

**Contra Costa Health Services
Health, Housing and Homeless Services**

Request for Qualifications (RFQ)

RAPID REHOUSING IN RESPONSE TO COVID-19 (ESG-CV)

Published: JANUARY 29, 2021

Contra Costa Health, Housing and Homeless Services (H3) is pleased to announce the solicitation of Qualifications from responders to provide Rapid Rehousing programming to those impacted by COVID-19 in Contra Costa County during the period of March 1, 2021 – July 31, 2022.

This Request for Qualifications (RFQ) is a process by which the County solicits Qualifications from responders who may be selected to enter into a contract with the County for the provision of Rapid Rehousing services.

Please read this entire packet carefully.

Final responses must be submitted electronically as described by 5:00 PM on Friday, February 12, 2021.

Written questions about the RFQ can be submitted to contracostaTA@homebaseccc.org by 5 pm on Friday, February 5, 2021, and must include “RAPID REHOUSING (ESG-CV)” in the subject line to be considered.

Thank you in advance for your efforts in preparing your response.

CONTRACT AWARD

The County intends to award one or more contracts to the successful Responder(s); however, issuance of this RFQ and receipt of qualifications is not a commitment to award a contract. H3 expressly reserves the right to postpone contract opening or award for its own convenience, to accept or reject any or all qualifications received in response to this RFQ, to negotiate with more than one Responder concurrently, or to cancel all or part of this RFQ. No response shall be binding upon the County until after the Agreement is signed by duly authorized representatives of both the Contractor and the County.

CORRESPONDENCE

As of the issuance of this RFQ, Responders are specifically directed not to contact personnel of H3 for meetings, conferences or technical discussions related to this RFQ. Failure to adhere to this policy may result in disqualification of the Responder.

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RFQ Timeline

The expedited timeline for this RFQ is driven by the need for immediate action to respond to the coronavirus pandemic as put forth in HUD's ESG-CV funding requirements.

Request for Qualifications Published	January 26, 2021
Final date questions will be accepted	Friday, February 5, 2021, by 5 pm Submit electronically to contracostaTA@homebaseccc.org
Questions and Answers published	Tuesday, February 9, 2021
Response Submission Deadline <i>No response will be accepted after this date and time.</i>	Friday, February 12, 2021 5pm Email a copy of your Response to contracostaTA@homebaseccc.org AND upload your Response to: https://homebase.app.box.com/f/822ddceedd594870a65948b9667b97dc
Contract Development Period	February 15-28, 2021 or longer as needed
Anticipated date contract to start	March 1, 2021

Statement of Services

1. Introduction

The Coronavirus Aid, Relief, and Economic Stimulus (CARES) Act, enacted by Congress on March 27, 2020, made additional funding available for the Emergency Solutions Grants (ESG) Program to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus.

The CARES Act ESG (ESG-CV) funds have been made available through two allocations: the ESG-CV Round One (ESG-CV1) allocation and the ESG-CV Round Two (ESG-CV2) allocation. This RFQ pertains to the ESG-CV2 funds, for which up to \$3,000,000 may be awarded under this RFQ.

Contra Costa Health, Housing, and Homeless Services (“H3” or “the County”) is seeking suitably qualified County and/or community-based providers to provide Rapid Rehousing programming (“Program”) to individuals and families who are experiencing homelessness or receiving homeless assistance impacted by COVID-19 in Contra Costa County during the period of March 1, 2021 – July 31, 2022. Specifically, H3 is looking for experienced providers who can provide comprehensive Rapid Rehousing services for individuals and households exiting from the Project Roomkey program and on the community queue using a progressive engagement model and including follow up post housing placement to ensure housing retention.

Responders to this Request for Qualifications (RFQ) must submit description of qualifications that includes their experience providing Rapid Re-Housing services using a progressive engagement model; a description of their organizational capacity or a plan to rapidly increase organizational capacity; and a budget estimation based on anticipated capacity to provide services.

Any contract awarded will be based upon the quality of the characteristics and qualifications of the responder agency and subsequently negotiated contract to include outcome goals and a detailed budget informing program implementation costs, oversight of direct financial assistance, invoicing and documentation expectations, and progress toward spend-down milestones. Depending on the number and qualifications of responders, H3 may, after receiving approval from the H3 Director, move directly to a contract negotiation phase with the selected Responder(s).

2. Background

A. About Contra Costa Health, Housing and Homeless Services Division

Health, Housing and Homeless Services (H3) is a division of the Contra Costa Health Services Department that is committed to making homelessness an uncommon occurrence in Contra Costa County.

H3 integrates supportive housing and homeless services across our health system; coordinates the homeless crisis response system across the county; and works with community partners to develop innovative strategies to address housing as a key determinant of health. H3 has helped to create a system of care that includes:

- Advocacy
- Outreach services to encampments
- Information and referral services
- Rapid resolution (“diversion”) resources
- Multi-service centers that provide case management and support services
- Housing navigation services
- Emergency shelter
- Transitional housing
- Rapid Rehousing
- Permanent supportive housing for adults, youth, and families
- Community Homeless Court Program

Services are free of charge to individuals experiencing homelessness.

B. About ESG-CV

H3 has received Emergency Solutions Grant – Coronavirus (“ESG-CV”) program funding from the U.S. Department of Housing and Urban Development (“HUD”), which must be used to prevent, prepare for, and respond to COVID-19 among individuals and families who are experiencing homelessness or receiving homeless assistance, and to support additional homeless assistance activities to mitigate the impacts created by coronavirus.

The Program utilizing these funds may not require individuals or families experiencing homelessness to receive treatment or perform prerequisite activities as a condition for receiving assistance funded by ESG-CV.

All ESG-CV funds must be expended by July 31, 2022. In addition, at least 20% of the total ESG-CV award must be expended by July 31, 2021 and at least 80% of the total ESG-CV award must be expended by January 31, 2022, otherwise HUD may recapture 20% and 80% of the total award, respectively.

3. Project Description

Based on a community prioritization process and funding decisions made by the County of Contra Costa, ESG-CV2 funds awarded under this RFQ may be used for Rapid Rehousing, as provided for in 24 CFR § 576.104. The Rapid Rehousing services provided by Contractor will support Contra Costa County’s primary goal to provide rapid exits to permanent housing for individuals and families in the Project Roomkey hotel program, which is scheduled to sunset at the end of June 2021, and individuals and families on the community queue.

Contractors must operate in compliance with the following federal regulations:

Requirements at [24 CFR Part 576](#) will apply to the use of these funds, unless otherwise provided by the alternative requirements and flexibilities established under the CARES Act, the [HUD ESG-CV Notice](#), or subsequent waivers, amendments or replacements to the HUD ESG-CV Notice. Contractors shall have controls to ensure compliance with all related requirements.

Rapid Rehousing assistance may include housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing. As limited by the HUD ESG-CV Notice, medium term-term rental assistance under this RFQ is capped at 12-months. Additionally, when used to ensure rapid placements, funding may be used to support recruiting landlords, including up to 2 months rent in signing bonuses, up to 3 months rent in security deposit. Responders are encouraged to review and consider the full list of eligible uses in the notice referenced above when developing their budgets.

Rapid Rehousing, including the costs of housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing, as provided for in 24 CFR § 576.104. And will serve individuals and families, including those fleeing domestic violence, who meet the following criteria:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Contractors must operate in compliance with the following local written standards:

CoC's Written Standards for Providing CoC and Emergency Solutions Grant (ESG) Assistance:
<https://cchealth.org/h3/coc/pdf/COC-and-ESG-Assistance-Written-Standards.pdf>

Contra Costa Coordinated Entry System Policies & Procedures:
<https://cchealth.org/h3/coc/pdf/CES-P-and-P.pdf>

CoC-HMIS Governance Charter, Policies & Procedures:
<https://cchealth.org/h3/coc/pdf/HMIS-Policies-and-Procedures.pdf>

4. Funding

The CARES Act ESG (ESG-CV) funds have been made available through two allocations: the ESG-CV Round One (ESG-CV1) allocation and the ESG-CV Round Two (ESG-CV2) allocation. This RFQ pertains to the ESG-CV2 funds, for which up to \$3,000,000 may be awarded under this RFQ.

Contra Costa Health, Housing, and Homeless Services (“H3” or “the County”) is seeking suitably qualified County and/or community-based providers to provide Rapid Rehousing programming (“Program”) to individuals and families who are experiencing homelessness or receiving homeless assistance impacted by COVID-19 in Contra Costa County during the period of March 1, 2021 – July 31, 2022.

The County may award multiple contracts depending on the availability of funds, availability of qualified respondents, and community need as outlined and prioritized above.

Responders may apply for all of the available ESG-CV2 funds or a portion of them.

5. Contract Monitoring and Evaluation

H3 will actively monitor all services provided as a part of the contract(s) that result from this RFQ process. The monitoring will determine if the Contractor is performing as intended and if good cause exists to terminate the contract prior to the end of the contract term.

At a minimum, contractors will be expected to:

1. Collect and timely document **ALL participant data, services, and financial expenditures into the County’s Homeless Management Information System (HMIS)**, per the HMIS Agency and User Agreements and Contra Costa County HMIS Policies & Procedures.
2. Timely submit monthly reports to H3 from the HMIS and/or systems.
3. Meet quarterly with H3 to monitor and track grant progress.
4. Administer their activities consistent with Housing First principles and statute, promoting and retaining fidelity to the Housing First mission of HUD, H3, and the County Homeless Continuum of Care (“CoC”). The state of California defines the core components of Housing First as follows ([Section 8255\(b\) of the California Welfare & Institutions Code](#)):
 - a. Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
 - b. Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of “housing readiness.”
 - c. Acceptance of referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.

- d. Supportive services that use a progressive engagement model and emphasize problem solving and therapeutic goals and service plans that are person centered without predetermined goals.
 - e. Participation in services or program compliance is not a condition of permanent housing tenancy.
 - f. Tenants have a lease and all the rights and responsibilities of tenancy, as outlined in California's Civil, Health and Safety, and Government codes.
 - g. The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
 - h. In communities with coordinated assessment and entry systems, incentives for funding promote tenant selection plans for supportive housing that prioritize eligible tenants based on criteria other than "first-come-first-serve," including, but not limited to, the duration or chronicity of homelessness, vulnerability to early mortality, or high utilization of crisis services. Prioritization may include triage tools, developed through local data, to identify high-cost, high-need homeless residents.
 - i. Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
 - j. Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants' lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.
 - k. The project and specific apartment may include special physical features that accommodate disabilities, reduce harm, and promote health and community and independence among tenants.
5. Participate in coordinated entry, including but not limited to adopting and following the Contra Costa Coordinated Entry System Policies & Procedures, accepting all referrals from Coordinated Entry, maintaining low barrier to enrollment in services and housing, maintaining fair and equal access to programs, providing appropriate safety planning, creating and sharing written eligibility standards, communicating vacancies, limiting enrollment to clients referred through defined access points, participating in planning, contributing data to HMIS, ensuring staff receive regular training and supervision, and ensuring client rights are protected and clients informed of their rights and responsibilities. Please see the Coordinated Entry System Policies & Procedures for a full description of the roles and responsibilities of provider agencies.
 6. Engage timely and meaningfully with the H3 staff around contracting, invoicing, and fund deliverables. Providers are required to timely and thoroughly comply with all invoicing and related documentation in order to receive payment for services.

The Contractor(s) funded under this RFQ will be expected to track and achieve the following collective performance measures relevant for RRH projects as described below, as well as all required HMIS data elements. Agencies awarded funding pursuant to this RFQ agree to report on

Contra Costa County system performance metrics that are based on HUD System performance measures.

Measures 2a and 2b: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 6 months – 2 years:

Explain how the program will utilize funding to reduce returns to homelessness among formerly homeless persons.

Measure 3: Number of Homeless Persons:

Explain how the program will utilize this funding to reduce the total number of homeless persons in Contra Costa County.

Measure 5: Number of Persons who Become Homeless for the First Time:

Explain how the program will reduce the number of persons entering shelter or transitional housing.

Measure 7b: Successful Placement in or Retention of Permanent Housing:

Explain how the program will utilize funding to successfully place individuals in housing and/or ensure that they retain that housing.

H3 will:

1. Evaluate each project's performance based on HMIS data for the performance measures stated above.
2. Provide information to contractors concerning additional State or County data requirements not provided herein, including any identified by the County Homeless Continuum of Care.
3. Monitor each project for data quality, fiscal performance, compliance, and capacity.

6. RFQ Requirements and Instructions for Responders

The Responder requirements in this section are mandatory. Contra Costa County reserves the right to waive any nonmaterial variation.

1. H3 recognizes additional questions may arise after reviewing this RFQ. **Questions must be submitted in writing by 5pm Friday, February 5, 2021** to contracostaTA@homebaseccc.org. You must include “Rapid Rehousing ESG-CV” in the subject line of the email. All questions and answers will be disseminated via email to all questioners as well as posted electronically to the H3 website.

The final date questions and answers will be posted is February 9, 2021. No questions will be accepted after this date.

2. All responders shall submit **two (2)** electronic copies of their Response in PDF format: one (1) electronic copy submitted via email to contracostaTA@homebaseccc.org AND one (1) electronic copy uploaded to: <https://homebase.app.box.com/f/822ddceedd594870a65948b9667b97dc>. The electronic copy must be a single PDF in alignment with the Response Instructions contained in this RFQ. Electronic submissions are due by **5pm Friday, February 12, 2021**. Late submissions will not be accepted and will not be reviewed. There will be no exceptions.
3. Homebase will review all received responses to make sure they are technically compliant with formatting and submission guidelines as per the RFQ. Responders will receive a confirmation of receipt that their Response has been received by **Monday, February 15, 2021**. Responses that are non-compliant with technical requirements will not move forward to the County’s Review Panel.
4. The cost of developing and submitting a proposal in response to this RFQ is the responsibility of the responder and will not be reimbursed through any contracts resulting from this RFQ process or from any other county funds.
5. H3 may issue an RFQ amendment to provide additional data and/or make changes or corrections. The amendment will posted at <https://cchealth.org/h3/coc/partners.php>. H3 may extend the RFQ submission date, if necessary, to allow responders adequate time to consider such amendments and submit required information.
6. The RFQ process may be cancelled in writing by H3 prior to award if the H3 Director determines cancellation is in the best interest of the County.
7. The RFQ process and any contract resulting from the process may be cancelled at any time if identified funding becomes unavailable.

8. With respect to this RFQ, the County reserves the right to reject any, some, or all responses. The County reserves the right to negotiate separately in any manner to serve the best interests of the County and CoC. All responses become the property of the County, without obligation to any Responder.
9. Responses will be judged on overall quality of content and responsiveness to the purpose and specifications of this RFQ. Responses should be without expensive artwork, graphic design, or other materials not essential to the utility and clarity of the response.
10. Any contract(s) awarded as a result of this RFQ is subject to pending or perfected protests. The award is subject to cancellation or modification by H3 in accordance with the resolution of any such protest.
11. Selected contractor(s) must adhere to Contra Costa County's contracting process, providing all information as requested by H3. Selected contractor(s) will also be informed of the County's insurance coverage requirements, where applicable, and the process for contract approval (where applicable) by the Board of Supervisors.
12. Only responders submitting a response in accordance with this RFQ may appeal the RFQ process. Appeals must be submitted in writing and should be addressed to contracostaTA@homebaseccc.org, no later than three (3) business days after the notification of awards. Notification of a final decision on the appeal shall be made in writing to the responder within five (5) business days of receipt of appeal, and the decision of H3 shall be final and not subject to further review. When submitting, an appellant must clearly state the action appealed, the harm to the appellant, and the remedy sought. Appeals shall be limited to the following grounds:
 - a. Failure of the County to follow the selection procedures and adhere to requirements specified in the RFQ or any addenda or amendments.
 - b. There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
 - c. A violation of State or Federal law.
13. Successful responders may be expected to promptly enter into contract negotiation with H3. As a result of this negotiation, actual contract(s) may include other agreements and clarifications of activities, consistent with the intent of the County in releasing this RFQ. Services will begin upon the signing of a contract according to a mutually agreed upon start-up schedule. The County is not liable for any cost incurred by the contractor prior to the effective date of any contract.
14. Once in contract, the Contractor will be expected to begin operations to make services provided under this Contract available to Clients within 30 days after the effective date.
15. H3 will actively monitor service implementation and delivery and provide contract monitoring. Any material breach of contract requirements will constitute grounds for terminating the contract.

16. Any contract resulting from this RFQ will be for the period of March 1, 2021 – July 31, 2022.
17. Each response to this RFQ will be a public record that will be subject to disclosure under the California Public Records Act (Government Code, § 6250, et seq.) and the County’s Better Government Ordinance (County Ordinance Code, Title 2, Division 25) and may be made public prior to contract award.

Response Format and Content

1. Response Instructions

Responses must be submitted in the format of a single PDF with the following specifications:

- a) Written in Times New Roman in size 12 font
- b) Single-spaced pages
- c) Margins 1 inch on all sides
- d) All pages consecutively numbered
- e) Proposal follows the outline presented below
- f) 5-page text limit for Statement of Qualifications (this does not include Cover Sheet or Appendices)

Responders must submit **two (2)** electronic copies of their Response:

- one (1) electronic copy must be submitted via email to contracostaTA@homebaseccc.org
AND
- one (1) electronic copy uploaded to:
<https://homebase.app.box.com/f/822ddceedd594870a65948b9667b97dc>

Electronic submission of Responses are due by **5pm, Friday, February 12, 2021**. Late Responses will not be accepted and will not be reviewed. There will be no exceptions.

2. Response Outline

Submissions must include the following, clearly marked and in the order presented:

- a) **Cover Sheet** (Not scored)

The attached Cover Sheet with a signature of the responder's Executive Director (or equivalent title) must be attached as the top document of the response.

- b) **Characteristics and Qualifications of Responder** (2-page maximum, 30 points total)

Include a narrative describing the characteristics and qualifications of the agency that will be operating the Rapid Rehousing program and delivering services. Include a description of the responder's organizational capacity and sustainability to perform the activities, history providing similar services, and capacity to serve the target population. Responders must demonstrate a history in working with individuals and families experiencing homelessness and leveraging meaningful partnerships with landlords as well as a local Continuum of Care (CoC).

Please describe:

- 1) Successful previous experience providing Rapid Rehousing Services to individuals and families experiencing homelessness. Qualified responders will have experience with a wide variety of Rapid Rehousing services and use of a progressive engagement model as well as including Trauma-Informed Care.
 - 2) Experience accepting referrals through the local Coordinated Entry System and partnering with other service providers in the Continuum of Care.
 - 3) Capacity to work with the County to provide timely updates on progress and outcomes.
 - 4) Experience working successfully in racially/ethnically diverse settings and/or to collaborate with agencies with such experience. Bilingual service capacity is desired. The ability to work successfully with individuals of diverse sexual orientations and gender identities, and to collaborate with agencies with such experience. Please include a summary of efforts at your agency to improve your services in these areas.
 - 5) Successful experience in implementing Housing First within programs (see core components of Housing First defined above).
- c) **Program/Activity Design, Implementation and Evaluation Plan** (2-page maximum, 60 points total)

Include a description of the agency's plan for providing rapid rehousing interventions for individuals experiencing homelessness.

Please describe:

- 1) How you plan to implement Rapid Rehousing services, including:
 - a. A description of how you will use a progressive engagement model,
 - b. How you plan to provide follow-up services post housing placement to ensure housing retention,
 - c. How you plan to ensure high positive housing outcomes and minimize returns to homelessness (A successful project will have at least 75% positive exits to permanent or stable housing),
 - d. How you plan to maintain and increase income for program participants (A successful program will increase income for at least 60% of the participants), and
 - e. How you will include Trauma-Informed Care principles in your service delivery.
- 2) Please include a summary of your maximum service capacity, including estimated numbers of households you would be able to scale up to serve if provided with needed resources.
- 3) How you will design and implement a program evaluation that documents progress toward HUD System Performance Measures relevant to rapid rehousing projects as described above. Please include at least one measurable outcome goal for each measure.

4) Estimated staffing capacity the responder has or can quickly obtain to provide the services identified in this RFQ. Include the estimated number of current and proposed new staff required to do the work.

d) **Budget Template and Justification** (1-page maximum, plus attachment, 10 points total)

Responders are required to submit a competitive budget for the contract term, which will allow them to operate at an optimal level. Responders must submit a complete budget for the total cost of the proposed project using the provided template. Budgets should include the request to H3 and any other funding sources being leveraged. Each proposal should contain its own budget and justification. Combined budgets or justifications for multiple project submissions will not be accepted. Budgets are subject to further negotiated with qualified applicants through a contracting process. The maximum allowable indirect/administrative expense rate is 10% of direct costs. Evidence of a current federally-approved indirect cost rate is required at time of proposal submission if more than 10% is budgeted for indirect/administration.

Budget Justification. Include a budget justification for each line item, to explain how the number of hours for each personnel line item was determined, how operating costs were determined, and how administrative costs were determined. Please include an estimate of costs per household or individual served and your justification for determining the estimate. The per household costs may include a range depending on levels of service, as progressive engagement models are encouraged.

e) **Appendices** (does not count towards page limit, please only provide essential documentation at this point in the process, not scored)

Appendices may include job descriptions of relevant staff positions, copies of applicable policies and procedures, and details of how the project will contribute to meeting performance metrics.

Evaluation, Negotiation, and Award

1. Evaluation Criteria

After the responses are received and opened, the County shall review and evaluate all statements for responsiveness to the Request for Qualifications in order to determine whether the Responder possesses the qualifications necessary for satisfactory performance. The County reserves the right to reject any or all statements, and to waive any irregularity. The award of the Contract, if made by the County, will be based upon a total review and analysis of each response. The County may also investigate qualifications of all Responders to whom the award is contemplated, and may request clarifications of statements directly from one or more Responder. In reviewing the statements, the County may consider the following:

- a) The qualifications and capacity of the Responder and its agents, employees, and sub-consultants in completing projects of a similar type, size, and complexity.
- b) Responder's timely and effective completion of similar projects within budget.
- c) Responder's experience, including a history of successfully effectuating similar activities and/or providing similar services, and capability and experience of key personnel. A demonstrated ability to timely perform the services described.
- d) References and past contractual performance. Upon request, responder will provide a list of references who can speak to past performance.

2. Initial Screening and Selection Process

Submitted Qualifications will be screened for compliance, completeness and eligibility as they are received. In order to be reviewed, each submission must meet all the following criteria. Any failure to meet any one of the criteria will cause the applicant to be disqualified.

- 1) Submission was received by the due date
- 2) Submission meets length and formatting requirements
- 3) Submission provides required elements, and content requirements

All submissions that meet the initial screening criteria will be reviewed by H3 based upon the letter's responsiveness to this RFQ and the experience and qualifications of the Respondent.

Based on the review of qualifications, H3 will recommend selection and funding of the responder to *potentially* provide services using the County's ESG-CV round 2 funding. Funding for this contract will be contingent upon review and approval from the Health, Housing, and Homeless Services Director, as well as availability of funds.

3. Further Review and Negotiation

Upon completion of the review period, the County shall notify those Responders who will be considered for further review and negotiation. All Responders so notified may be contacted for an interview, be asked to participate in a further proposal development process, or entered into contract negotiations in good faith and in accordance with direction from the County. Any delay caused by Responder's failure to respond to direction from the County may lead to a rejection of the proposal. The team members identified in the response should attend any scheduled interview.

Any evaluation/interview panel constructed to evaluate and review a statement may include representatives from the County and other agencies, but the specific composition of the panel will not be revealed prior to any interviews that are conducted as part of this RFQ process. All costs for travel expenses, response preparation, interview preparation and interview time shall be borne by the Responder.

Once qualified Responder(s) have been determined, County staff will begin negotiations with the available Responder(s) as required to meet the community need. The County may enter into multiple contract negotiations simultaneously.

4. Award of Contract

If the County awards a firm a contract from this RFQ process, a Purchase of Services Contract shall be provided to the successful Responder for the Responder's signature. No response shall be binding upon the County until after the Agreement is signed by duly authorized representatives of both the Responder and the County.

All other factors being substantially equal, preference will be given to Responders located within Contra Costa County.

Required Attachments and Checklist

Each respondent must submit a response in the following order with documents as described (unless otherwise noted).

- A. Cover Sheet (1-page), completed and signed by Agency Executive Director
- B. Statement of Qualifications (5-pages)
 - Characteristics and Qualifications of Responder (2-pages)
 - Program/Activity Design, Implementation and Evaluation Plan (2-pages)
 - Budget Template and Justification (1-pages, plus attachment)
- D. Appendices (no page limit, respondents are encouraged to use sparingly)



Request for Qualifications Cover Sheet

Contra Costa Health, Housing and Homeless Services **RAPID REHOUSING IN RESPONSE TO COVID-19 (ESG-CV)**

Name of Responder Agency (or Fiscal Agent if one is utilized): _____

Address: _____

Contact Name: _____

Title of Contact Person: _____

Contact Phone/Email _____

Total Amount of Request: \$ _____

Responder Agency Signature:

This signature assures commitment to participate in this program per RFQ and contract terms if selected.

Executive Director

Type Name Here

Date: _____