

Thank you for your participation in the Continuum of Care (CoC) RFP review process. Enclosed are guidelines to facilitate the reviewing process, as well as your assigned proposals.

Funds Available:

ONE New or Expansion CoC Bonus Project for up to \$473,886 for a:

- Permanent Housing – Permanent Supportive Housing (PH-PSH) project
- Permanent Housing – Rapid Rehousing (PH-RRH) project
- Joint Transitional Housing (TH) and PH-RRH project

ONE New Domestic Violence (DV) Project for up to \$795,406 for a:

- Supportive Services Only (SSO) Coordinated Entry (CE) project
- Joint Transitional Housing (TH) and PH-RRH project

Attachments:

- Evaluation Criteria
- Scoring Sheets
- Copy of RFP
- Assigned Proposals
- Conflict of Interest Form

Helpful Hints:

- Review all rating criteria before reading the proposal(s)
- Read all proposal(s) before rating and take necessary notes

Should you have any questions, please submit in writing your questions via email to HomelessServicesAdmin@longbeach.gov.

Please review and complete scoring by 9:00 am on Monday, October 25, 2021. Please submit scoring sheet(s) via one of the following methods at ATTN: Michelle Lim, Community Program Technician:

- Email to HomelessServicesAdmin@longbeach.gov; or
- Drop-off at: 1301 W. 12th Street

Long Beach, CA 90813

**RFP No. HSD-2021-004
CITY OF LONG BEACH 2021 COC PROGRAM RFP – NEW PROJECTS
AD HOC COMMITTEE SCORING SHEET**

The evaluation criteria identified in the RFP will be used to rank each application submitted. Each criterion element will be rated separately. Applications may receive up to the maximum points allowed based on the response to each criterion element.

ALL APPLICATIONS WILL BE EVALUATED IN ACCORDANCE WITH THE FOLLOWING CRITERIA:

SCORING CATEGORY	MAXIMUM POINTS
Organizational Capacity and Experience	25
Project Design	25
Coordination and Collaboration	10
Performance	15
Commitment to Racial Equity	10
Budget and Cost Effectiveness	15
TOTAL POINTS POSSIBLE	100
<i>Health or Housing Agency Partnership (Bonus Points)</i>	5
TOTAL POINTS WITH BONUS	105

Rater #: _____

Name of Agency: _____

Name of Project: _____

Instruction: In each subsection, read each of the criteria and narrative questions carefully, and record the number of points in the Score column including the subtotal at the end of each subsection. After all subsections are scored, total up the points in the column score and record the aggregate scores in the Score Summary on the last page.

ORGANIZATIONAL CAPACITY AND EXPERIENCE (25 maximum total points possible)				
<i>Successful experience performing activities related to those listed in this RFP and the capacity to meet the performance outcomes.</i>				
Narrative Questions		Max Points	Scoring Point System	Score
A	Provide concrete examples that illustrate your agency's experience and expertise in (1) working with and addressing supportive service needs of homeless populations and (2) developing and implementing relevant program systems and services.	5	5 = Exceptional 4 = Exceeds Expectations 3 = Meets Expectations 2 = Below Expectations 1 = Needs Improvement 0 = Incomplete	
Reviewer's Comments & Notes:				
B	Describe your agency's basic organization and management structure. Be sure to include the number of personnel involved in your organization, including employees, interns, members, and volunteers.	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				
C	Describe your agency's experience in utilizing federal funds and performing the activities proposed in the application?	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				

ORGANIZATIONAL CAPACITY AND EXPERIENCE (25 maximum total points possible)				
<i>Successful experience performing activities related to those listed in this RFP and the capacity to meet the performance outcomes.</i>				
Narrative Questions		Max Points	Scoring Point System	Score
D	Describe changes that your organization made during the COVID-19 pandemic maintain safe and effective services to participants.	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				
E	Funding for the subcontract will be disbursed on a cost-reimbursement basis. Describe your agency's experience and capacity to maintain operational cash-flow while reimbursements are in process.	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				
F	Identify how many vacancies your agency currently has as well as a percentage of that in comparison to the overall positions. Describe your agencies plan for quickly recruiting and hiring staff for this program.	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				
Subtotal Points for Organizational Capacity & Experience				

PROJECT DESIGN (25 maximum total points possible)

Demonstration of the utilization of best practices in their proposed project and the extent to which concepts of Housing First, Harm Reduction, and Trauma-Informed Care are embedded.

Narrative Questions		Max Points	Scoring Point System	Score
A	Provide a clear and concise description of your proposed solution that addresses the Scope of Work detailed in this RFP.	5	5 = Exceptional 4 = Exceeds Expectations 3 = Meets Expectations 2 = Below Expectations 1 = Needs Improvement 0 = Incomplete	
Reviewer's Comments & Notes:				
B	How will your agency incorporate Housing First, Harm Reduction, and Trauma-Informed Care into the project design?	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				
C	Describe your agency's staffing plan and how it will cover the service responsibilities required of this program.	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				
D	Describe how your agency will provide all operational needs of the program.	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				

PROJECT DESIGN (25 maximum total points possible)				
<i>Demonstration of the utilization of best practices in their proposed project and the extent to which concepts of Housing First, Harm Reduction, and Trauma-Informed Care are embedded.</i>				
Narrative Questions		Max Points	Scoring Point System	Score
E	Identify potential challenges to implementing your proposed project and explain how these challenges will be addressed.	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				
F	How will your program regularly receive and incorporate participant feedback?	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				
Subtotal Points for Project Design				

COORDINATION AND COLLABORATION (10 maximum total points possible)				
<i>The extent to which the proposal is integrated with the Continuum of Care system and evidence of past collaboration with partnering agencies..</i>				
Narrative Questions		Max Points	Scoring Point System	Score
A	Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				
B	Describe your agency's approach to collaboration with the Long Beach Coordinated Entry System (CES).	3	3 = Exceptional 2 = Meets Expectations 1 = Needs Improvement 0 = Incomplete	
C	Describe your agency's approach to collaboration with the Long Beach Coordinated Entry System (CES).	3	3 = Exceptional 2 = Meets Expectations 1 = Needs Improvement 0 = Incomplete	
Reviewer's Comments & Notes:				
Subtotal Points for Coordination and Collaboration				

PERFORMANCE (15 maximum total points possible)				
<i>Previous success in similar engagements and programs working with persons experiencing homelessness or other vulnerable populations.</i>				
Narrative Questions		Max Points	Scoring Point System	Score
A	Describe how your agency will track and evaluate the effectiveness of your project.	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				
B	Describe what performance metrics your agency will monitor and the approach to achieving these targets. Be sure to identify tools that your agency will utilize to capture data or document that project goals are being met.	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				
C	Describe your agency's experience using a Homeless Management Information System (HMIS) or comparable database system.	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				
D	Detail how your agency will actively work to identify and address performance concerns.	3	3 = Exceptional 2 = Meets Expectations 1 = Needs Improvement 0 = Incomplete	
Reviewer's Comments & Notes:				
Subtotal Points for Performance				

COMMITMENT TO RACIAL EQUITY (10 maximum total points possible)				
<i>Experience working with vulnerable populations and diverse communities and demonstrated understanding of systemic racism.</i>				
Narrative Questions		Max Points	Scoring Point System	Score
A	Describe your agency's experience working with and serving culturally and racially diverse populations?	3	3 = Exceptional 2 = Meets Expectations 1 = Needs Improvement 0 = Incomplete	
Reviewer's Comments & Notes:				
B	Describe any plan and work that your agency has undergone to improve racial equity?	3	3 = Exceptional 2 = Meets Expectations 1 = Needs Improvement 0 = Incomplete	
Reviewer's Comments & Notes:				
C	How are people with lived experiences and individuals from vulnerable populations engaged in your organization's planning and decision-making processes? Describe the policies or practices in place that ensure the experiences of marginalized communities are represented in your organizational infrastructure.	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				
Subtotal Points for Commitment to Racial Equity				

BUDGET AND COST EFFECTIVENESS (15 maximum total points possible)				
<i>Feasibility, reasonableness, and optimization of the proposed budget.</i>				
Narrative Questions		Max Points	Scoring Point System	Score
A	Describe your agency's financial management structure and its capacity to administer the accounting requirements of this project.	4	4 = Exceptional 3 = Exceeds Expectations 2 = Meets Expectations 1 = Below Expectations 0 = Incomplete	
Reviewer's Comments & Notes:				
B	Describe your agency's experience in leveraging other Federal, State, local, and private sector funds.	3	3 = Exceptional 2 = Meets Expectations 1 = Needs Improvement 0 = Incomplete	
Reviewer's Comments & Notes:				
C	Please describe the source of match and leverage in your budget and how it will be utilized to enrich services within the program.	3	3 = Exceptional 2 = Meets Expectations 1 = Needs Improvement 0 = Incomplete	
D	Refer to the Budget and select a score based on the information provided by the applicant, taking into account its cost effectiveness and financial feasibility.	5	5 = Exceptional 4 = Exceeds Expectations 3 = Meets Expectations 2 = Below Expectations 1 = Needs Improvement 0 = Incomplete	
Reviewer's Comments & Notes:				

BUDGET AND COST EFFECTIVENESS (15 maximum total points possible)			
<i>Feasibility, reasonableness, and optimization of the proposed budget.</i>			
Narrative Questions	Max Points	Scoring Point System	Score
Subtotal Points for Budget and Cost Efficiency			

BONUS: HEALTH AND HOUSING AGENCY PARTNERSHIP (5 maximum total bonus points possible)				
<i>Coordination between housing providers and healthcare organizations</i>				
Narrative Questions		Max Points	Scoring Point System	Score
A	How will your project use healthcare resources to help individuals and families experiencing homelessness? Attachment B: Upload a formal written agreement that includes the project name, value of the commitment, and specific dates that healthcare resources will be provided.	5	5 = Exceptional 4 = Exceeds Expectations 3 = Meets Expectations 2 = Below Expectations 1 = Needs Improvement 0 = Incomplete	
Reviewer's Comments & Notes:				
Subtotal Points for Health and Housing Agency Partnership				

SCORE SUMMARY

SCORING CATEGORY	MAXIMUM POINTS	POINTS RECEIVED
Organizational Capacity and Experience	25	
Project Design	25	
Coordination and Collaboration	10	
Performance	15	
Commitment to Racial Equity	10	
Budget and Cost Efficiency	15	
TOTAL POINTS FOR AGENCY PROPOSAL	100	
<i>Health and Housing Agency Partnership (Bonus Points)</i>	5	
TOTAL POINTS FOR AGENCY PROPOSAL WITH BONUS	105	

Additional Comments: