

INVITATION TO SUBMIT A BID TO PROVIDE SHELTER SERVICES TO HOUSEHOLDS IN NON-CONGREGATE SHELTER DUE TO COVID-19

GEOGRAPHIC AREA:

The Agency of Human Services (AHS) Department for Children and Families (DCF) seeks to serve every region of Vermont and will accept proposals that serve one or more AHS District. DCF has particular interest in supporting non-congregate shelter services in the Bennington, Rutland and Barre Districts.

FUNDING:

Proposals of \$30,000 - \$249,999 will be accepted through this simplified bid process.

Successful bidders will be contracted to provide wrap around services to households in non-congregate shelter due to COVID 19. Contracts will be supported by FEMA public assistance funds. There is no match requirements for contractors. See FEMA requirements attached. Bidders may submit proposals that include subcontracting for services, however all contractors must follow their own respective procurement policies and those policies must meet Uniform Guidance requirements.

TIME PERIOD FOR CONTRACTED SERVICES:

The provision of non-congregate shelter services for households is based on the current public health need created by COVID-19. Should the circumstances of the pandemic change such that AHS is no longer providing non-congregate sheltering under the emergency order, then contracted wrap around services will be cancelled. A two-week notice of cancellation will be provided.

DEADLINE:

Rolling Acceptance through April 30, 2021.

CONTACT:

Lily Sojourner, Community Services Program Manager, lily.sojourner@vermont.gov

SUBMIT PROPOSALS TO:

Lily Sojourner, Community Services Program Manager, lily.sojourner@vermont.gov

PROPOSAL REQUIREMENTS

Coversheet – Signed by authorized official, includes funding request total and AHS District(s) served

Budget & Budget Justification – Budgets must be submitted in excel and include sufficient detail for DCF to evaluate whether costs are reasonable and necessary.

Summary of Non-Congregate Shelter Service Plan – Three page maximum. Must include detail on staffing plan, project oversight, number of households to be served, description of work site(s), description of non-congregate shelter services and plan to leverage existing services to connect households to benefits and supports in the community. Please briefly describe the applicants

experience providing shelter or services to those in shelter settings. All proposals must include the proposed number of onsite hours at non-congregate shelter sites, e.g., lodging establishments.

SCOPE OF WORK:

Non-congregate sheltering is predominately provided through the General Assistance motel voucher program but may also include new non-congregate housing projects created during COVID 19. Proposals will be accepted for wrap-around services that are integral to the provision of non-congregate shelter provided due to COVID-19. In general, wrap-around services are provided onsite at non-congregate sheltering sites, although some staff may be based in other locations and providing outreach to non-congregate sites.

Eligible costs related to non-congregate sheltering are based on the specific site, the specific needs of those sheltered, and are determined necessary to protect public health and safety and in accordance with guidance provided by appropriate health officials. However, support services such as case management, mental health counseling, and others are not eligible.¹

Eligible services include those integral to the provision of non-congregate shelter and include the following:

- Staffing to support intake, discharge, safety and/or management of non-congregate sheltering sites
- Delivery and/or provision of essential goods to meet basic needs
- Outreach, education and/or regular wellness checks to ensure households are adequately able to promote and support guests with social distancing, sanitation, hygiene and additional public health guidance to prevent the spread of COVID-19.
- Support for households to self-screen and monitor for COVID-19 symptoms and access health care screening, testing and alternative isolation housing, as needed
- Services by qualified staff to prevent and respond to emergent safety issues and/or crisis onsite at non-congregate sheltering sites
- Referral services to help households connect to essential/basic need benefits - such as re-applying for general assistance non-congregate shelter
- Coordination with lodging staff, first responders and community officials to promote safety at non-congregate sheltering sites

REPORTING & PERFORMANCE REQUIREMENTS:

- Contractor will report on the number of homeless households staying in motels who were assisted and provide a narrative of activities monthly
- Contractor will provide incident reporting to DCF on an as needed basis
- Contractor will report on the number of hours of onsite staffing services provided.

Contracts will establish a weekly number of staffing hours onsite at one or more non-congregate shelter sites. Contractors will report on the number of onsite staffed hours, and will be paid based on the number of contracted hours for onsite shelter services. Onsite shelter services may include outreach staff who serve one or more site, or staff based onsite.

¹ <https://www.fema.gov/news-release/20200722/coronavirus-covid-19-pandemic-non-congregate-sheltering>