



The Alliance to End Homelessness in Suburban Cook County (“Alliance”) is accepting proposals from consulting firms to provide evaluation of the Suburban Cook County Coordinated Entry (Entry Point) program. We invite your firm to submit a proposal to us by March 12th, at 4PM Central time, for consideration. A description of our organization, the services needed, and other pertinent information follows:

BACKGROUND OF THE ALLIANCE TO END HOMELESSNESS IN SUBURBAN COOK COUNTY AND COORDINATED ENTRY

The Alliance to End Homelessness in Suburban Cook County (“The Alliance”) coordinates the Cook County Continuum of Care (IL-511), which encompasses homeless assistance efforts throughout all of Cook County except for the city of Chicago.

As the lead agency for suburban Cook County’s Continuum of Care, the Alliance brings together a range of services and housing options for homeless people. The Alliance convenes a variety of stakeholders to cooperatively set priorities, collect data, rank project applications, and measure outcomes. In coordinating the annual application to the US Department of Housing and Urban Development (HUD) for homeless assistance grants, the Alliance brings in approximately \$13 million per year to support over forty homeless programs in the region.

The organization is membership-based with approximately 40 members: homeless service providers, housing developers, community action groups, and other businesses and individuals located within Cook County. The organization employs eighteen (18) people in one location. Currently, most are working remotely.

“Coordinated entry is a process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs. This document answers several frequently asked questions about coordinated entry and HMIS.”
<https://files.hudexchange.info/resources/documents/Coordinated-Entry-and-HMIS-FAQs.pdf>

Coordinated Entry in Suburban Cook County was established in 2015, with the most recent iteration of policies and procedures approved by the Board of Directors in 2019. Coordinated Entry is comprised of access points at the Suburban Cook County Homelessness Prevention Call Center, the walk-in centers, and at the homeless service provider agencies. Our Continuum also uses the VI-SPDAT as one of the primary mechanisms driving our prioritization policies and procedures.

You can find more information about Coordinated Entry on the Alliance website at <http://suburbancook.org/ce> and the Coordinated Entry website at www.myentrypoint.org.

SERVICES TO BE PERFORMED

The Alliance’s Coordinated Entry Team is looking for an individual or group with significant subject matter expertise in regard to operationalizing a Coordinated Entry program including Department of Housing and Urban Development (HUD) regulations and best practices. We are looking to evaluate our implementation of access into the system, with an emphasis on equity and efficiency.

Your proposal should address the following services for a Coordinated Entry evaluation which will begin in April 2021 and end by July 15, 2021:

1. Work with the Coordinated Entry Evaluation working group to conduct an assessment of the current Coordinated Entry system
 - a. Request and analyze data from the Homeless Management Information System (HMIS) and agency providers as it relates to access to the Coordinated Entry System

- b. Conduct surveys, interviews and/or focus groups with providers and individuals with lived experience to further assess the efficiency and equity of the program
 - c. Evaluate all methods of marketing and communication related to the Coordinated Entry system
2. Final deliverable should be a clear, easily consumed, evaluation of the program, including an executive summary. The final report will include a summary of the data analysis, stakeholder input, and recommendations for the region. The consultant will have primary responsibility for designing and authoring the written work products and project deliverables, with the Alliance staff involved in the review of each.

KEY PERSONNEL

Following are key contacts for information you may seek in preparing your proposal:

Jennifer Hill	Executive Director	jennifer@suburbancook.org
Susie Bohun	Coordinated Entry Program Director	susie@suburbancook.org

OTHER INFORMATION

Project Location

Respondents are not required to have a physical location(s) within the Cook County limits to be eligible. Respondents must demonstrate that they have the capacity to effectively provide the required services in a timely manner.

Project Budget

The budget for this project is \$30,000-\$60,000. Negotiable outside the range.

Response Deadline

The due date for submission of proposals in response to this RFP is March 12th, 2021 4:00 PM CDT and should be sent electronically to info@suburbancook.org.

Proposals will be accepted prior to the deadline. Proposals received after the due date and time may be deemed NON-RESPONSIVE and, therefore, subject to rejection. Only the Executive Director is empowered to determine whether to accept or return late proposals.

Addenda

If it becomes necessary to revise or expand upon any part of this RFP, an addendum will be posted on the Alliance website at suburbancook.org

Right to Reject Proposals

The Alliance reserves the right to terminate this RFP solicitation at any stage if the Executive Director determines this action to be in the Alliance's best interests. The receipt of proposals or other documents will in no way obligate the Alliance to enter into any contract of any kind with any party. If no Respondent is selected through this RFP process, then the Executive Director may re-issue an RFP, or utilize any other procurement method available.

No Liability for Costs

The Alliance is not responsible for costs or damages incurred by Respondents, member(s), partners, subcontractors, representatives or other interested parties in connection with the RFP process, including but not limited to costs associated with preparing the Proposal and of participating in any conferences, site visits, oral presentations, or negotiations.

Awards

Awards will not be final until the Alliance and the selected Respondent have fully negotiated and executed a contractual agreement. If the Alliance determines that it is unable to reach an acceptable contract with the

selected Respondent, including failure to agree on a fair and reasonable cost proposal for the Services or any other terms or conditions, the Executive Director may terminate negotiations with the selected Respondent and negotiate with any of the other highly ranked Respondents, until such time as the Alliance has negotiated a contract meeting its needs.

Ownership of Work Product

Upon the completion of the project, or upon the expiration or earlier termination of this Agreement for any reason, Respondent shall promptly deliver to the Alliance (i) all Work Product and (ii) all materials, equipment, and fixtures specifically fabricated to carry out this Agreement. Contractor may make and retain copies of any such Work Product at its own expense.

YOUR RESPONSE TO THIS REQUEST FOR PROPOSALS

In responding to this request, we request the following information:

1. Overall approach to the project, including methodology and factors to consider in project design;
2. Approach to data analysis and other information gathering; describe any specific tool(s) for articulating unmet need, system redesign, or other analysis, if using.
3. Approach to focus group facilitation and other efforts to gather stakeholder feedback;
4. Description of final deliverable(s) and their format;
5. Qualifications of consulting firm for the scope of this work and qualifications of lead staff on this project; description of similar projects completed by the firm;
6. Itemized project budget, including assumptions about the frequency of meetings;
7. Contact information for 3 references (or attach letters of reference);
8. (Optional) Attach templates or work samples that exemplify the consultant's proposed approach to this engagement

EVALUATION OF PROPOSALS

This is a competitive proposal. The Alliance is not obligated to accept the lowest cost proposal. The Alliance will evaluate proposals on a qualitative basis. This may include our review of the submitted materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

Please submit your response to this request for proposals by 4:00 CDT on March 12th, 2021.