

Request for Proposals

**Housing Support Services
Prevention and Shelter
Diversion**

**Client Support Services
Capital Investments**

**Coordination of Resources and
Data Collection**

Reaching Home: Canada's
Homelessness Strategy

Issued on: January 4, 2024

Deadline for Submissions: Monday, January 22, 2024

GENERAL INSTRUCTIONS:

Please ensure your submission:

- Is completed online at: [Reaching Home Funding Application Link](#)
- Includes a completed detailed Budget Template that can be found here: [Reaching Home funding application detailed budget template January 2024](#)
- Is complete
- Includes any other materials necessary for the application that you wish to include

DEADLINE:

The online application deadline is 5:00 pm on Monday, January 22, 2024.
The application must be submitted online.

CONTACT:

Please direct enquiries to:
Bonnie Kryswaty, Project Manager
Phone: 807.624.1725
Email: bkryswaty@lspc.ca

1.0 PURPOSE

The Lakehead Social Planning Council is seeking proposals from organizations to reduce and/or eliminate homelessness by providing one or a combination of the following in the City of Thunder Bay:

- Housing Support Services
- Prevention and Shelter Diversion
- Client Support Services
- Capital Investments
- Coordination of Resources and Data Collection

This Request for Proposals (RFP) has been issued under the Reaching Home program delivered by Infrastructure Canada and will be delivered by the Lakehead Social Planning Council. In accordance with the Community Homelessness Plan, at least sixty-five percent (65%) of the funding will be aimed at reducing and/or eliminating Indigenous (First Nation, Inuit, Metis) homelessness.

A maximum of \$500,000 is available for any one proposal for fiscal years 2024-2026. There is a limit of one proposal per organization. Organizations should be aware that they must agree to absorb any cost above the requested amount necessary to complete the project. In addition, they should be prepared to

assume any ongoing operational and maintenance cost related to the project following its completion.

Proposals selected for funding will support Reaching Home Directives. Reaching Home Directive can be found here: <https://www.infrastructure.gc.ca/homelessness-sans-abri/directives-eng.html#h2.3>

2.0 WHO SHOULD APPLY

The Lakehead Social Planning Council is seeking proposals from organizations that have experience working with people experiencing homelessness or knowledge and expertise of homelessness and that:

1. are in good standing with the Lakehead Social Planning Council
2. have the experience necessary to execute and manage the Project
3. can undertake work so that the Project is started no later than April 1, 2024
4. can finish the approved work by no later than March 31, 2026
5. are prepared to enter into a legal agreement with the Lakehead Social Planning Council in the form of a Contribution Agreement that will be delivered upon approval of the funding application. This agreement sets out the terms and conditions of the funding, including the reporting requirements, conditions to advancing the funding, general obligations of the Recipient, etc.
6. are prepared to assume any cost over and above the funded amount to complete the Project
7. are not nursing and retirement homes, federal or provincial social housing, provincially funded emergency shelters, and home ownership units; and can demonstrate that the necessary building permits have been issued or can be obtained for the Project to proceed within the program timelines.
8. are using the homelessness management information system, HIFIS (HOMELESS INDIVIDUALS AND FAMILIES INFORMATION SYSTEM) or are willing to use HIFIS
9. take part in coordinated housing access or will take part in coordinated housing access
10. will work collectively with direction and advisory from the Indigenous and Designated Community Entities

3.0 PROPOSAL EVALUATION AND SELECTION PROCESS

3.1 SCHEDULE OF EVENTS

<u>Date</u>	<u>Milestone</u>
January 5, 2024	RFP issued
January 22, 2024	Submission deadline
January 23 – 31, 2024	Evaluation of responses and selection of preferred organizations
February 1, 2024	Applicants are notified of decision
April 1, 2024	Selected Recipients to commence projects

This schedule is subject to change and appropriate notice in writing of any changes will be provided. Changes to the schedule after the Closing Deadline may be communicated to organizations where feasible and will be published at: www.lspc.ca

3.2 SELECTION COMMITTEE

All proposals will be evaluated through a comprehensive review and analysis by a Selection Committee. The Selection Committee will review, analyze and rate Proposals in accordance with the selection criteria to determine which organizations are most responsive to this RFP's requirements.

The Selection Committee may at its sole discretion retain additional committee members or advisors.

The aim of the Selection Committee will be to select proposals which in its opinion meet(s) the Lakehead Social Planning Council's requirements under this RFP and provide(s) the best overall value to the Community. However, the proposal(s) selected will not necessarily be the ones requesting the least funding. Cost is only one of the components in determining the total score or ranking.

3.3 CLARIFICATIONS

As part of the evaluation process, the Selection Committee may make requests to clarify information set out in the proposal. The request for clarification is to remove contradictions or ambiguity within a proposal in order to permit a fair evaluation. The clarification process shall not be used by an organization to provide required information that was not submitted in the written proposal or to promote the organization's interests. The Selection Committee may request this clarification from any organization it chooses.

Site visits may be requested as part of the evaluation process.

In order to complete its due diligence, the Lakehead Social Planning Council reserves the right to use itself, other funders, and/or other organizations or levels of governments as reference.

Note: Proposals must be submitted online by no later than the Closing Deadline of 5:00 p.m. on Monday, January 22, 2024.