



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

HSH RFP #147 TAY Health and Wellness Center

Pre-Proposal Conference

July 18, 2024



Agenda

• Introductions

- Please enter your name and the agency you represent on the form linked in the chat
- Please submit questions in the chat, we will answer them after the presentation is completed

• Overview of RFP and Submission Requirements

• Break

• Review Questions and Answers

RFP Summary

- The intent of this RFP is to select a proposer to operate and deliver Health and Wellness Center services. The Health and Wellness Center will provide Transitional Age Youth (TAY) ages 18 to 27, who are experiencing homelessness, access to meals, storage space, restrooms, showers, and laundry facilities to support personal hygiene and maximize their ability to live and work in the community.
- Annual budget amount: \$3,000,000

Schedule

RFP Issued	July 12, 2024
Preproposal Conference	July 18, 2024 at 11:00 am
Deadline for Written Questions	July 19, 2024
Answers and Clarifications Published	July 26, 2024
Deadline to Submit Proposals	August 15, 2024 by 2:30 PM
Oral Presentation/Interview	September 16-19, 2024 (if necessary)
Intent to Award Notification	September 26, 2024
Agreement Start Date	February 2025

Limitation on Communications and Contact

Limitation on Communications

- From the date this solicitation is issued until the date the competitive process of this solicitation is completed (either by cancelation or award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer's control, shall communicate solely with the Contact whose name appears in this Proposal. Any attempt to communicate with any party other than the Contact whose name appears in this Proposal, including any City official, representative or employee, is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business that is unrelated to this Proposal.

Contact: Dylan Osborne | HSHProcurements@sfgov.org

Applicants

- HSH shall award one contract to the Proposer that meets the Minimum Qualifications of this Solicitation and whose Proposal receives the highest-ranking scores.

Service Philosophy

HSH desires Proposers with

- A deep understanding of diversity, equity, and inclusion with a focus on positive outcomes in marginalized communities served by HSH.
- An ability to lead with a Housing First philosophy, which includes principles of harm reduction and low barriers to entry.
- A strong awareness of overdose prevention and response.

Background

- **Demonstrated Need:** In 2024, there were 1,193 youth (under the age of 24) experiencing homelessness in San Francisco, a 7% increase from 2022. In 2024, 823 of these young people were unsheltered youth, a 9% decrease from 2022.
- **Advocacy:** Youth providers in San Francisco have been advocating for a 24/7 accessible Youth Health and Wellness program (drop-in center) with amenities including: showers and bathrooms, snacks, life skills groups, medical services, and case management and counseling services to support youth in finding housing and shelter, access treatment for substance use, find employment, and get the tools to protect themselves from HIV, hepatitis, overdose, and self-harm.
- **888 Post Site:** The City initially leased the property at 888 Post in 2020 and later purchased the building in August of 2021. The entire 3rd floor and half of the 2nd floor are dedicated to the Lower Polk TAY Navigation Center operated by 3rd Street. The TAY Nav is in the early stages of the process to expand and renovate the remaining half of the 2nd floor. The 1st Floor will be dedicated to the new TAY Health and Wellness Center.

Served Population

- The served population is defined as Transitional Age Youth, ages 18 to 27, who are experiencing homelessness.

Scope of Work

- The TAY Health and Wellness Center provider will be responsible for the following:
 - Site operations, including 24/7 staffing.
 - Maintaining site amenities.
 - Site amenities include showers, bathrooms, laundry, hair salon, kitchen, snacks, community space, computer work stations, clothing closet, bike rack, pet area, etc. (see Appendix 5: test fit)
 - Delivering support services to interested guests.
 - Services include case management, Coordinated Entry and problem solving assessments, medical and behavioral health care (via DPH partnership), life skills group workshops, and workforce development.
- See RFP for detailed descriptions of site amenities and support services.

Minimum Qualifications

- Proposer must demonstrate at least 2 years of experience providing services to people experiencing homelessness.

Please note: This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.

Submission Requirements

- Email Appendix 1: Application, Appendix 3: Minimum Qualifications, and Appendix 4: Prior Performance form and all relevant attachments as one pdf and Appendix 2: Budget Proposal in Excel format to HSHProcurements@sfgov.org
 - Email subject: RFP #147 Proposer Agency Name
- Applications submitted by fax will not be accepted
- Proposers must receive an email confirmation

Appendices

• Appendix 1: Application Template

- Includes suggested page maximums, recommend staying within 20-page limit for narrative sections

• Appendix 2: Budget Proposal Template

- First tab READ ME includes instructions on completing the budget
- Submit budget based on proposed annual and start-up budgets

• Appendix 3: Minimum Qualifications

- Fill in all fields related to qualifying experience

• Appendix 4: Prior Performance

- See evaluation criteria 7 for a detailed description of the results to include in the form

Attachments

- Attachment 1: City's Proposed Contract Terms
 - **Attachment 2: Proposer Questionnaire**
 - **Attachment 3: HCAO and MCO Declaration Forms**
 - **Attachment 4: First Source Hiring Form**
 - Attachment 5: Test Fit
- Please fill out and include the bolded attachments in your proposal submission.

Procurement Questions, Answers, and Clarifications

- Applicants may submit questions via email to: HSHProcurements@sfgov.org until the Questions Deadline.
- Proposer specific questions about compliance with the City's vendor requirements in section IX. City Social and Economic Policy Requirements are not subject to the above deadline and may still be answered by the contact designated in this procurement.
- A summary of the clarifications, questions and answers pertaining to this RFP will be posted on the HSH website: <http://hsh.sfgov.org/overview/procurements/>.
- It is the responsibility of each Applicant to check for any RFP Addenda, Question and Answer postings, and other updates posted regarding this RFP.



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Questions?

Reminder: Questions and answers will be posted by July 26, 2024

Please check HSH Procurement Opportunities for regular updates on this RFP.