

**CENTRAL VALLEY LOW INCOME HOUSING CORP.
REQUEST FOR PROPOSALS (RFP) NO. 2024-02:
CLIENT DOCUMENT DEVELOPMENT AND
IMPLEMENTATION**

RFP Document

**CLIENT DOCUMENT DEVELOPMENT AND
IMPLEMENTATION
BY**

**CENTRAL VALLEY LOW INCOME HOUSING CORP.
("CVLIHC")
2341 W. MARCH LANE, STE. 350
STOCKTON, CA 95207**

**RFP Posted: Nov. 11, 2024
Questions Deadline: 4:00 p.m. on Dec. 2, 2024
Deadline: 4:00 p.m. on Dec. 16, 2024**

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INTRODUCTION

Central Valley Low Income Housing Corp. (CVLIHC) is a non-profit 501(c)(3) located in Stockton, Calif.

For more than 25 years, CVLIHC has provided and advocated for safe, affordable, and supportive living environments for residents of San Joaquin County who are homeless and at risk of homelessness, including those with disabling conditions. Our diverse and dedicated team blends a mission-driven approach with decades of collective experience resulting in successful programs that continue to build a brighter future for our clients and our community.

CVLIHC oversees a multi-million-dollar budget, resulting in the distribution of significant resources to the local economy in support of those who are at risk of homelessness or are homeless. Through a variety of federal, state, and local programs, as well as partnerships with other agencies and businesses, we currently assist more than 1,000 people each month and 2,000 people annually with housing, shelter, and services in San Joaquin County.

Our projects include:

- Permanent Supportive Housing rent support
- Rapid Re-Housing rent support
- Homelessness Prevention rent support
- 40 units of owned Permanent Supportive Housing (Town Center Studios)
- 8 houses with 27 units of Permanent Supportive Housing (SPICE)
- Non-congregate Emergency Shelter
- Case Management and Wraparound Support Services
- Administration of the Homeless Management Information System in San Joaquin County

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CVLIHC has been San Joaquin County's primary provider of Permanent Housing to homeless households for more than 25 years. Since 1999, CVLIHC has provided Permanent Supportive Housing, Transitional Housing, Rapid Re-Housing, and Homelessness Prevention dedicated to persons experiencing homelessness through grants from the Continuum of Care Program Competition and Emergency Solutions Grants programs. CVLIHC works with Behavioral Health Services in providing housing services to BHS clients including those who are dually diagnosed, provides temporary and permanent housing to participants in the County's HousingWorks program through First5, and administers three additional temporary and permanent housing programs in partnership with Public Health and the Human Services Agency.

CVLIHC has administered Housing Prevention, Rapid Re-Housing, and Landlord Incentives projects funded by state of California Homeless Emergency Assistance Program, California Emergency Solutions and Housing, and Homeless Housing Assistance and Prevention efforts.

CVLIHC is the owner, through its role as Managing Partner in Central Valley Housing LP, of eight single-family houses used as Permanent Supportive Housing known as the SPICE houses. CVLIHC is the owner, through its role as Managing Partner in Town Center Studios LP, of a 40-unit complex used as Permanent Supportive Housing known as Town Center Studios, which was made possible through the first award of Project Homekey funds in San Joaquin County.

CVLIHC is a partner in the Turnpike Commons and Calaveras Quarters permanent housing projects in partnership with the Housing Authority of San Joaquin/Delta Community Developers Corp., STAND Affordable Housing, and other partners.

CVLIHC is also the only Homeless Management Information System Lead Agency in the history of the local Continuum of Care in San Joaquin County (CA-511), and continues to meet all locally and federally required tasks associated with managing and operating a viable HMIS, including overseeing Point in Time Counts of Sheltered Homeless individuals, Housing Inventory Counts, Longitudinal Systems Analysis, and HDIS reports.

In collaboration with our partners, CVLIHC serves our clients with a dedicated mission of providing permanent housing opportunities to help individuals and families exit homelessness permanently.

All CVLIHC projects include a focus on enhancing the stability, wellness, and self-sufficiency of the people we serve and house. This requires a person-centered approach to helping clients obtain resources, develop personal resiliency, and identify strategies and action goals for becoming more self-sufficient. This requires the development and implementation of Self-Sufficiency Plans, which are the focus of this RFP.

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Introduction to Self-Sufficiency Plans:

In keeping with the goals of CVLIHC to provide permanent housing opportunities to those who are experiencing homelessness and support them in establishing stability, wellness, and self-sufficiency, all CVLIHC projects include a focus on enhancing the stability, wellness, and self-sufficiency of the people we serve and house. Toward this, clients and CVLIHC staff (case managers/housing resource coordinators) develop Self-Sufficiency Plans (SSP).

An SSP identifies obstacles to self-sufficiency in areas such as obtaining/remaining in housing, obtaining/increasing income, and more that are relevant to each individual household. After identifying obstacles, each SSP identifies Goals, and Strategies/Action Items to achieve those Goals. Each SSP is unique to each household. Each SSP is developed in partnership with each household, and should represent a collaborative approach between household and CVLIHC staff.

CVLIHC seeks qualified entities/individuals to review CVLIHC's current SSP documents and procedures, develop a revised SSP that can be uniformly implemented throughout CVLIHC housing and service projects, and provide coaching/support to CVLIHC staff during initial implementation.

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RFP INFORMATION AT A GLANCE

CVLIHC CONTACT PERSON	Jon Mendelson, Executive Director jmendelson@cvlihc.org
HOW TO OBTAIN THE RFP DOCUMENTS ON THE INTERNET	1. www.cvlihc.org/Proposals
QUESTIONS DEADLINE	4 p.m. PST Dec. 2, 2024 to the CONTACT PERSON
HOW TO FULLY RESPOND TO THIS RFP	Submit (1) “hard copy” proposal to the CVLIHC office, 2431 W. March Lane, Ste. 350, Stockton, CA 95207; or Submit (1) proposal to the email address jmendelson@cvlihc.org AND contact@cvlihc.org
PROPOSAL SUBMITTAL DEADLINE	4 p.m. PST Dec. 16, at the CVLIHC office, 2431 W. March Lane, Ste. 350, Stockton, CA 95207
ANTICIPATED APPROVAL BY CVLIHC	Jan. 1, 2025

1.0 CVLIHC RESERVATION OF RIGHTS:

- 1.1 CVLIHC reserves the right to reject any or all proposals, waive any informalities in the RFP process, extend the RFP process, or terminate the RFP process at any time if deemed by CVLIHC to be in its best interest.
- 1.2 CVLIHC reserves the right not to award a contract pursuant to this RFP.
- 1.3 CVLIHC reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful Proposer(s).
- 1.4 CVLIHC reserves the right to determine the work schedule and locations that the successful Proposer(s) shall provide the services described in this RFP.
- 1.5 CVLIHC reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days after the deadline for receiving the proposals without the written consent of the CVLIHC.
- 1.6 CVLIHC reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including, but not necessarily limited to, incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.7 CVLIHC shall have no obligation to compensate any Proposer for any costs incurred in responding to this RFP.



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- 1.8 CVLIHC shall reserve the right to, at any time during the RFP or contract process, prohibit any further participation by a Proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

2.0 BACKGROUND:

The project is in service to persons who are homeless and at-risk of homeless as defined by Code of Federal Regulation 24 Part 578.3 This project is intended to develop a uniform Self-Sufficiency Plan document and implementation guidelines that CVLIHC staff can use to create effective plans in collaboration with client households.

3.0 PROJECT DESCRIPTION:

3.1 Self-Sufficiency Plan:

- 3.1.1 Develop a revised Self-Sufficiency Plan for client households who are homeless/at-risk of homelessness that can be uniformly implemented throughout CVLIHC housing and service projects. The SSP should identify obstacles to self-sufficiency in areas such as obtaining/remaining in housing, obtaining/increasing income, and more that are relevant to each individual household. Each SSP should identify Goals, and Strategies/Action Items to achieve those Goals.
- 3.1.2 Develop an outline for CVLIHC staff to follow in implementing this Self-Sufficiency Plan as a collaborative effort with client households, including instructions on how to develop each plan collaboratively, and how to implement each plan with clients to work on progress toward plan-identified Goals.

4.0 SCOPE OF SERVICES:

- 4.1 **Self-Sufficiency Plan review:** Contractor will initially review all extant versions of CVLIHC Self-Sufficiency Plans, as well as CVLIHC Policies and Procedures regarding delivery of housing and other support services.
- 4.2 **Self-Sufficiency Plan development:** Contractor will create a Self-Sufficiency Plan document that will be used by CVLIHC staff for all CVLIHC housing and service projects.
- 4.3 **Self-Sufficiency Implementation:** The Contractor will create instructions/outline for CVLIHC staff that inform CVLIHC staff how to use the developed Plan, how to collaboratively engage client households to create unique and meaningful Plans with identified Obstacles, Goals, and Strategies/Action Items, how to follow up with household clients to determine progress toward Goals, and coaching on how to support client progress:

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5.0 PROPOSAL FORMAT:

5.1 Proposal Submittal: To demonstrate experience, the Proposers shall submit a Proposal to include the relevant information listed herein. The response should be no more than 4 pages in length, and should include the following:

- **Capabilities and Knowledge** The Contractor’s experience with similar projects and ability to understand and execute the project.
- **Qualities of Proposed Self-Sufficiency Plan** The qualities of the Self-Sufficiency Plan as proposed, and relevance and usefulness to CVLIHC’s client population and goal of housing sustainability for its clients.

5.2 Budget and Contract: Proposer shall submit estimates of scope of work according to Section 4.1 and a budget for the entire Scope of Work, including an hourly rate and an estimate of the total hours needed for each project component as listed in Section 4.

6.0 PROPOSAL SUBMISSION:

6.1 Proposal Submission: All proposals must be submitted and received in CVLIHC Office by no later than the submittal deadline stated or within any ensuing addendum. Submit one (1) original copy or email to:

CVLIHC Office
RFP No. 2024-02
2431 W. March Lane, Ste. 350
Stockton, CA 95207
Attention: Jon Mendelson
(jmendelson@cvlihc.org)



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- 6.2 Submission Responsibilities:** It shall be the responsibility of each Proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth in all applicable documents issued by CVLIHC, including the RFP document, the documents listed within the RFP, and any addenda and required attachments submitted by the Proposer. By virtue of completing and submitting the completed documents, the Proposer is stating their agreement to comply with all conditions and requirements outlined in those documents. Written notice from the Proposer not authorized in writing by CVLIHC to exclude any of CVLIHC requirements contained within the documents may cause the Proposer to not be considered for award.
- 6.3 Proposer's Responsibility-Contact with CVLIHC:** It is the Proposer's responsibility to address all communication and correspondence pertaining to this RFP process to the proper CVLIHC contacts. The Proposers may not make inquiries or communicate with any other CVLIHC staff member or official (including members of the Board of Commissioners/Directors) pertaining to this RFP. Failure to abide by this requirement may be cause for CVLIHC to not consider a proposal submittal received from any Proposer who may have not abided by this directive.
- 6.4 Attachments:** It is the responsibility of each Proposer to verify that the Proposer has satisfied all aspects of this RFP.

7.0 PROPOSAL EVALUATION:

Evaluation Method: CVLIHC will evaluate each proposal submitted in accordance with the procedures shown within CVLIHC's Procurement Policy.

- 7.1 Restrictions:** All persons having familial (including in-laws) and/or other conflicts of interest will be unable to evaluate the Proposal. Similarly, all persons having ownership interest in and/or contract with a proposing entity will be excluded from participation in the evaluation.

An evaluation committee shall review the submittals based on the evaluation criteria in Section 7.2 of this RFP. The selected Proposer(s) shall be recommended to CVLIHC's Executive Director for final approval of a contract to execute the project.

- 7.2 Evaluation Criteria:** The following factors will be utilized by CVLIHC to evaluate each proposal submittal received:

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NO.	MAX POINT VALUE	CRITERION DESCRIPTION
1	15 points	<u>Capabilities and Knowledge</u> Each Proposer shall be evaluated on its demonstrated capabilities, knowledge and experiences to provide the requested services outlined in this RFP.
2	15 points	<u>Qualities of Proposed Self-Sufficiency Plan</u> Each Proposer shall be evaluated on the qualities of the proposed Self-Sufficiency Plan as relevant to the CVLIHC client household population and its goal of housing sustainability for all its clients.



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3	3 points (bonus)	<p><u>Other Considerations</u> CVLIHC will provide bonus points for Respondents that have:</p> <ul style="list-style-type: none"> • Developed Individual Education Plans for public school systems under Code of Federal Regulations 34 Part 300.22 • Developed Self-Sufficiency Plans for homeless service providers
4	3 points (bonus)	<p><u>Other Considerations</u> CVLIHC will provide bonus points for Respondents that have:</p> <ul style="list-style-type: none"> • Developed Self-Sufficiency Plans for homeless service providers
5	10 points	<p><u>Proposer Costs:</u> The Proposer shall be evaluated on the total and per-house estimated cost of repairs.</p>
	40 points	Maximum Points

8.0 CONTRACT AWARD:

8.1 If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

8.1.1 Upon final completion of the proposal evaluation process, CVLIHC’s Executive Director will provide final consideration and make the final decision to approve or reject the Proposal. The Executive Director will approve the award only if authorized to do so by the Board of Directors.

8.1.2 Assignment of Personnel: CVLIHC shall retain the right to demand and receive a change in personnel assigned to the work if CVLIHC believes that such change is in the best interest of CVLIHC and the completion of the contracted work. The Proposer shall select and employ the replacement personnel.

8.1.3 Unauthorized Sub-Contracting Prohibited: The successful Proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of CVLIHC’s Executive Director. Any purported assignment of interest or delegation of duty, without the prior written consent of the Executive Director, shall be void. It may result in the cancellation of the contract with CVLIHC.

8.1.4 Contract Period: The contract period shall be determined during contract negotiations. Contract Period will not exceed days agreed upon to ensure project funding is not impacted.



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- 8.2 Licensing and Insurance Requirements:** Prior to award (but not prior to submission of the proposal), the successful Proposer will be required to provide:
- 8.2.1** The Proposer shall provide CVLIHC with copies of any required current City, County, State, and/or Federal licenses. Failure to maintain these licenses in a current status during the term(s) of this contract shall constitute a material breach thereof.
 - 8.2.2** If applicable, a copy of the Proposer's license issued by the State of California licensing authority allowing the Proposer to provide the services detailed herein.
 - 8.2.3** The requested related information shall also be entered where provided for on the Profile of Firm Form. **DO NOT ATTACH COPIES TO THE PROPOSAL SUBMITTED.** CVLIHC will garner the necessary certificates from the successful Proposer prior to contract execution.
- 8.3 Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state, and federal laws.