

Chittenden County Homeless Alliance

Request for Proposal

Introduction to Invitation

The purpose of this Request for Proposal (RFP) is to select an individual or firm to:

1. Provide consultation and facilitation services for the Chittenden County Homeless Alliance (CCHA or the “Alliance”) Five Year Strategic Plan Development: defining scope of work, timeline, and budgetary parameter to ensure long-term sustainability of the CCHA.
2. Convene and gather input from community stakeholders, including the CCHA’s Executive Committee, Steering Committee, people with lived experience, and additional housing partners to inform the strategic plan development, implementation, and plan for evaluation, ensuring alignment with community values and the Alliance’s mission to ensure homelessness is rare and brief within Chittenden County;
3. Research, evaluate and provide tools and best practices for plan development, implementation, and evaluation for a wide-range of community stakeholders.

As a participant of the RFP, all terms and conditions of this RFP shall be in compliance. Proposals must be submitted via electronic communication and address any/all follow-up questions in writing.

Scope of Work

Provide leadership, facilitation, and guidance to CCHA’s Executive, Steering, and Strategic Planning Committees to identify goals, values, activities, and outcomes to support long term sustainability of the Alliance as we work toward ending homelessness during the next five years. The Scope will encompass a two-fold process including:

1. Strategic Plan Development: inclusive of all stakeholders within the community to identify shared goals and direction of existing and future activities
2. Successful Implementation: development of implementation plan and determining measures of success.

Initially, work will focus on gaining varying perspectives from stakeholders, including (but not limited to) non-profit leadership, municipal leaders, direct service providers, and people with lived experience: *full-scope engagement is vital to understanding need and ensuring a lens of diversity, equity, and inclusion is present*. Subsequently, work will focus on CCHA leadership development and guidance to the Executive Committee and chairs of sub-committees to ensure meaningful progress can be initiated and maintained over time.

Specific objectives include:

1. Guide the development, design, and evaluation of a strategic plan;
2. Coach and facilitate processes for the identification and prioritization of goals within the strategic plan;
3. Identify Alliance (organizational) improvement needs as part of the strategic plan, including but not limited to review and understanding of racial and other disparities within Alliance policies and programs;
4. Provide both guidance for and execution of best practices for the implementation of qualitative and qualitative information gathering (research) practices to inform and support Alliance strategic planning processes;
5. Develop and integrate quality improvement initiatives to the strategic planning process;

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6. Develop and maintain relationships with the Steering, Executive, and Strategic Planning Committees and community stakeholders to encourage information exchange and inter-agency collaboration during the strategic planning process.

Timelines

DATE: RFP finalized and made available / proposals reviewed by strategic planning, steering committee; contractor/proposal selected XX date

First 90 Days: Consultation with Steering, Executive, and Strategic Planning Committees to identify stakeholders, develop working ad-hoc committees, and focus groups. Preparation for strategic planning process.

4-6 Months: Implement and execute a plan to engage CCHA leadership, City officials, direct service providers, and people with lived experience in a strategic planning process culminating in a strategic plan.

Terms and Conditions

RFP Submission

- Proposals must be received on or before **4:00pm on Friday, June 24, 2022**. Late proposals will not be accepted.
- Proposals should be submitted electronically to:

CCHA Strategic Planning Committee

c/o Sarah Russell and Nicole Kubon, co-Chairs

srussell@burlingtonvt.gov and nicolek@stepsvt.org
- The proposal submission should include the following:
 - Complete Applicant Questionnaire
 - Qualifications of the individual/organization including prior experience with non-profit strategic planning, capacity to perform work, and any experience with large multi-stakeholder alliances/groups, and/or any experience with homelessness capacity-building;
 - Qualifications of the proposed strategic planning staff, including the above experience;
 - An explanation of the proposed process for strategic plan development and the resulting anticipated product of work;
 - Statement detailing experience and commitment to diversity, equity, and inclusion;
 - Three references of recent clients with contact information;
 - Proposed fee structure for requested services, with projected costs for a six-nine month strategic planning process, including a maximum fee to be charged.

The CCHA Strategic Planning Committee will review all proposals and interview individuals/organizations who are finalists by **Friday, July 22, 2022**. The Strategic Planning Committee anticipates to make recommendations to the CCHA Steering Committee on **Monday, August 8, 2022**.

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Proposal Response and Date Requirements

Deadline: The CCHA will only accept one proposal from each individual/organization. All proposals must be submitted to the above mentioned CCHA Strategic Planning co-Chairs. The completed proposal and W9 Form must be included with all responses. Incomplete responses and responses received after the deadline will not be considered.

All proposals are due on or by: **Friday, June 24, 2022 at 4:00pm (EST)**

Pricing: Individual/organization must provide pricing on a Total Fee for Service basis.

Withdraw of Proposal: An individual/agency may withdraw their proposal without prejudice prior to the time specified for the proposal opening by submitting a written email request to the Strategic Planning Committee co-Chairs.

Retention of Proposal: CCHA reserves the right to retain all proposals. CCHA also retains the right to reject and waive non-substantial irregularities in any proposal or all proposals, and also to reject one part of a proposal and accept another.

Rejection or Failure to Accept Proposal Terms and Conditions: If an individual/organization fails to agree to accept terms and conditions of the contract after the notification of winning the award contract, the pending award will be nullified and offered to another vendor.

Non-Exclusive Contract: CCHA will make all efforts to honor the primary vendor that has won the award of contract, however if it is detrimental to the Alliance to honor the contract, CCHA reserves the right to engage with/purchase the services from other individual/organizations.

Contract Requirements: The individual/organization to whom the award is made shall execute a written contract with the CCHA co-Chairs after notice of the award has been initiated. Terms and Conditions of award will be made by mutual consent by both the recipient of the award and the Alliance. The contract shall be made in the form adopted by CCHA in these specifications. The vendor warrants that they possess, or has arranged through subcontracts, all capital and other equipment, labor, materials, etc., to carry out and complete all work hereunder in compliance with all Federal, State, County, City, and Special District Laws, Ordinances, and Regulations, which are applicable. Further, vendor shall comply with all Federal, State, County, City, and Special District Laws, Ordinances and regulations with are applicable.

Proposal Evaluation: All proposals shall be evaluated with emphasis placed on the individual/organization's ability to provide the service(s) required by the CCHA.

If you have questions or would like further clarification of any aspect of this RFP, please contact:

Sarah Russell: srussell@burlingtonvt.gov and Nicole Kubon: nicoleK@stepsvt.org

Attachments:

1. Applicant Questionnaire

*For a complete list of Chittenden County Homeless Alliance Steering Committee members,
Please visit our website: <http://www.cchavt.org/>*