



CENTRAL FLORIDA CARES HEALTH SYSTEM, INC.

Housing Success Specialist FY 2019 - 2020
Proposal Instructions

January 3, 2020



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I. INTRODUCTION

A. About CFCHS

Central Florida Cares Health System, Inc. (CFCHS) is a not-for-profit organization that manages state and federal funded mental health and substance abuse treatment services in Brevard, Orange, Osceola, and Seminole counties. As a managing entity, we are a behavioral health administrative and management organization, and our primary focus is to promote a comprehensive, seamless system of recovery and resiliency to those in need of these services.

Our Mission – Central Florida Cares manages an affordable, high-quality behavioral health care system for persons with mental health and/or substance use disorders.

Our Vision – Achieve a comprehensive and seamless behavioral health system promoting recovery and resiliency.

B. Purpose

CFCHS is issuing this solicitation for the purpose of developing effective supportive services for chronically homeless individuals with a substance use or co-occurring disorder. CFCHS, in collaboration with the Brevard Homeless Coalition, are seeking to contract with organization(s) to add two (2) dedicated Housing Success Specialist (HSS) positions. The two positions will address the goal of diminishing returns to homelessness as well as the gap of supportive services to chronically homeless individuals to increase housing retention. The current process for connecting individuals to housing requires additional supportive services to assist in their transition from homelessness to housing. Both positions will cover Brevard County, one position will be dedicated to the southern region, while the coinciding position will incorporate both the central and northern regions.

In accordance with section 287.057(3)(e), Florida Statutes, mental health and substance abuse services are exempt from competitive procurement.

Interested parties may submit proposals to CFCHS as outlined in these instructions.

C. Scope of Services

The Housing Success Specialist position will support chronically homeless individuals with a substance use or co-occurring disorder to transition from the streets or shelter into stable, recovery-oriented housing. Prior to HSS involvement, the chronically homeless individual will receive housing advocacy and connection through a Brevard Homeless Coalition affiliated street outreach and the Coordinated Housing Assessment Team. The HSS will engage the individual at the time of move in. All supportive services provided will increase the likelihood of long-term housing stability. All allowable services are person-centered and

derived from the individuals self-reported needs. The services being provided will include, but are not limited to, housing education, budget assistance, landlord mediation, social rehabilitation, employment assistance, SSI/SSDI Outreach Access and Recovery (SOAR), transportation, activities of daily living education, medication education, Public Housing Authority Voucher assistance, and service connection.

II. GENERAL PROPOSAL INSTRUCTIONS AND PROCESS

A. SINGLE POINT OF CONTACT

Name: Trinity Schwab, MBA, CHC, Director of Contracts
Address: 707 Mendham Blvd, Suite 201, Orlando, Florida 32825
Phone: (407) 985-3564
Email: tschwab@cfchs.org

B. ELIGIBILITY OF PROPOSING ORGANIZATIONS

CFCHS is will accept proposals from **not-for-profit** corporations incorporated in the State of Florida and qualified to do business in the State of Florida. Organizations must also meet responsibility standards that may include the following:

- a. Appropriate financial, material, equipment, facility, personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
- b. A satisfactory record of performance with CFCHS, the Department of Children and Families, and the State of Florida as applicable;
- c. A satisfactory record of integrity;
- d. Qualified legally to contract with CFCHS;
- e. Has not been debarred or suspended by CFCHS; any local, city, county, or state government; the State of Florida, or the Federal Government;
- f. Must currently participate in the Brevard Homeless Coalition Coordinated Housing Assessment Team (CHAT) meetings.
- g. Must have experience serving individuals with a substance use diagnosis and the chronically homeless population.

CFCHS, at its sole discretion, shall determine the applicant's compliance with responsibility standards.

C. PROPOSAL QUESTIONS

- a. Questions may be submitted electronically to: tschwab@cfchs.org **no later than 5:00 PM [EST] on Friday January 10, 2020.**
- b. Answers to all questions will be posted on CFCHS website (<http://centralfloridacares.org/providers/procurements/>) **no later than 5:00 PM [EST] on Monday January 13, 2020.**

D. PROPOSAL SUBMISSION INSTRUCTIONS

- a. Proposals must be submitted electronically to: tschwab@cfchs.org
- b. The deadline for proposals is **5:00 PM [EST] on Friday January 17, 2020.** CFCHS reserves the right to amend this deadline at its sole discretion.
- c. Proposals must consist of the following documents completed in their entirety:
 - i. Organizational Profile
 - ii. Program Description
 - iii. DCF form CF-MH 1038, Line Item Operating Budget
- d. Proposal templates may be found at, <http://centralfloridacares.org/resources/proposal-packet/>

III. PROGRAM REQUIREMENTS

A. TARGET POPULATION(S)

Eligibility includes individuals who are indigent, uninsured, or underinsured and are chronically homeless who have substance use disorder or co-occurring disorder.

B. CONTENTS OF PROPOSAL

A complete proposal must include a completed Organizational Profile, Program Description and Line Item Operating Budget. The proposal documents should address the items listed below:

- a. Service delivery strategies to address the scope of services
- b. Process for evaluating long-term housing needs
- c. Aftercare strategies for individuals discharged from the program
- d. Partnerships with substance use providers for coordination of treatment services
- e. How the organization will work with CHAT to advocate for individuals

appropriate for the program

- f. Housing Success Specialist will have 1 – 2 years’ experience working with chronically homeless individuals or bachelor’s degree in a relevant field
- g. Access to Homeless Management Information System (HMIS)
- h. Program performance measures to track success of the service.

C. ALLOWABLE SERVICES

The following covered services described in 65E-14.021, F.A.C., are allowable uses of these funds:

- a. Incidental Expenses
- b. Case Management
- c. Outreach
- d. Supportive Housing/Living

D. BUDGET

All costs associated with services proposed must be reasonable, necessary and allowable, and relate to the program in compliance with both the Cost Principles for Nonprofit Organizations: OMB 2 CFR Chapter I, Chapter 2, Part et.al. Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and The Community Substance Abuse and Mental Health Services Financial Rules specified in Chapter 65E-14, Florida Administrative Code.

All proposed costs must be in accordance with the Department of Financial Services Reference Guide for State Expenditures, February 2011, which may be located at: <http://www.flrules.org/Gateway/reference.asp?No=Ref-04201>

Proposed budgets should utilize DCF form CF-MH 1038 and reflect twelve (12) months for related expenditures. Resulting contracts will be prorated in accordance with the contract period.