

Providing Community Capacity to Address Homelessness in the Comox Valley

The Comox Valley Regional District (CVRD) is seeking quotations for the provision of services to provide community capacity to address homelessness in the Comox Valley.

The services required under this Request for Quotation (RFQ) are described in the attached Scope of Services and the Consultant, by submitting a quotation, undertakes to provide the services for the price quoted and as specified.

Quotations clearly marked "Housing and Homelessness" will be received at office of the Comox Valley Regional District at 600 Comox Road, Courtenay, BC V9N 3P6, until 2:00 p.m. Pacific time on July 30, 2010.

All prices must be quoted in Canadian dollars with HST shown as a separate item. Prices are to remain valid for a period of 60 days from date of submission.

Written quotations, which should include the attached form completed and signed, and may be submitted by mail or in person to 600 Comox Road, Courtenay, BC V9N 3P6, or by fax at 250-334-4358 or by email to jwarren@comoxvalleyrd.ca. In order to be considered, the consultant should ensure the quotation is received at the CVRD office before the submission deadline.

The contract will be issued to the consultant complying with the provisions of the RFQ offering the best value to the CVRD. The following criteria may be used to select the quotation offering the best value:

- a) Reputation and experience of the consultant in performing similar work with local governments;
- b) Methodology
- c) Ability to meet any time requirements or stipulations provided for in the RFQ;
- d) Lowest price to the Comox Valley Regional District of having the services provided in accordance with the Scope of Services.

All queries relating to this Request for Quotation should be directed to James Warren, corporate legislative officer, at 250-334-6007.

REQUEST FOR QUOTATION
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Scope of Services

Genesis: At its March 30, 2010 board meeting, the CVRD adopted the following resolution:
THAT the CVRD board follow through with the recommendation made in the CitySpaces report that a new committee comprised of both political and non-political members continue the work of ending homelessness in the Comox Valley.

On March 31, 2010, the Vancouver Island Health Authority (VIHA) awarded funding to the CVRD to provide community capacity for addressing homelessness. This directly relates to the first priority named in the VIHA's Strategic Plan 2008 – 2013 to improve the health of high needs populations.

Background

The consultant will provide “the services” noted below using but not limited to the following sources:

- independent research
- [CitySpaces report dated July 2009 and titled “Creating Certainty Within Uncertainty: A Regional Structure to Address Homelessness”](#)
 - o This report highlights the following key success factors, which should be paramount when considering service delivery:
 - Recognize housing and homelessness as a function within the organization and allocate resources to it
 - Speak with one voice
 - Build strong relationships
 - Advocate for housing units
 - Be prepared to respond when opportunities arise
 - Be flexible - build a robust model that can respond to changing opportunities
- [“City of Courtenay Mayor’s Task Force on Breaking the Cycle of Mental Illness, Addictions and Homelessness in the Comox Valley” dated March 1, 2008](#)
- Comox Valley sustainability strategy dated February 18, 2010 (http://www.comoxvalleyrd.ca/uploadedFiles/Regional_Strategies/Sustainability/CVSustainabilityStrategy_Feb%2018_Final%20Draft2.pdf).

The services

- Open house / public meeting before September 15, 2010 that invites public, service providers and public safety representatives with aim towards
 - o Recommending to the CVRD board chair a membership list for the CVRD housing and homelessness standing committee
 - o Explore assertive community treatment (ACT) team concept
 - o Developing community understanding of and support for
 - secondary suites
 - rental accommodations
 - single room occupancy (SRO) units
 - emergency shelters
 - supportive housing
 - o Developing recommendations for models that would provide sustainable funding to address affordable housing and homelessness

- Providing support to the CVRD housing and homelessness standing committee including
 - o Preparing reports for the committee's consideration regarding grant opportunities, barriers to affordable housing, emergency shelter land acquisition, development opportunities, community capacity development, etc
 - o Coordinating and attending committee meetings and providing professional advice to committee members and staff (note: committee meetings should occur bi-monthly in coordination with CVRD staff and the consultant may engage smaller working groups to focus on specific issues)
- Meeting with local government staff and community organizations to:
 - o Identify barriers for increasing options for affordable housing
 - o Provide tangible examples of tools to assist in developing range of housing options
- Developing a database that lists funding opportunities (federal, provincial, local government and private sector) and examples of suitable projects that would increase community capacity to address homelessness.
- Developing an inventory of organizations in the Comox Valley that are providing the range of housing services including analyses showing where gaps exist. Inventory to include organizations' key contacts, roles, mandates, goals etc.
- Coordinating workshops to be hosted locally for and / or organizing for local housing and homelessness organization members and advocates to attend conferences related to housing and homelessness and capacity building.
- Recommend to the CVRD the best path forward to address homelessness in the Comox Valley, considering
 - o ongoing funding commitments if required
 - o jurisdictional authority to undertake works if required
 - o partnership opportunities

Logistics

The work of the consultant shall conclude on March 31, 2011, which coincides with the conclusion of the CVRD housing and homelessness standing committee. The CVRD has an available budget of \$30,000 for this project scope of services.

Consideration will be given to proponents that have:

- specific experience in building community capacity and;
- professional social planning credentials.



Request for Quotation

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SUBMISSIONS REQUIRED BY 2:00PM PACIFIC TIME ON JULY 30, 2010

Name of Firm: _____

Address: _____

Contact Name: _____

Phone: _____ Fax: _____

Email: _____

Quoted Price	\$
HST as applicable	\$
Total Quoted Price	\$
Estimate of disbursements	\$

Firm Name

Date

Authorized Signature

Title