

# Request for Proposal: Consultant for Minnesota HIV Housing Coalition Strategic Plan and Governance Structure

## About

The Minnesota HIV Housing Coalition was founded over 20 years ago and is made up of HIV housing and service providers, advocates, representatives of government agencies, and other community members. The ability to meet basic living needs such as safe, affordable, quality housing, food, and transportation—is essential for any person with HIV to access and receive help from antiretroviral treatment. The mission of the MN HIV Housing Coalition is to improve accessibility and expand housing options for people living with HIV (PLWH) through advocacy, education, and best practices.

The vision for the HIV Housing Plan is built on evidence-based research that shows housing stability is key to engaging and keeping people with HIV in the care they need to stay healthy and prevent further transmission.

## HIV in Minnesota

The Minnesota Department of Health reports that 9,697 people are living in Minnesota with HIV/AIDS, as of December 31st, 2021. This is an increase of 8% from 2020, with 298 individuals being diagnosed in 2021. In Minnesota, 478 HIV-designated housing units are currently occupied by people living with HIV (PLWH) as of December 2021. Ten organizations own and/or manage these units or are funded to provide rental assistance.

## Minnesota HIV Housing Plan

In 2017, the HIV Housing Coalition completed a statewide HIV Housing plan that envisions that by 2025, all people living with HIV have access to permanent affordable housing that respects the life they want to live.

The plan has five primary goals:

1. More HIV Housing
2. Advocacy and Education
3. Representation
4. Data and Coordination
5. Partnerships

A copy of the complete 2021-22 Minnesota HIV Housing Plan draft is available upon request through the contact information included at the end of this RFP or <https://rainbowhealth.org/living-with-hiv/assistance/housing/>.

## Project Description

The Minnesota HIV Housing Coalition requests proposals from interested and qualified individuals and companies to update and implement the Minnesota HIV Housing Strategic Plan.

To this end, the coalition seeks a strategic planning consultant to actualize the vision and goals outlined in the MN HIV Housing Plan in collaboration with the Housing Advocacy Coordinator. The consultant's work will include updating the plan, setting up a framework for implementation, leveraging partnerships state-wide, and ensuring continuous improvement methods are in place along the way.

The consultant will work in collaboration with the Housing Advocacy Coordinator and the MN HIV Housing Coalition and workgroups to:

- Develop and execute a 10-month implementation plan to include updating the strategic plan, outlining, and starting activities, timeline, and deliverables
- Update the MN HIV Housing Plan by
  - Assessing the existing plan to find any gaps

- Reviewing feedback from the Coalition, recent needs assessments/surveys and HIV plans to integrate their inputs into the plan
- Updating plan strategies and tactics using knowledge of best practices in housing, HIV services, and funding
- Develop strategies to increase housing units and funding for housing, through development or partnerships throughout the state
- Initiate action on each goal
- Track and assess plan milestones and deliverables
- Develop process and structure to be sustained by the coalition after consultant work is finished
- Help organize, expand, and support the engagement of the coalition and the larger community
- Lead the Coalition in exploring a governance structure, mission, vision, possibility of 501(c)3 status, etc.
- Create a final report outlining what has been done and the results from the implementation plan

## Timeline

Our proposed process/timeline is outlined below:

1. **August 2022** – Issue RFP
2. **September 2022** – Select consultant
3. **October/November 2022** – Begin work assessing the current plan, analyzing relevant plans, and data gathering
4. **December 2022/January 2023** – Assess the current plan and information, actionable items are established for implementation
5. **February/March 2023** – Implementation and planning
6. **April/May 2023** - Begin transition planning, continued implementation, review of progress,
7. **June 2023** – Final report, tentative end date

This timeline is subject to change as needed. The contract will be completed by June 2023 with the expectation of a review of the strategic plan and combining relevant data with a report citing recommendations on how to move forward.

This is a one-time project.

## Proposal Guidelines

This RFP outlines the requirements for an open and competitive process. Funding for the proposal is provided through the Minnesota Department of Human Services (DHS) and administered by Rainbow Health for the Minnesota HIV Housing Coalition.

The budget for this project is limited to a contract range of \$75,000 - \$87,000. All costs must include any outsourced or contracted work, such as travel reimbursement, direct costs, and more. All expenses must be counted by the consultant and the consultant must supply an explanation of all fees and costs.

The contract terms and conditions will be negotiated upon the choice of the individual/organization.

All contractual terms will be subject to review by the Minnesota HIV Housing Coalition, including a project description, the scope of work, budget, schedule, and any other items about this project.

## Preferred Qualifications/Evaluation Criteria

Proposals will be reviewed and evaluated by the co-chairs of the MN HIV Housing Coalition, and HIV Housing Plan Workgroup, who will recommend one or more candidates for consideration by the Consultant Sub-Committee. Finalists will be invited for an interview with committee members to discuss the proposal and offer opportunities to ask further questions.

Criteria for evaluation outlined in your resume can include:

- Master's degree in organizational development and public health, or other social sciences (preferred)
- Five or more years of relevant project management and strategic planning experience (five years of relevant experience without a degree; three years with a bachelor's; two years with a master's)
- Five or more years of knowledge in housing systems, health and services needs for people living with HIV and/or other health disparities including chemical dependency and drug-related infectious disease
- Three or more years of experience supplying consulting services, leading facilitation processes or collaborative teams, and community or stakeholder engagement, collaborating with diverse communities in an online or hybrid in-person/online environment

## Intellectual Property

Ownership and copyright of all data, drafts, and final products will be the sole and exclusive property of the Minnesota HIV Housing Coalition.

## Submission of Proposal

The proposal should include the following information:

### A. Cover Letter

- Outline the understanding of the project and a statement of interest.

### B. Background and Overview

- Name and Contact information
- A brief overview of work history
- Description of work experience developing strategic plans, developing governance structures with coalitions, boards, and or nonprofit organizations. (3 pages max)
- Describe how you would approach this project (work plan) in detail including benchmarks and timelines (5 pages max)
- Include a resume for each consultant working on the project including the role of each consultant
- Supply at least three references who can speak to your work and examples of at minimum three past projects related to this work with proof of outputs (links, final PDFs)

### C. Budget

- A detailed budget and desired payment schedule

**A review of the proposals will start immediately with a deadline of September 15th, 2022.**

**Please send proposals to:**

Kim Lieberman, Senior Housing Systems Supervisor, Rainbow Health at [kim.lieberman@rainbowhealth.org](mailto:kim.lieberman@rainbowhealth.org)

**If you have questions about the RFP, contact:**

Aamina Mohamed, Housing Advocacy Coordinator, Rainbow Health at [aamina.mohamed@rainbowhealth.org](mailto:aamina.mohamed@rainbowhealth.org)