

REQUEST FOR PROPOSALS

and

**Application for City of Fresno 2021
Street Outreach and Assessment**



City of Fresno
Melissa Perales, Purchasing Manager
2600 Fresno Street, Room 2156
Fresno, CA 93721
(559) 621-1157

July 19, 2021

REQUEST FOR PROPOSALS

Homeless Service Providers:

The City of Fresno announces the availability of funding to assist in ending veteran and chronic homelessness. This Request for Proposals (RFP) is for Street Outreach and Assessment funding. This is a one-time funding opportunity and the City will accept proposals for street outreach and assessment provided to unsheltered individuals as authorized under [Health and Safety Code \(HSC\) § 50219\(c\)\(4\)](#). The City proposes to allocate \$758,500.00 from the Homeless Coordinating and Financing Council's Homeless Housing and Prevention (HHAP) fund for twenty-four (24) months of service through this RFP.

The proposal process will begin on, July 19, 2021 and end on August 10, 2021. Interested, qualified agencies are invited to submit proposals for the time-period beginning October 1, 2021. The City's preference is for one coordinated proposal from relevant stakeholders.

A hard-copy of the Street Outreach and Assessment application is available at the City of Fresno, Purchasing Unit located at 2600 Fresno Street, Room 2156. An electronic version is available on the City's website at:
<https://www.planetbids.com/portal/portal.cfm?CompanyID=14769>

Please note, submission of an application does not guarantee funding for a project.

Applicants seeking technical assistance should contact the City of Fresno's Purchasing Unit at (559) 621-1157 or Melissa.Perales@fresno.gov.

Thank You,

H. Spees
Director, Housing and
Homeless Initiatives
Office of the Mayor

Application Process

Program Description

The City of Fresno has identified Homeless Housing and Prevention (HHAP) funds in the amount of \$758,500.00 for the purpose of funding a Homeless Outreach Team (HERO Team) that will work with the City of Fresno's Homeless Assistance Response Team (HART), the Coordinated Entry System, and homeless service providers to effectively engage, serve, and stabilize the most vulnerable and at-risk individuals experiencing homelessness, to help prevent the harmful effects of homelessness, and to resolve encampments. The HERO Team will connect individuals and families experiencing homelessness with services that may include screening, assessment, crisis intervention, community referrals and linkages to Triage Centers, and short-term/brief case management. Services shall also include community outreach, engagement, education, and prevention to those potentially in need of services for mental illness and/or co-occurring substance use disorders.

The HERO Team is critical to the continuity and the development of our homeless service delivery system in transitioning individuals into stable living environments with access to services that promote greater health and housing retention and reduce vulnerability.

The HERO Team will respond to and handle an initial crisis or request through the HART Team. Crisis interventions may include linkages and referrals/warm handoffs to services including making appointments for those in need while in the field and ensuring that those wanting the services of a Triage Center access them immediately. Collaboration with other entities may also identify individuals that are experiencing a crisis in the community.

Successful candidates will demonstrate an expertise in and ability to provide outreach and case management services while 1) working alongside and in coordination with the Fresno HART Team including City Code Enforcement, Sanitation and Police Department, as needed, during the course of their daily activities 2) working with various homeless shelter, triage center and service providers; 3) responding to requests for street outreach and assessments generated from the City of Fresno and throughout the Fresno community; 4) be on-site for rapid response, screening and assessment as the subject matter expert and provide appropriate interventions and/or linkages with follow up.

While outreach and assessment are the main focus of these funds, it is recognized that the successful applicant will demonstrate the ability to also assist with providing additional assistance to individuals in need, including but not limited to assisting with transportation services, diversion services, and housing placement when appropriate. Applicants should be available to engage and work with clients/families on a local prevention plan using tools such as Motivational Interviewing, Wellness Recovery Action Plan, etc.

Target Population

The funds under this RFP are intended to target veteran, chronically homeless, and unsheltered individuals and families who are on the street.

Preferences

Preference will be given to applications that demonstrate the following:

- One coordinated proposal from relevant stakeholders
- Availability to work alongside City of Fresno HART Team and other City Departments
- Availability during evening and weekend hours
- Thoroughness and clarity of the application
- Demonstrated ability to perform

Debarment

A Bidder may be debarred from bidding or proposing upon or being awarded any contract with the City, or from being a subcontractor or supplier at any tier upon such contract, in accordance with the procedures in Fresno Municipal Code Section 4-104 adopted by Council on May 17, 2018. The initial period of any such debarment shall not be less than one year and may be permanent depending on the violation. A Bidder may request a hearing, in accordance with Fresno Municipal Code Section 4-104, upon receipt of a notice of proposed debarment from the City Manager or designee. A copy of the Resolution may be obtained from the City Clerk's Office, 2600 Fresno Street, Fresno, California 93721.

Submission Requirements

Complete each section of the funding application (**Attachment A**). Ensure that sufficient information is provided and use the check list provided.

Selection Criteria

The selection will be based on the following:

- Coordination:
 - Use of the "Coordinated Entry System," a countywide system that engages and connects individuals experiencing homelessness to the optimal resource for their needs
 - One coordinated proposal from relevant stakeholders
- Collaboration with other stakeholders, including the City of Fresno HART Team and other City Departments:
 - Collect data regarding call volume and dispositions/outcomes, which may include, but not limited to: demographics/outcome of call(er), date/time of call, recidivism of calls/access to justice system and other parts of the crisis system, hours saved for patrol, homelessness and prevention/outreach activities

- Outreach and Assessment
 - Availability to work alongside City of Fresno HART Team and other City Departments
 - Availability during evening and weekend hours
 - Ability to provide timely outreach based on calls received from the City of Fresno
 - Availability to be both proactive and responsive on outreach efforts
 - Ability to provide transportation, as applicable
 - Ability to provide a visible presence throughout the city of Fresno (bright shirts or vests or other acceptable/professional apparel)
 - Be flexible and adaptable to meet the evolving needs of the community
 - Assist in providing culturally, ethically, and linguistically relevant triage services
 - Attend annual and other on-going trainings, as necessary, related to crisis intervention and de-escalation tactics

- Experience:
 - History of successful completion of similar projects
 - Ability and experience with the proposed project
 - Ability to meet projected deadlines within budget
 - Key personnel working experience with the type of project proposed
 - Demonstrate thorough knowledge of homeless services for the target population

- Participation
 - Coordinated Entry System
 - Fresno Madera Continuum of Care

Selection Process

City staff will review applications and make award recommendations to the City Council. The evaluation team may, at its discretion, interview applicant(s), contact references, investigate previous projects and current commitments, and conduct any further inquiry and investigation necessary to determine the most feasible project(s). The selected applicant shall enter an agreement in a form as approved by the City.

The City shall select the applicant who provides the best value, in its sole discretion, considering the selection criteria above.

Submission Instructions

An electronic or physical application must be received before 4:00 p.m. on August 10, 2021. Applications received at or after the 4:00 p.m. deadline will not be accepted. For physical applications, two copies of the application must be time stamped. The Purchasing Unit will be the official clock for documenting the time of filing. Applications not submitted online shall be sent via U.S. mail, Federal Express, or be hand-delivered to:

City of Fresno
Finance Department/Purchasing Unit
Attn: Melissa Perales
2600 Fresno Street, Room 2156,
Fresno, CA 93721

Applications can be submitted online through:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=14769>

Technical Assistance

City of Fresno Purchasing Unit
Melissa Perales, Purchasing Manager
Telephone: (559) 621-1157
E-mail: Melissa.Perales@fresno.gov

Applicants and/or their consultants shall not contact any City official/representative regarding this RFP other than the staff specified above, during this RFP application process.

Questions, Clarifications, and Concerns

Any questions concerning this RFP should be referred to the Purchasing Manager as shown on the Cover Page and may be submitted by contacting the City of Fresno, Purchasing Unit, at (559) 621-1157 or emailing Melissa.Perales@fresno.gov at least three (3) days prior to the designated submittal date.

The City of Fresno hereby notifies all Respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, or on any other basis prohibited by law.

Terms and Conditions

The City of Fresno reserves the right to:

- Reject any and all applications, and to waive minor irregularities in any application submitted for funding consideration.
- Request clarification of the information submitted and request additional information from any applicant responding to this RFP.
- Award funds to the next most feasible project if the successful applicant does not

execute an Agreement within the applicable timeframe after selection and notification of a successful application.

- Reject any application that does not address the items listed in the application.

- Negotiate with multiple applicants at one time.
- Reject any and all applications submitted at its sole and absolute discretion.
- Accept application(s) that it considers to be in the interest of the City, in its discretion, with or without negotiation.
- Waive any informality or minor irregularity when in the best interest of City, in its discretion.
- Reject incomplete or irregular applications.
- Have no obligation to enter into an agreement with any party responding to this RFP.

Selection Notification

Applicants will be notified of the City's selection on or about September 30, 2021. There is no appeal process.

CITY OF FRESNO INSURANCE REQUIREMENTS

Selected applicants are required to comply with the City's insurance and indemnity obligations. If your organization cannot comply with the City's insurance requirements, **your application will not be considered.**

The following insurance language is included in the City's standard contracts. Coverage shall be at least as broad as:

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. The most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form CG 00 01, providing liability coverage arising out of your business operations. The Commercial General Liability policy shall be written on an occurrence form and shall provide coverage for "bodily injury," "property damage" and "personal and advertising injury" with coverage for premises and operations (including the use of owned and non- owned equipment), products and completed operations, and contractual liability (including, without limitation, indemnity obligations under the Agreement) with limits of liability not less than those set forth under "Minimum Limits of Insurance."
2. The most current version of ISO *Commercial Auto Coverage Form CA 00 01, providing liability coverage arising out of the ownership, maintenance or use of automobiles in the course of your business operations. The Automobile Policy shall be written on an occurrence form and shall provide coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code 1- Any Auto). If personal automobile coverage is used, the CITY, its officers, officials, employees, agents, and volunteers are to be listed as additional insureds.
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Professional Liability that is appropriate to Profession.

MINIMUM LIMITS OF INSURANCE

PROFESSIONAL SERVICES, or any party the PROFESSIONAL SERVICES subcontracts with, shall maintain limits of liability of not less than those set forth below. However, insurance limits available to CITY, its officers, officials, employees, agents, and volunteers as additional insureds, shall be the greater of the minimum limits specified herein or the full limit of any insurance proceeds available to the named insured:

1. COMMERCIAL GENERAL LIABILITY:

- (i) \$1,000,000 per occurrence for bodily injury and property damage;
- (ii) \$1,000,000 per occurrence for personal and advertising injury;
- (iii) \$2,000,000 aggregate for products and completed operations; and,
- (iv) \$2,000,000 general aggregate applying separately to the work performed under the Agreement.

2. COMMERCIAL AUTOMOBILE LIABILITY:

\$1,000,000 per accident for bodily injury and property damage.

3. WORKERS' COMPENSATION INSURANCE as required by the State of California with statutory limits.

4. EMPLOYER'S LIABILITY:

- (i) \$1,000,000 each accident for bodily injury;
- (ii) \$1,000,000 disease each employee; and,
- (iii) \$1,000,000 disease policy limit.

5. Professional Liability:

- (i) \$1,000,000 per claim/occurrence; and,
- (ii) \$2,000,000 policy aggregate.

UMBRELLA OR EXCESS INSURANCE

In the event PROFESSIONAL SERVICES purchases an Umbrella or Excess insurance policy(ies) to meet the "Minimum Limits of Insurance," this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies). In addition, such Umbrella or Excess insurance policy(ies) shall also apply on a primary and non-contributory basis for the benefit of the CITY, its officers, officials, employees, agents, and volunteers.

DEDUCTIBLES AND SELF-INSURED RETENTIONS

PROFESSIONAL SERVICES shall be responsible for payment of any deductibles contained in any insurance policy(ies) required herein and PROFESSIONAL SERVICES

shall also be responsible for payment of any self-insured retentions. Any deductibles or self-insured retentions must be declared to on the Certificate of Insurance, and approved by, the CITY'S Risk Manager or designee. At the option of the CITY'S Risk Manager or designee, either:

- (i) The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY, its officers, officials, employees, agents, and volunteers; or
- (ii) PROFESSIONAL SERVICES shall provide a financial guarantee, satisfactory to CITY'S Risk Manager or designee, guaranteeing payment of losses and related investigations, claim administration and defense expenses. At no time shall CITY be responsible for the payment of any deductibles or self-insured retentions.

OTHER INSURANCE PROVISIONS/ENDORSEMENTS

The General Liability and Automobile Liability insurance policies are to contain, or be endorsed to contain, the following provisions:

1. CITY, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds. PROFESSIONAL SERVICES shall establish additional insured status for the City and for all ongoing and completed operations by use of ISO Form CG 20 10 11 85 or both CG 20 10 10 01 and CG 20 37 10 01 or by an executed manuscript insurance company endorsement providing additional insured status as broad as that contained in ISO Form CG 20 10 11 85.
2. The coverage shall contain no special limitations on the scope of protection afforded to CITY, its officers, officials, employees, agents, and volunteers. Any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to the Additional Insured.
3. For any claims relating to this Agreement, PROFESSIONAL SERVICES' insurance coverage shall be primary insurance with respect to the CITY, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents and volunteers shall be excess of PROFESSIONAL SERVICES' insurance and shall not contribute with it. PROFESSIONAL SERVICES shall establish primary and non-contributory status by using ISO Form CG 20 01 04 13 or by an executed manuscript insurance company endorsement that provides primary and non-contributory status as broad as that contained in ISO Form CG 20 01 04 13.
4. Should any of these policies provide that the defense costs are paid within the Limits of Liability, thereby reducing the available limits by defense costs, then the requirement for the Limits of Liability of these policies will be twice the above stated limits.

The Workers' Compensation insurance policy is to contain, or be endorsed to contain, the following provision: PROFESSIONAL SERVICES and its insurer shall waive any right of subrogation against CITY, its officers, officials, employees, agents, and volunteers.

If the Professional Liability insurance policy is written on a claims- made form:

1. The retroactive date must be shown and must be before the effective date of the Agreement or the commencement of work by PROFESSIONAL SERVICES.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement work or termination of the Agreement, whichever occurs first, or, in the alternative, the policy shall be endorsed to provide not less than a five (5) year discovery period.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the Agreement or the commencement of work by PROFESSIONAL SERVICES, PROFESSIONAL SERVICES must purchase "extended reporting" coverage for a minimum of five (5) years completion of the Agreement work or termination of the Agreement, whichever occurs first.
4. A copy of the claims reporting requirements must be submitted to CITY for review.
5. These requirements shall survive expiration or termination of the Agreement.

All policies of insurance required herein shall be endorsed to provide that the coverage shall not be cancelled, non-renewed, reduced in coverage or in limits except after thirty (30) calendar days written notice by certified mail, return receipt requested, has been given to CITY. PROFESSIONAL SERVICES is also responsible for providing written notice to the CITY under the same terms and conditions. Upon issuance by the insurer, broker, or agent of a notice of cancellation, non-renewal, or reduction in coverage or in limits, PROFESSIONAL SERVICES shall furnish CITY with a new certificate and applicable endorsements for such policy(ies). In the event any policy is due to expire during the work to be performed for CITY, PROFESSIONAL SERVICES shall provide a new certificate, and applicable endorsements, evidencing renewal of such policy not less than fifteen (15) calendar days prior to the expiration date of the expiring policy.

Should any of the required policies provide that the defense costs are paid within the Limits of Liability, thereby reducing the available limits by any defense costs, then the requirement for the Limits of Liability of these policies will be twice the above stated limits.

The fact that insurance is obtained by PROFESSIONAL SERVICES shall not be deemed to release or diminish the liability of PROFESSIONAL SERVICES, including, without limitation, liability under the indemnity provisions of this Agreement. The policy limits do not act as a limitation upon the amount of indemnification to be provided by PROFESSIONAL SERVICES. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of PROFESSIONAL SERVICES, its principals, officers, agents, employees, persons under the supervision of PROFESSIONAL SERVICES, vendors, suppliers, invitees, consultants, sub-consultants, subcontractors, or anyone employed directly or indirectly by any of them.

VERIFICATION OF COVERAGE

PROFESSIONAL SERVICES shall furnish CITY with all certificate(s) and **applicable endorsements** effecting coverage required hereunder. All certificates and **applicable endorsements** are to be received and approved by the CITY'S Risk Manager or designee prior to CITY'S execution of the Agreement and before work commences. All non-ISO endorsements amending policy coverage shall be executed by a licensed and authorized agent or broker. Upon request of CITY, PROFESSIONAL SERVICES shall immediately furnish City with a complete copy of any insurance policy required under this Agreement, including all endorsements, with said copy certified by the underwriter to be a true and correct copy of the original policy. This requirement shall survive expiration or termination of this Agreement.

SUBCONTRACTORS - -If PROFESSIONAL SERVICES subcontracts any or all of the services to be performed under this Agreement, PROFESSIONAL SERVICES shall require, at the discretion of the CITY Risk Manager or designee, subcontractor(s) to enter into a separate Side Agreement with the City to provide required indemnification and insurance protection. Any required Side Agreement(s) and associated insurance documents for the subcontractor must be reviewed and preapproved by CITY Risk Manager or designee. If no Side Agreement is required, PROFESSIONAL SERVICES will be solely responsible for ensuring that its subcontractors maintain insurance coverage at levels no less than those required by applicable law and is customary in the relevant industry.

To the furthest extent allowed by law, PROFESSIONAL SERVICE shall indemnify, hold harmless and defend CITY and each of its officers, officials, employees, agents, and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by CITY, PROFESSIONAL SERVICE or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this Agreement. PROFESSIONAL SERVICE'S obligations under the preceding sentence shall apply regardless of whether CITY or any of its officers, officials, employees, agents, or volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of CITY or any of its officers, officials, employees, agents, or volunteers.

If PROFESSIONAL SERVICE should subcontract all or any portion of the work to be performed under this Agreement, PROFESSIONAL SERVICE shall require each subcontractor to indemnify, hold harmless and defend CITY and each of its officers, officials, employees, agents, and volunteers in accordance with the terms of the preceding paragraph.

This section shall survive termination or expiration of this Agreement.

Attachment A

Street Outreach and Assessment Application Outline

Section	Section Heading	Documents (not to exceed)
*	Executive Summary (Do not include additional cover letter)	Narrative (one page)
*	Acknowledge review of insurance requirements	N/A
1	Project Summary	Form (one page)
2	Project Description	Narrative (two pages)
3	Meeting Program Priorities	Narrative (two pages)
4	Project Schedule and Reporting	Narrative (one page)
5	Experience of Agency	Narrative (two pages)
6	Project Budget	Narrative (two pages)

SECTION 1 – PROJECT SUMMARY FORM

Organization Name: _____

Address: _____

Federal Tax I.D. Number: _____

Organization Type (check all that apply):

- State certified non-profit entity
- Public agency qualified to receive HHAP funds under applicable state rules

Executive Director Name: _____

Phone: _____ E-mail: _____

Project Contact Name: _____

Contact Organization: _____

Address: _____

Phone: _____ E-mail: _____

Application Contact Name (if different from Project Contact above): _____

Contact Organization: _____

Address: _____

Phone: _____ E-mail: _____

Original Signature of Authorized Official (attached Board/company Resolution)

Signature: _____

Title: _____

Name: _____

Date: _____

I acknowledge that I have reviewed the insurance requirements.

Signature of Authorized Official

Printed Name

Date

Title

SECTION 2 – PROJECT DESCRIPTION

Please describe the project in detail including eligible activities, target populations, services to be provided, number of participants to be served, timelines and project schedule, and program outcomes.

SECTION 3 – MEETING PROGRAM POLICIES AND PRIORITIES

Describe how the project will meet the program policies and priorities. The primary target populations for services are veteran, chronic and street homeless per [Health and Safety Code Health and Safety Code \(HSC\) § 50219\(c\)\(4\)](#)

SECTION 4 – PROJECT SCHEDULE AND REPORTING (Limit narrative to one page)

Describe how the agency will perform the tasks described within the determined timeline. Show how the agency anticipates expending and requesting reimbursement and reporting progress monthly.

SECTION 5 – EXPERIENCE OF AGENCY

The applicant must demonstrate that the skills and experience of the agency are appropriate for the scope of the proposed project.

SECTION 6 – PROJECT BUDGET

Please prepare a proposed budget of program expenditures for the determined time period. Provide line-item budget detail and provide a budget narrative to explain proposed budget items.