**Iowa Council on Homelessness**

**Possibilities for outsourcing to help with governance/transition planning/capacity-building**

**Prepared by Amber, February 2019**

**Sources of funds:**

* Approximately $30k from 2017-2018 appropriation
* Approximately $45k from 2018-2019 appropriation
* Approximately $60k from FFY2017 CoC Planning Grant (grant otherwise primarily being used in Calendar Year 2019 to fund Coordinated Services Regions)

**Questions to consider:**

* Nonprofit corporation, for-profit corporation, or individual consultant?
* National expert or local?
* Continue with HomeBase or other?
* Can a person or entity be a contractor for this if currently on the Council?
* What is the timeline to get started?

**IFA Purchasing rules:**

* See Chapter 15: <https://www.legis.iowa.gov/docs/iac/chapter/09-26-2018.265.15.pdf>

**Request for Proposals (RFP) vs. Request for Information (RFI):**

* Could start with an RFI to gather information about possible interested persons or entities, and the scope of work. Based on this, could either then move to an RFP, or just select one of the interested entities.
* Could contact HomeBase, other Technical Assistance providers, or other entities to request ballpark estimate to accomplish certain goals.
* Generally, a contract for more than $50k should go have RFP. Could put a $50k cap on the expected contract, for a simpler process up front, especially to get started. If the work leads to a full-time position, would require more than $50k, but could go through full RFP process then.

**Scope of Work/Goals (any or all):**

* Coordinating the decision process and visioning related to changing governance structure
* Helping prepare the CoC Program Application
* Facilitating a strategic planning process
* Providing training to CoC board, CSRs, and/or providers (including coordinating and communicating regular schedule for ongoing training)
* Other ongoing CoC responsibilities