



Request for Proposal

Analysis of Impact on Homelessness in Recent Years

Release Date: November 1, 2023

Due Date: December 1, 2023

Background & Purpose

About the Organization

Homeless Alliance of WNY (HAWNY) coordinates with homeless providers and creates systematic solutions to address homelessness in Western New York. HAWNY also administers the Homeless Management Information System that records all people experiencing homelessness in Erie, Niagara, Genesee, Orleans, and Wyoming.

About the Request for Proposal (RFP)

This RFP is to seek experienced organizations/individuals to conduct a comprehensive study on homelessness impact in recent years. Homeless Alliance and our partners (City of Buffalo and Erie County) will provide an existing dataset. However other accessible dataset or qualitative methods could be used as well. Ideally, the end product shall provide us with a comprehensive review of what happened in the past few years and recommendations on interventions we should support in the future or the population we should target.

Scope of Services

We are seeking an organization/individual consultant who could produce a report that covers the below areas using existing data. We have learned that during 2019-2021, we saw a significant decrease in the homeless population due to the eviction moratorium. Once the moratorium was lifted, our region saw a significant increase in the homeless population.

Example of consideration could include but is not limited to:

- What are the main factors that impacted the fluctuation in the homeless population and its outcomes.
- How changes in available supply of shelter beds affect lengths of stay, and availability of other types of shelter beds, and their lengths of stay.
- With the increase of federal resources in the past few years, highlight the positive impacts made.

- What agencies, methodologies, and interventions were most impactful?
- How additional funding and the fluctuation of the homeless population impacted mainstream resources such as employment, childcare, public assistance, SSDI, WIC, HEAP (or Anything DSS wants to study).
- Examining systematic equity to accessing resources (emergency shelter, hotel/motel placement, ERAP/LRAP, ESG-CV, Standup Buffalo etc.).
- Program participants' physical movements (such as moving between state or counties) and its potential causes

Additional data the applicant plans to collect or additional considerations that will help exam past programs and propose solutions should be included in the proposal.

Dataset will be provided to selected applicant including but not limited to

Homeless Management Information System(HMIS):

Project Type Code

Project Name

Start Date

Exit Date

Destination

Vet Status

Race and Ethnicity

Gender

Age

Prior Living Situation

DV Status

Income Status Y/N

Income at time of Start

Health Insurance Status Y/N

Disability Status

Disability Type

amount of Assistance -**If recorded

Other system:

Beneficiary's Address/zip code/neighborhood, amount of assistance provided, type of assistance, basic demographic information.

No Personal Identifiable information will be provided and so, we do not expect potential applicants to conduct any cross reference analysis.

Proposal Submission Guidelines & Requirements

The following submission guidelines & requirements apply to all respondents for this Request for Proposal:

1. Proposals must be submitted no later than **December 1, 2023 at 11:59 PM.**
2. Proposals must be submitted via email to Kexin Ma, Executive Director, at kexinma@wnyhomeless.org.
3. Respondents are encouraged to list three (3) projects that are similar to this project as part of their response; must include a project description and references from previous employers/contractors for each. Examples of work should be provided when applicable.
4. A technical proposal must be provided that is not more than five (5) pages. This technical proposal must describe the process to be used, deliverables, proposed schedule, and milestones. The proposal should demonstrate what methods will be used to address the questions posted in this RFP and if there are other considerations that could be addressed with the provided data or other data sources provided or collected by the applicant.
5. In addition, resumes of all key personnel performing the work should be included and will not be counted towards the five (5) page limit.
6. A price proposal must be provided that is not more than two (2) pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should HAWNY decide to award a contract on an hourly rate basis.
7. Proposals must be signed by an authorized representative of the respondent's company.
8. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
9. Proposals must remain valid for ninety (90) days.
10. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the respondent and will not be reimbursed by HAWNY.

RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Released	November 1, 2023
Request for Proposal Submission Due Date	December 1, 2023
Selection of Top Respondents / Notification to Unsuccessful Respondents	December 8, 2023
Preferred Projection Completion Date	Spring 2024

Budget

HAWNY's budget for the project is \$45,000.

Evaluation Factors

HAWNY will rate proposals based on the following factors, with cost being the most important factor:

- Responsiveness to the requirements outlined in this Request for Proposal
- Relevant past performance/experience
- Samples of work
- Cost, including an assessment of total cost of ownership
- Technical expertise/experience of bidder and bidder's staff
- Minority/Women Owned Business Enterprise (MWBE) status
- Ideal candidates will have previous experience in working with HMIS data, understand federal programs-specifically Cares Act funds, and/or understand the homeless population.

Disclaimer

Submission of a proposal does not guarantee funding. HAWNY reserves the right to award to the respondent that presents the best value to HAWNY as determined solely by HAWNY in its absolute discretion. HAWNY reserves the right to reject proposals and recirculate the RFP at its sole discretion.

Questions & Consultation

All questions may be directed to Kexin Ma, Executive Director, at kexinma@wnyhomeless.org.

Applicants are encouraged to contact Kexin Ma to set up an appointment for consultation before submission of an application.