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**Wisconsin Balance of State Continuum of Care**

**Notice of Request for Bid**

**Continuum of Care Coordinator Position**

**INTRODUCTION:**

The Wisconsin Balance of State Continuum of Care, Inc. (WIBOSCOC) is currently seeking to contract with an established organization to purchase the services of an employee who will solely serve the WIBOSCOC as the COC Coordinator. The WIBOSCOC is making available up to $92,000 from the Department of Housing and Urban Development and matching funds to fulfill this contract. Up to 10% of the amount may be used for the successful bidder’s administrative costs. The period of performance is, at a minimum, from the time of bid acceptance until November 30, 2015.

The WIBOSCOC will be responsible for the recruitment, interview process, and selection of an employee who will have the following qualifications:

* Minimum of Bachelors’ degree in a relevant area
* General computer skills, including understanding of Microsoft applications, including Excel
* Excellent written and verbal communication skills, comfort with public speaking
* Knowledge of data base programs
* Ability to work independently
* Ability to manage finances and prepare budgets
* Administrative skills
* Management or supervisory experience
* Ability to travel
* Must have a valid driver’s license and be bondable
* 5-7 years of work experience in HUD programs
* Demonstrated history of successful grant writing
* Homeless program knowledge
* Passion for ending homelessness

The Wisconsin Balance of State Continuum of Care was organized to provide leadership to local continua of care that exist in all counties of Wisconsin with the exception of Dane, Milwaukee and Racine counties. The WIBOSCOC ensures the efficient and effective delivery of housing and supportive services to households that are homeless or at risk of homelessness by providing the local continua of care with training, technical assistance and the submission of the annual Housing and Urban Development Continuum of Care grant application.

**SCOPE** **OF** **SERVICE** **REQUESTED:** The following is a list of services that will be required of the COC Coordinator.

1. **COC Competition**
   1. Collaborative application – narrative; collecting information from local continua; work with ICA for HMIS related information
   2. Scoring Tool – gather data and analyze
   3. Review all project applications for submission – renewal & new
   4. Manage Grant Inventory Worksheet (GIW)
   5. Complete all required attachments
2. **Monitoring/Compliance**
   1. Work with Program Evaluation and Assistance (PEA) committee to complete annual monitoring schedule of COC-funded projects
   2. Work with PEA committee to complete annual monitoring schedule of ETH-funded projects – including state THP
   3. Work with PEA & HMIS/PIT Committees to complete annual evaluation of COC-funded projects and ETH-funded projects
   4. Coordinate training and technical assistance for projects needing assistance
   5. Ensure coordinated assessment system is fully developed and agencies are participating
   6. Ensure program standards reflect current HUD rules/guidance and agencies are implementing standards as passed by membership
3. **COC Organizational Development/Operations**
   1. Develop and maintain organizational developments (Governance Charter, Bylaws)
   2. Enhance relationship and communication between BOSCOC and local COCs (assist with local expansion, development, etc.)
   3. Maintain Membership list, AAQ repository, FAQ within BOS, other key documents
   4. Work with Public Relations committee to monitor, maintain, update website
   5. Facilitate & coordinate training and quarterly meetings for membership
   6. Responsible for securing and maintaining additional funding
   7. Represent BOSCOC at meetings, conferences, etc.
   8. Engage in advocacy related to homeless issues
   9. Maintain communication and collaboration with other COCs in Wisconsin
   10. Report to and work with BOSCOC board of directors

**OTHER** **REQUIREMENTS:** The Bidder will retain the employee and be responsible for wage, benefits, general and liability insurance and all other costs associated with employment of an individual. The WIBOSCOC will direct all employee activities and will be responsible for evaluating the employee. The Bidder responding to this RFB shall propose the hourly rate and benefit structure. The Bidder will submit costs, including mileage, per diem, and related program costs, to the WIBOSCOC on a monthly basis and be reimbursed the same. The WIBOSCOC will evaluate each proposal based on the bidder’s administrative experience and experience hosting other employees. The WIBOSCOC also reserves the right to reject all proposals and not select a Bidder under this solicitation.

**HOW** **TO** **SUBMIT** **A BID:** The RFB package must be received by the Wisconsin Balance of State Continuum of Care, attn: Robyn Thibado, **no** **later** **than** **4:00** **pm** **CST** **on** **February 28, 2015**. Applicants should submit one complete hard copy of the proposal package, and one electronic copy of the proposal package. Electronic submissions can be email to [rthibado@wcap.org](mailto:rthibado@wcap.org) or submitted with the hard copy on a CD. Proposals should be submitted to:

Robyn Thibado, President

WIBOSCOC

PO Box 308

Glenwood City, WI 54013

For any questions regarding this RFB, please contact Robyn Thibado at [rthibado@wcap.org](mailto:rthibado@wcap.org).