



Request for Proposal
for
Community Plan to Prevent and End Homelessness
Consultant

DRAFT

Issued: July 20, 2022

Deadline: August 17, 2022 at Noon

Submit proposal via email to
cddapplications@cityofmadison.com

I. **Summary**

Dane County is a population of 561,504 people, within that population 4,006 people were served through emergency shelter services, transitional housing, rapid rehousing and permanent supportive housing in Fiscal Year 2021. The CoC locally is also known as the Homeless Services Consortium (HSC). The HSC is a collaboration of nonprofit agencies, grassroots organizations, faith based organizations, government agencies and people with lived experience that participate in membership meetings, committees and Board of Directors. Through partnerships with HUD, Dane County and the City of Madison, the HSC focuses on making homelessness rare, brief and a one-time experience.

The HSC Board of Directors is responsible to operate the CoC, designate and operate a Homeless Management Information System (HMIS) and engage in CoC Planning. The HSC Board strives to prevent and end homelessness by advancing Housing as a Human Right. They provide leadership, advocacy, planning and management of program funding in order to promote accessible and equitable housing and homeless services.

The City of Madison is accepting proposals to develop an updated [Community Plan to Prevent and End Homelessness](#). The current Community Plan was developed in 2016. The community needs a plan that reflects the present homeless situation and includes goals and priorities along with the development of mechanisms for implementation and accountability.

The purpose of the community plan is to unify our community in common strategies to prevent and end homelessness. Through the guidance of the plan, the CoC's system performance will improve. The CoC's System Performance for FY21 includes:

- Length of time homeless: average 273 days
- Exits to permanent destinations: 35%
- Returns to homelessness: 9%

The development of a community plan must center the voice of people with lived experience of homelessness, race & equity, and the use of local data (quantitative & qualitative). The community's current plan has no mention of race and equity. A prospective consultant will possess strong skills related to discussions of race and equity.

Minimally, a consultant will provide the following:

- Facilitate community discussion on local data to center all stakeholders, including
 - Point in Time, HUD System Performance Measures, Housing Inventory Chart, non-HMIS data, local gaps analysis
- Become familiar with the [State of Wisconsin's Plan to End Homelessness](#)
- Create a housing needs projection and cost forecasting for each housing program type
- Facilitate community discussion to identify strategies that will improve homeless services outcomes based on the evaluation and discussion of local data (may include strategies to address doubled-up homelessness)
- Provide detailed notes from community discussions
- Meaningfully include the voice of people with lived experience
- Ability to pivot between in-person/virtual sessions, as needed
- Create a visually appealing dynamic document that:
 - Includes a prioritized list of short and long-term goals and strategies
 - Includes cost implication analysis for any new projects proposed and prioritized
 - Includes a plan for accountability (responsible parties, recommended timeline, etc.)
 - Is understandable to someone outside of homeless services
 - Incorporates voices of people with lived experience
 - Focuses on race and equity

It is estimated that the earliest this work will begin is between the 4th quarter of 2022. The goal is to have work completed by July 31, 2023.

II. Proposal Submission Instructions

Applications are due August 17, 2022. Late or incomplete applications will not be considered. Please do not wait until the deadline to submit application. No grace period will be granted.

Applicants must utilize the provide applications available at [xxxxxxx](#). The response should be complete and comprehensive but succinct.

Proposals must be submitted to cddapplications@cityofmadison.com via email.

III. Contract Terms

Upon selection of a proposal, the City of Madison and the consultant will enter into a contract contingent upon funding. The terms will include the timeframe of the contract, amount to be paid to consultant, a billing and payment policy, details of product ownership, and a termination policy.

IV. Evaluation and Award Process

Criteria used for selection of a consultant will include, but not be limited to, the quality of the proposal, experience, and qualifications, as well as the proposed fee. The HSC reserves the right to award a partial amount of the project based on funding availability.

All applicants will be notified of the status of their application through email by **XXXXXX**. The selected consultant will have one week from the email send date to accept, deny, or negotiate the offer.

V. Point of Contact

Questions should be directed to **XXXXXXXXXX**

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