



Toledo Lucas County Homelessness Board
1946 N. 13th Street, #437; Toledo, OH 43604
419-244-9440 / FAX: 419-244-9469
www.tlchb.org

Request for Proposals (RFP)
Consultant Services for 2020 Continuum of Care Application
Toledo Lucas County Homelessness Board

- I. Purpose
 - a. The Toledo Lucas County Homelessness Board (TLCHB) is seeking assistance with the preparation and submission of the FY2020 Continuum of Care (CoC) application to the U.S. Department of Housing & Urban Development (HUD) on behalf of the Toledo Lucas County Continuum of Care. TLCHB is the Collaborative Applicant for the Toledo Lucas County Continuum of Care for this annual funding application and is seeking assistance as outlined in the Scope of Work.
- II. Scope of Work
 - a. Assist in preparation for NOFA by reviewing GIW and FY19 CoC Program Competition Debriefing document, developing timeline and working plan for NOFA process, and training staff and review committee members.
 - b. Participation in an initial review of the FY20 Notice of Funding Availability (NOFA) with TLCHB staff and Review Committee to update FY19 NOFA.
 - c. Create and execute NOFA competition policy, deadlines, proposal outlines, training sessions for applicants.
 - d. Work closely with TLCHB staff including HMIS Administrator and contracted HMIS firm to create ranking tool for applications.
 - e. Train and lead Review Committee on schedule, process, review, rating project applications.
 - f. Assist with project rankings and related communications.
 - g. Review draft consolidated application in E-Snaps for completeness and responsiveness to FY20 NOFA and recommend revisions where appropriate.
 - h. Any other tasks related to full execution of NOFA process and Consolidated Application with focus on leading the process while also educating TLCHB and other CoC partners.
- III. Proposal Requirements
 - a. Interested consultants should provide a proposal including relevant experience and at least two references.
 - b. Proposals must also include a budget that encompasses the effort needed for execution of necessary work as outlined above.
- IV. Timeline
 - a. The timeline for the work to be completed is dependent on the timing of HUD's release of the FY20 NOFA, but is anticipated to run June through September of 2020.
 - b. Completed proposals should be submitted to Rachel Gagnon, Toledo Lucas County Homelessness Board at rgagnon@tlchb.org by 4:00pm on June 12, 2020.
- V. Evaluation and Selection

- a. TLCHB will evaluate proposals with a focus on demonstrated experience with CoC collaborative applications. Proposals should sufficiently demonstrate how the consultant is uniquely qualified for such an undertaking and will be reviewed and evaluated by TLCHB's Executive Director and Board of Directors.
- b. TLCHB will also place a heavy focus on proposals including an education component for TLCHB and engaged committee members in combination with hands-on assistance throughout.
- c. This RFP does not commit TLCHB to pay any costs incurred by any consultant in the submission of a proposal. The consultant is responsible for all costs associated with the response to his RFP. TLCHB reserves the right to reject any and all proposals at any time with no penalty, to negotiate with any qualified source, to waive any formality, or to cancel the RFP in part or in entirety if TLCHB determines it is in the best interest of Toledo Lucas County Continuum of Care. This solicitation of proposals in no way obligates TLCHB to award a contract.
- d. Bidders must comply with all provisions of Ohio state law and the accepted bidder may have to comply to local ordinances as well.
- e. Proposals will be reviewed on a rolling basis as received and TLCHB reserves the right to discuss or negotiate any bid with any bidder prior to the acceptance of a final bid.
- f. TLCHB intends to accept the bid it determines to be in the best interests of the CoC, based on the overall proposal, not exclusively on cost or any other specific factor. TLCHB reserves the right to amend, modify, reject, negotiate, or accept any bid in whole or in part as its sole discretion.

VI. Questions & Additional Information

- a. For questions or more information about this RFP, please contact Rachel Gagnon at rgagnon@tlchb.org.
- b. TLCHB does not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information.
- c. TLCHB is committed to providing proper access to services, facilities, and employment opportunities.