Request for Proposals - Green and Healthy Homes Consulting Services

WAYNE METROPOLITAN COMMUNITY ACTION AGENCY (Wayne Metro) is a 501(c)(3) non-profit organization serving low to moderate income residents throughout Wayne County with over 75 programs with services including quality housing, family stability and economic opportunity.

Description of need:
Wayne Metro is requesting proposals from qualified consultants with direct, relevant and successful experience providing the consulting services defined under the ‘Scope of Services’ section below. The initial term of the contract will be two (2) years which may be extended at Wayne Metro’s option. Wayne Metro is seeking to contract with one qualified consultant.

Scope of Services:
Housing and Urban Development (HUD) Notice of Funding Opportunities (NOFO)
- Work in concert with Wayne Metro CoC Systems staff, Development Department and the CoC membership to accomplish the following:
  1. Debrief the previous year’s HUD NOFO process and create a feedback loop for this process, developing action steps moving forward for the NOFO for the upcoming year.
  2. Develop a new process for CoC response to the HUD CoC NOFO

- Work in concert with Wayne Metro CoC Systems staff, Development Department and the CoC membership to complete Exhibit A for submission to MSHDA for the yearly ESG allocation

- Continuum of Care (CoC) Support
  1. Working with the CoC System’s team and the CoC Membership/Committees on Continuous Improvement on the Governance Structure, making the CoC more inclusive of additional stakeholders through the following activities: onboarding, outreach and engagement and inclusivity.
  2. The role of the consultant is to assist with role and responsibility shift, onboarding and training taking direction from the Systems, Development and CoC Membership.

- Staff Support – Proposed
  1. Development of a staff curriculum with an emphasis on activities including but not limited to the following:
     a. What is the Continuum of Care (CoC)
     b. How does a CoC function
     c. What are the program activities within a CoC
     d. What are the various funding sources and how do they fit into the larger picture?
e. Other support needs identified by the Systems team

- Other Projects as needed
  1. The Out-Wayne County CoC recognizes that there are needs and other important items that will arise during the course of the year that are outside of the traditional scope of work. The Consultant will assist with agreed upon other projects as identified by Wayne Metro staff, such as:
     a. Reviewing guidance from governmental agencies
     b. Analyzing funding opportunities
     c. Research and best practices guidance for other topical areas
  2. It is expected the Consultant will remain abreast of trends and HUD updates and guidance, research and sharing of best practices with the CoC based on data, trends, and new information made available through HUD, community partners and other stakeholders
  3. As projects are identified, they will be added to the scope of work and will include supporting detail.

Proposal Submission Requirements and Deadline:
The Contractor must be prepared to begin providing assistance to Wayne Metro within two weeks of the date of the contract award.

Proposers must submit their proposals to Wayne Metro not later than 4:00PM on March 21, 2022. Proposals should be submitted following the outline presented below. Any and all proposals received after the deadline will be considered late and will be returned to the proposer certifying they were not opened.

Proposals should follow the outline presented below:

1. Cover letter or introduction of work containing
   a. Name, mailing address, email address, and phone number of Contractor
   b. Identification of any possible subcontractors
   c. Signature of a person authorized to bind the Contractor to the terms of the proposal
   d. Certification the Contractor is not presently debarred, suspended, proposed for debarment declared ineligible or voluntarily excluded from participation by any Federal department or agency
2. Statement of Qualifications, Staffing and References
   a. Provide summary information about your firm and qualifications, including descriptions of comparable projects performed for other clients.
   b. Identify key personnel that would be assigned to this project. Include a brief description of their qualifications, job function and prior experience
   c. Provide a letter of recommendation or reference contact information from at least one other comparable organization or where comparable work was performed
3. Work Plan/Technical Approach
a. Describe the firm’s understanding of Wayne Metro’s objectives and requirements and demonstrate the firm’s ability to meet those requirements.

b. Outline the plan for accomplishing the specified work, which may include a schedule and/or description of tasks, subtasks and deliverables.

c. Clearly state any deviations from the requirements of this RFP

4. Price
   a. Provide a clear cost schedule, including any applicable hourly or flat rates

Submit proposals via email to grantsmanagement@waynemetro.org by the specified deadline

Selection Process:

Wayne Metro grant administration staff will review proposals for eligibility. Eligible proposals will then be reviewed, analyzed and evaluated by a panel of Wayne Metro staff. The Panel may conduct negotiations with any Contractor that is considered a finalist.

Wayne Metro requires the Contractor to have the expertise and experience to carry out such work regardless of their proposed price.

The Contractor will be required to enter into a contract agreeing to hold harmless Wayne Metro against any and all losses and liabilities arising out of performance of this work. Proposers shall maintain liability insurance sufficient to fulfill its obligations and shall provide proof of such insurance to Wayne Metro prior to contract execution.

Wayne Metro reserves the right to cancel this procurement at any time.

Questions:
All questions must be submitted in writing, by email, no later than 2:00PM on March 14, 2022 to grantsmanagement@waynemetro.org

END