



Calgary Homeless
FOUNDATION

Request for Proposals:
Capital Enhancement for the
Homeless Serving System of Care
Reference: 19030

Issue Date: **August 1, 2018**

Deadline for Proposal Submissions: **August 24, 2018 @ 4:00PM MST**

Submit to: funding@calgaryhomeless.com

1.0 INTRODUCTION

The Calgary Homeless Foundation (“CHF”) is a not-for-profit that was founded in 1998 to unify efforts to end homelessness in Calgary through strategic and focused management of local resources. One body to lead and coordinate the efforts of organizations, agencies and government to boost the efficiency and effectiveness on the ground, here in our city. Our mission is to provide leadership in Calgary’s homeless-serving system of care to ensure it meets the needs of those who are homeless. We provide necessary backbone supports and act as a catalyst and enabler for service providers and systems to work collaboratively towards optimizing client success. Together, we will end homelessness in Calgary.

2.0 OPPORTUNITY INFORMATION/GOAL

The Calgary Homeless Foundation (“CHF”) is currently conducting a selection process to support and enhance the infrastructure and capital asset needs of agencies/organizations in the homeless-serving system of care.

This RFP issued by CHF is an invitation to submit a non-binding proposal for capital projects undertaken by not-for-profit organizations that provide significant benefit for individuals experiencing homelessness, or those working to support them.

For greater clarity, any submitted proposal does not constitute a tender and does not represent an offer to create binding contractual relations upon the submission of any such proposal. Any proposal that is submitted through this opportunity is not irrevocable.

3.0 BACKGROUND

Each year CHF provides over \$40 million in program funding to more than 50 programs and 30 agencies. The vast majority of this funding goes to support Housing First programming to clients in the homeless-serving system of care. While this programming is vital to support the end of homelessness in Calgary, CHF recognizes the need for programs to enhance the infrastructure and capital assets surrounding these programs.

CHF has developed this RFP with these needs in mind and has budgeted approximately \$400,000 in grant funding to support not-for-profit agencies/organizations in:

- the purchase and installation of equipment,
- renovations, installations and repairs,
- building structures or spaces, and
- better use of technological resources;

All with the intent of better serving those experiencing homelessness or accelerating the end of homelessness in Calgary.

4.0 FUNDING AVAILABLE

CHF has set aside four hundred thousand dollars (\$400,000) for this grant funding opportunity. This funding is available to all eligible projects and applicants. Awarded projects, based on greatest impact to the homeless serving system of care, will be prioritized and funds will be allocated until all funding is utilized, thus some projects may be supported only in-part. Applicants can apply for a portion of the funding available or the entire allocation.

Awarded recipients are expected to utilize all funding allocated by March 31, 2019.

5.0 PROCESS

Proponents are invited to propose an approach as well as a budget to address the requirements outlined in this RFP.

Included in this toolkit are the following documents:

1. RFP
2. Application Form with Declaration
3. Budget Template

Upon receipt of RFP Application prior to the RFP Submission Deadline, CHF will evaluate each application to assess those projects which meet the goals of this RFP. Applications will be reviewed on the basis of alignment with the goals of this RFP, community need, impact to the homeless serving system of care, and available dollars.

CHF will endeavor to answer all questions submitted but recommend you contact CHF with questions by August 20, 2018. Please contact CHF for a consultation prior to application for funding requests greater than \$100,000.

After the evaluation process, the selected proponents will enter into a CHF Grant Funding Agreement to receive CHF funds to support the project.

6.0 OPPORTUNITY REQUIREMENTS

Applicants eligible for this opportunity*:

- Must be a Registered Canadian Charity/Not-for-profit;
- Aligned with CHF's Mission and Vision.

Projects eligible for this opportunity*:

- Must be in support of ending homelessness;
- Can demonstrate the need for this project in the community.

**Please note – applicants who do not meet these requirements will not be considered.*

Ineligible projects:

- Contributions to annual funding drives and capital campaigns
- Activities completed or costs incurred prior to the RFP award
- Operational costs such as staff salaries, benefits and wage costs (unless directly attributable to project)

7.0 RFP Schedule

The CHF reserves the right to change the RFP schedule as needed.

RFPs Issued	August 1, 2018
Deadline for Questions	August 20, 2018
CHF Responses to Questions (posted on website)	August 21, 2018
Deadline for Proposal Submission	August 24, 2018 @ 4:00 PM
Notification to Proponents	September 10, 2018*
Notification of Award	September 21, 2018*
Project Start Date	October 1, 2018*

* Dates subject to change

8.0 PROPOSALS

Proposals must be submitted utilizing the RFP Application Form, addressing the need and impact of the project, and must include:

- 1) Contact Information including legal entity/name, mailing and email address;
- 2) Outline of alignment, impact, deliverables/scope of work, including timelines;
- 3) Detailed cost/fees;
- 4) Conflict of interest declaration signed by an authorized signatory (see RFP Appendix A).

If you are interested in submitting a proposal, the completed application and signed declaration shall be submitted to funding@calgaryhomeless.com by electronic delivery via email.

To be accepted, proposals must be received by no later than the posted Deadline date and time. Proposals received after the deadline will not be accepted.

CHF has the right to reject any and all proposals at its sole discretion. Should you have any questions about this opportunity, its requirements, and deliveries or regarding the proposal requirements, please contact funding@calgarhyhomeless.com noted above for clarification prior to submitting proposal. You are reminded that your proposal should be inclusive of all taxes, fees and permits, where applicable.

Proposal responses should be concise but thorough and ensure that each section is answered in its entirety.

9.0 EVALUATION

Applications will be reviewed on the basis of alignment with the goals of this RFP, community need, impact to the homeless serving system of care, and available dollars.

Please note, that projects not selected for granting by CHF should not be seen as a reflection of the quality or importance of the project. Instead, it is a result of the difficult decision to be able to support a handful projects, of the many worthy projects proposed, due to a limited budget.

10.0 CONFIDENTIALITY

By accepting to take part in this proposal process you agree to keep in confidence all information imparted to you in relation with the proposal process, not to disclose it to third parties and not to use it for any other purpose than for the proposal.

CHF will hold all information provided during the proposal process confidential, with the exception of queries made by proposing firms. CHF reserves the right to reasonably share queries and its responses with other participating organizations, if applicable.

11.0 ADDITIONAL INFORMATION

Guiding documents and additional information is included with this RFP to assist your organization in developing a proposal.

CHF Eligible Cost Guidelines

<http://calgaryhomeless.com/content/uploads/6-2018-19-Eligible-Cost-Guidelines-v2.5.pdf>

CHF System Planning Frameworks:

CHF Singles System Planning Framework

http://calgaryhomeless.com/content/uploads/SSPF_V116_2017-03-15.pdf

CHF Family System Planning Framework

http://calgaryhomeless.com/content/uploads/FSPF_V116_2017-03-15.pdf

Calgary Plans to End Homelessness:

Calgary's Updated Plan to End Homelessness: People First in Housing First

<https://www.ihearthomeyc.com/calgarys-plan/>

Calgary Plan to Prevent and End Youth Homelessness – 2017 Refresh
<https://www.ihearthomeyc.com/youth-plan/>

Plan to End Aboriginal Homelessness in Calgary
<https://www.ihearthomeyc.com/aboriginal-plan/>

12.0 PERIOD OF CONTRACT

Should the CHF select a proponent through this RFP process to perform the work, a contract will be executed between CHF and the selected Agency.

The intended period of contract: October 1, 2018 to March 31, 2019

As outlined in 4.0 Funding Available, all projects should be substantially complete by March 31, 2019.

13.0 AMENDMENTS:

This section is reserved for Amendment descriptions.

Amendment # 1:

Thank you for your consideration of this Request for Proposal.

Sincerely,

Aaron Li

Contract and Procurement Advisor
Calgary Homeless Foundation

APPENDIX A: SELF DECLARATION

A Bidder shall disclose any potential, actual or perceived conflicts of interest and existing business relationships it may have with the CHF, its elected or appointed officials, representatives, employees, funded agencies or funders.

A Bidder shall disclose any relationship between any Representative of the Bidder(s) and any Representative of CHF including where:

- (i) the Representative of the Bidder presently or previously serve(d) as a Representative of CHF;
- (ii) a Representative of the Bidder and a Representative of CHF are Family; or
- (iii) it is known that a Representative of the Bidder will become a Representative of CHF in the future; or
- (iv) It is known that a Representative of CHF will become a Representative of the Bidder in the future.

For the purposes of this Conflict of Interest declaration,

- (i) a "Representative" means an employee, director, officer, volunteer or contractor;
- (ii) "Family" means a spouse, common-law partner, domestic partner, child, grandchild, great grandchild, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, great aunt, great uncle, cousin or second cousin and includes foster and step relationships for any of the above.

CHF may rely on such disclosure

- I/We declare no conflicts.
- I/We declare the following conflicts.

Where a conflict exists, at minimum two (2) members of CHF executive or board representatives will review declaration to determine if proposal shall be accepted or rejected.

Name & Title (printed): _____

Signature: _____ **Date:** _____

APPENDIX B: Document Submission Templates

Attached as separate files:

1. RFP Application Form (Word)