Request for Proposal for SC Youth Homeless Count Planning

Company Name   **SC Interagency Council on Homelessness (SCICH)**

Websites URL   **www.schomeless.org**

Contact Name   **Ann Gowdy**

Phone Number   **864.345.3070**

Email   **egowdy@mailbox.sc.edu**

Date   **September 14, 2023**

Introduction

SCICH is a non-profit, 501(c)3 organization that collaborates with a broad group of statewide advocates, state agencies, funders, and local Department of Housing and Urban Development (HUD) Continuums of Care (CoC)s who are working to prevent and end homelessness in SC.

CoC's are established in every state to address homelessness in their region, which are administered and funded by HUD. There are four CoCs in SC. The Upstate CoC serves 13 counties in the Upstate. Midlands Consortium for the Homeless (MACH) serves 13 counties in the Midlands. Lowcountry CoC serves 7 counties in the coastal region. Total Care for the Homeless (TCHC) serves 13 counties in the Pee Dee region.

SCICH has contracted with the SC Department of Social Services (SCDSS) to develop a detailed plan for a statewide count of youth at-risk for or experiencing homelessness. Final vendor selection must be approved by SCDSS. In addition, the approved vendor must agree to all SCDSS grant agreement terms that speak to proper record keeping, restrictions on political activity and lobbying, as well as protocols for safeguarding confidential information. Vendor must also agree to abide by all SC Laws pertaining to the execution of the SCDSS grant.

The following RFP includes a background of our organization, describes the purpose of the youth homeless count, as well as the expected deliverables relating to the proposal. We understand that details may be subject to change upon vendor recommendation and/ or research of additional planning methods.

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1. AGENCY BACKGROUND

The South Carolina Interagency Council on Homelessness is a statewide network of advocates, state agencies, service providers and funders committed to ending homelessness.

SCICH (formerly South Carolina Coalition for the Homeless) has several focus areas: providing collaborative network for research and peer support, building strategy, identifying service gaps, and advocating for policies and legislation to address critical issues facing those experiencing homelessness.

SCICH operated as an informal network of providers for seven years until incorporation in 2002. The Council now is a nonprofit, volunteer organization developed to support and represent the four local continuums of care.

SCICH has coordinated the statewide point in time count since 2005; has sponsored research on service cost and utilization among the homeless; sponsored conferences and trainings to promote the goal of ending homelessness and advocated at the state and federal level for policies to improve services to people who are homeless.

The following SCICH representative will be your contact for the scope of work outlined in this proposal. If you have any questions, please direct them to:

Name	Title	Email	Phone	Project Role
Ann Gowdy	*Chair, SCICH*	egowdy@mailbox.sc.edu	864.345.3070	*RFP Review, final approval*

2. Budget

Project Budget

Applicants should expect to submit a project budget for completing the scope of work for planning the SC statewide Youth Homeless count, included expected expenses related to the successful completion of the project.

Expenses

In order for the vendor to be reimbursed for expenses, receipts must be provided and shown as necessary and related to successfully completing the project. Examples of approved expenses

include travel expenses, purchase of supplies, printed materials, or cost of events related to the recruitment of working group volunteers.

Payment Schedule and Invoicing

Your proposal should include an hourly rate and the approximate number of hours expected to complete the work. The chosen vendor may request an upfront retainer of no more than 10% of their proposed budget to begin the work and should expect to invoice SCICH on a monthly basis with details of completed tasks, hours worked, a list of expenses, expense receipts, and total amount of payment for the invoice period.

Budget Revisions

Should the budget need to be revised due to unexpected expenses, events, or costs, a revision request along with a rationale for the budget increase must be submitted in writing and approved by the SCICH Youth Count Planning Committee in advance of any additional spending.

3. Timeline

RFP Release Date

September 14, 2023

Response Deadline

September 28, 2023

Vendor Selection

All submitted RFPs will be reviewed and all vendors submitting an RFP will be notified no later than October 19, 2023, of the selected vendor.

Project Kickoff

The selected vendor should be ready to begin work on the project by the projected launch date.

Desired Project Launch Date:

On or before November 1, 2023

4. Purpose of the Project

As articulated in the SC statewide Youth Count grant agreement with the SC Department of Social Services (SCDSS) dated May 25, 2023, the purpose and scope of work are to:

- *Plan for the SC Youth Homeless Count, specifically to count those who are at-risk for or currently experiencing homelessness; and*

- *To establish a methodology to implement a statewide count of youth experiencing homelessness to determine the numeric estimate and real need for housing facing youth across the state; and*

- *To generate a detailed plan for implementation of the SC Youth Homeless Count, including collaboration and stakeholder involvement from those serving youth or young adults.*

5. Project Goals

1. Establish a diversified list of people/organizations with the talents needed to accomplish the project's purpose. Included should be representation from all areas of service by geography, resource availability and knowledge of the population. Specifically, the list should include homeless youth service providers, youth with a current or prior experience of homelessness, HUD Continuum of Care representatives, and any organizations responsible for implementing a Youth Homeless Demonstration Program (YHDP).

2. Establish a Youth Count Planning Working Group responsible for establishing the timeline, methodology and approach of the count.

3. Establish three additional working groups including the survey working group to develop the survey, volunteer training guide, data collection and data entry protocols; the communications working group to assist in developing communication guidelines; and the volunteer working group to recruit, train and manage volunteers.

4. Develop communication guidelines including event brand, messaging, audience(s), communication channels and delivery methods. In addition, Communication channels include website, social media, print, public events and public engagement opportunities. The communication timeline should include all these delivery methods.

6. Deliverables

The project will be considered completed when the following deliverables are provided to the SCICH leadership:

- *A Youth Count Planning Group has been established*
- *A diversified group of people and organizations have been recruited to help administer the count across the state*
- *The survey, communications, and volunteer working groups have been established*
- *Guidelines and training have been developed and implemented for all working groups*
- *A communications brand, messaging and execution plan has been established including communications vehicles and timeline for execution*
- *Written documentation in the form of a planning manual is completed and submitted*

7. Submission Instructions

Please send completed proposals in PDF format to:

Ann Gowdy (contact information listed on page 3 of this document)

All proposals should include the following details on company background and project estimates:

- Name, address, email, phone, website
- Work experience in project planning/management, communications, and event planning
- Any additional resources required for support (ex: sub-contractors)
- # of hours and general timeline from start to completion (approx.)
- Proposed budget (see budget section for details)
- Project management approach
- Organizational and/or individual capacity to manage the meet project goals and deliverables
- 2 or 3 references (can include letters of recommendation, but must include contact information of the referring individual or organization)