

**INVITATION TO SUBMIT PROPOSALS FOR  
MAINE CONTINUUM OF CARE PLANNING GRANT**

**Issued by:  
MAINE STATE HOUSING AUTHORITY**

**PROPOSAL DEADLINE: JANUARY 16, 2018 5:00 P.M. ET**

**I. PURPOSE OF THIS INVITATION**

MaineHousing as the Collaborative Applicant for the Maine Continuum of Care (MCoC), is seeking a qualified consultant to perform work regarding the 2018 MCoC Planning Grant.

**II. SCOPE OF SERVICES**

Respondents must be familiar with the concept of HUD strategic planning objectives, creating and updating documentation required for Continuum of Care (CoC), Coordinated Entry Systems (CES) and Emergency Solutions Grants (ESG) Written Standards, and be able to deploy, implement and document the following:

**CoC Planning Grant Services**

High-quality consultation in assisting with strategic planning, project management, complex processes, documenting and implementing processes for CES, ESG and CoC programs, as well as administrative support of the MCoC Board. The successful respondent must demonstrate the following:

- Ability to work with MaineHousing staff, HUD Technical Assistance staff and the MCoC Board of Directors to plan meeting agendas, timetables for delivery of products, meeting notes, etc.
- Facilitate various meetings and recording meeting notes.
- Ability to personally attend all MCoC Board meetings and any sub-committee or planning meetings
- Research HUD McKinney-Vento, HEARTH Act and CoC regulations, national trends and best practice models.
- Experience recording milestone progress for meetings.
- Strong project management, time management, and organizational skills.
- Strong PC skills using various software (spreadsheet, word processing, database).
- Ability to establish and maintain good working relationships with business partners.
- Experience communicating effectively in front of groups and facilitate meetings.
- Excellent communication skills – oral, written, listening.
- Ability to take initiative, work independently, and utilize creative and analytical skills to resolve issues.

**III. VENDOR QUALIFICATIONS.**

Successful respondents must demonstrate an extensive background in project management, summarizing federal regulations, documenting complex processes, and specializing in boards and committees focusing on homelessness. The successful respondent should have knowledge of the issues and challenges facing homeless individuals and shelter professionals who work directly with Maine's homeless population.

#### **IV. TERM OF CONTRACT**

Any contract awarded pursuant to this Invitation will be for a contract period running from the date the contract is executed by MaineHousing and the successful vendor and will remain in effect through December 31, 2018. The contract may be extended by MaineHousing for up to two additional years upon annual review at MaineHousing's sole option.

#### **V. FORMAT, CONTENT AND DEADLINE FOR PROPOSALS; QUESTIONS**

##### **Proposal submission should include:**

- Total cost estimate of consultant time for the project period , including travel;
- Summary or resume with credentials and experience;
- References with contact information, if available;
- Detail information of experience with state and federal programs and regulations;
- A concise description of vendor's qualifications and experience in providing CoC, CES or ESG program services to non-profit or other organizations or groups and a description of vendor's expertise working with issues and challenges facing homeless shelter professionals who work directly with Maine's homeless population;
- A description of past experience providing services similar to those required by this Invitation. Provide specific examples that are similar in scope and objective;
- Resumes of specific staff that will complete the consultation; and
- Summary of proposed services for MCoC Board support and CoC Planning activities.

**All proposals must be submitted by email to Cindy Namer, MaineHousing's Director of Homeless Initiative, at [cnamer@mainehousing](mailto:cnamer@mainehousing). Proposals must be received by MaineHousing no later than 5:00 p.m. local time on January 16, 2018. It is the responsibility of each respondent to ensure timely receipt of its proposal by MaineHousing. MaineHousing is not responsible for any late delivery of a proposal for any reason.**

#### **VI. SELECTION FACTORS**

In selecting an organization to provide the consultation services described in this Invitation, MaineHousing will consider the organization's prior successful experience in delivering consultation services for CoC, CES, ESG and CoC Board support services to non-profit or other organizations or groups, services similar to those described in this Invitation; expertise concerning issues facing homeless shelter professionals who work directly with Maine's homeless population; and compliance with the terms of this Invitation. Subject to the rights reserved by MaineHousing in this Invitation, MaineHousing will award a contract to the party whose proposal conforms to this Invitation and is determined by MaineHousing to be most advantageous, taking into account these and other factors described in this Invitation.

## VII. ADDITIONAL TERMS AND CONDITIONS

In addition to the rights reserved by MaineHousing elsewhere in this Invitation, MaineHousing reserves the right:

- To modify or correct this Invitation at any time, whether before or after any responses have been submitted or received.
- To adjust the timetable for this Invitation as deemed necessary.
- To waive informalities and minor irregularities in proposals received.
- To contact any respondent to clarify any response after the deadline for submission of proposals.
- To reject and not consider proposals that do not meet the requirements of this Invitation, including but not limited to those with incomplete responses and/or responses offering alternate or non-requested services.
- To reject any or all proposals received in response to this Invitation and not to select any proposal or award a contract pursuant to this Invitation, or to cancel or terminate the Invitation process at any time, whether before or after any proposals have been submitted, if deemed to be in MaineHousing's best interest.
- To negotiate price or other factors included in any proposal submitted to MaineHousing, and in the event MaineHousing is unable to negotiate a mutually satisfactory arrangement with the successful respondent under this Invitation, MaineHousing may, in its sole discretion, negotiate with another respondent or cancel this Invitation and not select any proposal or MaineHousing may select another proposal.

Each respondent agrees to bear all costs and expenses of its response and there will be no reimbursement for any costs and expenses relating to the preparation of responses submitted or for any costs or expenses incurred during any negotiations.

All final products delivered by the successful respondent will be the property of MaineHousing. MaineHousing may obtain copies in various formats of training materials created by the successful respondent to use as MaineHousing determines.

Maine Freedom of Access Act. Information submitted to MaineHousing becomes public information, and is subject to disclosure in accordance with the requirements of law, including without limitation the Maine Freedom of Access Act, 1 M.R.S.A. Section 401 et seq., except as provided therein.

Conflict of Interest

Does the vendor or consultant, any principal or affiliate of the vendor or consultant, or anyone who will be paid for work on the contract have business ties, familial relationships, or other close personal relationships with a current MaineHousing employee or commissioner or anyone who was a MaineHousing employee or commissioner within the past two years?

If yes, describe here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Maine State Housing Authority ("MaineHousing") does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in*

*alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenande, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.*