



Pinellas County

Staff Report

File #: 21-2575A, Version: 1

Subject:

Ranking of firms and agreement with the Homeless Emergency Project, Inc. d/b/a Homeless Empowerment Program for emergency shelter and case management services.

Recommended Action:

Approval of the ranking of firms and agreement with the Homeless Emergency Project, Inc. d/b/a Homeless Empowerment Program (HEP) for emergency shelter and case management services for the Human Services Department.

- This new agreement provides emergency shelter, case management and related supportive services under the Family Transition Program.
- HEP will staff a Family Case Manager and provide emergency shelter bed placement for a minimum of thirteen homeless households with minor children.
- Two proposals were received with HEP selected as the highest ranked firm and recommended for award.
- The agreement has a term of three years with provision for one twenty-four-month extension with a total upset limit of \$900,000.00.
- Funding will be derived from the Human Services operating budget. This is a continuation of the family emergency shelter program at the same amount funded in fiscal year 2022, but with a different, competitively procured vendor.

Contract No. 22-0215-P(LN) in the not-to-exceed annual amount of \$300,000.00 for a three-year contract upset limit of \$900,000.00 effective October 1, 2022; Authorize the Chairman to sign and the Clerk of the Circuit Court to attest.

Strategic Plan:

Ensure Public Health, Safety, and Welfare

2.1 Provide planning, coordination, prevention, and protective services to ensure a safe and secure community

2.2 Be a facilitator, convener, and purchaser of services for those in need

2.3 Provide comprehensive services to connect our veterans and dependents to the benefits they have earned

2.4 Support programs that seek to prevent and remedy the causes of homelessness and move individuals and families from homelessness to permanent housing

Deliver First Class Services to the Public and Our Customers

5.1 Maximize partner relationships and public outreach

5.2 Be responsible stewards of the public's resources

5.3 Ensure effective and efficient delivery of county services and support

Summary:

This agreement provides for emergency shelter, case management and related supportive services under the FTP. HEP will staff a Family Case Manager and provide emergency shelter bed placement for a minimum of 13 literally homeless households with minor children.

Background Information:

On January 10, 2022, the Purchasing and Risk Division, on behalf of the Human Services Department, released a Request for Proposal (RFP) with the intent of selection a firm to provide emergency shelter and case management services for families with minor children. Two (2) responsive submittals were received. After evaluation, Human Services Department recommended award to HEP. Negotiations were centered around several factors, including approach and cost. The contract has a term of thirty-six (36) months beginning October 1, 2022, with an option for one (1) twenty-four-month renewal.

The firms in order of ranking are attached on the ranking spreadsheet.

As a core part of the Homeless Continuum of Care (CoC), the County has funded family emergency shelter beds to stabilize families and provide critical housing while awaiting permanent housing placement. There is an ongoing concern with family shelter demand and the availability of funded shelter beds within the County. In many cases, with existing emergency shelter beds, family size, eligibility, and even associated funding sources can create significant barriers to a family accessing emergency shelter beds. Eligibility barriers can exist to shelter beds based on program, funding source, employment, or other issues making access a challenge. In some instances, even when there may be vacant beds, there may not be funding tied to operate those beds and provide case management making them unavailable for use. Under this agreement, 13 shelter beds for literally homeless households with minor children will be funded.

Fiscal Impact:

Estimated three-year expenditure not to exceed: \$900,000.00

Annual not-to-exceed amount: \$300,000.00.

Funding for this contract is derived from the Human Services' FY23 Proposed Budget.

Staff Member Responsible:

Karen Yatchum, Director, Human Services

Merry Celeste, Division Director, Purchasing and Risk, Administrative Services

Joe Lauro, Director, Administrative Services

Partners:

Homeless Emergency Project, Inc. d/b/a Homeless Empowerment Program

Attachments:

Services Agreement

Ranking Spreadsheet