



**REQUEST FOR PROPOSALS  
FOR ADMINISTRATION OF THE 2018  
TPCH HOMELESS YOUTH NEEDS ASSESSMENT  
IN PIMA COUNTY, ARIZONA**

This Request for Proposals is released by Our Family Services on behalf of the Tucson Pima Collaboration to End Homelessness.

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## ORGANIZATIONAL OVERVIEW

Tucson Pima Collaboration to End Homelessness (TPCH) is a coalition of community and faith-based organizations, government entities, businesses, and individuals working to end homelessness and address issues related to homelessness in Pima County, Arizona. TPCH is also the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) for Pima County.

TPCH itself does not provide direct services to persons experiencing homelessness. TPCH members provide direct services and housing assistance.

TPCH is committed to identifying gaps in housing and services as well as significant trends in homeless youth populations through quantitative evaluation and to developing priorities based on these trends and gaps for the purposes of improving the local youth homelessness system and housing services provided to youth and young adults experiencing homelessness.

TPCH is represented by a HUD-recognized Collaborative Applicant, Community Partnership of Southern Arizona (CPSA). CPSA works closely with the TPCH Board of Directors and is partnering with Our Family Services on the implementation of the 2018 Homeless Youth Needs Assessment.

## RFP GOALS

As part of its on-going research and community planning, TPCH intends to conduct a comprehensive needs assessment of homeless youth ages 12-24 in Pima County. The assessment is part of a

broader initiative intended to develop a coordinated community plan to prevent and end youth homelessness led by Our Family Services in partnership with TPCH. Through the assessment, TPCH seeks to increase understanding of the:

- Prevalence and characteristics of homeless youth ages 12-24 in Pima County
- Unmet service needs and strategies used to meet those needs by the same population
- Beliefs about and barriers to accessing services experienced by the same population
- Social service and mainstream benefits participation among the same population
- Educational and employment engagement of the same population
- Developmental assets and positive influences on the lives of the same population
- Other factors that may help improve local strategies to prevent and end youth homelessness

To accomplish this goal, TPCH expects that the needs assessment will include 200+ individual surveys administered in person by trained volunteers; multiple focus groups with youth, service providers, and allied systems; and review and analysis of existing records including previously conducted youth surveys (i.e. annual Youth Experiences Survey, HUD Point in Time surveys, etc.), Homelessness Management Information Systems data, and quantitative TPCH reports.

TPCH requires that the successful applicant:

1. Develop a needs assessment strategy, instrument, and implementation plan in partnership with TPCH committees, Our Family Services, and youth volunteers
2. Provide group training and individual technical assistance for a team of volunteer interviewers including youth and adult
3. Analyze data collected through interviews and surveys along with existing records
4. Provide to TPCH all raw data collected in a de-identified format
5. Provide to TPCH a distribution-ready written assessment report including, at a minimum, a summary of the assessment strategy and activities, acknowledgement of community contributions and volunteers, aggregated data results, findings, and community recommendations. The final report must be formatted for community distribution and professionally designed to include narrative descriptions as well as images, contributor logos, and charts or other data visualizations.

## **TARGET AUDIENCE**

There are two primary audiences for the 2018 Homeless Youth Needs Assessment, as well as three secondary audiences. Primary audiences include 1) TPCH board and committees for use in community planning; and 2) TPCH member agencies and community partners for use in program, agency, and community planning.

Secondary audiences include 1) elected officials and other policy-makers for the purposes of understanding and incorporating issues surrounding youth homelessness into their work and planning; 2) researchers and other community practitioners for use as a data set and in developing community recommendations and initiatives; and 3) the general public for the purposes of better understanding youth homelessness and the experiences of homeless youth in Pima County.

## **FUNDING AVAILABLE**

Our Family Services and TPCH are seeking competitive proposals from qualified vendors with demonstrated success administering comparable projects. Each applicant's bid amount should appropriately reflect the cost of proposed activities and must be inclusive of all activities outlined in this RFP and in the applicant's proposal. Bids should not exceed \$15,000.

## **DELIVERABLES**

The primary deliverables include:

1. A process manual detailing the assessment approach, steps, and timelines
2. A survey instrument to be used for the 2018 assessment and potentially for repeated use by TPCH to assess youth homelessness
3. One or more facilitated training events for volunteer interviewers
4. Two to four focus groups with homeless youth and adult stakeholders
5. An excel file containing de-identified raw data to be used for continued analysis and outside research
6. An assessment report in accordance with the expectations stated under the RFP Goals heading
7. Not more than three facilitated presentations of assessment results to TPCH, member agencies, and/or the community
8. An evaluative report of the needs assessment process, its planning and implementations, and recommendations for further inquiry and assessment.

## **ADMINISTRATIVE REQUIREMENTS**

In addition to providing the above deliverables, the selected applicant will meet the following administrative requirements and timeline.

1. Complete a contract with CPSA for services outlining a full scope of work including action items, deliverables, implementation timeline, and payment arrangements. All written deliverables must be complete and delivered to TPCH no later than January 11, 2019. Findings presentations to occur later in January 2019.

2. Meet regularly and as needed during the process development with TPCH Youth Action Committee and Homeless Youth Subcommittee, and initiative leaders. The meetings' purposes are to ensure that:
  - a) The assessment process and survey instrument are developed in full partnership with and under the guidance of the involved TPCH Committees and initiative leaders
  - b) Qualitative data-gathering activities such as focus groups are arranged and completed
  - c) The process, instrument, and reports meet the intent and needs of TPCH
  - d) Technical assistance is available to volunteer interviewers throughout data collection

## ANTICIPATED TIMELINE

The timeline is as follows. The initiative leaders will set up additional meetings as needed and negotiate between the vendor and TPCH representatives. Timeline is subject to change.

September 27, 2018	Request for Proposals issued
October 5, 2018	Technical Assistance Workshop for Applicants
October 17, 2018	Proposals Due
October 22, 2018	Youth Needs Assessment Workgroup convenes to make recommendation
October 26, 2018	TPCH Board of Directors approves vendor
October 26, 2018	Applicants notified of award decision
October 30, 2018	Selected vendor meets with Youth Needs Assessment Workgroup to discuss project planning and negotiate contract details for execution
November 2, 2018	Vendor meets with Homeless Youth Subcommittee to solicit planning input and discuss project activities, timeline
November 21, 2018	Implementation plan and instrument finalized, submitted to Youth Needs Assessment Workgroup
November 26-30, 2018	Volunteer interviewer training conducted (2 sessions)
December 3-16, 2018	Data collection (interviews, focus groups)
January 11, 2019	Final data report submitted to Youth Needs Assessment Workgroup
January 14-18, 2019	Results and findings presented to Youth Needs Assessment Workgroup
January 21-31, 2019	TPCH and community presentations
January 31, 2019	All deliverables and payments associated with this RFP completed.

## PROPOSAL FORMAT

To ensure that TPCH can make the most direct, accurate and equitable comparison among respondents to this RFP, proposals must be submitted as follows:

- Standard margins no less than on (1) inch and in Times New Roman 12 pt. font

- No longer than 7 pages, single-spaced excluding allowable appendices as noted below
- Organized to address each of the topics in this RFP. If a proposal is missing one or more elements, the Youth Needs Assessment Work Group may, at its discretion, request missing materials or review the application using only the material provided in the original application
- With one appendix of one page for three to five (3 to 5) references as described in the Request for References section of this RFP
- No more than two appendices for additional information that the proposing vendor desires to submit. Appendices should evidence the type and quality of work the applicant proposes to provide to this project and total no more than 10 pages. If a vendor wishes to provide work samples exceeding this total, please provide instead a URL where the samples may be viewed.

## PROPOSAL SECTIONS

Applicants must submit proposals according the formatting instructions provided above and addressing the following questions in laypersons' terms. Unfamiliar terms and concepts should be fully explained.

1. Applicant Overview and Prior Experience: Summarize the applicant organization/individual and prior experience as it relates to needs assessment and community planning. Identify the principal investigator(s) for the proposed project and describe professional qualifications and experience.
2. Proposed Strategy: Describe the applicant's proposed strategy for designing and implementing the needs assessment project. Description must address each of the previously cited RFP Deliverables, RFP Goals, and specifically describe the applicant's:
  - a. Proposed research design, approach, and activities
  - b. Plan to develop, guide, and implement volunteer-administered youth surveys and focus groups in partnership with TPCH committees and workgroups
  - c. Plan to provide training and technical support for volunteer interviewers
  - d. Plan to analyze and report data, findings, and recommendations to TPCH and the community if requested by TPCH
3. Proposed Timeline: Provide a detailed timeline of activities in order to meet the deliverable timelines identified under the Anticipated Timeline section of this proposal. Describe any deviations from the Anticipated Timeline section of this proposal that the applicant proposes in order to improve the efficiency, effectiveness, and timing of the project.
4. Deliverable Format(s): Identify the format(s) and data presentations in which de-identified data will be made available to TPCH for internal and external use. Identify the format(s) in which a publication-ready needs assessment reports and findings will be provided to TPCH for internal use and external distribution

5. Process Report: Describe the proposed strategy to qualitatively assess the planning, implementation, and reporting of the 2018 Youth Needs Assessment and provide in a narrative report:
  - a. An overview of the planning and implementation process
  - b. Factors which may have positively or negatively impacted the assessment process and results
  - c. Recommendations to improve measurement instrument and/or process for self-administration in future years
6. References: Provide 3-5 professional references including all information requested in the Request for References section of this RFP.
7. Resource Commitment: Describe the resources committed to project activities in terms of anticipated personnel time (*e.g. – Interviewer Training: 6 hours, PI*). Identify any activities that will be performed by applicant personnel other than the Principal Investigator.
8. Project Bid: Identify the total amount of compensation proposed for delivery of the services described in applicant's proposal. Describe the requested payment structure (i.e. amount receivable upon delivery of specific timeline objectives, amount receivable at set durations of time, etc.).
9. Points of Contact: Identify a primary and secondary contact who can answer questions on this project and are authorized to engage in contract negotiations upon proposal review if needed. Provide contact information including name, title, address, email phone, and telephone number for each. One or both of these contacts must be available to negotiate proposal details and/or submit a best and final offer if requested during the week of October 22-26, 2018.

## REQUEST FOR REFERENCES

Each proposing vendor must attach an appendix listing no fewer than three (3) and no more than five (5) professional references listing the following:

- Name of Reference
- Physical Address of Reference
- Primary Contact
- Phone number and email address of Primary Contact
- Secondary Contact
- Phone number and email address of Secondary Contact
- Type and scope of work done for this reference
- Dates work was done for this reference

## PROPOSAL DELIVERY INSTRUCTIONS AND CONTACT INFORMATION

Proposals will be accepted by electronic mail only and are due no later than 4:59 p.m., Arizona local time, on Wednesday, October 17, 2018. Proposals shall use the subject heading: 2018 YOUTH

NEEDS ASSESSMENT PROPOSAL and be sent to both [jthorpe@ourfamilyservices.org](mailto:jthorpe@ourfamilyservices.org) and [sasha.hawman@communitypartnersinc.org](mailto:sasha.hawman@communitypartnersinc.org). The time stamped as “sent” on the email will be considered the official time of submission. Proposals submitted after the deadline may be excluded from consideration at the Youth Needs Assessment Workgroup’s discretion.

## **PRE-PROPOSAL TECHNICAL ASSISTANCE WORKSHOP**

All applicants are encouraged to attend the pre-proposal technical assistance workshop.

Friday, October 5, 2018, 1:00pm – 2:30pm  
Our Family Services – Bellevue Client Services Office  
3830 E. Bellevue Street, Tucson, AZ 85716

## **PROPOSAL EVALUATION TIMELINE**

Proposals will be reviewed by the TPCH Youth Needs Assessment Workgroup immediately after receipt and forwarded with recommendations to the TPCH Board of Directors, which will select the vendor on or before October 26, 2018.

## **PROPOSALS SUBJECT TO NEGOTIATION**

All proposals will be subject to negotiation in order to ensure that TPCH’s needs are met by the successful applicant. Negotiations may relate to proposed project activities, deliverables, bid amount, payment structure, or any other issue that arises in the review of proposals. One or more applicants may be requested to submit a best and final offer if proposals received do not meet TPCH needs.

## **CONTACT INFORMATION**

For questions regarding this RFP, please contact:

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