

CITY OF SOMERVILLE

MASSACHUSETTS

MAYOR'S OFFICE OF STRATEGIC PLANNING AND COMMUNITY DEVELOPMENT

AND

SOMERVILLE AFFORDABLE HOUSING TRUST FUND



2024-2025

REQUEST FOR PROPOSALS

Administration of Emergency Displacement Hotel/Motel Program

BID NUMBER # 24-EHM OHS

RFP INFORMATION

Issue Date: Wednesday, March 27, 2024

Application Deadline: Wednesday April 17th, 4:30pm

Submit applications to vgovil@somervillema.gov and ptaylor@somervillema.gov

CONTACTS

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City of Somerville Office of Housing Stability
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Email: vgovil@somervillema.gov

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LEGAL NOTICE

**City of Somerville
Mayor's Office of Strategic Planning
and Community Development (OSPCD)
Office of Housing Stability (OHS)**

REQUEST FOR PROPOSALS - RFP #24-EHM OHS

The City of Somerville, Mayor's Office of Strategic Planning and Community Development (OSPCD) invites sealed proposals to administer the Emergency Displacement Hotel/Motel Program.

The Request for Proposal (RFP) package for contract(s) to administer the Emergency Displacement Hotel/Motel Program Rental will be posted and available for download on the City of Somerville website beginning at **8:30 a.m. Wednesday, March 27, 2024** at <http://www.somervillema.gov/OHS/EHM-RFP/>

Print copies are available upon request to Vartika Govil vgovil@somervillema.gov

Interested parties should email Vartika Govil vgovil@somervillema.gov and Pennie Taylor ptaylor@somervillema.gov stating their **proposal** and indicating any questions they might have regarding this RFP **using the subject line, "Emergency Displacement Hotel/Motel Program."** Responses to such questions will be shared with all organizations.

The deadline for posing questions is Wednesday, April 10, 2024.

To be considered for funding, proposers must submit an electronic PDF file containing the proposal package by email to vgovil@somervillema.gov and ptaylor@somervillema.gov no later than **4:30pm on Wednesday, April 17, 2024**. Please use the **subject line "Proposal in Response to RFP to Administer Emergency Displacement Hotel/Motel Program"**

Thomas Galligani, Executive Director,
Somerville Office of Strategic Planning and Community Development
617- 625-6600 x2531, tgalligani@somervillema.gov

A. BACKGROUND

- The intention of this program is to provide short term emergency shelter in hotel rooms for Somerville residents displaced by fire, flood, or other crises rendering an individual temporarily homeless.
- This program is intended to serve as a temporary bridge between a qualifying incident and plausible exit strategy to other housing.
- Stays will ordinarily only be granted for up to **2 weeks** with allowable extensions for up to a maximum of 4 weeks if the resident has an apparent exit strategy that is likely to be accomplished during the extension period. In extraordinary circumstances, as determined by the City of Somerville ("City") and where the path to re-housing is clear, a further short extension may be granted.
- The proposer can propose up to \$150,000 in total, with no more than 10% for administrative expenses.
- The organization(s) awarded a contract pursuant to this RFP may be expected to participate in one or more meetings convened by OHS to review and assess the appropriateness of the eligibility guidelines and other program requirements and constraints, and, by agreement of the parties, may modify the eligibility criteria and administrative procedures described below if deemed appropriate or necessary for program sustainability or other reasons.

B. SCOPE OF WORK

Proposer ("Agency") shall:

- Accept referrals from Office of Housing Stability (OHS) / other designated City departments.
- Communicate with referred program participants as needed.
- Call hotel(s) and book stay.
- If the amount of time needed for placement is known or can reasonably be estimated, the proposer will book a room for a defined period at onset as agreed upon with OHS or other designated City staff.
- If an estimated time for placement is not initially known and cannot be reasonably estimated at the initial placement, the Agency shall book a placement for 2-7 days at a time on a case-by-case basis, as determined through a collaborative process between referring agency and contracted Agency.
- Communicate with City staff to determine if stays need to be extended.
- Communicate with the hotel/motel(s) to extend stays as needed.
- Provide hotel with credit card information for room, and allowable expenditures (see below).
- Communicate with program participants as needed will be in the participants spoken language or interpretation will be provided.
- Book, confirm and pay for transportation if needed.
- Work collaboratively with OHS to develop client agreement.
- Create and maintain tracking sheet of referred clients (with demographics and information about their hotel stay).
- Maintain up to date data on program participants served, accessible by city agencies (OHS, SOIA, ISD) to track referrals / give info for collaborative process named above, and beyond as needed.
- Provide quarterly reports on program client demographics, reason for placement, length of stay, and destination after placement if known.
- Participate in regular (as needed) meetings to check in about program.

C. TIMELINE

RFP Issued	Wednesday, March 27, 2024
Deadline for Submitting Questions Pertaining to the RFP	Wednesday, April 10, 2024 Submit to: Vartika Govil vgovil@somervillema.gov and Pennie Taylor ptaylor@somervillema.gov
Proposals Due	4:30pm on Wednesday, April 17, 2024
Anticipated Contract Award	April 25, 2024
Estimated Contract Commencement Date	June 1, 2024
Estimated Contract Completion Date	June 30, 2025

D. PROGRAM PARTICIPANT ELIGIBILITY CRITERIA

- The intention of this hotel/motel program is to primarily serve as a temporary bridge between a qualifying incident and plausible exit strategy to transition to housing or shelter program.
- OHS, in consultation with other City departments when appropriate, will conduct eligibility screening and then refer eligible participants to vendor.
- This program will not serve anyone where the cause of recent displacement is an eviction for a violent crime or distribution of drugs.
- Households eligible for assistance under this program must meet the following criteria in (a) through (d):
 - (a) Displacement Event:
 - i) Displaced by fire, flood, or other such crises from their Somerville apartment;
 - ii) In a unit with power outages expected to last at least overnight and putting the occupant at risk due to extreme heat or cold, inability to use medically necessary equipment or other unsafe/dangerous conditions/ extreme heat or cooling;
 - iii) Evicted from their Somerville apartment with plausible means for finding stable housing within 4-week period of time;
 - iv) Appear eligible for the State’s Emergency assistance shelter system (awaiting EA placement), including but not limited to new arrival families;
 - v) Newly arrived immigrants who are staying in a situation in which they are under pressure to leave or in an otherwise unsafe/unhealthy situation who do not appear to meet EA eligibility criteria, where (1) SOIA or other City agency determines there is a reasonable likelihood that the family will find alternate housing/shelter within the upcoming four weeks and (2) SOIA will provide case management assistance necessary to work toward an alternate housing/shelter placement;
 - vi) Fleeing DV and without a safe and supportive place to stay while working to access DV shelter; or after having been released from a DV shelter and appears to be eligible for EA shelter or other housing option or shelter; and
 - vii) Other unsafe situation as determined by the City.
 - (b) Household has no other alternatives such as staying with a friend/family or being placed in a hotel by their landlord; tenant unable to pay upfront hotel costs if reimbursable by the landlord/landlord’s insurance; tenant has no renter’s insurance or the renter’s insurance is unable to cover stay; Red Cross funds exhausted; and
 - (c) Household’s gross income is under 80% AMI; and
 - (d) Household is referred to the administering organization (“Agency”) by designated City staff or their designees.

E. ALLOWABLE EXPENDITURES

- Hotel room occupancy charges for eligible households, including municipal and state hotel taxes and including costs for additional beds or cribs for minor children of eligible households, but excluding charges for room service or other available amenities.
- Food as approved by the Office of Housing Stability.
- Transportation as approved by the Office of Housing Stability.
- Up to 10% Administrative Fees.

F. INVOICING

- The Agency shall submit monthly invoices in a form acceptable to the City and with required data and documentation as determined by the City.

G. APPLICANT INSTRUCTIONS

1. Questions:

Questions regarding this RFP should be emailed to Vartika Govil vgovil@somervillema.gov and Pennie Taylor ptaylor@somervillema.gov using the subject line, “**Intent to Submit – Emergency Displacement Hotel/Motel Program.**” Responses to such questions will be shared with all organizations that have submitted such preliminary intent by the 4:30pm April 10, 2024 deadline.

2. Application Content: Please include the following information in clearly labeled sections and subsections:

APPLICATION SECTION I

- Cover Page, including:
 - ✓ the name and address of the organization, primary contact name and contact information (phone, email, fax), and the organization’s EIN/TIN and DUNS numbers
 - ✓ the organization type (private 501(c)(3) not-for profit, private for-profit, municipal, housing authority, or consortium/collaborative)
- How your Organization will Implement the Grant:
 - ✓ Proposed staffing, staff roles, the role(s) of consultants and any other contracted services
 - ✓ Targeted outcomes, proposed approach to achieving the targeted outcomes, and rationale for those outcomes and corresponding approach(es)
 - ✓ Proposed timeframes and rationale
- How the Applicant Meets or Exceeds the Minimum Eligibility Criteria and Addresses the Comparative Evaluation Criteria ([See below: no more than 5 pages](#))
 - ✓ Please specifically address your organization’s capacity relative to the two Minimum Eligibility Criteria.
 - ✓ Please specifically address the applicant’s strengths with respect to the individual Comparative Evaluation Criteria.

APPLICATION SECTION II (no more than 4 pages, if possible)

- Project Budget and Budget Rationale / Price Proposal
- Summary Job Descriptions of Key Grant-Related staff and consultants if any
- Other anticipated Grant-Related costs

APPLICATION SECTION III

- Applicant’s Organizational Chart
- Articles of Organization
- Authorization Vote of the Board to Apply for the Grant
- Board of Directors & Affiliation: A list of names, addresses and affiliations for board members.
- Affirmative Action Plan
- Financial Policies and Procedures
- Most Recent Agency Audit
- Three Relevant References which the City can contact, including: (a) the name and contact information of each client listed as a reference; (b) a description of the work performed under each contract; (c) the amount of the contract; (d) a description of the nature of the relationship between the Offeror and the customer; (e) the dates of performance; and (f) the volume of work performed.

3. Application Submission:

An electronic PDF of the proposal package must be emailed no later than 4:30pm on Wednesday, April 17, 2024 to vgovil@somervillema.gov and ptaylor@somervillema.gov. **Please use the subject line “Proposal in Response to RFP to Administer Emergency Displacement Hotel/Motel Program.”** Timestamps from emails will be used to certify timely submission. ***It is the sole responsibility of the proposer to ensure that the proposal arrives on time. Late proposals will not be considered.***

Hardcopies of the proposal are NOT required, but can be mailed to Vartika Govil, Somerville OHS, 50 Evergreen Ave., Somerville MA 02145 (*in addition to electronic submission*), in a clearly marked envelope that includes the proposer Agency’s Name and Address and the notation “Proposal in Response to RFP to Administer Emergency Displacement Hotel/Motel Program.”

4. Application Submission Requirements:

- ✓ Responses must be submitted in accordance with the requirements set forth in this solicitation. Results of the proposal review process will be utilized to establish a preliminary ranking of the proposers. The City may interview the top ranked candidates as part of the evaluation process. All information in the response should be organized and presented as directed herein.
- ✓ All proposals must include all forms listed in the Proposers Checklist in Attachment C and all documents included or referenced in this request for proposals. If all required documents are not present, the proposal may be deemed non-responsive and may result in disqualification of the proposal.
- ✓ A complete Proposal must also include a cover letter signed by an official authorized to bind the Offeror contractually and contain a statement that the proposal is firm for ninety (90) days. An unsigned letter, or one signed by an individual not authorized to bind the Offeror, may be disqualified. The cover letter should include the official name of the firm submitting the proposal, mailing address, e-mail address, telephone number, fax number, and contact name.
- ✓ The Price Form in Attachment B must be completed. No substitute form will be accepted unless otherwise stated. Pricing must remain firm for the entire contract period.
- ✓ The Offeror’s authorized official(s) must sign all required proposal forms. (See Attachment C)
- ✓ All information in the Offeror’s response should be clear and concise. The successful response will be incorporated into a contract as an exhibit; therefore, Offerors should not make claims to which they are not prepared to commit themselves contractually.
- ✓ The successful Offeror must be an Equal Opportunity Employer.
- ✓ The City of Somerville values a diverse workforce and believes it contributes to a work product and customer experience that best reflects the community in our city. Applicants are highly encouraged to include any certifications and documents that recognize the diversity of the Offeror’s work force, including ownership of the offering firm/organization, executive leadership, management, and employees proposed for the work in Somerville, including diversity of sub-consultants. Please use the supplier diversity form in Attachment C with supporting documentation to share your diversity data with the City.

H. COMPARATIVE EVALUATION CRITERIA

All proposals will be reviewed by an evaluation committee composed of employees of the City. Final selection will be based upon the evaluators’ analysis of the information and materials required under the RFP and provided by the proposing vendors in their submissions. The City reserves the right to involve an outside consultant in the selection process. Proposals that meet the minimum quality requirements will be reviewed for responses to the comparative evaluation criteria. The evaluation committee will assign a rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable to the comparative evaluation criteria.

The City will only award a contract to a responsive and responsible Proposer. Before awarding the contract(s), the City may request additional information from the Proposer to ensure that the Proposer has the resources necessary to perform the required services. The City reserves the right to reject any and all proposals if it determines that the criteria set forth have not been met.

The Comparative Evaluation Criteria set forth in this section of the RFP shall be used to evaluate responsive and responsible proposals. The Comparative Evaluation Criteria are:

Factor 1: Technical and Management Approach	
Highly Advantageous	The proposer's Plan demonstrates a comprehensive understanding of the Scope of Work (SOW) and a thorough attention to detail. The Plan is relevant to the Somerville Emergency Displacement Program's specific needs.
Advantageous	The proposer's Plan demonstrates a moderate understanding of the SOW and modest attention to detail. The Plan is not optimally relevant to the Somerville Emergency Displacement Program's specific needs.
Not Advantageous	The proposer's Plan demonstrates a limited understanding of the SOW and/or less-than-thorough attention to detail, and/or is not relevant to the Somerville Emergency Displacement Program's specific needs.

Factor 2: Key Personnel	
Highly Advantageous	The personnel identified by the proposer have a <u>high level</u> of relevant knowledge and experience with emergency stabilization services, as described in the SOW, including significant experience in Somerville and the surrounding communities. In addition to fluency with the English language, said personnel have the language skills to effectively work with clients who speak one or more other common languages in Somerville, such as Spanish, Portuguese, Haitian Kreyol, or French. The proposed personnel are currently performing functions similar to those proposed in the SOW.
Advantageous	The personnel identified by the proposer have a <u>moderate level</u> of relevant knowledge and experience with emergency stabilization services, as described in the SOW, including some experience in Somerville and the surrounding communities. In addition to fluency with the English language, said personnel have limited proficiency in one or more other common languages in Somerville, such as Spanish, Portuguese, Haitian Kreyol, or French. The proposed personnel are currently performing functions similar to those proposed in the SOW.
Not Advantageous	The personnel identified by the proposer have a <u>low level</u> of relevant knowledge and experience with emergency stabilization services, as described in the SOW, including relatively little experience in Somerville and the surrounding communities. Said personnel are only able to communicate effectively with clients who speak English. The proposed personnel are not currently performing functions similar to those proposed in the SOW.

Factor 3: Organizational Capacity	
Highly Advantageous	In addition to dedicating <u>highly qualified</u> staff to the project, the proposer has demonstrated experience in providing services described in the SOW and a commitment to leverage the necessary organizational resources -- including but not limited to <u>strong supervision</u> , access to a <u>broad range of relevant informational resources</u> , access to appropriate technology and software, and the capacity to deliver services in <u>other relevant languages</u> -- to maximize the impact of staff effort.
Advantageous	In addition to dedicating <u>qualified staff</u> to the project, the proposer has demonstrated some experience in providing services described in the SOW and committed to providing organizational resources including <u>supervision</u> , access to <u>relevant informational resources</u> , access to technology and software, and the capacity to deliver services in <u>at least one relevant language</u> other than English.
Not Advantageous	Staff funded by the contract will receive <u>administrative supervision</u> , will have access to <u>limited informational resources</u> , technology, and software, and <u>may or may not have the capacity to deliver services in a language other than English</u> .

I. VENDOR PERFORMANCE

1. Place of Performance

All services and other required support shall be conducted in Somerville and other locations designated by the OHS Director or their designee. Meetings between the Vendor and City personnel shall be held at locations in the City of Somerville (or by phone or online) unless otherwise specified.

2. Vendor Conduct

The Vendor's employees shall comply with all applicable City regulations, policies, and procedures. The OHS Director may, at their sole discretion, direct the Vendor to remove any Vendor employee from City facilities for misconduct or safety reasons. Such rule does not relieve the Vendor of their responsibility to provide sufficient and timely service. The City will provide the Vendor with immediate written notice for the removal of the employee. Vendors must be knowledgeable of the conflict of interest law found on the Commonwealth's website <http://www.mass.gov/ethics/laws-and-regulations-/conflict-of-interest-information/conflict-of-interestlaw.html>. Vendors may be required to take the Conflict of Interest exam.

3. Vendor Personnel

The Vendor shall clearly state the name of the proposed project manager. All proposed staff must demonstrate the ability to carry out the specified requirements.

4. Confidentiality

The Vendor agrees that it will ensure that its employees and others performing services under this contract will not use or disclose any non-public information unless authorized by the City. That includes confidential reports, information, discussions, procedures, and any other data that are collected, generated or resulting from the performance of this scope of work. All documents, photocopies, computer data, and any other information of any kind collected or received by the Vendor in connection with the contract work shall be provided to the City upon request at the termination of the contract (i.e., the date on which final payment is made on the contract or at such other time as may be requested by the City or as otherwise agreed by City and the Vendor). The Vendor may not discuss the contract work in progress with any outside party, including responding to media and press inquiries, without the prior written permission of the City. In addition, the Vendor may not issue news releases or similar items regarding contract award, any subsequent contract modifications, or any other contract-related matter without the prior written approval of the City. Requests to make such disclosures should be addressed in writing to the Vendor's point of contact.

5. Deliverables

The Vendor shall provide for all day-to-day supervision, inspection, and monitoring of all work performed to ensure compliance with the contract requirements. The Vendor is responsible for remedying all defects and or omissions to the services provided to ensure that said deliverables meet the requirements as detailed in the contract specifications.

REQUIRED PROPOSAL DOCUMENTS

Proposer's Checklist for Responses to RFP #24-EHM OHS

Please ensure all documents listed on this checklist are included with your proposal. Failure to do so may subject the proposer to disqualification.

____ Cover Letter

____ Reference Form (optional)

Required with Contract, Post Award

____ Certificate of Good Standing (will be required of awarded Vendor; please furnish with proposal if available)

____ Insurance Specifications (will be required of awarded Vendor; furnish sample certificate with bid, if possible)

____ Statement of Management (if applicable)

____ Acknowledgement of City of Somerville Standard Contract General Conditions (if applicable)

Price Proposal

____ Price Form (Program Budget)