

REQUEST FOR PROPOSAL

DATE: October 7, 2014

RE: Housing Expertise

TO: Interested Applicants

SUMMARY: Regional Center of Orange County (RCOC) is seeking qualified applicants who are non-profit agencies with a strong housing component to enter into a contractual agreement to provide specialized housing consultation, general advocacy for the development and/or acquisition of affordable housing, and outreach to local housing partners and agencies in support of individuals with Intellectual Disabilities. The applicant must, at a minimum, be able to demonstrate a thorough knowledge of the local housing authorities, the housing voucher guidelines, local housing resources, laws and regulations related to fair housing, be familiar with non-profit housing options in Orange County, have a proven history of collaboration with local and statewide agencies, and have knowledge of individuals with Intellectual Disabilities.

RCOC appreciates your interest in responding to the Request for Proposal (RFP). We are including specifics regarding this proposal in order to help you in the application process. Please read all material and follow the guidelines presented within this document. Thank you in advance for your effort in helping serve persons with disabilities.

NEED

The Regional Center of Orange County is seeking to partner with an experienced non-profit agency specializing in local housing efforts to assist consumers obtain, locate, and/or maintain affordable housing, including the use of subsidized housing vouchers. A strong consideration will be given toward a non-profit agency who can demonstrate a knowledge of the various housing authorities within Orange County, established contacts within these organizations, a thorough understanding of the availability of current affordable housing options, a knowledge of the creation of affordable housing specific to individuals with Intellectual Disabilities, and has established a strong collaboration with multiple partners to achieve needed outcomes.

RCOC will enter into a maximum twelve month contractual agreement with the awardee (CONTRACTOR) setting specific milestones to accomplish on a monthly basis. Reimbursement will be determined by RCOC *prior* to the establishment of the contract agreement. RCOC will provide a liaison to work directly with the contractor, setting specific tasks for CONTRACTOR to complete within the scope of duties to be agreed upon. These duties may include but are not limited to attending monthly vendor meetings; meeting with representatives of the housing authorities; researching consumer status on housing wait list; working directly with consumers to address fair housing issues; working with consumers to secure affordable housing options; liaison with local non-profit housing providers for the benefit of RCOC consumers; attendance at regular RCOC Housing Committee meetings and subsequent follow up tasks; other duties.

CONSUMER PROFILES/TARGETED POPULATION

RCOC envisions that CONTRACTOR will work with RCOC consumers over the age of 18 years, either living in the community, with family, in residential care settings, or elsewhere. Individuals who are requiring assistance with housing related issues such as eviction, obtaining housing subsidies, searching for affordable housing options, or at risk of losing a subsidy will be the primary focus. However, CONTRACTOR will also be working with individuals who are seeking information or planning for future needs related to housing. This may include futures planning, educational opportunities, planning for future housing needs, and/or creating a housing plan for future needs.

ELIGIBLE APPLICANTS

Applicants must:

- Be fiscally responsible, with strong organizational skills and strong community relationships.
- Be a non-profit organization with an emphasis on obtaining, creating, or networking within local housing community
- Demonstrate knowledge of affordable housing related to Individuals with Intellectual Disabilities.
- Possess strong verbal and written skills.
- Be willing to work flexible hours, including night and weekends if needed.

RATE OF REIMBURSEMENT

Rate of reimbursement to be established by RCOC upon selection of CONTRACTOR. This rate will be set at a monthly amount and will be based upon the successful delivery of agreed upon milestones.

APPLICATION PROCESS

- Step 1: RFP applications submitted to the Regional Center of Orange County (RCOC) no later than 5:00 p.m. on Friday, November 14, 2014.
- Step 2: Applications will first be screened for acceptability based upon RFP requirements. It is anticipated that this process will take place within two (2) weeks following the application due date.
- Step 3: Applicant(s) that have been selected for further consideration may be asked to attend an interview with RCOC staff. Following the applicant interview, the applicant(s) will be notified in writing of the award notice.
- Step 4: If awarded the proposal, CONTRACTOR will be required to sign a service agreement with delineated timelines to provide agreed upon services.

APPLICATION AND CONTENT REQUIREMENTS

All applications must follow the formatting requirements.

1. Face Sheet (Must serve as the Face Sheet of Proposal):

Name, address, and telephone number of the applicant. If the applicant is a corporation, list the principal members of the corporation and include verification of incorporation in California. Vendor number(s) and vendoring regional center(s) if applicable. Name the author(s) of the proposal. List any parties who participated in writing all or part of the proposal. Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage.

2. Proposal Section 1 –

Agency/Individual Experience and Background Information must be presented in the following manner:

- A. Qualifications of the agency. Provide information about current experience in each of the following areas: housing services, development, or related areas; services and supports to consumers; fiscal management; public relations.
- B. Qualifications of leadership staff which details education, knowledge and experience in areas of housing, including but not limited to, development of housing, securing affordable housing, background in affordable housing, and provision of services to persons with developmental disabilities.

3. Proposal Section II –

Brief program design presentation in the following manner:

- A. Identification of the organization's philosophy regarding services to persons with disabilities and consumer-driven activities/functions.
- B. Description of the plan for the creation of housing resources, working collaboratively with local housing authorities, knowledge of fair housing regulations, and plan to generate housing contacts and resources.
- C. Description of all activities currently and previously engaged in related to affordable housing.

Attachments –

Attachment #1: References and/or letters of recommendation

The proposal must include at least two (2) letters of reference with addresses and telephone numbers. Applicants should be aware that the selection committee might contact references.

Attachment #2: Organizational Structure

An organizational chart for the project must be included (full names), and identification of the governing or advisory board, administrative and supervisory hierarchy.

Attachment #3: Financial Statement

Applicants must demonstrate fiscal responsibility by submitting a current verified financial statement that details all current and fixed assets, and current and long-term liabilities.

FORMATTING REQUIREMENTS

- Standard size (8 ½ x 11) white paper
- Typed, using a standard font (12), single-spaced pages with one (1) inch margins
- Table of Contents indicating each of the Sections and Attachments to be evaluated
- Each page must be numbered in consecutive order for each Section and Attachments
- Clearly label each Section
- Clearly label each Attachment
- Do NOT place in ring binders or folders; but, rather use binder clips or compressor clips

A complete RFP response must contain the following:

- ✓ Face Sheet
- ✓ Proposal
 - Section I
 - Section II

Attachments:

- #1 References and/or Letters of Recommendation
- #2 Organizational Structure
- #3 Financial Statement

ADDITIONAL PROVISIONS:

- **RCOC reserves the right to retract the RFP at any time throughout the application process. In addition, RCOC reserves the right not to select an applicant for program implementation if, in its opinion, no qualified applicants have responded; or, if the respondent's program proposals do not meet a minimum evaluation criteria.**
- **Individuals presenting proposals in response to this request MUST submit an ORIGINAL and TWO (2) copies of all required information to RCOC.**
- **Completed proposals for this RFP are due by 5:00 p.m Friday, November 14, 2014. Proposals received after 5:00 p.m. on the due date will be returned unopened.** Proposals may be sent U.S. mail to the following address:

Mr. Jack Stanton, Manager, Consumer and Community Resources
Regional Center of Orange County
P.O. Box 22010
Santa Ana, CA 92702-2010

The proposal may also be **hand delivered** to the following address:

Mr. Jack Stanton, Manager, Consumer and Community Resources
Regional Center of Orange County
1525 N. Tustin Ave.
Santa Ana, CA 92705

- **Proposals will be stamped with the date and time of receipt.**

FACE SHEET (Must be used as the cover page for the proposal)

Housing Consultant	RFP Due Date: <u>5:00 p.m., Friday, November 14, 2014</u>
Applicant (Agency) Name (If the applicant is a corporation, list the principle members of the corporation.)	
Contact Person:	
Contact Phone Number:	
Mailing Address:	
Site Address	
List name of consultant and/or individuals involved in writing the program design: Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage, which should be reflected in the budget.	
If you are currently a vendor, list any and all vendor number(s) and the vendoring regional center:	
Vendor number: Regional Center	Vendor Number: Regional Center:
Vendor number: Regional Center	Vendor Number: Regional Center: