

REQUEST FOR APPLICATION

FUNDING FOR EMERGENCY HUMAN SERVICES

RFA #5400-11



SUBMITTAL DUE:

**Thursday, January 13, 2011
2:00 P.M.
Boulder County Purchasing Office**

**BOULDER COUNTY PURCHASING
JENNY OLBERDING
PURCHASING AGENT**

**2020 13TH ST
BOULDER, CO 80302
PHONE: 303-441-3525**

**P.O. BOX 471
BOULDER, CO 80306
FAX: 303-441-4524**

NOTICE OF REQUEST FOR APPLICATION (RFA) FOR EMERGENCY HUMAN SERVICES

Introduction

With the recent passage of Ballot Initiative 1A, the Boulder County Temporary Human Services Safety Net Mill Levy, the Boulder County Department of Housing and Human Services (BCDHHS) seeks to partner with community non-profit agencies to meet expanding community needs resulting from the current economic downturn. Through this RFA, Boulder County Housing and Human Services will partner with community based nonprofit agencies to provide front-end, early intervention and prevention services that provide families and individuals with the necessary stabilizing supports to promote safety and well-being, and to prevent the need for higher and more costly levels of services and interventions.

As part of the 2011 1A spending plan, BCDHHS is currently accepting applications from non-profit community agencies to provide emergency services to Boulder County residents. Specifically, the needed emergency services include:

- Emergency Shelter
- Housing/Rental Assistance
- Food Assistance
- Food Stamps Outreach
- Food Stamps Enrollment
- Medicaid/CHP+ Enrollment

Additionally, funding provided by the 2011 1A spending plan will provide immediate funding to agencies currently providing early intervention, stabilizing services in the community focused on basic needs and self-sufficiency. Qualifying agencies selected under this RFA must have experience screening families and individuals for basic needs including housing, medical care coverage, financial stability, food security, child care needs, and employment. Such nonprofit agencies must also have experience assisting clients in accessing additional resources through referral systems. Further qualifying agencies selected under this RFA will have experience enrolling or assisting clients in securing federal and state benefit programs, such as Food Assistance (Food Stamps), Medicaid/CHP+, TANF, SSI, SSDI, Old Age Pension, etc. Past agency experience may include partnering with Boulder County Healthy Kids as a Certified Application Assistance Site, experience assisting clients with the State Single Purpose Application (SPA) for holistic benefits, assisting with the Housing Crisis Prevention Program, and/or assisting clients in securing paperwork (birth certificates, pay stubs) necessary for verifying identity or income needed by clients to qualify for state and federal benefits.

BCDHHS will award multiple 11-month contracts beginning February 1, 2011. The awards are expected to be in the range of \$10,000 - \$75,000 per nonprofit agency, and are intended to be used for direct, expanded services required as a result of increases in service demand. Funding available for nonprofit agencies under this RFA is estimated to be \$500,000. Applicants should note that the awarded funds are neither intended to supplant other funds already received by the applicant, nor are they intended for use as base-building monies; i.e. the funds should be used to address temporary, increased service demands only. All nonprofit agencies that receive funding from this 2011 RFA will be required to utilize the Self-Sufficiency Matrix or other self-sufficiency screening tool for assessing client needs and appropriate referrals, as well as assist clients in applying for benefits using the Colorado PEAK online application tool to be launched in February 2011. BCDHHS will provide training on client

qualification for benefits (Benefits 101), effective benefit enrollment practices, and training on the use of the Colorado PEAK tool.

Additional funding for nonprofit agencies targeting evidence-based services will be awarded for a 12-month term beginning July 1, 2011, through a competitive Request for Proposals (RFP) process to be released in Spring 2011. Nonprofit agencies that apply for Emergency Services funding under this RFA are also permitted to submit proposals for such second round of competitive funding. DHHS will be facilitating community conversations with key service providers prior to the development and release of the RFP.

All interested parties must complete the attached "2011 Human Services Safety Net Application" and submit to the Purchasing Office for time and date stamping by **Thursday, January 13, 2011 at 2:00 p.m. Two copies** (2) of the RFP must be clearly marked as **RFA #5400-11**, and delivered to the Purchasing Division, 2020 13th Street, 1st Floor, Boulder, CO 80302, or mailed to Boulder County Purchasing, P.O. Box 471, Boulder, CO 80306. All Overnight, Express and Priority Mail should be directed to the above street address. All RFA's must be received and time and date stamped in the Purchasing office by the above due date and time. Any RFA's received after due date and time will be returned unopened to the bidder. **No faxed or emailed RFAs will be accepted.**

The Board of County Commissioners acting as the Board of BCDHHS reserves the right to reject any and all RFA's, to waive any informalities or irregularities therein, and to accept the application(s) that, in the opinion of the Board, is in the best interest of the Board and of BCDHHS, State of Colorado.

Americans with Disabilities Act (ADA): If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator or the Human Resources office at (303) 441-3508 at least 48 hours before the scheduled event.

TERMS AND CONDITIONS

1. Each proposer shall furnish the information required in the RFA, at no cost to the BCDHHS. Please do not use any binders, folders, etc.
2. The Contract/Purchase Order will be awarded to that responsible applicant(s) whose submittal, conforming to the Request For Application, will be most advantageous to BCDHHS, price and other factors considered.
3. The Board of County Commissioners acting as the Board of BCDHHS reserves the right to reject any or all applications and to waive informalities and minor irregularities in applications received, and to accept any portion of or all applications if deemed in the best interest of the BCDHHS to do so.
4. Any interpretation, correction or change of the Applications Documents will be made by Addendum. Interpretations, corrections and changes of the documents made in any other manner will not be binding, and Applicant shall not rely upon such interpretations, corrections and changes. The County's Representative for BCDHHS will not be responsible for oral clarification.
5. Confidential/Proprietary Information: Proposals submitted in response to this RFA and any resulting contracts are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq. C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the proposal itself. Confidential/proprietary information must be readily

identified, marked and separated/packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

6. All RFA responses received on or before the scheduled time will be opened by the Purchasing Agent. RFA responses are not generally opened to the public. The name of the applicant is the only public information that will be mentioned during the opening of the RFA, all further information contained in applications shall not be disclosed until an award is made by the Board of County Commissioners acting as the Board of BCDHHS.

Time Schedule

Below is the set time schedule for this procurement.

Event	Date	Time (If applicable)
RFA Released	12/16/2010	
Questions Due to Purchasing	12/22/2010	4:00 p.m.
Questions and Answers Returned to Agencies via e-mail	12/29/2010	4:00 p.m.
Application Due Date	1/13/2011	2:00 p.m.
Tentative RFA Award Date	1/27/2011	4:00 p.m.
Tentative Contract Award Date	2/1/2011	5:00 p.m.

Evaluation of Applications: Selection Factors:

The criteria set forth below will be used in the review of the applications and the selection of the successful applicants.

A BCDHHS Application Review Committee will review and evaluate each application and selection will be made on the basis of the criteria listed below.

- 2.1 History of the Agency
- 2.2 Agency Experience
- 2.3 Alignment of Agency Goals with the Human Services Strategic Plan
- 3 Content of Work Plan

4 Budget Narrative

Qualification Requirements

In submitting an application, each applicant must assure that it possesses the following qualification requirements.

1. At least three consecutive years of experience of the type(s) listed below. Applicants must have experience:
 - a. Providing emergency shelter services in Boulder County, or
 - b. Providing housing/rental assistance in Boulder County, or
 - c. Providing food assistance services to Boulder County residents, or
 - d. Providing outreach and enrollment assistance to Boulder County residents for food assistance/food stamps and/or Medicaid/CHP+ programs, and
 - e. Working with low-income clients in community-based settings, and
 - f. Managing contracts from government agencies (local, state, federal), and
 - g. Implementing programs that serve the target population in concert with the goals of the Boulder County Human Services Strategic Plan, and
 - h. Establishing and maintaining effective working relationships with government entities, local community based organizations, and private nonprofit organizations, and
 - i. Managing budgets, accounting and a variety of fiscal arrangements such as subcontracts, purchase orders, and the like.
3. Nonprofit organizations must certify their eligibility to claim nonprofit status. Past submittal of verification with Boulder County or BCDHHS will be accepted.
4. Applicants must have a past record of sound business integrity and a history of being responsive to past contractual obligations to Boulder County and/or BCDHHS.
5. Applicants must agree to contain their indirect costs at a percentage rate not to exceed 10% of total personnel costs for the propose services to be performed under any contract for services proposed under this RFA as awarded by BCDHHS.
6. Applicant agencies must have a minimum annual budget of \$400,000.

Applicant Questions

1. **All inquiries regarding this Request for Application shall be emailed to purchasing@bouldercounty.org on or before 12:00 p.m., Wednesday, December 22, 2010. All responses from the County to all inquiries shall be sent via email no later than close of business, Wednesday, December 29, 2010.**What to include in an inquiry
 - a. Inquirer's name, name of firm submitting the inquiry, mailing address, email address, area code and telephone number, and fax number.
 - b. RFA section, page number or other information useful in identifying the specific problem or issue in question.
 - c. A description of the subject or issue in question or discrepancy found.

d. Remedy sought, if any.

**2011 HUMAN SERVICES SAFETY NET APPLICATION
BOULDER COUNTY DEPARTMENT OF HOUSING AND HUMAN SERVICES**

SECTION 1: AGENCY BASIC INFORMATION:	
Agency name:	_____
Address:	_____
Phone number:	_____ Email Address: _____
Staff Contact & Title:	_____
EIN:	_____ Amount Requested: \$ _____

SECTION 2: NARRATIVE SECTION:

The narrative portion includes the following; executive summary, agency capabilities, scope of work plan and staffing plan. Format the narrative portions of the application as follows:

- Use one-inch margins at the top, bottom, and both sides.
- Use a font size of not less than 11 points.
- Print pages double-sided on white bond paper.

Content requirements

This section specifies the order and content of each application. Assemble the materials in each application set in the following order:

Application Cover Page

A person legally authorized to bind the Applicant must sign the Application Cover Page (**Attachment 1**). If the applicant is a corporation, a person authorized by the Board of Directors to sign on behalf of the Board must sign the Application Cover Page.

Agency Capability Section

This section must not exceed five (5) pages in length.

- 1) Include a brief history of the agency, including:
 - a) Date of establishment. If applicable, explain any changes in business history (i.e., name change, ownership, partnership arrangements, etc.) or organizational structure that will assist BCDHHS in determining the qualifications of the proposing firm.
 - b) A description of the proposing agency’s mission and/or goals that are relevant, closely related, or will complement the proposed project.
- 2) Describe experience that qualifies the agency to undertake this project. At a minimum, demonstrate that the proposing agency possesses three consecutive years of experience of the types listed in this section. All

experience must have occurred within the past five years. It is possible to attain the experience types listed below during the same time period.

- a. Working with diverse low-income clients in community-based settings, especially families with children, homeless adults, and those with disabilities.
- b. Managing contracts and programs, including partnering agencies and organizations that serve low-income communities.
- c. Implementing programs, especially those that keep low-income persons who qualify in supporting social services and self-sufficiency benefits.
- d. Establishing and maintaining effective working relationships with government entities, local community-based organizations, and private nonprofit organizations.
- e. Managing budgets, accounting and fiscal experience.
- f. Providing:
 1. emergency shelter services, or
 2. housing/rental assistance, or
 3. food assistance services, or
 4. outreach and enrollment assistance for food stamps and/or Medicaid/CHP+ programs

- 3) Briefly discuss how the agency's goals align with the Boulder County Human Services Strategic Plan including collaboration with community-based partner agencies.

SECTION 3: CONTENT OF THE WORK PLAN

The Scope of Work must include projected performance time lines and a detailed description of actions, methods, and approaches used to fulfill all Scope of Work requirements. This section must not exceed three (3) pages in length.

The Scope of Work must answer the following questions in order:

1. What emergency and safety net services will you provide with the funds requested and how will your approach to service delivery prevent long-term and more costly interventions in the future?
2. How long have you provided similar services in Boulder County?
3. What problem will you be addressing through the proposed services?
4. What outcomes are you seeking to accomplish through the proposed, expanded services?
5. How will you measure the outcomes, and with what frequency?

6. What is the target population to be served with the additional funding? Families, Individuals, etc.

SECTION 4: REQUESTED BUDGET AND BUDGET NARRATIVE: This section must not exceed two (2) pages in length.

Service Category	Direct Salaries	Operating	Admin Support	Total Request
Emergency Shelter				
Housing/Rental Assistance				
Food Assistance				
Food Stamps Outreach				
Food Stamps Enrollment				
Medicaid Enrollment				
TOTAL				

BUDGET NARRATIVE:

For each Service Category for which funding is being requested, explain how the funds would be used to meet the intended outcome. **Administrative support will be limited by this RFA to 10% of overall request.**

SECTION 5: PROOF OF NONPROFIT STATUS AND INSURANCE REQUIREMENTS

Nonprofit organizations must prove they are legally eligible to claim “nonprofit” and/or tax-exempt status by submitting a copy of an IRS determination letter indicating nonprofit or 501 (3) (c) tax-exempt status, OR provide proof of State of Colorado nonprofit status. Submit an explanation if this documentation cannot be supplied.

Nonprofit organizations must meet the Boulder County Contract Insurance Requirements (attached)

