

## APPENDIX A – RFS PARTICULARS

### A. BACKGROUND

The Saskatchewan Housing Corporation provides a range of programs and services to help Saskatchewan people in greatest housing need. SHC also manages the financial contributions from the provincial, federal, and municipal levels of government and plays a lead role in the development of housing policies on behalf of the Government of Saskatchewan.

The Saskatchewan Housing Corporation and the Government of Saskatchewan are providing funding to help address chronic homelessness that will create new permanent low-barrier enhanced emergency shelter spaces in Regina and Saskatoon.

### B. THE DELIVERABLES

The Saskatchewan Housing Corporation is seeking the delivery of low-barrier Enhanced Emergency Shelter Services (the “Services”) to individuals experiencing chronic or periodic homelessness in Regina and/or Saskatoon.

The Successful Supplier will provide Enhanced Emergency Shelter Services described in Appendix B – Services and Reporting Requirements of the draft Services Agreement (located in [Appendix B – Form of the Agreement](#) of this RFS), from December 1, 2023 to March 31, 2024 and beyond subject to negotiations and continued appropriations of the Government of Saskatchewan, at one or more of the following Enhanced Emergency Shelter(s):

- Regina – one Enhanced Emergency Shelter (physical address to be determined), with approximately 15 to 25 spaces.
- Saskatoon – two Enhanced Emergency Shelters (physical addresses to be determined), with approximately 30 spaces each.

The Services will provide residents with no means or resources to meet their immediate accommodation and meal needs with access to Services as outlined in the Appendix B – Services and Reporting Requirements of the draft Services Agreement (located in [Appendix B – Form of the Agreement](#) of this RFS), and upon their request. Through the supply of coordinated service delivery, the Services will: assist individuals experiencing homelessness to meet their immediate shelter and meal needs; co-ordinate wrap-around support to clients through case planning; and will support client transition to become successfully housed along the housing continuum, with the goal of improving client’s overall health and wellness.

#### Client Description:

- Experience chronic or periodic homelessness.
- Do not have resources or supports for other shelter options (i.e. no financial means to pay for accommodations or no option to stay with family or friends).
- Would benefit from integrated and wrap-around human service assistance to secure transitional or long-term accommodation.
- Episodic or chronic issues related to mental health and addictions may be present.
- Require temporary accommodations to enhance sense of safety and security.

- Most likely to have previous connections with government systems, including the criminal justice system, income assistance and child and family programs.
- Require trauma-informed approaches to service delivery.

### B.1 The Services

The Successful Supplier will provide Enhanced Emergency Shelter Services described in [Appendix B – Services and Reporting Requirements of the draft Services Agreement](#). The Proponent is encouraged to submit a proposal that builds upon their strengths, expertise, partnership, resources and knowledge of this population.

### B.2 Technical Specifications

Enhanced Emergency Shelter Services will include an intake procedure, ensuring that individuals are quickly assessed to determine that they are in need of emergency shelter, and provided with essential services upon entry.

The Services will include collaboration and service integration between the Successful Supplier and other government agencies and local supports.

Service provision will include a strong Indigenous cultural component provided either directly or in partnership with Indigenous organizations.

The Services will include ongoing tracking and reporting in alignment with the agreement in the form of [Appendix B of this RFS](#).

### B.3 Supplier-SHC Relations

The Successful Supplier and SHC will be required to enter into an agreement in the form of [Appendix B of this RFS](#), subject to negotiations.

Once a property is identified for the provision of Services, the Successful Supplier will submit to SHC a plan that addresses the following:

- Sleeping arrangements of clients;
- Security measures to address the safety and security of clients;
- Hygiene accessibility; and
- A basic floor plan.

Implementation meetings between the Successful Supplier, SHC and other Government of Saskatchewan representatives (as identified) will occur on a regular basis. Once implemented, the frequency of these regular meetings may be reduced.

The Successful Supplier will be required to submit activity and financial reports in alignment with the agreement in the form of [Appendix B of this RFS](#).

### B.4 Material Disclosures

The operating budget for this initiative is \$110 per space, per night.

The location of the property in which Services will be delivered is presently not identified. The Successful Supplier may be required to amend its service provision to accommodate specifications of the site once identified.

The Successful Supplier will be required to enter into a lease agreement with the property owner, once identified, for the purposes of delivering the Services.

- The cost of the monthly lease will be subject to negotiation.
- The Successful Supplier will be responsible for paying utilities and general maintenance.

The Successful Supplier will be responsible for furnishings and other items as required for operation of the Services.

## C. MANDATORY REQUIREMENTS

The mandatory requirements are listed in [Appendix C – Mandatory Requirements and Submission Form](#).

## D. RATED CRITERIA

The following is an overview of the categories and weighting for the rated criteria of the RFS. Proponents who do not meet a minimum threshold score may not proceed to the next stage of the evaluation process.

Rated Criteria Category	Weight (%)
D.1 Proponent Profile	5%
D.2 Proponent Experience	20%
D.3 Proposed Approach to Services	45%
D.4 Value Add-Ons and Innovation	3%
D.5 Proposed Team and Resources	5%
D.6 Implementation Plan	22%
Total Points	100%

Generally, Submissions that receive less than 70% of the points may be rejected after the evaluation of the written Submission. The Evaluation Team will determine how many Submissions, in any, will be short-listed.

Any Submission ranked at the lower-end of the scale in any of the criteria may be rejected.

[Mandatory Requirements & Submission Response Form, Appendix C](#)

D.1 through D.6 can be found in [Appendix C](#), also available as a separate document.

## E. SUBMISSION GUIDELINES

Submissions should also include all the information requested, and be presented, in the order described below:

### E.1 Table of Contents

A listing of the Submission contents with reference to the appropriate page number. Page numbering and tabs are beneficial.

### E.2 Letter of Introduction

One page of introduction which should be dated and signed by an official authorized to negotiate, make commitments and provide clarifications with respect to the Submission on behalf of the Proponent.

### E.3 Executive Summary

Provide a summary of the key features of your Submission.

### E.4 Forms

#### Mandatory Requirements & Submission Form

Each Submission should include a Mandatory Requirements & Submission Form (Appendix C), or a document containing the information requested by the Form, completed and signed by an authorized representative of the Proponent addressing each of the rated criteria.