



2016 Request for Qualification (RFQ)

2016 Greater Los Angeles Homeless Count Demographic Survey

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| RFQ Release Date | Friday, October 23, 2015 |
| Submission of Questions via e-mail | 3:00 pm on Friday, October 30, 2015 |
| RFQ Deadline | 5:00 pm on Friday, November 6, 2015 (Pacific Daylight Time) |
| Contract Start Date | Monday, November 16, 2015 |
| Final Survey Submission Date | Friday, January 15, 2016 |
| Contract End Date | Monday, February 29, 2016 |

Contents

| | | |
|-------|--|----|
| I. | INTRODUCTION | 3 |
| II. | PURPOSE OF REQUEST FOR QUALIFICATIONS | 3 |
| III. | SCOPE OF WORK | 4 |
| IV. | REQUIREMENTS FOR RFQ | 5 |
| | A. Eligible Applicants | 5 |
| | B. Cover Letter..... | 5 |
| | C. Approach to the Project Objectives and Scope of Work..... | 5 |
| | D. Required Qualifications..... | 5 |
| | E. Cost Structure..... | 5 |
| | F. Contract term..... | 6 |
| | G. Estimated Timetable | 6 |
| | H. Questions and Answers..... | 6 |
| | I. Deadline Submission for RFQ..... | 6 |
| | J. RFQ Minimum Criteria Standards | 7 |
| V. | Request for Information Form | 8 |
| VI. | CONDITIONS OF FUNDS | 9 |
| | A. Funding Available | 9 |
| | B. Completion of Request for Qualification Process | 9 |
| VII. | RFQ SUBMISSION | 9 |
| VIII. | CORE RFQ DOCUMENT LIST | 10 |

I. INTRODUCTION

The Los Angeles Homeless Services Authority (LAHSA) is a joint powers authority formed by the City and County of Los Angeles in 1993 to address the problems of homelessness in the Los Angeles Continuum of Care (LA CoC). The Continuum includes all cities and unincorporated areas within Los Angeles County, with the exception of the cities of Glendale, Long Beach, and Pasadena.

LAHSA conducts the Greater Los Angeles Homeless Count every two years, and commencing 2016 will conduct the Count annually, as part of its mission "to support, create and sustain solutions to homelessness in the City and County of Los Angeles by providing leadership, advocacy, planning and management of program funding. Volunteers throughout Los Angeles County will mobilize on January 26, 27 and 28, 2016 to conduct a count of both sheltered and unsheltered homeless people. Due to Los Angeles County's size and population, the Greater Los Angeles Homeless Count is the largest in the nation. Homeless counts are "Point-in-Time" counts over a designated period of time. Data from the count is critical to addressing the complexities of homelessness and planning how to best invest public resources, raise public awareness, identify the needs of homeless people and improve service delivery opportunities to prevent and eliminate homelessness in our region. The 2015 Homeless Count found an estimated 39,461 homeless people across Los Angeles County.

The Homeless Demographic Survey Component will encompass 5500 street interviews over a three month period, covering the 4,000 square miles and over 2100 census tracts through a demographic survey. LAHSA will oversee the management and execution of an updated demographic survey and the results will be applied to the 2016 Point in Time Count Results to assist the VA with accomplishing its goal of preventing and ending Veteran homelessness by the end of 2016.

This demographic information helps the federal government better understand the character and scale of homelessness nationally. Locally, the Count provides valuable information to guide the allocation of limited resources for housing and services. It is also essential for future planning to prevent and end homelessness in Los Angeles.

II. PURPOSE OF REQUEST FOR QUALIFICATIONS

This Request for Qualification (RFQ) by LAHSA is a request for information only; this is not a competitive solicitation. LAHSA is issuing this RFQ to obtain information from providers that are interested in and qualified to provide services described above and more fully described in the Scope of Work included in this RFQ. The objective of this RFQ is to gather pertinent information from prospective providers and should not be misconstrued as an offer to enter into an agreement with LAHSA. Additionally, LAHSA reserves the right to amend this RFQ by written addendum. LAHSA will review the responses to this RFQ, which may subsequently lead to further investigation and requests for additional information. Information received in response to this RFQ may be used in preparation of a Request for Qualification (RFQ), a Targeted Request for Proposal (Targeted RFP), an Invitation for Bids (IFB), or another method for the solicitation of services, including contracting by negotiation with a provider exhibiting the required capability and qualifications, if an insufficient number of qualified responses are received. Alternately, LAHSA may take no further action after reviewing the responses to this RFQ.

III. SCOPE OF WORK

STATEMENT OF WORK

The Applicant will interview, select and hire a proposed number of survey workers with experience in the field and coordinating lead surveyors to interview and complete demographic surveys of homeless individuals living in shelters, vehicles, encampments, homeless families and veterans on the streets for the Los Angeles Homeless Services Authority (LAHSA) and the Los Angeles Continuum of Care (LA CoC).

The survey instrument will gather information on gender, family status, military service, length and recurrence of homelessness, usual nighttime accommodations, causes of homelessness and access to services through a combination of open-ended, closed-ended and multiple response questions.

The selected Applicant will administer 5,500 demographic surveys of unsheltered individuals and families within specified census tracts of the LA CoC, which comprises the balance of Los Angeles County.

Surveys are to be administered from November 16, 2015 to January 15, 2016. All surveying MUST be completed NO LATER THAN January 15, 2016.

SURVEY DESIGN AND DEVELOPMENT

- Verify hot-spot zones and generate Map of Census Tracts & Reports for the number of Surveys required within each Tract.

DATA COLLECTION, PROCESSING AND MANAGEMENT

- Review each survey for accuracy and completeness before providing to LAHSA project staff.
- Conducted as in-person interview with homeless population
- Create a shared document updated daily that includes number of surveys completed, census tracts covered, targeted groups surveyed (people living in vehicles, veterans, families, etc.)

ADDITIONAL RESPONSIBILITIES

- Target populations within census tracts.
- Work closely with LAHSA staff, the advisory committee and Homeless Count team.
- Review of census tract coverage – provide justification for new census tracts to be covered.
- Select and hire a proposed number of survey workers and lead surveyors.

LAHSA REQUIREMENTS

- Agrees to follow methodological protocols.
- Participate in training at LAHSA and train surveyors.
- Provide a structure outlining staffing, responsibilities and key activities/deliverables, etc.
- Create quality assurance protocols.
- Conduct surveys of homeless individuals in assigned census tract locations.
- Use incentives as provided. Food cards for interviewees will be provided by LAHSA.
- Complete survey tracking sheet form.

IV. REQUIREMENTS FOR RFQ

A. Eligible Applicants

Eligible applicants for this RFQ are public or private colleges or universities, and not-for-profit or for-profit organizations who do not have a conflict of interest, including, but not limited to, being affiliated or associated with a homeless service provider(s) or being presently a direct recipient of public or private funds for the provision of homeless services or housing.

B. Cover Letter

A brief introduction to your organization including, but not limited to, a discussion of qualifications, experience with similar projects, and a primary contact person's name, email address and telephone number. The letter must be signed by an authorized signatory.

C. Approach to the Project Objectives and Scope of Work

Provide a description of your approach for successfully completing the Project Objectives, which must list:

- 1) Each key activity (action step);
- 2) How each key activity will be accomplished and who is responsible;
- 3) Hiring process to ensure survey workers have experience working with homeless and vulnerable populations, and
- 4) The date each key activity will start and be completed;
- 5) Describe the quality assurance protocol process to ensure completeness and accuracy of demographic surveys;

D. Required Qualifications

The RFQ must demonstrate that the following minimum requirements are met:

- a) The organization must have five (5) years proven experience in conducting interviews and surveys of unsheltered homeless persons living on the streets (including individuals living in vehicles, makeshift shelters, veterans, families, etc.) to gather key demographic information about the Los Angeles homeless population.
- b) Preference will be given to applicants who will partner or subcontract with organizations that work with homeless veterans.
- c) Demonstrate experience in providing similar services in the public or private sector;
- d) Must have substantial understanding and working knowledge of homeless populations;
- e) Must have working knowledge of HUD definitions, requirements, and regulations;
- f) Demonstrate strong supervision of staff;
- g) Demonstrate the ability to show quality of survey protocols;
- h) Knowledge of LA County (LA CoC) geography and proof of established networks;
- i) Demonstrate ability to provide transportation for surveyors;
- j) Provide evidence of how daily status updates will be reported;
- k) Provide evidence of how daily tracking of incentives for interviewees will be monitored.

E. Cost Structure

The cost structure and cost estimate must include the estimated cost associated with each key activity and must describe the pricing structure from the beginning of the project through to completion, with the final product being a minimum of 4,500 accurate and completed demographic surveys of unsheltered individuals and families within the specified census tracts of the LA CoC. Applicants must

explain the cost structure for services, including staff configuration, hourly billing rate(s) and proposed hours needed to complete the project.

Sample Cost Structure

| Expenses | Amount | Description |
|---------------------------|---------------|-------------|
| Staffing | \$.00 | |
| Transportation | \$.00 | |
| Other | \$.00 | |
| Other | \$.00 | |
| Admin/Indirect Cost | \$.00 | |
| | | |
| | | |
| | | |
| | | |
| Total Project Cost | \$.00 | |

F. Contract term

The project contract term shall be for a period no longer than 90 days from November 16, 2015 that shall conclude on February 29, 2016. However, all surveys must be completed no later than January 15, 2016.

G. Estimated Timetable

The following dates and timeline are estimates and are subject to change by LAHSA.

| Estimated RFQ Timetable | Date |
|------------------------------------|--|
| Release of RFQ | Friday, October 23, 2015 |
| Submission of Questions via e-mail | 3pm on Friday, October 30, 2015 |
| RFQ Deadline | 5pm on Friday, November 6, 2015 (Pacific Standard Time) |
| Contract Start Date | Monday, November 16, 2015 |
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H. Questions and Answers

All questions concerning this RFQ must be submitted in writing by e-mail to fundingopportunities@lahsa.org with "RFP – 2016 Homeless Count" in the subject line and must be received by October 30, 2015 no later than 3:00 p.m. (PST). The answers to all questions submitted by the deadline will be provided within four business days, if not sooner, and posted on the LAHSA website, www.lahsa.org. Questions asked via U.S. mail or other forms of communication will not be accepted or responded to.

I. Deadline Submission for RFQ

Interested parties may submit in either electronic format using LAHSAs FileShare Account or using a combination of hard copy and electronic formatted submission with preference for utilizing LAHSA's FileShare Account process. To submit using FileShare, you must request a FileShare account set up via

e-mail at fundingopportunities@lahsa.org. If there is sufficient time, an account will be set up for your agency. Agencies wishing to submit using standard format shall submit an original (with "**ORIGINAL**" clearly marked on the cover page) one copy (with "**COPY**" clearly marked on the cover page), and one electronic formatted copy (in a thumb drive or alternate external hard drive). ***The copies must be identical to the original document in order to be reviewed.*** Original RFQs and copies shall be submitted to:

LAHSA Funding Manager
Homeless Count 2016 Request for Proposal
Los Angeles Homeless Services Authority
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017

RFQs submitted must be RECEIVED by FileShare or hand delivery, mail or messenger in the LAHSA office no later than 5:00 p.m. (PST) on November 6, 2015. The cover letter must be signed by an authorized signatory. **Submissions to this RFQ received after 5:00 p.m. on November 6, 2015, or sent via fax, may be returned.**

Amendments and/or addenda submitted after the deadline will not be accepted. However, LAHSA reserves the right to request clarification of unclear or ambiguous statements made in the proposal.

J. RFQ Minimum Criteria Standards

Applicants will be evaluated for both minimum standards and standards exceeding excellence as delineated below:

Proposals will be reviewed to determine if they meet the following criteria:

1. The organization must have five (5) years proven experience in conducting a statistically reliable and expansive survey of unsheltered homeless persons living on the streets.
2. RFQ Organization must not been debarred by the Federal Government, State of California, or a local government.
3. Organization does not have unresolved contract non-compliance, non-performance, suspension or termination for cause, or other adverse audit findings with LAHSA or any other public funding source in the past five years.

V. Request for Information Form

Proposer Information

| | | | |
|----------------------------|--|------|--|
| Legal Name of Proposer: | | | |
| Executive Director: | | | |
| Executive Director E-Mail: | | | |
| Executive Board Chair: | | | |
| Proposer Address: | | | |
| City: | | Zip: | |
| Proposer Telephone: | | | |

Legal Authorized Representative & Fiscal Accountability Agent (The person(s) authorized to enter & sign contracts, payment requests, checks, and legal documents)

| | |
|------------------------------|--|
| Authorized Rep. / Title: | |
| Authorized Rep. Telephone: | |
| Authorized Rep. E-Mail: | |
| Authorized Fiscal Rep Title | |
| Authorized Fiscal Rep Phone | |
| Authorized Fiscal Rep E-Mail | |

Contact Person for Proposal (If different from Authorized Rep.)

| | |
|---------------------------|--|
| Contact Person* / Title | |
| Contact Person Telephone: | |
| Contact Person E-Mail: | |

**This must be the person who is most knowledgeable about this proposal and able to respond to any questions regarding this proposal. This is the person LAHSA will contact regarding this RFQ.*

Fiscal & Accounting Representative

| | |
|------------------------|--|
| Fiscal Rep./Title: | |
| Fiscal Rep. Telephone: | |
| Fiscal Rep. E-Mail: | |

Homeless Management Information Systems (HMIS) Contact

HMIS Contact/Title:

HMIS Contact E-Mail:

VI. CONDITIONS OF FUNDS

A. Funding Available

LAHSA will provide funding from sources including but not limited to, the City and County of Los Angeles, depending upon the approved budget and availability of funds.

B. Completion of Request for Qualification Process

All organizations are required to complete a Request for Qualification (RFQ) process.

- 1) The RFQ process is a three step process which ensures that an organization is established and can meet the needs of the diverse funders and their various regulations.
 - a. Step One involves completing the on-line RFQ form and pushing the “submit” button.
 - b. This automatically begins Step Two in which LAHSA’s IT staff generates a web-based FileShare account which your organization confirms with IT.
 - c. Step Three is the last step, and is when the organization uploads their core documents into each of the file folders in FileShare.
- 2) Core documents are listed on LAHSA’s website at www.lahsa.org on the Funding page and also as Attachment VIII in this document.
- 3) If you have already completed the RFQ for a recent proposal, and your documents are all **current**, you will simply complete a new Core Document Certification that your documents uploaded in FileShare are current and Litigation Certification.

VII. RFQ SUBMISSION

- A. All RFQs must be received by FileShare, no later than **5:00 PM (Pacific Daylight Time), Friday, November 6, 2015**. RFQs will not be accepted via facsimile.
- B. RFQs received after 5:00 PM (Pacific Daylight Time) on Friday, November 6, 2015, may be returned without review.

VIII. CORE RFQ DOCUMENT LIST

The following core documents must be submitted electronically to the proposer's FileShare account. Failure to submit any of these documents in an application may result in ineligibility of the application. If you have intentionally left an attachment out of the proposal, please submit an electronic document using the following nomenclature: "Document Name - Intentionally Left Blank". Include the explanation of why the attachment is not relevant to your proposal in this document and upload to the FileShare folder designated for this document.

- ADA Policy and Procedures for compliance with applicable provisions of the Americans with Disabilities Act (ADA) and any reasonable accommodation process in place for persons with disabilities (for employees, program participants, and the public)
- Articles of Incorporation, including any amendments, and by-laws
- Audited financial statements, including if required, OMB A-133 Single Audit (last 2 fiscal years or written explanation as to why no audit was conducted)
- Board of Directors/Trustees List
(If applicable, list of Audit Committee members and charter (SB 1262, the Nonprofit Integrity Act of 2004))
- Business License(s) from applicable City and/or County jurisdictions. Varies based on location of proposed program. If no business license for proposed jurisdiction, explanation is required.
- California Active Business Entity - Proof of Active status at kepler.sos.ca.gov or CA Certificate of Good Standing (no more than 6 months old)
- Conflict of Interest Policy
- Core Document Certification (form can be found on the LAHSA website) http://www.lahsa.org/filesshare_reports
- Cost Allocation Plan for organizations receiving funding from multiple sources (private and governmental)
- Executive Leadership/Senior Management Team (Resumes or Short Biographies)
- Insurance - Evidence of General Liability and Workers Compensation Insurance (Organization-wide and project specific as applicable)
- IRS tax exempt status (determination (501(c)3 letter) Annually include Proof of active non-profit status from www.irs.gov/Charities-&-Non-Profits/Search-for-Charities
- IRS Form 990 (Most recent fiscal year or written explanation why form was not filed with the IRS.
- Required for non-profits, not required for for-profit or government entities) Can be provided electronically if available from www.oag.ca.gov/charities or at Guidestar.com (Please check and provide location of file)
- Litigation and/or Contract Compliance Certification (form can be found on the LAHSA website) http://www.lahsa.org/filesshare_reports
- Organizational charts as follows:
 1. Organization-wide including all departments/programs, show where proposed program is/will be included
 2. Administration
 3. Proposed Program
- Other applicable business licenses or certifications