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Description automatically generated**Iowa Balance of State CoC**

Request for Proposal



**Title:**

Iowa Balance of State Continuum of Care (IA BoS CoC) Strategic Plan

**Purpose:**

The Strategic Planning Task Group of the IA BoS CoC are initiating a Request for Proposal to identify a qualified vendor to guide and execute a strategic visioning and comprehensive planning process. The goal of this process is to create an actionable strategic plan for the IA BoS CoC.

**Who may respond:**

IA BoS CoC seeks a vendor who has demonstrated experience in successfully developing consensus-based strategic plans, has strong facilitation skills, has proven experience with non-profit strategic planning, and a strong understanding and purpose of services for those experiencing homelessness.

Vendors submitting proposals must include a statement indicating that the respondent is not on the U.S. General Services Administrator’s System for Award Managements’ (SAM’s) list of excluded entities (<https://www.sam.gov/SAM/>).

**Background:**

IA BoS CoC is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse all people experiencing homelessness while minimizing the trauma and dislocation caused to all people experiencing homelessness; promote access to and effect utilization of mainstream programs by all people experiencing homelessness; and optimize self-sufficiency among all people experiencing homelessness.

To align with this purpose, the IA BoS CoC Strategic Planning Task Group is searching for a qualified vendor to guide and execute a strategic visioning and comprehensive planning process. The goal of this process is to create an actionable strategic plan for the IA BoS CoC.

**Project Overview:**

IA BoS CoC is governed by a Board of Directors (11 directors) representing 96 counties across Iowa (excluding Polk, Pottawattamie, and Woodbury). The Board is supported by the BoS CoC staff (2 staff) who provide support and work closely to oversee implementation.

The governing body primarily responsible for planning and advocacy around homelessness for the State of Iowa is the Iowa Council on Homelessness (hereinafter referred to as the “Iowa Council”). This organization was established in Iowa Code 16.00A in 2008 and is now governed by Iowa Code Chapter 16.2D. Until January 2020, the Iowa Council served as the primary decision-making body for the Iowa Balance of State CoC.

In January 2020, the Iowa Council on Homelessness elected to reorganize its governance structure and separate the duties of the Continuum of Care (CoC) from the Iowa Council. In its place, the Iowa Council approved an Interim CoC Board to assume responsibilities as the primary decision-making body for the CoC on a time limited basis. The separation of duties became effective on April 1, 2020. A full transition to the new permanent CoC Board is expected to take place in late 2020 or early 2021.

**Scope of Work and Deliverables:**

We expect the project to include the following:

* Project Management.
* Design and execution of a strategic visioning and comprehensive planning process.
* Develop an actional strategic plan.
* Develop recommendations regarding plan’s implementation and support structure.

The proposal should include:

* Understanding of the work performed, estimated hours, and other pertinent information.
* Organization description, size and structure. Indicate whether the firm is a small or woman- or minority-owned business.
* Qualifications of all staff to be assigned to the project and specify the project manager.
* Vendor is not able to sub-contract out any of the work without pre-approval of the sub-contractor by the IA BoS CoC.

It is expected that these tasks will be accomplished through a combination of activities including:

* Background research by consultant on Balance of State Continuum of Cares (BoS CoC).
* Benchmarking our BoS CoC with other similar sized BoS CoC’s.
* Focus groups, interviews, surveys and/or any other method that will be useful in receiving stakeholder input.
* Facilitated group meetings with the board and staff to create consensus regarding a strategic vision and plan.

**Project Goals and Target Audience:**

IA BoS CoC seeks consultant’s recommendations regarding the best process to develop an actional strategic plan, the CoC envisions the scope of work being completed in stages.

Stage 1- Discovery- Vision and key goals with IA BoS CoC Board of Directors and Stakeholders

This stage includes consensus building among the Board of Directors and Stakeholders. Discover a shared strategic vision that is:

* Clearly stated;
* Compelling;
* Timely;
* Describes a clear and present need;
* Motivates people to act; and
* A worthwhile challenge.

Stage 2- Research and Validation

This stage should produce the substantive documentation and solutions needed for validation of discovered vision and key goals and inform the strategic planning process.

Stage 3- Identify strategic goals and write a comprehensive and actional strategic plan

After discovery and research, this stage entails the identification of key strategic goals and the development of an actional strategic plan that will serve as the overall blueprint for our work. This plan should include:

* An executive summary;
* Shared vision;
* Goals;
* Objectives;
* Strategies;
* Tactics;
* Responsible partners and their roles;
* Measures; and
* Outcomes.

Stage 4- Development of implementation recommendations

This stage includes the development of recommendations regarding the implementation phase of IA BoS CoC’s work. Included with this phase be a detailed timeline to implement the plan and methods of measuring successful implementation.

**Ownership and Confidentiality:**

All intellectual property will become the property of the Iowa Balance of State Continuum of Care. All data remains the sole property of the organizations. The vendor shall further agree to keep information related to any and all contracts with the Iowa Balance of State Continuum of Care in strict confidence, including, but not limited to, the terms of the contract(s) and any confidential business information or propriety information learned through its dealings with us.

**Proposed Format:**

To best evaluate the ability of the vendor to meet our goals, please submit the vendor questionnaire with your proposal.

Proposal must include the following:

1. Completed vendor questionnaire, which includes-
   1. Vendor and Primary Contact Information.
   2. Supply/Service Delivery Plans
   3. Continuity, Contingency, and Viability Details
   4. Background of Vendor
   5. Previous Products/Services and References
   6. Work Plan
   7. Performance Monitoring
2. Budget- Include a detailed budget for each stage of the scope of work and ensure proposed costs are reasonable.

**Scoring:**

Proposals will be reviewed and evaluated on the following criteria:

* Scope of Proposal   
  Proposal addresses the requirements stated in RFP and understands the project objectives and desired results.  
  Proposal illustrates an approach to the scope of work that will likely lead to the successful development of an actional strategic plan.  
  Proposal illustrates consultant’s ability to successfully execute the proposed approach.
* Work Plan  
  Proposal adequately details project activities and milestones, or deliverables associated with each stage of the scope of work.  
  Proposal includes a detailed timeline for each stage.  
  The work can be completed within a reasonable project timeline.  
  Completed vendor questionnaire provided.
* Skills, abilities, and experience  
  Consultant has the qualification necessary to successful complete the scope of work.   
  The consultant has prior experience working on similar projects.  
  The consultant has prior experience working with similar organizations.
* Pricing and Budget  
  Proposal includes a detailed budget for each stage of the scope of work.  
  Proposed costs are reasonable.

**Process for Proposal Submission and Evaluation:**

Closing Submission Date: Proposals are due by 12 P.M. Wednesday, November 11, 2020 to Courtney Guntly and [courtney.guntly@icalliances.org](mailto:courtney.guntly@icalliances.org).

Inquiries: Inquiries concerning this RFP should be directed to Courtney Guntly at [courtney.guntly@icalliances.org](mailto:courtney.guntly@icalliances.org) no later than 12 P.M. Monday, November 9, 2020.

Conditions of Proposal: All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by IA BoS CoC.

Submission Instructions: Proposals should be submitted in PDF format via email to [courtney.guntly@icalliances.org](mailto:courtney.guntly@icalliances.org) before the closing submission date. If the file is too large for email, a link to the file should be provided.

*Late arrivals will not be accepted. Mail submissions will not be accepted.*

It is the responsibility of the bidder to ensure that the response is received by the IA BoS CoC by the closing submission date. A response may be judged nonresponsive and excluded if it is not received by the deadline or does not follow the specified format.

**Right to Reject:**

IA BoS CoC reserves the right, in its sole discretion, to reject any and all responses received in response to this RFP. A contract for the accepted response will be based upon the factors described in this RFP.

**Small Businesses, Minority-Owned Firms and Women’s Enterprises:**

IA BoS CoC will make efforts to utilize small businesses, women’s business enterprises, and/or minority-owned firms. A bidder qualifies if it meets the definition established by the Small Business Administration.

**Confidentiality:**

If the bidder deems any material submitted to be proprietary or confidential, that must be indicated in the relevant sections of the response.

**Notification of Selection and Timeline:**

It is expected that a bidder will be selected within Vendor Selection dates noted below, although this timeline is subject to change. IA BoS CoC reserves the right to cancel this RFP at any time. Upon conclusion of negotiations with the successful bidder, all bidders submitting responses to this RFP will be informed in writing of the name of the successful firm or individual.

RFP Released: October 12, 2020  
Proposals Due: November 11, 2020  
Vendor Selection Made: November 18-25, 2020  
Vendor Contract Begins: December 1, 2020

**Criteria for Selection:**

IA BoS CoC will select the proposal which it feels will deliver the highest quality deliverable at the best value. Proposals will be initially reviewed by the Task Group team requesting the proposal. Selection of vendor will be made by the Board of Directors with input from the Task Group team.

Price will be a significant, but not the only, criteria in evaluating the proposals. Consideration will also be given to the following:

* Ability of the bidder to provide all aspects of the proposal.
* Compliance of the vendor and proposal with the project requirements outlined above.
* The extent to which the proposed deliverables meets the scope and goals outlined in the RFP.
* Experience with similar organization and portfolio of work.

The award will be made to the qualified bidder whose proposal is most advantageous to IA BoS CoC with price and other factors considered.

IA BoS CoC, in its sole discretion, may request proposal presentations by meeting with any or all bidders to clarify or negotiate modifications to proposals. However, IA BoS CoC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the bidder an propose.

IA BoS CoC contemplates award of the contract to the responsible bidder with the most cost-effective solutions and capability to perform the contract services.

**Conflict of Interest:**

The bidder must disclose, in an exhibit to the proposal, any possible conflicts of interest that may result from the award of the contract or the services provided under the contract. Except as otherwise disclosed in the proposal, the bidder affirms that to the best of its knowledge there exists no actual or potential conflict between the bidder, the bidder’s project manager(s) or its family business or financial interests and the services provided under the contract. In the event of any change in either interests or the services provided under the contract, the bidder will inform IA BoS CoC regarding possible conflicts of interest, which may arise as a result of such change and agrees that all conflicts shall be resolves to the IA BoS CoC’s satisfaction or the bidder may be disqualified from consideration under this RFP. As used in this section, “conflict of interest” shall include, but not be limited to, the following:

* Giving or offering gratuity, kickback, money, gift, or anything of value to a IA BoS CoC Board, Task Group or staff with the intent of receiving a contract from IA BoS CoC or favorable treatment under a contract.
* Having or acquiring at any point during the RFP process or during the term of the contract, any contractual, financial, business, or other interest, direct or indirect, that would conflict in any manner of degree with bidder’s performance of its duties and responsibilities to IA BoS CoC under the contract or otherwise create the appearance of impropriety with respect to the award or performance of the contract.
* Currently in possession of or accepting during the RFP process or the term of the contract anything value based on an understanding that actions of the bidder or its affiliates or interest on behalf of IA BoS CoC be influenced.