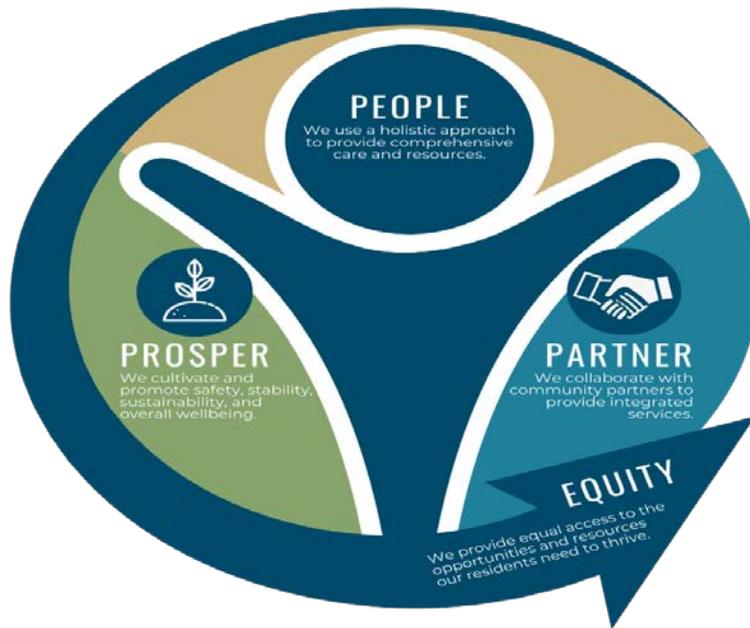


REQUEST FOR PROPOSAL



BY

SHERBURNE COUNTY HEALTH AND HUMAN SERVICES

DISABILITY SERVICES DIVISION

FOR

**Two Local Service Providers Accessing Housing for Persons with Disabilities in
Sherburne County**

PROPOSAL DUE DATE: April 30, 2020 @ 3:00 PM Central Standard Time (CST)

13880 Business Center Dr NW Suite 100, Elk River, MN, 55330
Tel: 763-765-4000

websites: <https://www.co.sherburne.mn.us/>
Equal Opportunity Employer

Project Overview

Sherburne County is in Central Minnesota, adjacent to Stearns, Benton, Wright, Hennepin and Mille Lacs Counties. Sherburne County has an estimated population of 96,000 and it is one of the fastest growing counties in the state. The population in Sherburne County is concentrated along the Mississippi River with the highest density of development being found in the Southeast area adjacent to the Twin Cities and in the northwest adjacent to St. Cloud.

The mission of Sherburne County Health and Human Services is to promote and protect the health, safety, well-being and creating self-sufficiency for the residents in Sherburne County. Our commitment to this mission is demonstrated through a history of quality programs that assist county residents from infancy to elderly years with programs that cover the health and human services spectrum.

In 2020, Sherburne County Health and Human Services has entered into a contract with the State of Minnesota Department of Human Services Disability Services Division for advancing a life sharing service model as an alternative to corporate foster care services for disability waiver recipients in Sherburne County. Sherburne is subcontracting with two local service providers who have experience in working with persons with disabilities in searching for housing options, independent living skills training, and the provision of other supportive services. The two local service providers will be enrolled to provide housing access services; and hence, having a good working relationship with landlords and homeowners in Central Minnesota is an added advantage to respondents.

The life sharing service model is a concept that is prominent in other states like Colorado, Massachusetts, Ohio, Pennsylvania, Rhode Island and Vermont. The life sharing model supports greater decision-making enabling persons with disabilities to have more control over their own lives. It promotes community integration as individuals become community neighbors and may also reduce dependence on support professionals. The two local service providers will each employ a life sharing specialist who will be working with Sherburne County Disability Waiver Case Managers, landlords and homeowners.

The local service providers will conduct the following services:

- Conducting outreach activities and work individually with landlords and homeowners. The community service provider agencies will recruit a life sharing specialists who will be trained on the life sharing model. The life sharing specialists will each meet with a minimum 30 landlords and homeowners either through a recruitment event or through individual recruitment meetings.
- The life sharing specialists will successfully complete background checks and complete person-centered housing plans with 100% of referrals at the intake meeting.
- The life sharing specialists will coordinate and complete meeting between waiver recipients and potential life sharing homes that have completed the person-centered housing plan
- The life sharing specialists will develop ADA compliant flyers with regarding to life sharing model.

A "Quality Based Selection" method will be used to review proposals submitted in response to this RFP. This selection method involves staff reviewing and ranking each proposal based on the capacity of the respondent and the completeness of the proposal. The selection process will weigh heavily on the agency that can provide the greatest number of services (listed below).

Sherburne County Health and Human Services will evaluate proposals based on the respondent's ability to provide the following:

- More than 5-years' experience in working with individuals with disabilities in Central Minnesota.
- Knowledge about the person-centered practices in Minnesota
- Excellent working relationships with landlords and homeowners in Central Minnesota.
- Previous experience in developing and maintaining individualized housing options with persons with disability.
- Knowledge about home and community-based waiver services such as housing access coordination, individualized home supports, independent living skills, 24-hour emergency assistance and other personal supports.
- Previous working knowledge with Sherburne County Health and Human Services would be an added advantage.
- Ability to work in all counties in Central Minnesota
- High level of integrity and accountability system

Reporting: The provider agency will collect monthly data related to landlord and homeowners, develop and share person-centered-profiles of life sharing homes and waiver recipients. Submit monthly progress reports and contributes in the quarterly and end line project reports.

Billing: Billing will be only for time related to work on the Life Sharing Project. It is anticipated that the work related to this project will be a .5 full time equivalency for each agency with \$46.32 per hour for a period of 39 weeks. Costs needed technology and other expenses are built into the hourly rate.

Sherburne County manages all other costs related to the project implementation; including but not limited to, key speakers, training venue and refreshments costs, background check and legal fees for lease agreements.

Application Content

A complete application will consist of the following elements (applications which do not include all elements will not score well in the review process)

1. **Cover Letter-** respondents will provide information such as an authorized representative for the project, tax identification number, 501 (C)(3) information, a project abstract, and total cost requested to deliver services.
2. **Narrative** (Word document) – Respondent's will provide a five-page maximum document (1" margins, single spaced, 12-point font), detailing their understanding of the RFP, experience, and qualifications to deliver the services. Narrative information must include the following Information:
 - Organizational background including experience working with people with disabilities
 - Organizational capacity in recruiting qualified staff for the project
 - Life sharing specialists assigned to this project should have more than 2 years' experience in human services.
 - Similar types of programs offered by the organization in the past
 - The respondent's experience in working with culturally and racially diverse individuals

Proposal Submission

Respondents are required to submit **four copies of the grant proposal** and other attachments. Proposals must be physically received by 3:00 pm, April 30, 2020. Late proposals will not be considered and will be returned unopened to the submitting party. Faxed or e-mailed proposals will not be accepted.

Timeline of Events

RFP release	March 27, 2020 @3:00 pm on Central Standard Time (CST)
Respondents may submit questions about the RFP	March 28, 2020 @ 8:00 am – April 10 2020 @ 4:30 pm CST
Sherburne County responds to respondents' questions	April 17, 2020 @ 4:30 pm CST
Deadline for submission of Proposals	April 30, 2020 @ 3:00 pm CST
Respondents are notified on applications status	May 15, 2020 @ 3:00 pm CST
Contract goes into effect	May 18, 2020 @ 9:00 pm CST

Additional Information

The selected applicants will be required to enter into a written agreement with the County. The agreement will cover items such as insurance, indemnity, handling of data, and other standard items. The successful respondents shall be deemed independent contractors.

The County may investigate the qualifications of any respondent under consideration, require confirmation of information furnished by the respondent, and require additional evidence of qualifications requested in this RFP. The County reserves the right to:

- a. Reject any or all proposals if such action is in the public interest;
- b. Cancel the entire RFP;
- c. Issue a subsequent RFP;
- d. Remedy technical errors in the RFP process;
- e. Appoint an evaluation committee to review the proposals;

- f. Establish a short list of proposers eligible for interview after evaluation of written proposals;
- g. Negotiate with any, all, or none of the proposers; and
- h. Reject and replace one or more subcontractors.

Respondents are placed on notice that responses to the RFP will become public information after the closing of the period of solicitation.

Responders' Questions

Respondents questions regarding this RFP must be submitted in writing prior to 4:30 pm Central Time on April 10, 2020 and sent to: Sherburne.HHS.rfp@co.sherburne.mn.us . Questions from respondents will be address "in writing" on the

Sherburne County website. Every attempt will be made to provide answers timely and distributed to "all" identified respondents informing them of Frequently Asked Question (FAQ).

The County will respond to all questions regarding this RFP no later than April 17 at 4:30 p.m. NO TELEPHONE CONTACTS FOR INFORMATION WILL BE ACCEPTED

Applications can be delivered to:

Sherburne County Health and Human Services

ATTN: Abdi Osman

C/O Sherburne County Government Center

13880 Business Center Drive NW, Suite 100

Elk River, MN 55330

Proposal are due on April 30, 2020@ 4:30 PM Central Standard Time (CST)