



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## REQUEST FOR PROPOSALS

Old Colony Young Men's Christian Association, Inc. (OCY)  
320 Main Street  
Brockton, MA 02301

Consulting Services for Emergency Shelter and Housing Programs

### RFP 2024 Housing

The Old Colony Young Men's Christian Association, Inc. (OCY) is accepting competitive proposals from qualified consultants to provide **Consulting Services for Emergency Shelter and Housing Programs**. These consulting services shall be performed in accordance with all applicable local, State, and Federal laws, regulations, executive orders and requirements.

OCY will receive proposals at the location stated below until 12:00pm (EST) on Monday, March 25, 2024. Submittals received after this deadline will not be considered.

The complete submittal consisting of **1 electronic submission in pdf format (to be emailed to [kscott@oldcolonyymca.org](mailto:kscott@oldcolonyymca.org))** titled Firm Name\_RFP 2024 Housing.

To receive a copy of this Request for Proposal (RFP) or for information concerning this RFP, including specific requirements and evaluation criteria, please contact Katie Scott, Community Impact (508) 897-1299 or [kscott@oldcolonyymca.org](mailto:kscott@oldcolonyymca.org).

OCY reserves the right to negotiate with any or all firms submitting qualifications. Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to submit their qualifications. Firms using subcontractors must solicit firms in the subcontracting process.

OCY is an equal opportunity employer without regard to race, color, sex, age, religion, national origin, persons with disabilities or limited English proficiency.

#### 1.0 INTENT:

The intent of this RFP is to obtain proposals with qualified and experienced consultants who are interested in assisting OCY with best practices of shelter programs, building accessibility and affordable housing opportunities for families experiencing homelessness. The selected consultant must have knowledge of and provide all services in full compliance with all applicable local, State, and Federal laws, regulations, executive orders, and requirements.

Please follow the instructions in the RFP Response Requirements Section.



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The executed contract will meet all rules for Federal grants, as provided for in Title 44 Code of the Federal Regulations and 2CFR 200.317 through 200.326 and Appendix II.

The Successful Respondent(s) will be awarded a contract effective from the date of award or notice to proceed as determined by OCY.

## 2.0 PROJECT SUMMARY

**Introduction:** OCY is a non-profit that operates throughout Massachusetts (MA) with a majority of locations in the Southeastern part of the state and a headquarters located in Brockton. OCY offers emergency shelter assistance for 63 families at three sites in Brockton, MA, which will be the primary focus of the consultant work. OCY seeks to evaluate current systems, properties, buildings and potential expansion.

Work under this contract is expected to include, but not be limited to the following:

- Provide assistance to OCY with regard to safety and compliance with applicable local, State, and Federal laws, regulations, executive orders, and requirements;
- Provide guidance with housing and shelter best practices;
- Provide guidance in potential accessibility improvements;
- Collaborate with OCY staff and other OCY consultants on expansion opportunities for affordable housing and program assessments;
- Develop plans for environmental improvements for current program locations;
- Generate a formal recommendation report before the contract end;
- Assist OCY staff with the development of procurement packages as needed;
- Provide OCY with records in compliance with federal standards that are complete and ready for audit.

Any subcontracts issued under this contract must comply with the necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2CFR200.321. Note: The use of any Contractor, or Sub-Contractor, who has been declared debarred by the Office of Federal Contract Compliance Programs (OFCCP) is prohibited. A complete list of federally disbarred contractors can be found at [www.sam.gov](http://www.sam.gov). It is the sole responsibility of the Consultant to ensure that any subcontractor(s) or sub-consultant(s) are in good standing with the OFCCP and not on the debarment list.

## 3.0 RFP RESPONSE REQUIREMENTS

Requesting the RFP document:

- a. Contact Katie Scott, SVP Community Impact at (508) 897-1299 or [kscott@oldcolonymca.org](mailto:kscott@oldcolonymca.org).
- b. Any questions can be emailed to [kscott@oldcolonymca.org](mailto:kscott@oldcolonymca.org). Any Addenda to this RFP will be emailed to those firms which have notified OCY of their intention to submit a proposal. It remains the sole responsibility of the offering firm to contact OCY prior to submitting a proposal.



- c. Preparation and Format: Proposals should be prepared in a clear and concise manner to meet the requirements of the RFP. Proposals must be signed by an authorized representative or contracting agent of the firm. The Respondent shall include pricing for additional anticipated labor categories, including other non-labor related project costs. Please include any mark-up to be added to the cost of reimbursable expenses. Budget should not exceed \$50,000.
- d. Proposal Delivery: Proposals are due no later than 12:00pm (EST) on Monday, March 25, 2024. The complete submittal, consisting of **1 electronic submission in pdf format** and titled Firm Name\_RFP 2024 Housing

#### 4.0 MINIMUM RESPONSE REQUIREMENTS

Please submit the following information with your proposal:

- a. Cover letter with the name, address, phone number, and email address of the person or firm submitting the proposal. Provide the name of the project manager/primary contact person and person authorized to contract for the firm.
- b. In order to demonstrate the Respondent has sufficient qualifications, resources, and experience to provide the Services under this RFP, please provide the following information:
  - A brief history of the firm and overview of the "Respondent's experience indicating resources, understanding, qualifications, background, etc., in providing the services related to Housing and/or Accessibility experience, including:
    - What is the approximate number of organizations you have worked with?
    - Identify the key individual(s) who will be working on this project and summarize his/her qualifications and experience. Provide the resumes of all key individuals.
    - Identify the head office of the Respondent and, if different, the location of the Respondent's office in the region. If the Respondent is proposing a team arrangement, identify the locations of the head and local offices of the lead team member.
- c. Discuss recent experience of the Respondent which demonstrates current capacity to provide the services requested in this RFP.
- d. Describe the benefits that OCY will realize in selecting the Respondent's firm or team for this project. Benefits may include unique or specialized processes or organization, staff qualifications, capabilities, specialized experience, best practices or other factors that distinguish the Respondent from other Respondents.
- e. Discuss additional scope of work items that are not mentioned in the Project Summary that, based upon your experience, will be of great assistance to OCY in its efforts.
- f. Briefly summarize any other appropriate factors, not already provided in response to the questions and requests listed herein, about the Respondent's qualifications that are relevant to the consideration of the Respondent for this project.
- g. Provide at least three (3) references for which the Respondent has performed similar services within the last five (5) years.
- h. Provide a timeline of proposed work that will conclude no later than 8/31/24.
- i. List of ALL current committed contracts and any pending contracts through 12/31/24.



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- j. Provide a summary of any litigation, claim(s), or contract disputes filed by or against the Respondent in the past five (5) years which is related to the services that the Respondent provides in the regular course of business. State if there are NO litigation claim(s) or contract dispute(s) filed by or against the Respondent in the past five (5) years.
- k. Project Approach/Plan: Explain the Respondent’s understanding of the project and outline the Respondent’s proposed approach to completing the anticipated scope of work.
- l. Provide a statement of the firm’s current bonding capabilities and Certification(s) of Liability Insurance.
- m. Proposed Compensation: Submit hourly rates for services including rates by position. OCY reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of OCY, including costs.
- n. Cost Center Tracking: The services provider under this contract should be eligible for reimbursement as a direct administrative cost. To maximize OCY’s ability to document the cost of services provided under this contract, the Firm shall track time on a project by project basis. Invoices submitted to OCY for payment must reflect this project by project breakdown and must provide sufficient backup documentation to ensure reimbursement eligibility.
- o. Financial Stability: If requested by OCY during the contract negotiation phase, provide information substantiating the firm’s credit worthiness, assets, and exposures, bonding of capabilities, and any litigation in the past five years regarding financial considerations. OCY desires a certain level of confidence that the selected firm is operating a highly sustainable business.

5.0 TERMS OF CONTRACT:

OCY reserves the right to negotiate and revise stated contract terms and conditions prior to the Firm and OCY executing an agreement. The firm shall serve at the pleasure of OCY and be subject to removal, with our without cause, at any time during the term of the service agreement by giving thirty (30) days written notice to the other party.

6.0 EVALUATION CRITERIA:

Criteria	Weight
Personnel Experience & Qualifications	30
Staffing & Pricing	30
Availability & Timeline	25
Project Approach & Plan	15
TOTAL	100



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## 7.0 COST PROPOSAL FORM

The hourly rates shall include applicable overhead and profit. All non-labor related other than the direct costs, including travel and lodging, will be billed to the client at cost without-markup.

POSITIONS	HOURLY RATES
Subject Matter Expert	\$ _____
Project Manager	\$ _____
Project Writer	\$ _____
Data Manager	\$ _____
Closeout Specialist	\$ _____
Research Assistant	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____

### OTHER REQUIRED POSITIONS

Proposer may include other positions, with hourly rates and attach a job description and required years of experience for each position.