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CITY OF  
**PORTLAND, OREGON**  
PORTLAND HOUSING BUREAU

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**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)**

**EMPLOYMENT SPECIALIST**

**JUNE 2010 REQUEST FOR PROPOSALS**

**AMOUNT AVAILABLE: \$120,000**

**PROPOSALS DUE: Thursday, June 17<sup>th</sup> by 4:00 p.m. PST**

**Submit one (1) original and 4 complete copies of the Proposal to:**

City of Portland

Attn: Dawn Martin

Portland Housing Bureau

*421 SW Sixth Ave., Suite 500*

Portland, OR 97204

**Refer questions to:**

Dawn Martin, HOPWA Administrator

Phone: 503-823-2378

Email: [dawn.martin@portlandoregon.gov](mailto:dawn.martin@portlandoregon.gov)

## **EMPLOYMENT SPECIALIST RFP**

The Portland Housing Bureau (PHB) is seeking proposals for a program that will provide employment services to persons living with Human Immunodeficiency Virus or Acquired Immune Deficiency Syndrome (HIV/AIDS) in the Portland Eligible Metropolitan Statistical Area (EMSA).

### **SUMMARY**

In 1994 Portland/Vancouver Metro area jurisdictions qualified as an EMSA for Housing Opportunities for Persons with AIDS (HOPWA) when 1500 cumulative AIDS cases were identified. The EMSA comprises of seven counties including Multnomah, Washington, Clackamas, Yamhill, and Columbia Counties in Oregon, and Clark and Skamania Counties in Washington. The formula grant for FY 2010 is \$1,088,055.

Employment is a central source of well being and dignity. It is also a good tool to combat social isolation. The therapeutic value of employment in reaching recovery goals and self sufficiency is well demonstrated. A study of addiction disorders found that clients who engaged in legitimate employment were less likely to relapse, had increased quality of life with gains in self-sufficiency, and improved physical and mental health (Catalano, Howard, Hawkins, & Wells, 1988; TOPPS-II Interstate Cooperative Study, 2003). Information suggests that employment needs are becoming an increasingly important concern often insufficiently addressed by the current service system. There is a need to develop strategies for individuals striving to overcome employment difficulties.

In the Portland EMSA there are an estimated 3,923 PLWHA as of the end of 2008. Approximately 53% of PLWHA live with some form of mental illness, and 27% suffer from a severe chronic mental illness. Additionally, an estimated 25% of PLWHA have dual diagnoses with mental illness and substance abuse.

PHB is seeking an agency with the capacity to work collaboratively with AIDS housing and medical case management providers in the EMSA. It is critical to include key stakeholders, such as these and other HIV/AIDS organizations, in the planning and implementation of the program.

Successful provision of an employment assistance program will require:

1. The ability to outreach, engage, and maintain relationships with clients who may be homeless or mentally ill, and
2. An understanding of the disease processes and effects of PLWHA
3. An evidence-based strategy to help people with disabilities participate as much as possible in the competitive labor market, working in jobs they prefer with the level of professional help they need.
4. Culturally specific outreach and service provision

### **EVIDENCE BASED PRACTICES**

Evidence Based Practices are those practices for which there is consistent scientific evidence showing that they improve client outcomes. The scientific evidence is comprised of several randomized clinical trials (or quasi-experimental studies with comparison groups) in a variety of

typical community settings. The trials, conducted by different researchers, show consistently better results for consumers than alternative practices or no intervention.

#### **GOALS FOR THIS RFP**

- Increase the number of PLWHA who receive employment services
- Increase the number of PLWHA who are employed
- Decrease the amount of HOPWA rent assistance required to affordably house PLWHA
- Serve all PLWHA that need employment assistance in the EMSA
- Use HOPWA funds to leverage additional resources for PLWHA
- Engage community based providers to develop strategies to increase number of members of communities of color who receive employment services

#### **TARGET POPULATION SERVED**

This program will serve People Living with HIV/AIDS in the seven county EMSA that earn 80% median family income (MFI) or less which is \$44,800 for a household of two (2).

#### **TIMELINE**

RFP Released – Thursday, June 3, 2010

Proposals Due – Thursday, June 17, 2010

Contractor Selected and Announced – Wednesday, June 30, 2010

There will be no pre-proposal conference for this solicitation.

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### **Scope of Services and Performance Outcomes**

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#### **SCOPE OF SERVICES**

This program will fund employment services including:

**Outreach** - Develop relationships with local agencies, healthcare and treatment providers. Attend the HIV Case Management Network.

**Individualized Job Placement** – Assist clients in finding jobs according to client preferences, strengths, and work experiences.

**Follow-along Supports** – Provide ongoing support as needed.

#### **PERFORMANCE OUTCOMES AND MEASURES**

**Data Collection** – PHB requires vendors to use the web-based data collection system, Homeless Management Information System (HMIS), to report outcomes and measures, for which training will

be provided. Additionally, HOPWA end of year reports that capture client demographics are required.

Measurements may include, but are not limited to:

- Target number of individuals served by Employment Specialist
- Percentage of participants that secure employment through the program
- Hourly pay
- Length of employment
- Racial/ethnic data of individuals served

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## **Application Process**

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### **PROPOSAL QUESTIONS**

Each of the following questions has a maximum of 20 points possible, for a maximum total score of 100 points.

1. List the goals and measurable outcomes your agency will achieve with these funds, including, number of people served, percent of people that secure jobs, etc. These outcomes will be incorporated into the contract.
2. State the community need for an Employment Specialist.
3. Please describe the approach and employment model your agency will use to meet the above identified need. Indicate whether this is a new program for your agency.
4. Please describe how your agency will gain access to/become familiar with the HIV community and how your agency will work collaboratively with HIV/AIDS service and care providers. Describe your group's sensitivity in providing services to PLWHA and methods that will be used to protect client confidentiality. Describe your groups record of or strategies for reaching out to historically underserved populations.
5. Describe specifically how HOPWA funds will be used. Using the attached budget form, identify any matching funds, expenses, and proposed staffing plan with individual job positions and their salary ranges. Indicate whether the Employment Specialist is an existing staff member or will be a new hire. Please detail administrative expenses.

### **EVALUATION PROCESS**

An evaluation team will be assembled to review applicants. Each evaluator will independently assign a draft score to each proposal based on the responses to the below questions. Then the evaluators will meet at a Proposal Evaluation Session and share their key findings from each proposal. After sharing their findings, each evaluator will be given an independent opportunity to revise their draft scores and finalize them. The final scoring for each applicant will then be summed and the applicant with the highest score will be selected as the contractor. The Procurement Office will select people of color to serve on the selection committee. PHB reserves the right to reject any or all responses to this Request for Proposal if deemed in the best interest of the Bureau.

The award will be made to the Proposer who meets all minimum requirements, including an average threshold score of 70 points, and has the highest scoring proposal, based on written responses, as described in this solicitation.

PHB strongly encourages the participation of Minority-Owned, Women-Owned, and Emerging Small Businesses and Organizations in providing these services.

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## **Procurement Procedure**

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PHB reserves the right to request clarification of any item in a Proposer's proposal or to request additional information prior to or during the evaluation process to clarify a particular proposal.

### **JOINT PROPOSALS**

PHB will consider a sole provider submitting a proposal as a Lead Agency providing some services through subcontracted providers. Any Proposer seeking to be a Lead Agency should explain what services will be provided by other agencies and provide a copy of the contract that the Lead Agency intends to use with its subcontracted provider. To the extent that a Lead Agency wins the award, PHB will contract only with the lead agency and will hold the lead agency responsible for providing all services, including those that are subcontracted to other agencies.

### **CONTRACT NEGOTIATION**

PHB may elect to negotiate general contract terms and conditions, services, implementation schedules, and such other terms as the bureau determines are in its best interest. If negotiations fail to result in a contract, PHB reserves the right to terminate the negotiations and initiate contract negotiations with the next highest scoring responsive and responsible Proposer. Services will be contracted and paid on a cost reimbursement basis.

### **CONTRACT FUNDING**

Housing Opportunities for Persons with AIDS (HOPWA), a Housing and Urban Development (HUD) entitlement will be used to fund this program. There is a maximum of \$120,000 available over the two year period to be contracted on an annual basis. This is one-time only funding. Funding is secured from July 1, 2010 through June 30, 2012. Services will be paid on a cost reimbursement basis.

### **MINIMUM REQUIREMENTS**

At the time of contracting, proposers must meet the following minimum requirements.

- The awarded vendor must be a non-profit organization.

- The awarded vendor is required to use PHB's Homeless Management Information System (HMIS), Service Point to build and maintain data, and use as a management tool for performance measurements. Service Point is accessed through a City web site, and training will be provided to the awarded vendor at no cost.
- If the vendor elects to drive their clients as part of the provided services of this program, then Commercial Automobile Liability insurance is required by the vendor.

### **PROPOSAL SUBMISSION**

Proposers must submit one original and four complete copies of the proposal to: Portland Housing Bureau, 4221 SW Sixth Ave., Suite 500, Portland, OR 97204, **no later than 4:00 pm Tuesday, June 15, 2010**. Late proposals will not be considered.

Proposals shall be submitted in a sealed envelope appropriately marked with the RFP Title, the name of the Proposer, and the program name.

All requests for clarification regarding technical information, procedures, contract requirements or any other matter regarding this solicitation should be submitted **in writing** to the Solicitation Coordinator, Dawn Martin.

**Employment Specialist  
Proposed Annual Budget  
2010-2011**

<b>Budget Category</b>	<b>Program Budget</b>	<b>PHB Request</b>	<b>Match?</b>
Personnel:			
Salaries			
Taxes and Benefits			
<b>SUB-TOTAL PERSONNEL</b>			
Operating Expenses:			
<b>SUB-TOTAL OPERATING</b>			
Materials:			
<b>SUB-TOTAL MATERIALS</b>			
Administrative Overhead (7%)	\$4,200		
<b>TOTAL BUDGET</b>	<b>\$60,000</b>		