

Loaves and Fish
Community Ministries, Inc.

REQUEST FOR PROPOSAL (RFP)
Innovative Project to Serve Adult Homeless Population
In Mobile County, Alabama

ADULT HOMELESS ASSIST

Loaves & Fish Community Ministries, Inc.

Attn.: Henry Caddell

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REQUEST FOR PROPOSAL
ADULT HOMELESS ASSIST
Mobile - Alabama

SUBMISSION DEADLINE: May 1, 2020

RFP Contact Name: Henry H. Caddell
Contact Address: Mobile, Alabama 36606
Telephone Number: 251-478-8880
Email Address: hhc45@bellsouth.net

INTRODUCTION

Loaves And Fish Community Ministries, LLC (L&F) invites and welcomes proposals for their Adult Homeless Assist project. Based on your previous work experience, you are offered this RFP and are invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) - NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for Adult Homeless Assist which is or shall be located at various locations, in or around Mobile, Alabama.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following: For questions or information regarding Project details, contact:

Name: Henry H. Caddell
Title: L & F Board Member
Phone: 251-478-8880
Fax: 251-478-8885
Email: hhc45@bellsouth.net

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to fill some of the gaps left by the 2016 closing of "15 Place" a homeless day center in Mobile, Alabama. This grant would provide seed money to start projects that replicate four lost "**Services Areas**," in particular, to create a system whereby adult homeless individuals may (a.) Shower; (b.) Laundry; (c.) Mail Service and (d.) Bag Drop (e.g. temporarily store their possessions).

PROJECT SCOPE AND SPECIFICATIONS

Project Scope and Specifications are detailed on Attachment A. A bidder may bid on one, all, or any combination of the four Service Areas. The term encompassed by the bid shall be to institute and provide the respective services for at least one full year (twelve (12) consecutive months), to begin on a date agreed upon by the L&F and the successful bidder. The bid should explain how the recipient will sustain the Service Area(s) after the initial year of service ends. Payments shall be made to the successful bidder on a schedule and/or benchmarks determined by L&F and the successful bidder.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by L&F.

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

L&F shall award the contract to the proposal that best accommodates the various project requirements. L&F reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either L&F or to any Bidder offering or submitting a proposal. As part of their proposal, the Bidder shall state the figure under which they will perform the service

outline in the attached Service Area or Areas. **Bidder should explain the steps it will take to advertise and promote the service(s) to the area homeless.** Because the awarded money is seed money to initiate the project, the Bidder should explain how it will sustain the service area after the grant is expended. Although no bid will be rejected based upon the proposed bid amount, Bidders are cautioned that L&F anticipates that its bids may run in the \$10,000 to \$15,000 range (per Service Area) to be competitive. L&F will also accept one total bid figure for multiple Service Areas' proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by L&F no later than May 1, 2020 at 5:00 PM (CST) for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's proposal's solution effectiveness in light of the project's objectives.
- Bidder's performance history and proven ability to timely deliver the proposed services.
- Bidder's ability to provide qualified personnel having the knowledge and skills required to effectively and efficiently provide the proposed services.
- Overall cost effectiveness of the proposal.

L&F shall reserve the right to refuse any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background:

- Bidder's Name(s).
- Bidder's Address.
- Bidder's Contact Information (and preferred method of communication).
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation).
- Description of Bidder's entity in terms of types of services offered and clientele.
- Bidder's Federal Employee Identification Number (FEIN).

- Evidence of legal authority to conduct business or operate in Alabama (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Financial Information:

- State whether the Bidder or its parent entity (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent entity (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome:

- Summary of timeline and work to be completed.

Equipment or Service:

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.

Cost Proposal Summary and Breakdown:

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.
- **Suggested pay out schedule and benchmarks**

Insurance:

- Details of any liability or other insurance provided with regard to the staff or project.

Adult Homeless Assist

Request for Proposal

Attachment A

Service Areas

A. Showers : Project Scope and Specifications

The bidding entity must specify its price per unit of service. E.g., [insert \$ proposal] per individual shower, assuming a grant of [insert \$ proposal] until such funds are expended.

Population: To serve approximately 5-15 showers per day.

The following are issues to consider when putting together a plan to meet these specific needs; they are by no means a complete list of considerations, merely a guideline. For all the services, location is a primary concern: clients must be able to access these services by walking, biking or via Mobile's limited public transportation, unless drop off/pick up services can be coordinated. While it has been shown the homeless will travel great distances for needed services, the goal is to make it as convenient as possible. Another important factor is having rules and guidelines that are not only written down but also explained to, and agreed upon by, each person accessing services. This is for the safe utilization and provision of these services by all involved, as well as for providing legal protections should that be necessary.

Showers:

Basic hygiene is a health necessity most of us take for granted. Only those homeless who can stay in an overnight shelter have access to a shower, unless they have friends or family willing, or even able, to accommodate them. An existing facility with a locker-room would be ideal, like a church or school gymnasium, or fitness center.

Considerations:

Privacy/security;

Gender specific considerations for alternative orientations; accommodation for families with children – it might be preferable to offer specific days for different genders/families;

Number of showers available (minimum of 2 per gender);

Efficient and fair system of signing up for showers: by appointment, walk-in, etc.;

Availability of safe space for personal belongings while guest is utilizing facility – might include a bike, a dog, bags/suitcases of possessions, etc.;

Provider will supply hygiene items: soap, shampoo, razors, lotion, deodorant; towels/washcloths;

Ideally shower would be separate - and secure - from dressing area for maximum efficiency; staff can be preparing shower for next guest while previous guest is dressing;

Cleaning and sanitizing showers as needed;

Timely laundering of towels/washcloths.

Service Areas

B. Laundry : Project Scope and Specifications

The bidding entity must specify its price per unit of service. E.g., [insert \$ proposal] per individual laundry service, assuming a grant of [insert \$ proposal] until such funds are expended.

Projected population: 5-15 launderers/day

The following are issues to consider when putting together a plan to meet these specific needs; they are by no means a complete list of considerations, merely a guideline. For all the services, location is a primary concern: clients must be able to access these services by walking, biking or via Mobile's limited public transportation, unless drop off/pick up services can be coordinated. While it has been shown the homeless will travel great distances for needed services, the goal is to make it as convenient as possible. Another important factor is having rules and guidelines that are not only written down but also explained to, and agreed upon by, each person accessing services. This is for the safe utilization and provision of these services by all involved, as well as for providing legal protections should that be necessary.

Laundry:

The homeless often have a limited amount of clothing, not just because it would be more to carry around all day, but because many lack the resources to purchase clothes when necessary. Given that the majority of homeless spend most of every day outside, in the elements, that clothing just doesn't last, and it certainly doesn't stay clean. Having a means to wash their clothes isn't only a matter of personal hygiene, it contributes to one's sense of self-worth when out in public or accessing services at various agencies. For those homeless that hold jobs, it can be the difference between maintaining employment or not. An existing laundromat with multiple washers and dryers would be ideal for servicing multiple guests at one time; extended or variable hours would improve access.

Considerations:

Self-service recommended to eliminate the concern of abandoned belongings;

Time/load limit – most homeless will only have one or two changes of clothes, but some will have more;

For hygiene purposes, each load - regardless of size - should be washed/dried separately;

If machines are pay-per-use, plan must be in place for payment/credit system, especially if service is to be provided free of charge to the homeless; Cost per use with minimum/maximum.

Long term maintenance of machines and/or shared responsibility of maintenance;

Provider to bear cost of the utilities to facilitate laundry service, and cost of detergent;

Option: One site with multiple days/times for use; rotating sites; general hours of availability.

Service Areas

C. Mail Service:

Project Scope and Specifications

Projected population: 100-200 pieces/day

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Mail Service:

Most of the services a homeless person will access requires that they have a physical address, either for delivery of material (debit card for social security or disability payments; insurance cards; state ID; medications) or verification of residency/eligibility (SNAP benefits). Because many benefits are limited by household, not everyone can use a friend's or family member's address. Even those homeless who can pay monthly for a PO Box cannot use that address for most benefits. While some agencies do accept specific mail for their clients, those who are not as well connected to services simply have no way of receiving mail. An agency or provider that already serves the homeless would be ideal, given that relationship contributes not only to the trust but identification issues which go along with mail service. Consistent but flexible hours are essential.

Considerations:

Mail service is Federally regulated, with laws that must be adhered to;

Privacy/value of mail – might include EBT, Disability cards, medications, etc.;

Protocol for ensuring identification of recipient is verified;

Secure storage of mail awaiting pick-up;

Time required to sort and hand out mail;

Process of logging mail pieces and recording pick-up;

Time limit for held mail and process for 'returning to sender' items left after that limit;

Possible limitations on types of mail that can be delivered to minimize unwanted items: junk mail, magazines, samples, etc.;

Method of notifying client that mail is available for pick-up;

Variety of hours available for those homeless individuals who work (service industry, shift work, etc.).

Service Areas

D. Bag Drop:

Project Scope and Specifications

Projected population: 50-75 bags/day

The following are issues to consider when putting together a plan to meet these specific needs; they are by no means a complete list of considerations, merely a guideline. For all the services, location is a primary concern: clients must be able to access these services by walking, biking or via Mobile's limited public transportation, unless drop off/pick up services can be coordinated. While it has been shown the homeless will travel great distances for needed services, the goal is to make it as convenient as possible. Another important factor is having rules and guidelines that are not only written down but also explained to, and agreed upon by, each person accessing services. This is for the safe utilization and provision of these services by all involved, as well as for providing legal protections should that be necessary.

Bag Drop:

Without consistent and secure shelter, the homeless are forced to carry their personal belongings with them everywhere or stash them at the risk of theft. Beyond the psychological stigma of being that "bag lady" or "shopping cart man," the physical limitations it places on the homeless are many. Most public places try to limit what a person brings into a facility: anything beyond a bookbag or backpack is looked upon with suspicion and can even prevent a person's access. A facility with lockers already in place, or room to build cubby holes for belongings, could provide suitable accommodations.

Considerations:

Security of client's personal belongings is of utmost concern;

Must have a system of sign in/sign out with ID verification;

Items must be separated from other clients', with a means of tagging/identifying belongings;

Given the likelihood that bags may be left overnight, or longer – restrictions/enforcement must be in place to curtail abuse of services;

What to do with abandoned belongings must be agreed upon: simply throwing them away is the most wasteful option, while sorting/cleaning/donating to a clothes closet is another;

Possible condition issues: wet/dirty/smelly belongings; bags may have ants or other pests depending where client has been sheltering; the potential to impact other clients' belongings as a result.