



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# HSH RFP #150 Jerrold Commons

Preproposal Conference

September 5<sup>th</sup> 2024



# Agenda

## • Introductions

- Please enter your name and the agency you represent in the chat
- Please submit questions in the chat

## • Overview of RFP and Submission Requirements

## • Break

## • Review Questions and Answers

# RFP Summary

- The intent of this RFP is to seek out a provider to operate a new shelter program located at 2177 Jerrold Avenue in the Bayview neighborhood. The program will serve adults experiencing homelessness in a low-barrier mixed-mode setting between cabins and vehicle spaces.
- Annual funding amount: \$4,040,686
  - One-time startup funds: \$300,000

# Schedule

RFP Issued	August 29, 2024
<a href="#">Preproposal Conference</a>	September 5, 2024 9 – 10 am
Deadline for Written Questions	September 6, 2024
Answers and Clarifications Published	September 13, 2024
<b>Deadline to Submit Proposals</b>	<b>Tuesday September 27, 2024 by 2:00pm</b>
Oral Presentation/Interview (if needed)	October 29, 2024
Intent to Award Notification	November 6, 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](mailto:HSHProcurements@sfgov.org)**

# Applicants

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

# Minimum Qualifications

*Proposers must provide documentation to clearly demonstrate their Minimum Qualifications in Appendix 3.*

- Proposer must demonstrate two years of experience providing services to people experiencing homelessness.

# Background

- On any given night, there are approximately 8,323 people experiencing homelessness in San Francisco. As of the last PIT count, 4,355 of these individuals were unsheltered. Included in the unsheltered count is a growing segment of the homeless population: people living in their vehicles. A count conducted in January of 2024 found 1,065 vehicles with unhoused people in San Francisco, primarily concentrated on the West Side (Taraval) and Bayview (Candlestick) areas. Of the 1,065 occupied vehicles in San Francisco, 545 were located in District 10 (D10).
- The Commons will provide critical diversification to the existing shelter system by adding new low-barrier shelter models in the form of cabins and parking spaces. Cabins offer a unique way to provide low-cost, non-congregate accommodations with more privacy than a traditional congregate shelter. The site will also provide dedicated spaces for people living in their vehicles who would otherwise face the challenges and uncertainty of public parking including fines, tickets, and towing.



# Served Population

- Cabins:

Unsheltered adults who are experiencing homelessness ages 18 and up.

- Parking Spaces:

Adults who are experiencing homelessness and sheltering in a vehicle.

# Scope of Work

## • Program Start-up:

The selected Contractor will have a one-month startup period to hire and train staff and prepare the site. Proposers shall describe their startup plan, including the timeframe, and how startup costs shall be allocated. These funds are to be expended within 30 days of the date an agreement with the selected Contractor is signed and executed.

## • Program Operations:

The selected Proposer shall provide the served population with the following amenities 24 hours a day 365 days a year including legal holidays see RFP for full list:

- 60 cabins and 20 vehicle spaces.
- Staff offices and breakroom, meeting space, confidential spaces for case management & behavioral health, community space.
- Controlled entry/exit with guard station at each gate.
- Two meals per day (frozen meals are provided by Meals on Wheels (MOW), the successful Proposer shall be responsible for heating and distribution using a warming kitchen space).

# Scope of Work Cont.

## • Support Services:

The selected Contractor shall provide the following support services, see RFP for a complete list.

- Housing-focused case management staffing with a 1:25 staff to client ratio;
- Coordination with DPH to provide part-time behavioral and medical services
- Needs Assessment
- Resources Coordination
- Advocacy
- Goal Setting
- Counseling and Life Skills Training
- Crisis Intervention
- Follow up and Monitoring
- Referral Services
- Documentation and Reporting

# Staffing Requirements

The following is a list of positions and the minimum FTE required as part of the RFP. Refer to the RFP document for detailed descriptions of the roles and responsibilities.

- Director of Shelter: .2 FTE
- Site Manager: 1 FTE
- Assistant Site Manager: 1 FTE
- Supervisor: 4.2 FTE
- Shelter Monitors: 16.8 FTE
- Fire Watch Monitor: 4.2 FTE
- Safety and De-Escalation Staff: 8.4 FTE
- Janitor: 2.8 FTE
- Case Managers: 4 FTE
- Case Manager Supervisor: 1 FTE
- Intake Coordinator: 1 FTE

# Submission Requirements

- Email Appendix 1: Written Proposal, Appendix 3: Minimum Qualifications, Appendix 4: Prior Performance, Attachment 6: Org Chart, Attachment 7: Job Descriptions in one PDF and Appendix 2: Budget Proposal as an excel to [HSHProcurements@sfgov.org](mailto:HSHProcurements@sfgov.org)
  - Email subject: RFP #150 *Proposer Agency Name*
- Applications submitted by fax will not be accepted
- Proposers must receive an email confirmation

# Appendices

## • Appendix 1: Application

- Includes suggested page maximums, recommend staying within 15-page limit for narrative sections

## • Appendix 2: Budget

- First tab READ ME includes instructions on completing the budget
- Submit budget based on annual proposed budget

## • Appendix 3: Minimum Qualifications

## • Appendix 4: Prior Performance

## • Attachment 6: Organizational Chart

## • Attachment 7: Job Descriptions

# Attachments

- Attachment 1: City's Proposed Contract Terms
- Attachment 2: Proposer Questionnaire and References
- Attachment 3: HCAO and MCO Declarations Form
- Attachment 4: First Source Hiring Form
- Please complete Attachments 2-4 and include in your proposal

# Procurement Questions, Answers, and Clarifications

- Applicants may submit questions via email to: [HSHProcurements@sfgov.org](mailto:HSHProcurements@sfgov.org) until the Questions Deadline.
- Proposer specific questions about compliance with the City's vendor requirements in section XIX. City Social 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 August 6

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