

Central Pines Regional Council

Request for Proposals – Triangle Youth Homelessness System Mapping and
Needs Assessment

Date of Issue: 3/5/2025

Response Deadline: 4/9/2025 at 5:00pm

Direct all inquiries concerning this RFP to:

Hunter Fillers

Housing Program Manager

Central Pines Regional Council

☎ 919-558-9392

✉ hfillers@centralpinesnc.gov

📍 4307 Emperor Blvd, Suite 110, Durham, NC 27703

Release Date: March 5, 2025

Proposal Due Date: April 9, 2025 – 5:00 p.m. EST

Submit completed proposal packets digitally to Hunter Fillers at hfillers@centralpinesnc.gov with the title ***Triangle Youth Homelessness System Mapping and Needs Assessment.***

Outline of this Request for Proposals (RFP):

- a. About Central Pines Regional Council
- b. Project Description and Requested Services
- c. Proposed Scope of Work
- d. Project Schedule
- e. Instructions to Submit a Proposal
- f. Proposal Evaluation and Selection
- g. Conditions, Clarifications, and Reservations

a. About Central Pines Regional Council

Central Pines Regional Council (CPRC) is a member-driven organization serving as a leading resource to connect communities and enhance their strategic priority outcomes through regional policy, collaboration, and technical assistance at the local, regional, and state level. For more than five decades, CPRC has been educating and empowering local governments through direct assistance, regional planning, and technical expertise. We serve 49 local governments that span Chatham, Durham, Johnston, Lee, Moore, Orange, and Wake counties. Our work is centered around six focus areas including Housing, Community and Economic Development, Transportation and Mobility, Environment and Resiliency, Aging and Human Services, and Member Support and Strategy.

b. Project Description and Requested Services

CPRC seeks proposals from qualified individuals or vendors to lead a comprehensive regional system mapping and needs assessment initiative, focused on youth homelessness. This initiative aims to visualize and analyze the experiences of youth facing homelessness across four Continuums of Care spanning Durham, Orange, Wake, and Chatham counties. The regional system map will provide a clear illustration of how youth

currently navigate housing instability and related services, identifying both strengths and gaps within existing systems.

This regional system map should lay the foundation for a robust and detailed needs assessment, incorporating valuable insights and direct input from diverse stakeholders, including youth populations with lived experience, child welfare agencies, social service providers, juvenile justice institutions, schools, and related community-based youth organizations. Through broad stakeholder engagement, this needs assessment will highlight both systemic challenges and opportunities for meaningful improvements.

The purpose of this comprehensive analysis is to equip CPRC and its partners with an in-depth understanding of the current landscape of youth homelessness services, pinpoint critical gaps, and offer actionable, evidence-based recommendations to enhance service delivery and youth outcomes. The selected vendor will also prioritize amplifying the voices of youth with lived experience, embedding their perspectives at every phase of the project to drive meaningful and sustainable change across the region.

Selection will occur through this Request for Proposals (RFP) process based on the quality and thoroughness of submitted proposals, an interview process (if deemed necessary by CPRC), and demonstrated qualifications, experience, and proposed costs. This project is funded through the Housing and Urban Development’s (HUD) Youth Homelessness System Improvement (YHSI) program. Therefore, proven experience managing federally funded projects and familiarity with HUD compliance and reporting requirements will be considered in scoring and selection criteria.

c. Proposed Scope of Work

1. County and Regional System Mapping

- Conduct an extensive review and visually map the existing network of services, resources, and support available to youth experiencing or at risk of homelessness across Durham, Orange, Wake, and Chatham counties.
- Develop an interactive, user-friendly mapping tool that illustrates service access points, pathways through the system, connections between service providers, and critical service gaps.

2. Comprehensive Stakeholder Engagement

- Actively engage diverse stakeholders including youth with lived experience, child welfare agencies, social service organizations, juvenile justice systems, educational institutions, workforce development agencies and community-based youth organizations through structured interviews, focus groups, surveys, and facilitated workshops.

- Ensure that the engagement process reaches stakeholders of varying demographics and socioeconomic backgrounds and is representative of youth voices.

3. In-Depth Needs Assessment

- Conduct a comprehensive needs assessment utilizing both qualitative and quantitative research methods to identify duplication of efforts, service inefficiencies, accessibility issues, and gaps in the current service models.
- Analyze demographic trends, service utilization patterns, and barriers faced by youth in accessing services and resources.
- Analyze data to identify disparities in workforce outcomes across demographic groups such as barriers to education, skills development, job placement, and wage stability.

4. Strategic Recommendations

- Synthesize data and stakeholder input to develop clear, actionable recommendations to improve system coordination, reduce service gaps, and enhance outcomes for youth.
- Recommendations must emphasize meaningful youth involvement in planning and decision-making.

5. Living Documents and Sustainability

- Design deliverables, including system maps and assessment reports, as "living documents" that can be easily updated and maintained by CPRC and partners to reflect evolving needs, resources, and strategic priorities.
- Provide CPRC with clear protocols and training on how to update and sustain these tools to ensure ongoing utility and relevance.

6. Final Report and Presentation

- Deliver a comprehensive final report summarizing findings, visual system maps, identified gaps, and strategic recommendations.
- Conduct presentations to CPRC, regional partners, stakeholders, and community groups to communicate key findings and support implementation efforts.

The above is an outline of the project's anticipated scope of work, however, we welcome recommended best and innovative practices that align with our milestones of this project.

This funding is intended to cover all aspects of project execution, including stakeholder engagement activities, data collection and analysis, development of visual system maps, preparation and dissemination of reports, and presentations to CPRC and regional partners. Prospective individuals or vendors should submit budget proposals demonstrating their ability to effectively and efficiently allocate these funds to achieve project goals, with consideration for delivering high-quality, actionable outcomes that can inform strategic improvements in addressing youth homelessness across Durham, Orange, Wake, and Chatham counties.

d. Project Schedule

All activities leading to final completion of the project are to be accomplished no later than April 28, 2026. The anticipated timeline for execution of a contract is below.

Tentative Schedule of Events	Date
Release of RFQ	March 5, 2025
Pre-Submittal Call – this meeting is not required to attend but will allow potential individuals/vendors to ask questions. A recording will be made available on CPRC’s website . *A link to the Team’s meeting is here: Pre-Submittal Call .	March 20, 2025 – 9:30 a.m. EST
Deadline for written questions and clarifications	March 28, 2025 – 5:00 p.m. EST
Deadline for submissions of proposals	April 9, 2025 – 5:00 p.m. EST
Complete interviews of short-listed firms (if deemed necessary by CPRC)	May 9, 2025
Notify selected firm and begin contract negotiations	May 23, 2025
Complete contract negotiations and award contract	July 1, 2025

**All addendums/responses will be posted on the Central Pines Regional Council website by April 2, 2025. Central Pines Regional Council will only answer submitted questions in written format, which will be posted [here](#).*

e. Instructions to Submit a Proposal

The person/firm should submit a final proposal digitally (in PDF form) to Hunter Fillers at hfillers@centralpinesnc.gov with a subject line titled – ***Triangle Youth Homelessness System Mapping and Needs Assessment***. CPRC is inviting all potential bidders to attend a pre-submittal call via Microsoft Teams. This is not required but is highly encouraged. All written questions must be received by Hunter Fillers at hfillers@centralpinesnc.gov, no later than 5:00 p.m. EST on March 28, 2025. Responses and addendums will only be shared in written format here: [Central Pines Regional Council Requests for Proposals](#).

Proposals should include the following:

Individuals and vendors qualified to provide services will be selected based on demonstrated competence and qualifications for the type of professional services required, including the following criteria:

- **Letter of interest:** Understanding of the project’s requirements and CPRC’s vision, and recognized ability to perform the desired tasks.
- **Consultant team qualifications and key personnel:** Resumes, including responsibilities, background, and relevant experience, of key personnel that will be working directly on this project. *Provide at least three relatable examples of projects that you or your firm have completed over the past five years, highlighting any similar project activities.*
- **Project Experience:** Demonstrated experience conducting system mapping and comprehensive needs assessments, preferably related to homelessness, housing services, or youth services and adequate staff capacity to perform the work required. Examples that cross multiple jurisdictions and/or CoCs and incorporate collaboration among multiple partners are welcomed.
- **References:** Include the names of three individuals that can be contacted as references concerning the professional capabilities and resources of your services and/or firm.
- **Federal Grant Experience:** Demonstrated experience managing or participating in federally funded projects and/or an ability to illustrate an understanding of working with federally funded projects.
- **Proposed work and timeline:** Include the anticipated timeline for completion of the project. *Proposals that are anticipated to be completed by April 2026 will score higher.*
- **Proposed costs, innovative approaches, and cost efficiencies:** Include any innovative approaches that may provide cost effective solutions for the project. Additionally, provide the hourly rates and anticipated hours for staff who will work on the project, and itemized expenses for subcontractors, travel, and/or additional resources needed to complete the project.

f. Proposal Evaluation and Selection

All proposals properly received before the deadline will be evaluated by a Review Committee based on the following Criteria:

Evaluation Criteria	(a) Weight	(b) Score 1- 5	(a) x (b) Weighted Score
Details capacity and ability to provide requested scope of services	35%		
Describes qualifications, experience, and past performance of key staff	30%		
Outlines proposed time schedule that accommodates the project's needs	15%		
Proposed budget and inclusion of an innovative approach and identification of ways to address cost-efficiency	20%		
Total	100%		

Proposals will be evaluated using a standardized scoring system. Each criteria component will be assigned points ranging from 1 – 5 according to the extent to which the proposed system meets the stated requirements. The points will be assigned as follows:

- 5 points: Fully meets
- 4 points: Meets with minor gaps (no compromise required)
- 3 points: Meets with moderate gaps (some compromise required)
- 2 points: Partially meets significant gaps (compromise required)
- 1 point: Does not meet

The points for each criteria component will be multiplied by the percentage weight listed above and totaled. The firms will be ranked, and interviews will be scheduled with the top- ranked firms, as deemed necessary. The firm selected as the most qualified to provide the requested services will be invited to negotiate a final

contract agreement. If an agreement is not reached, negotiations may be terminated and commenced with the next most qualified firm.

g. Conditions, Clarifications, and Reservations

Non-Discrimination Requirements

It is the policy of CPRC to ensure that no person shall, on the grounds of race, color, national origin, limited English proficiency, income-level, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any CPRC program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

Compliance and Monitoring

CPRC will require quarterly reports to be submitted, to fulfill proper tracking and reporting required by the award. The consultant will work with CPRC to provide necessary reporting on work completed and hours of work devoted to the project during the quarter.

The person or firm must adhere to all applicable compliance standards including Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions, Lobbying Prohibited, Non-Discrimination, Conflict of Interest, Internal Confidentiality Agreements, Trafficking Victims Protections Act of 2000, and Unmanned Aircraft System, aka Drones.

Insurance

The contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Contract, the following applicable coverages and limits.

Commercial General Liability – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate per year. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability, or Personal and Advertising Injury Liability.

Automobile Liability – Limits of no less than \$1,000,000 Combined Single Limit. Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Auto Liability policy. Automobile coverage is only necessary if vehicles are used in the provision of services under this Contract

Certificate of Insurance – Contractor agrees to provide a Certificate of Insurance evidencing that all coverage, limits, and endorsements required herein are maintained and in force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Contractor’s insurer. If Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Contractor agrees to notify within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance.

Conditions

- CPRC expects to select one individual or vendor team but reserves the right to request substitutions of subconsultants.
- CPRC reserves the sole discretion and right to reject any and all responses received with respect to the RFP and to cancel the RFP process at any time prior to entering into a formal agreement. CPRC further reserves the right to request additional information or clarification of information provided in any response. CPRC also reserves the right, but is under no obligation, to waive technicalities and informalities. CPRC shall make the award as deemed in its best interest.
- A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind. The RFP does not commit CPRC to pay for costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFP process concerning an individual firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of CPRC unless CPRC and your firm execute a contract.
- All responses to this RFP shall be the property of CPRC.