



CITY OF NEEDLES

INVITATION FOR SEALED BIDS

TO

Provide Homeless Services to Support Housing Access and Stability

CITY OF NEEDLES
817 Third Street
Needles, CA 92363
(760) 326-2115 ext. 173

NOTICE IS HEREBY GIVEN that the CITY OF NEEDLES (herein called the "City") invites and will receive sealed bids up to the hour of 3:30 p.m. Pacific Standard Time (PST) on **Thursday, February 5, 2026** from qualified consulting firms, experienced in homeless outreach, case management, and shelter coordination. At said time, sealed Bid Proposal (herein called the "Bid") will be publicly opened and read aloud by the office of the City Clerk at:

CITY OF NEEDLES
817 Third Street
Needles, CA 92363

Questions regarding the Bid Documents are to be directed to Angelica Deermer, Housing Manager, by email at adeermer@cityofneedles.com.

Bids shall be submitted only on forms provided in the Bid Packet. Bids shall be in the hands of the City Clerk of the City, 817 Third Street, Needles, California, 92363 on or before the hour of 3:30 p.m. PST on **Thursday, February 5, 2026**. No late Bids will be accepted and will be returned unopened. No oral, telegraphic, electronic, facsimile, or telephone bid submittals or modifications will be considered. Bids received after the bid submittal deadline will be rejected and returned to the Bidder unopened.

The Bid Proposal forms can be obtained from the City of Needles' website at www.cityofneedles.com.

The City reserves the right to reject any and/or all Bids received.

Information for Bidders

Bids will be received by the City of Needles Office of the City Clerk, at City of Needles, 817 Third Street, Needles, CA 92363, until 3:30 p.m. Pacific Standard Time (PST), on **Thursday, February 5, 2026** then publicly opened and read aloud. Each Bid must contain one complete original set of Bid Proposal Forms. The Bid Proposal forms include "Bid Form". The Addendum, if issued, will be posted on the City's website at www.cityofneedles.com. Bidder must acknowledge Addendum, if issued, by submitting signed Addendum with the Bid Proposal Forms. The completed Bid must be submitted in a sealed envelope and addressed to the City at 817 Third Street, Needles, CA 92363. Each sealed envelope containing a Bid must be plainly marked on the outside as "**Provide Homeless Services to Support Housing Access and Stability; Attention City Clerk**", and the envelope shall also bear on the outside, the name of the Bidder, and Bidder's address. If forwarded by mail, the sealed envelope containing the Bid Proposal forms must be enclosed in another envelope addressed to the City Clerk at 817 Third Street, Needles, CA 92363, and both envelopes clearly state "**Provide Homeless Services to Support Housing Access and Stability; Attention City Clerk**".

Total Bid Price must be filled in, in ink or typewritten, and the Bid Form must be fully completed and executed when submitted, unless otherwise indicated. The Bid Form shall be signed by a person or persons legally authorized to bind Bidder to the Contract. The individuals signing each document shall warrant that they are authorized to bind the Bidder. Mistakes must be corrected and the correction inserted; correction must be initialed in ink by person signing the Bid Form. Each Bidder is responsible for the review of the Bid documents.

The City may waive any informalities or minor defects or reject any and all Bids. Any Bid may be withdrawn prior to the above scheduled time for the opening of Bid or authorized postponement thereof. Any Bid received after the time and date specified shall not be considered. All Bids shall remain firm for at least ninety (90) calendar days after the date and time of the bid opening unless otherwise specified. Should there be reasons why the Bid cannot be awarded within the specified period; the time may be extended by mutual agreement between the City and the Bidder. Award of Bid will be to the lowest responsible Bidder as determined by the City. A conditional or qualified Bid will not be accepted. The failure and omission of any Bidder to do any of the foregoing shall not relieve any Bidder from any obligation with respect to the Bid. The City will not be responsible for, nor be bound by, any oral instructions, interpretations, or explanations issued by the City or its representatives. Any request for clarifications or questions of the bid documents shall be emailed to:

Angelica Deermer, Housing Manager
adeermer@cityofneedles.com

Requests for clarification or questions shall be delivered to the City by 3:30 p.m. PST on **Wednesday, January 28, 2026**. Any City response to a request for clarification, questions and answers will be posted to the City's website at www.cityofneedles.com not later than 3:30 p.m. PST, **Monday, February 2, 2026** and if necessary become a part of the Bid as an Addendum. The proposed timeline of events associated with the awarding of Bid Proposal:

Release of Advertisement for Bids		Wednesday, January 14, 2026
Deadline to submit questions/clarifications	3:30 p.m.	Wednesday, January 28, 2026
Addendum/Questions/Clarifications Posted	3:30 p.m.	Monday, February 2, 2026
Bid Opening	3:30 p.m.	Thursday, February 5, 2026
Interviews of Bidders		February 6, 2026
City Council Awards Bid (date subject to change)	6:00 p.m.	February 10, 2026

INTRODUCTION

The City of Needles (“City”) is soliciting proposals from qualified nonprofit and faith-based organizations to provide comprehensive homeless services, including street outreach, case management, emergency shelter coordination, and related stabilization support. These services are funded through a \$50,000 Homeless Services Program grant awarded by the San Bernardino County Community Development & Housing Department (CDH). All selected providers must comply with applicable City, County, State, and Federal requirements and adhere to all grant reporting and performance standards.

BACKGROUND

The City of Needles, like many rural communities across San Bernardino County, continues to navigate increasing challenges related to homelessness, limited access to supportive services, and significant geographic barriers that make it difficult for residents to obtain essential care. As a small and remote community, the City has limited local service capacity and relies on coordinated partnerships to meet the immediate needs of individuals experiencing homelessness while supporting long-term pathways to housing stability.

In 2025, CDH awarded the City a \$50,000 Homeless Services Program grant to expand outreach efforts, emergency shelter access, and case management support within the community. These funds enable the City to contract with a qualified nonprofit or faith-based provider capable of delivering hands-on engagement, crisis intervention, and resource navigation tailored to the unique needs of Needles residents.

Under the terms of the grant, the selected provider must conduct weekly street outreach, facilitate access to interim or emergency shelter, and deliver ongoing case management to support housing stabilization. Providers must also participate in the regional Homeless Management Information System (HMIS) and Coordinated Entry System (CES) to ensure accurate data collection, referrals, and prioritization consistent with County and Federal requirements.

This Request for Proposals (RFP) initiates the formal selection process for a service provider capable of delivering these essential services while meeting all reporting, performance, and compliance obligations established by both CDH and the City.

TIME OF PERFORMANCE

The Homeless Services Program funded through the County of San Bernardino Community Development and Housing Department shall operate upon execution of the agreement through August 31, 2026. Proposers must structure their work plan, staffing, outreach schedule, and budget to align with this contract period.

DESCRIPTION OF WORK

The selected provider shall deliver a comprehensive homeless services program designed to meet the requirements of the City of Needles and the San Bernardino County Community Development & Housing Department (CDH). **The overarching goal of this program is to support individuals in achieving long-term stability and permanent housing. While temporary or interim housing may be used as a bridge, services must prioritize pathways that help clients progress beyond short-term shelter and toward sustainable housing solutions.**

At minimum, the scope of work shall include the following:

1. Weekly Street Outreach

- Conduct consistent, scheduled outreach throughout the City of Needles to identify and engage individuals and families experiencing homelessness.
- Provide on-site engagement, basic-needs support, and connection to immediate resources.
- Maintain ongoing engagement to support client participation in services that move them toward housing stability.

2. Emergency Shelter Placement and Coordination

- Assist clients in accessing limited, short-term interim or emergency shelter solutions—such as hotel/motel placements—only when necessary to support progress toward permanent housing.
- Because the City of Needles does not operate local shelters, shelter placements must be used sparingly and strategically, and only as a temporary bridge to connect clients with long-term housing resources.
- Coordinate with regional shelter providers, transportation resources, and the County’s Coordinated Entry System (CES) to ensure clients are linked to appropriate housing pathways within the City.
- Ensure all shelter placement documentation and eligibility requirements are completed accurately, with the clear understanding that emergency or interim shelter is a temporary intervention—not the primary or ongoing focus of this program.
- All activities must align with transitioning clients beyond temporary shelter toward sustainable, permanent housing solutions.

3. Case Management and Service Navigation

- Conduct individualized housing and service assessments focused on achieving permanent housing and long-term stability.
- Assist clients in obtaining or restoring legal identification and vital documents to remove barriers to housing, benefits, and employment.
- Connect clients to healthcare, behavioral health, income supports, employment services, and other resources as needed, while maintaining regular contact to support progress.

4. Transportation Assistance

- Provide or coordinate transportation for clients to access shelter, medical care, behavioral health services, social services, and other required appointments.
- Maintain accurate logs for all transportation provided.

5. HMIS Data Entry and CES Participation

- Enter all client information, service encounters, and housing outcomes into the Homeless Management Information System (HMIS) in accordance with HUD and County requirements.
- Utilize the Coordinated Entry System (CES) to complete assessments, make referrals, and ensure clients are prioritized for permanent housing opportunities consistent with regional policies.

6. Monthly Reporting Requirements

- Submit HMIS-generated reports to the City by the first business day of each month, documenting service activity, participant engagement, and progress toward housing outcomes.
- Submit monthly financial documentation, including invoices, receipts, and supporting materials tied to eligible expenditures, by the first business day of each month.
- Provide additional performance data or clarifications upon request.

7. Budget Breakdown

- Proposers must submit a detailed budget showing how the \$50,000 allocation will be used. At minimum, the budget should identify:
 - Personnel costs for outreach, case management, and program administration.
 - Program operating costs such as supplies, basic-needs items, and transportation support.
 - Limited short-term hotel/motel assistance when necessary to support progress toward permanent housing.
 - Administrative and indirect costs allowable under the grant.
 - All line items must clearly support program activities and comply with reimbursement requirements.

8. Payment and Reimbursement Requirements

- Payments will be issued on a reimbursement basis upon completion of services, and all requests for payment must include required supporting documentation, which will be reviewed for eligibility prior to reimbursement. Reimbursement follows the City’s net-30 policy.
- The City may request supplemental documentation or corrections before releasing funds.

8. Insurance Requirements

- **The selected provider must maintain insurance coverage that meets the minimum requirements of the City of Needles. Proof of the ability to obtain this insurance must be submitted with the Bid Proposal. Final certificates and endorsements will be required prior to contract execution. Minimum insurance requirements include:**
 - Commercial General Liability Insurance:

- Minimum limits: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Automobile Liability Insurance:
 - Minimum limits: \$1,000,000 combined single limit
 - Coverage must include vehicles used to transport clients, supplies, or staff for program activities.
- Workers' Compensation Insurance
 - Statutory limits as required by the State of California
 - Employers Liability: \$1,000,000
- Professional Liability (Errors & Omissions)
 - Minimum limits: \$1,000,000 per claim (recommended for social-service programs)
- Additional Insured Endorsement
 - The City of Needles must be named as Additional Insured on all applicable policies.
- Certificate Holder
 - City of Needles 817 Third Street Needles, CA 92363
- **Failure to demonstrate the ability to meet these insurance requirements may result in rejection of the bid.**

EVALUATION OF PROPOSALS

A team of City employees and consultants shall evaluate proposals. Points will be assigned based upon the proposer's effectiveness in supporting each item being rated.

Evaluation Criteria

- Depth of project team's experience and its relevance to the project described in this Request for Proposal. (10 pts)
- Proposer's understanding of project requirements. (10 pts)
- Proposed methodology and management plan for the project. (50 pts)
- Proposed timeline for completion of services. (5 pts)
- Proposer's ability to communicate technical information in a clear and simple manner. (5 pts)
- Total cost to the City. (20 pts)

The City may evaluate proposals solely on the basis of each proposer's written submittal, or it may require those firms it deems to have submitted the best proposals to meet with or make a presentation to the evaluation team at a City site.

SELECTION PROCESS

The City Manager will recommend to the City Council the proposer who achieved the most points during the evaluation of proposals by the evaluation team. The City Council's acceptance of the proposal will be evidenced by written Notice of Award.

CONTRACT AND OTHER RELATED DOCUMENTS

Within ten (10) calendar days of the date of issuance by the Authorized City Representative of the Notice of Award, the successful proposer shall submit the following documents to the Authorized City Representative.

- A proposed Consultant Services Agreement executed in duplicate by the successful proposer. (A sample agreement is attached to this Request for Proposals and its terms and conditions are incorporated by reference.)
- Evidence of the required insurance coverage.
- A Needles Business License or fee and application if the selected respondent does not already have one.

- A complete Internal Revenue Form V119.

Failure of the successful proposer to make a timely submission to the Authorized City Representative may result in a rescission of acceptance of the proposal by the City and an award of the contract to another respondent.

DISCLAIMERS

This Request for Proposal does not commit the City to award a contract or to pay any costs associated with responding to this RFP.

The City reserves the right to accept or reject any or all proposals received, to negotiate with qualified proposers or to cancel the Request.

The City may require proposer to submit additional data or information the City deems necessary to substantiate the costs presented by the proposer. The City may also require proposer to revise one or more elements of its proposal in accordance with contract negotiations.

The City reserves the right to evaluate proposals for a period of sixty (60) days before deciding which proposal, if any, to accept.

The City will request a City Professional Services Agreement to be executed to the awarded vendor.

Bid Form

TO: CITY
CITY OF NEEDLES
817 Third Street
Needles, CA 92363

DATE: _____

In compliance with the Invitation for Sealed Bids to Provide Homeless Services to Support Housing Access and Stability undersigned, as Bidder, hereby offers to complete the requested services to the City, in accordance with the terms, conditions, requirements and specifications set forth in the Bid documents for the price quoted on this Bid Form to complete the requested services.

CONSULTING FIRM: _____

PRIMARY CONTACT: _____

ADDRESS: _____

PHONE NUMBER: _____

TOTAL BID – HOMELESS SERVICES PROGRAM \$ _____

PROGRAM BUDGET BREAKDOWN

<u>A. Budget Items</u>	<u>Projected Expenses</u>
Personnel Costs (Outreach, Case Management, Admin)	\$ _____
Program Operating Costs (Supplies, Basic Needs, Transportation)	\$ _____
Short-Term Hotel/Motel Assistance	\$ _____
Administrative / Indirect Costs	\$ _____
TOTAL BUDGET (Not to exceed \$50,000)	\$ _____

The undersigned certifies under penalty of perjury that the quotation on this Bid Form constitutes a bona-fide offer to sell, that he/she is an authorized representative of the company listed, that the quotation is in no way sham or collusive, and that issuance of a Purchase Order by City constitutes acceptance of bidder's offer on the terms and conditions stated in the Bid documents, and forms a contract. Bidder will not withdraw its Bid for at least ninety (90) calendar days from the date and time of the bid opening.

INSURANCE CERTIFICATION

The Bidder certifies that documentation demonstrating the ability to meet the City of Needles' insurance requirements **is attached** to this Bid Proposal. **Attached**

BIDDER'S COMPANY

PRINT NAME – AUTHORIZED

ADDRESS

AUTHORIZED SIGNATURE

TELEPHONE NUMBER

ARE YOU CLAIMING A LOCAL BUSINESS PREFERENCE? _____ **YES** _____ **NO**

If yes submit written proof of the address of your principle place of business and a copy of your current City business license.

THIS PAGE MUST BE COMPLETED AND RETURNED WITH BID PROPOSAL FORM