



BID SOLICITATION

VOLUNTEER AND EVENT COORDINATION FOR TUCSON PIMA COLLABORATION TO END HOMELESSNESS

DUE DATE

BIDS MUST BE RECEIVED ELECTRONICALLY ON OR BEFORE 11:59PM ARIZONA TIME ON SEPTEMBER 19, 2025

SUBMISSION ADDRESS

BIDS MUST BE SUBMITTED BY EMAIL TO TPCH@TUCSONAZ.GOV ON OR BEFORE THE DUE DATE

QUESTIONS

QUESTIONS RELATED TO THIS SOLICITATION SHOULD BE EMAILED TO TPCH@TUCSONAZ.GOV. RESPONSE WILL BE PROVIDED WITHIN 3 BUSINESS DAYS OF RECEIPT. EXTENSIONS TO DUE DATE WILL NOT BE GRANTED AS A RESULT OF PENDING QUESTIONS SUBMITTED ON OR AFTER SEPTEMBER 16, 2025

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I. ORGANIZATIONAL OVERVIEW

Tucson Pima Collaboration to End Homelessness (TPCH) is a coalition of community and faith-based organizations, government entities, businesses, and individuals working to end homelessness and address issues related to homelessness in Pima County, Arizona. TPCH is also the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) for Pima County.

TPCH is represented by a HUD-recognized Collaborative Applicant/CoC Lead Agency: City of Tucson Housing & Community Development Department. The City of Tucson works closely with the TPCH Continuum of Care Board and will issue a procurement contract for the selected vendor in accordance with City of Tucson procurement rules.

II. RFP GOALS

Per HUD requirements, TPCH conducts an annual Point in Time (PIT) Count of all persons experiencing homelessness and all housing dedicated to use by such person (the Housing Inventory Count) within the geographic boundaries of Pima County during the last 10 days of each January. The PIT Count has two parts: a count of sheltered persons (Emergency Shelter, Safe Haven, and Transitional Housing); and a count of unsheltered persons.

This request for proposals is issued on behalf of TPCH in solicitation of a qualified vendor to recruit, train, and coordinate volunteers for the 2026 unsheltered PIT Count.

There are also quarterly events hosted by TPCH's Lived Experience Council. These are pro-social events to create community and stability among newly housed individuals. Secondly, this request for proposals is seeking an agency that can work coordinate with the Lived Experience Council to plan and execute these quarterly events.

III. ELIGIBLE BIDDERS

Government agencies and instrumentalities, legally established for-profit and not-for profit consultancies and organizations, and institutions of higher education are eligible to respond to this solicitation.

IV. SOLICITATION TIMELINE

- This solicitation is publicly issued on August 29, 2025.
- Proposals are due on or before September 19, 11:59pm Arizona time.
- Bidders will receive notification of selection on or before October 1, 2025.

V. PERIOD OF SERVICE AND OPTION TO EXTEND

The initial period of service for this solicitation is October 1, 2025 – October 1, 2026.

The TPCH CoC Board and City of Tucson reserves the right to extend the term of this agreement, upon mutual agreement with the selected vendor, for up to four additional one-year terms without competitive

solicitation. Renewal decisions will be based on the continued need for contracted support in volunteer coordination, and satisfactory performance of the selected vendor.

This option does not obligate TPCH or its Collaborative Applicant/CoC Lead Agency (City of Tucson) to extend this agreement beyond the initial period of service.

VI. AVAILABILITY OF FUNDS

This Agreement is subject to the availability of Federal funding under the Continuum of Care Planning Grant. Each applicant's proposed amount should appropriately reflect the cost of proposed activities and must be inclusive of all activities outlined in this solicitation. Funding for the PIT Count will be capped at \$15,000 and funding for quarterly event planning will be capped at \$6000, for an annual total of no more than \$21,000. This project also requires 25% matching funds.

VII. SCOPE OF WORK

The Scope of Work for this solicitation is included as Exhibit A to this Request for Proposals. Bidders must submit the signed scope of work indicating agreement to perform all included activities to the satisfaction of TPCH and the City of Tucson for the rate quoted in the bidder's proposal.

VIII. ADMINISTRATIVE REQUIREMENTS

In addition to providing the services outlined in the Scope of Work, the selected bidder will be required to adhere to the following administrative requirements and timeline.

- A. Register as a vendor with the City of Tucson on or before October 15, 2025.
- B. Provide all documents required for City of Tucson to execute a subaward agreement with vendor on or before October 30, 2025.
- C. Submit invoices according to the compensation schedule outlined below.

IX. COMPENSATION SCHEDULE

Agency shall submit monthly invoices using forms provided by the City of Tucson and shall include supporting documentation of all expenses for which reimbursement is requested. Acceptable backup includes time worked records, as well as receipts and proof of payment for supplies. Costs not fully supported by supporting documentation shall not be eligible for reimbursement.

X. PROPOSAL FORMAT

To ensure that TPCH can make the most direct, accurate and equitable comparison of proposals received, proposals must be submitted as a single PDF file with margins no less than .75" on each side and using standard Times New Roman 12 pt. font. The full proposal may not exceed 5 single spaced pages (excluding the signed scope of work).

The proposal shall provide a plan for accomplishing all major activities and anticipated outputs outlined in this solicitation's scope of work (Exhibit A) and shall be organized according to the section headers provided for in the Proposal Requirements section of this solicitation.

XI. PROPOSAL REQUIREMENTS

Applicants must submit proposals according to the formatting instructions provided above and addressing the following questions in laypersons' terms. Unfamiliar terms and concepts should be fully explained.

A. Applicant Overview and Prior Experiences

Briefly summarize the applicant organization/individual and prior experience as it relates to the needs of volunteer coordination for the 2026 Unsheltered PIT and quarterly event planning. Identify key personnel for the proposed project and describe professional qualifications and experience.

B. Proposed Strategy

Describe the applicant's proposed strategy for designing and implementing the scope of work provided as Exhibit A to this solicitation. Description must address the full scope of work.

C. References

Identify 3-5 professional references able to confirm performance on prior activities comparable to the services outlined in this solicitation. Reference section shall include:

- (1) Entity for which work was performed
- (2) Brief description of work performed
- (3) Dates work was performed
- (4) Name, title, phone number, and email address for reference check

D. Resource Commitment

Describe the resources committed to project activities in terms of anticipated personnel time for each major activity identified in the scope of work provided as Exhibit A to this solicitation.

E. Project Budget

Identify the total amount of compensation proposed for delivery of contracted service. Provide a summary budget which identifies specific costs, match requirement, and rates used to calculate proposed costs. The project bid is a firm and binding offer to the City of Tucson and TPCCH to satisfactorily complete all services outlined in the scope of work.

F. Point of Contact

Identify a primary and secondary contact who can answer questions on this project upon proposal review, if needed. Provide contact information including name, title, address, email, and telephone number for each. One or both of these contacts must be available to discuss proposal details.

XII. PROPOSAL DELIVERY INSTRUCTIONS AND CONTACT INFORMATION

Proposals will be accepted by electronic mail only and are due no later than 11:59 p.m., Arizona local time, on September 19, 2025. Proposals shall use the subject heading Volunteer Coordination Proposal and be emailed to tpch@tucsonaz.gov on or before the deadline.

XIII. PROPOSAL EVALUATION

Proposals will be reviewed by a work group within one week of the due date. The Work Group has been granted authority to select a project vendor by the TPCCH Continuum of Care Board and City of Tucson Housing & Community Development Department for approval during the week of September 22, 2025.

Bidders will be notified of the selection decision on or before September 29, 2025.

Proposals shall be evaluated based on the following criteria.

- A. Prior experience coordinating volunteers for large-scale community events (30 points)
- B. Prior experience planning and coordinating events with up to 100 guests (20 points)
- C. Satisfactory completion of prior work completed on behalf of TPCCH (if applicable) and/or on behalf of references provided (20 points)
- D. Quality and appropriateness of proposed plan to perform activities outlined in the solicitation scope of work (30 points)
- E. Budget competitively submitted at or below \$21,000 plus match requirement for initial period of service and includes appropriate costs for completion of the desired scope of work (20 points)

XIV. PROPOSALS SUBJECT TO NEGOTIATION

All proposals will be subject to negotiation to ensure that TPCCH's needs are met by the successful bidder. Negotiations may relate to proposed project activities, deliverables, bid amount, payment structure, or any other issues that arise in the review of proposals. One or more applicants may be requested to submit a best and final offer if proposals received do not meet TPCCH needs.

XV. AWARDS UNDER THIS SOLICITATION

The issuance of this solicitation does not obligate TPCH nor the City of Tucson to subaward funding for the services stated herein. At its discretion, TPCH and the City of Tucson may make one, multiple, or no awards in response to bids received under this solicitation.

XVI. CONTACT INFORMATION

Questions regarding this solicitation should be emailed to tpch@tucsonaz.gov. All questions will be responded to within 3 business days. The due date for proposals will not be extended as a result of questions submitted after September 16, 2025.

EXHIBIT A – SCOPE OF WORK

2026 POINT IN TIME COUNT VOLUNTEER COORDINATION

Project Timeline

October 15, 2025 – Planning Begins

November 2025 – Team Lead Recruitment Begins

December 2025 – Volunteer Registration Begins

January 2026 – Team Lead Training, Volunteer Training, Materials Distribution, and Unsheltered Point in Time Count Occur

Project Goals/Priorities/Guiding Principles

This purpose of this project is to conduct the annual unsheltered Point in Time Count of people experiencing homelessness in Pima County. The goals of this project are to:

1. Meet HUD compliance requirements related to annual enumeration and reporting of people experiencing homelessness during the last 10 days of January
2. Gather data regarding the prevalence and characteristics of unsheltered homelessness in Pima County for the purposes of informing local planning and funding

Major Project Activities

1. Attend weekly TPCH Street Count Work Group beginning mid-October.
2. Develop and implement volunteer recruitment plan in partnership with TPCH Street Count Work Group no later than November 15, 2025.
3. Review, approve, and assign volunteers to sectors within a week of their registration beginning early December.

4. Plan and facilitate team lead and volunteer trainings no later than January 16, 2026
5. Manage materials and donations (t-shirts, gift cards, bags, sector maps) and distribute materials pick-up the 2 weeks leading up to the PIT Count.
6. Manage count headquarters on day of the unsheltered PIT providing volunteer team technical assistance and collecting required documents.

Anticipated Outputs

- 1) Recruitment and training of 450+ community volunteers to assist with the 2026 unsheltered PIT
- 2) Volunteer and Team Lead training activities
- 3) Day-of volunteer coordination on the morning of the PIT Count

QUARTERLY EVENT PLANNING

Project Plan

October 2025 – Meet with Lived Experience Council (LEC) to make annual plan for events on a quarterly basis (approximately November, February, May, August)

November 2025 – Finalize holiday party plans with LEC and invite clients. Execute event and capture photos.

Ongoing in 2026 – Attend LEC meetings, as needed to plan remaining quarterly events

Project Goals/Priorities/Guiding Principles

This purpose of this project is to plan pro-social events for newly housed individuals.

1. Support the housing stability of newly housed individuals through community building and positive social interactions
2. Create spaces where people with lived experience of homelessness feel comfortable, valued, and have fun.

Major Project Activities

1. Ongoing meetings with LEC to plan quarterly events.
2. Coordinate logistics for events (space reservations, obtaining supplies, coordinating support from community partners, as needed).
3. Coordinate with case managers to invite recently housed clients who would benefit from community building.
4. Coordinate with LEC to set up, host, and tear down quarterly event sites.

Anticipated Outputs

- 1) Events executed each quarter with newly housed individuals invited
- 2) Formerly homeless individuals are connected to community and support.

By submitting this bid, I confirm that the budget proposed represents a firm and binding offer for all activities described in this Scope of Work.

Name, Title of Person Authorized to Submit Bid

Signature

Date