**Appendix 1: Application Template to Request for Proposals (RFP) (RFP# 137) Consultant Services**

The following Amendments have been made to this Application Template:

• Section 1.2 Applicant Information revised

• Footer revised to show Amendment 1 Appendix 1 RFP #137

1. **Cover Page**
   1. Service Component: HSH will be running separate evaluation processes for each service components included in RFP#137. As such, Applicants must submit a separate application for the service category(ies) that they wish to apply in order to be considered for a contract award.

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| **Service Component**  (select one) | 1. Strategic Planning  2. Stakeholder and Communication Engagement Services  3. Consulting Services Related to Medi-Cal and CalAIM  4. Advancing Equity at HSH and across the Homelessness Response System  5. Department Organizational Development |

* 1. Applicant Information

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| **Application Type**  (select one) | Sole Applicant (one organization applying to provide the Consulting Services)  Collaboration (more than one organization applying to provide services)  Subcontract (one lead organization with approved subcontractor) |

**Lead Organization**

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| **Organization Name** |  | **City Supplier #** |  | **Federal ID #** |  |
| **Address** |  | | | | |
| **Director Name** |  | **Director Phone** |  | **Director Email** |  |
| **Point of Contact** |  | **Point of Contact Phone** |  | **Point of Contact Email** |  |
| **Subcontractor Name (if applicable)** |  | **Subcontractor**  **Address (if applicable)** |  | | |

**Collaborating Organization (if applicable)**

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| --- | --- | --- | --- | --- | --- |
| **Organization Name** |  | **City Supplier #** |  | **Federal ID #** |  |
| **Address** |  | | | | |
| **Director Name** |  | **Director Phone** |  | **Director Email** |  |
| **Point of Contact** |  | **Point of Contact Phone** |  | **Point of Contact Email** |  |
| **Subcontractor Name (if applicable)** |  | **Subcontractor**  **Address (if applicable)** |  | | |

* 1. Certifications

I understand that the City reserves the right to modify agreement requirements at the time of funding and/or during the agreement negotiations; that an agreement may be negotiated for a portion of the amount requested; that funding sources are subject to change; and that there is no agreement until a written grant/contract has been signed by both parties and approved by all applicable City agencies.

In accordance with Administrative Code Chapter 12X, I certify that my company is headquartered at the address indicated above. I will notify the City if my company's headquarters moves.

The signatory below is a person authorized to obligate the Applicant to perform the commitments contained in the RFP and application. Submission of this document will constitute a representation by the above organization(s) that they are willing and able to perform the commitments and requirements contained in the RFP and application.

Signature of authorized representative(s):

**Name:**       **Title:**

**Signature:**       **Date:**

**Name:**       **Title:**

**Signature:**       **Date:**

1. **Minimum Qualifications**

Proposers must demonstrate that they meet all of the Minimum Qualifications (MQs):

* 1. Applicant must demonstrate they are not debarred or suspended on the federal SAMS database by attaching proof that the applicant is not debarred or suspended.
  2. Applicant must be a certified vendor with the City and County of San Francisco or have the ability to become a certified vendor within ten (10) days after notice of intent to award.
  3. Proposers must demonstrate the minimum number of years of experience per service category. Additional qualifications by service component:

1. Strategic Planning

i. Minimum of ten (10) years of experience working on issues of homelessness and supportive housing

ii. Minimum of five (5) years of proven experience successfully helping cities and counties with homeless systems re-design, including data systems

related to homelessness, and conducting complex analyses of homelessness data from coordinated entry systems and homeless program

iii. interventions, including rapid re-housing and permanent supportive housing programs

2. Stakeholder Community and Engagement Services

i. Minimum of one (1) year of experience in consulting services

ii. At least two years of experience working with vulnerable or low-income populations

3. Consulting Services Related to Medi-Cal and CalAIM

i. Minimum of two (2) years of proven experience providing consultation services to government and/or public agencies

ii. At least two (2) years of experience working on projects or providing consultation services related to CalAIM and/or Medi-Cal Whole Person Care

Pilots.

4. Advancing Equity at HSH and across HRS

i. Minimum of one (1) year of experience in consulting services

ii. At least two (2) years of experience working with vulnerable or low-income populations

5. Department Organizational Development

i. Minimum of five (5) years of proven experience providing consultation services to government and/or public agencies

ii. At least three (3) years of experience working with organizations in capacity building, coaching, and supporting Executive and Management Teams

* If any part of the service will be through a collaboration or subcontract, Applicants must indicate as such and describe the plan for collaboration to successfully deliver the services in this Request for Proposal. **Please add boxes as needed.**

**Plan for Collaboration**

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**Indicate Service Category (choose one): 1. Strategic Planning; 2. Stakeholder and Community Engagement Services; 3. Consulting Services Related to Medi-Cal and CalAIM 4. Advancing Equity at HSH and across HRS; 5. Department Organizational Development**

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| --- | --- |
| Prior or Current Program Name |  |
| Funder Name |  |
| Funder Contact Name |  |
| Funder Contact Title |  |
| Funder Contact Email Address |  |
| Start and End Dates of Services |  |
| Briefly describe how Applicant meets this Minimum Qualification: |  |

* 1. Provide at least three written references – current and/or former. **Please include as attachment and indicate as such in the box below.**

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1. **Project Approach (3 pages maximum for responses to this section)**
2. Applicants must describe their project approach to deliver the service component they are applying for and how this project approach will appropriately address the needs of this RFP (be sure to address all applicable items listed in Scope of Work). Must describe their communication plan with HSH and any collaborators, including other governmental agencies, community-based organizations, and tenants of the HUD CoC programs.

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3.2 Applicant must describe its understanding of homeless services funding at the local, state, and federal levels. *Applicant for Service Component - CalAIM*

*Consulting must additionally describe its understanding of Medi-Cal funding and reimbursement systems*.

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3.3 Applicant must describe its experience working with or providing consulting services to government agencies and/or in collaborating with the

nonprofit sector community service providers. Include in the response any experience working with the City and County of San Francisco and/or

HSH’s service providers on the issue of homelessness.

*Applicant for Service Component - Strategic Planning must additionally describe its experience performing complex analysis of homeless system data through “systems modeling” analysis tools with HMIS and Point In Time (PIT) data and homeless shelter and housing interventions.*

*Applicant for Service Component - Stakeholder Engagement or Service Component - Advancing Equity must additionally describe its experience working with vulnerable and/or low-income populations.*

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**4. Organizational Capacity, Staffing, and Relevant Experience (3 pages maximum for responses to this section not including resumes)**

4.1 Applicant must demonstrate that it has the organizational capacity and staffing structure needed to provide the proposed services including supervision

and management. The following must be included:

i. Attach resumes of key program staff and clearly identify which staff position they occupy, what their role in the RFP scope of work will be and provide written assurance that the key individuals listed and identified will be performing the work and will not be substitutes with other personnel or reassigned to another project without the City’s prior approval.

ii. Identification of a qualified lead professional responsible for the project and identification of the professional(s) who will be performing the day-to-day work.

iii. Identification of any sub-consultants who will be involved. If sub-consultants are proposed, describe the work they will perform and how they are qualified to perform it.

iv. A statement regarding the availability of all the professionals who will be involved in the work, including any sub-consultants, and whether staff assigned to the work are based in or outside of the Bay Area. This should include a disclosure of commitments on other major projects involving the same professionals.

v. A description of previously completed projects of similar scope and scale, including previous work in San Francisco, if applicable.

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**5. Fiscal Capacity - Budget**

5.1 All costs to the City shall be included in the prices entered on the Appendix 2: Price Proposal Template for a 12-month period. The following should be

included:

i. A not-to-exceed total budget amount

ii. An outline of and cost for each major sub-component identified by the consultant, as presented in the proposal

iii. The hourly rates for each person who will be involved in the work, including the rates for any sub-consultants

iv. A separate cost proposal for participation in any meetings (on a per meeting basis) should be provided, outlining convened meetings and regular check-ins separately

v. Costs for any additional services