



NeighborImpact

Supporting People, Strengthening Communities.

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July 14, 2023

TO: On-site Security Companies, Individuals and Organizations

FROM: NeighborImpact

RE: Request for Proposals (RFP) from entities interested in providing on-site security services to assist NeighborImpact in monitoring our low barrier Stepping Stone shelter for the safety of our guests.

Introduction

NeighborImpact desires to contract with an independent DPSST certified firm to provide overnight on-site security personnel 7 days a week, 365 days a year, between the hours of 8:00 pm and 8:00 am.

Agency Overview

NeighborImpact's mission is "Supporting People, Strengthening Communities." It is a 501c3 nonprofit Community Action Agency based in Redmond, Oregon, that provides a variety of services that benefit individuals and families with low incomes in the Central Oregon region of Crook, Deschutes and Jefferson counties, and the Confederated Tribes of Warm Springs.

The agency's primary program areas:

1. Head Start and Early Head Start programs
2. Low-Income Energy Assistance Program
3. Home Weatherization and Rehabilitation
4. Child Care Resources
5. HomeSource (asset building and financial literacy programs)
6. Housing Assistance and Shelter
7. Emergency Food (regional food bank functions)
8. Lending Services (home rehabilitation, down payment assistance, septic upgrades, and micro-enterprise loans)

NeighborImpact has a \$52.6 million budget for fiscal year 2023-2024, with a mix of federal, state, local and private funding sources, and a staff of 242 people. More information on the agency can be found online at: www.neighborimpact.org

About Stepping Stone Shelter

NeighborImpact has partnered with the City of Bend as the operator of the Stepping Stone Shelter, a 26-unit former motel, located at 2346 NE Division St., in Bend, Oregon. This non-congregate, low barrier shelter, established in March 2023, is accessed through the regional Coordinated Entry System, and serves up to 60 individuals, couples, and households with children.

Though the Stepping Stone Shelter is a low barrier shelter, guests must adhere to the Guest Agreement outlining expectations during their stay. Additionally, guests sign a Good Neighbor Agreement created by NeighborImpact, the City of Bend, and neighbors surrounding the Stepping Stone Shelter to ensure the safety and enjoyment of the area for everyone.

Objective

NeighborImpact is seeking a 12-month contract with a trauma-informed, DPSST-certified security company to provide year-round on-site security personnel from 8:00 pm to 8:00 am, Sunday through Saturday. This contract would have the option for additional extension periods if desirable by both parties.

Security personnel will be responsible for ensuring the general safety of the Stepping Stone Shelter site and enforcing the Shelter Guest Agreement.

Contract Tasks

The successful proposer will be awarded a contract to provide the following assistance to NeighborImpact:

1. Contractor will provide onsite monitoring and patrol services at the Stepping Stone Shelter, located in Bend.
2. Onsite monitoring will include walking the property three times per hour (every 20 minutes). Patrols can include safe interaction with guests to build rapport while enforcing NeighborImpact's Guest Agreement.
3. Security personnel will report any illegal activity to the Bend Police Department and Stepping Stone Staff.
4. Security personnel will not be armed, nor will they engage in physical interactions with Stepping Stone Guests.
5. A nightly log will be provided to Stepping Stone Staff each morning before the end of the overnight shift.

Submission Requirements and Deadline

Interested applicants must submit the following:

1. Provide full legal name of the organization, organization type, and a general statement of the organization's roles and purpose. Provide the name, title, and contact information for lead staff person responsible for managing this contract.
2. Identify key staff that will be assigned to this project. Description of the organization and key staff experience, including documentation of specialized training, trauma-informed training, and security-specific certifications.

3. Scope of work for this project, including a description of necessary actions to achieve the contract tasks. Include a description of the approach to delivering services under this contract.
4. Provide a daily or hourly fee proposal. The proposed fees shall include all costs for providing the services under this contract.
5. Three client references, including contact information.

Submit proposals and required documents by email to subgrants@neighborimpact.org no later than **5:00 PM (Pacific Time) on July 28, 2023.**

Inquiries about the RFP

RFP Inquiries and requests for information affecting this RFP may be submitted by email to the email address reference above no later than July 24, 2023.

Responses to inquiries will be posted to the NeighborImpact website no later than July 26, 2023. If it becomes necessary to revise any part of this RFP to provide additional interpretation of a section or provision, an addendum will be posted to the NeighborImpact website prior to the due date for proposals. If an addendum is necessary, NeighborImpact may extend the due date and time of the proposals to accommodate such additional information requirements, if necessary.

Evaluation Criteria

Responsive proposers who meet the minimum RFP qualifications will be evaluated based on the RFP criteria. Final ranking and selection will be based upon the criteria and points listed below:

- Demonstrated experience and ability to provide the desired services and produce the contract deliverables (35 points)
- Quality of scope of work and approach to the work under this contract (30 points)
- Quality and competitiveness of cost proposal (20 points)
- References (15 points)

NeighborImpact may choose to interview proposers if additional information is necessary. If NeighborImpact deems that interviews are necessary, they will take place August 9-11, 2023.

Schedule

RFP advertised – July 14, 2023

Respondent inquiry Period ends – July 24, 2023

Answers to inquiries posted to website – July 26, 2023

Proposals due – July 28, 2023, no later than 5:00 PM Pacific Time

Interviews (if necessary) – August 9-11, 2023

Contract Awarded – August 18, 2023

Eligible Contractors

Contractors must be properly insured to perform work under this contract. See the attached Independent Contractor Agreement for insurance requirements.

Contractors who are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities shall be ineligible for work under this contract.

General Terms and Conditions

See attached NeighborImpact independent contractor agreement.

Additional Information

If you have additional questions after reviewing this RFP document, contactsubgrants@neighborimpact.org