

**Central Florida Commission on Homelessness (CoC FL-507) - Orange, Osceola and
Seminole Counties Request for Applications (22.6)
Technical Assistance and Support: System Development - Lead Agency**

Release Date: Friday, December 16, 2022
Completed Applications Due: Thursday, January 12, 2023 5:00 p.m. EST
 Applications must be emailed to application@hcnfl.org by the above deadline.

Only applications for the following services are eligible for consideration under this Request for Applications (RFA):

Proposed Activities	Expected # of Hours for which Services Are to Be Retained	Expected Contract Amount
System Development: Lead Agency – facilitating the FL-507 CoC Lead Agency through Entrepreneurial Operating System (EOS) process of developing and implementing a plan to strengthen its functioning to result in improved development of a housing focused homeless services system.	158.5 – 206.5 hours	\$19,563 - \$31,563 (maximum)

A. Background.

1. About the Continuum of Care.

The Continuum of Care promotes a region-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states and units of local government to quickly re-house homeless individuals, families, persons fleeing domestic violence and youth, while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness. Homeless Services Network of Central Florida, Inc. (HSN) is recognized by the Department of Housing and Urban Development (HUD) and the State Office on Homelessness as the Lead Agency for the Central Florida Continuum of Care (CoC FL-507), which encompasses Orange, Osceola and Seminole Counties. Membership in CoC FL-507 is open to all individuals, organizations, businesses, and units or arms of local government who wish to work collaboratively toward that end.

2. About this Request for Applications.

a. Generally

HSN is the designated Lead Agency and Collaborative Applicant for CoC FL-507, and is responsible for the preparation and submission of the annual application to HUD for CoC Program funding as described at 24 CFR Part 578, Subpart B, in response to the HUD-issued Notice of Fund Availability (NOFA) and for

facilitating all of the annual activities and planning associated with 24 CFR Part 578, Subpart B. HSN also staff's the CoC Board (CFCH Managing Board) and the CFCH Leadership Council.

b. Specifically

HSN is seeking qualified technical assistance and support in the form of a technical assistance provider who can facilitate the Lead Agency through a process of developing and implementing a plan to strengthen its functioning to result in improved development of a housing focused homeless services system. HSN is requesting applications from entities who are experienced in the Entrepreneurial Operating System (EOS).

c. Award Amount

The maximum funding amount that will be awarded or disbursed under any agreement arising from this RFA is \$31,563 or an amount equal to the maximum number of hours of service to be provided at the proposed hourly rate(s), whichever is less.

d. Term

The term for any agreement arising from this RFA is expected to start on a date between March 2023, and February, 2024.

e. Definitions

Any term used in this RFA that is also found in the HUD CoC Interim Rule (24 CFR Part 578) has the same meaning as defined therein.

B. Eligible Applicants.

1. An applicant responding to this RFA (Applicant) may be a for-profit or not-for-profit corporation or partnership or an individual. An Applicant or any individual proposed to provide services described in this RFA may not be not suspended, debarred, or otherwise precluded from bidding on or receiving federal, state, or local government grant awards.
2. An Applicant may not be a current or prospective sub-recipient or sub-contractor of HSN- administered funding under any contract or agreement, with the exception of entities or individuals providing only technical assistance and support services.
3. To be eligible for consideration under this RFA, an Applicant must also have provided applicable technical assistance and support to at least four other nonprofit agencies during the past five (5) years.

C. Submission of Applications.

In order to be considered for selection as Sub-contractor under this RFA, an Applicant must complete and submit an Application as described in this RFA. A completed Application consists of the following components, and must be transmitted in full to application@hsncfl.org no later than 5:00 p.m. EST, January 12, 2023. Applications submitted after this deadline will not be considered unless no application meeting minimal scoring criteria is submitted prior to deadline.

1. Cover Sheet (Attachment A)

2. Description of Applicant Experience and Expertise

- a. In a narrative not to exceed three (3) pages, describe in detail the Applicant’s experience and expertise providing EOS technical assistance to other nonprofits, with an emphasis on specific outcomes achieved and products generated. Outcomes should include improved processes, written documentation, increased fund development.

- b. Complete the following table listing the technical assistance the Applicant has provided to other nonprofits since 2019. (Add additional pages for the table if needed.)

Nonprofit Name and Location	Year (s) service provided	Duration of Contract	High level outcomes

HSN reserves the right to contact any of the nonprofits listed in the table above to verify the nature and extent of the Applicant’s involvement and production.

3. Demonstration of Capacity to Meet the Scope of Work

In a written narrative not exceeding three (3) pages in length, describe in detail how you would meet or exceed the requirements of the Scope of Work, as set forth in Attachment B to this RFA.

As part of your response, answer the following questions:

- a. If the Applicant is selected as the Sub-contractor, will the technical assistance and support activity be completed by an individual or a team/group? Include a description of the qualifications of each individual who may perform activities described in the Scope of Work, including familiarity with the HUD Continuum of Care framework.

- b. How will you approach the tasks and deadlines described in the Scope of Work?
- c. Would you recommend any changes or additions to the Scope of Work?
- d. How confident are you that you can complete the Scope of Work within the available number of hours/budget? What steps will you take to ensure that the Scope of Work can be completed subject to those constraints?

4. Cost-Effectiveness

Provide the hourly rate(s) at which the Applicant would bill HSN for services provided in response to this RFA if selected as the Sub-contractor, the maximum number of hours of service that would be provided by individual(s) billing at such hourly rate(s), and the maximum total amount the Applicant would bill HSN for such provision of service.

D. Intent to Apply/Questions Regarding the RFA or Application.

All Applicants are encouraged to notify HSN of their intent to apply by sending an email to application@hsncfl.org. In addition, questions about this RFA may be sent to application@hsncfl.org through January 9, 2023. Any responses provided by HSN that constitute corrections or clarifications that would benefit applicants generally will be transmitted to all applicants that have notified HSN of their intent to apply.

E. Selection of Sub-contractor.

- 1. HSN, in its capacity as CoC FL-507 Lead Agency, will review and score all complete applications timely received from eligible applicants.
- 2. The components of the Application are assigned the following weights for scoring purposes:

a. Cover Sheet	0 points
b. Description of Applicant Experience and Expertise	maximum 40 points
c. Demonstration of Capacity to Meet the Scope of Work	maximum 30 points
d. Cost-Effectiveness	maximum 30 points
Total Score	maximum 100 points
- 3. a. The eligible Applicant with the highest total Application score will be contacted not later than January 25, 2023, and asked to provide three (3) references with which HSN may consult in order to validate the quality and effectiveness of services previously provided to other nonprofits.

- b. Upon positive consultation with references, the Applicant will be selected as the Sub-contractor in accordance with HSN's adopted procurement policies.
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- c. In the event that the aggregated feedback provided by the references indicate that the Applicant has historically performed or failed to perform in such a manner that the Applicant is unlikely to be able to complete the Scope of Work set forth herein in a satisfactory manner, the process will be repeated for the eligible Applicant that earns the second highest Application score.

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Attachment A – Cover Sheet**

Applicant Legal Name: _____

Applicant d/b/a (if any): _____

Applicant Agency Type:

- Corporation exempt from taxation under §501(c)(3) of the Internal Revenue Code
- For profit Corporation
- Individual
- Other (explain): _____

Applicant Mailing Address: _____

Applicant Website (if any): _____

Federal EIN (Tax ID #): _____

Applicant Points of Contact:

	Primary Contact (for Purposes of this Application)	Secondary Contact – If needed (for Purposes of this Application)
Name		
Title		
Phone Number		
E-mail Address		

Amount of Funding Requested: \$ _____

Declaration by Authorized Representative (individual authorized to act for the Applicant and to assume the obligations or conditions imposed by applicable laws and regulations, NOFA requirements, or a grant application or agreement:

By my signature below, I certify that I am the Applicant or the authorized representative for the Applicant, that the Applicant understands and agrees to be bound by all of the terms and conditions associated with this Request for Applications, and that the information and content contained in the Application is true, complete and correct.

Signature of Authorized Representative

Printed Name and Title of Authorized Representative

Date

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Attachment B - Scope of Work

For purposes of this Scope of Work, “System Development: Lead Agency” means the process of facilitating the FL-507 CoC Lead Agency through the Entrepreneurial Operating System (EOS) process of developing and implementing a plan to strengthen its functioning to result in improved development of a housing focused homeless services system.

Task #	Activity	Estimated # of Hours	Maximum Allowable Cost
1	Meet with leadership team to establish process and timeline	2	\$0
2	Focus Day	8	\$1000
3	Visioning Process to include: <ul style="list-style-type: none"> - Core values - Core focus - 10 year target - Funding strategy - 3 year picture - 1 year plan - Quarterly rocks - Issues 	16-32	\$2000 - \$4000
4	Facilitate strategy to share visioning process results with all employees and nonprofit Board	1.5	\$188
5	3 Quarterly and 1 Annual Planning Meetings	32-64	\$4000 - \$8000
6	Facilitate analysis of needed staff positions and the strength of team members for the jobs and functions needed to successfully support a housing focused emergency homeless services system development	8	\$1000
7	Facilitate identifying needed data including scorecard and measurables	3	\$375
8	Facilitate process for team to identify issues/barriers to implementation and strategies to address identified issues.	6	\$750
9	Facilitate process of identifying the core processes for which the agency needs documentation and how that documentation is best memorialized	6	\$750

10	Assist agency to establish process for ongoing monitoring and evaluation of plan implementation	4	\$500
11	Project Management Tool - Facilitator will recommend project management tools for contractor to select and support initial implementation of the tool	4	\$500
12	Create documentation of the process, the plan and implementation strategy	8	\$1000
13	Ongoing EOS Process Coaching of Executive Team	60	\$7500
Total			\$19,563 - \$31,563