Request for Letter of Interest and Qualifications

For

Professional Services to Support the Homeless Management Information System

DUE DATE FOR SUBMISSION:
November 27, 2019 4:00 pm

Submit to:
County of Santa Barbara
Community Services Department
Housing & Community Development (HCD) Division
123 E. Anapamu St., Room 2nd floor
Santa Barbara, CA 93101
Attn: Kimberlee Albers

P: (805) 560-1090
www.countyofsb.org/housing

I.   OBJECTIVE

The County of Santa Barbara Community Services Department (CSD) Housing and Community Development Division (County HCD) is soliciting letters of interest with qualifications from respondents with demonstrated experience and access to the local Homeless Management Information System. County HCD is the Lead Agency for the Santa Maria/Santa Barbara County Continuum of Care (Local CoC) and has obtained grant funding to build capacity in HMIS including addressing the following local challenges:

1. HMIS Functionality for easier data collection for high volume users and tracking for the Coordinated Entry System and Referral;
2. High Missing Data Rates–including documentation of Chronic Status and Destination Errors;
3. Low Permanent Supportive Housing Bed Coverage Rates;
4. Insufficient Staffing to Support End Users with Training, feedback on Data Quality and implementation of Security protocols; and
5. Lack of Data and Lack of Ability to Extract Data to make Informed Decisions on Effective Strategies to Address Homelessness Locally.

II.   BACKGROUND

The County's Community Services Department/Housing and Community Development Division (CSD/HCD) is the lead agency for the Santa Maria/Santa Barbara County Continuum of Care (CoC), and is the primary decision-making body with regard to contractual and fiscal matters, required reporting and has the responsibility to prepare and submit the annual Continuum of Care Application. HCD also acts as the Administrative Entity on behalf of the CoC and the region for the California Emergency Solutions and Housing (CESH) Program and the Homeless Emergency Aid Program (HEAP). The Homeless Management Information System is required by the U.S. Housing and Urban Development (HUD) department.

A. Eligible Proposers

Eligible applicants for this RFQ are agencies with a current Memorandum of Understanding to use the local HMIS system and employs active and trained end users.

B. Funding Available

$40,000 in funding is available for 1000 hours of data entry and agency support for Homeless Management Information System capacity building activities outlined in the Scope of Work.

III.   PROCUREMENT CONDITIONS

A. Negotiations

The County reserves the right to negotiate with the selected respondent relative to pricing, contract term, technical information, and/or other items from their proposal(s).

B. Technical Assistance

Questions regarding this RFQ should be directed to Kimberlee Albers, Homeless Programs Manager, kalbers@co.santa-barbara.ca.us, 805-560-1090.

C. Contract Term

The contract term for activities ultimately funded through this RFQ, upon execution of a professional services agreement, is from January, 2020 – January, 2021. The COUNTY reserves the option to amend the contract awarded through this RFQ contingent upon, but not limited to, satisfactory contractor performance.

IV.   SCOPE OF WORK
The following are the expected deliverables for the project:

Homeless Management Information System Support
a)   Data Entry of HMIS intakes and annual assessments for new agency users;
b)   Assist with implementation of SkanPoint module including printing SkanPoint id cards for use by large shelters;
c)   Increase data quality by assisting in identifying errors and correcting profiles as needed;
d)   Improve overall bed coverage by supporting new providers with transition to HMIS including data migration and other support tasks;
e)   Complete all tasks with high degree of accuracy and professionalism;
f)   Communicate with key staff at new providers to acquire needed data for entry into HMIS;
g)   Provide workspace and computer access to end users performing HMIS support.

V.   PROCUREMENT TIMETABLE
The timetable for the RFQ solicitation through contract award is summarized below. Note that these are target dates and are subject to change by County HCD.

RFQ Issued:	**November 15, 2019**
Proposals Due:	**November 27, 2019, 4:00 pm**
Proposal Review and Evaluation:	**November 27, 2019 – December 4, 2019**
Respondent Selected:	**December 5, 2019**
Contract Awarded:	**January 14, 2020**

VI.   SUBMISSION REQUIREMENTS

Respondents must submit the proposal by email to kalbers@co.santa-barbara.ca.us.

A. Required Content
Proposals must contain all the documents and conform to the requirements specified in this Section.
1. Letter
    The respondent must submit a letter signed by an authorized representative of the entity committing the respondent to provide the services as described in this RFQ in accordance with the terms and conditions of any contract awarded pursuant to the RFQ process. The letter must provide the following:
    a. Company Profile Information
    b. Capacity to Perform Project
        The respondent must describe qualifications and experience to carry out the support of the Homeless Management Information System. In addition, the

respondent must identify members of its staff who will be dedicated to the services described in this RFQ.

B. Submission Process/Instructions

It is the respondent's responsibility to ensure that all required materials are submitted by the dates and times identified in this Section and in Section V and in the appropriate format.

Due:	**November 27, 2019, 4:00 pm**
Submit by email to:	**Kimberlee Albers, County of Santa Barbara**
	Community Services Department
	Housing & Community Development (HCD) Division
	kalbers@co.santa-barbara.ca.us
	(805) 560-1090
	www.countyofsb.org/housing

VII.   METHOD OF EVALUATION

A Review Committee composed of County HCD staff will evaluate the extent to which the proposal meets the project requirements set forth in the RFQ, including an analysis of the respondent's experience and current use of HMIS.