



# DENVER

## HOUSING STABILITY

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### Pre-Proposal Conference - Respite Request for Proposal (RFP) #HOST-56-2023

For attendance purposes, please put your name, title, company representing and email address in the chat feature.

This PowerPoint will be posted on the bid site.

We ask that everyone please mute themselves.

If you have any questions, please submit them in the chat function.

## Good Morning. Welcome and Thank You for joining us.

- All requests for information, clarifications and/or questions must be emailed to [HOSTProcurements@denvergov.org](mailto:HOSTProcurements@denvergov.org) throughout this process. They are to be received in accordance with the Schedule of Events.
- Deadline to submit additional questions is Wednesday, March 1, 2023, at 5:00 PM, MST
- Responses to written questions will be posted on Friday March 3, 2023, by 5:00 PM,
- Questions and responses received throughout this event will be published as an addendum on Zengine.

HOST Participants: Midori Higa, Nicole Givens

# Schedule of Events:

<b>RFP Issued</b>	February 17, 2023	10:00 AM
<b>Virtual Pre-Proposal Conference/General Information Meeting</b>	February 27, 2023	9:00 AM
<b>Deadline to Submit Additional Questions</b>	March 1, 2023	5:00 PM
<b>Response to Written Questions</b>	March 3, 2023	5:00 PM
<b>Proposal Due Date</b>	March 15, 2023	5:00 PM
<b>Evaluation Period (Tentative)</b>	March 16- March 31, 2023	
<b>Award Date (Tentative)</b>	April 10, 2023	

# Respite RFP Purpose

The Respite program is dedicated to serving the shelter and recovery needs of people experiencing homelessness. Respite participants are referred by the hospital system because they are no longer eligible for hospital related care, but have continued, self-directed, medical needs that require a safe environment to ensure health and healing.

The respite program aims to decrease deleterious medical outcomes based on inability for people experiencing homelessness to care for self-directed medical needs, post-surgery, or during disease recovery in the same way a housed person is able to.

City funding will be provided to nonprofit partners who are able to provide congregate and non-congregate respite care. Funded partners must be able to provide care coordination to ensure recovery for participants and provide connections to housing-focused resources.

# Respite RFP Goals & Expectations

:HOST expects partners will have agreements (i.e., memorandums of understanding) in place with hospital agencies to manage relationships, referrals, and processes.

## Goals:

- Ensure people experiencing homelessness are connected to available beds/units for Respite Care
- 100% of clients will receive case management
- 85% of clients will exit to shelter, stable housing, or permanent housing (with the intention of limiting exits to unsheltered contexts).

# RFP Requirements

- Working knowledge of connecting participants to follow up care as needed.
- Provision of basic necessities and furnishings, including but not limited to bed, linens, toiletries, adequate lighting, bathing facilities, phone access, adequate utilities.
- Housekeeping should be available daily, and units should be cleaned at least twice per week, or more frequently as needed. Vacant beds/units should be turned over within twenty-four (24) hours.



# Respite RFP Requirements Continued

- Provide three (3) nutritionally balanced meals provided daily.
- Program guidelines that include
  - o Range of length of stay
  - o No show/Absence policy
  - o Length of stay waiver/extension policy
  - o Housing-focused case management availability
- Commitment to have agreements with hospital and/or public health agencies in place within 90 days of executed contract to ensure consistent route of referral





# Respite RFP Budget

HOST anticipates providing up to \$500,000 from the Homelessness Resolution Fund for 2023.

HOST encourages providers to submit a budget which reflects all operational and financial assistance needs of the program.



# Respite RFP Data Requirements

## Contractor must provide the following:

Selected partners will be required to enter and record all program data into the Homeless Management Information System (HMIS), including but not limited to enrollment details, provision of services/support, and exit info.

The contractor shall conform to the HMIS policies and procedures established and adopted by the Metro Denver Homeless Initiative (MDHI) Continuum of Care (CoC). These are outlined in the COHMIS Policies and Procedures, and the COHMIS Security, Privacy and Data Quality Plan.

The contractor will also be required to submit quarterly reports through Salesforce and invoices through the HOST portal.

# Contract Requirements

## Required Certificate of Insurance provisions:

- **Insurance:** Certificates of Insurance are required of all City Contractors evidencing the following policies:
  - Workers' Compensation and Employer's Liability
    - Waivers for Sole Proprietors
  - Commercial General Liability
    - Sexual Abuse and Molestation Exclusion (SAME) language: Any contractor working with youth and/or a vulnerable population will require SAME coverage as a part of the contractor's commercial general liability coverage.
  - Business Automobile Liability
    - Exception for Sole Proprietors
  - Cyber Liability Insurance
    - Any contractor responsible for retaining Personally Identifiable Information (PII)

# Technical Requirements

**In addition to responses to the questions and budget, Respondents must provide the following documentation**

- 1. Diversity and Inclusiveness – Executive Order #101**
- 2. Proof of Registration with SOS**
- 3. Accounting and Audits**
- 4. Sample Contract – certify**
- 5. Anti-Discrimination Policy – Certify & provide any written anti-discrimination or non-discrimination employment and service policies (if existing)**

# RFP Evaluation Criteria

- Areas of review:
  - a) Agency Capacity & Experience
  - b) Proposed Services
  - c) Equity & Diversity
  - d) Response to the City's Proposed Questions
  - e) Technical Review of Proposal Requirements
  - f) Proposed Outcomes
  - g) Program Budget Plan
  - h) Response to the City's proposed Sample Contract provisions in Contract Certification
  - i) Other Requirements (as applicable)

**No weighting relative importance of criteria is intended or implied by the list**

# Questions

- Questions will be accepted until the deadline of March 1, 2023 by 5:00 P.M. MST. All questions and answers will be posted in an addendum.
- Submission of proposals for this solicitation may only be done electronically through Zengine. Proposals must be submitted at:
- [https://webportalapp.com/sp/respite\\_rfp\\_application](https://webportalapp.com/sp/respite_rfp_application)

# Questions and Answers?



For the time remaining in this event, you may type your questions in the **chat function**. The City will attempt to respond them. This feature can be found at the top right of your screen.

These questions and answers will be made available on the bid site.

[HOSTProcurements@denvergov.org](mailto:HOSTProcurements@denvergov.org) – to submit additional questions

Any change(s) to the RFP and/or its scope will be posted in an addendum. Do not rely on any oral interpretation.