

**REQUEST FOR PROPOSALS  
SERVICES FOR PEOPLE EXPERIENCING HOMELESSNESS  
IN PORTLAND, OREGON**

**Proposals Due: Monday, September 27, 2010, 3:00 PM**

**OVERVIEW:** The Portland Housing Bureau (PHB), through its Ending Homelessness Initiative, provides funding to assist people experiencing homelessness or at risk of becoming homeless through a range of services. These services include, but are not limited to: homelessness prevention, outreach, emergency and transitional housing, supportive services and housing placement and retention.

PHB will make up to \$1,000,000 (one million dollars) in **one-time local funding** available to organizations that submit successful proposals to deliver homelessness prevention, outreach, housing placement, rent assistance, and income acquisition services for individuals or families experiencing homelessness or at risk of becoming homeless in the City of Portland's city center district. All qualified services and projects must benefit eligible households residing within the City of Portland.

**INFORMATION SESSION:** a NON-MANDATORY information session or Bidders' Conference for this solicitation will be held on **Tuesday, September 7, 2010, in the PHB Steel Conference Room on the 5<sup>th</sup> floor at 421 SW 6<sup>th</sup> Ave, Portland, Oregon, from 1:00 – 2:30 PM.**

**EVALUATION CRITERIA:**

|                                      |            |
|--------------------------------------|------------|
| Service Delivery Plan                | 30 points  |
| Collaboration                        | 20 points  |
| Organization Capacity and Experience | 25 points  |
| Outcomes and Evaluation              | 15 points  |
| Project Budget                       | 10 points  |
| Maximum Score                        | 100 points |

**SOLICITATION COORDINATOR:**

Sally Erickson, Program Manager  
Portland Housing Bureau  
421 SW 6<sup>th</sup> Ave, Suite 500  
Portland, Oregon 97204

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<http://www.portlandonline.com/phb/index.cfm?c=26428>

*Participation of certified Minority, Women, and Emerging Small Businesses are encouraged.*



## **SCHEDULE**

|   |   |
|---|---|
| <b>Request for Proposals Issued</b>             | Tuesday, August 31, 2010  |
| <b>Non-Mandatory Information Session</b>        | <b>Tuesday, September 7, 2010</b><br><b>1:00 – 2:30 PM</b><br><b>PHB Steel Conference Room</b><br><b>421 SW 6<sup>th</sup> Ave, Suite 500</b> |
| <b>Proposals Due:</b>                           | <b>Monday, September 27, 2010, at 3:00 p.m.</b>   |
| <b>Anticipated Date Evaluation Panel Meets:</b> | Thursday, September 30, 2010  |
| <b>Anticipated Notice of Awards:</b>            | Wednesday, October 6, 2010  |
| <b>Anticipated Date of Contract Execution:</b>  | November, 2010  |
| <b>Date by which all funds must be spent:</b>   | October 30, 2011  |

*All proposals must be received by the date and time deadline to be considered. PHB reserves the right to change any dates to serve the goals of the RFP.*

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## I. SUMMARY

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The Portland Housing Bureau (PHB) has issued this Request for Proposals (RFP) to non-profit entities to deliver a range of homeless services as a one-time response to increasing levels of homelessness in the Portland city center.

### City and/or PHB goals:

- Decrease the number of people experiencing homelessness on the streets in the Portland city center (see Appendix A, Definitions), prioritizing assistance for women, families with children, youth, medically vulnerable individuals, mentally ill individuals, and people of color.
- Alleviate “bottlenecks” existing in the homeless service system, so that people can quickly exit emergency shelters and transitional housing for their own home, as well as exit from subsidized permanent housing to private market units when they have increased their income.
- Fund programs that increase access to homeless services and homelessness prevention resources for people of color experiencing homelessness or at risk of becoming homeless. Priority will be given to applications from culturally-specific organizations and/or culturally-specific programs (see Appendix A, Definitions), as well as applications that demonstrate partnership(s) with culturally-specific organizations and/or culturally-specific programs.
- Without discouraging service access for people experiencing homelessness, encourage collaboration between homeless service providers, law enforcement officials, business owners and housed residents of the Portland city center.
- Heavily leverage existing resources in the current homeless service infrastructure to assure that services provided by the one-time funds are rapidly deployed, efficiently administered and minimize costs to program and staffing expansion when possible.

All proposals must address how they propose to meet the goals listed above.

### Eligible Activities:

1. **Outreach and Engagement:** Outreach to identify and engage people experiencing homelessness or at risk of becoming homeless in the Portland city center. Primary outreach will be directed to individuals, youth or families who are on the streets. The purpose of the activity is to assess individuals’ housing needs and opportunities and successfully transition them to permanent housing. Without discouraging service access for people experiencing homelessness, outreach should include building collaborative partnerships with law enforcement and business owners.
2. **Permanent Housing Placement – From Streets or Shelter:** Place eligible individuals or families who are on the streets or in shelters into permanent housing by providing financial support. This support may include: payment of application fees, move-in costs, and short- or medium-term rent assistance (no longer than 12 months in duration).
3. **Permanent Housing Placement – From Transitional or Subsidized Housing:** Place eligible individuals or families living in service enriched transitional housing or permanent subsidized housing into permanent, non-subsidized housing by providing financial support. Support may

include: payment of application fees, move-in costs, and short-term rent assistance (no longer than 1-3 months in duration).

4. **Homelessness prevention:** Flexible financial support focused on assisting formerly homeless individuals or families at risk of becoming homeless, including short- and medium- term rent assistance.
5. **Income and/or benefits acquisition:** Provision of employment training, job placement, and/or benefits acquisition assistance for individuals and families who are homeless. Emphasis will be to support people from communities of color, individuals with disabilities or others who with barriers to employment and income acquisition.

See Section II (Program Guidelines) for detailed information regarding eligible activities.

For all of the eligible activities, PHB will give funding priority to applicants that;

- Respond most completely to the goals of the RFP;
- Are culturally specific organizations or culturally-specific programs, and/or demonstrate direct partnership with culturally-specific organizations and/or programs to serve eligible individuals and families of color. PHB reserves the right to require, as a condition of contract award, as much as 25% of available funding to be awarded to culturally-specific organizations or programs.

**Funds Available:**

Total funds available will not exceed \$1,000,000 in one-time City general funds. The following distribution among program areas and anticipated associated outputs/outcomes is a recommended, but not required, distribution. PHB will give funding priority to applications that propose similar funding distributions and reserves the right to award some or all funds to applicants who propose alternate funding distributions if PHB finds that the proposed distributions will better meet the goals of the RFP.

See next page for recommended distribution among program areas and anticipated outputs/outcomes.

## Recommended distribution among program areas and anticipated outputs/outcomes

| Program Area   | Recommended Distribution | Anticipated Outputs/Outcomes   |
|--|--------------------------|--|
| 1. Outreach and engagement   | \$100,000                | Support at least 2.0 FTE   |
| 2. Permanent housing placement - from streets or shelter                 | \$645,000                | Permanently house approximately: <ul style="list-style-type: none"> <li>• 70 households living on the street, and 60 households living in shelters</li> <li>• 75% of households will retain housing 12 months after subsidy ends</li> </ul>      |
| 3. Permanent housing placement - from transitional or subsidized housing | \$75,000                 | Transition approximately 50 households to self-sufficiency   |
| 4. Homelessness prevention   | \$50,000                 | Prevent homelessness for 25 formerly homeless households   |
| 5. Income and/or benefits acquisition                                    | \$130,000                | Provide supported employment services to 45 individuals (with 32 job placements and retention of at least 12 weeks for 23 people) and benefits assistance to 30 individuals (24 will receive SSA)  |
| <b>Total</b>   | <b>\$1,000,000</b>       | <ul style="list-style-type: none"> <li>• <b>205 households permanently housed</b></li> <li>• <b>47 individuals achieve a sustained increased in income</b></li> <li>• <b>60 shelter beds and 50 subsidized housing units freed up</b></li> </ul> |

## II. PROGRAM GUIDELINES

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### A. General Project Guidelines

- Proposers: Can be nonprofit organizations or public housing authorities.
- Project Type: Proposals for the programs and services listed in the RFP Program Guidelines are eligible. Other programs and services may be eligible if PHB, at its sole discretion, determines that proposed programs and services equally or better meet the RFP goals. Proposers may submit proposals that demonstrate the ability to provide the full range of eligible activities, either through a single agency/service provider or through a collaborative partnership of multiple partnering agencies/service providers with an identified lead agency. Proposers may also submit proposals to perform some, but not all eligible activities.
- Location: Funds will serve individuals or families experiencing homelessness or at risk of becoming homeless in the Portland city center area (See Appendix A, Definitions).
- Combining Funds: Funds associated with this RFP may be combined with other funds.
- Data Collection and Evaluation: As a condition of contract award, proposers must Execute an “AGENCY PARTICIPATION AGREEMENT for NW Social Service Connections HMIS” and,
  - 1) Confirm that each administrative staff or end user with access to HMIS (ServicePoint) will execute an “USER AGREEMENT For NW Social Service Connections HMIS ”.
  - 2) Assure that all “Policies and Procedures for NW Social Service Connections HMIS” are adhered to.
  - 3) Utilize HMIS (ServicePoint) to record client level information as required by current Policies and Procedures, HUD Universal Data Elements, and Program Specific Data Elements, including gathering and reporting activities related to KNAC Cost Avoidance Assessment.
  - 4) Utilize HMIS (ServicePoint) for subsequent contract reporting. The following reports will be used for quarterly and Year-End reports: 1) Entry/Exit Report (E/E), 2) Shared Housing Assessment Report (SHAR), and 3) All Client Demographic Count (ACDC). Other reports may be requested as necessary.

### B. Outreach and engagement (Projected allocation: \$100,000)

- Proposers may propose hiring new staff or supplementing existing staff time to engage in direct street outreach and housing placement activities, with a focus on engagement of individuals and families (including youth) experiencing homelessness in the Portland city center. Outreach activities should be focused on individuals and families living on the street, in cars and abandoned buildings and other places not meant for human habitation, and may also include outreach to individuals and families living in emergency shelters.
- Without discouraging service access for people experiencing homelessness, outreach should also focus on building collaborative partnerships with law enforcement and business owners. Outreach staff should be visible, available, and responsive to these partners. An emphasis on collaborative problem identification and solving is encouraged.

- The purpose of the activity is to assess individuals' housing needs and opportunities and successfully place them in permanent housing.
- Proposed new or leveraged outreach staff should support permanent housing placement and retention through personal advocacy with landlords, making deposit payments, and providing ongoing supportive services to support long term housing stability for a minimum of one year after initial placement into housing.

**C. Permanent housing placement – from streets or shelter (Projected allocation: \$645,000)**

- In collaboration with existing and expanded outreach and housing placement staffing, proposers may propose activities to place eligible individuals or families who are on the streets or in shelters into permanent housing by providing financial support.
- Financial support may include payment of reasonable and necessary:
  - 1) rental application fees
  - 2) move-in costs (including rental and utility deposits, first and last months' rent, etc.)
  - 3) short-term rent assistance (1-3 months)
  - 4) medium-term rent assistance (no longer than 12 months in duration)
  - 5) utility assistance
  - 6) back-due rent
- Proposers will assure that rent assistance terms and amounts will vary by household, shall be based on household need as assessed by proposers and will generally not exceed 18 months in duration unless proposers assesses need for such extraordinary assistance.
- Proposers should assure that these permanent housing placement activities are directly coordinated with emergency shelter providers, particularly shelter providers serving priority populations identified in the goals of this RFP. The purpose of this coordination should be to assist in moving individuals or families from shelter into permanent housing and to subsequently free up emergency shelter beds.
- Proposers should assure that permanent housing placement activities will result in the following housing retention outcomes:
  - 90% of households will remain in stable housing 3 months following initial placement.
  - 85% of households will remain in stable housing 6 months following initial placement.
  - 75% of households will remain in stable housing 12 months following initial placement.
- Proposers may propose use of available funds for other flexible client assistance to meet other client needs related to housing stability (including transportation assistance, procurement of basic household furnishings, child care, etc.), though such flexible client assistance should be very limited in duration and proportion to other direct housing assistance.
- Though the duration of funding under this proposal is limited, proposers may propose leveraging other longer-term financial support sources to assist households beyond the availability of this funding.

**D. Permanent housing placement – from transitional or subsidized housing (Projected allocation: \$75,000)**

- In collaboration with existing permanent and transitional housing providers, proposers may propose activities to place eligible individuals or families living in service-enriched transitional



housing or permanent subsidized housing into permanent, non-subsidized housing by providing financial support.

- Financial support may include payment of reasonable and necessary:
  - 1) rental application fees
  - 2) move-in costs (including rental and utility deposits, first and last months' rent, etc.)
  - 3) short-term rent assistance (1-3 months)
  - 4) utility assistance
- Proposers should assure that permanent housing placement activities will result in the following housing retention outcomes:
  - 90% of households will remain in stable housing 3 months following initial placement.
  - 85% of households will remain in stable housing 6 months following initial placement.
  - 75% of households will remain in stable housing 12 months following initial placement.
- Proposers are strongly encouraged to link these permanent housing placement activities with short-term rent assistance funded via this RFP or through other leveraged sources to provide assurance to households moving to permanent, non-subsidized housing such that short-term rent assistance resources will be available to the household should it need them following housing placement.

#### **E. Homelessness prevention (Projected allocation: \$50,000)**

- Proposers may provide flexible financial support focused on assisting formerly homeless individuals or families at risk of becoming homeless. Proposers should prioritize assisting households previously placed in permanent housing who, due primarily to short-term financial circumstances, require limited assistance to maintain their current housing or move to new housing to prevent a return to homelessness.
- Financial support may include payment of reasonable and necessary:
  - 1) rental application fees
  - 2) move-in costs (including rental and utility deposits, first and last months' rent, etc.)
  - 3) short-term rent assistance (1-3 months)
  - 4) utility assistance
- Proposers should assure that permanent housing placement activities will result in the following housing retention outcomes:
  - 90% of households will remain in stable housing 3 months following initial placement.
  - 85% of households will remain in stable housing 6 months following initial placement.
  - 75% of households will remain in stable housing 12 months following initial placement.

#### **F. Income and/or benefits acquisition (Projected allocation: \$130,000)**

- Using practices previously demonstrated to be effective in serving proposed population(s), proposers may assist homeless and formerly homeless individuals with:
  - Securing Supplemental Security Income (SSI), Social Security Disability Income (SSDI) and/or Medicaid and Medicare benefits. Proposers are encouraged to establish and/or maintain partnerships with federal and local benefits agencies and other community agencies to streamline and expedite the application process and assure high success rates in benefits acquisition.

- Finding and retaining employment by: engaging clients, employer relationship development, developing individualized employment plans, job readiness training, remedial education, job skills training, placement in internships and jobs, on-going job and personal coaching and retention support for clients and employers. Activities may also include supported referrals and purchase of employment services not available from the main contractor and subsidies for work supports (i.e. uniforms, tools, transportation, etc.) On-going individual or group coaching topics will include financial literacy and workplace advancement.
- Proposers should prioritize job and benefits acquisition services to those homeless and formerly homeless households assisted with permanent housing placement or homelessness prevention activities funded through this RFP to improve associated household outcomes.
- Proposers should assure that benefits and job acquisition activities will result in the following minimum outcomes:
  - 75% of households engaged in employment assistance activities will secure job placement.
  - 65% of households engaged in employment assistance activities will retain employment for a minimum of 3 months.
  - 80% of households engaged in benefits acquisition assistance will secure benefits.

**G. Administrative expenses**

- Proposers may use funds associated with this RFP to fund reasonable direct and indirect administrative expenses related to the completion of eligible activities associated with the RFP, however proposers are strongly encouraged to limit such administrative expenses by leveraging existing administrative capacity. If proposers intend to charge for indirect administrative expenses, PHB must approve an indirect cost allocation plan prior to contract award.

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### **III. PROPOSAL GUIDELINES**

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**THRESHOLD REQUIREMENTS**

At its sole discretion, PHB may determine whether proposals meet the guidelines and requirements of this RFP. Any proposal not meeting the guidelines and requirements of this RFP will not be considered. PHB reserves the right to reject any or all of the proposals submitted, or to fund a single or multiple proposals. PHB also reserves the right to fully or partially fund a proposal. The Evaluation Committee will review the proposals using the following Submittal Requirements and Evaluation Criteria.

**SUBMITTAL REQUIREMENTS**

Section IV (Evaluation) of this RFP contains the process and criteria with which proposals will be evaluated. Proposers should use the information contained in the section as a guide for proposal development. Section V (Proposal Preparation Instructions) of this RFP contains specific instructions for proposal preparation and submission. Please organize proposals in the following order and adhere to the associated page limits:

| <b>Proposal Section</b>   | <b>Page limit</b>  |
|---|--|
| 1. Cover sheet (See Exhibit A)  | Use Cover Sheet format (Exhibit A)   |
| 2. Narrative: Service Delivery Plan   | 6 pages  |
| 3. Narrative: Collaboration   | 2  |
| 4. Narrative: Organization Capacity and Experience  | 2 pages for primary proposer and 1 page for each proposed partnering agency                                  |
| 5. Narrative: Outcomes and Evaluation   | 2  |
| 6. Budget worksheet and narrative describing budget request and program delivery fees (see Exhibit B) | Use budget worksheet (Exhibit B) and limit to 1 additional page of narrative explaining budget, if necessary |
| 7. Executed Certification (see Exhibit C)   | Use Certification Form (Exhibit C)   |

## **IV. EVALUATION**

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### **EVALUATION PROCESS**

PHB will convene an Evaluation Committee to assess the proposals. The members *may* include representatives from the community, PHB, Portland Development Commission (PDC), and individuals who participated on the advisory committee convened by Commissioner Fish giving rise to this RFP. Individuals representing organizations or partnerships that are responding to the RFP will not be allowed to participate on the Committee. The Committee will evaluate proposals received by the due date and complying with RFP guidelines in accordance with RFP criteria. PHB reserves the right to waive minor imperfections or discrepancies in proposals. The Committee may invite top ranked proposer(s) to interview in person or by conference call. If so requested, the interview is mandatory and failure to meet with the Committee within a reasonable time will be grounds for rejection of the proposal. Information from the interview may be used to revise proposal scoring within the original evaluation criteria. The Evaluation Committee will rank the proposals and recommend the award amounts to the Portland Housing Bureau Director who will make final award decisions.

### **EVALUATION CRITERIA**

Proposers may either submit proposals that:

- demonstrate the ability to provide the full range of eligible activities, either through:
  - a single agency/service provider, *or*
  - a collaborative partnership of multiple agencies/service providers with an identified lead agency, *or*
- propose to perform some, but not all eligible activities.

PHB reserves the right to award multiple contracts, even to proposals with a lower overall score, in order to achieve a total distribution of funding among eligible activities and culturally specific providers and/or programs similar to that described in Section I (Summary).

Each proposal will be scored based on a 100 point scale as follows:

**A. Service(s) Delivery Plan (up to 30 points)**

- Compliance with RFP requirements
- Soundness of proposed approach for delivering the proposed eligible activities and anticipated outputs/outcomes. Degree to which proposed activities are based practices that have demonstrated past effectiveness in the communities in which they are proposed to serve.
- Degree to which the proposed activities may decrease the number of people experiencing homelessness on the streets in the Portland city center, prioritizing assistance for women, families with children, youth, medically vulnerable individuals, mentally ill individuals, and people of color. Overall scope of the proposed activities and the ability of the approach to permanently house the maximum number of eligible households.
- Degree to which proposed activities may alleviate “bottlenecks” existing in the homeless service system, so that people can quickly exit emergency shelters and transitional housing for their own home, as well as exit from subsidized permanent housing to private market units when they have increased their income.
- Degree to which proposed activities increase access to homeless services and homelessness prevention resources for people who may have previously had poorer access, particularly people of color.
- Detail and thoroughness of overall proposal
- Feasibility of any outreach and marketing plans for the eligible activities

**B. Collaboration (Maximum 20 points)**

- Degree to which proposal reflects established and documented partnerships that add value to the proposal. A chart briefly summarizing proposed partners, roles, and type of documentation of partnership (e.g. subcontract, MOU, letter of support) may be helpful; submission of documentation of partnership is not necessary for proposal, but may be required as a condition of contract award.
- The thoroughness of proposed partnerships, including their ability to maximize effectiveness, minimize confusion, and clearly delineate the purposes, roles, and relationships in the partnerships will be considered
- Degree to which proposed activities involve culturally-specific organizations and/or culturally-specific programs, with focus on ensuing access and appropriate delivery of services to individuals from culturally diverse backgrounds.
- Degree to which proposed activities heavily leverage existing resources in the current homeless service infrastructure to assure that services provided by the one-time funds are rapidly deployed, efficiently administered and minimize costs to program and staffing expansion when possible
- Degree to which proposed activities reach beyond existing homeless service providers to encourage collaboration among homeless service providers, law enforcement officials, business owners and housed residents of the Portland city center
- Degree to which proposed activities directly involve existing homeless service and supportive housing providers, to decrease duplication of services and utilize existing expertise, program infrastructure, and client populations

**C. Organization Capacity and Experience (Maximum 25 points)**

- Past experience operating as or partnering directly with culturally-specific organizations or programs
- Demonstrated track record of working effectively with the people and communities proposed to serve, especially (if applicable) people experiencing homelessness, communities of color, and/or people in service-enriched transitional housing and/or subsidized permanent housing.
- Demonstrated record of successfully delivering comparable programs, services and activities
- The ability to provide a range of services and/or to connect clients to other relevant community services
- Current capacity to begin implementing the eligible activities as soon as possible and for the duration of the proposal
- Experience implementing, complying with, and reporting on PHB Ending Homelessness Initiative programs, or similar programs.
- Good financial, legal and organizational standing of applicant
- Number, training, experience, and skill level of staff members directly devoted to the program, as well as those responsible for administration
- If previously contracted with PHB, a history of contract compliance, success at achieving outputs and outcomes, and quality and timeliness of reports and submitted invoices
- Commitment to utilizing Minority owned, Women owned, and Emerging Small Business contractors & vendors

**D. Outcomes and Evaluation (Maximum 15 points)**

- Quality and impact of program including outputs and outcomes that are specific, time bound and measurable.
- Projected number, type and housing status of households to be served
- Proposed intent and demonstrated agency capacity to use Service Point for data collection and reporting

**E. Project Budget (Maximum 10 points)**

- Reasonableness of proposed budget
- Efficiency and effective use of funds
- Appropriate identification of expenses and estimation of costs
- Amount of documented funds leveraged by PHB funds

## V. PROPOSAL PREPARATION INSTRUCTIONS

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### **Proposal Preparation and Submission:**

Proposers shall submit to PHB **one (1) ORIGINAL** hard copy of the proposal, **seven (7) photocopies**, and **one electronic version** by the due date: **Friday, September 24, 2010 at 3:00 p.m.** The original proposal must bear an original ink signature and be marked “ORIGINAL” and the copies must be marked “COPY.”

The proposals must be typed. The electronic copy of the proposal should be in Microsoft Word format and emailed directly to the solicitation coordinator by the proposal due date. No facsimile proposals will be accepted.

Page limits for proposals are identified in Section III (Proposal Guidelines). One double-sided page may substitute for any two single-sided pages. Narrative responses should be formatted on 8.5” x 11” paper, with no less than: 12-point font, 1.5 line spacing, and one-inch margins. Proposals not adhering to formatting requirements will not be considered. Narrative content exceeding stated page limits will not be considered in evaluation of proposal.

In accordance with the City of Portland’s [Sustainable Paper Use Policy](#), please submit your proposal in loose leaf, unbound sets (staples are acceptable), printed on recycled paper with at least 30% post-consumer waste content. Please do not use ring binders, section dividers or any other materials which cannot be easily recycled. Double-sided printing is preferred.

Submit proposals in a sealed package or envelope clearly marked with the name of the RFP and the date and time proposals are due. PHB will not be liable for any lost or late proposals. Deliver proposals by due date and time to:

Portland Housing Bureau  
Attn: Sally Erickson  
421 SW 6<sup>th</sup> Ave., Suite 500  
Portland, OR 97204

**Questions and Requests for Clarification or Change:** 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, Sally Erickson, no later than 72 hours prior to the proposal due date. PHB will issue a response in the form of an addendum to the RFP if a substantive clarification is in order.

Oral instructions or information concerning the RFP given out by City bureaus, employees or agents to prospective proposers shall not bind PHB.

Any change to this RFP shall be made by written addendum issued no later than 72 hours prior to the proposal due date. PHB is not responsible for any explanation, clarification or approval made or given in any manner except by addendum.

**Restrictions on Communication:** Proposers are cautioned not to undertake activities or actions to promote or advertise their proposals or to make any direct or indirect attempt to influence the Evaluation Committee members except upon invitation by PHB in a formal interview. Proposers must respond to **all** questions, comments and requests for clarification before contracts can be executed.

**Negotiating Final Contracts:** After PHB has issued the award decision(s), it will enter into negotiations on top ranked proposals to finalize contracts including work, schedule and fees. Negotiations will, in general, be minimal and completed by the proposed Contract Execution Date, although this date may be extended at the sole discretion of PHB. If PHB, at its sole discretion, determines that any negotiation has reached an impasse, it may cease that negotiation and move to the next highest-ranked proposal. If PHB, at its sole discretion, is unable to successfully negotiate finalized contracts with proposers that result in a total distribution of funding among eligible activities and culturally-specific providers and/or programs similar to that described in Section I (Summary), PHB reserves the right to rescind this RFP in its entirety and award no contracts, or to contract for some eligible activities while revising and reissuing this RFP for other eligible activities. The City leadership must approve the final proposals including award amounts and all contract terms and conditions. Final contracts will provide for PHB's right to rescind awards if terms and conditions, including required milestones, are not met.

Exhibit A

**COVER SHEET**

**Services for People Experiencing Homelessness in Portland**

Applications due at PHB by Monday, September 27, 2010 at 3:00 p.m.

**Name of Organization:**

**Address:**

**www:**

**Contact Person:**

**Telephone:**

**E-mail:**

**Check which of the Eligible Activities you propose to offer and add the amount of funds you are requesting for each one:**

- Outreach and engagement \$ \_\_\_\_\_
- Permanent housing placement - from streets or shelter \$ \_\_\_\_\_
- Permanent housing placement - from transitional or subsidized housing \$ \_\_\_\_\_
- Homelessness prevention \$ \_\_\_\_\_
- Income and benefits acquisition \$ \_\_\_\_\_
- Other (describe: \_\_\_\_\_) \$ \_\_\_\_\_
- Total** \$ \_\_\_\_\_

**List any partnering organizations that will assist in service delivery:**

The undersigned certifies that the information provided herein, to the best of his or her knowledge, is true, complete, and accurately describes the proposal.

**Signature of Proposer's duly authorized representative:**

\_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_



## Exhibit B

### Budget Proposal Form

**Instructions:** Use this budget format to prepare a comprehensive proposed program budget that reflects all program funding sources, including separate identification of funds proposed through this RFP. If the proposal includes a collaborative partnership of multiple agencies/service providers with an identified lead agency, prepare one program budget for the full proposal (labeled “Full Proposal” under activity), and separate program budgets for each subcontracted agency and/or activity. Electronic copy of this budget form in Excel format can be found at: <http://www.portlandonline.com/phb>, or by contacting the PHB Solicitation Coordinator.

#### PHB PROPOSED PROGRAM BUDGET

RFP: SERVICES FOR PEOPLE EXPERIENCING HOMELESSNESS IN PORTLAND, OREGON

PROPOSER:

ACTIVITY:

**Table A: Program Budget Worksheet**

| Budget Category  | Total Proposed Program Budget | Proposed Budget from this RFP |
|--|-------------------------------|-------------------------------|
| <b>Personnel</b>   |                               |                               |
| Salaries   | -                             | -                             |
| Benefits & Payroll Taxes                                       | -                             | -                             |
| <b>Total Personnel</b>   | <u>0</u>                      | <u>0</u>                      |
|  |                               |                               |
| <b>Operating Expenses</b>                                      |                               |                               |
| Equipment & Rental   | -                             | -                             |
| Computer Technology  | -                             | -                             |
| Mileage & Parking  | -                             | -                             |
| Consultants  | -                             | -                             |
| Subcontractors   | -                             | -                             |
| Miscellaneous  | -                             | -                             |
| Professional Services  | -                             | -                             |
| Other:   | -                             | -                             |
| <b>Total Operating Expenses</b>                                | <u>0</u>                      | <u>0</u>                      |
|  |                               |                               |
| <b>Administrative Expenses (directly or indirectly billed)</b> |                               |                               |
| Salaries   | -                             | -                             |
| Benefits & Payroll Taxes                                       | -                             | -                             |
| Office / Facility Rent   | -                             | -                             |
| Utilities  | -                             | -                             |
| Office Supplies  | -                             | -                             |
| Travel & Training  |                               | -                             |
| Audit Services   |                               | -                             |
| Insurance  |                               | -                             |
| Indirect Rate Billing (\$)                                     |                               | -                             |



**Exhibit C**  
**PROPOSER CERTIFICATION**

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**Each Proposer must read and sign this section.**  
**Failure to do so may be grounds for Proposal rejection.**

1. By submitting a proposal, proposer expressly represents it has taken no exception to any term, condition, obligation or requirement contained in this solicitation document, or any addenda to this solicitation, which is not expressly stated in its proposal.
2. Prior to contract execution, a proposer agrees to: 1) [register to conduct business in the State of Oregon](#); 2) [obtain a City of Portland Business License](#); 3) [obtain certification as an Equal Employment Opportunity \(EEO\) employer](#) through the City of Portland, Bureau of Purchases; 4) provide adequate proof of insurance; and 5) provide verification of non-profit status if applicable. Proposer agrees to maintain such certification, insurance, accreditation and/or license(s) that may be required to perform work for the duration of the contract term.
3. Proposer agrees to make the proposal a binding offer to PHB for a period of ninety (90) calendar days from the date proposals are due.  
Proposer further certifies:
  4. It is an independent contractor as defined in ORS 670.600 et al. and is, to the best of its knowledge, not in violation of any federal, state or local tax law.
  5. This proposal is genuine and not made in the interest of, or on behalf of, any undisclosed person, firm or corporation; proposer has not induced any person, firm or corporation to refrain from proposing; and proposer has not sought by collusion or fraud to obtain for itself any advantage over any other proposer or over the Portland Housing Bureau (PHB).
  6. It has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to PHB, and that the key personnel and principals identified to perform work under an awarded contract do not have any undisclosed personal or business relationships with any of the PHB employees.
  7. The undersigned warrants that s/he is an authorized representative of the proposer; has read, understands and agrees to be bound by all RFP instructions, specifications, contract terms and conditions contained herein (including all addenda issued for this solicitation); that the information provided in this proposal is true and accurate; and understands that providing incorrect or incomplete information may be cause for proposal rejection or contract termination.

**SIGNATURE BLOCK**

Signature of Proposer's duly authorized representative:

\_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Legal Name of Proposer/Firm: \_\_\_\_\_

(Mandatory) Federal Tax Identification Number (FEIN or SSN):

## APPENDIX A

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### DEFINITIONS

For purposes of this RFP, the following definitions apply:

- **“City center”** is roughly defined as the area between the following boundaries: north from SE Powell Blvd and Interstate 405; east from Interstate 405, SW Vista Ave and NW 23<sup>rd</sup> Ave; south from NW Thurman and NE Broadway, and west from NE and SE 12<sup>th</sup> Ave.
- **“Culturally specific organization or programs”** are defined as those with the following characteristics:
  - The majority of members and/or clients are from a particular community of color, such as African American, Asian/Pacific Islander, Native American, Latino, African Immigrant and Refugee, and Slavic.
  - The organizational or programmatic environment is culturally focused and identified as such by members.
  - The organizational staff, board and leadership or program staff and leadership reflects the community that is served.
  - The organization or program has a track record of successful community engagement and involvement with the community being served.