

Lake County Continuum of Care

Request for Proposals for Administrative Services

I. Background

Lake County, Ohio (“County”), an Ohio political subdivision and a federal funds entitlement community, is an annual recipient of U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant (“CDBG”) and Home Investment Partnership Program (“HOME”) funds. Additional federal, state and private funding sources dedicated to eliminating homelessness are linked to existing programs through the United States Interagency Council on Homelessness and the Homeless Emergency Assistance & Rapid Transition to Housing Act of 2009 (PL 111-22) (“HEARTH”).

The County’s programs adhere to an October 1 – September 30 fiscal year. The County also serves as the lead agency for the Lake County Continuum of Care organization (“the Continuum”). The Continuum is responsible for coordinating Lake County’s efforts aimed at addressing the needs of the homeless in this region. In order to qualify to receive the funding necessary to prevent homelessness and address the many needs of those who are already homeless, the U.S. Department of Housing and Urban Development requires each metropolitan area or county to organize a Continuum of Care (CoC) responsible for coordinating the region’s efforts. The County is requesting proposals from qualified consultants to provide administrative support services for the Lake County Continuum of Care.

Lake County’s Continuum of Care currently is part of Ohio’s Balance of State Continuum of Care (BOSCO) along with 79 other counties. BOSCO covers all regions of the state and represents the diverse needs of its members. The Ohio Department of Development, Office of Housing and Community Partnerships (ODOD) and the Coalition on Homelessness and Housing in Ohio (COHHIO) serve as the lead agencies for the BOSCO. Local CoCs address community-level planning, identify service gaps, and plan and prioritize new and renewal homeless assistance projects. However, to compete for funding available through the federal Continuum of Care Homeless Assistance Programs, local CoCs in these 80 Ohio counties currently participate in the BOSCO.

II. Services

The Continuum intends to retain a consultant on a part-time basis to assist with the administrative and business affairs work necessary to adequately coordinate the efforts of the Continuum’s member organizations. The consultant selected will be required to perform the following scope of work:

Identify key stakeholders and build relationships that ensure a high level of issue knowledge, participation, collaboration and leadership from the non-profit organizations and government agencies who are members of the Continuum

Organize monthly Continuum of Care meetings by publishing agendas prior to the meeting and documenting outcomes after each meeting

Plan meeting activities that help member agencies stay focused on the implementation of the Continuum’s 10 Year Plan to End Homelessness

Maintain all Continuum documentation on the Continuum of Care Collaboration private web site which allows all members to post relevant information and documentation to be shared by all

Define baseline measurements for key component services that address the needs of the homeless and track the Continuum's progress as existing services undergo continuous improvement efforts and new services are developed and implemented

Benchmark best practices used by other Continua, non-profit organizations and government agencies as a way of helping member agencies find new, innovative and successful methods for addressing the needs of the homeless and evaluating the effectiveness of existing programs

Create and maintain a website on behalf of the Continuum that provides educational information about the homeless and the issues they face and fosters community involvement as the Continuum works to implement its 10 Year Plan

Organize a Speaker's Bureau and the required presentation materials that will enable Continuum members and staff to deliver a consistent message to various governmental, non- profits and civic organizations in the community

This is a part-time position of approximately 80 hours per month. In addition to having a thorough knowledge of office procedures, excellent grammar, writing and editing skills and the ability to create/maintain websites, the person filling this position must have business management skills including the ability to establish and maintain excellent stakeholder relationships, budget management skills, meeting facilitation and presentation skills, and the analytical skills needed to evaluate processes and proposed new programs.

III. Agreement Terms

The selected consultant agrees to enter into a formal contract with the Board of Lake County Commissioners. That contract will be valid through September 30, 2011.

IV. Submission Requirements

Applicants will have until 4:30 p.m., February 2, 2011 to submit a full proposal in accordance with this proposal, including:

- a. Statement of Qualification (including personnel).
- b. Past Experience
- c. Project Outline
- d. Proposed cost analysis

V. Request for Proposal Logistics

1. Contact Information

RFP questions should be directed to the following individuals:

a) Marian Norman

Lake County Federal Grants Office

105 Main St., Painesville, Ohio 44077

440.350.2756

marian.norman@lakecountyohio.gov

2. Submission Deadline

Five sealed copies of the RFP must be received by 4:30 P.M. on February 2, 2011 under the following heading:

Jason Boyd

Lake County Planning Commission

RE: Continuum of Care Administrative

125 E. Erie St.

Painesville, Ohio 44077

3. Selection Notification

The selected firm will receive notification within 10 business days of the submission deadline. Firms will be evaluated against the merits of this proposal and conformance with applicable regulations.

The County reserves the right to accept or reject any or all RFP responses without further action and to waive any defects in the submissions.