

**CITY OF CHATTANOOGA PURCHASING DEPARTMENT
101 EAST 11th STREET, CITY HALL, SUITE G-13
CHATTANOOGA, TENNESSEE 37402**

Request for Proposal No.: __171029__

Ordering Dept.: Office of Economic and Community Development

Buyer: Deidre Keylon; e-mail: rfp@chattanooga.gov (NO E-MAILED PROPOSALS ACCEPTED)

Phone No.: 423-643-7231; Fax No.: 423-643-7244

Products or Services Being Purchased: **Homelessness Planning Consultant**

PROPOSAL MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN

4:00 P.M. E.S.T. ON JUNE 26, 2018

ALL QUESTIONS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN

4:00 P.M. E.S.T. ON JUNE 13, 2018

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City. The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin. The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable:

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

NOTE: ALL PROPOSALS MUST BE SIGNED.

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated within Offeror's proposal.

PLEASE PROVIDE THE FOLLOWING:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll-Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Signature: _____

Date: _____

COMPLETED AND SIGNED COVER PAGE TO BE RETURNED WITH PROPOSAL

City Of Chattanooga, Tennessee
Department of Economic and Community Development



Request for Proposal

Homelessness Planning Consultant

June 7, 2018

The City of Chattanooga seeks a qualified consultant or group of consultants to submit a formal proposal to create a community plan to reduce homelessness for the Chattanooga Interagency Council on Homelessness (CICH).

RFP - Homelessness Planning Consultant

OVERVIEW

The City of Chattanooga seeks a qualified consultant or group of consultants to submit a formal proposal to create a community plan to reduce homelessness for the Chattanooga Interagency Council on Homelessness (CICH). The goal for the successful Proposer is to facilitate input sessions, perform research and assessments, and create a written plan that can guide the work of the CICH to reduce homelessness in Chattanooga. It is the intent of the City to enter into a six month agreement with the successful Proposer.

A. BACKGROUND

The City of Chattanooga's Interagency Council on Homelessness (CICH) is a group of organizations and individuals appointed by Chattanooga Mayor Andy Berke that plans, coordinates, and accelerates our city's response to reducing homelessness. By bringing together not just homeless service providers, but also organizations that work to serve homeless individuals like foundations, churches, government agencies, healthcare organizations, and activists we can unify our community around a coordinated effort to reduce homelessness.

The Council was established by Mayor Berke through an Executive Order on March 19, 2018. Two co-chairs, Betsy McCright and Donna Maddox, were appointed by the Mayor and confirmed in April 2018 to lead the Council. The Council held its first meeting on May 8, 2018 and established its bylaws, operating guidelines, and held an orientation detailing current homelessness services in Chattanooga. The Council's first goal is to create a working plan with input from the Chattanooga community, and a Planning Committee was appointed by the CICH Co-Chairs to serve as an advisory group to the City in the planning process. The City is seeking a qualified planning consultant to assist the CICH to put together a comprehensive plan that the Council will have responsibility for implementing.

B. DESIRED OUTCOMES, SCOPE OF WORK, AND MILESTONES

Proposers are asked to present and describe their approach to deliver the following outcomes and services as part of the planning process.

1. Desired Outcomes

The City desires to have a written document (the plan) that comprehensively assesses the current state of homelessness in Chattanooga, addresses gaps in reducing homelessness in our community, and provides recommendations to accelerate our community's progress towards reducing homelessness by responding to the following items in the scope of work.

2. Scope of Work

- Analysis of other community plans, federal homeless service guidelines, what hasn't worked for other communities, and best practices and effective programs around the world
- Research and analysis about the current needs, size, and other analysis about people experiencing homelessness in Hamilton County and the City of Chattanooga
- Facilitating eight stakeholder sessions with the following groups of community stakeholders to assess gaps, needs, and input into how our community can improve our approach to reducing homelessness
 - Housing and service providers
 - Chattanooga Regional Homeless Coalition Advisory Committee
 - CICH Members
 - Government agency staff and elected officials
 - Criminal justice system stakeholders
 - Health care system stakeholders
 - School staff, family focused organizations, and foster care system stakeholders
 - Currently and formerly homeless individuals
- Facilitating and planning one public community input meeting to collect input from the residents of Chattanooga to further assess gaps, needs, and resources that can improve our approach to reducing homelessness
- A document outlining the plan that will be succinct and not overly technical, to include:
 - Background and research around the current state of homelessness in the City of Chattanooga and Hamilton County, including current gaps and duplications in services
 - A summary of input gathered from the community in the planning process
 - Goals and impact for the Interagency Council to achieve over five years and in its first year
 - An actionable plan to achieve those goals with clear measurable milestones
 - Recommendations for projects or initiatives that the City and the Interagency Council could pursue to meet the goals outlined in the plan
 - Cost estimates and funding recommendations to implement each recommended project or initiative

- A working plan that outlines the tasks, timeline, performance measures, and responsibilities in order to implement the plan
- Recommendations for the future of CICH including the backbone organization that supports the group, staffing responsibilities and roles to support the full implementation of the plan, and recommended operating budget
- Public presentation of the plan to the Chattanooga community

The consultant(s) will work with the Council as a whole and a planning committee of 10 individuals, who are members of the CICH, which will advise and assist the consultant in the planning process. The consultant(s) will need to be able to interface with a variety of individuals in building the plan including individuals experiencing homelessness, staff and stakeholders of homeless service agencies, government staff and law enforcement, neighborhood organizations and activists, and other advocates. The plan itself will be straightforward and easy to understand. It will take into consideration the assets our community possesses and assess the gaps in services. This analysis will be done by engaging local service providers and examining services in other communities.

Project Milestones

Date	Milestone
August 13, 2018	Kickoff meeting/Planning Committee meeting
August 27, 2018	Planning Committee meeting
September 4 - 28, 2018	Stakeholder Sessions and Public Meeting
September 17, 2018	Planning Committee meeting
October 1, 2018	Planning Committee meeting
October 31, 2018	Plan draft due to Planning Committee
November 16, 2018	Final draft due to Planning Committee
December 4, 2018	Public Presentation of Plan

C. EVALUATION CRITERIA AND METHOD

All proposals submitted in response to this RFP will be evaluated by an Evaluation Committee in accordance with the criteria described below. Total scores will be tabulated, and the contract will be awarded to the proposer whose proposal is deemed to be in the best interest of the City.

Evaluation Committee

A committee consisting of individuals will receive all proposals submitted. Each proposal will be awarded a maximum of 100 points based on the evaluation criteria. The City, at its sole judgment, will decide if a proposal is viable.

In preparing responses, proposers should describe in detail how they propose to meet the specifications as detailed in this solicitation document.

The specific categorical criteria that will be applied to the proposal information, in order to assist the City in selecting the most qualified proposer(s) for the contract, are as follows:

- **40 points: Competence/Approach to Scope of Work**
- **30 points: Qualifications and Team Experience**
- **20 points: Reference Projects**
- **10 points: Price/Value**

Selection of Proposers for formal presentations (if any) and for contract negotiations will be evaluated based on an objective evaluation of the criteria listed above.

Competence/Approach to Scope of Work [40 points]

· Offeror shall demonstrate in detail how each item in Scope of Work (SOW) will be addressed in order to achieve the stated Desired Outcomes of this solicitation.

Qualifications and Team Experience [30 points]

- Demonstrate your team's knowledge in the provision of services related to the project.
- Demonstrate your team's history in leading community planning processes
- Demonstrate your team's experience in leading research, planning, or facilitating group sessions related to housing, homelessness, and social services
- Clearly define your team's organizational structure including defined roles and responsibilities and use of subcontractors or partners
- Demonstrate relevant experience of proposed team members
- Describe procedure for regular and ongoing background check assessment of all staff proposed to perform, including the scope of background checks and which charges would exclude an applicant or staff member from working in this program
- Explain unique team experience, expertise, and/or approach to this planning process
- Demonstrate the cultural competency of team members and explain team experience in working with people of all races, ethnicities, ages, education levels, income levels, and cultures in a planning context
- Identify team members responsible for developing and providing information to City of Chattanooga and the CICH Planning Committee
- Identify team members responsible for meeting with and advising City of Chattanooga and the CICH Planning Committee
- List all non-Domestic Relations litigation in which your organization or staff is or has been a defendant, within the three (3) years immediately preceding the RFP response

(not the legal details or analysis), including, but not limited to, parties' names, county, court, case number, and disposition.

Reference Projects [20 points]

- Demonstrate ability to perform similar planning processes effectively.
- Detail experience on a minimum of two (2) programs of similar scope.

For each referenced project, please include the following:

- Grantee or funder
- Scope of the plan
- Overview of the planning process and services provided as part of this process
- Length of planning process, Dollar value, and process start and end date (or include if the planning process is ongoing)
- Funder contact information for the listed program, including an email address that can be used as reference verification.
- A copy of the final plan

Bad contact information and/or non-responsive references will be reflected in the scores.

Value/Cost Efforts [10 points]

Identify an annual all-in cost for this service, and a break down of costs as specified in Appendix A.

This Annual Cost must include the following:

- Staffing costs
- Travel costs
- Supplies and equipment costs
- Itemization of any costs not otherwise described

Selection of Finalist(s)

After review of the proposals by the Evaluation Committee and formal presentations (if any), the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist(s) to negotiate an agreement.

Selection of Proposers for formal presentations (if any) and for contract negotiations will be evaluated based on an objective evaluation of the criteria listed above.

Formal Presentations

In the event that a Proposer cannot be selected solely on the Proposals submitted, the City may invite up to three (3) qualified firms for formal presentations. The City reserves the right, however, to invite more or less than this number, if the quality of the proposals so merits.

The Evaluation Committee may revise the initial scores based upon additional information and clarification received in this phase. If your company is invited to give a presentation, the offered dates may not be flexible.

A presentation may not be required, and therefore, complete information must be submitted with a proposer's proposal.

GENERAL INSTRUCTIONS TO PROPOSERS

Sealed Proposals must be submitted in the format specified in this document for time-stamping to the Purchasing Division, City of Chattanooga, by no later than 4:00 p.m., e.s.t., on June 26, 2018, to the attention of:

City of Chattanooga Purchasing Division
Attn: Deidre Keylon
101 East 11th Street,
Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244

Late or misdirected proposals shall be rejected and returned unopened without exception. Postmarks are not accepted.

REQUEST FOR INFORMATION/QUESTIONS

All questions, and requests for information or clarification must be submitted in writing, and will be accepted **until 4:00 pm, est, on June 13, 2018**, and shall be sent to:

City of Chattanooga Purchasing Division
Attn: Deidre Keylon, Buyer
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244
rfp@chattanooga.gov

Communication During the RFP Process

Any communication concerning this RFP must be conducted exclusively with the City of Chattanooga Purchasing Division Buyer, until the evaluation and award process has been completed. Failure to follow this procedure will be negatively viewed in the selection process.

Response Format: Cover Letter

Include a cover letter, issued by an Officer of the proposing business entity, introducing your organization, summarizing your qualifications, and detailing any exceptions to the Standard Terms and Conditions.

Include principal contact information for this RFP, including address, telephone number, email address, and website (if applicable).

Number and Type of Copies

Proposer shall submit one complete printed copy and one electronic copy in PDF format on a flash drive. All proposals shall be submitted in a sealed non-transparent envelope or box clearly marked **“RFP 171029 - Homelessness Planning Consultant”**.

Detailed Technical Proposals

Complete technical submittals shall be submitted with the Proposal. These technical submittals shall describe in detail how the Proposer complies with each specification requirement of the RFP. Any deviations from the specifications shall be noted.

Implied Requirements

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Proposal.

Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless otherwise requested in writing at the time of submission. **Any firm submitting a proposal should assume the information included in the proposal is subject to the Open Records / Freedom of Information Act.**

Incurring Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its proposal.

Economy of Preparation

Proposals shall be prepared simply and economically. Proposals shall provide a straightforward and concise proposal description. Emphasis shall be placed on clarity and content.

Proposal Withdrawal Procedure

A Proposal may be withdrawn at any time until the date and time set above for opening of proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the proposal, until the successful proposal(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

General Terms

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions.

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Any exceptions to said Terms and Conditions must be submitted with Proposal response in the Cover Letter as specified above.

Proposers shall state any exceptions to or deviations from the terms of this Request for Proposals and the Standard Terms and Conditions. Where proposer wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not excepted in its proposal.

City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. City reserves the right to reject excepted or conditional proposals at its sole discretion.

Contract Administration Activity

The Proposer will be expected to provide periodic reporting and/or attend Contract Administration meetings, as described in this document, or as otherwise required by the City Purchasing Division.

PAYMENT OF SERVICES

1. The City will make payment according to the City's policies and procedures.
2. Invoices
 - a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

City of Chattanooga
Attn: Accounts Payable Division
101 East 11th Street, Suite 101
Chattanooga, TN 37402
acctspayable@chattanooga.gov

With a copy to:
Stacy Johnson
sjohnson@chattanooga.gov, and

- b. Vendor's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Vendor's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the Blanket Purchase Order transaction line items, and must reference the corresponding transaction line number. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e. Invoices to the City shall reference the Purchase Order number.
- f. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
- g. Any Vendor invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
- h. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

CHECKLIST OF REQUIRED SUBMISSION MATERIALS:

1. Box or envelope labelled with RFP #/ title and proposer name and address
2. Complete, signed proposal
3. Completed, dated, and Signed Forms:
 - a. Completed and signed cover page
 - b. Appendix A: (Pricing) Proposal Cost Summary Form
 - c. Appendix B: Proposer Qualification Data
 - d. Appendix C: Iran Divestment Act Form
 - e. Appendix D: Affirmative Action Plan Form
 - f. Untitled appendix: No Contact/No Advocacy Affidavit (page must be notarized)
 - g. Addenda if any have been posted to www.chattanooga.gov, then Bids Solicitations up to 48 hours prior to the RFP Due Date/Time

Appendix A: Proposal Cost Summary Form

The undersigned, being familiar with the requirements of The City of Chattanooga Request for Proposal for a Homelessness Planning Consultant, proposes to furnish services to The City in accordance with that request.

The summary below reflects projected cost for The City for the Homelessness Planning Consultant services. Supporting detail must be attached in the form of a catalog or a line item detail describing hourly rates and projected expenses along with any other detail that will lead to a clear understanding of the proposal.

Item	Cost
(8) Stakeholder planning sessions	
(1) Public input meeting	
Research and Analysis	
Written Plan	
Other Costs (Describe)	
Total	

Appendix B: Proposer Qualification Data

PROPOSER QUALIFICATION DATA

All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached.

1. Company Name of proposer (Please list official name, and any and all “doing business as” names, if any, associated with the company):

2. Main office address:

3. Phone: _____ Fax: _____

- a. Email Address:

4. Proposers federal tax identification number:

(Please attach Form W-9)

5. The proposer is organized as a (specify type of entity, e.g. sole proprietor, partnership, for profit corporation, non-profit corporation, limited liability company, etc.)

6. The date the proposer was organized in its current form:

7. If a corporation or limited liability company, the state where it is formed:

8. Is your company registered with the Tennessee Secretary of State?

a. ☐ YES

b. ☐ NO - Please explain

9. How many years have you served the population described in this solicitation:

10. Describe any pending plans to reorganize or merge your organization.

11. Have you, or any officers and/or directors of your company, ever been debarred or suspended by a government from consideration for the award of contracts?

a. ☐ YES - Please list the contract party, and explain

b. ☐ NO

12. Have you, or any officers and/or directors of your company, ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

a. ☐ YES - Please list the contract party, and explain

b. ☐ NO

13. Have you, or any officers and/or directors of your company, ever been charged with liquidated damages on a contract?

a. ☐ YES - Please list the contract party, and explain

b. ☐ NO

14. Bonding

a. Limit: \$ _____

b. Bonding Company: _____

c. Address: _____

d. Phone Number: _____

Appendix C: Iran Divestment Act Form

Chapter No. 817 (HB0261/SB0377). “Iran Divestment Act” enacted.

Vendor Disclosure and Acknowledgement

By submission of this bid, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For more information, please contact the State of Tennessee Central Procurement Office,

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

Appendix D: Affirmative Action Plan Form

City of Chattanooga, Purchasing Division

July 2016

Affirmative Action Plan

For RFP 171029

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the

notice in conspicuous places available to employees and applicants for employment.

4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
 - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."
 - b. Seek and maintain contracts with minority groups and human relations organizations as available.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities
 - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Contractor)

(Title and Name of Company)

(Date)

No Contact/No Advocacy Affidavit
City of Chattanooga, Purchasing Division

State of _____
County of _____

_____ (agent name), being first duly sworn, deposes
and says that:

(1) He/She is the owner, partner, officer, representative, or agent of

_____ (business name), the Submitter of the attached
sealed solicitation
response to Solicitation # _____;

(2) _____ (agent name) swears or affirms that
the Submitter has taken notice, and will abide by the following No Contact and
No Advocacy clauses:

NO CONTACT POLICY: After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

NO ADVOCATING POLICY: To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.

Submitter Signature: _____ Printed Name: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____,
2_____.

Notary Public: _____

My commission expires: _____