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 fosters an effective system of homelessness prevention and intervention in the greater Indianapolis area.

II. Project Specific Funding Information and Timeline

Recruiting and retaining skilled talent across the homeless service sector is vital to supporting systems-level change and achieving the collective goals established in the Community Plan to End Homelessness. The Community Plan is grounded in a set of key values that frame the collective work of the Continuum of Care, and include client choice, Housing First, inclusivity, system integration, transparency and cultural competence, trauma informed care, and individualized and client-driven services. These values share the daily activities of social service providers and guide the ways in which the Indianapolis CoC approaches and aligns intersecting systems into the collective work. Technical skills are also essential to supporting system change through the creation and tracking of shared metrics, shared accountability, and mutually reinforcing activities. Being skilled in the technical aspects of the HMIS and CES, in terms of entering and using data to assess progress, evaluate racial equity and improve practice and performance are also critical.

CHIP’s role is to support and strengthen the capacity of the homeless service sector. Historically, CHIP has provided support to organizations to attend national conferences, contracted with national partners to offer targeted training, and supported site visits with peer cities. While these types of trainings have been invaluable to those who have participated in them, it is difficult to bring this type of learning back to the community in a way that is accessible across the system. The CoC needs a more robust, responsive and adaptive way of onboarding, training and supporting continuing education across the sector.

Adopting a Learning Management System (LMS) enhances the current approach to building the capacity of the homeless response system in a way that is more sustainable, cost
effective and accessible as new staff, agency leaders and partners come into this work. An LMS does not replace the importance or value of peer-to-peer learning but enhances it by providing more standardization of content, analyzing and addressing skill gaps, and creating more efficient content delivery, tracking, and administration. The LMS is one component of onboarding, peer learning, continuing education, and professional development that enhances the current approach.

Specifically, this request for proposals supports the development of an LMS implementation plan and the design of learning modules informed by best practices in e-learning. This work will be funded through a Targeted Initiative Fund (TIF) subaward agreement from United Way of Central Indiana. 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 18, 2022 through December 31, 2022. In the event that unforeseen circumstances impact completion of the project by this timeframe, CHIP may issue an amendment to the original contract.

III. Scope of Work and Deliverables

The selected vendor will be responsible for the following:

- Facilitating a workgroup of providers to provide input on curriculum, implementation, timeline and to test modules
- Work with CHIP leadership to adopt processes, including development of MOUs, for staff trainers
- Develop online learning modules for CoC onboarding, Outreach, Rapid Rehousing, and Permanent Supportive Housing, Navigation, Funding and Compliance, Landlord Engagement, etc. and enhancing existing HMIS and CES modules.
- Develop assessments, tracking tools, and performance dashboards for continuing education and training
- Create modules to ensure trainings to be accessible and inclusive for all individuals.
- Participate in weekly project management meetings
- Prepare monthly progress reports that can be submitted to the funding agency

IV. Role of and Support Provided by CHIP

CHIP will dedicate Rachael Sample, who will serve as the single point of contact to the vendor and will be available to meet as necessary to support progress within the scope of work. CHIP will provide access to necessary systems, such as HMIS, to the vendor for the duration of the scope of work.

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 Department of Housing and Urban Development programs
• Organization’s experience with the proposed scope of work, including a curriculum outline or at least one example of previous work and experience, if any, with Talent LMS, CHIP’s learning management system.
• Organization’s experience with convening groups of diverse stakeholders
• Proposed project management 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
• Proposed cost, including hourly rate with estimated number of hours by project component outlined in section II, technology costs (if applicable), and reimbursables (if applicable).
• 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 II. (30 points)
- Vendor’s proposed project management structure (30 points)
- Vendor’s experience with clients similar to CHIP or Housing and Urban Development projects, including references (20 points)
- Proposed cost (15 points)
- Vendor’s proposed use of MBE/WBE/VBE/DBE (5 points)

VII. **Proposal Submission**
Responses to this RFP must be submitted to Christy Gelback-Diaz, [cgelback-diaz@chipindy.org](mailto:cgelback-diaz@chipindy.org) by 5 p.m. Eastern time on March 18, 2022.

VIII. **Procurement Schedule**
- February 28, 2022 Release RFP
- March 18, 2022 Proposals Due from Vendors
- March 19 - April 1, 2022 Review of Proposals by CHIP staff
- April 4, 2022 Announcement of Selection and Begin Contracting Process
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