



Boone County, Kentucky

INVITATION FOR PROPOSAL # BCFY22-20

NOT-FOR-PROFIT AGENT SERVICES FOR UNSHELTERED INDIVIDUALS

ACCEPTANCE DATE: September 30, 2021 at 2:00pm (Local Time)

ACCEPTANCE PLACE: Boone County Fiscal Court
2950 Washington Street
PO Box 960
Finance Department – Room #205
2nd Floor Administration Building
Burlington, Kentucky 41005

Requests for information related to this Invitation should be directed to:

Laura Pleiman
E-mail address: lpleiman@Boonecountyky.org

Issue Date: September 16, 2021

ANYONE IN NEED OF ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, SHOULD CONTACT THE HUMAN RESOURCES OFFICE AS SOON AS POSSIBLE

NOTICE

The Boone County Fiscal Court will receive sealed proposals in the Finance Department, Second Floor, Administration Building, 2950 Washington Street, PO Box 900, Burlington, Kentucky 41005, until 2:00 p.m., September 30, 2021 from agencies interested in providing NOT-FOR-PROFIT AGENT SERVICES FOR UNSHELTERED INDIVIDUALS which entails serving as a partner agency to provide non-congregate emergency cold weather sheltering for winter 2021-2022. The services to Boone County will include planning and executing the County's Cold Weather Sheltering Emergency Plan. The Fiscal Court reserves the right to grant two (2) one (1) year extensions at their discretion for these services. Proposals will be opened and publicly read aloud at that time in the Fiscal Courtroom, First Floor, Administration Building. Late, electronically submitted or facsimile proposals will not be accepted.

Proposal Envelope must be labeled: "Sealed Proposal: NFP Agent Services Unsheltered Individuals."

Specifications may be obtained in the Finance Department, 2950 Washington St, Second Floor, Administration Building, Burlington, KY 41005 or by visiting our website at [www.boonecountky.org/government_administration/current_request_for_proposals_\(rfp_s\)/index.php](http://www.boonecountky.org/government_administration/current_request_for_proposals_(rfp_s)/index.php).

Boone County reserves the right to reject any and all proposals, to waive any informalities and to negotiate for the modifications of any Proposal or to accept that Proposal which is deemed the most desirable and advantageous from the standpoint of customer value and service and concept of operations, even though such Proposal may not, on its face, appear to be the lowest and best price. No Proposal may be withdrawn for a period of sixty (60) days after scheduled time of receipt of Proposal.

The Boone County Fiscal Court is an Equal Opportunity Employer. WBE/MBE firms are encouraged to respond to this Request for Proposals.

SPECIFICATIONS

1. General

The Boone County Cold Weather Sheltering Plan (Plan) provides the framework for Boone County, Kentucky, the Cities of Florence, Union and Walton and Community Partners to coordinate public and private resources when outside weather poses an immediate danger to the life and health of unsheltered people, especially families and those most vulnerable during inclement conditions. The objective of the Plan is to safeguard the lives of vulnerable individuals experiencing homelessness by providing temporary shelter during extreme inclement weather conditions that pose a threat to those living without adequate shelter, especially those at greater risk of death due to exposure.

Proposers expected to provide to Boone County any and all information necessary to recoup expenses through federal, state, or local grants.

2. Services Requested

Proposers are asked to provide a proposal for implementation of elements outlined in the “Pandemic Alternate Sheltering Plan” section of the Boone County Cold Weather Sheltering Plan. Particular emphasis should be placed on the “Non-congregate sheltering” at hotels and other appropriate facilities provision of the Plan where appropriate with the understanding that strict compliance with zoning regulations will be affected by the issuance of an Emergency Declaration. Congregate housing may be proposed, consistent with the County plan, when such housing can be implemented with appropriate safeguards with respect to COVID-19. Proposers should outline the ability to develop tactics and initiatives to implement the Plan and detail the proposed housing, meals and other services to be provided (required to be provided by proposer).

Consistent with this section of the Plan, services will be required as determined by an Emergency Declaration by the County, in consultation with the incorporated cities located within the County. Timing and duration will be determined by the need created by the outside elements/weather forecast. Proposal should outline the methodology and approach by the agency in providing these services within these variables, particularly the Plan’s requirements to provide shelter within twenty-four (24) hours of an emergency weather declaration (a change from the cold weather sheltering plan requirement).

3. Costs

Proposer should outline costs for providing the requested services. For non-congregate sheltering, the County desires a proposal that includes a reimbursement model.

PROPOSAL REQUIREMENTS

1. Eligibility

To be eligible for award, the contractor shall be a 501 (c) (3) Not-for-Profit, licensed to do business in the State of Kentucky and possess all required federal, state and local licenses to perform required services.

2. Materials

The contractor shall provide all materials, equipment and labor needed to meet the terms of this proposal.

3. Worksite Conditions

The proposer, or their representative, shall make personal investigation of the site(s) and structures prior to use and shall determine to their own satisfaction the conditions to be encountered, the nature of the facility and any and all other factors affecting the work proposed under the agreement.

4. Required Submittals

Proposers must submit a written narrative clearly demonstrating the ability to meet the services outlined in this RFP and the Boone County, Kentucky Cold Weather Sheltering Emergency Plan. In addition, proposer should include three references, a description of the agency and a description of relevant similar experience. Cost analysis and/or budget narrative for services shall be included with proposal. Proposers must submit a W9 tax form and certificate of insurance demonstrating adherence to policy requirements listed in section 5.

5. Insurance

The agency will be required to provide proof of insurance including general liability, automobile liability and workers compensation for the duration of the contract. General liability insurance shall be maintained in the amount no less than \$1,000,000 per incident for bodily injury and \$1,000,000 per incident for property damage with a minimum of one \$1,000,000 in excess liability coverage. Automobile Liability insurance shall be maintained in the amount of \$1,000,000 per occurrence for bodily injury and \$1,000,000 per occurrence for property damage. Workers compensation shall be consistent with statutory requirements.

5. Duration/Term of Agreement for Services

The successful proposer will enter an agreement with the Boone County Fiscal Court to provide the outlined services for a period of one calendar year from signing the agreement. It should be noted that it is anticipated that emergency sheltering will be activated during extreme cold weather events; however, other conditions may warrant emergency shelter as determined by the County.

Boone County shall have the ability, with acceptance from the agency, to extend the terms of this agreement for two (2) one (1) year successive periods if desired and approved by the Fiscal Court and agency. Any substantial change in terms will require the services to require a procurement process to be conducted.

6. Selection Criteria

- A. Experience with management on non-congregate sheltering (20 Points)**
- B. Response demonstrated ability to meet all required elements listed in RFP (20 points)**
- C. Overall quality of response (20 points)**
- D. Cost/value of services as proposed (20 points)**
- E. Organization capacity to provide adequate service (20 points)**

Terms and Signature Sheet

In compliance with this Proposal and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

My signature certifies that the accompanying proposal is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. I hereby certify that I am authorized to sign this proposal for the Proposer.

NAME OF PROPOSER: _____ DATE: _____

ADDRESS: _____

FEDERAL ID #: _____

(Attach W-9)

SIGNATURE: _____

OFFICIAL TITLE: _____

PHONE (____) _____ FAX (____) _____