



Alliance to  
End Homelessness  
Ottawa



Ottawa  
Social  
Housing  
Network

## **Request for Proposals for Consulting Services**

August 18, 2023

### **The Project:**

The Alliance to End Homelessness Ottawa, (Alliance) and the Ottawa Social Housing Network (OSHN) are looking for an experienced consultant or firm to work with us on a new project to be run under the title of “Investing in Collective Impact: Achieving System Level Change Through Collaboration”. Funding has been secured from the Ottawa Community Foundation for the development of a community perspective on the ‘ideal state’ of the pathway(s) from homelessness to housing in Ottawa. The work would include an environmental scan of good practices for coordination, use of system-wide data, as well as recommendations for change, such as roles and responsibilities of system stakeholders, flow patterns, etc. and the development of a framework for policies necessary to create this system.

The collective impact project will support the collaboration of the Alliance and OSHN to map out the ideal state of the housing and homelessness system, and the steps needed to operationalize it. It will show us how the services of our individual member organizations should evolve, and how we can collaborate across the non-profit sector to realize much-needed system-level changes.

### **Scope of Work:**

The consultant will expand upon existing current state mapping, already completed, outlining the realities of the current housing and homelessness sector, particularly the current user pathways to service.

The consultant will create an environmental scan of alternative coordination models from a variety of outside municipalities.



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The consultant will draft an optimized theoretical user pathway model from homelessness to permanent housing.

The consultant will create recommendations for stakeholders, including changing stakeholder roles and a policy framework outlining which policies need to be developed to create a more coordinated system.

The consultant will produce all work products in collaboration and open communication with the Alliance, OSHN, the Housing and Homelessness Leadership Board, and People of Lived Experience via the Alliance's Expert Steering Team (EST). In particular, the consultant will work closely with the Project Coordinator for this work, who will be supporting coordination of stakeholder engagement and the development of the core deliverables.

#### **Core Goals and Philosophies:**

The partnership between the Alliance and OSHN will be a critical step towards ending the silos between the housing and homelessness sectors moving forward. Now is a moment of opportunity where clarity on the ideal 'future state' of housing and homelessness services will be critical for evolving the work of many organizations, and the advocacy and coordination roles of the two umbrella networks supporting them. Above all, this work is intended to increase coordination within the sector and improve outcomes, with the ultimate goal of ending homelessness in Ottawa.

#### **Budget:**

\$40,000 + 13% HST

TOTAL: \$45,200

#### **Time commitment:**

This work would begin in Sept, 2023, and deliverables to be completed by July, 2024.



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**To Bid:**

Please submit a proposal outlining how you will carry out this project, including stakeholder engagement, co-designing the process with people with lived experience of homelessness, and system analysis.

The proposal must also provide the following information:

1. A profile of the consultant or firm, including resource and support services available and particular strengths relevant to the project
2. Experience of the consultant or firm with non-profit organizations, particularly in the housing and homelessness sector.
3. The location of the office responsible for the project (if applicable), and the names and resumes of any staff who may be assigned to the project.
4. Two recent and relevant references, with names and contact information provided.
5. An estimate of the number of hours that can be dedicated to the project, broken down by staff members (in the case of a proposal by a firm) and their associated fees.
6. Written commitment to the terms and conditions of the Proposal Call.
7. An outline of why you or your firm should be the successful candidate

**Contact name and addenda:**

Should there be a need to clarify any items or conditions outlined in the request for proposals, the request can be directed to Kaite Burkholder Harris at [kaite@endhomelessnessottawa.ca](mailto:kaite@endhomelessnessottawa.ca) & Jayne Stoyles at [Jayne\\_stoyles@housingregistry.ca](mailto:Jayne_stoyles@housingregistry.ca). Should it become necessary to provide additional information, or make changes to the proposal call, these will be provided through written addenda to all interested parties.

**Closing Date and How to Submit:**

Proposals should be addressed to Kaite Burkholder Harris & Jayne Stoyles and sent by email to the address above by 5:00 p.m. local time on Friday September 1, 2023.

We look forward to hearing from interested parties.