2020 Operation Healthy Streets Request For Proposals (RFP) – Mandatory Proposers Conference

February 4, 2020
1. Welcome /Introduction
2. RFP Overview
3. RFP Program Overview
4. RFP Application and Supporting Documents
5. RFP Quality Review
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RFP OVERVIEW
To utilize City of Los Angeles General Funds to fund hygiene services for people experiencing homelessness in the Skid Row area of the City of Los Angeles
Overview - Funding*

**Funding Source:**
- City of Los Angeles General Funds: $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)

*Funding sources and amounts are approximate and subject to change*
This funding opportunity is open to:

- Non-profit organizations that are certified as qualified bidders for receiving City of Los Angeles 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
RFP Program Overview
Program Overview

- Operation Healthy Streets provides safe, accessible restroom and shower facilities to people experiencing homelessness in Skid Row

- All services and products must be provided free of charge to participants

- No determination of homeless status is required for use of the facility

- Security must be available on site during all hours of program operation to ensure the safety of participants, staff, and volunteers

- The restrooms and showers must be cleaned and disinfected after each use and in response to incidents that require immediate clean-up
- The facility must be accessible to individuals using a mobility device:
  - There must be at least 1 ADA accessible restroom and shower (e.g. 5' turning radius)
  - Restrooms must have handles
  - Accessible path of travel into, throughout, and out of the facility

- There must be a shower curtain or privacy partition for each individual shower unit

- Showers must have floor mats both inside and outside to prevent slips and falls
## Program Overview - Eligible Activities

<table>
<thead>
<tr>
<th>Eligible and Leveraged Activities</th>
<th>Eligible to be Funded by this RFP</th>
<th>Provided through Matching Funds and Leveraged Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Restrooms</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Showers</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Hygiene Products/Services</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Cleaning Supplies</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Cleaning Personnel</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Maintenance</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Questions
RFP 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
2020 OPERATION HEALTHY STREETS RFP

CLICK START TO BEGIN THE 2020 OPERATION HEALTHY STREETS RFP

NEW USER?
CREATE ACCOUNT

FORGOT YOUR PASSWORD?
RESET PASSWORD
RFP Application & Supporting Documents

APPLICATION DOCUMENTS

- UPLOAD DOCUMENT

No documents uploaded, click above to add a document

SUBMIT APPLICATION
www.lahsa.org says

File Uploaded successfully...

OK
Uploaded the wrong document?

APPLICATION DOCUMENTS

BGT_19145_ESG Research.xlsx
Budget Template
Program Profiles

• **Program Profile (Primary):**
  https://www.lahsa.org/portal/myorg/program-profile/home

• **Subcontractor Profile:**
  https://www.lahsa.org/documents?id=1672-rfp-subcontractor-profile.xlsx
# LAHSA RFP Budget Template

<table>
<thead>
<tr>
<th></th>
<th>RFP Funds Requested</th>
<th>Leverage</th>
<th>Total Program Budget</th>
<th>Total Funds Requested</th>
<th>Budget Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Budget</strong></td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Total Direct Cost</strong></td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Indirect Cost Rate (%)</strong></td>
<td>10%</td>
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<tr>
<td><strong>Indirect Cost</strong></td>
<td>$</td>
<td>-</td>
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<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Total Direct and Indirect Cost</strong></td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>$</td>
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</tr>
</tbody>
</table>

**Please provide a budget justification that includes detailed information and calculations to support the costs being requested in the proposal’s budget including detailed budgets for any subcontractors you are requesting in your proposal.**

**Salaries & Benefits -** Provide the mathematical formula that includes the full-time equivalent (FTE) and the annual salary used to arrive at the budgeted amount. Note: an FTE is based on the number of hrs worked in a one-week period (e.g., a 1.0 FTE works 40 hours per week, a 0.5 FTE works 20 hrs per week). 1.0 FTE Case Manager X $35,000 per year = $35,000 or 0.5 FTE X $35,000 per year = $17,500.

**For Non-personnel costs -** All items must be specific with mathematical formula such as “property & D&O insurance” rather than insurance; 100 bus tokens per

<table>
<thead>
<tr>
<th>Program Activities</th>
<th>RFP Funds Requested</th>
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<th>Total Program Budget</th>
<th>Total Funds Requested</th>
<th>Budget Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supportive Services/Operations</td>
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<td>-</td>
<td>$</td>
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</tr>
<tr>
<td>Security</td>
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<td>-</td>
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<tr>
<td>Restrooms</td>
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<td>-</td>
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<tr>
<td>Showers</td>
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<td>Hygienic Products/Services</td>
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<td>Cleaning Supplies</td>
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<tr>
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<td>-</td>
<td>$</td>
<td>$</td>
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</tr>
</tbody>
</table>
RFP Quality Review
## Scoring

### Quality Review Scoring Matrix

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Program Design</td>
<td>30</td>
</tr>
<tr>
<td>Program Readiness</td>
<td>20</td>
</tr>
<tr>
<td>Program Budget</td>
<td>10</td>
</tr>
<tr>
<td>Estimated Volume of Services</td>
<td>10</td>
</tr>
<tr>
<td>Cost Efficiency</td>
<td>10</td>
</tr>
<tr>
<td>Site Control</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL POINTS POSSIBLE**  
100
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.
Quality Review - Cost Efficiency

Cost efficiency will be determined by comparing the amount of dollars requested 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 dollar-to-service volume ratio is 90% of the most cost-efficient proposal.
Highest score will be recommended
RFP Links and Timeline
RFP Links

RFP Homepage: https://www.lahsa.org/news?article=621-2020-operation-healthy-streets-rfp&ref=funding


IT Issues? websupport@lahsa.org (for MyOrg)
## Estimated RFP Timeline

<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>February 4, 2020, 1 PM – 3 PM</td>
</tr>
<tr>
<td>Written Questions Due</td>
<td>February 6, 2020, 2 PM</td>
</tr>
<tr>
<td>Submission Deadline</td>
<td>February 28, 2020, 2 PM</td>
</tr>
<tr>
<td>Quality Review</td>
<td>March – April 2020</td>
</tr>
<tr>
<td>Contract Start</td>
<td>July 1, 2020</td>
</tr>
</tbody>
</table>
Please send all questions to fundingopportunities@lahsa.org by February 6, 2020 at 2:00 p.m.

Answers will be posted on the RFP webpage