



Request for Proposals Shelter Services for Lompoc Valley

Proposal Submittal Deadline:

Thursday, January 26, 2012, 5:00 p.m.

County of Santa Barbara
Department of Community Services
105 E. Anapamu St., Room 105
Santa Barbara, CA 93101

Introduction

The County of Santa Barbara is issuing this Request for Proposals (this "RFP") in order to identify potential interim shelter service providers to operate an existing shelter facility for homeless persons within the City of Lompoc and surrounding Lompoc Valley known as the Bridgehouse Shelter ("Shelter"). The County does not currently own the Shelter and the need for services is contingent upon its acquisition of the shelter.

Bridgehouse Shelter is located at 2025 Sweeney Road in the unincorporated area of the County, east of the City of Lompoc. The facility includes a 3,770 sq. ft. two-story residential dormitory and a 6,776 sq. ft. two-story multi-purpose building with a large kitchen downstairs and offices upstairs. The Shelter currently has a 56-bed capacity.

The objective of this RFP is to identify qualified interim shelter providers that are able to operate the shelter and provide case management services to assist homeless persons, with the intended goal of providing opportunities for these persons to obtain permanent housing. Recommendations will be made to the Board of Supervisors regarding the shelter, including identification of possible providers and the cost of operations.

This RFP includes a description of the facility; a summary of funds available; a scope of possible services to be rendered; and submittal requirements and timeline.

Responses to this RFP are due by 5:00 P.M. on Thursday, January 26, 2012. Information outlined on page 4 of this RFP must be received in hard copy format at the address below by the stated deadline:

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Questions pertaining to clarification on this RFP may be directed to Sharon Friedrichsen, Deputy Director of the Community Services Department at sfried@sbcao.org or 805.568.3520. Please be aware that all proposals and related materials received by the County become its property and may be returned only at the County's discretion.

Estimated Budget

The County anticipates that approximately \$75,000 annually will be available in federal and local revenues for fiscal years 2011-12 and 2012-13 to operate the shelter. These funds are competitive and are subject to Board of Supervisors' approval. Respondents are encouraged to apply for federal funding for shelter operations of Bridgehouse for Fiscal Year 2012-13 through the County's NOFA process, due Friday, January 27, 2012 (please see NOFA and applications at <http://countyofsb.org/housing/default.aspx?id=17772>)

Scope of Services

The County is seeking proposals that allow for a range of possible services, including, but not limited to:

- Operating the existing shelter facility (operations, staffing, facility maintenance)
- Providing case management services and/or coordinating with other providers to ensure clients at the shelter receive needed supportive services, with the goal of obtaining permanent housing assistance to clients
- Partner with the County in identifying additional revenues, including grants and private donations, in order to enhance services to shelter clients
- Provide recommendations to the County on the system of shelter services; including methods to enhance operations and supportive services at existing and/or future shelter locations

RFP Submission Requirements

The County will be reviewing the qualifications of potential shelter service providers as well as the specific proposal for operating the Bridgehouse Shelter. Information to be included within a proposal includes:

Agency Qualifications:

- Introduction letter on agency's letterhead indicating reason for responding/interest in providing services; authorized person to submit proposal and contact information
- Brief overview of the agency, including its mission and history and composition of the Board of Directors (number of members, the frequency of Board meetings, qualifications of members, especially in finances, shelter/human services, etc.). Include copies of the following items:
 - Organizational chart
 - List of current Board members
 - Articles of Incorporation
 - By-laws
 - Non-Profit Determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board (IRS 501 (c) Letter)
 - Applicable Central Contractor Registered – DUNS #
 - CA Attorney General Registry of Charitable Trusts Registration Number

- Current insurance coverage (General Liability, Automobile, Worker’s Compensation, etc.)
- Brief description of experience in operating shelters and/or transitional housing, and providing case management services. Include indicators of performance.
- Description not to exceed 150 words that describes the agency’s existing staff positions and qualifications, including whether staff is full-time, part-time, volunteer, etc.; its capacity to carry out proposed activities; and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure.
- Description not to exceed 150 words that describes the agency’s current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency’s fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, ability to administer program under cost reimbursement system and audit requirements. Include whether there are any outstanding audit issues from the most recently completed financial audit; whether the agency had any audit conducted in compliance with Single Audit Act (OMB-133) and any outstanding audit issues; and whether the agency complies with OMB Circular A-110, as implemented at 24 CFR Part 84 “Uniform Administrative Requirements for Grants and Agreements with Non-Profit Organizations”; OMB Circular A-122 “Cost Principles for Non-Profit Organizations”; OMB Circular A-133 “Audits of States, Local Governments and Non-Profit Organizations” and OMB Circular A-87 “Cost Principles for State, Local and Indian Governments.” Include copies of:
 - Latest Federal Tax Return Signed (990 Form)
 - Current Financial Statement (also known as Profit and Loss Statement or Balance Sheet)
 - Most Recent Completed Financial Audit
- Three references

Shelter Proposal: The County anticipates a contract for shelter services for January 2012 to June 30, 2012, with a possible extension for the period of July 1, 2012 to June 30, 2013.

- Description of proposed management and operation plan for the shelter, including:
 - Short-term plan for shelter operations as well as long-term strategy for shelter operations and supportive services
 - Anticipated units of service to be provided (shelter bed nights, clients served)
 - Outcome measures used to determine how the shelter is performing
 - Proposed hours of operations for shelter
 - Proposed staffing configuration (number of staff, job title and job description)
 - Proposed supportive services provided to shelter clients (indicate whether provide by staff or through another organization)
 - Proposed changes to service levels if budget should increase/decrease by 15%
- Detailed budget for shelter, based upon anticipated annual revenues of \$75,000, including:
 - Salaries and benefits for staffing costs for direct services at shelter (include administrative overhead cost as a separate line item if applicable)
 - Insurance costs
 - Utilities and Maintenance

- Food and other Supplies
- Other operating costs
- Cost for client supportive services (indicate if cost already included as part of staffing costs for shelter)
- Scenario budget

All materials should be submitted to the following address by **5:00 P.M. on Thursday, January 26, 2012**:

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Selection Process

The Board of Supervisors will receive an update on the responses received to the RFP and may consider entering into contract with a provider during a public meeting in February. Proposals will be evaluated based upon criteria including:

- Agency qualifications, including financial capacity and experience in operating shelters of a similar type and/or size
- Feasibility of proposed operational plan and cost reasonableness of budget
- Ability to provide additional resources to enhance the delivery of services to shelter clients and identify short and long-term strategies for shelter operations