

REQUEST FOR QUALIFICATIONS (RFQ) PERFORMANCE EVALUATION/PLANNING CONSULTANT SERVICES FOR (St. Louis County)

Notice

St. Louis County Health and Human Services is requesting statements of qualifications from interested and qualified Performance Evaluation Planning Consultants in St. Louis County for a period of (1) year.

SCOPE OF WORK

The person selected will work closely with the St. Louis County Continuum of Care (CoC) Coordinator to complete the following activities:

- Conduct annual (2015 and 2016) service and housing needs and gaps analyses utilizing HMIS and other regional and state data sources.
- Write a summary report about the needs and gaps analysis process and outcomes.
- Monitor CoC projects' Annual Progress Report data at both 6 & 12 month intervals and report on APR trends and progress to the CoC Coordinator and Governing Board.
- Participate in Performance Evaluation Committee meetings to assist in the development system and of provider performance targets.
- Facilitate CoC housing provider meetings and meet with provider agencies one-on-one to identify barriers and challenges; evaluate performance outcomes, and to provide technical assistance to support project improvement through the development of Quality Improvement Plans.
- Consultant should be familiar with the HUD McKinney-Vento homeless funding programs regulations and requirements.

Work Hours: Approximately 30-40 hours per month working in consultation with the CoC Coordinator, attending provider meetings and presenting information to the CoC Governing Board. Some activities will require consultant to travel to Cotton, MN, Virginia, MN and/or Hibbing, MN to attend CoC Governing Board meetings and meet one-on-one with providers.

QUALIFICATIONS: This project will require the consultant to have the following qualifications:

- Five (5) or more years of related experience in consulting and/or program planning
- Excellent written and oral communication skills
- Experience working with HUD McKinney-Vento federal regulatory entities
- Familiarity with St. Louis County dynamics (i.e. staff, council, community involvement)
- Extensive experience working with public outreach; including effective communication with private developers and nonprofit housing/homeless agencies, special interest groups and other stakeholders
- Experience in developing performance management plans for federal outcomes.
- Monitoring and performance management experience.
- Demonstrated competencies and strong capacity to fulfill the functions set forth in the SLC CoC Planning Grant.

PROPOSAL FORMAT

To facilitate review, submissions should conform to the following format and include:

Full Resume and Cover Letter: Provide a full resume with specific experience related to performance evaluation and community planning. Include a statement of qualifications outlining and describing your knowledge and experience specific to:

HUD McKinney-Vento homeless program funds: Provide a description of your prior experience and qualifications working with HUD McKinney-Vento homeless programs; and

Performance Management: Describe qualifications that relate to performance management.

Professional References: Provide the name and contact information for at least three (3) references familiar with your quality of work of similar nature as contained in the above Scope of Work.

Other Supporting Data: Include any other specific data quality management or performance management samples/examples you feel to be relevant to the selection of your request.

The entire Statement of Qualifications shall not exceed ten (10) pages; excluding the front and back covers, dividers, cover sheet, table of contents, and letter of introduction (maximum two pages).

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

The following criteria will be used in screening, ranking and selection of applicants:

Qualifications of the Consultant (20-30%): Preference shall be given to applicants with experience in housing & homeless performance evaluation, data analysis and community planning related to the scope of work.

Experience of the Consultant with HUD McKinney-Vento Program (30-40%): Preference shall be given to persons with extensive knowledge of the HUD McKinney-Vento Act as it relates to the items listed in the above scope of work, and familiarity with the St. Louis County CoC planning region.

Experience in Working with Federal and State Regulations and Procedures (10%): Preference shall be given to consultants whose past experiences have a demonstrated working relationship with the Federal and State homeless programming, and possess a thorough understanding of Federal and state rules and regulations regarding design and development annual applications.

Project Understanding (25-35%): Preference shall be given to applicants who have a comprehensive understanding of the scope of work and environment.

SELECTION OF THE CONSULTANT

All responses received by the deadline below will be reviewed based on the criteria described in this RFQ. It is the intent of St. Louis County PHHS to appoint a committee to review and rank the Statements of Qualifications submissions to determine the person with qualifications that best fit the scope of work to be performed. St. Louis County reserves the

right to reject any and all submissions to this RFQ, request clarification, or waive minor informalities or technicalities if it is deemed in the best interest of the St. Louis County CoC.

CONTRACT

The top ranked consultant will be invited to contract with St. Louis County PHHS. A detailed scope of work will be developed and agreed upon by the selected consultant and St. Louis County PHHS. This detailed scope of work and associated fees will be incorporated as part of the contract.

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the applicant’s interest in the project, highlighting its qualifications to perform this project.
- A summary of experience in service areas specific to the attached scope.
- A description of the applicants experiences working with the local government.
- Up to three(3) examples of similar projects (does not count against page limit)

All questions regarding this RFQ should be directed to:

Laura DeRosier – St. Louis County CoC Coordinator
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218/725-5236
derosierl@stlouiscountymn.gov

RFQ SCHEDULE:

Event	Date
RFQ Release	June 7, 2015
Proposal Responses Due	June 22, 2015
New Contract in Place	Pending Governing Board approval, after consultant selection and contract negotiation completion

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