

## **Request for Proposal (RFP): Revision and Evaluation of Common Assessment (VI-SPDAT) Tool**

**1. Overview:** Homeless Services Network Inc. (HSN) is seeking proposals from higher-education-associated contractors to oversee and lead the revision of its common assessment tool, the VI-SPDAT, used to prioritize individuals experiencing homelessness for supportive housing opportunities. The contractor will also evaluate the effectiveness of the revised tool in addressing demographic disparities.

**2. Available Funding** Funding is available for a part-time student research assistant (up to 20 hours/week) to support a faculty lead investigator (unpaid) from August 2024 to May 2025.

**3. Roles and Responsibilities** The selected contractor will:

- Collaborate with HSN's internal VI-SPDAT committee, facilitating bi-weekly review meetings.
- Research and gather information on how other Continuums of Care have revised their prioritization processes.
- Develop a research proposal to study the equity implications of the revised tool.
- Complete Institutional Review Board (IRB) proposals as required.
- Based on feedback, develop a proposed prioritization system for community consideration.
- Incorporate community feedback, including input from individuals with lived experience and tool implementers.
- Provide training on the new system for piloting.
- Conduct short-term evaluations of the prioritization system's performance, including client and HSN feedback and demographic disparities.

### **4. Timeline**

- July - September 2024: Planning phase, community feedback, IRB proposal completion.
- September - December 2024: Development of prioritization system, piloting, initial performance evaluation.
- January - May 2025: Rollout of the revised tool and comprehensive evaluation.

**5. Proposal Submission** Interested parties should submit proposals no longer than 2 typed pages in length, addressing their approach to fulfilling the roles and responsibilities

outlined above. Proposals should include relevant qualifications, experience, and a proposed budget breakdown. Proposals should be submitted via email to [application@hsncfl.org](mailto:application@hsncfl.org) by July 15th, 2024.

**6. Evaluation Criteria** Proposals will be evaluated based on:

- Demonstrated experience with similar projects in homelessness services or related fields.
- Clarity and feasibility of the proposed approach.
- Qualifications and expertise of the proposed team.
- Budget realism and efficiency.
- Alignment with HSN's goals to improve equity in housing support services.

**7. Contact Information** For inquiries or clarifications regarding this RFP, please contact Brian Postlewait, Chief Operating Officer, at [brian.postlewait@hsncfl.org](mailto:brian.postlewait@hsncfl.org).