



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Request for Qualifications (RFQ) #142 Transitional Age Youth (TAY) Site in South of Market Area (SOMA)

Preproposal Conference

November 13, 2023



Agenda

- Introductions
 - Please use the link in the chat to enter your name and agency you represent
 - Please submit questions in the chat
- Overview of RFQ and Submission Requirements
- Break
- Review Questions and Answers

Limitation on Communications and Contact

Limitation on Communications

- From the date this solicitation is issued until the date the competitive process of this solicitation is completed (either by cancelation or award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer's control, shall communicate solely with the Contact whose name appears in this Proposal. Any attempt to communicate with any party other than the Contact whose name appears in this Proposal, including any City official, representative or employee, is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business that is unrelated to this Proposal.

Contact: Rachel Garcia | HSHProcurements@sfgov.org

RFQ Summary

- **Intent:** To seek qualified proposers to operate and deliver services at city-owned Permanent Supportive Housing (PSH) building in SOMA with 42 units to provide Master Lease and Property Management Services and Supportive Services.
- **Priority Population:** Transgender, Gender Non-Conforming, and Intersex (TGNCI+) Transitional Age Youth (TAY), ages 18-29
- **Funding Amounts:**
 - Master Lease and Property Management Services: \$2,200 per unit/ month
 - Supportive Services: \$1,300 per unit/ month
- **Agreement Terms:**
 - Master Lease and Property Management: initial 5 year term with 6 five year options to extend for a total of 35 years
 - Supportive Services: initial 5 year term with the option to extend for an additional 5 years for 10 years total

Applicants

- HSH shall award at a minimum 1 Master Lease Agreement for Master Lease and Property Management Services and 1 agreement for Supportive Services to the proposers that meet the Minimum Qualifications of this Solicitation and whose proposals receives the highest-ranking scores.
- **Prequalified Pool:** Establish a pool of eligible providers that meet minimum qualifications and score at least 75% of total available points.
 - HSH may use the Prequalified Pool to identify providers to provide Master Lease and Property Management Services and/or Supportive Services at future city-owned PSH sites.

Schedule

<u>RFQ Issued</u>	Monday November 6, 2023
Pre-Proposal Conference	Monday November 13, 2023 2:30 pm – 4pm
Deadline for Written Questions	Monday November 13, 2023, end of day
Answers and Clarifications Published	November 20, 2023
Deadline to Submit Proposals	Tuesday December 5, 2023, by 2:00 pm
Oral Presentation/Interview	January 8, 2024
Intent to Award Notification	January 15, 2024
Agreement Commence	May 1, 2024
Contact Email	hshprocurements@sfgov.org

Background

- The last point in time count indicated 1,073 youth experience homelessness each night
- Structural racism and transphobia are root drivers of homelessness and have led to disproportionate levels of homelessness for BIPOC TGNCI+ people
- The SOMA TAY site is part of the Ending Transgender Homelessness Initiative to end TGNCI+ homelessness by 2027
- TAY Site in SOMA will add to the inventory serving TGNCI+ communities and contribute to the goal of a continued reduction of youth homelessness in San Francisco

Minimum Qualifications

- This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.
- Proposers MUST demonstrate:
 - Master Lease and Property Management Services:
 - Operation of a project similar in scope and size
 - At least 3 years of experience in delivering similar services
 - Operation of 2 affordable rental housing projects, at a minimum, in the last 10 years, with at least 1 of those projects including at least 1 unit housing a tenant who qualifies as a member of the served population
 - Supportive Services:
 - At least 3 years of experience providing supportive services to TGNCI individuals

Property

- Mixed-use building in SOMA with residential and commercial space
 - Ground floor has 3 commercial spaces
 - Second floor has office space that will be used for services and residential programming
 - 42 studio units on the upper floors

Scope of Work – Master Lease and Property Management

- HSH will enter a long-term lease with the awarded contractor to manage all aspects of the mixed-use site and assets on HSH's behalf
- Serve TGNCl+ tenants with consideration for cultural sensitivities, intersectional identities, and different lived experiences
- Asset management
- Building maintenance
- Develop Tenant Improvement Plan including renovation and improvement needs at the site (such as build out of front desk and office areas)
- Lease enforcement and rent collection
- Coordinate with Supportive Services provider to support housing stability and retention

Scope of Work: Supportive Services

- Serve TGNCl+ tenants with consideration for cultural sensitivities, intersectional identities, and different lived experiences
- Outreach and engagement
- On site case management, behavioral health, and gender affirming care services
- Referrals and connections to services in the community
- Housing stability support
- Support groups and community building events
- Coordination with property management

Appendices – Written Proposal and Minimum Qualifications

• Appendix 1: Written Proposal

- Includes suggested page maximums, recommend staying within the suggested page limits per section

• Appendix 3: Minimum Qualifications

- Use to demonstrate how you meet Minimum Qualifications

Appendices – Budget Proposal

- Review READ ME Tab
- Master Lease and Property Management
 - Master Lease and Property Management
 - Start-Up: Up to 3 months, make sure to stay within maximum start up amounts per year
- Supportive Services
 - Supportive Services
 - Capacity Building: \$25,000 available to be allocated and spent by 6/30/2025
 - Start-up: Up to 3 months, make sure to stay within the maximum start up amounts per year

Attachments

- Attachment 1: Agreement Terms
- Attachment 2: Proposer Questionnaire and References
- Attachment 3: HCAO and MCO Declaration Forms
- Attachment 4: First Source Hiring Form
- Attachment 5: CMD Form 3
- Additional Attachments to include per VIII. Proposal Contents and Evaluation Criteria
 - Attachment 6: Policies and Procedures
 - Attachment 7: Organizational Chart
 - Attachment 8: Program Monitoring Results

Submission Requirements

- Email HSHProcurements@sfgov.org by 2:00pm PST December 5, 2023:
 - Appendix 1 Written Proposal, Appendix 3: Minimum Qualifications, with completed Attachments (2-8) in 1 PDF and
 - Appendix 2 Budget Proposal as an excel
 - Email Subject: RFQ #142 - Proposer Organization Name
- Proposers received after the deadline will NOT be accepted
 - Proposals submitted by fax will not be accepted
- Proposers MUST receive an email confirmation

Procurement Questions, Answers, and Clarifications

- Applicants may submit questions via email to: HSHProcurements@sfgov.org until the Questions Deadline.
- Proposer specific questions about compliance with the City's vendor requirements in section XIX. City Social Policy Requirements are not subject to the above deadline and may still be answered by the contact designated in this procurement.
- A summary of the clarifications, questions and answers pertaining to this RFQ will be posted on the HSH website: <http://hsh.sfgov.org/overview/procurements/>.
- It is the responsibility of each Applicant to check for any Procurement Addenda, Question and Answer postings, and other updates posted regarding this Procurement.



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Questions?

Reminder: Questions and answers will be posted by Monday November 20, 2023

Please check HSH Procurement Opportunities for regular updates on this RFQ.