



Lake County Behavioral Health Services
Todd Metcalf, Administrator
PO BOX 1024, LUCERNE, CALIFORNIA 95458-1024
P 707-274-9101 F 707-274-9192



REQUEST FOR PROPOSALS

Covid-19 Emergency Housing Hub

The Lake County Behavioral Health Services Department in partnership with the Lake County Department of Social Services is requesting one or more proposals for daily operations and fiscal management of a temporary support shelter targeting Lake County's chronically homeless population. Final project will be selected by the Lake County Board of Supervisors in a public meeting after a departmental selection committee's review and ranking for submittal compliance with the applicable funding requirements. The committee makeup will be comprised of senior department staff and at least one professional with applicable expertise not employed by any of the entities likely to submit a proposal.

Project Requirements

The County of Lake seeks an organization to oversee and provide the daily operations as well as the fiscal management of a Congregate Shelter during the COVID declaration focusing on:

- Providing a safe living environment in a County contracted facility
- Connecting individuals with ongoing appropriate and available Continuum of Care (CoC) services
- Gathering information, through the intake process, that will help improve the County's development and implementation of interventions addressing homelessness
- Providing rehousing assistance for the county's chronically homeless

Once selected, the contracted organization is expected to:

- Revise and adapt current COVID Shelter Operations Manual
- Utilize Coordinated Entry System (CES), Homeless Management Information System (HMIS), and actively participate in the CoC
- Coordinate provision of nutritious meals for clients
- Coordinate and provide 24 hour staffing appropriate to facility and capacity
- Record keeping and reporting as required by county and funding sources

Available Funding

This project will rely upon certain monies from the State pertaining to funding for COVID-19 related sheltering and, if for any reason, such funding is not available from the State, the project will be deferred pending the identification of an alternate funding source. Funding sources are subject to change and program adaptation may be required.

"To improve the quality of life for the people of Lake County experiencing mental illness or substance abuse by offering recovery-oriented services."



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Anticipated Length of Project

- TBD, a future RFP will be created to invite long term shelter management

Submittal Requirements

Lake County Behavioral Health will accept proposals delivered to its office by Monday, June 22, 2020 at noon.

The applicant must provide one (1) electronically emailed copy (zip file if possible) as the complete application; individual documents and attachments must be clearly labeled for easy review and reference.

Applications must include the following information in its cover page or summary:

1. Applicant Name with direct contact address and telephone
2. Type of Applicant (private nonprofit with status, governmental entity, private for profit business, etc.)
3. Partners for development and/or supportive services
4. Brief project/program summary that includes how services will be provided, how the program will be administered, roles and responsibilities of staff, etc.
5. Project/program budget
6. Timeline of project/program initiation, completion, implementation (including necessary discretionary approvals)

The application may include any information, including staff resumes, applicant history of success in like endeavors, letters of support, etc., that strengthens the proposal. Applicant is solely responsible for demonstrating in its proposal it meets all applicable requirements of the funding source (i.e., developer experience, ongoing operations budget, provided services). The county reserves the right to reject any submittal that fails to demonstrate it meets funding requirements. Staff may, at its discretion, contact any applicant for information clarification, but it will not accept unsolicited additional information from the applicant after the stated proposal deadline.

Lake County Behavioral Health Services and the Lake County Department of Social Services intend to provide the Board with recommendations and prioritizations of submittals based on the review committee's scoring of all proposals meeting threshold review for minimum eligibility. All applications become public information once the submittal deadline passes and the applications meeting all requirements, as determined by the review committee, are forwarded to the Lake County Board of Supervisors for consideration and final selection.

Lake County Behavioral Health Services contact:

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