

MINNESOTA HIV HOUSING COALITION

REQUEST FOR PROPOSAL

Introduction

The Minnesota HIV Housing Coalition is seeking proposals from interested and qualified individuals and/or companies to develop a framework for the creation of a Centralized HIV Housing waiting list in Minnesota.

About the Minnesota HIV Housing Coalition

The mission of the HIV Housing Coalition is *to improve accessibility and expand housing options for HIV Positive individuals through advocacy, education and use of best practices*. The HIV Housing Coalition is comprised of community advocates, representatives of government agencies, and HIV housing and service providers. Our goal is to continually improve our knowledge about housing best practices and to put that knowledge into action.

Minnesota HIV Housing Plan

In 2017, the HIV Housing Coalition completed a statewide HIV Housing plan that envisions ***by 2025, all people living with HIV have access to permanent affordable housing that respects the life they want to live.***

The plan has four primary goals:

1. Increase the supply of safe and affordable quality housing units for all people living with HIV throughout Minnesota.
2. Ensure people living with HIV have access to the necessary support services to achieve long-term stability and maintain their desired housing.
3. Promote the availability of reliable and useful data to inform decision making, strategy development and program accountability for PLWH and in particular, underserved groups.
4. Build sustainable resources to create HIV specific affordable housing units and supportive services.

A copy of the complete HIV Housing Plan is available upon request. Please see contact information at the end of the RFP.

Proposal Guidelines

This RFP outlines the requirements for an open and competitive process. Funding for this proposal is provided through the Minnesota Department of Human Services.

The budget for this project is capped at \$15,000. All costs must be all-inclusive to include any outsourced or contracted work, travel reimbursement, direct costs, etc. All costs must be itemized and include a brief explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the individual/organization. All contractual terms will be subject to review by the HIV Housing Coalition which will include a project description, scope of work, budget, schedule and any other necessary items pertaining to this project.

Project Description

We know that in 2017, the most recent year data is available, approximately 1000 people living with HIV receiving Ryan White funded services were in an unstable or temporary housing situation.

Currently there are approximately 377 housing units dedicated to people living with HIV. Nine organizations own and/or manage these units, and each organization maintains its own waiting list. For a person living with HIV, trying to manage nine different processes plus other affordable housing programs waiting lists is a barrier to achieving housing.

The HIV Housing Coalition envisions a centralized waiting list to be a one-stop, technology based solution that will address and streamline the process for individuals and families to navigate the waiting list process. It must also allow for selections or unit matching based on various agency, unit, rental and funding criteria. We ultimately hope the waiting list established will link to other affordable housing programs/waiting lists such as Coordinated Entry and the Veterans Registry.

The HIV Housing Coalition would like to engage a consultant to help advance our vision to the next level of becoming a reality. Engaging a consultant will help establish a process, framework for the database and answer questions like:

- What type of tool do we need to be successful?
- What type of ongoing maintenance will be needed? How would the waiting list be staffed?
- Who/what organization would take the lead in managing the waiting list?
- Can we integrate an HIV waiting list into other systems with added functionality to meet the needs of the HIV Housing community?
- What data do we need to collect from clients to achieve our goals?
- Could we go beyond a waiting list and create a housing matching platform (include landlords)?
- Are we building a centralized waiting list to help us manage our own openings; or for clients to manage all their housing options in the community?

Timeline

Our proposed process/timeline is outlined below:

- July - Issue RFP to secure consultant services
- August - Select a consultant
- September - Start work on Phase I of the project
- January 2019 - Framework for centralized HIV Housing Waiting list completed
- February – Issue RFP to build the platform - Phase II
- March – May – Secure funding for Phase II
- June and beyond – Build platform, test and launch by end of 2019

This contract will be completed by January 31, 2019 delivering a framework for the creation of an HIV Housing Waiting List. The Framework will be inclusive and will be the basis of which the data base will be constructed.

This is a one-time project. A second RFP will be issued in February to take the Framework and develop the actual database.

Intellectual Property

Ownership and copyright of all data, drafts and final products will be the sole and exclusive property of the HIV Housing Coalition.

Submission of Proposal

The proposal should include the following information:

- A. Cover Letter
 - a. Outline the understanding of the project and a statement of interest.
- B. Background and Overview
 - a. Name and Contact information
 - b. Brief overview of work history
 - c. Brief description of work experience developing/experience working with organizations building new databases
 - d. Explain how you would approach this project to gather the information necessary to develop a framework for a Centralized HIV Housing Waiting List.
 - e. Include a resume and/or listing of past projects related to the development of a data base.
 - f. Provide at least three references who can speak to your work
- C. Work Plan and Budget
 - a. A detailed work plan and timeline
 - b. A detailed budget

Proposals should be submitted by COB July 20, 2018 to:

Chuck Peterson
Chairperson, HIV Housing Coalition
Executive Director, Clare Housing
Chuck.peterson@clarehousing.org

If you have questions about the RFP, you can contact Chuck Peterson.