



St. Clair County

INTERGOVERNMENTAL GRANTS DEPARTMENT

June 9, 2022

**Re: Request for Proposal for the St. Clair County Continuum of Care (CoC) for
Evaluation of the Coordinated Entry system**

To Whom It May Concern:

The St. Clair County Intergovernmental Grants Department is requesting proposals to conduct a compliance evaluation of the St. Clair County Continuum of Care's Coordinated Entry system.

If you or your organization is interested in submitting a proposal, please follow the guidelines enclosed.

Proposals must be submitted via email to Christina.Anderson@co.st-clair.il.us by 4:00 p.m. on June 24, 2022.

If you have any questions, please contact Christina Anderson at the above email or by telephone at 618-825-3218.

Sincerely,

A handwritten signature in black ink, appearing to read "Christina Anderson".

Christina Anderson
CDBG Program Coordinator
An Equal Opportunity Employer

St. Clair County Intergovernmental Grants Department Request for Proposal

St. Clair County Intergovernmental Grants Department, as Collaborative Applicant on behalf of the St. Clair County IL-508 Continuum of Care (CoC), hereby requests proposals to conduct a compliance evaluation of the Coordinated Entry system of the St. Clair County CoC.

All completed packets must be returned to via email to Christina.Anderson@co.st-clair.il.us by 4:00 p.m. June 24, 2022.

This request for proposal does not commit St. Clair County Intergovernmental Grants Department or the IL-508 Continuum of Care to award a contract, pay any costs incurred in the preparation of the response, nor procure a contract for services.

Notification letters of acceptance or denial will be sent within 60 days of RFP due date.

Any questions concerning this request must be submitted to Christina Anderson at Christina.Anderson@co.st-clair.il.us or via telephone (618) 825-3218.

REQUEST FOR PROPOSAL

Project Overview

The St. Clair County Continuum of Care (CoC) has developed a Coordinated Entry system to provide uniform screening, assessment, and referrals for ESG-funded and CoC-funded homeless projects in St. Clair County. The CoC has assigned the management and operation of the Coordinated Entry system to the St. Clair County Intergovernmental Grants Department (IGD). IGD is a unit of the St. Clair County government. To ensure the consistent operation of the Coordinated Entry system, the CoC and IGD have created a set of policies and practices, and established a Coordinated Entry Committee to provide guidance to the system.

The overall purpose of this project is to conduct an evaluation of the Coordinated Entry system with an eye on three basic measures:

- **Compliance** – Does the Coordinated Entry system comply with relevant HUD regulations and requirements?
- **Effectiveness** – Does the Coordinated Entry system provide an effective pathway for persons to move from homelessness to sustainable, affordable, and safe housing?
- **Efficiency** – Does the Coordinated Entry system operate in a manner that helps people move through screening, assessment, referral, and housing move-in as quickly as possible and with a minimum of steps and bureaucratic requirements?

Project Synopsis

The project activities are listed below:

1. Review the policies and practices of the Coordinated Entry system for compliance with HUD regulations and requirements. This will include a review of the “Coordinated Entry System Policies and Procedures” manual, the “CE Flow Manual,” and all screening tools, assessments, and forms in use by the Coordinated Entry system.
2. Review statistical data from the CoC’s Homeless Management Information System (HMIS) and other sources with an emphasis on studying housing outcomes.
3. Interview and observe current Coordinated Entry staff to assess client flow and determine if pathways to housing could be more effective and/or more efficient.
4. Survey local organizations that refer – or should refer – persons experiencing homelessness to Coordinated Entry. We estimate the contractor will conduct at least 10 interviews or surveys. The contractor will develop questions to assess: (1) whether the organizations perceive Coordinated Entry as the “port of entry” into the homeless assistance system; and (2) the extent to which the organizations perceive Coordinated Entry as effective and efficient.
5. Survey/interview system users – persons who have come to Coordinated Entry due to impending housing crises. We estimate the contractor will conduct at least 15 interviews or surveys. The contractor will develop questions to assess: (1) how well Coordinated Entry addressed housing needs and (2) if they were treated with compassion and respect.
6. Survey housing providers – organizations to which Coordinated Entry refers persons for housing. We estimate the contractor will conduct at least 5 interviews or surveys. The contractor will develop questions to assess: (1) the appropriateness of referrals; and (2) if they have recommendations to improve the system.

The single deliverable is a written evaluation. This evaluation will contain the following sections:

- Evaluation Process
- Statistical Review
- Results of Survey of Local Referring Organizations
- Results of Survey of Users
- Results of Survey of Housing Providers
- Observations and Recommendations

It is estimated that the project will require approximately 125 hours and will be completed within three months. While the bulk of work can be conducted remotely, it is expected that the Contractor will be on-site at least three times: at the initiation of the project, to conduct interviews and observations with Coordinated Entry staff, and to present the evaluation to IGD and the CoC.

Proposal Requirements:

- A. Contractor name, address, phone number, and name of authorized representative.
- B. Overall organizational structure.
- C. Resumes, relevant project experience and qualifications of key personnel who will be working on the project. Preferable experience will include candidates that demonstrate a high level of experience with Continuum of Care systems. Please include references of project performance.
- D. Work Plan/Narrative and timeline to complete the required specifications/contract.
- E. Cost to perform services required including estimated travel costs, if any.
- F. Additional information pertinent for consideration.
- G. Proposals should include a scope of work and an hourly rate for each person involved in the evaluation. This will enable the COC to have information required to create a scope of work that meets our needs in line with the desired costs.

IGD reserves the right to reject all responses and/or negotiate any and all proposals.

IGD reserves the right to request additional information or clarification of the information submitted in any proposal.

Rating Factors

IGD will score all proposals on the following factors (100 points maximum):

- Overall organizational or individual capacity (maximum 10 points).
- Resumes, relevant project experience, and qualifications of key personnel who will work on the project (maximum 30 points).
- CoC and Coordinated Entry systems experience (maximum 25 points).
- Work Plan (maximum 25 points).
- Cost (maximum 10 points).