



---

# 7 CITIES ON HOUSING AND HOMELESSNESS

| Calgary Homeless Foundation | Homeward Trust Edmonton | The City of Grande Prairie | The City of Lethbridge |  
| Medicine Hat Community Housing Society | The City of Red Deer | The Regional Municipality of Wood Buffalo |

## **Data Analysis and Reporting of 7 Cities Point-in-Time Count Request for Proposals**

**Issued** // September 6<sup>th</sup>, 2016

**Closing Date and Time** // September 16<sup>th</sup>, 2016, 12:00PM

**Closing Email** // [proposals@homewardtrust.ca](mailto:proposals@homewardtrust.ca)

**Contact Person** // Robbie Brydon

Manager, Data & Analytics

Homeward Trust Edmonton

T: 780.702.4503 E: [RBrydon@homewardtrust.ca](mailto:RBrydon@homewardtrust.ca)

## About 7 Cities on Housing and Homelessness

The 7 Cities on Housing and Homelessness in the province of Alberta lead the implementation of local plans to end homelessness, and are identified in *Alberta's 10 Year Plan to End Homelessness* as the local implementation partners. The 7 Cities have long-standing histories of delivering strategic planning and service delivery in communities. They administer and align funds, with accountabilities to several provincial or federal funders, including Alberta Human Services and the federal Homelessness Partnering Strategy. The ability to coordinate plans at a systems level and align funding resources leads to a greater impact and progress towards ending homelessness.

The 7 Cities meet on a regular basis to share experiences, exchange ideas, support and learn from one another. Over the past 5 years the group has held annual conferences collaboratively, and has become known for its expertise in issues relating to housing and homelessness. The 7Cities website ([7cities.ca](http://7cities.ca)) acts as a focal point that provides links to each community.

## Project Preamble

Between October 15 and 23, 2014, the 7 Cities on Housing & Homelessness (7 Cities) in collaboration with the Canadian Observatory on Homelessness conducted Alberta's first ever provincial Point-in-Time Homeless Count (PiT). The count was part of an initiative to develop a harmonized approach to homeless counts nationally. A PiT Count of homelessness has two primary purposes:

- A count of people experiencing homelessness: It is intended to identify how many people in a community experience homelessness at a given time. Conducted over several years, PiT Counts can be used by the community to track progress in reducing homelessness.
- A survey of the homeless population: Through an accompanying survey, the Count gives the community information on the demographics and service needs of their homeless population. This information can be used to target community resources to where they are most needed.

Alberta was the first jurisdiction to implement measures towards a more standardized methodology, leading the way in Canada and the 7 Cities are now developing and implementing strategies to deal with specific populations and needs as highlighted by this data.

The 7 Cities is committed to improving our coordinated response to homelessness. A province-wide working group has been supporting the development of common

language and standardized tools that each community will utilize to collect local Point in Time data, which can be further streamlined upwards to inform provincial systems. To further this work, 7 Cities on Housing and Homelessness seeks a Consultant to:

- a) Modify the existing data entry tool to include revised survey questions;
- b) Undertake cleaning, consolidation and analysis of the 2016 PiT data from the 7 Cities
- c) Prepare preliminary reports for each of the 7 Cities using basic community-level PiT and demographic/economic indicators;
- d) Prepare a final report for public release summarizing findings of the Homeless Count across the 7 Cities; and
- e) Collaborate with the 7 Cities Working Group to complete these tasks.

## Project Purpose

The results of this project will update and deepen our understanding of homelessness in Alberta, providing reliable information for future decisions. By centralizing analysis across the 7 Cities, the consultant will facilitate consistent reporting and public messaging.

## Existing Tools

Tools developed in the 2014 Homeless Count include:

- The 2014 Alberta Point-in-Time Homeless Count Provincial Report
- A data entry system in Excel that allows input in a form layout and returns one row per survey
- A preliminary report template

## Scope of Work

Working closely with the 7 Cities on Housing and Homelessness Committee and support staff, the successful proponent will be required to undertake, but not limited to, tasks indicated below:

- a) Data cleaning, consolidation & analysis.
  - Update the data entry tool used by most cities, ensuring consistency with field names and data validation

- Obtain data sets from each of the 7 Cities
  - Consolidate data into a central dataset for analysis
  - Clean the dataset and run data analysis for the provincial report
- b) Prepare preliminary reports for each of the 7 Cities using basic community-level PiT and demographic/economic indicators
- Update the template for preliminary reports, in consultation with Working Group, and add most recent data for non-PiT indicators
  - Develop simple homeless count summary indicators for each community (overall numbers, gender, ethnicity, age, etc.)
  - Develop key messages common across preliminary reports, incorporating Working Group and 7 Cities input
  - These summaries will inform the final provincial report
- c) Prepare a final report for public release summarizing findings of the Homeless Count across the 7 Cities
- Report will be tailored for public and executive consumption, as well as in depth analysis; it must be written in accessible language and include a brief executive summary.
  - Report will include a summary of all information commonly collected across the 7 Cities
  - Report will include key messages, as determined in concert with 7 Cities

## Deliverables

A revised data entry mechanism, a summary of data from each community and a final report summarizing the findings of the Homeless Count at the 7 Cities level.

## Timeline

### Submissions

Proposal deadline	September 16 <sup>th</sup> , 2016
Consultant selection and notification	September 23 <sup>rd</sup> , 2016

### Deliverables

Revised data entry mechanism	October 5 <sup>th</sup> , 2016
Preliminary report for each community	November 15 <sup>th</sup> , 2016
Final report	January 13 <sup>th</sup> , 2016

## Maximum Proposal Value

The maximum budget for this work is set at \$10,000.

## Proponent Requirements

- Minimum 3 years of professional experience managing and analyzing data and preparing reports for non-technical audiences
- Experience working with homelessness and support service related issues
- Experience working with government, health and community systems related to housing and homelessness issues
- Demonstrated expertise in quantitative and qualitative analytical skills
- Experience in collaborative approaches to evaluation projects
- Able to commit to the project timeline
- Willingness to meet with project representatives (Project Manager, fiscal agent, Relevant Committees) as needed

## Application Requirements

The proposal must include the following items:

- A brief cover letter describing the team, past experience, and the value the consultant will bring to this project.
- Curriculum Vitae of each team member involved, including reference to experience related to performing the required tasks to complete this RFP.
- Cost of the contract broken down into detailed information (communication costs and hourly rate of each proposed resource).
- An example of a relevant analysis report submitted within the last 2 years (to be kept confidential).
- Three recent references.

## Request for Proposal Process

Once each proposal has been received before the closing date and time, the selection committee, consisting of members across the 7 Cities, will review each proposal using a scoring matrix reflective of criteria listed below. Then the selection committee will then submit the top three proposals with one be recommended to the 7 Cities Leadership where the successful proponent will be selected.

Scoring Criteria include:

- An in-depth understanding of housing and homelessness policies, plans, and performance frameworks
- Expertise in quantitative analysis and data management
- Proponent's qualifications, level of experience, and past performance
- Written quality of cover letter and sample report
- Brief outline of the approach, methods, work plan, and schedule
- Budget amount and breakdown
- Demonstrated knowledge and experience working with government, health and community systems related to housing and homelessness issues

## Proposal Preparation

Signed Proposals

- The Proponent must ensure that its Proposal includes a Proposal Letter and signed by a person(s) authorized to sign on behalf of and to bind the Proponent to its Proposal and the terms of this RFP.

Language

- All responses to this RFP must be in English.

Proponents' Expenses

- Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with 7 CITIES, if any. 7 CITIES will not be liable to any Proponent, whether 7 CITIES accepts a Proposal or rejects all Proposals, for any claims, whether for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with the Contract or any other contract, or any other matter whatsoever.

Currency and Taxes

Prices quoted are to be:

- a) In CDN dollars;
- b) Inclusive of duty, where applicable;
- c) FOB destination, delivery charges included where applicable; and
- d) Taxes, if applicable, should be shown separately.

## Completeness of Proposal

- By submission of a Proposal the Proponent warrants that, if this RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the Proposal or will be provided by the Proponent, if successful, at no additional charge to 7 CITIES.

## Enquiries

- All enquiries related to this RFP are to be directed to the contact person identified on the cover page. 7 CITIES will make an effort to respond to enquiries and any responses will, at the sole discretion of 7 CITIES, be distributed to all Proponents who have submitted questions. 7 CITIES shall not be responsible for information that Proponents receive from any other source.

## Closing Time and Location

- Each Proponent shall deliver a total of 1 copy of its entire Proposal which must be received before (the “Closing Time”) via email to the contact identified on the cover page.

## Late Proposals

- It is the responsibility of each Proponent to ensure that its Proposal is received at the Closing Location before the Closing Time. The Proponent assumes the entire risk of failure of 7 CITIES to receive its Proposal at the Closing Location before the Closing Time. Proposals received at the Closing Location after the Closing Time shall only be considered at the discretion of 7 CITIES.

## Conflict of Interest

- Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the opinion of 7 CITIES, give rise to a conflict of interest in connection with this RFP.

## Evaluation and Selection

- Evaluation of Proposals will be by a committee formed by 7 CITIES. Proposals will first be checked against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed against the additional criteria.

## Negotiation Delay

- If a Contract cannot be negotiated with the selected Proponent within a time period satisfactory to 7 CITIES, 7 CITIES may, at its sole discretion, terminate negotiations with that Proponent and either negotiate a Contract with another Proponent or choose to terminate this RFP process and not enter into a Contract with any of the Proponents.

## Additional Terms

### Acceptance and Rejection of Proposals

This RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any Proposal will not necessarily be accepted and 7 CITIES is not bound to enter into a Contract with any Proponent. Notwithstanding any other section, clause or provision in this RFP, or any practice or custom of the trade or industry, 7 CITIES, in its sole discretion, shall have the unfettered right to do any or all of the following:

- a) Accept any Proposal;
- b) Reject any Proposal;
- c) Reject all Proposals;
- d) Accept a Proposal which is not the lowest cost Proposal even if the lowest cost Proposal conforms in all respects with this RFP;
- e) Reject a Proposal even if it is the only Proposal received by 7 CITIES;
- f) Receive further information from any Proponent;
- g) Refuse to receive further information from any Proponent;
- h) Negotiate contract and other terms with any Proponent;
- i) Accept all or any part of any Proposal;
- j) Award all or any portion of the scope of the Proposal to any Proponent; and
- k) Award a Contract to whomever 7 CITIES in its sole discretion deems appropriate and in the best interests of 7 CITIES.

Any Proposal received which fails to conform to or includes qualifications to the requirements of this RFP, which is materially incomplete, obscure or irregular, which contains exceptions or variations, or which omits any material information required to be submitted, may be disqualified or rejected. Notwithstanding anything to the contrary herein, 7 CITIES may in its sole discretion elect to retain any such Proposal for consideration and may waive any or all of the foregoing, on such terms and conditions as 7 CITIES may consider appropriate, even if any of the foregoing would otherwise render the Proposal null and void, and Proposal may be considered in the same manner as Proposals that fully conform to the requirements of this RFP without qualification.



## Contract

- Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

## Right to Amend or Cancel

- 7 CITIES reserves the right in its sole discretion at any time and from time to time, and for whatever reason to, by addendum, modify, amend or otherwise change this RFP. Any such addendum shall be issued in writing and shall be expressly identified as an addendum to this RFP. 7 CITIES reserves the right in its sole discretion to cancel this RFP at any time.

Any questions should be directed to:

Robbie Brydon, Manager Data & Analytics  
Homeward Trust Edmonton  
T: 780.702.4503 E: RBrydon@homewardtrust.ca

## Submissions and Deadline

Those interested in providing a submission for consideration are asked to complete the application and submit to 7 Cities on Housing and Homelessness by **September 16<sup>th</sup>, 2016 at 12:00PM**. 7 Cities on Housing and Homelessness will then review submissions to the RFP to ensure completion, eligibility, and determine the successful proponent no later than **September 23<sup>rd</sup>, 2016**.

Please note that all final proposals must be submitted via email to the attention of:

Susan McGee, Chair  
7 Cities on Housing and Homelessness  
6th Floor, 10242 105 Street  
Edmonton AB T5J 3L5  
Email: proposals@homewardtrust.ca

Application Submission Deadline: **September 16<sup>th</sup>, 2016 at 12:00PM**