



Home for All Continuum of Care

IL-507

Publishing Organization: Heart of Illinois United Way

Request for Proposal: Strategic Planning

Issue Date: Wednesday, August 3, 2022

Question and Answer Period: Wednesday, August 3, to Wednesday, August 31, 2022

- Questions Due: Wednesday, August 24, 2022, by 5 PM CT
- Final Responses to Vendor Questions: Wednesday, August 31, 2022

Proposals Due: Friday, September 9, 2022 by 5 PM CT

I. **Background:**

Home for All Continuum of Care housed in the Heart of Illinois United Way

Established in 1994 by the Department of Housing and Urban Development, the Continuum of Care model is a united coalition of community systems including non-profit, for-profit, and government organizations, working to address the needs of individuals and families experiencing homelessness. Since 2016, the Home for All Continuum of Care has partnered with the Heart of Illinois United Way (HOIUW) to build a sustainable collaboration of more than 50 cross-sector organizations aligning to end homelessness in central Illinois.

The vision of the Home for All Continuum of Care (CoC) is to end homelessness in Peoria, Tazewell, Woodford and Fulton Counties by ensuring access to permanent, safe and affordable housing. With comprehensive, coordinated services, individuals and families can maintain self-sufficiency and improve their quality of life.

II. **Purpose of the Request for Proposals (RFP):** While the CoC has undertaken previous strategic planning efforts, it has been several years since a formal plan with significant stakeholder engagement was developed and adopted. The CoC originally intended to undertake this effort in 2020, but the plan was stalled due to the implications of COVID-19. The CoC is now ready to partner with a consultant with significant strategic planning experience and knowledge of the homelessness landscape to craft a plan that will take the CoC through the next three to five years.

The CoC holds several key values at the center of all of its work including equity, inclusivity, data-informed decision making, and incorporation of lived expertise. In addition, the CoC adheres to best practices around housing first, harm reduction, and trauma informed care. It is the expectation that the consultant that is selected to assist in the strategic planning effort maintains these principles across the work.

Several primary goals have been identified for this planning process including meaningful stakeholder engagement, vision setting for the next three to five years, action planning for the next one to two years, ownership identification, and metric development.

III. **RFP Timeline**

August 3, 2022	RFP Released
August 24, 2022	Deadline to Submit Written Questions
August 31, 2022	Responses Submitted to Questions from Respondents
September 9, 2022	Deadline to Submit Proposals
September 12-23, 2022	Interviews of Selected Consultants
September 28, 2022	Selection of Final Consultant
October-December 2022	Consultant Preparation and Analysis
January 2023	Begin Planning Process with Local Stakeholders

- IV. **Deliverables/Scope of Work:** The consultant will be required to accomplish the following tasks:
- Conduct a gaps assessment including existing inventory, system flow, and optimal system projections
 - Facilitate meaningful stakeholder engagement including but not limited to:
 - i. Planning Summit with CoC Leadership
 - ii. Community Survey
 - iii. Focus Groups: Lived Experience, Case Managers, etc.
 - Develop a written three to five year plan inclusive of goals, owners, action plans and metrics
- V. **Fee Schedule:** The fee schedule is to be inclusive of all costs related to the phase of the work as outlined in the proposal, including travel, time, labor, supplies, etc. Respondents should provide budgeted amounts based on each phase below. The submitted budget should breakout each category further if applicable, but should ensure that the full budgeted amount to complete each phase is included.

Phase	Deliverables	Budgeted Amount
Preparation	<ul style="list-style-type: none"> – Prepare list of documents, resources, and data for review – Complete quantitative portion of gaps assessment 	\$
Community Engagement and Facilitation	<ul style="list-style-type: none"> – Conduct planning summit with CoC leadership – Develop, solicit responses to, and review data from community survey – Conduct focus groups inclusive of individuals with lived experience and front line staff – Complete qualitative portion of gaps assessment 	\$
Plan Drafting	<ul style="list-style-type: none"> – Draft plan inclusive of goals, owners, action plans and metrics – Final plan reflective of required edits identified by CoC leadership 	\$

- VI. **Consultant Qualifications:** To accomplish the outlined deliverables, the consultant will need to possess the following qualifications:
- Experience at successfully developing consensus-based strategic plans
 - Experience in gathering and utilizing data to inform the strategic planning process
 - Strong facilitation skills
 - Knowledgeable of homeless systems, issues, and best practices
 - Familiar with diverse funders and eligibility including city, state, federal, and private funding sources
 - Experience working with other Continuums of Care is strongly preferred
 - Experience at creating a neutral environment for, and soliciting input from, individuals from various sectors and lived experiences
 - A team with demonstrated diversity is strongly preferred

VII. **Consultant Work Samples:** Respondent must provide sample documents to showcase relevant past engagements and quality of work product. Documents should be provided in PDF format. Executive summaries or excerpts of larger documents may be appropriate.

VIII. **References:** The proposal should include three references of individuals who can speak to their experience with the consultant in conducting projects of similar scope. Information regarding each reference should include the individual’s name, address, telephone number, email address, and organization name. Reference checks will be evaluated based upon the following criteria:

- The reference would hire the consultant again.
- The original scope of services was completed within the specified timeframe.
- Interim deadlines were met in a timely manner.
- The consultant was responsive to the reference’s needs.
- The consultant anticipated problems and solved them quickly and effectively.
- The original scope of services was completed within the proposed budget. If not, an explanation regarding additional expenses will be required.

IX. **Application Review Criteria:** The proposals will be reviewed and evaluated based upon the following criteria:

Qualifications 30 Points	<ul style="list-style-type: none"> – The consultant has the qualifications needed to successfully complete the scope of work – The consultant has adequate prior experience working on similar projects
Scope of Proposal 35 Points	<ul style="list-style-type: none"> – The proposal demonstrates an understanding of the project objective and desired results – The proposal illustrates an approach to the scope of work that will likely lead to the successful development of an actionable strategic plan – The proposal illustrates the consultant’s ability to successfully execute the proposed approach – The proposal includes an appropriate process to interact with Continuum members and community stakeholders
Work Plan 25 Points	<ul style="list-style-type: none"> – The proposal adequately details project activities and deliverables associated with each stage of the work – The proposal includes a detailed timeline for each stage of the work
Budget 10 Points	<ul style="list-style-type: none"> – The proposal includes a detailed budget for each stage of the work – Proposed costs are reasonable – Proposed schedule of payments corresponds appropriately with tasks or deliverables

X. **Selection Process:** The Heart of Illinois United Way will utilize a two-step process for the final selection of a qualified consultant to perform the stated work. Step one will consist of a review of proposal packages submitted by respondents. The RFP team anticipates selecting three finalists based on the evaluation of the submitted written proposals. These finalists will then move to step two of the process. During step two, the selected finalists will be invited to a one-hour virtual meeting to discuss their proposals and answer questions from the RFP team. Once a finalist is

selected, the process will move into the contract negotiation phase. The Heart of Illinois United Way reserves the right to modify the deliverables as needed during the contract negotiation process, as well as the ability to reject all proposals if none are deemed fit. The Heart of Illinois United Way will not use the lowest bid as the sole basis for selecting the best proposal for the contract.

XI. **General Application Information:**

- **Questions regarding the RFP:** Questions regarding the RFP should be submitted via email to Kate Green, Executive Director of Home for All, at kate.green@local.unitedway.org and copy Nicole Wilson, Vice President of Community Investment for the Heart of Illinois United Way, at nicole.wilson@local.unitedway.org. The deadline for submission of questions is Wednesday, August 24, 2022, at 5 PM CT.

Questions and the relevant responses will be compiled in one document and posted to the Home for All Continuum of Care website (www.homeforallcoc.org) by Wednesday, August 31, 2022, at 5 PM CT. Respondents who submit questions will also receive the compiled responses via email.

- **Format for Submission:** Respondent's proposal must be submitted via email to Kate Green, Executive Director of Home for All, at kate.green@local.unitedway.org and copy Nicole Wilson, Vice President of Community Investment for the Heart of Illinois United Way, at nicole.wilson@local.unitedway.org. All documents must be submitted in PDF format. If files exceed the maximum size allowed via email, respondents may utilize a digital file sharing platform. The deadline for submission is Friday, September 9, 2022, at 5 PM CT.