



**Housing Services and
Wraparound Supports**

**OFFICE OF THE
Justice Advisory
Council**

**REQUEST FOR QUALIFICATIONS (RFQ) 1205 – RS241
Housing Services and Wraparound Supports**

**Request for Qualifications posted Monday, June 3, 2024
Submissions due Monday, July 15, 2024 at 5:00pm Central Time**
Information and submissions: CookCountyIL.gov/IACGrants

**Virtual Pre-Submittal Conference:
Wednesday, June 12, 2024 at 1:00pm Central Time**
To RSVP and for more information visit: CookCountyIL.gov/IACGrants

Contact: For inquiries about this RFQ, contact Juandalynn Johnson, Justice Advisory
Council Grants Coordinator at IAC.Info@cookcountyil.gov

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Toni Preckwinkle, President
County Board of Commissioners



Avik Das, Executive Director Cook
Justice Advisory Council



Section 1: Background - Cook County and Justice Advisory Council

Cook County Government is a home rule county pursuant to Article VII, Section 6 of the Illinois State Constitution and is governed by a 17-member Board of Commissioners that is elected from single-member districts. The Commissioners and a County Board President are elected to four-year terms by the citizens of the County. Cook County represents one of the major metropolitan areas in the state and nation, and contains 134 municipalities, (including the City of Chicago), 29 townships, 221 special districts, and 164 school districts. Cook County is home to 5.28 million residents making it the second most populous county in the United States.

The Cook County Justice Advisory Council (JAC) implements Cook County Board President Toni Preckwinkle's public safety policy and criminal and juvenile justice system reform efforts. The JAC's mission is to promote equitable, human-centered, community-driven justice system innovation and practice through rigorous stakeholder engagement, policy work, service coordination, and grantmaking that increases community safety and reduces reliance on incarceration.

Section 2: RFQ Description

The purpose of the Cook County Justice Advisory Council (JAC) Housing Services and Wraparound Supports Request for Qualifications 1205-2104 is to reduce community violence and prevent recidivism by enhancing housing options and additional support for individuals facing housing insecurity, including those with criminal justice system involvement. To this end, this RFQ shall establish a prequalified pool of providers of housing services, which may include providers able to provide wraparound supports in alignment with housing services. The prequalified providers list will be valid for thirty-six (36) months, with two (1) one-year renewal options. The Cook County Justice Advisory Council may enter into Professional Services Agreements with prequalified providers to provide services, as needed and as funding may be available, throughout the period of the list's validity.

No funds are currently allocated for the services indicated in this Request for Qualifications. This pre-qualified list of providers is being prepared by the Justice Advisory Council in anticipation of funds which may be made available over the course of the provider list's valid dates.

In the event funds become available for the services described in this RFQ, the Cook County Justice Advisory Council will negotiate individually with individual providers on both the scope of services to be provided as well as the cost for those services.



Section 3: Description of Qualifications Sought

Cook County is committed to making housing available for individuals on a broad continuum of need, with due regard to an individual's stage of involvement in the justice system if any.

Specifically, the County seeks to prevent individuals from becoming or remaining unnecessarily housed in the Cook County Jail due to the significant adverse outcomes that accompany even a short stay. The County seeks housing providers who are able to accommodate these individuals. Further, the County wishes to enable the individuals described above to engage in or continue with already-available employment, education, treatment programs, and to maintain contact with family. We seek providers who can commit to providing housing services which support maintenance of on-going positive activity.

All applicants must offer housing services. Funds for housing services which may be made available through this Request for Qualifications may additionally fund the following wraparound services and support:

- Case Management Services, including navigator supports for access to services;
- Legal Services, including connection to legal aid;
- Employment Supports, including linkages to employer partners;
- Healthcare Services, including assistance obtaining County Care; and
- Educational Supports, including education and training programs.

Only organizations who directly provide housing services are eligible to respond to this Request for Qualifications. Fiscal agents are not allowed for this RFQ.

Only organizations who are incorporated as nonprofit corporations with 501c3 or 501c4 designation from the Internal Revenue Service are eligible to respond to this Request for Qualifications.

Organizations who respond to this RFQ:

- **shall** demonstrate their qualifications to provide housing services, and
- **may also** demonstrate their qualifications to provide the wraparound supports listed above, either as a direct provider or through demonstration of established relationships with third-party providers.

Section 4: Expectations of Housing and Wraparound Service Providers

The following list describes a set of minimal or normative housing services standards for the individuals served under JAC Professional Services Agreements. The JAC expects qualified housing service providers to adhere to these or similar standards and will evaluate responses with this expectation.



Housing Service Providers shall:

- Maintain an appropriate venue for the provision of the services offered, complying with relevant building code provisions, zoning, and other local government requirements.
- Staff facilities used by participants 24 hours a day, 365 days a year.
- Ensure the physical safety of residents, with due regard to the safety of staff and neighbors as well.
- Maintain sufficient staff to coordinate efforts with the cook county justice advisory council, and through them to other units of county government.
- Interview and assess participants upon arrival for needs related to their house placement.
- Document and engage services for any urgent health concerns, including urgent behavioral health concerns, promptly.
- Maintain individualized records and take care that these records remain confidential.
- Not employ any resident served through a for-profit organization operated by the provider without full disclosure and approval from the cook county justice advisory council.
- Support program participants as they engage in pro-social behaviors, including accessing health care, maintaining or qualifying for employment, continuing their education, participating in faith-based activities as they may choose, and maintaining healthy contacts with friends and family.
- Having policies and protocols (or willingness to develop) that explicitly support patients receiving all FDA approved forms of medications for addiction treatment, including safe storage of medication, transportation to and from appointments, and other logistics to support ongoing care engagement.
- Have staff that are trained in first aid protocols including administering naloxone (Narcan™), and mental health first aid. Have policies and protocols (or willingness to develop) that allow participants to be trained in overdose prevention and carry naloxone.
- Have staff that are trained (or a willingness to implement with JAC) in the principles of harm reduction and trauma-informed care.
- Provide each participant with appropriate sleeping, dining, recreational and bathroom facilities, and a safe place to store identification and other valuables, including medications.
- Facilitate and monitor transportation to and from court as needed.
- Document clear and understandable rules for residents, including an orientation and a copy of the rules for residents. Such rules shall be fairly and evenhandedly enforced.
- Promptly request removal or transfer from the facility if a participant is a danger to self or others.
- Offer equitable treatment by staff towards all participants throughout their stay at the facility.



Section 5: Required Submission Documents

Three documents are required to successfully submit qualifications for this RFQ, the first document has three distinct subsections:

- Document 1: Program Qualifications Document
 - Document 1(a) Housing Services Qualification Description (5-page max.)
 - Document 1(b) Organizational Readiness to Serve Populations
 - Document 1(c) References Section
- Document 2: Current Budget Document
- Document 3: Financial Qualifications Document

Document 1: Program Qualifications Document

This document must be less than 20 Mb in size, and must be in PDF format, and should be single-spaced, no smaller than 12-point font throughout. Document 1 should contain two subsections: 1(a) Housing Services Qualification Description (5-page max.); 1(b) Organizational Readiness to Serve Populations; and 1(c) References Section

- **Document 1(a) Housing Services Qualification Description (5 page maximum):**
In this section, please provide a statement of the organization's readiness and experience providing housing services to individuals at risk of justice system involvement, including:
 1. A thorough description of your experience and capacity to serve individuals with housing services as described in Section 4 above, with information a description of Respondent's organization's history specific to:
 - Persons that have been served
 - Coordination with partner agencies and units of government
 - Development of measured outcomes
 - Total number of employees in Respondent's organization, year of incorporation, and number of years providing services.
 - The names and length of relevant professional experiences of key personnel involved in this work (resumes are not requested).
 2. A list of the locations, features, and licensure of all facilities utilized for services with a statement expressing how such facilities meet state and local standards regarding health and safety.



3. A description of any limitations that may prevent the accommodation of all participants, including non-English speaking participants and those living with disabilities.
4. A list of any pending litigation in which the Respondent may experience significant financial settlement and a brief description of the reason for legal action. If the respondent does not have any legal actions, the respondent shall state "Not Applicable" in this section.
5. In this section, please provide a one-page statement of the organization's readiness and experience delivering (or partnering with a subcontracted provider) to offer wraparound services to individuals receiving housing services who have or are at risk of justice system involvement. Statements may be offered in the following service areas:
 - Case Management Services, including navigator supports for service access
 - Legal Services
 - Employment Supports
 - Healthcare Services
 - Educational Supports

• **Document 1(b) Organizational Readiness to Serve Populations**

The following list describes areas of organizational readiness that the JAC is seeking from service providers. Applicants need not supply all of these; however, applicants should speak to each area with consideration to how they do or do not engage with that area of organizational readiness. This list of organizational readiness areas is not exhaustive. If there are additional areas you would like to speak to, in addition to this list, you may.

1. Populations Served
 - a. What population or populations is your organization designed to serve?
 - b. In what ways are your staff representative of the populations your organization is designed to serve, if any?
2. Racial Equity
 - a. How do you ensure equity in access to supports and services as well as outcomes?
 - b. How do you address racial disparities in the communities you serve?
3. Disability Supports
 - a. Do you serve individuals with a physical or cognitive disability on-site or in-house? If yes, please name any disability or accessibility needs you may already have built-in.
 - b. Do you require staff to complete any training that might prepare them to serve



individuals with a physical or cognitive disability?

4. LGBTQ+ Supports

- a. Do you provide culturally responsive supports to LGBTQ+ individuals, particularly transgender individuals? If yes, please describe any services that are tailored to be culturally responsive to the LGBTQ+ community, particularly transgender individuals.
- b. Do you require staff to complete any training that might help them build cultural-responsivity and better serve members of the LGBTQ+ community, particularly transgender individuals?

5. Complete the following tables with demographic data on your board, staff and clients:

RACE	# of Board Members	# of Staff Members	# of Clients (per year)
White			
African American			
Native American			
Asian			
Other			
ETHNICITY			
Hispanic/Latino			
Not Hispanic or Latino			
DISABILITY			
<i>If you do not collect self-reported disability demographic data from your organization's Board, Staff Members or Clients, please indicate "Not Collected"</i>			
LGBTQ+			
<i>If you do not collect self-reported LGBTQ+ demographic data from your organization's Board, Staff Members or Clients, please indicate "Not Collected"</i>			

- **Document 1(c) References Page:** In this section to be included as part of Document 1, please provide at least three relevant professional references, external to your organization, for individuals that can attest to your qualifications and experience with



proposed services. These individuals are not to be employees of the Cook County Justice Advisory Council.

Each reference shall include, at a minimum:

- ✓ The reference's name, title and organizational affiliation.
- ✓ The reference's work contact information: street address, telephone number, and email address – not their personal contact information.
- ✓ A description of work performed by the organization for which the reference can vouch, and the amount your organization was paid for that work.

Document 2: Current Budget Document

This document should detail the specific sources of revenue for your organization for your current budget year, and the expenses planned for your organization. Please offer an explanation for any expected planned deficit for the budget year.

This document must be less than 20 Mb in size, and must be in PDF, XLS, or XLSX format.

Document 3: Financial Qualifications Document

This document should provide a financial reporting for the organization for its most recently completed fiscal year. This statement may take the form of:

- an audited financial statement AND
- 501c3 or 501c4 tax exempt letter.
- Optional: A statement signed by the Chair of the organization's Board of Director's indicating the organization's actual revenues and expenses, and a statement of financial position, for the most recently completed fiscal year.

This document must be less than 20 Mb in size, and must be in PDF, DOC, or DOCX format.

Section 6: How to Submit Your Response

The online submission page for this RFQ is grants.cookcountyil.gov, accessible at CookCountyIL.gov/JACGrants. Please be sure you have all materials ready to submit before completing this submission form - you will not be able to save as you go along.

Steps to complete:

1. Complete the Organization Information and contact fields on the form.
2. Upload your Program Qualifications Document from your computer.
3. Upload your Current Budget Document from your computer.
4. Upload your Financial Qualifications Document from your computer.



5. Enter the CAPTCHA validation characters shown on the screen, and press “Submit” to complete your submission.

Upon submission, the contact person identified on the submission page will receive an automated e-mail indicating that the submission has been received. Please save this e-mail when you receive it.

It is recommended to submit early to avoid a potential delay caused by a high volume of last-minute applications.

Only one application per applicant will be accepted.

Section 7: Evaluation Process and Criteria

Responsiveness Review

County personnel will review all submitted materials to ascertain that they are responsive to all submission requirements. The Cook County Justice Advisory Council reserves the right to reject any or all qualifications or any part thereof, to waive a non-material irregularity as an informality, and to accept the submission deemed most favorable to the County.

Qualifications Assessment

The Cook County Justice Advisory Council will evaluate all responsive submissions in accordance with the evaluation criteria detailed below. This evaluation process may include reviewers internal and external to the Justice Advisory Council who have knowledge and experience that can assist in determination of qualifications. The evaluation committee, at its option, may request that all or respondents respond to additional questions, offer additional references, submit clarifications, schedule a site visit of their premises (as appropriate), or make a presentation.

Upon review of all information provided, the evaluation committee will determine which organizations have successfully demonstrated qualifications and make a recommendation to that effect for approval by the Executive Director of the Cook County Justice Advisory Council or their designee.

The County reserves the right to check references on any projects performed by the respondent, whether those references were provided by the respondent or known by the County.

- ✓ **Assessment Criteria: Responsiveness**
Material will be assessed to determine compliance with all the submission requirements of the RFQ. Non-compliant respondents will not receive further evaluation.
- ✓ **Assessment Criteria - Qualifications**
Qualifications will be reviewed and scored based on the following criteria:



Program Readiness and Experience: 50 points maximum.

Respondent's readiness to implement the specific housing service components associated with the project, as evidenced by their general experience with providing similar services, as described in Document 1: Program Qualifications Document.

Fiscal Capacity: 20 points maximum.

Respondent's fiscal capacity to deliver services on an ongoing basis, as evidenced by Document 2: Current Budget Document, and by Document 3: Financial Qualifications Document.

References: 20 points maximum.

The reputation and strength of the respondent's housing services programming will be evaluated based upon the quality and relevance of the references provided in Document 1: Program Qualifications Document.

Further Evidence of Organizational Capacity: 10 points maximum.

Completeness, consistency and clarity in the respondent's execution of all required sections of response, as evidenced by each part of the submission.

There are a total of 100 points in the categories above. To be recommended for inclusion on the pre-qualified provider list for this RFQ, a response must achieve a minimum score of 70 points.

Section 8: Additional Information

Questions and Pre-Submittal Conference

A virtual pre-submittal conference for potential respondents to this RFQ will be held on Wednesday, June 12, 2024 at 1:00pm Central Time. The conference will cover the submission process and serve as a formal question-and-answer session. To RSVP, visit CookCountyIL.gov/JACGrants.

Respondents may also submit questions via email to JAC.Info@cookcountyil.gov until 5:00pm Central Time on Wednesday June 12, 2024.

Clarifications and Addenda

A "Frequently Asked Questions" document will be posted on the Justice Advisory Council grants website: CookCountyIL.gov/JACGrants. The document will be updated with questions and responses from the Pre-submittal Conference by Wednesday June 19, 2024. Guidance offered in this Q&A document, as well as any notifications offered on the JAC website as to the manner and timing of submission, shall be considered as part of this Request for Qualifications. It is the responsibility of the respondent to remain advised of any updates.



MBE/WBE (Minority Business Enterprise/Woman Business Enterprise) Participation Goals
Consistent with Cook County, Illinois Code of Ordinances (Article IV, Section 34-267 through 272), the County establishes goals that MBE/WBE firms retained as subcontractors receive certain minimum percent of overall estimated expenditures for procurements, to be determined based on the nature of the procurement. If M/WBE firms are utilized for these proposed service provisions, the Respondent shall state the name(s) of the minority and women sub-Respondent(s) and the level of participation proposed for each firm to be awarded a subcontract.