



Request for Proposal: Point in Time (PIT) Count

The Mid-Willamette Valley Homeless Alliance (MWVHA) is seeking a qualified contractor to develop a comprehensive methodology for conducting a Point-in-Time (PIT) count of people experiencing homelessness across Marion County and Polk County. The PIT count is a critical tool for understanding the scope and nature of homelessness in our community and informing the development of effective intervention and prevention strategies.

Project Scope

The contractor will be responsible for the following tasks:

- Review past PIT count methodologies used in the Marion-Polk region, and map its successes, challenges, and opportunities.
- Conduct a comprehensive review of existing PIT count methodologies used by other communities in the United States, with a focus on best practices and lessons learned.
- Work with the Executive Director, Alliance Board, and PIT Count Workgroup to develop a methodology for conducting a PIT count that is:
 - Standardized and replicable to ensure data comparability over time.
 - Culturally appropriate and trauma-informed to minimize barriers to participation for people experiencing homelessness.
 - Cost-effective and efficient to utilize resources effectively.
 - Inclusive of all subpopulations experiencing homelessness, such as unsheltered individuals, families, veterans, and youth.
- Develop training materials/protocols and train volunteers and/or staff involved in the PIT count.
- Develop and implement a plan for data collection, analysis, and reporting of PIT count results.

Budget

The budget for the activities included in the scope of work and all materials needed (Counting Us app, participant incentives, translation, etc.) totals \$51,690.

Contractor Qualifications

The ideal contractor will have a proven track record of developing and implementing methodologies for similar projects. The contractor should also possess the following qualifications:

- Experience working with homeless populations.
- Experience working with both urban and rural communities.
- Expertise in data collection, analysis, and reporting.
- Strong understanding of best practices in homelessness intervention and prevention.
- Excellent written and oral communication skills.
- The ability to work collaboratively with a diverse range of stakeholders.

Selection Process

A selection committee will review all proposals and select a shortlist of qualified contractors for interviews. The final selection will be based on the contractor's qualifications, experience, proposed methodology, and cost proposal. The selection committee's scorecard is included on page 3.

Timeline

- Proposals are due by July 28, 2024 at 11:59 pm.
- Interviews will be conducted by August 14, 2024.
- A contractor will be selected by August 16, 2024.
- The project is expected to be completed by April 2025.

Submission Instructions

Interested contractors should submit a proposal that includes the following information:

- A description of the contractor's qualifications and experience.
- A proposed plan and framework for accomplishing the tasks outlined in the project scope.
- A timeline for completing the project.
- A cost proposal.

Proposals should be submitted electronically to elaine.lozier@mwvhomelessalliance.org.

Contact Information

For any questions regarding this solicitation, please contact Elaine Lozier at elaine.lozier@mwvhomelessalliance.org or 503-540-1620.

Thank you for your interest in helping the Marion-Polk region address homelessness in our community.

Point In Time Count Scorecard

Category	Description	Weight	Points Possible	Score	Comments
Understanding of Project Scope	Demonstrates a clear understanding of all project components.	30%	60	N/A	N/A
* Past PIT Count Review (Marion-Polk)	Proposal outlines a clear plan to review past methodologies, including successes, challenges, and opportunities for improvement.		20		
* National PIT Count Review	Proposal details a comprehensive review plan for existing methodologies used by other US communities, focusing on best practices and lessons learned.		15		
* Methodology Development	Proposal clearly outlines the approach to developing a PIT count methodology that meets all criteria (standardized, replicable, culturally appropriate, cost-effective, inclusive).		25		
Technical Expertise	Demonstrates strong experience and knowledge in PIT count methodologies and best practices.	10%	20	N/A	N/A
* Qualifications	Proposal details relevant experience and qualifications, particularly in PIT counts and homelessness issues.		10		
* Methodology	Proposal showcases applicable projects where they have successfully developed and implemented data collection methodology.		10		
Approach and Methodology	Proposal outlines a clear, well-defined, and efficient approach to completing the project tasks.	30%	60	N/A	N/A
* Work Plan	Proposal includes a detailed work plan with timelines, milestones, and deliverables for each project phase.		20		
* Communication Plan	Proposal details a clear communication plan for collaborating with the Executive Director, Alliance Board, and stakeholders.		20		
* Quality Assurance	Proposal outlines a plan for ensuring the quality and accuracy of deliverables throughout the project.		20		
Data Sharing Plan	Proposal outlines a feasible and effective plan to share PIT Count Data with various stakeholders.	20%	40	N/A	N/A
* Data Dissemination	Proposal defines communication channels for data dissemination		15		
* Data Security and Privacy	Proposal includes strategies to ensure data security and privacy compliance		10		
* Stakeholder Needs	Proposal includes consideration of stakeholder needs and preferred formats for data access		15		
Cost and Value	Proposal demonstrates a cost-effective approach that delivers good value for the project budget.	10%	20	N/A	N/A
* Budget Breakdown	Proposal provides a detailed and transparent budget breakdown for all project activities.		10		
* Cost Justification	Proposal justifies the proposed budget by explaining the cost-effectiveness of the approach.		10		
Total Points			200		