



DENVER

HOUSING STABILITY

Pre-Proposal Conference - Youth Focused Micro-Community Operations Request for Proposal (RFP) # HOST-73-2023

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** throughout this process. They are to be received in accordance with the Schedule of Events.
- Deadline to submit additional questions is **Friday, October 6, 2023, by 5:00 PM MST**
- Responses to written questions will be posted on **Monday, October 9, 2023, at 5:00 PM MST**
- Questions and responses received throughout this event will be published as an addendum on Zengine.

Schedule of Events:

RFP Issued	September 29, 2023	10:30 AM
Virtual Pre-Proposal Conference/General Information Meeting	October 5, 2023	1:00 PM
Deadline to Submit Additional Questions	October 6, 2023	5:00 PM
Response to Written Questions	October 9, 2023	5:00 PM
Proposal Due Date	October 20, 2023	5:00 PM
Evaluation Period (Tentative)	October 20 - 31, 2023	
Award Date (Tentative)	November 1, 2023	

Youth Focused Micro-Community Operations RFP

Purpose

Denver is looking for an organization that will operate and serve a youth-focused micro-community for unsheltered youth experiencing homelessness, ages 18-24. The selected organization will provide site management and necessary support services that cater to this population. Specifically, HOST is looking for a provider to utilize a comprehensive approach that addresses immediate needs to stabilize youth experiencing homelessness, provide housing navigation, benefit navigation and enrollment, full case management, referrals and coordination appropriate physical and behavioral health services, and any other services that promote long-term stability and well-being. This integrated approach is crucial in addressing the complex and interconnected challenges faced by people experiencing homelessness on their path to stability.

Youth Focused Micro-Community Operations RFP

Scope of Work

Providers must be able to complete the following:

- Facility and/or site management to oversee the day-to-day operations and maintenance of youth focused micro-community to ensure compliance with all building codes, health regulations, and safety issues
- Staff management and training to recruit, train, and supervise 24-7 micro-community staff including subcontractors or in-house security, facilities, pest control, and/or other personnel
- Client intake and management system to conduct an intake process in the Homeless Management Information System (HMIS) for new residents, ensuring they receive necessary support services under the program
- Manage site safety and security to establish and enforce security protocols to ensure the safety of residents and staff

Youth Focused Micro-Community Operations

RFP Scope of Work Continued

- Manage health and hygiene to implement and enforce health and hygiene standards to prevent the spread of illnesses within the microunit communities; ensure access to clean drinking water, bathing facilities, and laundry services for residents
- Collaborate with community stakeholders and partner organizations to foster positive relationships with the local community to reduce any negative impacts and address concerns
- Financial management in developing and managing the micro-community budget, including tracking expense
- Reporting and documentation to maintain accurate and up-to-date records of micro-community operations in HMIS for resident data, services provided, exits from the program
- Collaborate with City representative(s) to notify and address any critical incidents on site(s).

Youth Focused Micro-Community Operations

RFP Scope of Work Continued

- Provide physical health referrals to providers for medical, dental, and vision services
- Provide behavioral health referrals to HOST coordinated providers for mental health, substance misuse & harm-reduction services
- Provide benefit navigation and enrollment assistance services
- General access to basic needs to help youth stabilize
- Collect, enter, and use required data to make policy decisions, provide reports, and adhere to HOST data and reporting compliance

Youth Focused Micro-Community Operations RFP Target Outcomes and Goals

Under this procurement, the Youth Focused Micro-Community outcome goals are as follows:

- Provide case management to 100% of residents annually
- Connect 80% of residents to permanent or more stable housing
- Assist approximately 90% of residents to gain or increase access to benefits
- Assist approximately 50% of residents to connect to behavioral health, substance use, and physical care

Youth Focused Micro-Community RFP Minimum Qualifications

Proposals should reflect extensive knowledge about and experience working with youth experiencing unsheltered homelessness in Denver. Proposals should reflect a deep understanding of the unique needs that accompany the target population.

Proposers must provide supportive services to residents. If services are not provided directly from the proposer, please explain how required services will be provided using other sources.



Youth Focused Micro-Community RFP Budget

Funding available through this RFP comes from the Federal funding. Proposers are strongly advised to become familiar with Uniform Guidance, Generally Accepted Accounting Principles, and overall requirements to successfully manage Federal funds before submission of a proposal.

HOST encourages providers to submit a budget with reflects the operational needs of the program. Subsequent budget periods are subject to the availability of funds, program authority, satisfactory performance, and compliance with the terms and conditions of the award.

RFP Data Requirements

Provider(s) will be required to be set up in HMIS (see below). Vendors who do not have access to HMIS will be provided with training necessary to utilize the system.

The selected service provider/s will be required to enter and record all program data into the HMIS, including but not limited to clients' demographic information, enrollment, provision of services/supports, case management and exit information. The selected service provider shall abide by both [COHMIS Policy](#) and [Data Quality Standards](#) established and adopted by the Metro Denver Homeless Initiative (MDHI) Continuum of Care (CoC) for metro Denver.

RFP Data Requirements Continued

The selected service provider will be required to submit a quarterly program narrative report and HMIS Data Quality report to HOST via HOST Program Community (HOST will provide service provider with training and login credentials). The quarterly program narrative report will include program successes, challenges, qualitative report, program spend down, etc. In rare situations, service providers may be required to submit supplemental reports. Supplemental reports may be required when HMIS data and program narrative reports are not sufficient to demonstrate program impacts and outcomes.

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 October 6, 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/youth_focused_rfp

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 – 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.