



**Request for Proposals (RFP) for Support for  
HUD's 2021 Fiscal Notice of Funding Opportunity (NOFO)  
for the Continuum of Care (CoC) Program Competition  
Lynn Massachusetts CoC - 502**

**A. Purpose**

This request for proposal (RFP) is to contract for grant writing services in preparation of applications under HUD's Fiscal Notice of Funding Opportunity (NOFO) for the Continuum of Care (CoC) Homeless Assistance Competition. As of the issuance of this RFP, HUD has not yet published the NOFO.

**B. Background**

The mission of the Lynn Continuum of Care (Lynn CoC-502) is to provide solutions to end homelessness for Lynn residents through housing, supportive services, collaboration, and advocacy. The Lynn CoC accomplishes this mission by providing guidance, support, and technical assistance to agencies that provide services to the homeless.

The Lynn CoC is governed by an active Board. The CoC has engaged the Lynn Housing Authority and Neighborhood Development (LHAND) to carry out the responsibilities of Collaborative Applicant and Homeless Management Information System (HMIS) Lead Agency.

Work awarded under this RFP will be carried in concert with LHAND staff and with active involvement and decision-making by CoC leaders and members.

**C. Scope of Work**

The consultant or consulting firm scope of work may include the following tasks:

- Provide a project plan outlining a timeline for key activities, deliverables, and milestones
- Provide highlights of important NOFO components/changes as well as strategic guidance on key performance factors for the 2021 CoC application
- Discuss the HUD debrief information with CoC Leadership and collectively prioritize areas for added/different focus
- HMIS system is undergoing conversion to a new vendor. Coordinate with data/system stakeholders to actively identify and overcome any data-related barriers within the NOFO



process, as well to understand and be able to describe the process within the NOFO response; coordinate with the implementation of the state's Rehousing Data Collective

- Review and make recommendations to strengthen the CoC's Ranking Strategy and Re-Allocation Procedure. Provide hands-on support for the CoC's entire process of gathering, reviewing and rating applications, and producing a rank-ordered list of renewal applications, new and reallocation projects
- Provide direct support to CoC applicant agencies, to help them produce needed information and create complete, compliant and data-driven proposals
- Draft, circulate and manage input from CoC leaders and other stakeholders on the Consolidated Application
- Review all application components in e-snaps and provide a written status report to the CoC, prior to its approval of final submission to HUD

Other application activities may become important to include. Progress on the timeline, including problem-solving bottlenecks, will be addressed in regular Project Oversight meetings, including LHAND and CoC Leadership; Consultant will produce agendas and document progress toward action steps.

#### **D. Contract Details**

**Period of Performance** – This contract will go into effect once signed and will be complete after application submission to HUD.

**Payment, Incentives, and Penalties** – The Consultant or Consulting firm's proposed price should include information on the estimated hours for the project, hourly billing rates, and charges for expenses, as anticipated in the RFP response.

**Contractual Terms and Conditions** – LHAND on behalf of the Lynn CoC reserves the right to enter into a contract with a qualified bidder. LHAND will serve as the primary point of contact with the contracted bidder, although additional CoC members are also likely to work closely with the contractor.

**Billing** – Invoices for services and deliverables produced through this contract should be submitted monthly, accompanied by an activity report. Payment will be rendered within 45 days.



**E. Selection Process**

LHAND and Lynn CoC leaders will use a two-stage process for the final selection of a qualified consultant:

**Stage 1** will consist of reviewing proposal packages submitted by consultants being considered. Key LHAND staff, members of the CoC Board, and others as necessary will use a scoring template to select up to three (3) consultants to a short-list based on an evaluation of the written proposal submitted. Short-listed consultants *may* be asked to submit additional information. The short-listed consultants will be ranked after all information is reviewed and/or interviews are conducted.

**Stage 2** will consist of the selection of one finalist consultant based on the selection criteria. LHAND and Lynn CoC leaders will initiate contract negotiations with the highest ranked consultant (finalist). If contract negotiations are unsuccessful, LHAND will enter into a negotiation with the next highest short-listed consultant. LHAND will not use the lowest bid as the sole basis for selecting the best bid for the contract.

**F. Evaluation of Proposals**

EVALUATION CRITERIA	TOTAL POINTS
Respondent’s experience with HUD programs including: Continuum of Care, McKinney- Vento, HOPWA and Section 8; and Past Performance on Similar Projects (This includes developing and submitting responses to the annual Continuum of Care NOFO for individual projects and the Consolidated Application in e-snaps; other RFPs and NOFA’s)	5
Knowledge of HUD’s Continuum of Care Programs and the related data entry systems (HMIS, E-Snaps, HUD-HDX, etc. ....)	5
Evidence that the respondent has familiarity with the City of Lynn & the network of homeless providers in the Lynn area	3
Quality, Clarity and Thoroughness of the Proposal	5
Ability to Begin Work upon Notice to Proceed	5
Evidence that the respondent has the capacity to respond to deadlines in a timely manner	5
Quality of References	3
Overall Budget Proposal	4
<b>TOTAL</b>	<b>35</b>



### **G. Submission Requirements**

To receive consideration, proposals must be submitted as follows:

- Proposals must include a cover letter to the attention of Danielle Hoyt, Housing Stability Programs Coordinator.
- Proposals must include a brief narrative that addresses how the Scope of Work, as outlined above, will be accomplished.
- Proposals must speak to the qualifications of the consultant and include the resume of the principal resource development professional that will provide direct service for this project. Prior experience writing a successful CoC Consolidated Application is strongly preferred.
- Project budget as well as all costs payable by Lynn CoC/LHAND must be clearly defined. All billing expectations are also to be proposed.
- Minimum of three (3) references where the bidder has successfully performed similar or closely related services.
- Proposals must be submitted no later than 4:00 p.m. on Monday, July 12th, 2021.
- Proposals not meeting the criteria outlined in the RFP will not be considered.
- Proposals received after the deadline will not be considered.

Proposals should be emailed to:

Danielle Hoyt, Housing Stability Programs Coordinator  
Family Success Center/LHAND  
39 Curwin Terrace  
Lynn, MA 01905  
Phone: (339) 883-2607  
DRossewey@LHAND.org