



**Contra Costa Health Services
Health, Housing and Homeless Services**

Request for Qualifications (RFQ)

Bringing Families Home Program

Published: Friday, October 14th, 2022 Amended: Wednesday, October 19th, 2022

I. General Instructions

Contra Costa Health Services, Health, Housing and Homeless Services (H3 or “the County”) is seeking qualified, experienced, community-based providers to participate as contractors for Contra Costa County’s Bringing Families Home Housing Support Program as authorized by the State of California Department of Social Services (CDSS) and conducted in partnership with Contra Costa County Employment and Human Services Department (EHSD). The Bringing Families Home Program will provide housing supports and services to referred families receiving Contra Costa County child welfare services who are experiencing, or at risk of, homelessness, thereby increasing family reunification and preventing foster care placement as defined by CDSS and Assembly Bill (AB) 135 (Chapter 85, Statutes of 2021)*.

Program services will be a part of Contra Costa County’s Coordinated Entry System.

Applicants responding to this RFQ must provide; 1) a statement of characteristics and qualifications of the applicant agency(ies) that includes their experience providing services requested; 2) a project narrative describing the operational and service delivery program; and 3) a budget and budget justification. The initial contract period is targeted to be 15 months, from February 1, 2023 through April 30, 2024. Applicants must begin program operation immediately after signing a contract with H3. Funds to operate the Bringing Families Home Program will be awarded an initial 15-month budget of \$958,767.

H3 is expecting to award one contract to cover the services to be implemented through this RFQ. Applications submitted by an agency in collaboration with other agencies will be accepted if the collaborating agencies meet the requirements outlined below. Any contracts awarded will be based upon the quality of the application, organizational capacity of the applicants, and availability of funds. Depending on the number and qualifications of RFQ applicants, H3 may, after receiving approval from the H3 Director, move directly to a contract negotiation phase with selected applicant(s).

A. Format, Delivery and Due Date

This RFQ and all related materials are available online at the H3 webpage:
<https://cchealth.org/h3/>

All interested providers should submit a letter of intent in .pdf format by Wednesday, October 26th at 5:00 pm.

*https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB135

Contra Costa County – Bringing Families Home Program– Request for Qualifications

Electronic copies of letters of intent and submissions should be emailed to:

HomelessProgram@cchealth.org

Please include in the subject line: Bringing Families Home Program

Electronic submissions are due at the above email address by **5 pm on Friday, November 18, 2022**. Attachments must be in .pdf file format, with the exception of the budget, which should be submitted in an Excel format. Late submissions will not be accepted and will not be reviewed. There will be no exceptions.

In order presented, submissions should include the following:

1. Cover Page (see attached, 1-page).
2. Details of the agency(ies) who will be managing and operating the project (2-page maximum). Please describe the agency(ies) qualifications and experience relating to the requirements described herein. If the applicant is partnering with (an)other agency(ies), please specify their function/specific services provided to the program in the project narrative.
3. A project narrative (3-5-page maximum) that clearly states the agency's service delivery model including how the applicant will operate and manage the project and provide needed support services, including any applicable policies and procedures. Please incorporate how you plan to implement the County's approved Continuum of Care Program Models and Performance Standards found online at: <https://cchealth.org/h3/coc/pdf/Program-Models.pdf>
4. A budget outlining the expected cost of operating and managing the project including costs and oversight costs of offered services, broken down by major cost categories (1-page). The budget should include a justification in the template including breakdown of staffing and operating expenses relative to direct service costs to participating families.
5. Appendices can include copies of applicable policies and procedures (no page limit).

B. Bidders' Conference

All interested providers are invited to participate in a Bidders' Conference on **Friday, October 21st, 2022 at 11 am**. Register to attend via Zoom using this link:

<https://homebaseccc.zoom.us/meeting/register/tZAPcu6hrTkvGtbT7Vd15-Sv1Ap5S35kdTys>

All questions and answers will be addressed at the Bidders' Conference and will be posted to the H3 website.

C. Rules and Considerations

- The cost of developing and submitting a response to this RFQ is the responsibility of the applicant and will not be reimbursed through any contracts resulting from this RFQ process or from any other county funds.
- H3 may issue an RFQ amendment to provide additional data and/or make changes or corrections. Any amendments will be posted online. H3 may extend the RFQ submission

date if necessary to allow applicants adequate time to consider such information and submit required data.

- The RFQ process may be cancelled in writing by H3 prior to award if the Health, Housing and Homeless Services Director determines cancellation is in the best interest of the County.
- The RFQ process and any contract resulting from the process may be cancelled at any time if identified funding becomes unavailable.
- Contractor(s) (whether by contract or county) will be required to participate, through the County, in federally mandated data collection efforts, including participation in the Homeless Management Information System (HMIS).
- Selected contractor(s) must adhere to Contra Costa County’s contracting process, providing all information as requested by H3. Selected contractor(s) will also be informed of the County’s insurance coverage requirements, where applicable, and the process for contract approval (where applicable) by the Board of Supervisors.

D. Additional Information

This RFQ and all forms and materials for submission are available on the H3 Homeless Program website: <https://cchealth.org/h3/>

All RFQ submissions will be reviewed promptly and H3’s goal is to announce selection(s) or next steps by the end of November.

Applicants who are not selected may appeal H3’s selection of awardee(s) within three business days of notification. Appeals must be addressed to the Health, Housing and Homeless Services Director. Appeals must be in writing and shall be limited to the following grounds:

- The County failed to follow the RFQ procedures, which affected the proposal scoring; and/or
- The RFQ evaluation criteria were not appropriately applied to the proposal.

The Health, Housing and Homeless Services Director will respond to the appeal within two business days and the decision of the Health, Housing and Homeless Services Director will be final and not subject to further review.

II. Introduction

A. Health Services, Health, Housing and Homeless Services (H3)

Health, Housing and Homeless Services (H3) is a division of the Contra Costa Health Services Department that is committed to making homelessness an uncommon occurrence in Contra Costa County. H3 integrates supportive housing and homeless services across our health system; coordinates the homeless crisis response system across the county; and works with community partners to develop innovative strategies to address housing as a key determinant of health. Services are free of charge to individuals experiencing homelessness.

B. Bringing Families Home Program Services to be Provided through this RFQ

Applicants interested in delivering Bringing Families Home Program (BFH) services should describe how they will staff and meet the needs of the program as referenced herein. The following services are to be contracted by H3 through this RFQ. At a minimum, the responding agency will:

- Deliver housing services and supports to eligible and referred child welfare families and individuals that comply with the Bringing Families Homes Program as defined by and in compliance with the California Department of Social Services and California Welfare and Institutions Code, which includes:
 - Rapid Rehousing services, including Housing Navigation and Housing-related Case Management
 - Targeted Prevention Services
 - Housing-related Direct Financial Assistance, and
 - Housing Stabilization
- Operate in accordance with Housing First as enumerated in WIC Section 8255.
- Achieve targeted outcomes for referred program eligible families:
 - 28 Families experiencing homelessness to receive permanent housing through BFH
 - 29 Families at risk of homelessness to receive BFH homeless prevention services
- Manage and process all referrals received from Coordinated Entry for the program.
- Link participants to other providers, housing services and funding supports to maximize available services/support.
- Collect and timely document participant data and services delivered into the County’s Clarity/Homeless Management Information System (HMIS).
- Provide H3 with requested data from HMIS and/or systems in accordance with CDSS guidelines each month in order to accurately complete monthly BFH17 and associated reports.
- Participate in regularly scheduled housing placement meetings and case conferences.
- Possess current experience and demonstrated success to effectively place, house and provide assistance to systems impacted families (e.g. criminal legal system, child welfare system).
- Utilize trauma informed, culturally responsive and client centered practices.
- Operate the program in a manner that affirmatively furthers fair housing. This means that the program must be operated in a way that takes “meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics” per Government Code Section 8899.50.

Contractors must operate in compliance with the following local written standards:

California Department of Social Services’ Bringing Families Home Program: [Bringing Families Home Program \(ca.gov\)](#)

Contra Costa Coordinated Entry System Policies & Procedures:
<https://cchealth.org/h3/coc/pdf/CES-P-and-P.pdf>

CoC-HMIS Governance Charter, Policies & Procedures:
<https://cchealth.org/h3/coc/pdf/HMIS-Policies-and-Procedures.pdf>

In addition to complying with all HMIS Policies and Procedures, including HMIS participation, identification of an HMIS Agency Administrator, direct data entry, and data quality (accuracy, completeness, and timeliness), HMIS software utilization may be required; including but not limited to referral tracking/acceptance/denials.

III. RFQ Guidelines

Proposals should conform with the following guidelines.

A. Cover Page

- 1) Please complete the attached cover page (see final page of RFQ) and submit with RFQ.

B. Program Narrative (3-5-page maximum, 40 points total)

- 1) Describe the operational and service delivery program and the expected outcome. Include a description of the following: the approach and/or service/s; who will provide the approach and/or service/s; the setting where the approach and/or service/s will occur. Describe in detail at least one strategy you have implemented that advances racial equity within the organization or within your projects and services. Please include details on your staffing plan, your experience with the population to be served, and how services will be structured. Include a description of the training you will provide to program staff.
- 2) Describe how the project will include the perspectives of people with lived experience in the review and evaluation of the program. Explain how you will collect both qualitative (i.e., interviews, etc.) and quantitative (i.e., demographics, etc.) data in order to capture and document program utilization and outcomes. Please describe any HMIS experience including software used, processes (data entry, assessment collection, analysis, etc) and staffing to support project evaluation.

C. Budget (1-page maximum) (20 points total)

- 1) Using the provided budget template, provide a budget outlining the expected cost of the project, broken down by major cost categories.
- 2) Include a budget justification/narrative.

D. Characteristics and Qualifications of Applicant Agency (2-page maximum, 40 points total)

- 1) Write a narrative describing the characteristics and qualifications of the applicant agency(ies) who will be operating and managing the delivery of services. Please describe the applicant’s qualifications relating to the requirements described herein. Include a description of organizational capacity to serve the target population. Please provide a **brief description of the lead agency’s accounting system and internal controls as well as a copy of the agency’s** audited financial statements from the previous fiscal year. **A copy of the latest filed tax return must be submitted if audited financial statements are not available.**

If the applicant is collaborating with an(other) agency(ies), describe the role of each agency in the collaboration and indicate which agency will be the lead. Please include the following as appendices: a letter of commitment from each agency; corporate profiles for each agency; a description of roles for each agency; and descriptions of who will be involved in implementing and evaluating the program.

- Applicants must demonstrate a history in working with homeless or imminently homeless individuals, individuals with mental illness and/or co-occurring disorders, and individuals in racially/ethnically diverse settings in the Greater Bay Area, particularly Contra Costa County.
- H3 is seeking to fund potential awardee(s) with a track record of leadership in the community, and in developing and maintaining supportive relationships with the defined target population in Contra Costa County.

IV. Method of Evaluation

A. Initial Screening

Submissions will be screened for compliance and completeness as they are received. In order to receive a score, each submission must meet all of the following criteria. A failure to meet any one of these criteria will cause the submission to be disqualified. **DISQUALIFIED SUBMISSIONS WILL NOT BE SCORED AND WILL NOT BE FURTHER CONSIDERED FOR THIS CONTRACT.**

1. Submission was received by due date.
2. All sections of submissions as outlined in RFQ are included within page limit (Excluding Appendices).
3. Appendices are included and are complete, as applicable.

B. Scoring of Proposal

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A panel of RFQ reviewers will score each submission. A maximum of 100 points for each submission is possible using the following scoring:

- | | |
|-----------------------------|-----------|
| 1. Program Narrative | 40 Points |
| 2. Budget | 20 Points |
| 3. Applicant Qualifications | 40 Points |

Based on overall scores, RFQ reviewers will recommend to Contra Costa Homeless Program selection of the agency/agencies/awardee(s) to *potentially* fund to implement the project. Applicants may receive follow-up communications by H3 to schedule phone interviews as needed. Selection will be finalized by the H3 Director.

V. Important Dates

| Activities | Dates |
|--|----------------------------------|
| Request for Qualifications – Posted Online | Friday, October 14, 2022 |
| Optional Bidders’ Conference – 11am | Friday, October 21, 2022 |
| Letter of Intent due – 5:00 pm | Wednesday, October 26, 2022 |
| RFQ Proposal Due Date | Friday, November 18, 2022 |
| Awardee Announcement | Late November |

Contra Costa Health, Housing, and Homeless Services Division
Contra Costa County – Bringing Families Home Program
RFQ Cover Page

Name of Applicant Agency (or Fiscal Agent if one is utilized): _____

Address: _____

Contact Name: _____

Title of Contact Person: _____

Contact Phone/Email: _____

Collaborating Agencies: _____

Total Amount of Request: _____

Applicant Agency Signature:

This signature assures commitment to participate in this program if selected.

Executive Director

Type Name Here

Date