



# CICS

Supporting Individuals. Strengthening Communities.

## **REQUEST FOR PROPOSALS (RFP)** **Permanent Supportive Housing Planning Grant**

**PROPOSALS AND QUESTIONS SHALL BE DIRECTED TO:**

Meghan Freie: Program Manager, CICS REGION

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## **I. Purpose**

The CICS Mental Health and Disability Services Region (hereinafter referred to as REGION) is a 28E-organized governmental agency comprised of 15 counties in Iowa. These counties are: Boone, Cerro Gordo, Franklin, Greene, Hamilton, Hancock, Hardin, Jasper, Madison, Marshall, Poweshiek, Story, Warren, Webster, and Wright.

As a social determinant of health, housing is a critical factor to the success of CICS clients. To meet the housing needs of CICS clients in a manner supported by research, CICS began to explore the implementation of SAMHSA’S Permanent Supportive Housing (PSH) model in 2016. That process highlighted the extensive planning necessary to successfully implement a concerted, systematic approach to provide housing for people experiencing a serious mental illness. To fund the staff time needed to effectively implement the planning process to develop PSH, the CICS MHDS Region is accepting applications for fiscal year (FY) 2023 for Planning Grants for Expansion or Development of Permanent Supportive Housing. These proposals will be aimed at developing a comprehensive strategic plan that builds upon the framework provided by SAMHSA in their Evidence-Based Practices Kit for Permanent Supportive Housing. In accordance with Iowa Code 25.5(3), and MHDS Contract 22-013 with the Iowa Department of Health and Human Services, CICS expects that these grants will help facilitate region-wide adoption of the Permanent Supportive Housing framework and increase state Medicaid, third-party reimbursement, and other non-governmental funding prior to using regional service payments for the Permanent Supportive Housing spectrum of services and supports.

## **Timeline**

<b>Event</b>	<b>Date</b>
REGION issues RFP and posts on region’s website	January 27, 2023
Questions submitted by	February 14, 2023
REGION responds to questions by	February 17, 2023
DEADLINE for Bidder proposals	March 3, 2023
REGION enters contract negotiations	March 8, 2023
Execution of contract	March 23, 2023
Anticipated start date of services	April 1, 2023

## **Questions, Requests for Clarification, and Suggested Changes**

Providers who intend to bid on this RFP are invited to submit written questions, requests for clarifications, and/or suggestions for changes to the specifications of this RFP (hereafter “questions”) by the due date and time provided in the Timeline. Providers are not permitted to include assumptions in their Bid Proposals. Instead, they shall address any perceived ambiguity regarding this RFP through the question-and-answer process. REGION prefers to receive questions by electronic mail. The provider may wish to request confirmation of receipt from the CEO to ensure delivery.

Written responses to questions shall be posted on REGION’s website [www.CICSMHDS.org](http://www.CICSMHDS.org).

REGION assumes no responsibility for verbal representations made by officers or employees unless such representation is confirmed in writing and incorporated into the RFP. In addition, REGION’s written responses to questions shall not be considered part of the RFP. If the REGION determines that changes to this RFP are necessary, REGION shall issue an amendment.

## **Duration of Contract**

The REGION anticipates executing contracts under this RFP that shall support start-up costs and a nine-month contract to begin March 1, 2023 and ending December 31, 2023, with consideration for renewal.

## **Communication and Submission of Bids**

The points of contact regarding the RFP from the date of issuance until selection of the successful bidder is: Meghan Freie: [meghan.freie@cicsmhds.org](mailto:meghan.freie@cicsmhds.org). To ensure continuity of communication, bidders may only communicate with the point of contact regarding this RFP from the issue date of this RFP until announcement of the successful bidder(s).

Proposals shall be received via email submission only. Proposals shall be submitted in Word format with an Excel Spreadsheet for timelines, budgets, and budget narratives.

## **II. Project Scope and Specifications**

The requirements for permanent Supportive Housing, including the target population, can be found in SAMHSA's Evidence Based Practices Kit for Permanent Supportive Housing.

### **Planning Grant Recipient Expectations**

Recipients of the planning grant are expected to create comprehensive and sustainable plans for infrastructure, services, and supports that are consistent with the requirements set forth in SAMHSA's Permanent Supportive Housing Evidence-Based Practice model. The plan will contain action steps to improve, implement, expand, and sustain comprehensive services and supports that are consistent with PSH principles and philosophy. When developing a plan for PSH, please take into account the HUD agency that covers the area you have in mind and scale your plan to include all CICS counties covered by that HUD agency.

### **Planning Grant Deliverables**

The planning grant available through this RFP will provide selected applicants with funds to pay for the costs of planning a PSH program. Once a planning grant is awarded, the following deliverables will be expected. They are included in this RFP to provide an idea of the expectations that will accompany those who are awarded a planning grant. For those awarded a planning grant an additional list of benchmarks and deliverables will be developed, including a schedule for review and input from CICS. The following 5 deliverables listed in this section will be part of the product submitted at the end of the planning grant process.

#### **1. Demonstration of Client-Focused Vision for PSH**

The client focused vision for PSH will include all key stakeholders such as clients, family members, and staff. All stakeholders must embrace the principles of PSH, such as integration, choice, and independence. The plan will address inequities in access, services use, and outcomes for underserved populations.

#### **2. Demonstration of Need in Coverage Area**

There are 10 HUD agencies that cover the CICS region. Plans will be developed to scale each PSH program to cover all CICS counties under the authority of each HUD agency. Documentation of the need for housing according to the criteria established by SAMHSA and CICS will be required, in as precise, clear, defensible, consistent, and inclusive a manner as possible.

#### **3. Evidence of Necessary Collaborations**

Plans for implementation will include the identification and collaboration of necessary stakeholders as identified in SAMHSA's Evidence-Based Practices PSH Kit, and documentation of their integration into the

planning process. Required entities include, but are not limited to housing developers, managers, service providers, HUD, managed care organizations, property owners, and the CICS region. This collaboration will include educating other leaders and providers on the need for PSH services and supports, how the system can work, and opportunities and resources that can and should be made available to make PSH a reality.

#### **4. Evidence of Necessary Services**

The plan must detail a method to provide housing, housing support and other services as described in SAMHSA's Evidence-Based Practices PSH Kit. It will be necessary to foster a mutual understanding amongst service providers of the rights and responsibilities of clients as PSH tenants, including effective communication systems that respect confidentiality, yet result in residential stability.

#### **5. Explanation of Financing Strategies**

The plan must address the applicant's understanding of the target population's financial barriers to finding housing and include a thorough explanation of financing strategies.

#### **Eligible Applicants**

Bidders shall be in good standing with their state licensing/accrediting authority(s).

REGION shall accept applications from individual organizations and shall also allow organizations to partner and apply as a team of organizations to propose stronger program models. Applicant teams of multiple organizations shall identify an eligible provider as the lead applicant and fiscal agent.

This identified provider shall be willing to serve as the primary contact for the application as well as for the program.

### **III. RFP Conditions**

#### **Acceptance/Rejection of Proposals**

REGION reserves the right to reject any or all proposals.

REGION reserves the right to negotiate contracts with one or more Providers, and to accept any proposal(s) or modified proposal(s) which, in its judgment, shall be most advantageous to the REGION.

REGION reserves the right to consider any specific proposal which is conditional or not prepared in accordance with their instructions and requirements of this RFP to be noncompetitive.

REGION reserves the right to waive any defects or minor informalities/irregularities in any proposal, which do not materially affect the proposal or discredit other applications.

#### **Amendments to RFP**

REGION reserves the right to amend the RFP at any time. Any amendments to or interpretations of the RFP shall be described in written addenda. REGION shall provide copies of addenda to the providers officially known to have received the RFP.

#### **Cost of Preparing Bid Proposal**

The costs of preparation and delivery of proposals are solely the responsibility of the bidder.

## **Personnel**

In submitting their proposals, providers are representing that the personnel described in their proposals shall be available to perform the services described. Furthermore, all personnel shall be, at all times, the employees of the provider, and shall not be employees or agents of REGION.

## **Authorized Signature**

All proposals shall be signed by an individual authorized to bind the organization/collaborative to the provisions of the RFP.

## **Additional Terms and Conditions**

REGION reserves the right to add terms and conditions during contract negotiations. These terms and conditions shall be within the scope of the RFP and shall not affect the proposal evaluations.

Final Agreement for the service shall be in the form of a contract. Terms of the negotiated contract shall supersede items in the RFP other than requirements of Iowa Administrative Code.

## **Evaluation Committee**

An Evaluation Committee shall be established for the purpose of developing a timeline and deliverables for the planning grant period, based on the planning grant proposal. The Evaluating Committee may include officers, employees, and agents of the REGION.

## **Cancellation of Procurement**

REGION reserves the right to cancel the RFP for sound business reasons at any time before the contract is fully executed and approved.

## **IV. Application and Submission Information**

Bidders shall address each area of program design and service delivery in their proposal. Bidders shall organize responses in the same order as the items are shown in the RFP. Responses shall be prepared simply and economically, providing a straightforward and concise description of the agency's ability to meet the requirements outlined in this document and in accordance with Iowa Administrative Code 441.25. Bidders shall submit a response that includes the timeline, budget, and budget narrative.

## **Proposals shall contain, in the following order:**

### **Eligibility:**

- Bidder eligibility if licensure applies.

### **Capacity:**

- Narrative of staff availability and skills necessary to complete the planning process.
- Staff composition, roles, qualifications, hours of operation, and training (include disciplines, position titles, qualifications, number of positions and full-time equivalents for this project.)

### **Scope of Work**

- Identification of any changes needed within applying agency to align with PSH philosophy.
- Demonstration of existing relationships that will be helpful in the planning process and/or demonstration of a plan to develop necessary relationships.
- Preliminary ideas on implementation of the SAMHSA PSH model.

- Identify the housing authority that covers the area you would like to plan a PSH program in.
- Include all CICS counties covered by your identified housing authority in your proposal.

**Budget**

- Include the costs of staff that will be participating in planning and any other ancillary costs.
- Proposed line-item budget for costs
- Proposed budget narrative
- Items included in the budget must be related to the planning process, not the actual implementation of PSH.

**OTHER TERMS:**

- Contract modifications may be executed through a written agreement between REGION and Provider.
- Provider shall submit to REGION an itemized invoice with supporting documentation of expenditures for PSH Planning
- Grantees must agree to have key staff and partners participate in virtual training events that will be held. These events will be designed to provide information and technical assistance.