



**REQUEST FOR PROPOSALS
FY2017 Social Services**

The City of Columbia is seeking proposals to contract with the City to provide social services to address issues related to **Basic Needs and Emergency Services**.

This Request for Proposals (RFP) and related information can be accessed on the City's social services RFP web page: <https://www.como.gov/health/human-services/social-services/social-services-funding-information/social-services-funding-request-for-proposals-and-process/>

RFP Timeline*

Event	Date	Time
RFP Issued	July 1, 2016	Noon
Deadline to Submit Letter of Intent	July 15, 2016	5:00 p.m.
Notification of Status of Letter of Intent	by July 22, 2016	5:00 p.m.
Information Session	July 29, 2016	8:30 a.m.
Proposal Forms Available	August 1, 2016	Noon
Proposal Submission Deadline	August 31, 2016	Midnight
Notification of Proposals Submitted	by September 2, 2016	5:00 p.m.
Notification of Status of Proposals	by September 7, 2016	5:00 p.m.
Commission Site Visits	September 8 – October 10, 2016	TBD
Proposal Comments to Applicants	by October 14, 2016	5:00 p.m.
Proposal Comments Response Deadline	October 28, 2016	5:00 p.m.
Allocation Recommendations Announced	by November 11, 2016	5:00 p.m.
Contracts Issued	by November 18, 2016	5:00 p.m.
Deadline to Return Contracts	December 2, 2016	5:00 p.m.
City Council Consideration of Contracts	December 19, 2016	7:00 p.m.

* RFP timeline subject to change.

Funding Available

\$249,400 (*subject to budget appropriations*)

Service Period

FY2017 (January 1 - December 31, 2017) with the option to renew for two additional years (FY2018 & FY2019)

Contact

For questions, further information and/or accommodation related to disability, please contact:

Division of Human Services

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 Attachment 1..... *Letter of Intent form*

Appendices

 Appendix A *City of Columbia Social Services Funding Policy*

 Appendix B *Social Services Proposal Rating Criteria*

 Appendix C *Standard Social Services Contract*

1. Intent

This document is intended to provide information to organizations wishing to propose to and enter FY2017 contracts for the purchase of social services by the City of Columbia (City) to address issues related to **Basic Needs and Emergency Services**.

2. Definitions

For definitions of key terms used in this RFP, please reference Section IV. of the *City of Columbia Social Services Funding Policy* attached to this RFP as Appendix A.

3. Background

The City recognizes that in addition to physical infrastructure and public safety, it must also make an investment in the social infrastructure of our community. To this end, the City seeks to assure that adequate levels of needed and effective social services are made available to low-income residents of the City. This is accomplished through a combination of coordinating, providing, and purchasing social services. For those social services which are deemed to be necessary but cannot be provided directly by the City, the City seeks to assure the availability of these services by entering into purchase of service contracts with community-based social service providers.

4. Social Services Funding Policy

For detailed information regarding the policies governing City social services funding, please reference the *City of Columbia Social Services Funding Policy* (Appendix A).

5. Oversight

The Human Services Commission (HSC) and Division of Human Services (DHS) advise the City Council in all matters regarding planning and contracting for, as well as evaluating the quality and effectiveness of, social services purchased by the City. The HSC is comprised of ten citizen volunteers appointed by the City Council.

6. Scope of Work

On July 1, 2016, the City will begin accepting letters of intent from local organizations interested in contracting with the City to provide social services to address issues related to Basic Needs and Emergency Services.

6.1 Eligible Social Services

The following social services will be considered in this RFP:

Service Category	Purpose	Examples of Service
Basic Needs and Emergency Services	Assist in meeting basic human needs	food, emergency shelter, transitional shelter
Supportive Services*	Support other outcomes by facilitating access to services	case management, individual advocacy

*Supportive Services are only eligible for consideration if the applicant organization can demonstrate these services support outcomes relevant to the issue area for which funding is made available.

6.2 Funding Available

\$249,400 (*subject to budget appropriations*)

6.3 Service Period

FY2017 (January 1 - December 31, 2017) with the option to renew for two additional years (FY2018 & FY2019).

6.4 Ineligible Activities

For detailed information regarding ineligible activities, please reference Section VII. of the *City of Columbia Social Services Funding Policy* (Appendix A).

7. Requirements

For detailed information regarding organization and program service requirements, please reference Section VIII. of the *City of Columbia Social Services Funding Policy* (Appendix A).

8. Letter of Intent

Organizations interested in submitting a proposal to contract with the City for social services must first complete and submit a *Letter of Intent form* which is included with this RFP as Attachment 1. The purpose of the letter of intent process is to:

- Determine if the organization and proposed program service(s) are eligible to submit a full proposal, per the scope of work outlined in Section 6. of this RFP and the *City of Columbia Social Services Funding Policy* (Appendix A)
- Determine the anticipated number of applicants and proposals
- Allow commission site visits to be scheduled, per Section 11 of this RFP

Instructions for submitting a letter of intent are included on the *Letter of Intent form* (Attachment 1). The deadline to submit a letter of intent is July 15, 2016, at 5:00 p.m.

DHS will review the letters of intent in order to determine organizational and program service(s) eligibility. Organizations and program services determined to be eligible will be invited to submit a full proposal. Notification of the status of letters of intent will be provided by 5:00 p.m. on July 22, 2016.

9. Information Session

An information session regarding proposal preparation and submission, for organizations which have been invited to submit a full proposal, will be held:

Friday, July 29, 2016

8:30 a.m.

Department of Public Health and Human Services

1005 W. Worley St.

Community Training Room

Please Note: Applicants are strongly encouraged to attend this session.

10. Proposal Submission

Proposal forms will be made available by noon on August 1, 2016.

Please Note: In order to submit a full proposal, applicants must have been invited to do so in the letter of intent process, per Section 8. of this RFP.

The City utilizes a web-based funding management system through which proposals to contract with the City to provide social services must be submitted. The system can be accessed from the City's social services RFP web page:

<https://www.como.gov/health/human-services/social-services/social-services-funding-information/social-services-funding-request-for-proposals-and-process/>

For questions about accessing and/or using the system or to report technical difficulties, please contact DHS, per Section 13 of this RFP.

10.1 Proposal Submission Requirements

For detailed information regarding program submission requirements, please reference Section IX. of the *City of Columbia Social Services Funding Policy* (Appendix A).

10.2 Deadline to Submit Proposals

The deadline to submit a proposal is midnight on August 31, 2016.

11. Funding Allocation

The following are the components of the process by which the FY2017 social services funding will be allocated.

11.1 Notification of Proposals Submitted

By 5:00 p.m. on September 2, 2016, DHS will notify applicants and make public the proposals and renewal requests submitted by the deadline.

11.2 Initial Review of Proposals

DHS will review proposals submitted by the deadline for responsiveness before forwarding the proposals to the HSC for review. Proposals will be considered unresponsive if they are not complete and/or do not include the required documents. Proposals will also be considered unresponsive if the applicant organization fails to schedule a commission site visit (per Sub-Section 11.2 of this RFP). Any proposal deemed unresponsive will be ineligible for further consideration. DHS will notify applicants and make public the status of proposals by 5:00 p.m. September 7, 2016.

11.3 Commission Site Visits

Applicant organizations invited to submit a full proposal must agree to allow and facilitate a site visit by representatives of the HSC, per Section IX. of the *City of Columbia Social Services Funding Policy* (Appendix A). The purpose of the site visit is to allow the commission to observe and assess the environment in which the services proposed to be contracted by the City will be provided.

Commission site visits will be conducted September 8 – October 10, 2016. DHS will contact applicant organizations individually to schedule site visits based on the information provided by the applicant in the *Letter of Intent form* (Attachment 1). In the event that the applicant does not submit a proposal or a proposal is found to be unresponsive, the applicable site visit will be cancelled.

Please Note: Failure to comply with the commission site visit process will result in proposals being deemed unresponsive and ineligible for consideration.

11.4 Review of Responsive Proposals

All responsive proposals will be reviewed by the HSC and DHS. In closed session on October 11, 2016, DHS and the HSC will discuss and document issues with proposals which will then be communicated to applicants by 5:00 p.m. on October 14, 2016, for response by 5:00 p.m. on October 28, 2016.

11.5 Proposal Ratings

The HSC utilizes standardized rating criteria in reviewing all responsive proposals, as outlined in the *Social Services Proposal Rating Criteria* document included with this RFP as Appendix B. Proposal ratings will be factored into the development of the funding allocation recommendations.

11.6 Allocation Recommendations

Based on the responsive proposals and renewal requests received, in closed session on November 8, 2016, the HSC and DHS will develop recommendations to the City Council for the allocation of FY2017 City social services funding. DHS will notify applicants and make public these recommendations by 5:00 p.m. on November 11, 2016.

The recommendations may include contingencies which must be satisfied in order for these program services to be considered for new contracts and contract renewals. As applicable, contingencies will be communicated to applicants for their response. Detailed instructions and a deadline for response will be included in the contingency communication to applicants.

12. Contracts

DHS will issue contracts and contract renewal offers, for each program for which funding has been allocated, by 5:00 p.m. on November 18, 2016. This will be considered an offer to engage applicants for services and will be withdrawn if partially executed contracts and/or renewal offers are not returned by the deadline of 5:00 p.m. on December 2, 2016. All contracts and renewals are subject to the approval of the Columbia City Council and budget appropriations. The City Council will consider FY2017 social services contracts at its meeting on December 19, 2016.

A sample *Standard Social Services Contract* is included with this RFP as Appendix C. For details regarding contract requirements, payments, reporting and duration, please refer to Section X. of the *City of Columbia Social Services Funding Policy* (Appendix A).

13. Contact

For questions, further information and/or accommodation related to disability, please contact:

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