

## 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 |

### **7 Cities Homelessness Point-in-Time Count Consultant Request for Proposals**

**Issued:** December 19, 2019

**Closing Date/Time:** January 13, 2020, 12:00PM MST

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

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# About 7 Cities on Housing and Homelessness

Working together to end homelessness since 2001, Alberta's 7 Cities on Housing and Homelessness ([7 Cities](#)) is made up of the lead organizations responsible for the implementation of local plans to end homelessness, including strategic system planning, service coordination, funding alignment, and performance measurement.

The 7 Cities lead organizations include:

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

Lead organizations meet on a regular basis to share expertise, exchange ideas, collaborate on shared initiatives, and support each other toward their common goals. Each organization administers and is accountable for targeted funding through Government of Alberta and Government of Canada programs directed at ending homelessness in their respective communities.

## Project Preamble

A Point-in-Time (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 Canadian jurisdiction to work toward standardizing PIT Count methodology. In 2014, the 7 Cities collaborated with the Canadian Observatory on Homelessness to conduct Alberta's first ever provincial PIT Homeless Count. The count supported efforts to develop a harmonized approach to homeless counts nationally. The 7 Cities worked together for [two subsequent provincial PIT Counts](#) on October 19, 2016 and April 11, 2018. **The 7 Cities are planning the next Alberta PIT Count for April 7, 2020.**

Under *Reaching Home: Canada's Homelessness Strategy*, communities receiving Designated Communities funding are required to conduct a PIT Count every two years. The 2020 PIT Count must occur between March 1 and April 30, 2020. The federal government supports communities in conducting PIT Counts with additional funding, training, and toolkits to support consistent implementation and reporting.

Resources on PIT Counts in Canada:

- [Everyone Counts – A Guide to Point-in-Time Counts in Canada – 3rd Edition](#)
- [Homeless Hub: PIT Count Toolkit and Resource Directory](#) (2018 version)

## Project Purpose

The 7 Cities require a consultant to support collaborative efforts among the lead organizations to ensure consistency, efficiency, and quality of the 2020 Alberta 7 Cities PIT Count and final report.

To this end, 7 Cities seeks a Consultant to:

- A. Communicate and coordinate effectively throughout the process;
- B. Support the implementation of consistent methodology across the 7 Cities;
- C. Undertake cleaning consolidation, and analysis of PIT Count data from the 7 Cities;
- D. Fulfill data submission, reporting, and requests to and from government;
- E. Draft and finalize the provincial PIT Count report for the 7 Cities

The Consultant will work directly with two groups:

- [7 Cities PIT Count Steering Committee](#) includes designated representatives of 7 Cities leadership. It acts as the conduit for the Working Group and the Consultant to confirm or request direction from 7 Cities leadership.
- [7 Cities PIT Count Working Group](#) includes one operational lead from each city, designated by their respective 7 Cities member. It is coordinated by and works directly with the Consultant to achieve workplan milestones and deliverables.

The main deliverable of the consultant is the production of a provincial PIT Count report that is approved for release by the 7 Cities leadership. It must, at minimum:

- Summarize findings of the PIT Count across the 7 Cities
- Be of high quality for public release
- Be tailored for public and executive consumption
- Provide in-depth analysis
- Be written in accessible language
- Include a brief executive summary
- Include a summary of high-level findings across the 7 Cities

- Integrate key messages approved by 7 Cities leadership

## Scope of Work

- A. Communicate and coordinate effectively throughout the process:
- Coordinate and support regular Homeless Count Working Group meetings
  - Coordinate and support regular update meetings with 7 Cities leadership team
  - Address needs or issues related to individual communities through their respective Working Group members or, if necessary, 7 Cities leadership through the Steering Committee
  - Clearly establish and communicate deadlines throughout the process with Working Group, both prior to, and following the count
  - Act as a liaison between Reaching Home and the 7 Cities Working Group and leadership team (via the Steering Committee), and Reaching Home, in seeking answers for questions from the group collectively
  - Provide regular status updates to the Steering Committee biweekly using a format prescribed by 7 Cities leadership
- B. Support the implementation of consistent methodology across the 7 Cities:
- Support Working Group in establishing protocols for consistent practice across the 7 Cities, ensuring consistency with federal government guidelines
  - Anticipate issues and information needed to make decisions by the 7 Cities leadership or Working Group
  - Leverage and liaise with national resources to support existing volunteer training practices and provide guideline on how to administer surveys
  - Leverage the toolkit and other resources to review any local modifications to forms and/or electronic data collection platforms to ensure consistency
  - Ensure agreement and clarity on where, if at all, procedures may vary
  - Provide analysis and key messages related to anticipated implications of selected methodology
- C. Undertake cleaning, consolidation, and analysis of PIT Count data:
- Support Working Group in achievement of workplan timelines and deliverables
  - Support Working Group in mobilizing suitable and affordable digital platform(s) for survey administration and reliable collection of data in all seven cities
  - Support Working Group with troubleshooting and resolution of hardware, software, or hardcopy aspects of data collection
  - Develop alternative non-digital data collection tools and contingency plans for communities with limited technological capacity or if digital platforms become unusable unexpectedly
  - Support Working Group with data governance and security considerations, including forms, protocols, and operational policies
  - Under direction of 7 Cities leadership through the Steering Committee and in line with agreed upon methodology, work with provincial ministries and local systems to supplement survey data with administrative data from corrections, hospitals,

- treatment facilities, income support, and shelters, among others
  - Generate one dataset from PIT Count and system administrative data and conduct analysis in consultation with the Working Group and under the direction of 7 Cities leadership via the Steering Committee
  - Lead exporting, analysis, and contextualization of PIT Count data
- D. Fulfill data submission, reporting, and other requirements to and from government:
- Solicit, receive, and integrate administrative data from government and service providers (e.g. police, health system, corrections, shelters, etc.)
  - Undertake consolidation and analysis of the 2020 PIT data from the 7 Cities
  - Prepare and submit data and reports as required by Reaching Home (tentative deadline is June 30, 2020)
- E. Draft and finalize the provincial PIT Count report for the 7 Cities:
- Prepare a provincial report that incorporates the agreed-upon methodology and allows for a year over year comparison
  - Update the visual design and content layout of the report template in consultation with the Working Group and direction from the Steering Committee
  - Include local PIT data, as well as the latest local demographic and economic indicators to provide context into the provincial report
  - Work with individual Working Group members on city-specific information, data, context, or background required for the report
  - Create a template with summary indicators (overall numbers, gender, ethnicity, age, etc.) and findings that is aligned with the provincial template for use and distribution by local communities
  - Populate the local template with community-specific results and analysis directly drawn from the provincial report (further community-specific context and analysis is each communities' responsibility and out of scope for the consultant)
  - Develop highlights, visuals, and key messages for the report with input from Working Group and direction from 7 Cities leadership via the Steering Committee, for approval by 7 Cities leadership before incorporating into the report
  - Submit a draft, substantially complete report for review by 7 Cities leadership, and work with the Steering Committee and Working Group as needed to address feedback and finalize content for the final report
  - Prepare a final provincial PIT Count report for approval by 7 Cities leadership

## Timeline and Deliverables

Proposal Submission Deadline	January 13, 2020
Consultant Selection and Notification	January 22, 2020
Project Workplan with Timelines and Milestones	January 31, 2020

A document outlining the overall strategy and agreed upon methodology of the 2020 PIT Count	February 12, 2020
<b>Alberta PIT Count</b>	<b>April 7, 2020</b>
Draft Provincial PIT Count Report	May 1, 2020
Local summary report template for each community	May 7, 2020
Final Provincial PIT Count Report	June 7, 2020
Submission of Data to Government of Canada	June 30, 2020
Post-Implementation Review of Process with Suggestions for Improvement	July 31, 2020

## Maximum Proposal Value

The maximum budget for this work is set at \$55,000 (inclusive of GST and project expenses).

## 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 (hourly rate of each proposed resource and project expenses)

- Example(s) of a relevant analysis report submitted within the last 2 years (which will remain 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 submission using the proposal criteria listed below. The selection committee will then choose the top three proposals, one of which will be recommended to the 7 Cities Leadership, where the successful proponent will then be selected.

Proposal 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:

- In Canadian (CDN) dollars
- Inclusive of duty, where applicable
- FOB destination, delivery charges included where applicable
- 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 be assessed against 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.

## Acceptance and Rejection of Proposals

- This RFP should not be construed as an agreement to purchase goods or services. The lowest priced of 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:
  - Accept any proposal
  - Reject any proposal
  - Reject all proposals
  - Accept a proposal which is not the lowest cost proposal even if the lowest cost proposal conforms in all respects with this RFP
  - Reject a proposal even if it is the only proposal received by 7 Cities
  - Receive further information from any proponent
  - Refuse to receive further information from any proponent
  - Negotiate contract and other terms with any proponent
  - Accept all or any part of any proposal
  - Award all or any portion of the scope of the proposal to any proponent
  - 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.

## Submissions and Deadline

Those interested in providing a submission for consideration must complete the application and submit to 7 Cities by **January 13, 2020 at 12:00PM**. 7 Cities will then review submissions to the RFP to ensure completion, eligibility, and determine the successful proponent no later than January 13, 2020.

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

Katherine Schmidt, Chair  
7 Cities on Housing and Homelessness  
c/o Homeward Trust  
6th Floor, 10242 105 Street  
Edmonton AB T5J 3L5  
Email: [proposals@homewardtrust.ca](mailto:proposals@homewardtrust.ca)

Any questions regarding this RFP should be directed to:

Mily Sanderson,  
Administrative Assistant to the Chief Strategy Officer  
Homeward Trust Edmonton  
T: (780) 702-5276  
E: [msanderson@homewardtrust.ca](mailto:msanderson@homewardtrust.ca)