

Request for Proposals: Homeless Services Consultant

Contact Information:

Christy Madden
Sr. Deputy Executive Officer
Community Development – County Executive Office

805.654.2679
Christy.madden@ventura.org

I. Background

The County of Ventura seeks professional consulting services to conduct a comprehensive analysis of unsheltered homelessness, develop actionable goals aligned with the Ventura County Plan to Prevent and End Homelessness, and develop specific recommendations for effectively meeting the needs of that population. While our community has strong homeless service providers, we continue to have a sizable population of unsheltered individuals in addition to about 250 residing in Project Roomkey funded primarily with Federal Emergency Management Agency (FEMA) funding. Once FEMA funding is exhausted, there are grant funds to support these persons for approximately 2-3 months. The County of Ventura is a full-service County with public hospitals, clinics, mental health services, public safety, and watershed protection among other public services. The County also provides staff support to the Ventura Countywide Continuum of Care (“CoC”) who has adopted the [Ventura County Plan to Prevent and End Homelessness](#). The CoC’s plan outlines a general framework but lacks actionable goals which are anticipated to be developed through this solicitation. The County will be the administrative and contracting point of contact for the collaborative effort under this RFP. An invitation has been extended to the ten cities in the County to partner in this effort as several had planned to develop their own homelessness plans; this presents an opportunity for collaboration and regional cohesion as they benefit from the larger initiative, while obtaining jurisdiction specific recommendations for their respective communities.

This RFP has twin goals. First, a comprehensive needs assessment and gaps analysis to understand the size and unmet needs of the unsheltered and temporarily sheltered community. Secondly, to develop recommended, actionable plans for addressing both unsheltered homeless and gaps in the current system that are inhibiting improved outcomes. Ideally, these actionable plans should include concrete proposals, including estimates of required capital investment(s), ongoing operational costs, funding models, and an operating partner assessment.

II. Scope of Services

The County seeks professional consulting services from highly skilled, experienced, and diverse firm(s) or individual(s) to create and present a viable, comprehensive plan for long-term solutions to unsheltered homelessness. This plan should be in the form of a final written report and include presentation materials as well. This scope of services also includes workshops facilitated by the consultant with elected officials, advocates, community members and/or funding partners. Three area cities, Thousand Oaks, San Buenaventura, and Oxnard are partnering with the County to obtain jurisdiction specific recommendations for their communities.

Phase 1: Needs Assessment/Gaps Analysis

- Analyze & summarize existing data of the CoC’s homeless population and service system with a focus on people who are unsheltered.
- Map and analyze the existing shelter and housing services within the CoC identifying

specific gaps inhibiting improved outcomes for persons experiencing homelessness. Several new programs are anticipated, including additional permanent supportive housing, which should be included in the analysis.

- Identify the gaps in services compared to best practices, and specifically identify why those unsheltered are not seeking support from the existing network of providers and/or when the existing network reaches capacity. This should include interviews with existing providers of temporary and permanent shelter, housing, day services, and other services (e.g., medical, mental health, and substance treatment); the leadership of the Ventura County CoC Board; advocacy groups; and most importantly, people who are or were unsheltered.

Develop an estimate of the current population of unsheltered individuals experiencing gaps in services. If possible, develop an estimate of the unsheltered population in 5 to 10 years to enable long-range capacity planning.

- Obtain community input on the scope of the issue and potential solutions from all stakeholders after delivering baseline education to participants regarding best practices to help contain expectations around ineffective/unproven interventions. Input should include the business community, neighborhood associations, faith communities, government entities, other interested community members, and importantly, persons with lived experience.
- Summarize key findings of the unsheltered homeless population's needs and system analysis in a written report.
- Presentation of findings to the CoC's Board of Directors and the Ventura County Board of Supervisors.

Phase 2: Define Solutions, Cost Analysis

- Develop multiple options/recommendations for addressing unmet homelessness program needs. We are seeking concrete, well-defined recommendation(s) that include specifics on services, staffing, and facilities, as applicable. Recommendations should include specificity on the number of individuals to be served, the services to be provided, staffing levels & required skills, including an estimate of the cost of providing those services.
- Recommendations must include budget estimates for start-up expenses, ongoing operating costs, and funding sources. The start-up expenses should include an estimate of the one-time costs of acquiring and upfitting any necessary facilities, as applicable and estimate the costs per outcome for specific interventions (e.g., shelter, interim housing, permanent and rapid re-housing, etc.). The recommendations should include a feasibility study for long-term funding of operational expenses including public and private grants and may present findings in relation to the costs associated with not implementing the recommendations.
- Deliver a written report on your findings and recommendations, including likely capital costs, estimated operating expenses, and ongoing funding sources.
- Presentation of findings to the CoC's Board of Directors and the Ventura County Board of Supervisors.

It is anticipated that the consultant's report will be used to:

- Select a model or models for implementation.
- Pursue and obtain funding for implementation of the recommendation(s).
- Outline the public benefits gained from meeting the needs of the unsheltered population.
- Provide staff and the client team with a basis for the development of resources, including funding and partnerships required for next steps.

III. Submission Details and Timeline

A. Submission Instructions

Any and all questions related to this RFP are due to Christy Madden at Community.Development@ventura.org **no later than 3:00 p.m. November 2, 2022.**

The County is accepting emailed submittals **ONLY**. Submittals may be emailed to:

County of Ventura
County Executive Office
Attention: Christy Madden
Email: Community.Development@ventura.org

Submittals must be in PDF format and should not exceed thirty (30) pages.

Proposals must be submitted via email to Community.Development@ventura.org no later than **November 11, 2022.**

B. Content Requirements

Each submission should include the components outlined below. Each component may be relatively succinct as long as the key information is conveyed. Submissions should not be longer than 30 pages, not including required forms or addenda.

1. Cover Letter

- The cover letter should serve as the introduction to your proposal and to your operation.
- Describe what makes you qualified to draft this analysis and recommendations and why you would like to take on this project.

2. Experience and Qualifications of Applicants

- Describe the skills and experience of you and your project team (if applicable) as well as what best qualifies you or your firm to work on this project. Please provide resumes and relevant experience for the key project team members.
- Describe any education or specialized training that you or your team have received relative to this opportunity.

- Describe any past projects that are relevant to the scope of this RFP.
- Provide references for previous projects of a similar scope.
- Demonstrate your track record of success.

3. Project Understanding and Approach

- Describe your understanding of the scope of work and how you plan to achieve the objectives.
- Summarize and outline your timeline for the project.

4. Costs

- Outline all expected costs, delineating by primary task.
- Delineate staff costs, any travel, and ancillary costs separately.

C. Evaluation Criteria

Proposals will be evaluated according to the following criteria (in priority order):

- Overall understanding of the project and demonstrated ability to perform scope of work
- Qualifications and relevant experience of applicant
- Project approach
- Project cost
- Timeframe for delivery of final report

D. Interviews

Representatives from the County of Ventura and Ventura CoC comprise the project team and will evaluate proposals. Proposals best fitting the criteria may be selected for interviews and proposers should be prepared to schedule interviews in mid-November.

E. Timeline

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| RFP Release Date | October 5, 2022 |
| Questions Due | November 2, 2022 |
| Answers Posted | November 4, 2022 |
| Submission Deadline | November 11, 2022 |
| Contract Award | December 6, 2022 |
| Anticipated Performance Period | Six – Eight Months |

IV. Submission Disclaimer

The County may, at its sole discretion, request that proposers supplement their qualifications with additional information following initial submittal. The County reserves the right to reject any or all proposals submitted, to cancel this RFP, and/or to modify and reissue the RFP at any time.

Pursuant to the California Public Records Act, all documents submitted in response to this RFP will be considered public records and will be made available to the public upon request.

V. Confidentiality

Vendor may have access to, during the course of the contractual relationship with the County of Ventura sensitive, proprietary, or confidential information. Vendor shall not, without prior written consent of the County of Ventura (1) disclose any information obtained as a result of this contractual relationship to any third party OR (2) make any public statement or comment on the subject matter(s) with regard to which the Vendor is or was contracted with or retained by the County of Ventura. Vendor may be required, as a condition of this contractual relationship, to enter into a Non-Disclosure Agreement prior to providing any services or receiving any County of Ventura information under this contractual relationship.