

RESOLUTION NO. 89-031

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO
ON DATE OF

April 11, 1989

APPROVING REQUEST FOR PROPOSALS AND AUTHORIZING
EXECUTION OF A CONTRACT FOR EVALUATION OF AGENCY
HOMELESS AND CDBG FUNDED PUBLIC SERVICE PROGRAMS

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY
OF SACRAMENTO:

Section 1: That the Request for Proposals to evaluate
the CDBG-funded public service programs and the programs operated
by private non-profit agencies funded through the Agency's
Homeless Program, is approved in the form attached hereto.

Section 2: The Acting Executive Director is authorized
to enter into a contract with the selected evaluation consultant
for a sum not to exceed \$50,000, which sum shall be comprised of
\$20,000 of Community Development funds and \$30,000 of Community
Development Block Grant (CDBG) funds.


CHAIR

ATTEST:


ASSISTANT SECRETARY

1100WPP2(282)

89-031
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REQUEST FOR PROPOSALS
HOMELESS/CDBG-FUNDED PUBLIC SERVICE PROGRAM EVALUATION

APPROVED
BY THE BOARD OF SUPERVISORS

APR 11 1989

OFFICE OF THE
CITY CLERK

INTRODUCTION AND GENERAL INFORMATION

Sacramento Housing and Redevelopment Agency is soliciting proposals from qualified consultants and consulting firms for program evaluation of its homeless programs and Community Development Block Grant (CDBG) funded public service programs. The overall purpose of the evaluation is (1) to determine if program objectives are being met, if there is a continuing need for the activities, and what funding levels are necessary to maintain effectiveness of service, and (2) to make program recommendations for more effective provision of services.

The Community Development Block Grant (CDBG) Program is a federal grant program which is administered by the Sacramento Housing and Redevelopment Agency (SHRA) on behalf of the City and the County of Sacramento. The primary objective of the program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for persons of low and moderate income. The federal regulations which govern CDBG funding place a limit of 15% of the total grant on yearly expenditures for "public service activities." Because of this limitation, the City and County have established objectives for the public service activities in order to meet local goals.

The Homeless Program, established as an Agency Program in 1988, is designed as a continuum of social services and housing programs to enable willing homeless people to end their homelessness. Emergency shelters, transitional housing units, and permanent housing placement coupled with various social services and employment opportunities make up the greater portion of the Agency's Homeless Program. Reflecting the growth in the national crisis of homelessness, the Agency Homeless Program has expanded from one staff person and a budget of \$250,000 in 1984, to seven staff members and a budget of \$2,000,000 in 1989. The Program reflects the complexity and sophistication necessary to deal with a problem of such nature.

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SCOPE OF SERVICES

At a minimum, the evaluation should address:

1. How the programs meet the needs of low income persons. (In the case of the Human Rights/Fair Housing Commission, this would include how the program meets statutory objectives of the CDBG program);
2. The continuing need for the activity;
3. Funding levels necessary to maintain effective provision of services, including staff and hard costs (operations, consumables, etc.); and
4. The efficiency of general program operations and delivery of services.

In order to meet the above objectives, the review and analysis should include but not be limited to:

1. Outreach efforts to the community by the service provider;
2. Client intake and processing procedures;
3. Organization goals and policies;
4. Cost effectiveness (cost per case):
 - a) Staff - number of positions, responsibilities, effectiveness, workload;
 - b) Operations - budget, listing of hard costs, cost per unit;
5. Input from providers (directors and staff), board members, other service providers in the community (networking, referrals, duplication of services, etc.), and program beneficiaries; and
6. Success rates of clients after receipt of services.

A maximum of Fifty Thousand Dollars (\$50,000) is available for this consultant contract which must cover the cost of salaries, travel, reimbursable expenses, and final report preparation.

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The programs which are to be evaluated are as follows:

Housing Outreach Maintenance Education -- This program is operated by Lutheran Social Services (LSS) and provides assistance, primarily in the area of home management, to low-income persons/families. A focus of the program is the refugee community. Services include information and referral, survival English, and basic home management skills. Assistance is provided both individually and in groups. (CDBG)

Information and Referral (Community Information Center - SHRA) -- The program links people in need of assistance with agencies and resources which provide such assistance. CDBG funds are utilized for the housing referral clearinghouse portion of the program. (CDBG)

Human Rights/Fair Housing Commission (HR/FHC) -- This program provides assistance on issues relating to human rights and fair housing. Services include education, mitigation of complaints, research and analysis of human rights/fair housing issues, etc. (CDBG)

Women Escaping a Violent Environment (WEAVE)--Funds are provided to WEAVE through the County Welfare Department. WEAVE provides emergency shelter, food, counseling, transportation, legal services, and financial assistance for battered women and their children. (CDBG and Homeless)

Shared Housing (SAIL-SHRA)--This program assists in identifying housing suitable for occupancy by shared households and attempts to place seniors with others in shared housing arrangements. (CDBG)

South Area Emergency Housing Center (SAEHC) -- This program consists of two components: the first provides emergency living facilities for up to thirteen families per night and the second component provides shelter to single women without housing or alternative resources. Supportive services such as meals, day care, transportation, casework services, information and referral, and household necessities are also provided. (CDBG and Homeless)

Homeless Program for the Mentally Ill--This program, operated by Transitional Living and Community Support (TLCS), provides emergency shelter and transitional housing for 51 homeless mentally ill persons. Funding provides for general operational costs, casework, and housing. (CDBG and Homeless)

PROPOSAL AND SUBMITTAL FORMAT

A written response to the Request for Proposals (RFP) is being solicited. Six (6) copies are due by 5:00 p.m. on May 11, 1989 at the office of:

Joan Roberts
Agency Clerk
Sacramento Housing and Redevelopment Agency
630 I Street, Third Floor
Sacramento, CA 95814

Responses to the RFP are to be in the following format and are not to exceed 15 pages:

- I. Cover and/or transmittal letter, executed by an authorized signatory of your firm or the individual contractor submitting the proposal; not to exceed one (1) page.
- II. A detailed statement of the professional services to be provided, including the approaches and methods to be used; not to exceed five (5) pages.
- III. A detailed statement of relevant experience, including a list of relevant clients or employers; a brief description of work performed and dates of employment. Include the names and phone numbers of persons who can be contacted regarding the firm's experience. Not to exceed three (3) pages.
- IV. Detailed statement of relevant experience and qualifications of key personnel in your firm who would be assigned to project; not to exceed three (3) pages.
- V. Describe your firm's affirmative action/equal employment program and identify your current mix of female and minority employees in relation to your entire work force. Please specify whether the firm is a minority or female owned business as certified by the SHRA and/or Cal Trans; not to exceed one (1) page.
- VI. Detailed cost and fee proposals, including hourly rates; not to exceed two (2) pages.

Selection of a consultant will be based on the quality of the responses received and the costs proposed, along with any additional materials or information specifically requested by the Agency.

PROPOSAL AND SUBMITTAL FORMAT

A written response to the Request for Proposals (RFP) is being solicited. Six (6) copies are due by 4:00 p.m. on April 19, 1989 at the office of:

Joan Roberts
Agency Clerk
Sacramento Housing and Redevelopment Agency
630 I Street, Third Floor
Sacramento, CA 95814

Responses to the RFP are to be in the following format and are not to exceed 15 pages:

- I. Cover and/or transmittal letter, executed by an authorized signatory of your firm or the individual contractor submitting the proposal; not to exceed one (1) page.
- II. A detailed statement of the professional services to be provided, including the approaches and methods to be used; not to exceed five (5) pages.
- III. A detailed statement of relevant experience, including a list of relevant clients or employers; a brief description of work performed and dates of employment. Include the names and phone numbers of persons who can be contacted regarding the firm's experience. Not to exceed three (3) pages.
- IV. Detailed statement of relevant experience and qualifications of key personnel in your firm who would be assigned to project; not to exceed three (3) pages.
- V. Describe your firm's affirmative action/equal employment program and identify your current mix of female and minority employees in relation to your entire work force. Please specify whether the firm is a minority or female owned business as certified by the SHRA and/or Cal Trans; not to exceed one (1) page.
- VI. Detailed cost and fee proposals, including hourly rates; not to exceed two (2) pages.

Selection of a consultant will be based on the quality of the responses received and the costs proposed, along with any additional materials or information specifically requested by the Agency.

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The Agency reserves the right to reject any and all proposals submitted; to request clarification of information submitted; to request additional information from competitors; and to waive any irregularity in the proposal submission and review process. Only those firms or individuals judged by the Agency to demonstrate suitable competence in the service area will be considered for the contract award.

SELECTION CRITERIA

Competitors for the contract for Consultant Services will be the firms determined most qualified according to the following criteria:

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| 1. Understanding of the work to be done. | 20% |
| 2. Previous experience in the field of program evaluation, particularly with similar organizations. | 20% |
| 3. Quality of the proposed work plan. | 20% |
| 4. Ability to effectively communicate and interact with program providers, SHRA staff, etc. | 15% |
| 5. Cost of services. | 15% |
| 6. Minority or Women's Business Enterprise Affirmative Action and Equal Opportunity Plan | 10% |

A review committee composed of SHRA staff (CDBG and Homeless Programs), a Housing and Redevelopment Commission member, and a representative of the U.S. Department of Housing and Urban Development, will review proposals and be responsible for recommending firms to be placed on the list for consideration for the contract award. The Acting Executive Director of the Agency will have final judgement regarding award of the contract.

Additional questions may be asked of those submitting proposals and formal interviews may be conducted as well. Firms or individuals who have submitted proposals will be notified of any additional requested information or interviews after the written proposals have been evaluated.

The Agency retains the right to reject any and all proposals. A decision may be made on the basis of an evaluation of the written proposals only. If no interviews are necessary, the written proposals will constitute one hundred percent (100%) of the selection decision.

TENTATIVE SCHEDULE

Sacramento Housing and Redevelopment Agency issues Request For Proposal (RFP)	April 19, 1989
Response to RFP due	May 11, 1989
Review of proposals and selection of most qualified individual/firm	May 31, 1989
Enter into contract	June 7, 1989
Draft report	August 25, 1989
Final report due (Original and 50 copies)	September 20, 1989

CONTACT PERSONS

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