

REQUEST FOR QUOTATION  
Partners In Care NOFA Project Manager  
April 29, 2019



As Collaborative Applicant and fiscal agent of Partners in Care (PIC), Aloha United Way (AUW) is seeking an experienced contractor to support PIC in: PIC's application to the anticipated HUD 2019 CoC NOFA.

**Background:**

Partners In Care is a collaboration of service providers, funders, government agencies, advocates and other community stakeholders working together to address homelessness. PIC's mission is to eliminate homelessness through open and inclusive participation, and the coordination of integrated responses. More information about PIC is available at [www.partnersincareoahu.org](http://www.partnersincareoahu.org).

Priorities in 2019 include continuing strengthening and integrating the community's Coordinated Entry System; working with broad stakeholder groups in the development of a community-wide plan; strengthening PIC's infrastructure and governance; diversifying funding; improving public relations and external communications; and maintaining compliance with HUD regulations. The selected contractor will provide critical support to the PIC Board of Directors, PIC Planning Subcommittee, and PIC Staff from May 2019 to August 2019.

**Scope of Work:**

Under the guidance of the PIC Chair and Vice Chair, PIC Planning Chair, PIC Planning Subcommittee, and PIC Staff the contractor will assist with:

**Preparing and submitting the CoC application by:**

- Facilitating the 2019 NOFA submission to HUD under the general direction of and in collaboration with the PIC Board of Director's, the PIC Director's Office and the Planning Committee and the Operations and Planning Manager to include:
  - identifying CoC project priorities and reallocation amount;
  - developing process and methodology;
  - working with the PIC Monitoring and Evaluation Workgroup in preparing CoC monitoring and evaluation reports for each renewal project;
  - developing and presenting the recommendation to the Board of Directors and Planning Committee;
  - drafting narrative based on input from PIC members, data reports, attachments and application construction of general sections;
  - receiving, reviewing, responding to and incorporating comments from the public;
  - finalizing narrative, attachments, and application for submittal to HUD by NOFA deadline.

Further details of the contractor's deliverables will be determined as part of the selection process. The work will be completed in the PIC Office, located at AUW and/or at the Project Manager's office or home/office. The total estimated time is 200 hours, over the 10-12 weeks that the entire NOFA process requires.

Funding to support this position comes from a HUD planning grant and is therefore subject to grant specific eligible cost guidelines and general federal procurement guidelines.

**Budget and Timeline (subject to change):**

Proposed total budget	not to exceed \$20,000 (includes all costs, however reimbursement for excessive mileage may be negotiated)
Quotations due	Tuesday, May 7, 2019
Selection of consultant	Tuesday, May 14, 2019
Initial planning meeting	Friday, May 17, 2019
Final deliverables	Submission to HUD of completed NOFA application, approximate date: August - September 2019

**Quotations:**

Consultants interested in submitting a quotation are asked to submit the following not later than Tuesday, May 7, 2019:

- Proposed total budget and description of cost categories
- Resume
- Description (2 pages max.) of qualifications, capability and relevant experience
- 2-3 client references, including contact information

Proposals should be submitted by email to Sharon Baillie at [sbaillie@auw.org](mailto:sbaillie@auw.org) and Bill Hanrahan at [bhanrahan@mhkhawaii.org](mailto:bhanrahan@mhkhawaii.org).