



## REQUEST FOR PROPOSAL

### Collection, Preparation, Scanning, Shredding, and Storage of Paper Documentation

#### REQUESTER

This request for proposal (RFP) is issued by the Colorado Coalition for the Homeless. The terms Colorado Coalition for the Homeless, CCH, and the Coalition are used interchangeably. All communications regarding this RFP should be directed as follows:

Andrew Frailey, MBA, RHIA, CHPS  
Health Information Manager and Privacy Officer  
Colorado Coalition for the Homeless  
2111 Champa Street, Denver, CO 80205  
Direct: 303-312-9512 [afrailey@coloradocoalition.org](mailto:afrailey@coloradocoalition.org)

#### PURPOSE

The Colorado Coalition for the Homeless has issued a Request for Proposal to identify and select a qualified vendor to help coordinate and to provide temporary personnel and technical assistance to identify, collect, transport to a central location, catalogue, prep, scan, index, store, and/or shred various types of paper documentation currently stored at multiple locations throughout the Coalition.

**DEADLINE FOR PROPOSAL SUBMISSION: 5 PM, July 31, 2022**

Submit proposals to Andrew Frailey at [afrailey@coloradocoalition.org](mailto:afrailey@coloradocoalition.org)

Proposals must include the following:

1. Executive Summary
2. Vendor Information
3. Proposal
4. Experience, Qualifications, Team Resumes
5. Cost Proposal
6. References

#### ABOUT THE ORGANIZATION

The mission of the Colorado Coalition for the Homeless is to work collaboratively toward the prevention of homelessness and the creation of lasting solutions for homeless and at-risk families, children, and individuals throughout Colorado.

The Coalition advocates for and provides a continuum of housing and a variety of services to improve the health, well-being, and stability of those it serves.

The Colorado Coalition for the Homeless was established in 1984 as a 501(c)(3) non-profit organization. Founded by a group of individuals with a will to act on behalf of people experiencing homelessness in Colorado, they recognized the struggles of people living in poverty and built the Stout Street Clinic. Our founders refused to tolerate the dangers faced

by people sleeping in their cars, tents, or on the streets and worked diligently to provide the health services and compassion necessary in a changing world. This value has withstood the test of time with our staff and board members to always put our clients and patients first in all we do.

Over our 35-year history, we have grown as leaders in the development of housing, healthcare, and supportive services for people experiencing homelessness in Colorado. We carved the pathway in sometimes treacherous territory for our most vulnerable citizens who experience chronic homelessness, mental health issues, and severe trauma, and maintained our charge to always work for justice for all people.

We opened our first transitional housing building, the Ruth Goebel House, in 1988, shortly after our founding, when it became apparent homelessness would not disappear anytime soon. Since then, we have opened 18 other properties and soon will break ground on the 20<sup>th</sup> property to provide housing for people experiencing homelessness in Colorado.

In 2015, Stout Street Health Center (Health Center) replaced the Stout Street Clinic in what would become a nationally recognized and respected innovation in healthcare. The health Center fully integrates patient-centered, trauma-informed medical and mental healthcare, substance treatment services, dental and vision care, social services, and supportive housing to more fully address the spectrum of problems people experiencing homelessness bring to their medical providers. The health Center provides integrated health care for 13,000 men, women, and children at risk of or currently experiencing homelessness each year and continues to add new programs to best care for our patients.

CCH staffs more than 700 employees, volunteers, interns, and transitional workforce members. Our diverse workforce has wide-ranging skills and experience using information technology. Job reliance on technology varies by position as well.

### **Health Information Management/Quality Assurance Department**

Health Information Management (HIM) at CCH has grown organically and reactively over the years to meet the growing needs of the organization. Currently, the HIM operation is comprised of The Health Information Manager and Privacy Officer, two FTE Health Information Specialist, and one FTE Health Information Technician. Due to the small size of the department, assistance is needed to complete this largescale project, which we estimate to take approximately one (1) calendar year.

Health Information Management is part of the Quality Assurance Department, which is additionally comprised of the Evaluation and Outcomes Team, Information Services, and Compliance and Quality Assurance. The department is staffed by 30 FTE and led by the Chief Quality and Information Officer.

### **PROJECT OVERVIEW**

The objective of this project is to identify and select a qualified vendor to supply the indicated staffing and technical expertise for the Colorado Coalition for the Homeless (CCH). It is the intent of this RFP to solicit proposals from all interested vendors possessing expertise to provide a solution to accommodate the needs of CCH, within the guidelines established in this RFP.

The Colorado Coalition for the Homeless is committed to the fair and equitable treatment of all entities seeking to do business with us. Accordingly, preference may be given to entities that are underrepresented in the procurement process, including qualified small and minority businesses and women's business enterprises [, veteran-owned businesses, and businesses that actively employ people with disabilities] ("underrepresented enterprises"). Such preference may include but is not limited to active solicitation of underrepresented enterprises; division of total requirements, where economically feasible, into smaller tasks or quantities to permit maximum participation by underrepresented enterprises; where feasible, establishing delivery schedules which encourage participation by underrepresented enterprises; using the services of the Small Business Administration, the Minority Business Development Agency of the Department of Commerce, or other qualified organizations; and/or taking other appropriate actions in the Coalition's sole discretion.

## SCOPE OF WORK AND DELIVERABLES

CCH is seeking a firm to provide a solution that can accommodate the following:

- Secure transport of paper records from current locations to a central location to be determined by the Coalition
- Two (2) FTE temporary workforce members to assist with the project
- Cataloguing the paper records and separating into categories
- Preparing the documents for scanning, shredding, and/or storage at the central location
- Scanning and indexing the documents into the appropriate electronic recordkeeping systems
- Shredding, or providing for shredding of paper documents that no longer need to be stored in paper form

## RESPONSE INSTRUCTIONS

Proposers must submit the following required documents to [Andrew Frailey](mailto:afrailey@coloradocoalition.org) at [afrailey@coloradocoalition.org](mailto:afrailey@coloradocoalition.org) by 5pm on June 30, 2022, to be eligible for this RFP. Narrative sections should include:

1. **Executive Summary**
2. **Vendor information**
3. **Proposal:** Describe the proposed work plan and methodology to accomplish the activities and complete the deliverables within the proposed timeframe. It is expected the proposal will offer suggestions to the scope of work to identify the required processes and methods for each phase of the project.
4. **Team Qualification and Resumes:** Describe the qualifications of the organization and staff, including a list of all staff that will perform work under this RFT, their experience, qualification, and resumes. Include at least two relevant work experiences and specifically illustrate success with previous projects of similar scope and scale. Experience with health care and/or non-profit is preferred. Please provide case studies.
5. **Cost Proposal:** Provide a fixed fee cost proposal for this proposal for the proposed work. Provide a cost breakdown for each of the proposed fixed fees and include an explanation of your proposed costs. Also provide the hourly rate per staff to perform the work for this project, including name, title, and rate.
6. **References:** Provide a list of three current or former references with whom similar work has been conducted. Include the name of the organization, name of a contact person, phone number and email address. Describe the services provided and dates of service.