

APPENDIX C – MANDATORY REQUIREMENTS AND SUBMISSION FORM

Please indicate which option(s) you are applying for:

Regina

1 shelter (approx. 15-25 spaces)

Saskatoon

1 shelter (approx. 30 spaces)

2 shelters (approx. 30 spaces each)

1. Sponsor Information

Organization Name

Organization Type

Municipality

Private corporation

Non-profit corporation

Co-operative

Band

Management body

Other

Is the organization
incorporated?

Yes

Please attach articles of incorporation.

Pending

No

Please comment:

Mailing Address

Address or P.O. Box Number

Municipality (City, Town, Village, or Rural Municipality)

Province

Postal Code

Civic Address

same as mailing address above

Address or P.O. Box Number

Municipality (City, Town, Village, or Rural Municipality)

Province

Postal Code

Primary Contact

Name

Title

Phone Number

Email Address

2. Mandatory Requirements

- The Proponent must already be in the business of providing services to clients experiencing chronic or episodic homelessness.
- The Proponent must be incorporated or is eligible to be incorporated in the Province of Saskatchewan.
- The Proponent must be in good financial standing with SHC.

3. Rated Criteria

D.1 Proponent Profile

- Provide a brief introduction and overview of your organization and community partnerships, particularly as they are related to this RFS. Please also include the following:
 - Details of all partnerships or subcontracting arrangements proposed by the Proponent specifically related to the provision of Services. Outline the nature of the proposed involvement and the nature of the relationship.
 - Professional designations, certifications or training of employees related to:
 - Culturally appropriate and trauma-informed practice;
 - Counselling and support services; and
 - Sensitivity to the needs of the client group.
 - Documentation associated with the financial performance of your organization for the past three years (e.g., copies of past-audited financial statements, letters from current financial service providers verifying financial solvency). *Please include these documents as a separate attachment.*
 - A current profile report (ISC) of your organization or confirmation your organization is eligible to be registered. *Please include this document as a separate attachment.*

(Additional space is available on the next page.)

D.2 Proponent Experience

- Describe your organization's experience with providing services similar in scope as described in this RFS to individuals experiencing chronic or episodic homelessness, including (if applicable):
 - An overview of your organization's experience connecting clients to suitable housing; and
 - Collaboration with government agencies for the purposes of connecting individuals with income assistance and health services.

D.3 Proposed Approach to Services

- Describe your proposed approach to delivering Enhanced Emergency Shelter Services as outlined in Appendix B – Services and Reporting Requirements of the draft Services Agreement provided in Appendix B – Form of Agreement of the RFS. As part of this, please include:
 - Intake and discharge procedures, including accepting and making referrals to enter and exit the shelter in collaboration with other service agencies, including government agencies.
 - Case planning and management approach with clients, including collaborating with government ministries on the development and execution of case plans, and making referrals to local agencies to improve outcomes.
 - Approach to working with clients that may be experiencing mental health and addictions challenges.
 - Approach to managing complex cases in support of client transition to appropriate shelter along the housing continuum as quickly as possible.
 - Approach to managing the safety and security of clients and staff.
 - Approach to general operations of the shelter, including food service, cleaning, laundry and other services.

(Additional space is available on the next page)

- Describe how your approach will address the need for an Indigenous cultural component through direct service provision and/or partnerships with Indigenous organizations.

- Describe your proposed approach to dealing with community opposition to a shelter including mitigation of issues that may be caused by shelter users.

D.4 Value Add-Ons and Innovation

- Provide details of creative alternatives, opportunities, additional benefits or innovations which would enhance the Services provided. This includes any additional sources of funding the Proponent may contribute to the program in addition to SHC's funding, if applicable.

D.5 Proposed Team and Resources

- Describe the proposed team structure and roles. This may include new positions that do not presently exist within your organization.
- Provide a detailed description of your succession plan for the replacement of a team resource(s) (if required). Describe your approach to the re-assignment of resources, including how the Proponent proposes to deal with vacation, illness, resignations, training, conflict of interest, and other absences, without impact to service delivery.

D.6 Implementation Plan

- Describe your implementation plan to commence operation of Services. Please include a timeline with identified milestones between the period of contract award and the target date of operation.

4. References

Please provide two references from community-based organizations or other groups that you have had previous engagements with for the provision of services similar in scope to this RFS.

5. Budget

Please provide a copy of your proposed budget from December 1, 2023 to March 31, 2024. Please include as many details as possible, including:

- salaries and mandatory employment related costs (MERCs);
- meals;
- supplies;
- insurance;
- transportation;
- security; and
- general maintenance, including cleaning, pest control, communicable diseases and extraordinary expenses.

*Due to the lack of property specifications provided to Proponents, it is acknowledged that Proponents will be limited in estimating certain line items as a result.

6. Declaration and Consent

I have read and understand the terms of the [Request for Services](#) application, including:

- Appendix A – RFS Particulars
- Appendix B – Form of Agreement
- Appendix C – Mandatory Requirements and Submission Form
- Appendix D – Conflict of Interest
- Appendix E – Definitions

All information, to the best of my ability, has been provided and is accurate. I am a representative of the company and authorized to respond to this Request for Services.

The Proponent agrees that all reports, other documentation and information that are required to be provided to SHC pursuant to this RFS may be made public, except information the Proponent has requested to be kept confidential. Any commitment SHC makes with respect to confidentiality would be subject to the operation of law.

Dated this _____ day of _____, 20____.

Day Month Year

Organization: _____

Per: _____

Per: _____

[End of Appendix C]