

Capital Area Alliance for the Homeless
Request for Proposals
Federally Qualified Health Center Clinic for the One Stop

Overview

Capital Area Alliance for the Homeless (CAAH) has released this Request for Proposals (RFP) in order to select a private non-profit entity or public agency eligible to operate a federally qualified health center (FQHC) clinic (the Clinic) within the One Stop Homeless Services Center at 153 N. 17th Street, Baton Rouge, Louisiana (the One Stop). The space available for the Clinic measures approximately 1244 square feet and includes two offices, six exam rooms, and a dental suite.

To be considered, a Proposal must demonstrate that the Applicant:¹

- Will operate within the One Stop Center
- Has the ability to pay monthly rent for the Clinic space, either immediately or after a start-up period
- Currently operates, or has operated in the recent past, a FQHC, or has comparable experience
- Will provide services at the Clinic during Monday - Friday
- Has the financial resources and experience required for startup and operation of the Clinic
- Will comply with all rules and requirements of the One Stop

Application Narrative

In a separate document, provide responses to each of the following questions/elements. Responses should be printed in an easily legible 12 point font, either 1.5 or double spaced.

- I. Organization Overview
 - A. Organization Name
 - B. Organization Address
 - C. Primary Contact Person
 - D. Primary Contact Email Address
 - E. Primary Contact Phone Number
- II. Organization Narratives
 - A. Organization Overview: provide a brief overview of the organization, including its mission statement. (Word count limit: 250)
 - B. Homeless Services Experience: provide a brief overview of the organization's homeless services experience, including past/current projects and key staff. (Word count limit: 450)
 - C. Health Center Management and Cultural Competency: provide a brief overview of the organization's health center management and cultural competency training and practices relevant to the population served by the One Stop. (Word count limit: 450)

¹ A proposal may be submitted jointly by more than one entity; joint applications from three or more entities are discouraged.

- D. Collaboration with Other Service Providers and Partners: provide a brief overview of the organization’s plans to work with the other service providers and partners within the One Stop and in the community to benefit the patient population. A list of current service providers operating within the One Stop may be found at <https://www.homelessinbr.org/onestop> (Word count limit: 300)
 - E. Fund Management Practices: provide a brief overview of the organization’s fund management practices, including accounting, financial controls, and compliance with 42CFR 51c.303. (Word count limit: 300)
- III. Project Implementation
- A. Scope: Provide a brief discussion regarding the following:
 - 1. Proposed hours of operation for the Clinic
 - 2. Proposed services to be provided at the Clinic
 - B. Implementation Plan: detail the services to be provided under this RFP, including a proposed staffing pattern and any specific activities to be implemented. Include the expected frequency of each type of service to be provided (e.g., daily, 2x/week, etc.) (Word count limit: 1000)
 - C. Implementation Timeline: provide a brief overview of the activities to be completed 30, 60, 90, 120, 150, and 180 days out from project start, including staff hiring. (Word count limit: 250)
 - D. Length of Program: CAAH expects that the successful applicant will commit to provide services for at least two years. Please identify the Applicant’s proposed time commitment for the Clinic, if any.

Scoring Criteria

Each application will be scored out of 100 points. Points will be awarded as follows:

Maximum Points	Description
30	Applicant’s background and experience, including homeless-services experience, indicate that it will be able to quickly and successfully implement activities under this RFP. (Elements II.A, II.B)
30	Applicant’s implementation plan is detailed, realistic, and proposes to provide services in a high-quality manner likely to produce positive outcomes for the One Stop’s clients. (Elements III.A, III.B)
10	Applicant’s health center management and cultural competency training and

	practices indicate that it will be able to deploy staff who will provide culturally competent services to Baton Rouge’s diverse unsheltered population. (Element II.C)
10	Applicant’s fund management practices demonstrate adequate management, accounting, and financial controls. (Element II.E)
10	Applicant’s implementation timeline is complete, realistic, and will ensure grant funds that Applicant receives are spent within the targeted performance period. (Element III.C & D)
10	Applicant’s proposed plans to collaborate with other service providers and partners within the One Stop and community benefits the patient population. (Element II.D)

How to Apply

To apply, submit a complete application packet to Charles Phillips at cphillips@homelessinbr.org.

Applications are due by **4:00 PM on Thursday, October 28, 2021**. Applications received after that time may be automatically rejected.

Application Packet

A complete application packet must include the following items. An application packet missing any of these items may be scored down or rejected at CAAH’s discretion.

- Proof of operating a FQHC, or comparable experience
- Applicant’s Bylaws
- List of Applicant’s current board members, including information about whether that board includes at least one person who is a consumer or former consumer of services
- Complete responses to each element/question listed in the Application Narrative section of this RFP
- A statement that Applicant is familiar with the *Ethical and Religious Directives for Catholic Healthcare Centers* and that the services provided at the Clinic will be consistent with the guidance therein. (Applicants with non-Catholic or secular affiliations are invited to apply; CAAH’s lease for the One Stop requires all medical services provided at the Clinic to be consistent with this document.)

Final decisions subject to approval by HRSA.