

Embarras River Basin Agency, Inc.
Community Action Agency
REQUEST FOR BIDS
Technical Assistance for HUD Programs

GENERAL INFORMATION

SECTION 1

1.1 INQUIRIES

Inquiries concerning this Request for Proposal should be directed to:
Susan Beaumont
Embarras River Basin Agency, Inc.
Voice: (217) 923-3113
Fax: (217) 923-5155
Email: susieb@erbainc.org

1.2 PURPOSE

This Request for Proposal (RFP) is to obtain bids for technical assistance in developing a coordinated intake/assessment system for people experiencing homelessness or at risk of homelessness in the South Central Illinois Continuum of Care geographic area (eighteen rural counties in South Central Illinois)

1.3 SCOPE

This RFP contains administrative and procedural information concerning submittal of the proposal, a statement of the types of required professional and technical services and detailed instructions for the preparation and submittal of the proposal.

1.4 CLOSING SUBMITTAL DATE

Friday, April 8; at 4 PM
Proposals must be received at 400 W. Pleasant, Greenup, IL 62428.

1.5 COST OF PROPOSAL

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the proposer and will not be reimbursed by Embarras River Basin Agency, Inc.

1.6 RIGHT TO REJECT

Embarras River Basin Agency, Inc. reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the Agency.

1.7 SMALL AND/OR MINORITY-OWNED BUSINESSES

Effort will be made by Embarras River Basin Agency, Inc. to utilize small businesses and minority-owned businesses.

1.8 CONTRACT INFORMATION

It is expected that the contract will offer fixed prices. The fixed prices should be supported by a disclosure of cost elements used in arriving at such amount. Contract awards will be subject to final approval by the ERBA, Board of Directors.

1.9 ASSIGNMENT OF CONTACT PERSON

A staff person of Embarras River Basin Agency will be assigned to the Contractor at the commencement of the contract signing. This person will serve as the Contractor's liaison with Embarras River Basin Agency for the duration of the contract, and will advise the Contractor on questions related to performance under this contract.

1.10 TAX INFORMATION

ERBA is a private not-for-profit corporation and therefore is exempt from sales tax. ERBA will certify exempt status upon award of bid.

SPECIFICATION SCHEDULE

SECTION 1 cont'd.

1.11 INTRODUCTION

South Central Illinois Continuum of Care (SCICOC) serves the homeless population of an eighteen county rural service area in South Central Illinois. The purpose of the SCICOC is to end homelessness by bringing together public and private community based organizations, government representatives and homeless consumers to identify gaps and propose actions to fill those gaps. ERBA is a member of the SCICOC and the CoC Lead and has received a planning grant from HUD to assist the SCICOC to develop and implement a coordinated assessment/intake system as required by HUD.

1.12 CONTRACT PERFORMANCE

Enclosed are the required features and specifications to be included in the proposal.

SECTION 2 General Specifications

2.1 The purpose of this invitation is to obtain technical assistance in the following areas:

A. Coordinated Assessment/Intake

The technical assistance is required to develop for the SCICOC a coordinated assessment system (to include ESG) that provides an initial, comprehensive assessment of the housing and services needs of individuals and families within the SCICOC's area and establishes a system that ensures that people in need are connected to the appropriate resource to address their needs in their geographic area.

B. Project Evaluation

The technical assistance would assist the CoC with developing an assessment *tool*, an assessment and referral *system* that covers the 18 counties within the CoC. The development of this system should be within the guidelines and requirements as expressed by HUD. Evaluation of this project will focus on whether or not a new system has been developed, explained to the CoC members and agreed upon by the providers and communities.

C. HUD Compliance Activities

The technical assistance is required to develop for the SCICOC:

1. As a part of this work, in Consultation with recipients of Emergency Solutions Grants program funds and CoC Program funds within the geographic area, establish written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:
 - ✓ Policies and procedures for evaluating individuals' and families' eligibility for assistance under CFR Subpart B.
 - ✓ Policies and procedures for determining and prioritizing which eligible individuals and families receive transitional housing assistance.
 - ✓ Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance
 - ✓ Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance.

2.2 REFERENCES

The bidder will supply three written references along with contact information of agencies that have used services in the past.

2.3 RESUME/WORK HISTORY/EDUCATION

The bidder will supply a resume/work history and education to demonstrate the work history and education to deliver such a proposal using HUD guidelines.

2.4 SAMPLE WORK ACTIVITY

The bidder will supply a sample work activity done previously that demonstrates their knowledge and expertise in HUD guidelines.

2.5 STATEMENT OF UNDERSTANDING

The bidder will supply a statement of understanding of the proposal.

2.6 DELIVERY TIME

The bidder should include timelines when overall proposal can be expected.

SECTION 3

3.1 COST REQUIREMENTS

The bidder shall provide a cost for deliverable breakdown, and overall proposal which the work could be completed.

3.2 PRICE

It is expected that the proposal will offer a guaranteed rate unless otherwise proposed. ERBA is a private not-for-profit corporation and therefore is exempt from sales tax. Bid price shall include all expenses needed to complete items in 2.1 and training in 2.7.

3.3 GUARANTEE ON BID PRICE

ERBA requires that the price quoted in the RFP be extended for 30 days past the date of submission of proposal.

INSTRUCTIONS TO PROSPECTIVE BIDDERS

SECTION 4

4.1 SUBMISSION OF PROPOSAL

One copy of the Request for Proposal submitted:

Susan Beaumont
Embarras River Basin Agency, Inc.
400 W. Pleasant
Greenup, IL 62428
by Friday, April 8 at 4 PM

4.2 TECHNICAL PROPOSAL

The RFP must contain the following information:

- a) References (2.2)
- b) Resume/ work history and education (2.3)
- c) Sample Work Activity (2.4)
- d) A statement that the bidder understands description of work to be performed. (2.5)
- e) Cost (2.1)

4.3 SELECTION OF BIDDER

ERBA will accept the responsive responsible lowest bidder. Each bidder must complete items 2.2, 2.3, 2.4, and 2.5 to be included as a responsive responsible bidder. If these items are met to demonstrate the bidder has the knowledge, work history, and technical skills to complete the technical assistance in 2.1, then a bidder will be eligible to be selected based on the lowest bid of each item in 2.1 or a total of items in 2.1.

4.4 PROPOSALS INITIALLY ON MOST FAVORABLE BASIS

Bidders are cautioned to submit their proposals initially on the most favorable basis, price and terms included, since an award may be made without negotiation based on the price and terms of the proposals as initially submitted, although ERBA specifically reserves the right to negotiate

with any bidder(s). ERBA reserves the right to reject any or all proposals or to accept any proposed part of a proposal which in its judgment will be for the best interest of the Corporation.

4.5 PROPOSAL DEADLINE

For the purpose of receiving proposals, the deadline is 4 PM local time Friday, April 8. Bid opening will be 9 a.m. local time on Monday, April 11 at ERBA, 400 W. Pleasant, Greenup, IL 62428.

4.6 MAILING OF PROPOSALS

- A. Bidders using certified mail are cautioned to obtain a Receipt for Certified Mail showing a legible, dated postmark and to retain such receipt against the chance that it will be required as evidence that the mailing of a late proposal was timely.
- B. The time of mailing of late proposals submitted by registered or certified mail shall be deemed to be last minute of the date shown in the postmark on the registered mail receipt or registered mail wrapper or on the Receipt for Certified Mail, unless the bidder furnished evidence from the post office station of mailing which establishes an earlier time. In the case of certified mail, the only acceptable evidence is as follows:
 - 1. Where the Receipt for Certified Mail identifies the post office station of mailing, evidence furnished by the bidder which establishes that the business day of that station ended at an earlier time, in which case the time of mailing shall be deemed to be the last minute of the business day of that station; or
 - 2. An entry in ink on the Receipt of Certified Mail showing the time of mailing and the initials of the postal employee receiving the items and making the entry, with appropriate written verification of such entry from the post office station of mailing, in which case the time of mailing shall be the time shown of entry. If the postmark on the original Receipt for Certified Mail does not show a date, the bidder shall not be considered.
- C. Electronic mailing must indicate date sent and must be sent to: susieb@erbainc.org
- D. Facsimile mailing must indicate date sent and must be sent to: 217/923-5155.

4.7 ENVELOPE FOR PROPOSALS

If mailed, it is important that the bidder's proposal be mailed in an envelope clearly marked in the lower left corner with the following information:

Request for Proposal
Closing Date and Time
SEALED BID
Technical Assistance Bid

Failure to do so may result in premature disclosure of your proposal.

4.8 ELECTRONIC PROPOSAL SUBMISSION

If the bidder's proposal is sent electronically the bidder must clearly mark the proposal and send to ERBA accordingly:

Via Email: susieb@erbainc.org

Facsimile: 217/923-5155