



Tucson Pima Collaboration
To End Homelessness

BID SOLICITATION

ADMINISTRATION OF THE 2021 POINT IN TIME COUNT OF UNSHELTERED PEOPLE EXPERIENCING HOMELESSNESS IN PIMA COUNTY

DUE DATE

BIDS MUST BE RECEIVED ELECTRONICALLY ON OR BEFORE 11:59PM ARIZONA TIME ON OCTOBER 14, 2020

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 OCTOBER 10, 2020

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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 Chart) 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 administer the 2021 unsheltered PIT and to conduct analysis of sheltered and unsheltered PIT data.

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 September 25, 2020.
- Proposals are due on or before October 14, 11:59pm Arizona time.
- Bidders will receive notification of selection on or before November 1, 2020.
- PIT planning will begin immediately with the selected vendor as outlined in the scope of work.

V. PERIOD OF SERVICE AND OPTION TO EXTEND

The initial period of service for this solicitation is November 1, 2020 – April 30, 2020.

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 the administration of the unsheltered PIT and analysis of sheltered and unsheltered PIT data, 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. FUNDING AVAILABLE

Each applicant's bid amount should appropriately reflect the cost of proposed activities and must be inclusive of all activities outlined in this solicitation. In prior years, TPCH has contracted for these services at a rate of \$7,500/year and expects to issue a contract at or below this amount for the 2021 Unsheltered PIT.

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 November 7, 2020.
- B. Provide all documents required for City of Tucson to execute a contract agreement with vendor on or before November 7, 2020.
- C. Participate in regular meetings with TPCH PIT Work Group, City of Tucson, and Pima County HMIS to plan for and implement the unsheltered PIT.
- D. Submit payment requests according to the schedule outlined below

IX. COMPENSATION SCHEDULE

Payment for contracted services will be issued in three installments:

- A. Payment 1 – 20% of contracted amount payable upon satisfactory completion of Major Activities 1-5 identified in Exhibit A – Scope of Work
- B. Payment 2 – 60% of contracted amount issued upon satisfactory completion of Major Activities 6-8 identified in Exhibit A – Scope of Work
- C. Payment 3 – 20% of contract amount payable upon satisfactory completion of Major Activities 9-11 identified in Exhibit A – Scope of Work

X. PROPOSAL FORMAT

To ensure that TPCH can make the most direct, accurate and equitable comparison of bids 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 the 2021 Unsheltered PIT and community planning. Identify the principal investigator(s) 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. Deliverable Format(s)

Identify the format(s) and data presentations in which de-identified data will be made available to TPCH for internal and external use. Identify the format(s) in which data publication-ready PIT report and data analysis will be provided to TPCH for internal use and external distribution.

D. 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

E. 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.

F. Project Bid

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

G. Point of Contact

Identify a primary and secondary contact who can answer questions on this project and are authorized to engage in contract negotiations 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 negotiate proposal details and/or submit a best and final offer if requested on or around the third week of October 2020.

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 October 14, 2020. Proposals shall use the subject heading 2021 Unsheltered PIT Count Proposal and be emailed to tpch@tucsonaz.gov on or before the deadline.

XIII. PROPOSAL EVALUATION

Proposals will be reviewed by the TPCH Unsheltered PIT Count Vendor Selection Work Group within one week of receipt. The Work Group shall submit a recommendation for project vendor to the TPCH Continuum of Care Board and City of Tucson Housing & Community Development Department for approval during the week of October 21, 2020.

Bidders will be notified of the selection decision on or before November 1, 2020.

Proposals shall be evaluated based on the following criteria.

- A. Prior experience conducting unsheltered PIT counts or other large-scale community volunteer events (20 points)
- B. Satisfactory completion of prior work completed on behalf of TPCH (if applicable) and/or on behalf of references provided (20 points)

- C. Quality and appropriateness of proposed plan to perform activities outlined in the solicitation scope of work (30 points)
- D. Plan to provide data in formats that can be used for secondary data analysis and public reporting by TPCH (15 points)
- E. Budget competitively submitted at or below \$7,500 for initial period of service and includes appropriate costs for completion of the desired scope of work (15 points)

XIV. PROPOSALS SUBJECT TO NEGOTIATION

All proposals will be subject to negotiation to ensure that TPCH'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 TPCH needs.

XV. AWARDS UNDER THIS SOLICITATION

The issuance of this solicitation does not obligate TPCH nor the City of Tucson to contract 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. RIGHT TO CANCEL

The COVID-19 health pandemic is creating unprecedented challenges in annual activities required by HUD and it is possible that HUD will cancel the 2021 PIT.

- A. In the event that HUD cancels the 2021 PIT prior to the date of contract execution, the selected vendor shall be offered a contingent contract for administration of the 2022 PIT.
- B. In the event that HUD cancels the 2021 PIT subsequent to the date of contract execution, the selected vendor shall be compensated for activities performed according to the compensation schedule provided in this solicitation. No further compensation will be provided. The selected vendor may be offered a contingent contract for administration of the 2022 PIT at the discretion of TPCH and the City of Tucson.

TPCH or City of Tucson may cancel contract(s) awarded under this solicitation with 15 days due to breach of agreement or unsatisfactory progress toward scope of work.

XVII. 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 October 10, 2020.

EXHIBIT A – SCOPE OF WORK
2021 POINT IN TIME COUNT ADMINISTRATION AND DATA ANALYSIS

<p>Project Name</p> <p>2021 Unsheltered Point in Time Count and Analysis of Sheltered and Unsheltered PIT Data</p>
<p>Project Timeline</p> <p>November 1, 2020 – Planning Begins</p> <p>December 15, 2020 – Unsheltered Point in Time Methodology Submitted for TPCH Approval</p> <p>January 2021 – Unsheltered Point in Time Count Volunteer Training Occurs</p> <p>January 2021 – Unsheltered Point in Time Count Occurs</p> <p>February 2021 – Unsheltered Point in Time Debrief Occurs</p> <p>March 2021 – HUD Questionnaire and Data Analysis Delivered for HUD/Community Reporting</p> <p>April 2021 – Recommendations for Future PIT Administration Submitted</p>
<p>Beneficiary</p> <p>Through this project, the Agency will provide contracted services to the City of Tucson Housing & Community Development Department in its role as Collaborative Applicant/CoC Lead Agency for Tucson Pima Collaboration to End Homelessness, the AZ-501 HUD Continuum of Care operating in Tucson and throughout Pima County.</p>
<p>Project Goals/Priorities/Guiding Principles</p> <p>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:</p> <ol style="list-style-type: none"> 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
<p>Major Project Activities</p> <ol style="list-style-type: none"> 1. Submit documents required for City of Tucson contract file and approval on or before November 7, 2021. 2. Develop the unsheltered PIT methodology in conjunction with the TPCH Street Count Work Group using historical TPCH Street Count plans, data and maps no later than December 15, 2020. 3. Develop a plan for analysis of sheltered and unsheltered PIT data in coordination with City of Tucson and Pima County HMIS no later than December 15, 2020.

4. Ensure that the Street Count methodology complies with HUD guidelines and is accepted by HUD. Provide Pima County HMIS with information to answer methodology questions from HUD no later than March 31, 2020.
5. Develop and implement volunteer recruitment plan in partnership with TPCH no later than November 30, 2020.
6. Match volunteer teams and coordinators no later than January 10, 2021.
7. Plan and facilitate volunteer training no later than January 17, 2021.
8. Manage count headquarters on day of the unsheltered PIT providing volunteer team technical assistance and collecting required documents.
9. Compile and analyze sheltered and unsheltered PIT data as provided by TPCH and/or Pima County HMIS within 30 days of receiving the data.
10. Provide the final unsheltered PIT data to be submitted to HUD no later than March 31, 2020. The data required is outlined in Notice CPD-15-010 from the U.S. Department of Housing and Urban Development, Community Planning and Development, located on pages 32-39 here: <https://www.hudexchange.info/resources/documents/Notice-CPD-15-010-2016-HIC-PIT-Data-Collection-Notice.pdf>
11. Prepare recommendations for the 2022 unsheltered PIT and deliver to City of Tucson no later than April 30, 2021.

Anticipated Outputs

- 1) Recruitment and training of 200+ community volunteers to assist with the 2021 unsheltered PIT
- 2) Volunteer and Team Lead training activities
- 3) Point in Time Count Data and Methodology Responses for Submission to HUD
- 4) TPCH 2021 Point in Time Count Data Analysis & Final Methodological Report
- 5) 2022 Point in Time Count Recommendations

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