

NORTHERN COLORADO CONTINUUM OF CARE

Lead Agency Request for Proposal (RFP) Policies & Procedures

Updated November 2024

Every five years the Northern Colorado Continuum of Care (NoCO CoC) Governing Board publishes a request for proposal (RFP) for the Collaborative Applicant (CA) and HMIS Lead. The CA and HMIS Lead can be the same agency or different agencies, depending on the proposals received. Respondents to the RFP will be evaluated based on:

- Capacity
- Alignment with CoC mission, vision, and strategic plan
- Previous Experience
- Commitment to ending homelessness in Larimer and Weld counties

The NoCO CoC is committed to selecting the CoC Lead(s) most qualified for the role(s) they are seeking to fulfill. Organizations currently serving as CoC Lead(s) and other interested qualified organizations are encouraged to submit proposals.

NoCO CoC adheres to the following process for requesting, evaluating, scoring, and selecting Lead Agency proposals:

RFP Timeline

Starting in 2024, the NoCO CoC will release the Lead Agency RFP under the following timeline:

Release RFP	Select Lead Agency	Execute Contract
2024 – November	2025 – January	2025 – April
2029 – November	2030 – January	2030 – April
2034 – November	2035 – January	2035 – April

RFP Selection Committee

The Governing Board will create a *selection committee* at least one month before the anticipated publishing of the RFP for a CA & HMIS Lead. The selection committee must be comprised of an odd number of participants. It can be 3, 5, or 7 members. No members of this committee can be employees of agencies that the CoC currently funds; this includes staff of the current CA and HMIS Lead agencies. One seat on the committee is reserved for the current lead of the Lived Experience Advisory Council. If the LEAC lead is not available to participate, this seat can be filled with another board member. All seats on the committee will be filled by current board members with no conflicts of interest.

Selection Committee Responsibilities:

- Approve RFP language and objectives
- Approve scoring criteria and priorities
- Publish RFP
- Review all submitted proposals and score utilizing approved criteria
- Select an agency, based on highest score
- Present process and recommendation to Board for a motion to approve
- Securely save all documents related to this process for future review and monitoring
- Committee will only convene every 5 years, or as a new CA and/or HMIS lead agency needs to be appointed

Releasing the RFP

1. The Governing Board will create a *selection committee* at least one month before the anticipated publishing of the RFP for a CA & HMIS Lead. The selection committee will finalize the RFP language, objectives, and scoring criteria.
2. The RFP will be advertised publicly in the following manner:
 - a. CoC website (www.nocococ.org)
 - b. CoC newsletter
 - c. CoC general membership meeting
 - d. City, county, state bulletins
3. The RFP will be open for at least six (6) weeks.
4. Proposal scoring criteria will be released alongside the RFP for applicant reference.

Submitting, Evaluating, and Scoring Proposals

1. Responses to the RFP will be submitted to the current Board Chair. If the Board Chair has a conflict of interest, the proposals will be submitted to the Vice Chair (and in succession).
2. Submitted proposals will be evaluated and scored using the scoring criteria provided in the RFP.
3. The RFP selection committee is responsible for evaluating and scoring each submitted proposal.

Selecting the Lead(s)

1. The highest-scoring proposal for each role (CA, HMIS/CE Lead) will be recommended to the CoC governing board for selection.
2. In the case of only one (1) proposal submitted, the RFP selection committee will evaluate the proposal based on the scoring criteria to determine whether the applicant is qualified to serve in the role for which they applied. If the applicant is considered qualified, the RFP selection committee may accept and recommend the selection of this applicant to the CoC governing board.
 - a. If the applicant is not considered qualified, the CoC governing board may elect to modify and re-release an RFP.
3. After the selection has been approved, the board will negotiate and execute a contract with the CA and HMIS Lead. This decision will be publicly posted, and a presentation and summary of the process will be presented to the General Membership.

Lead Agency Transition (If Applicable)

1. In the case of a new Lead Agency being selected, a plan will be initiated between the new and incumbent Lead Agencies to facilitate a smooth transition for the reassignment of applicable grants and contracts, staffing, and other necessary changes.
 - a. Expectations for grant/contract transfers in the case of Lead Agency changes are outlined in the Lead Agency MOU.
2. Transition to the new Lead Agency should be completed with expediency, but not longer than four (4) months from selection.