



Request for Proposals

Evaluation of HomeNow Indy Initiative

RFP-2024-001

I. Introduction and General Information

The Coalition for Homelessness Intervention and Prevention (CHIP) is a 501(c)(3) non-profit organization, located in Indianapolis, Indiana, and serves as the Homeless Management Information System (HMIS), Coordinated Entry (CES), and Continuum of Care (CoC) lead agency for the City of Indianapolis. CHIP's mission is to mobilize, advocate, and empower community collaboration toward ending homelessness and foster an effective system of homelessness prevention and intervention in the greater Indianapolis area.

II. Project Overview, Funding, and Timeline

It is more evident than ever that housing is a public health, public safety, and social justice response. It is vital that we invest in permanent housing solutions for people experiencing homelessness and in an infrastructure that can deliver on finding, securing, and supporting housing choices for populations facing added barriers and challenges at the scale needed to address the demand. The HomeNow Indy Initiative empowers the end-to-end rehousing process and provides flexible resources to transform practice, engage property owners, secure units in a competitive market, and overcome obstacles big and small in the process.

HomeNow Indy is grounded in three components that are intended to expand and scale permanent housing solutions for households experiencing homelessness across the Indianapolis CoC: (1) system-facing housing navigation, (2) centralized housing search, placement, acquisition, rental assistance administration, and landlord engagement, and (3) a flexible funding pool to hold units, incentivize landlords, mitigate risk, and support move-ins.

In April 2021, CHIP was awarded a \$3.5 million grant under the Lilly Endowment Enhancing Opportunity in Indianapolis initiative. Through this funding, CHIP contracted with RDOOR Housing Corporation for the development and support of a System Housing Navigation Team, Housing Acquisition Team, Fiscal Agent and Oversight Team, Housing Inventory Tool and a Flexible Spending Pool. Key to this initiative is scaling housing choices for those experiencing homelessness in order to reduce the length of time people spend homeless and increase housing success rates. The purpose of this funding is to support the components of the HomeNow Indy initiative being led by RDOOR Housing Corporation. However, the larger HomeNow Indy initiative is dependent on the success of a coordinated, collective effort of CHIP, RDOOR, City of Indianapolis, Indianapolis Housing Agency, and partner agencies across the CoC.



The selected respondent will work closely with CHIP to conduct a midpoint evaluation of the implementation, progress, and future sustainability of the HomeNow Indy Initiative under the Enhancing Opportunity in Indianapolis grant.

By responding to this RFP, vendors agree to abide by the conditions set forth in the grant agreement. This includes a requirement to conduct initial and periodic background checks for each individual performing work as an administrator, employee, contractor or volunteer.

The timeframe for this agreement is April 1, 2024 through October 31, 2024. In the event, unforeseen circumstances impact completion of the project by this timeframe, CHIP may issue an amendment to the original contract.

The budget for this evaluation shall not exceed \$75,000.

III. Scope of Work and Deliverables

The selected vendor will be responsible for the following:

- Conduct a review of the initiative’s performance and outcomes midway through implementation
- Coordinate and collaborate with CHIP, RDOOR Housing Corporation, HealthNet’s Homeless Initiative Program and CoC stakeholders engaged under the HomeNow Indy Initiative to evaluate the partnership, including roles and responsibilities
- Collect and evaluate qualitative data around landlord and client satisfaction and support (i.e. surveys, focus groups, etc.)
- Complete a process evaluation of planned activities and execution of the system-facing Fiscal Administrative Team, System Housing Navigation Team, Housing Acquisition Team, and Flex Funding Pool
- Facilitate focus groups and stakeholder interviews to conduct a S.W.A.T analysis for each of the components of the HomeNow Indy Initiative
- Assess and make recommendations for future sustainability of the HomeNow Indy Model after current funding ends
- Prepare monthly summary reports of key evaluation activities to ensure adherence to evaluation timelines and deliverables
- Prepare a final evaluation report inclusive of recommendations to improve processes, partnerships, and outcomes
- Prepare a presentation of evaluation findings to present to CHIP, RDOOR, HomeNow Indy partner organizations, and the Blueprint Council

IV. Role of and Support Provided by CHIP



CHIP will dedicate Danielle Bagg Wireman, Director of System Strategy, who will serve as the single point of contact to the vendor and will be available to meet as necessary to support and monitor progress within the scope of work. CHIP will provide an overview of the HomeNow initiative, including the Theory of Change, logic model, and key indicators, outcomes, and impact measures. CHIP will provide access to necessary systems and data through the Homeless Management Information System (HMIS). CHIP will provide a list of key stakeholders and partner organizations to participate in the evaluation.

V. Responses to the RFP

Vendors must include the following in their response. Please limit responses to no more than three (3) pages excluding the signed vendor statement.

- Organizational overview, including years in the industry and experience, if any, with Continuum of Care programs
- Organization’s experience with the proposed scope of work
- Organization’s experience with convening groups of diverse stakeholders
- Proposed evaluation plan, including staffing structure and proposed timelines.
- Company’s status or use of contractors certified as Minority, Women, Veteran or Disabled owned (MBE/WBE/VBE/DBE) business enterprises
- Project budget, including hourly rate with estimated number of hours by project component outlined in the Scope of Work, technology costs (if applicable), travel, and reimbursables (if applicable). Budget must also include compensation for people with lived experience of homelessness who participate in surveys or focus groups. The compensation rate is set at \$50 per participant.¹
- References and brief organizational descriptions for two clients of similar projects
- Signed Non-Collusive and Vendor Statement from Appendix A

VI. Scoring of the RFP

Responses to this RFP will be scored based upon the following metrics:

- Vendor’s experience with the scope of work and deliverables outlined in section III. (30 points)
- Vendor’s proposed evaluation team structure (25 points)
- Vendor’s experience with clients similar to CHIP or Continuum of Care (CoC’s) (20 points)
- Project Budget (15 points)

¹ This rate is set by the Indianapolis CoC Lived Experience Compensation Matrix as approved by the Blueprint Council 12/31/21.



- Vendor’s proposed use of MBE/WBE/VBE/DBE (10 points)

VII. Proposal Submission

Responses to this RFP must be submitted to Mia Clark, mclark@chipindy.org by 5 p.m. Eastern time on February 23, 2024.

VIII. Procurement Schedule

- February 1, 2024 Release RFP
- February 23, 2024 Proposals Due from Vendors
- February 26 - March 1, 2024 Review of Proposals by CHIP staff
- March 4, 2024 Selection of Evaluator
- **March 18th, 2024 Contract Execution**
- **April 1st, 2024 Evaluation Kickoff**



Appendix A: Non-Collusive and Vendor Statement (to be printed on company letterhead)

By submission of this document, the individual signing certifies on behalf of its Company, under penalty of perjury, that to the best of its knowledge and belief:

1. The content of this request is true and has been arrived at independently without collusion, consultation, communications, or agreement for the purpose of restricting competition as to any matter relating to service or cost with any other vendor(s) or with any competitor;
2. No attempt has been made or will be made by Vendor to include any other person, partnership or corporation to submit or not to submit a response for the purpose of restricting competition and;
3. No employee, agent or consultant of the Coalition for Homelessness Intervention and Prevention (CHIP) has received or will receive any payment or any other form of compensation from Vendor as a result of award of an agreement or promise of award to Vendor.

By submission of this document, the individual signing on behalf of its Company, certifies that _____ (Company Name) is not suspended or debarred from doing business with the Federal Government (2 CFR Part 200, Appendix II and 2 CFR 180.220 and 180.300). Additionally, if awarded the contract, we agree to vendors agree to abide by all Title IV of the McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11301 et seq., Continuum of Care Program regulation (24 CFR 578), and all other federal statutes, regulations, rules and policies applicable. Additionally, vendors must comply with the applicable Indiana state law and Indianapolis Continuum of Care Policies and Procedures.

Printed Name of Company Official

Title

Signature

Date signed