



**IOWA FINANCE
AUTHORITY**

**2019 Iowa Council on Homelessness Strategic Planning
Related to Iowa Balance of State Continuum of Care Governance**

Request for Information RFI-HC2-2019

Iowa Finance Authority (IFA)

Information must be received no later than

May 31, 2019

4:30 p.m. Central Time

For information about this notice, interested persons shall contact only:

Amber Lewis, Homelessness Programs Manager

Iowa Finance Authority

1963 Bell Avenue, Suite 200

Des Moines, IA 50315

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1 Purpose

The objective of this Request for Information (RFI) is to solicit responses from a professionally-qualified consultant to work with the Iowa Council on Homelessness (Council) and the Iowa Finance Authority (IFA) on strategic planning related to Iowa Balance of State Continuum of Care (CoC) governance and transition planning. The consultant would be responsible for facilitating development and implementation of a community plan to separate out CoC governance responsibilities into a new body that is independent of the Council. The consultant would also be responsible for assisting the CoC in developing and clarifying the roles of the Council, IFA, and other stakeholders as regards to the new CoC governance structure.

2 Background Information

2.1 The Continuum of Care Program. The Continuum of Care (CoC) Program (24 CFR part 578) of the U.S. Department of Housing and Urban Development (HUD) is designed to:

- Promote a community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence;
- Promote access to and effective utilization of mainstream programs; and
- Optimize self-sufficiency among those experiencing homelessness.

Over time, CoC responsibilities have evolved from traditional grants management to a more holistic view of addressing and ending homelessness. Congress embodied this outlook in the HEARTH Act, which was passed in 2009. The purposes of the HEARTH Act are to consolidate homeless assistance programs, codify the Continuum of Care planning process, and establish a goal of ensuring that families who become homeless return to permanent housing within 30 days. Additionally, its intent is to transform homeless services into a coordinated system of service delivery.

The HEARTH Act emphasizes that communities should develop more formal and inclusive governance processes and create their CoC Boards for executive decision-making. It also focuses on communities moving towards the use of data to make allocations based on proven performance, and to set and work toward strategic allocation of resources.

2.2 The Iowa Council on Homelessness and IFA. The Iowa Council on Homelessness (Council) was organized officially according to 2008 Iowa Acts, SF 2161, which also directed IFA to provide administrative support. Iowa Administrative Code, Section 265, Chapter 31, further specifies the role of IFA in providing administrative support to the Council, as follows: “Staff assistance and administrative support shall be provided by the Iowa Finance Authority as approved by the executive director.” The same chapter specifies the duties of the Council, of which the following is specific to this RFI: “The council shall assist in the completion of the state’s continuum of care application to the United States department of housing and urban development.”

Over time, the role of the Council as regards the state’s CoC application to HUD has evolved to more than just assisting with the application; the Council currently serves as the decision-making board for the Iowa Balance of State CoC, which covers 96 of Iowa’s 99 counties. Because IFA is designated as providing staff support to the Council, IFA’s role with the CoC has also expanded to its current status as Collaborative Applicant and CoC Lead.

2.3 Technical Assistance. In 2017, IFA together with the Council submitted a request to HUD for technical assistance related to CoC governance. The goal was to identify if a different governing structure would increase capacity to carry out HUD’s expanding expectations of CoCs and better serve the CoC’s needs, especially in the areas of Administration, Leadership, and CoC Representation.

HUD awarded technical assistance through HomeBase (<https://www.homebaseecc.org/>). Consultants from HomeBase conducted remote and in-person technical assistance with the Council, IFA, and other stakeholders throughout 2018, and delivered a final report and recommendations to the Council in January 2019. The recommendations and an associated presentation are available at this website in the section for the January 18, 2019, meeting of the Council, and are titled “Presentation for ICH re Recommendations” and “Updated Recommendations for Iowa BOS CoC Governance”: <http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/243>.

2.4 Next Steps. Based on the recommendations of HomeBase, the Council has made some initial decisions regarding the overall direction of the Council and CoC. The Council in January 2019 voted to move forward with separating out CoC responsibilities into a governing body that is distinct from the Council. It has not yet determined the timeline for achieving this. There has been some discussion of an interim period of building up the capacity of one or more committees of the Council, which would function somewhat independently of the Council, before eventually separating out the two entities. The Council has designated an ad-hoc work group, the Transition Team, to participate in a planning process to further develop and operationalize these plans. A consultant is needed to facilitate this planning process, provide guidance, assist the Transition Team, and ultimately develop and implement a plan to transition CoC governance to a new governing body that is independent of the Council.

3 Information Sought and Anticipated Scope of Work

IFA is seeking information from vendors who are interested in strategic planning related to Iowa Balance of State Continuum of Care (CoC) governance and transition planning. The anticipated Scope of Work includes, but is not limited to, the following:

Consultant Task	Deliverable
Manage all Transition Team communication and correspondence.	Provision of timely email communication, including, but not limited to; meeting schedules, meeting agendas, meeting notes, and informational updates.
Coordinate Transition Team meeting notices, agendas, and meeting minutes.	Production of meeting notices, agendas, and minutes per Iowa Open Meeting and Records rules.
Team member task follow-up to ensure progression of all planned work.	Regular communication with Team members assigned specific tasks to support timely work and responses on those tasks.
Resource and facilitate planning and design of a revised Iowa Balance of State CoC Governance Charter that meets all HUD criteria and outlines an efficient structural design for the CoC.	Completed final draft of the revised Governance Charter for the Iowa Balance of State CoC, including, but not limited to; the mission of the CoC governance body, specific responsibilities for all relevant parties, noted regulatory review deadlines, and any other HUD required content.
Resource and facilitate a strategy for transition of CoC Lead and Collaborative Applicant	Identification of the committee/organization that will assume CoC Lead and Collaborative Applicant

responsibilities.	responsibilities, a plan for transition, and a plan for associated staffing and funding.
Facilitate the planning of a specific timeline for implementation of the new CoC governance/organizational structure.	A timeline document outlining the sequence of adoption of the revised CoC Governance Charter and transition of the CoC Lead and Collaborative Applicant responsibilities.
Resource and facilitate planning for the redesign of the structure and mission of the Iowa Council on Homelessness as regards its role in the CoC process.	Recommended revised governance documents as necessary for the Iowa Council on Homelessness that support the transition of CoC responsibilities to a new, independent body, that align with Iowa Code and Administrative Rule, and that address any appropriate updates to the mission of the Council.

The anticipated timeline of the Scope of Work is approximately six months, with at least a detailed Action Plan developed by the end of 2019, and some steps in place for the transition. Some steps may take longer to implement.

Vendors are asked to submit a recommendation that will provide IFA with a cost-effective and results-oriented approach that will facilitate the development and implementation of governance transition.

Information proposals should specifically include vendor capabilities, details of a preliminary work plan, implementation strategies, and associated costs.

On-site, in-person availability is preferred for at least some portion of the work, such as facilitating meetings of the Transition Team. Vendors are asked to include in their responses some consideration for the costs and logistics of in-person availability.

This RFI will provide background information for vendor selection. The intended purpose of this RFI is to allow all interested vendors to present a conceptual framework for completion of key tasks.

4 Request for Information and Procedure

This request requires any vendor wishing to submit information to respond to this Request for Information (RFI) by 4:30 p.m. on May 31, 2019.

5 Timeline

- Issue RFI: on or about April 29, 2019
- Questions due: May 14, 2019, 4:30 p.m. CST
- Responses to questions posted: May 17, 2019
- RFI responses due: May 31, 2019, 4:30 p.m. CST
- In-person or phone presentations, if deemed necessary: Weeks of either June 3 or June 10, 2019
- Announcement of successful vendor: On or about June 14, 2019

6 Submission of Response

Vendors shall email written responses by 4:30 p.m. May 31, 2019 to amber.lewis@iowafinance.com.

7 Presentations

IFA may hold in-person or phone meetings the weeks of June 3 or June 10, 2019, as deemed necessary.

8 Questions and Requests for Clarification

Vendors interested in responding to this RFI may submit questions or requests for clarification. All questions or requests must be submitted by email to: amber.lewis@iowafinance.com and be received no later than 4:30 p.m. May 14, 2019.

Vendors may contact only the Issuing Officer with questions related to the interpretation of RFI and the procurement process. If a vendor or someone acting on a vendor's behalf attempts to discuss this RFI with any IFA employee, other than Amber Lewis, the vendor may be disqualified.

IFA may contact vendors for clarification of RFI content as needed throughout the RFI process.

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Amber Lewis, Homelessness Programs Manager
Iowa Finance Authority
1963 Bell Avenue, Suite 200
Des Moines, IA 50315
Phone: 515-725-2209
E-mail: amber.lewis@iowafinance.com

9 Review of RFI Responses

9.1 IFA reserves the right to reject any and all responses, in whole and in part, received in response to this RFI at any time. Issuance of the RFI in no way constitutes a commitment to award any contract. This RFI is designed to provide vendors with the information necessary for the preparation of informative responses and possible presentations of recommended work plans.

This RFI process is for IFA's benefit and is intended to provide information to assist in the development of future requests for goods and services. The RFI is not intended to be comprehensive and each vendor is responsible for determining all factors necessary for submission of a comprehensive response and a complete capability presentation. The RFI response and demonstration will be a review of a suggested work plan, strategies, and estimated costs.

9.2 An RFI response may be rejected outright and not reviewed for any one (1) of the following reasons, therefore vendors are asked to make every effort to meet the RFI timelines and to include the requested information:

- Failure of vendor to deliver the response by the due date and time.
- Failure to include information requested in the RFI.

10 Evaluation of RFI

In evaluating the responses, IFA must be able to identify:

- Proposed work plan, suggested strategies, and timeline

- Anticipated total cost and suggested cost allocation for each proposed strategy
- Overview of vendor capabilities and assigned team members' experience, including case studies for comparable projects

11 Public Records and Requests for Confidentiality

11.1 The release of information by IFA to the public is subject to Iowa Code Chapter 22 and other applicable provisions of law relating to the release of records in the possession of a State agency. Vendors are encouraged to familiarize themselves with these provisions prior to submitting a bid proposal. All information submitted by a vendor may be treated as public information by IFA unless the vendor properly requests that information be treated as confidential at the time of submitting the proposal.

11.2 Any requests for confidential treatment of information must be included in a cover letter with the Vendor's bid proposal and must enumerate the specific grounds in Iowa Code Chapter 22 or other legal reasons which support treatment of the material as confidential and must indicate why disclosure is not in the best interests of the public. The request must also include the name, address and telephone number of the person authorized by the vendor to respond to any inquiries by IFA concerning the confidential status of the materials.

11.3 Any documents submitted which contain confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader wherever it appears. All copies of the proposal submitted, as well as the original proposal, must be marked in this manner.

11.4 Confidential Information - In addition to marking the material as confidential material where it appears, the Vendor must submit one copy of the bid proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the document as possible. These pages must be submitted with the cover letter and will be made available for public inspection.

11.5 Vendor's failure to request in the bid proposal confidential treatment of material pursuant to this Section and the relevant laws and administrative rules will be deemed by IFA as a waiver of any right to confidentiality which the vendor may have had.

12 Copyrights

By submitting a response, the vendor agrees that IFA may copy the response for purposes of facilitating the evaluation or to respond to requests for public records. The Vendor represents that such copying will not violate any copyrights in the materials submitted.

13 Restrictions on Gifts and Activities

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Vendors are responsible for determining the applicability of this chapter to their activities and for complying with these requirements. In addition, Iowa Code section 722.1 provides that it is a felony offense to bribe a public official.

14 Content of the Request for Information (RFI)

This RFI is designed to provide vendors with the information necessary for the preparation of an appropriate response. It is not intended to be comprehensive, and each vendor is responsible for determining all factors necessary for submission of a comprehensive response.

- IFA reserves the right to modify this RFI at any time.
- Responses should be based on the material contained in this RFI or any other relevant information the vendor thinks is appropriate.
- By submitting a response, each vendor agrees that it will not bring any claim or have any cause of action against IFA, or any employee of IFA based on any misunderstanding concerning the information provided or concerning failure, negligent or otherwise to provide the vendor with pertinent information as intended by this RFI.

15 Costs to Vendors

IFA is not responsible for any costs incurred by a vendor, which are related to the preparation or delivery of the response, any on-site inspection that may be required, or any other activities related to this RFI.

16 RFI Responses

All printed information used to demonstrate a vendor's product becomes the property of the State of Iowa. The State will have the right to use ideas or adaptations of ideas that are presented in the responses.

17 Sources of Information Used in Addition to Responses

IFA reserves the right to contact vendors after the submission of responses for the purpose of clarification and to ensure mutual understanding.

18 No Obligation to Issue Contract

The issuance of this RFI does not obligate IFA in any way to issue a contract for the goods and services described in this RFI.

19 Vendor Responses Identifying Information

- State the name and principal place of business of the vendor.
- Identify the vendor's type of business entity such as a corporation or partnership.
- State the vendor's place of incorporation, if applicable. At the respondent's discretion, provide an organization chart for the vendor. Include any parent, subsidiary and affiliate companies that may be relevant to this information request.
- State the name, address, email address and telephone number of the vendor representative to contact regarding all matters concerning this RFI.

20 Vendor References

Please provide references for organizations in which you have implemented your services, including applicable customer contact information.