- The highest scoring proposal in SPA 3, 7, and 8 will be recommended first
- Remaining funds will be awarded based on highest score in any SPA
## Estimated RFP Timeline

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>RFP Release</td>
<td>January 16, 2020</td>
</tr>
<tr>
<td>Mandatory In-Person Proposers Conference</td>
<td>February 5, 2020, 1 PM -3 PM</td>
</tr>
<tr>
<td>Written Questions Due</td>
<td>February 7, 2020, 2 pm</td>
</tr>
<tr>
<td>Submission Deadline</td>
<td>February 28, 2020, 2 pm</td>
</tr>
<tr>
<td>Quality Review Approval</td>
<td>March 2020</td>
</tr>
<tr>
<td>Contract Start</td>
<td>July 1, 2020</td>
</tr>
</tbody>
</table>
2020 Operation Healthy Streets
REQUEST FOR PROPOSALS (RFP)

RFP Released: January 16, 2020
Mandatory In-Person Proposers Conference: February 4, 2020, 1 PM – 3 PM
Written Questions Due: February 6, 2020, 2 PM
Submission Deadline: February 28, 2020, 2 PM
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### D. PROPOSAL CONDITIONS AND RESERVATIONS

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A. DESCRIPTION OF WORK

1. Objective

The Los Angeles Homeless Services Authority (LAHSA) is issuing this Request for Proposals (RFP) to fund hygiene services for homeless individuals in the Skid Row area of the City of Los Angeles.

All projects that are awarded funding under this RFP will be subject to the terms and conditions of this RFP and any LAHSA-issued revisions or addenda to this RFP. Revisions and addenda to this RFP may be issued in response to written questions or to communicate revisions or corrections made by the funder.

2. Funding Available

There is $1,640,000 of annual funding for this RFP. Funding under this RFP is anticipated but not guaranteed through City of Los Angeles General Funds.

3. Eligible Applicants

Non-Profit Organizations:

This RFP is open to nonprofit organizations that were certified before the release of this RFP as qualified bidders/proposers for receiving County General Funds through the LAHSA Request for Statement of Qualifications (RFSQ) process.

The list of certified agencies can be viewed at the following link under RFSQ Documents (See: RFSQ Exhibit I - Certified Agencies & Funding Sources):


For future reference, instructions on how to become a LAHSA Qualified Bidder can also be viewed at the link above.

Government Agencies:

This RFP is also open to government agencies. Government agencies do not need to apply through the RFSQ process to be a certified bidder.

4. Contract Term

The contract term for contracts awarded through this RFP is July 1, 2020 to June 30, 2023 with funding authorized on an annual basis. LAHSA will allow providers to use up to 60-days for start-up/preparation activities from their contract start date. Providers can bill for expenses incurred during this time even if clients have not yet been served. All expenses must be included in the budget approved by LAHSA. LAHSA reserves the right to authorize funding on an annual basis, based upon, but not limited to, satisfactory contractor performance, availability of funds, and demonstrated geographic need.
5. Geographic Area Served

Projects must be located within the Skid Row area of the City of Los Angeles. See Exhibit A for the Skid Row parameters.

If an insufficient number of qualified proposals are received or if the proposals received are deemed incomplete or not qualified as determined by LAHSA, LAHSA reserves the right to re-issue the RFP, execute a sole-source contract with a provider, or otherwise ensure that services are provided by other means in a manner consistent with component requirements.

6. Eligible Populations

This RFP seeks to fund hygiene services that will serve the general population in the Skid Row area of the City of Los Angeles.

7. Core Principles

The following principles are required for ALL system components funded under this RFP. Proposers must review the Scope of Required Services (SRS) for each required activity to develop a response to this RFP. The SRS can be found in Exhibit A of this RFP solicitation.

Harm Reduction

Harm reduction policies, procedures, and practices aim to reduce the negative consequences of behaviors that are detrimental to the participant’s health and well-being (i.e., abuse of drugs and/or alcohol, failure to be medication compliant, engaging in criminal activity, prostitution, choosing to sleep outside, etc.). In housing settings, harm reduction is intended to prevent a participant’s loss of housing and/or termination from the program based solely on his or her inability to stop engaging in harmful behaviors.

Programs incorporating a harm reduction model must utilize all interventions possible, short of termination from the program, to enable the participant to reduce or minimize their risky behaviors, while at the same time assisting them to move into and become stabilized in permanent housing. Harm reduction is not intended to prevent the termination of a participant whose actions or behavior constitute a threat to the safety of other participants and staff. Organizations must develop a set of policies and procedures to be implemented in the event of such behavior on the part of a participant.

Trauma-Informed Care

Trauma-informed care requires that every part of the program’s design and operation be approached with an understanding of trauma and the impact it has on those receiving services. Traumatic experiences can impact how clients receive services provided and the environment in which those services are delivered.

Establishing a safe and supportive environment are principal aspects of trauma-informed care. To do so, a program must ensure that all staff receive training on traumatic stress and its impact, as well as
the relationship between trauma and mental health, substance use, and homelessness. Training should detail how working with trauma survivors can impact staff, and how these issues can impact their work. Staff training in crisis management may include learning how to help clients identify triggers, express their feelings safely, use healthy coping skills, in addition to helping clients develop safety and self-care plans prior to a crisis.

Cultural Competency

Programs funded under this RFP must consider cultural and linguistic factors in addressing the needs of populations to be served. Subpopulation identities may include, but are not limited to, race and ethnicity, gender and gender identity, sexual orientation, economic class, age, family status, language spoken and understood, physical and mental disabilities, living situation, etc. Proposers must demonstrate the capacity to accommodate special populations within the proposer’s general population (i.e., youth, LGBT, disabled clients, veterans, victims of domestic violence) throughout all levels of the organization, from organizational vision and mission statement, to policy implementation, and to service delivery procedures and philosophies. Effective communication requires, at a minimum, the provision of service and information in appropriate language, at appropriate educational and literacy levels, and in the context of the individual’s cultural identity.

8. Budget, Match and Leverage

Proposers are required to submit a competitive budget, for a 12-month contract term, which will allow them to operate at an optimal level. A budget template has been provided and posted on the LAHSA webpage dedicated to this RFP. The budget template provides for a line item budget by category. Using the budget template provided, proposers must submit a complete budget for the total cost of the proposal, including the request to LAHSA, and any other funding sources being leveraged. Documentation of leverage, such as a contract, a scanned copy of a check, a commitment letter, or an MOU, must be submitted in MyOrg before the submission deadline.

Funds will be distributed at LAHSA’s discretion. The rate for administrative cost reimbursement will be 12%. The budget template provided includes a 12% administrative cost reimbursement rate, which may be reduced based on the final determination of funding source.

**Match and Leverage**

As part of the Quality Review process, all proposals will be evaluated regarding the level of leveraged funds that are committed to the project. LAHSA recommends leveraging from other sources at 100% to enrich programming, but does not require it. There is no minimum leverage requirement. Additionally, LAHSA does not require match to be provided by the recipient to match the grant funds provided by LAHSA through this RFP.

<table>
<thead>
<tr>
<th>Supportive Services/Operations</th>
<th>Eligible to be funded by this RFP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td>X</td>
</tr>
<tr>
<td>Restrooms</td>
<td>X</td>
</tr>
</tbody>
</table>
Further details regarding eligible activities and program design details can be viewed in the program’s Scope of Required Services (SRS) in Exhibit A of this RFP solicitation.

### 9. Timeliness Standards

The proposer is expected to demonstrate the ability to begin operations at all sites no later than 60 days after the contract start date listed in Section A.4 Contract Term, and to fully utilize grant funds within the proposed contract term. Proposals must demonstrate a plan for rapid implementation of the program. The Proposer is expected to initiate the approved program promptly in accordance with the requirements of this RFP and the federal and local regulations governing the awarded funding. Grant terms, and associated grant operations, may not extend beyond the availability of funds.

### 10. Sites and Equipment

Site control is required at the time of application for this funding opportunity. However, proposals that submit site control at the time of application submission will receive additional consideration from the Quality Review Panel (see Section B.2).

All proposals must have at least one shower stall and toilet stall that is compliant with the Americans with Disabilities Act of 1990 and the American with Disabilities Act Amendments Act of 2008 (ADA/ADAA). Contractor must clearly state how they are going to accommodate the needs of individuals with various disabilities: visual, auditory, mobility, etc. in their program policies and procedures, location, and services.

Please be advised, proposers funded through this RFP must have shower and toilet facilities available during their hours of operations. Please see SRS for more detailed information.

Prior to award recommendations, LAHSA will conduct an inspection of the proposed sites of operation to assess quality and feasibility.

### 11. Facility

Facilities must be appropriate to the type of services being provided.

Additionally, the facility must be compliant with the LAHSA Facility Standards including the Americans with Disabilities Act of 1990 and the American with Disabilities Act Amendments Act of 2008 (ADA/ADAA). Proposers must be able to demonstrate that they can provide enough space for the proposed staffing levels and scope of the program.
12. Joint Offers

Where two or more proposers desire to submit a single proposal in response to this RFP, they should do so as a prime contractor and subcontractor relationship, rather than as a joint venture or informal team. LAHSA intends to contract with single organizations and not with multiple organizations doing business as a joint venture.

13. Proposed Subcontractors

All subcontractors proposed to carry out any portion of the performance of the services will require LAHSA approval prior to contracting. Proposers must submit the Subcontractor Profile Form by the Proposal Submission Deadline. Proposers must submit a copy of their organization’s policies/procedures for selecting and entering into contracts with subcontractors and monitoring subcontractor performance. The proposer must submit a specific plan for monitoring subcontractor(s) in the performance of their subcontract, which includes programmatic and fiscal areas of review, potential corrective actions that will be imposed if the subcontractor is noncompliant or not performing and planned monitoring dates and timetables for resolution of findings.

14. Proposed Contract

The Proposer, if selected through this RFP and subsequently selected for award, shall be required to enter into a written agreement with LAHSA. The proposed contract may be modified to incorporate all pertinent terms and conditions set forth in this RFP, including those added by addendum, and to reflect the proposer’s offer or the outcome of the contract negotiations, if any, conducted with the proposer. Proposers unable or unwilling to comply with LAHSA policies and procedures will not be considered for funding under this RFP.

Corrective actions may be imposed on a provider for noncompliance with regulations, contract requirements and other applicable professional standards. Should a provider fail for any reason to comply with the contractual obligations of their contract, LAHSA reserves the right to take remedial action at its discretion as set forth in LAHSA’s Remedial Action Policy. LAHSA, at its sole discretion, may impose remedial actions for cause including but not limited to the following: Notice of Noncompliance, Withholding of Payment, Probation, Suspension, Termination and/or, Debarment.

Further information on LAHSA’s Remedial Action Policy can be found at the following link:

15. No Commitment to Award

Issuance of this RFP and receipt of proposals is not a commitment to award a contract. LAHSA expressly reserves the right to postpone proposal opening or award for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proposer concurrently, or to cancel all or part of this RFP.
B. PROPOSAL CRITERIA AND EVALUATION PROCESS

1. Overview

All proposals received by the submission deadline will be submitted for a Quality Review and will be evaluated by a panel, which will be referred to as the “Evaluation Panel.” A complete proposal includes all the required elements listed in section C. General Instruction 1. Proposal Submittal. Proposals will be scored independently based on the criteria outlined in the Quality Review section of this RFP. Proposals must receive an aggregate score of 75 points or more to be recommended for funding.

Quality review results and final funding recommendations will be posted on the LAHSA website and presented to the LAHSA Commission for approval.

<table>
<thead>
<tr>
<th>Table 2: Estimated RFP Timeline*</th>
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<tbody>
<tr>
<td><strong>ITEM</strong></td>
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<tr>
<td>RFP Release</td>
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</tr>
<tr>
<td>Submission Deadline</td>
</tr>
<tr>
<td>Quality Review</td>
</tr>
<tr>
<td>Contract Start</td>
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</table>

*Timelines subject to change at LAHSA’s sole discretion.

2. Quality Review

Proposals will be evaluated based on the categories listed and described in this section. Each proposal’s content, responsiveness, relevance, and adherence to the instructions in this RFP will be considered when scoring each category.

<table>
<thead>
<tr>
<th>Table 3: Quality Review Scoring Matrix</th>
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</thead>
<tbody>
<tr>
<td><strong>Scoring Area</strong></td>
</tr>
<tr>
<td>Program Requirements</td>
</tr>
<tr>
<td>Program Design</td>
</tr>
<tr>
<td>Program Readiness</td>
</tr>
<tr>
<td>Program Budget</td>
</tr>
<tr>
<td>Estimated Volume of Services</td>
</tr>
<tr>
<td>Cost Efficiency</td>
</tr>
<tr>
<td>Site Control</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
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</tbody>
</table>
Program Requirements
The proposal must demonstrate an understanding of program requirements and the needs of the population it proposes to serve. The proposer’s compliance with LAHSA’s Equal Access and Gender Identity policy and Feedback and Grievance policies is required.

The proposer must adhere to the requirements of the Americans with Disabilities Act (ADA) through their program delivery. The proposer must accommodate participants with mobility, auditory, and visual impairments.

Proposers must commit to entering relevant programmatic information into the LA CoC HMIS.

Proposers should reference LAHSA’s Equal Access with Gender Identity Policy (previously known as HUD rule) and the 2010 Service Animal Policy:


The proposer must make the program open to all eligible populations regardless of sexual orientation, gender identity, marital status, race, color, religion, national origin, age, or disability status.

Grievance and feedback policies must be operationalized, accessible to all participants, and aligned with LAHSA policies. More information on LAHSA’s Grievance Policies and Procedures can be seen at the following link:


LAHSA’s Procurement and Performance Management Department will examine the Program Requirement section of the application, and verify that the proposer commits to the stated requirements. Proposers that submit policies and procedures that demonstrate their adherence to program requirements will receive full points in this category. Proposers that merely state that they commit to program requirements will receive partial points.

Program Design
The proposal must demonstrate an understanding of program requirements and the needs of the population it proposes to serve. Proposals will be evaluated on the demonstration of the utilization of best practices in their proposed program and the accessibility of the program to diverse participants. Proposals must demonstrate the ability to connect participants to other services and offer assessments to participants. Proposals with longer operating hours will receive more points.

LAHSA will use an informed averaging method of review for this section. Up to three reviewers will independently review up to five proposals. After reviewing and discussing the merits of each of each proposal as they pertain to the criteria described in this section, reviewers will submit a finalized scoring sheet to the LASHA procurement team, who will then average the submitted scores to compute a final score for the category.
**Program Readiness**
The Evaluation Panel will evaluate the proposer’s ability to achieve full staffing and implement the program by the program start date.

Proposers should present a detailed process for ensuring operational effectiveness and quality control of staff. The Evaluation Panel will evaluate the appropriateness of the proposed sites for serving the proposed number of participants.

The Evaluation Panel will evaluate whether the applicant demonstrates a robust plan and clear commitment to transparently engage the neighborhood and surrounding community. This could include, but is not limited to, advertising the location of site, developing a community grievance process, demonstrating ample experience or partnerships within the community, and membership/attendance to local associations.

**Program Budget**
The Evaluation Panel will evaluate the feasibility, reasonableness, and accuracy of the budget. It will also evaluate the extent to which additional funding and resources are committed to the proposal. The proposal should describe and specify the source and dollar amount of other public and private funding and resources that will be or have been leveraged to complete the proposal. Strength of financing commitments will also be considered in the proposal evaluation.

**Estimated Volume of Services**
LAHSA will calculate the estimated volume of services by multiplying the total time available for providing showers and toilets by the proposed number of toilet and shower stalls. LAHSA will use the information provided in the proposal to calculate the number of toilet and showers operating hours.

LAHSA will assign 10 points to the proposal that proposes to offer the highest estimated volume of services. LAHSA will assign an Estimated Volume of Services score from 0 to 10 that is based on the deviation of each proposal from the highest scoring proposal in this category.

For example: Applicant A proposes 40 hours of operating time for 4 toilets and 2 shower stalls. This totals 240 operating hours, i.e. 40 x (4 + 2) = 240.

Applicant B proposes 36 hours of operating time for 3 toilets and 3 shower stalls. This totals 216 operating hours, i.e. 36 x (3 + 3) = 216.

If 240 operating hours is the highest volume proposal, then Applicant A would receive 10 points. Applicant B would receive 9 points out of 10, because their proposed operating hours is 90% of the highest volume proposal.

**Cost Efficiency**
Cost efficiency will be determined by the amount of dollars requested compared to the volume of services proposed. LAHSA will assign 10 points to the most cost-efficient proposal submitted. After determining the most cost-efficient proposal, LAHSA will assign a cost efficiency score from 0 to 10 that is based on the percentile deviation of each proposal from the most cost-efficient proposal.
For example: Applicant A requested $300,000 to provide 240 operating hours. The cost efficiency calculation is $300,000 / 240 = $1,250.

Applicant B requested $300,000 to provide 216 operating hours. The cost efficiency calculation is $300,000 / 216 = $1,389.

If $1,250 is the lowest among all submitted proposals, then Applicant A will receive 10 points for this category. Applicant B would receive 9 points out of 10, because their proposed operating hours is 90% of the highest volume proposal.

**Site Control**

Five points will be awarded to proposals that submit full site control of their proposed locations OR a non-binding written document from the site owner that indicates permission to use the proposed sites to operate the proposed toilets and shower program. The following legal documents would be considered full site control: signed leases, lease options, titles/deeds indicating ownership, and purchase options. Zero points will be awarded to proposals that do not submit site control or a non-binding written document.

### 3. Funding Allocation Strategy

Final funding recommendations will be based on the overall score.

If an insufficient number of qualified proposals are received, or if the proposals received are deemed non-responsive or not qualified as solely determined by LAHSA’s Commission, LAHSA’s Commission reserves the right to either re-issue the RFP, execute a sole-source contract with a provider, or otherwise ensure that services are provided by other means in a manner consistent with component requirements.

## C. GENERAL INSTRUCTIONS

### 1. Proposal Submittal

**Proposal Application**

The RFP, Application documents, and Budget Template are available online at [https://www.lahsa.org/news.aspx?article=621-2020-operation-healthy-streets-rfp](https://www.lahsa.org/news.aspx?article=621-2020-operation-healthy-streets-rfp) following the approval for release from the Programs & Evaluations Committee. Proposers may respond to this funding opportunity by completing the online application and submitting supporting documents in MyOrg. For a proposal to be considered complete, all of the following must be completed and submitted prior to the submission deadline:

**MyOrg Application and Supporting Documents:**

- MyOrg Application
- Subcontractor Program Profile (if applicable) uploaded with the MyOrg application;
- Budget Template uploaded with the MyOrg application
• Site Control Documentation uploaded with the MyOrg application
• Organization Housing First Policies and Procedures (optional)* uploaded with the MyOrg application
• Organization Harm Reduction Policies and Procedures (optional)* uploaded with the MyOrg application
• Facility Floor Plan uploaded with the MyOrg application
• Suspension and Debarment Form uploaded with the MyOrg application
• List of Trainings regarding traumatic stress and its impact offered to staff in 2018-2019 (If no trainings have been offered, Proposers may attach a plan to train staff) (optional)* uploaded with the MyOrg application
• Organization Grievance and Feedback Policies and Procedures (optional)* uploaded with the MyOrg application

*Policy and procedures documentation is optional. However, not submitting these documents will result in a loss of one point for each document.

Please see instructions on how to upload supporting documents in MyOrg:

MyOrg
The RFP application will be available via the MyOrg portal on the LAHSA website at the following link:
https://www.lahsa.org/portal/user/sign-in

2. Due Date

All proposals must be RECEIVED by electronic delivery no later than 2:00 PM (Pacific Time), February 28, 2020. Applications will not be accepted via facsimile or paper submission. Electronic Submission is mandatory. Proposals submitted after the deadline will not be accepted.

Proposal amendments and/or addendums submitted to LAHSA after the proposal deadline will be returned without review. However, LAHSA reserves the right to request clarification of unclear or ambiguous statements made in the proposal.

3. Mandatory Proposers Conference

Proposers are required to attend an in-person Mandatory Proposers’ Conference to take place on February 4, 2020, 1 PM – 3 PM:

Proposers’ Conference Link: https://www.eventbrite.com/e/2020-operation-healthy-streets-rfp-mandatory-proposers-conference-tickets-87390694921

Pre-registration is recommended.
**Attendance Requirements:** Proposers must sign-in within 15 minutes of the Conference start time. Proposers who sign-in after that time to the Proposers Conference will not be considered as an attendee.

LAHSA is unable to provide individualized technical assistance during an open RFP. All technical assistance will be provided during the Mandatory Proposers’ Conference and through the timely submission of written questions as detailed in this section.

Proposers are encouraged, but not required to submit questions in writing at least two (2) days prior to the Mandatory Proposers’ Conference. Questions regarding this RFP may be submitted to fundingopportunities@lahsa.org with the subject line, “2020 Operation Healthy Streets RFP–Q&A” until **February 6, 2020, 2:00 PM**. LAHSA will post written responses to all received questions on the LAHSA website no later than five (5) business days from the date questions are due.

Proposers are responsible for checking the LAHSA website to obtain current information and responses. Any omission or error made by any Proposer under this RFP for failure to obtain information posted regarding this RFP on the LAHSA website at http://www.lahsa.org/funding is the sole responsibility of proposer and is not a basis for appeal of any adverse score or evaluation under this RFP.

Proposers are also encouraged to subscribe to the Funding Opportunities mailing list at [https://www.lahsa.org/](https://www.lahsa.org/) to receive email notices pertaining to this RFP and other funding opportunities.
4. RFP Addenda/Clarifications

If it becomes necessary to revise any part of this RFP after the RFP is released, a written addendum will be posted on the LAHSA website at http://www.lahsa.org/funding. It is the responsibility of the proposer to review any publicly available addendum or information on the LAHSA website prior to submission of the proposal. If a proposer does not have access to the LAHSA website, they may call (213) 683-3333 and request a printed copy of any addenda via fax or mail. LAHSA is not responsible for information requested within three (3) days of the due date of the proposal under this RFP.

5. Process Appeals

After Quality Review of the proposal evaluation process, LAHSA will notify all Proposers of its Quality Review Results. **Within two business days of notification of the Quality Review Results** on the LAHSA website, proposers may file a Process Appeal, which is an appeal based upon LAHSA’s failure to abide by its established procedures in making funding recommendations. Process Appeals contesting the outcome of an RFP and/or a disagreement with, or objection to, the points awarded is not a sufficient basis for a Process Appeal.

The Process Appeal must be in writing and shall be limited to two (2) typed pages. The appeal must clearly state the factual grounds on which the appeal is based. All Process Appeal request must be on an organization’s letterhead and entitled “2020 Operation Healthy Streets RFP – Process Appeal”. Please do not include cover letters with the appeal request.

Process Appeals will be presented to the Programs and Evaluation Committee of the LAHSA Commission. The Programs and Evaluation Committee will make a recommendation and forward its recommendations to the LAHSA Commission. The LAHSA Commission will make the final decision regarding all Process Appeals. In the situation where the Programs and Evaluation Committee is unable to meet, the appeals shall be presented directly to the LAHSA Commission.

A Process Appeal must meet all of the following criteria, to be considered.

1. The person or entity requesting the appeal must be a proposer;
2. The request for the appeal must be submitted by the date and time specified by the RFP;
3. The person or entity requesting the appeal must assert in appropriate detail with factual reasons that LAHSA materially failed to follow procedures specified in its RFP document.
4. The request for the appeal must set forth sufficient detail to demonstrate that, but for LAHSA’s alleged failure, the proposer would have been a successful proposer.

All Process Appeals must be in writing and emailed timely to fundingopportunities@lahsa.org or received at the following address:

Chair, Programs and Evaluation Committee
Re: 2020 Operation Healthy Streets RFP – Quality Review Results Appeals
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017
D. PROPOSAL CONDITIONS AND RESERVATIONS

A. All costs of proposal preparation shall be borne by the Proposer organization. LAHSA shall not, in any event, be liable for any pre-contractual expenses incurred by the Proposer in preparation and/or submission of the proposal. The Proposer shall not include any such expenses as part of the budget in the proposal.

B. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in the RFP.

C. Submission of a proposal shall constitute a firm and fixed offer to LAHSA that will remain open and valid for a minimum of 90 days from the application submission deadline. The proposal should always include the Proposer’s best terms and conditions.

D. The proposal must set forth full, accurate, and complete information as required by this RFP. No changes or additions are allowed after the proposal deadline.

E. LAHSA cannot certify, license or endorse grant writers. Proposers are free to select any grant writer. The responsibility for the performance of the grant writer rests with the Proposer.

F. Responses to this RFP become the exclusive property of LAHSA. All proposals will be considered public documents, subject to review and inspection by the public at LAHSA’s discretion, in accordance with the California Public Records Act and other applicable laws. Exceptions will be those pages in each proposal which are designated by the Proposer as business or trade secrets and are marked as “TRADE SECRET” or “CONFIDENTIAL”. LAHSA shall not in any way be liable or responsible for the disclosure of any such records, including, but not limited to, those so marked if the disclosure is deemed to be required by law or by court order. Selection or rejection of a proposal does not affect these rights.

G. LAHSA reserves the right to communicate in writing with proposers, funders and/or organizations associated with the Proposer to obtain additional clarification of design of program, or Proposer fiscal and programmatic capacities, and to utilize this information in the evaluation process.

H. LAHSA reserves the right to conduct site visits of all proposing agencies if applicable.

I. LAHSA reserves the right to extend the RFP submission deadline should such action be in the best interest of LAHSA. Proposers may revise and re-submit their proposal in the event the deadline is extended.

J. LAHSA reserves the sole right to reject any or all proposals received in response to this RFP if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFP, or is not in the best interest of LAHSA.

K. LAHSA reserves the right to withdraw this RFP at any time without prior notice. Further, LAHSA makes no representation that any contract will be awarded to any Proposer responding to this RFP. LAHSA reserves the right to reject any or all submissions.

L. LAHSA reserves the right to negotiate services and costs with Proposers, including revision of program design as necessary to better meet LAHSA, the City of Los Angeles, County of Los Angeles, or HUD requirements.

M. A Proposer shall not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with LAHSA or any
other funding source, a contract suspension, a termination for cause by LAHSA or any other funding source, or outstanding financial obligations with LAHSA that have not been adequately resolved with LAHSA or any other funding source. In the event that the Proposer has any contract(s) with LAHSA suspended or terminated, it shall not be eligible for funding under any RFP released by LAHSA for a period of five (5) years starting from the effective date of suspension or termination.

N. If a Proposer is new and has not had a contract with LAHSA for a period of five (5) years then the organization will be subject to 100% documentation review and quarterly Monitoring visits.

O. If an agency has been involved in the Remedial Action process as a result of contract noncompliance with LAHSA within the last fifteen (15) years, award will be conditioned upon the agency showing that they have sufficient programmatic and fiscal capacity or finding another LAHSA Contractor in good standing that is willing to serve as a lead agent to administer the LAHSA contract.

P. Willful misstatements of information will result in non-recommendation for funding, regardless of the merits of the proposal submitted.

Q. LAHSA reserves the right to verify information submitted in the proposal. The Proposer agrees that the Los Angeles Continuum HMIS will be the primary source of verification of program performance and outcome data for existing programs. LAHSA reserves the right to request additional data to verify information submitted with the proposal, at its sole discretion. If the information in the proposal cannot be verified and if LAHSA determines the errors are not willful, LAHSA reserves the right to adjust the rating points awarded.

R. If an insufficient number of qualified proposals are received or if the proposals received are deemed non-responsive or not qualified as determined by LAHSA, LAHSA reserves the right to re-issue an RFP, execute a sole-source contract with a vendor, or otherwise ensure that services are provided by other means in a manner consistent with the program requirements.

S. The Proposer must be in compliance with applicable civil rights laws and Executive Orders. There must be no outstanding findings of noncompliance with civil rights statutes, Executive Orders, or regulations, unresolved secretarial charge of discrimination issued under the Fair Housing Act, no adjudications of civil rights violations on a civil action or deferral of processing of proposals from the sponsor imposed by HUD.

T. The Proposer shall be ineligible to receive funding under this RFP if any officer or employee of the Proposer who would be involved in the administration of grant funds has been debarred by any government agency or has been convicted of a criminal offense related to the administration of funds or any member of its executive management, key staff, or any officers of its Board of Directors is or has been involved in any litigation or other legal matter that compromises the organization’s ability to carry out the project as awarded.

U. LAHSA reserves the right to fund all or a portion of a proposal and/or request that a Proposer collaborate with another in the provision of a specific service if it is in the best interest of LAHSA, the City of Los Angeles, the County of Los Angeles, or HUD.
V. LAHSA reserves the right to waive minor technical deficiencies or any informality in a submitted proposal.

W. Proposals may be withdrawn by written request of the authorized signatory on provider letterhead at any time prior to the LAHSA Commission’s actions on staff’s final recommendation for funding.

X. LAHSA reserves the right to deny funding a proposal for a new project, if the request is made by a current recipient that is found to have significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing grants.

Y. If a Proposer declines to implement the project or changes significant project specifications which are deemed relevant to the basis on which the award was granted thereby negating the funding award after the LAHSA Commission approves funding award(s) under a LAHSA competitive process, said provider shall not be eligible to apply for any other new project funding for a period of one year from the time of notice. Changes to significant project specifications include, but are not limited to, a change in the Service Planning Area in which the project is located or a change in the target population which the project serves. LAHSA may exempt a provider from this policy if it is deemed that the circumstances that facilitated the refusal to implement the project or change to significant project specifications was out of the reasonable control of the provider.

Z. It is improper for any officer, employee or agent of LAHSA to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer’s provision of the consideration may secure more favorable treatment for the Proposer in the award of the contract or that the Proposer’s failure to provide such consideration may negatively affect the LAHSA’s consideration of the Proposer’s submission. A Proposer shall not offer or give, either directly or through an intermediary, consideration, in any form, to an officer, employee or agent of LAHSA for the purpose of securing favorable treatment with respect to the award of the contract. A Proposer shall immediately report any attempt by an officer, employee or agent of LAHSA to solicit such improper consideration. The report shall be made to the Executive Director of LAHSA or to the County Auditor-Controller’s Employee Fraud Hotline (800) 544-6861. Failure to report such a solicitation may result in the Proposer’s submission being eliminated from consideration. Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

AA. Upon the request of LAHSA, a Proposer whose bid is under consideration for the award of the contract shall provide LAHSA with written authorization to request a credit report from a reputable credit agency to gain satisfactory evidence of the Proposer’s financial background, stability and condition.

BB. In accordance with Los Angeles County Code, Chapter 2.160 (County Ordinance 93-0031), each person/firm submitting a response to this request for bid/proposal must certify in writing that such Proposer and each County lobbyist and County lobbyist firm, as defined by Los Angeles County Code 2.160.010, retained by the Proposer, is in full compliance with Chapter 2.160 of the Los Angeles County Code.
CC. Notwithstanding a recommendation of a department, agency, individual, or other, the LAHSA Board of Commissioners retains the right to exercise the final decision concerning the selection of a proposal and the terms of any resultant Agreement, and to determine which proposal best serves the interests of LAHSA. The Board is the ultimate decision-making body and makes the final determinations.

DD. A bid or proposal containing conditions or limitations regarding the basic program design or operation of the proposed program that are not in alignment with the requirements of the RFP may be deemed irregular (and nonresponsive) and may be rejected by LAHSA, in its sole discretion.
E. CONTRACT CONDITIONS

Contractors will be required to comply with conditions set forth by LAHSA, the County of Los Angeles, the City of Los Angeles and/or the U. S. Department of Housing and Urban Development (HUD), hereafter referred to as "Funders". These conditions may include, but are not limited to the following:

A. The initial recommendation for funding should not be construed as a finding that the proposed program complies with all requirements and conditions for a contract for grants. LAHSA reserves the right to fund all or a portion of a proposal and/or request that a Proposer collaborate with another in the provision of a specific service if it is in the best interest of LAHSA. A funding recommendation or offer to contract may be withdrawn upon failure of reasonable attempts to negotiate an agreement.

B. Contractors shall allow representatives of Funders to inspect facilities that are used in connection with the contracts made to implement system components funded under this RFP.

C. Successful Proposers will be required to satisfy LAHSA’s and other participating provider or entity’s insurance requirements. Additionally, all Proposers must comply with all contractual requirements. Contractors will name LAHSA and the City and/or County of Los Angeles as additional insured on general liability, professional liability (where required), auto liability (owned and non-owned), workers' compensation, and errors and omissions policies (where required).

D. Contractors shall make available to representatives of Funders, upon reasonable notice, the fiscal records and/or client data records pertaining to the contract. Demographic information about clients will be regularly submitted to LAHSA in a manner consistent with agreements protecting client and/or provider confidentiality rights.

E. Contractors shall comply with reasonable requests from Funders concerning promotional activities related to the system component.

F. Contractors acknowledge that, as recipients of Federal funds, they will be required to comply with Federal regulations pertaining to the use of such funds. It will be the Contractor's responsibility to ensure compliance with applicable regulations.

G. The Contract shall include standard clauses and in some cases, certifications, requiring Contractor's compliance with, but not limited to, the following regulations: non-discrimination, affirmative action, and equal opportunity; separation of church and state; Americans with Disabilities Act (ADA); conflict of interest; restrictions on lobbying; debarment; audits; rights in data; drug-free workplace; lead-based paint and Equal Benefits Ordinance.

H. Contractors shall maintain any applicable licenses or permits, and meet any facilities code regulations required for the system component(s) funded under the contract.

I. Contractors shall participate in information networking, training, and coordination meetings as directed by LAHSA or other grant funding sources.

J. Contractors shall cooperate with related research and evaluation activities as directed by LAHSA or other grant funding sources.

K. Contractors will be required to submit a Code of Conduct which will address conflict of interest requirements.
L. Contractors may not enter into an agreement with a subcontractor for the provision of shelter or supportive services under any system component funded under this RFP, unless that subcontractor and its qualifications are fully described in the proposal, and the intention to subcontract is explicitly stated in the proposal or the use of the subcontractor has been approved in writing by LAHSA. Contractor shall remain liable for the performance of the subcontractor, and will require subcontractor to adhere to all provisions in the contract between LAHSA and Contractor.

M. Contractors will ensure that an annual financial audit is performed in compliance with Title 2 of the Code of Federal Regulations Part 200 (2 C.F.R. 200 Subpart F – Audit Requirements) Subpart Audit Requirements, if it spends, in aggregate, $750,000 or more of Federal funds per fiscal year. Contractor shall submit a copy of the audit report to LAHSA within nine months after the end of the contractor’s fiscal year.

N. Each Contractor must comply fully with all of the requirements specified in this RFP and committed to in the proposal, including program leveraging commitments, otherwise Contractor risks immediate termination of contract.

O. The responsibility for accuracy rests entirely with the Proposer. If a Proposer knowingly and willfully submits false performance or other false data, LAHSA reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance, or false financial or other false data submitted in response to this RFP, LAHSA reserves the right to terminate said contract immediately.

P. Contractor shall have in place an appropriate grievance procedure. Said grievance procedure must be in compliance with LAHSA’s grievance standards stated in the program contract.

Q. LAHSA reserves the right to extend the duration of the program as well as to renegotiate the terms of the contract if an extension is granted.

R. Contractor agrees to participate in data collection through the HMIS, or another HUD approved system of record. Said system shall be implemented during the term of the contract awarded. LAHSA shall provide Contractor with the basic data collection requirements.

S. Contractor shall be required to possess a corporate seal. In the absence of a corporate seal, a notary attestation of the Contractors signature must be provided along with the signed contract.

T. Awards are made subject to receipt of award of funds from Funders by LAHSA. Contractor agrees that if Funders do not provide funds for program, contract will be deemed null and void. LAHSA reserves the right to adjust funding levels based on the availability of funds and the quality of proposals received.

U. Contractor and subcontractor staff working with youth, either as employees or volunteers, who have a supervisory or disciplinary authority over minors must be fingerprinted and pass the background check, as required by California Penal Code Sec. 11105.3 and California Education Code Sec. 45125.1 and Sec. 10911.5 prior to working with youth. Fingerprinting and a background check may be required of other staff and volunteers depending upon how much contact the staff member will have with minors. The Contractor shall be responsible for obtaining security clearances for staff whose duties require a sufficient level of interaction with youth.
V. Contractor shall ensure that all employees and volunteers who have direct contract with clients have an annual tuberculosis (TB) test. Contractor shall retain documentation of the test results.

W. Contractors are subject to all applicable City of Los Angeles and/or County of Los Angeles contracting requirements.

X. Contractors shall be required to submit to LAHSA, or its designee, periodic status reports, including program expenditures, progress reports and recipient information. Failure to do so may result in termination of the contract.

Y. The Grant Agreement between LAHSA and its funders may be incorporated by reference into all contracts between LAHSA and the contracting agencies.

Z. Contractors acknowledge that LAHSA funds are not meant to replace or supplant other local sources of funding.

AA. The Proposer is hereby notified that, in accordance with LAHSA Rules and Regulations implementing the Contractor Responsibility Ordinance, LAHSA may debar the Proposer from bidding on LAHSA contracts for a period of five (5) years, if the LAHSA Commission finds, in its discretion, that the Proposer does not possess the necessary quality, fitness, or capacity to perform work on LAHSA contracts.

BB. Contractor shall have in place appropriate policies and procedures relative to service animals for persons with disabilities. Said service animal policies and procedures must be in compliance with LAHSA’s policies and procedures as stated in the program contract. Contractor must participate in training offered by LAHSA regarding service animals and other ADA requirements, within three (3) months of beginning service.

CC. LAHSA reserves the right to terminate contracts awarded under this RFP if the Contractor is unable to commence services within three (3) months of the effective date of the contract. If a contract is terminated under these conditions, LAHSA may award the de-obligated funding to remaining Proposers who submitted proposals under the RFP and received fundable scores.

The following contract conditions apply to projects that include funding from HUD:

DD. Contractors agree that in the event the measurable goals/objectives fall below standard of successful performance measures as specified in the technical submission, LAHSA may suspend any future annual funding of the system component. Specific benchmarks of accomplishment will be included in the contract.
F. EXHIBITS

EXHIBIT A:


2020 Operation Healthy Streets Request For Proposals (RFP) – Release Presentation

January 2020
To utilize City of Los Angeles General Fund to fund hygiene services for homeless and general populations in the Skid Row area of the City of Los Angeles
Funding Sources and Amounts are approximate and subject to change.

**Funding Source:**
- City General Fund: $1,640,000

**Eligible Population:**
- All Populations

**Contract Start Date:**
- July 1, 2020 – June 30, 2023

**Geographic Area:**
- Skid Row area (City of Los Angeles)
Eligible Applicants

This funding opportunity is open to:

- Non-profit organizations that are certified as qualified bidders for receiving Los Angeles City General Funds through the LAHSA Request for Statement of Qualifications (RFSQ) process.

Certified agencies can be viewed at:

*Government Agencies do not have to be certified through the RFSQ application process.*
## Eligible Activities

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## Scoring

### Quality Review Scoring Matrix

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<td>Program Design</td>
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<td>Program Readiness</td>
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<td>Estimated Volume of Services</td>
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<tr>
<td>Cost Efficiency</td>
<td>10</td>
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<tr>
<td>Site Control</td>
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**TOTAL POINTS POSSIBLE** 100

**LAHSA Procurement**

**LAHSA Finance**

**Programmatic Reviewers**
Objective:
LAHSA will calculate the estimated volume of services by multiplying the total time available for providing showers and toilets by the proposed number of toilet and shower stalls. LAHSA will use the information provided in the proposal to calculate the number of toilet and showers operating hours.

Example:
- **Applicant A** proposes 40 hours of operating time for 4 toilets and 2 shower stalls. This totals 240 operating hours, i.e. $40 \times (4 + 2) = 240$.
- **Applicant B** proposes 36 hours of operating time for 3 toilets and 3 shower stalls. This totals 216 operating hours, i.e. $36 \times (3 + 3) = 216$.

If 240 operating hours is the highest volume proposal, then Applicant A would receive 10 points. Applicant B would receive 9 points out of 10, because their proposed operating hours is 90% of the highest volume proposal.
Cost Efficiency

Cost efficiency will be determined by the amount of dollars requested compared to the volume of services proposed. LAHSA will assign 10 points to the most cost-efficient proposal submitted.

Example:

- **Applicant A** requested $300,000 to provide 240 operating hours. The cost efficiency calculation is $300,000 / 240 = $1,250.
- **Applicant B** requested $300,000 to provide 216 operating hours. The cost efficiency calculation is $300,000 / 216 = $1,389.

If $1,250 is the lowest among all submitted proposals, then Applicant A will receive 10 points for this category. Applicant B would receive 9 points out of 10, because their proposed operating hours is 90% of the highest volume proposal.
Funded in order of score.
<table>
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Questions
2020 COUNCIL DISTRICT 8 NAVIGATION CENTER REQUEST FOR PROPOSALS (RFP)

RFP Released: January 16, 2020
Mandatory In-Person Proposers Conference: January 27, 2020; 1 PM – 3 PM
Written Questions Due: January 29, 2020; 2 PM
Submission Deadline: February 14, 2020; 2 PM
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A. DESCRIPTION OF WORK

1. Objective

Through this RFP, LAHSA seeks to fund operations for a Navigation Center located at 729 W. Manchester Avenue, Los Angeles, CA 90044 in the Eighth Council District of the City of Los Angeles.

A Navigation Center is a multi-service facility aimed at providing services to improve the quality of life for those still living on the street by offering a place to store their personal property, utilize sanitary services, and connect to service providers. The center is a no-barrier, public facility. All services provided will be free of charge.

Due to the expansive geography of the City of Los Angeles, individuals experiencing homelessness often have difficulty accessing essential services that will help them maintain their personal health, including shower and laundry facilities. Moreover, there is a need for additional storage throughout the City of Los Angeles to provide homeless individuals the ability to store their property and have access to those belongings daily if needed. The implementation of Navigation Centers will maximize access to personal hygiene, storage, and supportive services for the unsheltered homeless population in Council District 8.

Proposers funded under this RFP will be required to operate as collaborative partners within the existing Los Angeles County Coordinated Entry System (CES). Proposers funded under this RFP will utilize Los Angeles Continuum of Care (LA CoC) approved screening and assessment tools and are required to comply with standardized operating policies and procedures developed and adopted by LAHSA and the CES partners. Providers receiving funds under any system component are also required to participate in the LA CoC Homeless Management Information System (HMIS).

All projects that are awarded funding under this RFP will be subject to the terms and conditions of this RFP and any LAHSA-issued revisions or addenda to this RFP. Revisions and addenda to this RFP may be issued in response to written questions or to communicate revisions or corrections made by the funder.

2. Funding Available

The anticipated annual budget is $794,000 of City of Los Angeles General Funds. The award amount will be prorated for the 2019-2020 fiscal year depending on contract start.

Funding is subject to change.

3. Eligible Applicants

Government agencies

This RFP is open to all government agencies.
Non-profit Organizations
This RFP is open to nonprofit organizations that are certified before the release of the RFP as qualified bidders/proposers for receiving City of Los Angeles General Funds through the LAHSA Request for Statement of Qualifications (RFSQ) process.

The list of certified agencies can be viewed at the following link under RFSQ Documents (See: RFSQ Exhibit I - Certified Agencies & Funding Sources):


For future reference, instructions on how to become a LAHSA Qualified Bidder can also be viewed at the link above.

4. Contract Term

The term for contracts awarded through this RFP will depend upon construction completion of the facility. The earliest contract start date is June 1, 2020 and all contracts are anticipated to end June 30, 2022. Contracts are also dependent upon the annual authorization of funding by the City. LAHSA will allow providers to use up to 60 days from their contract start date as start-up time. Providers can bill for expenses incurred during this time even if clients have not yet been served. All expenses must be included in the budget approved by LAHSA.

LAHSA reserves the right to allocate funding on an annual basis, based upon, but not limited to, satisfactory contractor performance, availability of funds, and the continued need for services.

5. Geographic Area Served

This section intentionally left blank.

6. Eligible Populations

This RFP seeks to fund services that will serve all people experiencing homelessness.

Each program participant’s housing status must be determined and documented according to the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) Homeless Definition Final Rule (24 CFR 583.5; 24CFR 583.301(b)).

7. Core Principles

The following principles are required for all system components funded under this RFP. Proposers must review the Scope of Required Services (SRS) for each required activity to
develop a response to this RFP. The SRSs can be found in Exhibit A which is incorporated into this document.

**Housing First**
According to the webinar *Core Principles of Housing First and Rapid Re-Housing* issued by HUD and the United States Interagency Council on Homelessness (USICH), the Housing First approach is based on the following principles:

1. Housing is safe and affordable;
2. All people can achieve housing stability in permanent housing; supports may look different;
3. Everyone is “housing ready”;
4. Improved quality of life, health, mental health, and employment can be achieved through housing;
5. Right to determination, dignity and respect;
6. Configuration of housing and services based on household’s needs and preferences.

For more information, please review the USICH resource at the link below: [https://www.usich.gov/resources/uploads/asset_library/PRS_Housing_First_and_RRH_Webinar_07_22_14.pdf](https://www.usich.gov/resources/uploads/asset_library/PRS_Housing_First_and_RRH_Webinar_07_22_14.pdf)

**Harm Reduction**
Harm reduction policies, procedures, and practices aim to reduce the negative consequences of behaviors that are detrimental to the participant’s health and well-being (i.e., abuse of drugs and/or alcohol, failure to be medication compliant, engaging in criminal activity, prostitution, choosing to sleep outside, etc.). In housing settings, harm reduction is intended to prevent a participant’s loss of housing and/or termination from the program based solely on his or her inability to stop engaging in harmful behaviors.

Programs incorporating a harm reduction model must utilize all interventions possible, short of termination from the program to enable the participant to reduce or minimize their risky behaviors, while at the same time assisting them to move into and become stabilized in permanent housing. Harm reduction is not intended to prevent the termination of a participant whose actions or behavior constitute a threat to the safety of other participants and staff. Organizations must develop a set of policies and procedures to be implemented in the event of such behavior on the part of a participant.

**Trauma-Informed Care**
Trauma-informed care requires that every part of the program’s design and operation be approached with an understanding of trauma and the impact it has on those receiving services. Traumatic experiences can impact how clients receive services provided and the environment in which those services are delivered.
Establishing a safe and supportive environment are principal aspects of trauma-informed care. To do so, a program must ensure that all staff receive training on traumatic stress and its impact; the relationship between trauma and mental health, substance use, and homelessness. Training should detail how working with trauma survivors can impact staff, and how these issues can impact their work. Staff training in crisis management may include learning how to help clients identify triggers, express their feelings safely, use healthy coping skills, in addition to helping clients develop safety and self-care plans prior to a crisis.

**Cultural Competency**

Programs funded under this RFP must consider cultural and linguistic factors in addressing the needs of populations to be served. Subpopulation identities may include, but are not limited to, race and ethnicity, gender and gender identity, sexual orientation, economic class, age, family status, language spoken and understood, physical and mental disabilities, living situation, etc. Proposers must demonstrate the capacity to accommodate special populations within the proposer’s general population (i.e., youth, LGBT, disabled clients, veterans, victims of domestic violence) throughout all levels of the organization, from organizational vision and mission statement, to policy implementation, and to service delivery procedures and philosophies. Effective communication requires, at a minimum, the provision of service and information in appropriate language, at appropriate educational and literacy levels, and in the context of the individual’s cultural identity.

8. **Performance Outcomes**

Programs funded under this RFP will be expected to record real-time data using LAHSA’s Manual Reporting Template provided with this RFP; as well as HMIS data entry during the contract term.

9. **Budget and Leverage**

Proposers are required to submit a budget, for a twelve-month contract term, which will allow them to operate at an optimal level. A budget template has been provided with this RFP that provides for a line item budget by category. Using the budget template provided, proposers must submit a complete budget for the total cost of the proposed project, including any other funding sources being leveraged. Documentation of leverage, such as a contract, a scanned copy of a check, a commitment letter, or an MOU, must be submitted in MyOrg before the submission deadline.

Funds will be distributed at LAHSA’s discretion. For this RFP, the rate for Indirect Cost reimbursement will be 10%, which may change based on the final determination of funding source. The Indirect Cost rate is based on the total award amount. For example, if total award amount being requested is $100,000 then the Indirect Cost Rate of 10% will be $10,000. The Indirect Cost is part of the awarded amount which would result in a remaining budget of $90,000 to be allocated between other direct costs of the program.
Leverage

<table>
<thead>
<tr>
<th>CD 8 Navigation Center Funded Activities and Leveraged Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible to be Funded by this RFP</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Initial Access to CES Services Staff</td>
</tr>
<tr>
<td>Diversion and Problem-Solving Staff</td>
</tr>
<tr>
<td>Personal Storage Bin Staff</td>
</tr>
<tr>
<td>Hygiene Services Attendant/Staff</td>
</tr>
<tr>
<td>Security Staff</td>
</tr>
<tr>
<td>Janitorial/Facility Maintenance Services, Pest Control, Trash Removal</td>
</tr>
<tr>
<td>Hygiene Service Supplies (showers, laundry, toiletry items)</td>
</tr>
<tr>
<td>Personal Storage Bins Purchase</td>
</tr>
<tr>
<td>90-Day Mandatory Storage supplies</td>
</tr>
<tr>
<td>Utilities (including phone, IT)</td>
</tr>
<tr>
<td>Storage Operations Data/Operations/Inventory Software System</td>
</tr>
<tr>
<td>Site Rent</td>
</tr>
</tbody>
</table>

LAHSA recommends leveraging from other sources to enrich programming but does not require it. However, as part of the Quality Review process, all proposals will be evaluated regarding the level of leveraged funds that are committed to the project. Proposals demonstrating higher leverage will receive additional points within the Program Budget category of Quality Review. To receive full points, documentation of leverage, such as a contract, a scanned copy of a check, a commitment letter, or an MOU, must be submitted in MyOrg before the submission deadline.

Further details regarding eligible activities and program design details can be viewed in the Scope of Required Services (SRS).

10. Timeliness Standards

The Proposer is expected to demonstrate the ability to begin project operation no later than 60 days after the contract start date listed in Section A.4 Contract Term, and to fully utilize grant funds within the proposed contract term. Proposals must demonstrate a plan for rapid implementation of the program. The Proposer is expected to initiate the approved projects promptly in accordance with the requirements of this RFP and the federal and local regulations governing the awarded funding. Grant terms, and associated grant operations, may not extend beyond the availability of funds.
11. Facility

A Navigation Center is a multi-service facility aimed at providing services to improve the quality of life for those still living on the street by offering a place to store their personal property, utilize sanitary services, and connect to service providers. The centers will be no-barrier, public facilities. All services provided will be free of charge. Through this RFP, LAHSA is procuring the service operator for the Navigation Center located at 729 W. Manchester Ave., Los Angeles, CA 90044.

See Exhibit C: 2020 Navigation Center Summary for more detailed information on what is required.

The Contractor must set program rules that serve as protocols or guidelines for ensuring the safety and security of program participants, as well as program staff. The Contractor is responsible for hiring all staff and maintaining flexible hours of operation to provide consistent services to participants. Contractor must comply to the staffing guidelines outlined in the SRS Section 5: Minimum Staffing Requirements.

12. Joint Offers

Where two or more proposers desire to submit a single proposal in response to this RFP, they should do so as a prime contractor and subcontractor relationship, rather than as a joint venture or informal team. LAHSA intends to contract with single organizations and not with multiple organizations doing business as a joint venture.

13. Proposed Subcontractors

All subcontractors proposed to carry out any portion of the performance of services will require LAHSA approval prior to contracting. Proposers must submit the Subcontractor Profile Form by the Proposal Submission Deadline. Proposers must submit a copy of their organization’s policies/procedures for selecting and entering into contracts with subcontractors and monitoring subcontractor performance. The proposer must submit a specific plan for monitoring subcontractor(s) in the performance of their subcontract, which includes programmatic and fiscal areas of review, potential corrective actions that will be imposed if the subcontractor is noncompliant or not performing and planned monitoring dates and timetables for resolution of findings.

14. Proposed Contract

The proposer, if selected through this RFP and subsequently selected for award, shall be required to enter into a written agreement with LAHSA. The proposed contract may be modified to incorporate all pertinent terms and conditions set forth in this RFP, including those added by addendum, and to reflect the proposer’s offer or the outcome of the contract negotiations, if any, conducted with the proposer. Proposers unable or unwilling to comply with LAHSA policies and procedures will not be considered for funding under this RFP.

Corrective actions may be imposed on a provider for noncompliance with regulations, contract requirements and other applicable professional standards. Should a provider fail for any reason...
to comply with the contractual obligations of their contract, LAHSA reserves the right to take remedial action at its discretion as set forth in LAHSA’s Remedial Action Policy. LAHSA, at its sole discretion, may impose remedial actions for cause including but not limited to the following: Notice of Noncompliance, Withholding of Payment, Probation, Suspension, Termination and/or, Debarment.

Further information on LAHSA’s Remedial Action Policy can be found at the following link: https://www.lahsa.org/documents?id=1546-agency-remedial-action-policy.pdf

15. No Commitment to Award

Issuance of this RFP and receipt of proposals is not a commitment to award a contract. LAHSA expressly reserves the right to postpone proposal opening or award for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one proposer concurrently, or to cancel all or part of this RFP.
B. PROPOSAL CRITERIA AND EVALUATION PROCESS

1. Overview
All proposals received by the submission deadline will be submitted for a Quality Review and will be evaluated by the “Evaluation Panel.” Proposals will be scored independently based on the criteria outlined in the Quality Review section of this RFP. Proposals must receive an aggregate score of 75 points or more to be recommended for funding.

Quality review results and final funding recommendations will be posted on the LAHSA website and presented to the LAHSA Commission for approval.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Release</td>
<td>January 16, 2020</td>
</tr>
<tr>
<td>Mandatory In-Person Proposers' Conference</td>
<td>January 27, 2020; 1:00 PM – 3:00 PM</td>
</tr>
<tr>
<td>Written Questions Due</td>
<td>January 29, 2020; 2 PM</td>
</tr>
<tr>
<td>Submission Deadline</td>
<td>February 14, 2020</td>
</tr>
<tr>
<td>Quality Review</td>
<td>February - March 2020</td>
</tr>
<tr>
<td>Contract Start</td>
<td>June 2020</td>
</tr>
</tbody>
</table>

*Timelines subject to change at LAHSA's sole discretion.

2. Quality Review
Proposals will be evaluated based on program design, CES alignment, organizational capacity, past experience, budget, program readiness, and any other identified priorities. Each proposal’s content, responsiveness, conciseness, clarity, relevance, and strict adherence to the instructions in this RFP will be considered when scoring each category. Final scoring will be based on the proposal as submitted.

<table>
<thead>
<tr>
<th>Scoring Area</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Requirements</td>
<td>25</td>
</tr>
<tr>
<td>Program Design</td>
<td>35</td>
</tr>
<tr>
<td>Program Preparedness</td>
<td>10</td>
</tr>
<tr>
<td>Organizational Experience</td>
<td>10</td>
</tr>
<tr>
<td>CES Alignment</td>
<td>10</td>
</tr>
<tr>
<td>Program Budget</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td>100</td>
</tr>
</tbody>
</table>
Program Requirements

The proposer’s compliance with LAHSA’s Equal Access and Gender Identity policy and Feedback and Grievance policies is required.

The proposer must adhere to the requirements of the Americans with Disabilities Act (ADA) through their program delivery. The proposer must accommodate participants with mobility, auditory, and visual impairments.

Proposers must commit to entering relevant programmatic information into the LA CoC HMIS.

Proposers should reference LAHSA’s Equal Access with Gender Identity Policy (previously known as HUD rule) and the 2010 Service Animal Policy:


The proposer must make the program open to all eligible populations regardless of sexual orientation, gender identity, marital status, race, color, religion, national origin, age, or disability status.

Grievance and feedback policies must be operationalized, accessible to all participants, and aligned with LAHSA policies. More information on LAHSA’s Grievance Policies and Procedures can be seen at the following link:


LAHSA’s Procurement and Performance Management Department will examine the Program Requirement section of the application, and verify that the proposer commits to the stated requirements. Proposers that submit policies and procedures that demonstrate their adherence to program requirements will receive full points in this category. Proposers that merely state that they commit to program requirements will receive partial points.

Program Design

The proposal must demonstrate an understanding of program requirements and the needs of the population it proposes to serve. Proposals will be evaluated on the demonstration of the utilization of best practices in their proposed program and the accessibility of the program to the diverse needs of the participants.

The Evaluation Panel will evaluate the proposer’s ability to effectively and efficiently manage the facility operations and organization methods for each component (property storage, hygiene services and CES linkage) the proposer will also be evaluated on their proposed plan to use supportive services, staffing and supervision to assist clients.

The Evaluation Panel will evaluate whether the proposal makes the program open to all eligible populations regardless of sexual orientation, gender identity, marital status, race, color, religion, national origin, age, or disability status. The proposal should describe a plan to meet the
requirements of the Americans with Disabilities Act and the Americans with Disabilities Act Accommodations (ADA/ADAA) through their program delivery. Please note: Although the facility will be provided, they will not be fully furnished, and there will be an evaluation of how the provider(s) will adapt the furnishing and design with respect to ensuring maximum accessibility for participants with disabilities.

Proposers should reference LAHSA’s Equal Access with Gender Identity Policy (previously known as HUD rule) and the 2010 Service Animal Policy:

The Evaluation Panel will examine the proposer’s plan to serve participants with limited English proficiency and their access to translation services. The panel will additionally assess the extent to which grievance and feedback policies are operationalized and accessible to all participants, including those with limited English proficiency.

Organizational Experience
The proposer’s experience and specialization in providing similar services to those listed in the SRS for 2020 Council District 8 Navigation Center will be taken into consideration. The Proposer should reference data, past performance outcomes and evidence to describe experience conducting the following activities: Initial triage, problem solving, CES survey, emergency service referrals, warm handoff referrals, supportive service referrals, case management, HMIS data entry.

In addition to the submitted narrative responses, the Quality Review Panel will examine current or past contracts with LAHSA to determine relevant experience.

Coordinated Entry System Alignment
Proposals will be evaluated on the extent to which the proposed project is integrated with service and housing providers and coordinated with other systems of care (health care, education, etc.) within the region. The Evaluation Panel will assess linkages with other resources in the region, collaboration with the LA County CES, within the proposer’s program and provider network or with other agencies within the region.

LAHSA’s Policy and Systems Department will score this section to ensure that details provided are consistent with information in LAHSA contract and HMIS records.

Program Budget
The Evaluation Panel will assess the feasibility, reasonableness, and accuracy of the budget. The Evaluation Panel will also evaluate based on submitted documentation the extent to which additional funding and resources are committed to the proposed project. The proposal will describe and specify the source and dollar amount of other public and private funding and resources that will be or have been leveraged to complete the proposed project. Strength of financing commitments supported by documentation will be considered in the proposal.
evaluation. LAHSA’s Finance Department will score this section to ensure that details provided are consistent with information in LAHSA contract and HMIS records.

C. GENERAL INSTRUCTIONS

1. Proposal Submittal

The RFP, application documents, and budget template will be made available online at https://www.lahsa.org/funding following the approval for release from the Programs & Evaluations Committee. Proposers may respond to this funding opportunity by completing the online application and submitting supporting documents into their Agency MyOrg account. Only complete proposals will be reviewed. For a proposal to be considered complete, all of the following must be completed and submitted prior to the submission deadline:

Supporting documents submitted into MyOrg:
- MyOrg RFP Application
- Subcontractor Program Profile (if applicable)
- Budget Template
- Proposed Program Organizational Chart
- Suspension and Debarment Form
- Leverage documentation (if applicable)

MyOrg

The RFP application will be available via the MyOrg portal on the LAHSA website at the following link: https://www.lahsa.org/news.aspx?article=619-2020-council-district-8-navigation-center-rfp

2. Due Date

All proposals must be RECEIVED by electronic delivery no later than 2:00 PM (Pacific Time) February 14, 2020. Applications will not be accepted via facsimile or paper submission. Electronic submission is mandatory. Proposals submitted after the deadline will not be accepted.

Proposal amendments and/or addendums submitted to LAHSA after the proposal deadline will be returned without review. However, LAHSA reserves the right to request clarification of unclear or ambiguous statements made in the proposal.

3. Mandatory Proposers Conference

Interested proposers are required to attend the in-person Mandatory Proposers’ Conference to take place on: January 27, 2020; 1:00 PM – 3:00 PM.

Pre-registration is recommended.
Attendees may be turned away if they arrive later than 15 minutes after the start time. Please leave enough time for parking and arriving at the meeting.

LAHSA is unable to provide individualized technical assistance during an open RFP. All technical assistance will be provided during the Mandatory Proposers’ Conference and through the timely submission of written questions as detailed in this section.

Proposers are encouraged, but not required to submit questions in writing at least two (2) days prior to the Mandatory Proposers’ Conference. Questions regarding this RFP may be submitted to fundingopportunities@lahsa.org with the subject line, “2020 Council District 8 Navigation Center RFP – Q&A”. Please be sure to include your name and title, the name of the provider you represent and the best telephone number to reach you if a LAHSA representative needs to speak with you for further clarification.

After the Proposers Conference, questions will be accepted via email only at fundingopportunities@lahsa.org with the subject line, “2020 Council District 8 Navigation Center RFP – Q&A” until January 29, 2020, 2:00 PM. LAHSA will post written responses to all received questions on the LAHSA website no later than five (5) business days from the date questions are due.

Proposers are responsible for checking the LAHSA website to obtain current information and responses. Any omission or error made by any Proposer under this RFP for failure to obtain information posted regarding this RFP on the LAHSA website at https://www.lahsa.org/funding is the sole responsibility of proposer and is not a basis for appeal of any adverse score or evaluation under this RFP.

Proposers are also encouraged to subscribe to the Funding Opportunities mailing list at https://www.lahsa.org/ to receive email notices pertaining to this RFP and other funding opportunities.

4. RFP Addenda/Clarifications

If it becomes necessary to revise any part of this RFP after the RFP is released, a written addendum will be posted on the LAHSA website at https://www.lahsa.org/funding. It is the responsibility of the proposer to review any publicly available addendum or information on the LAHSA website prior to submission of the proposal. If a proposer does not have access to the LAHSA website, they may call (213) 683-3333 and request a printed copy of any addenda via fax.
5. Process Appeals

After Quality Review of the Proposal Evaluation Process, LAHSA will notify all proposers of its Quality Review Results. **Within two business day of notification of the Quality Review Results** on the LAHSA website, proposers may file a Process Appeal, which is an appeal based upon LAHSA’s failure to abide by its established procedures in making funding recommendations. Process Appeals contesting the outcome of an RFP and/or a disagreement with, or objection to, the points awarded is not a sufficient basis for a Process Appeal.

The Process Appeal must be in writing and shall be limited to two (2) typed pages. The appeal must clearly state the factual grounds on which the appeal is based. All Process Appeal requests must be on an organization’s letterhead and entitled “Navigation Centers RFP – Process Appeal”. Please do not include cover letters with the appeal request.

Process Appeals will be presented to the Programs and Evaluation Committee of the LAHSA Commission. The Programs and Evaluation Committee will make a recommendation and forward its recommendations to the LAHSA Commission. The LAHSA Commission will make the final decision regarding all Process Appeals. In the situation where the Programs and Evaluation Committee is unable to meet, the appeals shall be presented directly to the LAHSA Commission.

A Process Appeal must meet all the following criteria, to be considered:

1. The person or entity requesting the appeal must be a proposer;
2. The request for the appeal must be submitted by the date and time specified by the RFP;
3. The person or entity requesting the appeal must assert in appropriate detail with factual reasons that LAHSA materially failed to follow procedures specified in its RFP document.
4. The request for the appeal must set forth sufficient detail to demonstrate that, but for LAHSA’s alleged failure, the proposer would have been a successful proposer.

All Process Appeals must be in writing and emailed timely to fundingopportunities@lahsa.org or received at the following address:

Chair, Programs and Evaluation Committee  
Re: 2019 Navigation Centers RFP – Quality Review Results Appeals  
Los Angeles Homeless Services Authority  
811 Wilshire Blvd., 6th Floor  
Los Angeles, CA 90017
D. PROPOSAL CONDITIONS AND RESERVATIONS

A. All costs of proposal preparation shall be borne by the Proposer organization. LAHSA shall not, in any event, be liable for any pre-contractual expenses incurred by the Proposer in preparation and/or submission of the proposal. The Proposer shall not include any such expenses as part of the budget in the proposal.

B. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in the RFP.

C. Submission of a proposal shall constitute a firm and fixed offer to LAHSA that will remain open and valid for a minimum of 90 days from the application submission deadline. The proposal should always include the Proposer's best terms and conditions.

D. The proposal must set forth full, accurate, and complete information as required by this RFP. No changes or additions are allowed after the proposal deadline.

E. LAHSA cannot certify, license or endorse grant writers. Proposers are free to select any grant writer. The responsibility for the performance of the grant writer rests with the Proposer.

F. Responses to this RFP become the exclusive property of LAHSA. All proposals will be considered public documents, subject to review and inspection by the public at LAHSA’s discretion, in accordance with the California Public Records Act and other applicable laws. Exceptions will be those pages in each proposal which are designated by the Proposer as business or trade secrets and are marked as “TRADE SECRET” or “CONFIDENTIAL”. LAHSA shall not in any way be liable or responsible for the disclosure of any such records, including, but not limited to, those so marked if the disclosure is deemed to be required by law or by court order. Selection or rejection of a proposal does not affect these rights.

G. LAHSA reserves the right to communicate in writing with proposers, funders and/or organizations associated with the Proposer to obtain additional clarification of design of program, or Proposer fiscal and programmatic capacities, and to utilize this information in the evaluation process.

H. LAHSA reserves the right to conduct site visits of all proposing agencies if applicable.

I. LAHSA reserves the right to extend the RFP submission deadline should such action be in the best interest of LAHSA. Proposers may revise and re-submit their proposal in the event the deadline is extended.

J. LAHSA reserves the sole right to reject any or all proposals received in response to this RFP if it is deemed inappropriate or incomplete, it fails to comply with any instruction contained in this RFP, or is not in the best interest of LAHSA.

K. LAHSA reserves the right to withdraw this RFP at any time without prior notice. Further, LAHSA makes no representation that any contract will be awarded to any Proposer responding to this RFP. LAHSA reserves the right to reject any or all submissions.

L. LAHSA reserves the right to negotiate services and costs with Proposers, including revision of program design as necessary to better meet LAHSA, the City of Los Angeles, County of Los Angeles, or HUD requirements.

M. A Proposer shall not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with LAHSA or any other funding source,
a contract suspension, a termination for cause by LAHSA or any other funding source, or outstanding financial obligations with LAHSA that have not been adequately resolved with LAHSA or any other funding source. In the event that the Proposer has any contract(s) with LAHSA suspended or terminated, it shall not be eligible for funding under any RFP released by LAHSA for a period of five (5) years starting from the effective date of suspension or termination.

N. If a Proposer is new and has not had a contract with LAHSA for a period of five (5) years then the organization will be subject to 100% documentation review and quarterly Monitoring visits.

O. If an agency has been involved in the Remedial Action process as a result of contract noncompliance with LAHSA within the last fifteen (15) years, award will be conditioned upon the agency showing that they have sufficient programmatic and fiscal capacity or finding another LAHSA Contractor in good standing that is willing to serve as a lead agent to administer the LAHSA contract.

P. Willful misstatements of information will result in non-recommendation for funding, regardless of the merits of the proposal submitted.

Q. LAHSA reserves the right to verify information submitted in the proposal. The Proposer agrees that the Los Angeles Continuum HMIS will be the primary source of verification of program performance and outcome data for existing programs. LAHSA reserves the right to request additional data to verify information submitted with the proposal, at its sole discretion. If the information in the proposal cannot be verified and if LAHSA determines the errors are not willful, LAHSA reserves the right to adjust the rating points awarded.

R. If an insufficient number of qualified proposals are received or if the proposals received are deemed non-responsive or not qualified as determined by LAHSA, LAHSA reserves the right to re-issue an RFP, execute a sole-source contract with a vendor, or otherwise ensure that services are provided by other means in a manner consistent with the program requirements.

S. The Proposer must be in compliance with applicable civil rights laws and Executive Orders. There must be no outstanding findings of noncompliance with civil rights statutes, Executive Orders, or regulations, unresolved secretarial charge of discrimination issued under the Fair Housing Act, no adjudications of civil rights violations on a civil action or deferral of processing of proposals from the sponsor imposed by HUD.

T. The Proposer shall be ineligible to receive funding under this RFP if any officer or employee of the Proposer who would be involved in the administration of grant funds has been debarred by any government agency or has been convicted of a criminal offense related to the administration of funds or any member of its executive management, key staff, or any officers of its Board of Directors is or has been involved in any litigation or other legal matter that compromises the organization’s ability to carry out the project as awarded.

U. LAHSA reserves the right to fund all or a portion of a proposal and/or request that a Proposer collaborate with another in the provision of a specific service if it is in the best interest of LAHSA, the City of Los Angeles, the County of Los Angeles, or HUD.

V. LAHSA reserves the right to waive minor technical deficiencies or any informality in a submitted proposal.
W. Proposals may be withdrawn by written request of the authorized signatory on provider letterhead at any time prior to the LAHSA Commission’s actions on staff’s final recommendation for funding.

X. LAHSA reserves the right to deny funding a proposal for a new project, if the request is made by a current recipient that is found to have significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing grants.

Y. If a Proposer declines to implement the project or changes significant project specifications which are deemed relevant to the basis on which the award was granted thereby negating the funding award after the LAHSA Commission approves funding award(s) under a LAHSA competitive process, said provider shall not be eligible to apply for any other new project funding for a period of one year from the time of notice. Changes to significant project specifications include, but are not limited to, a change in the Service Planning Area in which the project is located or a change in the target population which the project serves. LAHSA may exempt a provider from this policy if it is deemed that the circumstances that facilitated the refusal to implement the project or change to significant project specifications was out of the reasonable control of the provider.

Z. It is improper for any officer, employee or agent of LAHSA to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer’s provision of the consideration may secure more favorable treatment for the Proposer in the award of the contract or that the Proposer’s failure to provide such consideration may negatively affect the LAHSA’s consideration of the Proposer’s submission. A Proposer shall not offer or give, either directly or through an intermediary, consideration, in any form, to an officer, employee or agent of LAHSA for the purpose of securing favorable treatment with respect to the award of the contract. A Proposer shall immediately report any attempt by an officer, employee or agent of LAHSA to solicit such improper consideration. The report shall be made to the Executive Director of LAHSA or to the County Auditor-Controller’s Employee Fraud Hotline (800) 544-6861. Failure to report such a solicitation may result in the Proposer’s submission being eliminated from consideration. Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

AA. Upon the request of LAHSA, a Proposer whose bid is under consideration for the award of the contract shall provide LAHSA with written authorization to request a credit report from a reputable credit agency to gain satisfactory evidence of the Proposer’s financial background, stability and condition.

BB. In accordance with Los Angeles County Code, Chapter 2.160 (County Ordinance 93-0031), each person/firm submitting a response to this request for bid/proposal must certify in writing that such Proposer and each County lobbyist and County lobbyist firm, as defined by Los Angeles County Code 2.160.010, retained by the Proposer, is in full compliance with Chapter 2.160 of the Los Angeles County Code.

CC. Notwithstanding a recommendation of a department, agency, individual, or other, the LAHSA Board of Commissioners retains the right to exercise the final decision concerning the selection of a proposal and the terms of any resultant Agreement, and to determine which proposal best
serves the interests of LAHSA. The Board is the ultimate decision-making body and makes the final determinations.

A bid or proposal containing conditions or limitations regarding the basic program design or operation of the proposed program that are not in alignment with the requirements of the RFP may be deemed irregular (and nonresponsive) and may be rejected by LAHSA, in its sole discretion.
E. CONTRACT CONDITIONS

Contractors will be required to comply with conditions set forth by LAHSA, the County of Los Angeles, the City of Los Angeles and/or the U. S. Department of Housing and Urban Development (HUD), hereafter referred to as "Funders". These conditions may include, but are not limited to the following:

A. The initial recommendation for funding should not be construed as a finding that the proposed program complies with all requirements and conditions for a contract for grants. LAHSA reserves the right to fund all or a portion of a proposal and/or request that a Proposer collaborate with another in the provision of a specific service if it is in the best interest of LAHSA. A funding recommendation or offer to contract may be withdrawn upon failure of reasonable attempts to negotiate an agreement.

B. Contractors shall allow representatives of Funders to inspect facilities that are used in connection with the contracts made to implement system components funded under this RFP.

C. Successful Proposers will be required to satisfy LAHSA’s and other participating provider or entity’s insurance requirements. Additionally, all Proposers must comply with all contractual requirements. Contractors will name LAHSA and the City and/or County of Los Angeles as additional insured on general liability, professional liability (where required), auto liability (owned and non-owned), workers' compensation, and errors and omissions policies (where required).

D. Contractors shall make available to representatives of Funders, upon reasonable notice, the fiscal records and/or client data records pertaining to the contract. Demographic information about clients will be regularly submitted to LAHSA in a manner consistent with agreements protecting client and/or provider confidentiality rights.

E. Contractors shall comply with reasonable requests from Funders concerning promotional activities related to the system component.

F. Contractors acknowledge that, as recipients of Federal funds, they will be required to comply with Federal regulations pertaining to the use of such funds. It will be the Contractor's responsibility to ensure compliance with applicable regulations.

G. The Contract shall include standard clauses and in some cases, certifications, requiring Contractor's compliance with, but not limited to, the following regulations: non-discrimination, affirmative action, and equal opportunity; separation of church and state; Americans with Disabilities Act (ADA); conflict of interest; restrictions on lobbying; debarment; audits; rights in data; drug-free workplace; lead-based paint and Equal Benefits Ordinance.

H. Contractors shall maintain any applicable licenses or permits, and meet any facilities code regulations required for the system component(s) funded under the contract.

I. Contractors shall participate in information networking, training, and coordination meetings as directed by LAHSA or other grant funding sources.

J. Contractors shall cooperate with related research and evaluation activities as directed by LAHSA or other grant funding sources.
K. Contractors will be required to submit a Code of Conduct which will address conflict of interest requirements.

L. Contractors may not enter into an agreement with a subcontractor for the provision of shelter or supportive services under any system component funded under this RFP, unless that subcontractor and its qualifications are fully described in the proposal, and the intention to subcontract is explicitly stated in the proposal or the use of the subcontractor has been approved in writing by LAHSA. Contractor shall remain liable for the performance of the subcontractor, and will require subcontractor to adhere to all provisions in the contract between LAHSA and Contractor.

M. Contractors will ensure that an annual financial audit is performed in compliance with Title 2 of the Code of Federal Regulations Part 200 (2 C.F.R. 200 Subpart F – Audit Requirements) Subpart Audit Requirements, if it spends, in aggregate, $750,000 or more of Federal funds per fiscal year. Contractor shall submit a copy of the audit report to LAHSA within nine months after the end of the contractor's fiscal year.

N. Each Contractor must comply fully with all of the requirements specified in this RFP and committed to in the proposal, including program leveraging commitments, otherwise Contractor risks immediate termination of contract.

O. The responsibility for accuracy rests entirely with the Proposer. If a Proposer knowingly and willfully submits false performance or other false data, LAHSA reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance, or false financial or other false data submitted in response to this RFP, LAHSA reserves the right to terminate said contract immediately.

P. Contractor shall have in place an appropriate grievance procedure. Said grievance procedure must be in compliance with LAHSA’s grievance standards stated in the program contract.

Q. LAHSA reserves the right to extend the duration of the program as well as to renegotiate the terms of the contract if an extension is granted.

R. Contractor agrees to participate in data collection through the HMIS, or another HUD approved system of record. Said system shall be implemented during the term of the contract awarded. LAHSA shall provide Contractor with the basic data collection requirements.

S. Contractor shall be required to possess a corporate seal. In the absence of a corporate seal, a notary attestation of the Contractors signature must be provided along with the signed contract.

T. Awards are made subject to receipt of award of funds from Funders by LAHSA. Contractor agrees that if Funders do not provide funds for program, contract will be deemed null and void. LAHSA reserves the right to adjust funding levels based on the availability of funds and the quality of proposals received.

U. Contractor and subcontractor staff working with youth, either as employees or volunteers, who have a supervisory or disciplinary authority over minors must be fingerprinted and pass the background check, as required by California Penal Code Sec. 11105.3 and California Education Code Sec. 45125.1 and Sec. 10911.5 prior to working with youth. Fingerprinting and a background check may be required of other staff and volunteers depending upon how much contact the staff member will have with minors. The Contractor shall be responsible for
obtaining security clearances for staff whose duties require a sufficient level of interaction with youth.

V. Contractor shall ensure that all employees and volunteers who have direct contract with clients have an annual tuberculosis (TB) test. Contractor shall retain documentation of the test results.

W. Contractors are subject to all applicable City of Los Angeles and/or County of Los Angeles contracting requirements.

X. Contractors shall be required to submit to LAHSA, or its designee, periodic status reports, including program expenditures, progress reports and recipient information. Failure to do so may result in termination of the contract.

Y. The Grant Agreement between LAHSA and its funders may be incorporated by reference into all contracts between LAHSA and the contracting agencies.

Z. Contractors acknowledge that LAHSA funds are not meant to replace or supplant other local sources of funding.

AA. The Proposer is hereby notified that, in accordance with LAHSA Rules and Regulations implementing the Contractor Responsibility Ordinance, LAHSA may debar the Proposer from bidding on LAHSA contracts for a period of five (5) years, if the LAHSA Commission finds, in its discretion, that the Proposer does not possess the necessary quality, fitness, or capacity to perform work on LAHSA contracts.

BB. Contractor shall have in place appropriate policies and procedures relative to service animals for persons with disabilities. Said service animal policies and procedures must be in compliance with LAHSA’s policies and procedures as stated in the program contract. Contractor must participate in training offered by LAHSA regarding service animals and other ADA requirements, within three (3) months of beginning service.

CC. LAHSA reserves the right to terminate contracts awarded under this RFP if the Contractor is unable to commence services within three (3) months of the effective date of the contract. If a contract is terminated under these conditions, LAHSA may award the de-obligated funding to remaining Proposers who submitted proposals under the RFP and received fundable scores.

DD. The Proposer must be in compliance with applicable Federal, State, and local laws and regulations regarding business licensure, registrations, and annual reporting. This includes, but is not limited to, laws and regulations applicable to the Proposer’s business status (For example, 501(c)(3) requirements if the Proposer is a 501(c)(3) organization). Proposers must have the ability to demonstrate compliance through written documentation.

The following contract conditions apply to projects that include funding from HUD:

EE. Contractors agree that in the event the measurable goals/objectives fall below standard of successful performance measures as specified in the technical submission, LAHSA may suspend any future annual funding of the system component. Specific benchmarks of accomplishment will be included in the contract.
F. EXHIBITS

EXHIBIT A: SCOPE OF REQUIRED SERVICES (SRS)

2019 – 2020 Navigation Center RFP Council District 8

2019 – 2020 Navigation Center RFP CES Linkage Appendix:

2019 – 2020 Navigation Center RFP Personal Property Storage Appendix:

2019 – 2020 Navigation Center RFP Hygiene Services Appendix:
EXHIBIT B: PROGRAM AND FACILITIES STANDARDS


## EXHIBIT C: 2020 NAVIGATION CENTER SUMMARY

<table>
<thead>
<tr>
<th>Council District 8</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><strong>Location</strong></td>
</tr>
</tbody>
</table>
| **Amenities**     | • 5 gender neutral toilets, 1 of which ADA compliant  
                    • 4 gender neutral showers, 1 of which ADA compliant  
                    • 6 sinks  
                    • 134 7-Day Personal Property Voluntary Storage Bins  
                    • Staging area for Personal Property Storage Bin retrieval  
                    • 4 washer/drier laundry units  
                    • Reception area  
                    • Queuing area (outside)  
                    • 4 Offices |
| **Services**      | • Storage Bin services in receiving, storing and administering including discarding of belongings.  
                    • Administering Hygiene services for bathrooms, showers, and laundry.  
                    • Linkage and resource connections to  
                      o Connection to Coordinated Entry System (CES) for case management and housing resources and program connection.  
                    • Potential for co-located services in partnership with various providers and organization of life skills and job training. |
| **Proposed Start date** | • June 2020 |
2020 Council District 8 Navigation Center
Request For Proposals (RFP) – Release Presentation

January 2020
Objective

This RFP seeks an operator for one Navigation Center in the City of Los Angeles - 729 W. Manchester Avenue, Los Angeles.

A Navigation Center is a multi-service facility aimed at providing services to improve the quality of life for those still living on the street by offering a place to store their personal property, utilize sanitary services, and connect to service providers. The centers will be public facilities with no barriers to entry. All services provided will be free of charge.
Program Overview

Funding Sources*:
- City of Los Angeles General Funds: $749,000

Geographic Area:
- Council District 8

Contract Start Date:
- June 1, 2020 – June 30, 2022

Eligible Populations:
- Adult

*Funding Sources and Amounts are approximates and are subject to change.
Eligible Applicants

This funding opportunity is open to:

▪ All Government agencies.
▪ Non-Profit Organizations: Eligible to receive funds from the funding source for which they have been certified under the RFSQ process by the award recommendation.

Certified agencies can be viewed at:

*Government Agencies do not have to be certified through the RFSQ application process.
Summary of Amenities

- Bins to store personal belongings
- Bathrooms, showers, laundry
- CES linkage and resource connections
- Potential for co-located services
Personal Property Storage Bin
## Eligible Activities

<table>
<thead>
<tr>
<th>CD 8 Navigation Center</th>
<th>Funded Activities and Leveraged Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eligible to be Funded by this RFP</td>
</tr>
<tr>
<td>Initial Access to CES Services Staff</td>
<td>X</td>
</tr>
<tr>
<td>Diversion and Problem-Solving Staff</td>
<td>X</td>
</tr>
<tr>
<td>Personal Storage Bin Staff</td>
<td>X</td>
</tr>
<tr>
<td>Hygiene Services Attendant/Staff</td>
<td>X</td>
</tr>
<tr>
<td>Security Staff</td>
<td>X</td>
</tr>
<tr>
<td>Janitorial/Facility Maintenance Services, Pest Control, Trash Removal</td>
<td>X</td>
</tr>
<tr>
<td>Hygiene Service Supplies (showers, laundry, toiletry items)</td>
<td>X</td>
</tr>
<tr>
<td>Personal Storage Bins Purchase</td>
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<tr>
<td>90-Day Mandatory Storage supplies</td>
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<tr>
<td>Utilities (including phone, IT)</td>
<td>X</td>
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<tr>
<td>Storage Operations Data/Operations/Inventory Software System</td>
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<tr>
<td>Site Rent</td>
<td><strong>132</strong></td>
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<tr>
<td>Scoring Area</td>
<td>Points</td>
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<tr>
<td>-------------------------</td>
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<td>Program Requirements</td>
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<td>Program Design</td>
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<td>Program Preparedness</td>
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<td>Organizational Experience</td>
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<td>CES Alignment</td>
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<td>Program Budget</td>
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<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
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Funding Allocation Strategy

Highest score will be recommended.
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Release</td>
<td>January 16, 2020</td>
</tr>
<tr>
<td>Mandatory In-Person Proposers Conference</td>
<td>January 27, 2020; 1:00PM – 3:00PM</td>
</tr>
<tr>
<td>Written Questions Due</td>
<td>January 29, 2020; 2 PM</td>
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<tr>
<td>Submission Deadline</td>
<td>February 14, 2020</td>
</tr>
<tr>
<td>Quality Review Approval</td>
<td>February - March 2020</td>
</tr>
<tr>
<td>Contract Start</td>
<td>June 2020</td>
</tr>
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