

MEETING DATE: May 27, 2008

AGENDA ITEM: Authorization of the Release of a Request for Proposals
for Homeless Outreach Services.

ATTACHMENTS

	<u>Pages</u>
1. Notice Requesting Proposals: RFP #1388	1-10

ATTACHMENT 1

NOTICE REQUESTING PROPOSALS

RFP # 1388

Notice is hereby given that sealed proposals will be received by the City of Culver City, California, for furnishing the following:

**REQUEST FOR PROPOSALS FOR HOMELESS ASSISTANCE, OUTREACH, DATA
COLLECTION, AND CASE MANAGEMENT SERVICES**

in strict accordance with the Specifications on file in the office of the CITY PURCHASING OFFICER, 4343 Duquesne Avenue, Culver City, California, 90232. Copies of specifications and proposal documents may be obtained from the PURCHASING OFFICE at that address, telephone number (310) 253-6550.

Original and TEN (10) copies of the proposal must be filed with the CITY CLERK in CITY HALL, 9770 Culver Boulevard, Culver City, California, 90232, not later than **3:00 p.m. on Thursday, June 26, 2008**, at which time they will be publicly opened in the Council Chambers on the first floor of City Hall. Facsimile proposals will not be accepted. Any bidder may withdraw his proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: _____
Ela Valladares, Deputy City Clerk

Culver **CITY**

SENIOR AND SOCIAL SERVICES DIVISION

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Culver CITY

SENIOR AND SOCIAL SERVICES DIVISION

REQUEST FOR PROPOSALS HOMELESS ASSISTANCE, OUTREACH, DATA COLLECTION, AND CASE MANAGEMENT SERVICES

I. COVER SHEET

Legal Name of Organization: _____

Address of Organization: _____ City: _____ Zip: _____

Program Title: _____

Program Address: _____ City: _____ Zip: _____
(If different from main organization address)

Executive Director: _____ Telephone: _____

Contact Person: _____ Telephone: _____

The above named agency hereby submits a proposal to the City of Culver City, PRCS Department, Senior and Social Services Division pursuant to a Request for Proposals (RFP). The agency warrants that all information in the application package is true to the best of its knowledge and belief. The agency further agrees to abide by all conditions and requirements in the RFP. The agency also understands that this proposal is the agency's entire proposal and cannot be amended after submission, except as provided for in the RFP. This proposal is submitted as a firm and fixed offer valid and open from 45 days of the submission deadline.

Authorized Signature: _____ Title: _____

Type Name of Authorized Signature: _____

DEADLINE FOR SUBMISSION: June 26, 2008.

*No Postmarks, Facsimiles (FAX) or electronic emails accepted.
Proposals submitted after 3:00pm will not be accepted.

Submit proposal to:
CITY CLERK
CITY OF CULVER CITY
9770 Culver Boulevard
Culver City, CA 90232

II. INTRODUCTION

The City of Culver City, with a population of approximately 40,000 people, is eight miles from Downtown Los Angeles and five miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. A Charter City which incorporated in 1917, Culver City has a City Manager form of government and provides a full range of municipal services. The City prides itself in having stable, delightful neighborhoods with numerous parks, excellent schools and a diversified economic base. Deeply rooted in the entertainment industry, the City is home to major movie studios and post-production houses.

Over time, the City of Culver City has, and is still facing, challenges with issues of homelessness, which also continue to confront many other Southern California cities. As the issue of homelessness continues to increase, children and families make up the fastest growing segment of the homeless population. It is estimated that 68,608 men, women and children in Los Angeles County do not have a fixed nighttime residence and live in places not meant for human habitation (i.e. cars, freeway underpasses, parks, streets, etc.). Many of these individuals may be victims of domestic violence or emancipated foster youth, and many more suffer from mental illness and/or substance abuse.

To date, the exact size, characteristics and locations of Culver City's homeless population is unknown. It is estimated that the number of homeless persons in Culver City range anywhere between five (5) and forty (40) persons who lack a fixed nighttime residence and utilize cars, parks, streets, etc., as their domicile.

In order to address some of the problems of homelessness and work on providing solutions to this serious issue, the City Council of the City of Culver City formed a Homelessness Ad Hoc Committee, comprised of 10 voting members; (7) residential members from the Westside, Eastside, Foxhills, Lower Crest/Sepulveda-Jefferson, and an at-large residential, (1) Culver City Homeowners Association, (1) the Chamber of Commerce, (1) Downtown Business Association. The Committee (since renamed to the Committee on Homelessness) holds various meetings to analyze homelessness in Culver City and identify possible solutions to assist the homeless, reduce the impact on the community, and reduce costs to the City.

As a result, the Mayor and Members of the City Council approved the City contracting with an outside agency to provide outreach, data collection, and case management services to work with our City's homeless population.

III. PURPOSE

The Parks, Recreation and Community Services Department/Senior and Social Services Division is inviting Request for Proposals ("RFP") and is currently seeking outreach, supportive services, and data collection in conjunction with case management, referrals, and supportive services linkages to assist homeless individuals/families that will address a variety of needs.

This solicitation for Request for Proposals is designed to offer a number of possible short and long-term actions to effectively deal with homelessness in Culver City as a result of various strategic and informational meetings conducted with the Committee on Homelessness.

IV. SERVICES REQUESTED

Consultant shall have a minimum of three (3) years of experience assisting the homeless and will perform the following:

- Through a field outreach team at minimum of twice per week, provide outreach to *no less than 15 and up to 40* newly encountered homeless persons within City's jurisdictional boundary in an effort to establish rapport and allow for ongoing relationships
- Provide ongoing case management as required to *no less than 25 and up to 40* homeless in the field in City or at a defined social service center. Assist clients in the development and/or reassessment of their case management plan that identifies barriers to stability. Monitor and provide resources to support each individual's plan.
- Provide mental health and/or substance abuse assessments and appropriate referrals to treatment to at least *15* homeless individuals.
- Provide ongoing support to at least *15* homeless clients so that they will maintain mental health and/or substance abuse treatment.
- Assist at least *15* clients in obtaining or maintaining permanent housing.
- Collect, analyze and report outcome data on a monthly basis to the Senior and Social Services Manager. These reports will include statistical data, complaint descriptions and summaries of outreach activities.
- On a quarterly basis, provide an oral and written update report to the Committee on Homelessness, City Council, The Parks and Recreation Commission and other organizations as requested by City staff.
- On an annual basis, collect base line data on at least 75% of the homeless individuals who have been contacted through outreach. This data will include identifying information (coded for confidentiality) including

gender and perceived racial/ethnic information and may include (when individuals are willing to report) age, family status, amount of time being homeless, which city they originally became homeless, veteran status, income source and amount and disability(s).

- On a monthly basis contact selected City employees and police in order to further map known areas of homeless encampment and activity.
- Sustain cooperative relationships with police (City's and City of Los Angeles') and other social service providers and establish open communication with business owners and residents.

V. PROPOSAL CONTENTS

All proposals must include all the following documents to be considered complete and responsive:

- Transmittal Letter (1 – 2 pages)

This letter should provide a brief overview of your agency and the services that it provides and a description of the supportive and outreach services the participants will receive and the overall approach for its implementation. The letter should also include highlights of your agency's qualifications; development of supportive service coordination methods; contact person with telephone and facsimile numbers.

- Qualifications/Organizational Capacity (1-2 pages)

Describe the specific types of experience and qualifications directly related to carrying out the proposed RFP and experience working with the homeless. Include a copy of your Executive Director's résumé as well as résumés of all key personnel who will implement the proposed program. If the positions are vacant, please provide copies of the job descriptions. Both the fiscal and programmatic capabilities of the proposer will be considered. Please note that the résumés will be considered as attachments and not subject to the 1-2 page limitation.

- Proposal Plan (3 – 5 pages)

Describe the plan that your agency is proposing to implement in the City of Culver City and explain how this plan will address and serve the needs of the homeless in the City.

The Proposal must demonstrate an understanding of homelessness in the City of Culver City and commitment of the proposer to maximize program funds to the benefit of the homeless persons served.

The City will also evaluate the strategies proposed to surmount existing barriers to service experienced by the homeless population.

➤ Supportive Services Linkages (2-3 pages)

Describe your network and the relationships that your agency has with other homeless service providers/supportive social service providers, and how they will be utilized to serve the homeless individuals in the City.

➤ Data Collection/Needs Assessment (1 page)

Describe how your agency plans to collect and maintain records on clients, and what types of methods and instruments are utilized to collect and maintain their information.

➤ Budget/Financial Statements (2-3 pages)

To assure that your agency is fiscally sound, please provide a copy of your agency's most recent audited financial statement. Also provide the amount of funding being requested for each type of service and the number of individuals who will be served.

VI. EVALUATION CRITERIA AND SELECTION PROCESS

Each Proposal will be evaluated by the following criteria and on its own merits for content, responsiveness, clarity, relevance, and adherence to the instructions given. Final scoring will be based on the proposal submitted. Incomplete packages will not be considered.

Criterion (maximum score 100%)

Qualifications/Organizational Capacity	20%
Proposal Plan	20%
Supportive Services Linkages	20%
Data Collection	20%
Financial Capacity	20%

An evaluation committee will be organized to evaluate, rank and select eligible proposals based on the criteria listed. The evaluation process includes reviewing each proposal in detail and possibly an oral interview if the evaluation committee determines it is necessary. If an oral interview is requested, failure to participate will disqualify the proposer.

VII. TECHNICAL ASSISTANCE

Culver City Senior and Social Services Division staff is available for all questions you may have regarding this RFP. For all questions and inquiries, please call Armando Abrego, Senior and Social Services Manager, at (310) 253-6724, or e-mail your questions to Armando.Abrego@CulverCity.org.

If it becomes necessary for the Culver City Senior and Social Services Division to revise any part of this RFP, or to provide additional information or clarification after the RFP is released, a written addendum will be sent to each recipient of record of this RFP by e-mail, fax, or mail.

VIII. PROPOSAL CONDITIONS AND RESERVATIONS

- All costs of proposal preparation shall be borne by the proposer organization. The City shall not, in any event, be liable for any pre-contractual expenses incurred by the bidder in the preparation and/or submission of the proposal. The proposer shall not include any such expenses as part of the budget in the proposal.
- The City reserves the right to retain all submitted proposals and the proposals shall become the property of the City. Proposals may be disclosed under the California Public Records Act after final awards are made. Any department of the City shall have the right to use any or all ideas presented in proposals submitted in response to this RFP without any change or limitation. Selection or rejection of a proposal does not affect these rights.
- The City reserves the right to extend the RFP submission deadline should such action be in the best interest of the City. The proposer may revise its bid in the event the deadline is extended.
- The City reserves the right to reject any or all proposals received in answer to this RFP if it is deemed inappropriate, incomplete or not in the best interest of the City.
- The City reserves the right to withdraw this RFP at any time without prior notice. Further, the City makes no representation that any contract will be awarded to any proposer responding to this RFP.
- The City reserves the right to verify information submitted in the proposal. If the information in the proposal cannot be verified, and if the errors are not willful, the City reserves the right to reduce the rating points awarded.
- The City reserves the right to negotiate services and costs and to revise proposals submitted as it sees fit to better meet the City's needs or requirements.

- The City reserves the right to fund all or a portion of a proposal and/or requires that a proposer collaborate with another in the provision of a specific service if it is in the best interest of the City.

IX. PROPOSAL SUBMISSION PROCEDURES AND SCHEDULE

Applicants are encouraged to submit their respective proposals as early as possible. All proposals must be typed with numbered pages. Proposal responses must comply with the requirements detailed in this RFP. Proposals that are incomplete, have inadequate number of copies, lack required attachments, or have other content errors may be rejected. Proposals that are disqualified will not be reviewed and rated.

Please submit one (1) unbound original, with "Original" marked on the cover page, and ten (10) copies of the proposal to:

**City of Culver City
City Clerk's Office
9770 Culver Boulevard
Culver City, CA 90232**

NOTE: All proposals must be received by 3:00 p.m., Thursday, June 26, 2008. Proposals submitted after 3:00 pm or proposals via facsimile or email will not be accepted.

Culver **CITY**

SENIOR AND SOCIAL SERVICES DIVISION

REQUEST FOR PROPOSALS #1388 HOMELESS ASSISTANCE, OUTREACH, DATA COLLECTION, AND CASE MANAGEMENT SERVICES

X. CHECKLIST

In submitting this proposal, it should contain all the below requested items:

- ☐ COVER SHEET
- ☐ TRANSMITTAL LETTER
- ☐ QUALIFICATIONS/ORGANIZATIONAL CAPACITY
- ☐ PROPOSAL PLAN
- ☐ SUPPORTIVE SERVICES LINKAGES
- ☐ DATA COLLECTION/NEEDS ASSESSMENT
- ☐ PROGRAM BUDGET AND FINANCIAL STATEMENTS
- ☐ RÉSUMÉS