



VENTURA COUNTY COORDINATED ENTRY SYSTEM PROGRAM EVALUATION REQUEST FOR PROPOSALS (RFP)

JULY 15, 2025

Applications must be submitted via email to:

VenturaCoC@venturacounty.gov

**NO LATER THAN
AUGUST 25, 2025 BY 3PM PST**

QUESTIONS MAY BE DIRECTED TO:

Jennifer Harkey, VC CoC Program Director

Jennifer.Harkey@venturacounty.gov

**COUNTY OF VENTURA
CEO - COMMUNITY DEVELOPMENT DIVISION
800 SOUTH VICTORIA AVENUE, VENTURA, CA 93009**

Ventura County Coordinated Entry System Program Evaluation Request for Proposals (RFP)

The County of Ventura is seeking professional consulting services to conduct a comprehensive analysis of the Ventura County Coordinated Entry System (CES) to ensure compliance with the U.S. Housing and Urban Development (HUD) requirements and develop specific recommendations to effectively improve the overall CES system to better serve our community. The County Executive Office serves as the Administrative Entity for the Ventura County Continuum of Care (VC CoC) and provide staff support for the VC CoC. The County of Ventura Human Services Agency is contracted with the VC CoC to serve as the Homeless Management Information System (HMIS) Lead and Coordinated Entry System (CES) Lead. Each year, the VC CoC has completed a local assessment of the HMIS and CES for the annual HUD CoC competition. The VC CoC Board has approved the recommendation to contract with an independent consultant to complete the full evaluation with the following scope of work:

- Assess the current Coordinated Entry System's effectiveness in meeting its goals;
- Evaluate the system's compliance with HUD Coordinated Entry Standards and our VC CoC policies and procedures;
- Review data on the Coordinated Entry System's performance, such as the number of individuals assessed, prioritized, and placed in housing;
- Identify areas for improvement, including data collection processes, assessment tools, prioritization strategies, and referral processes;
- Make recommendations for changes to the Coordinated Entry System to improve its efficiency, effectiveness, and equity;
- Analyze the impact of the State of California Behavioral Health Services Act (BHSA), California Advancing and Innovating Medi-Cal (CalAIM) and provide recommendations for integrating with the Coordinated Entry System;
- Develop supporting materials and strategies to address suggested solutions;
- Engage with relevant stakeholders, such as CoC partners, service providers, and individuals experiencing homelessness.

The County of Ventura Board of Supervisors adopted the [Ventura County Homelessness Plan](#) in December 2023 which includes five key action areas to help improve the homelessness response system. One of these action areas is "Data Driven Decision Making" with several goals and next steps. This CES evaluation should include recommendations to better monitor outcomes, adjust policies, reduce barriers to housing and determine the appropriate system improvements to help Ventura County meet these goals.

The following evaluation criteria will be used by VC CoC staff to evaluate proposals when recommending a consultant to the VC CoC Board for this CES evaluation contract:

- Prior experience and expertise in Coordinated Entry System evaluations;

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- The proposed methodology and approach to the evaluation;
- The consultant or organization's understanding of the local CoC's needs and goals;
- The proposed timeline and budget for the evaluation;
- The quality of the proposal itself.
- Cost of proposal as compared with deliverables. The VC CoC Board has budgeted up to \$30,000 for the evaluation.

Proposals must be in PDF format and should not exceed thirty (30) pages. Each submission should include the components outlined below:

1. Cover Letter

- The cover letter should serve as the introduction to your proposal and to your operation.
- Describe why you would like to take on this CES evaluation project.

2. Experience and Qualifications of Applicants

- Describe the skills and experience of you and your project team (if applicable) as well as what best qualifies you or your organization to work on this project. Please provide resumes and relevant experience for the key project team members.
- Describe any education or specialized training that you or your team have received relative to this opportunity.
- Describe any past projects that are relevant to the scope of this RFP.
- Provide references for previous projects of a similar scope.

3. Project Understanding and Approach

- Describe your understanding of the scope of work and how you plan to achieve the objectives.
- Describe your organization's understanding of the local needs and goals.
- Summarize and outline your timeline for the project.

4. Costs

- Outline all expected costs, delineating by primary task.
- Delineate staff costs, any travel, and ancillary costs separately.

Submission Disclaimer

The County may, at its sole discretion, request that proposers supplement their qualifications with additional information following initial submittal. The County reserves the right to reject any or all proposals submitted, to cancel this RFP, and/or to modify and reissue the RFP at any time.

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Pursuant to the California Public Records Act, all documents submitted in response to this RFP will be considered public records and will be made available to the public upon request.

Proposed Timeline for Request for Proposals (RFP):

RFP for CES Evaluation Released	July 15, 2025
Applications due to VC CoC staff	August 25, 2025
VC CoC Board review and approval	September 10, 2025
VC CoC Agreement finalized with consultant	By October 1, 2025