



Request for Proposals: Case Conferencing Best Practices for the Ohio Balance of State Continuum of Care

Purpose

The purpose of this Request for Proposals (RFP) is to obtain the professional services of a firm or individual, hereinafter referred to as the “Proposer”, to develop case conferencing best practices and curriculum for addressing homelessness in the Ohio Balance of State Continuum of Care (BoSCoC).

Background

Continuum of Care

A Continuum of Care (CoC) is a geographically based group of representatives that carries out the planning responsibilities required by the U.S. Department of Housing and Urban Development’s (HUD) CoC Program. These representatives generally come from organizations that provide services to persons experiencing homelessness and entities that collaborate with homeless service providers to comprehensively strategize around addressing and ending homelessness within the CoC’s geographic area.

The Ohio Balance of State Continuum of Care

The Ohio Balance of State Continuum of Care serves the 80 largely suburban and rural counties in Ohio. Within these 80 counties there are approximately 400 homeless programs including emergency shelters, transitional housing, rapid re-housing programs, and permanent supportive housing. On any given day, these programs can serve over 7,700 persons experiencing homelessness.

Ohio Balance of State Continuum of Care Homeless Planning Regions

The 80 counties within the Ohio BoSCoC are divided into 17 Homeless Planning Regions. Homeless program representatives in these Homeless Planning Regions plan and coordinate local homeless systems and programs and are responsible for working with the Ohio Department of Development, Office of Community Development (ODOD)

and COHHIO to ensure the requirements are met for both their federal grant (HUD's CoC Program) and state grants (ODOD's ESG, HAGP, HCRP, and SHP).

BoSCoC Strategic Plan

The Ohio BoSCoC undertook a comprehensive strategic planning process in 2025 and developed a 20-year roadmap¹ to prevent homelessness whenever possible, shorten episodes of homelessness, strengthen program effectiveness, and build a coordinated and fair system capable of ending homelessness across rural and suburban Ohio. Key strategies include improving collaboration and coordination among community partners and maximizing housing resources.

COHHIO, the BoSCoC, and the YHSI Grant

The Coalition on Homelessness and Housing in Ohio provides primary staff support for all activities pertaining to the Ohio BoSCoC. COHHIO's Continuum of Care Director and Coordinators are the primary contacts for all Ohio BoSCoC work. As the Homeless Management Information System (HMIS) Lead and System Administrator, COHHIO staff also support all aspects of the CoC's HMIS implementation.

In 2024, the U.S. Department of Housing and Urban Development (HUD) awarded the Coalition on Homelessness and Housing in Ohio \$2,000,000 through the Youth Homelessness Systems Improvement (YHSI) grant to address youth homelessness. This grant supports five of Ohio's nine CoCs in improving the holistic system of care for young people (up to age 25) at risk of or experiencing homelessness and housing instability, with a particular focus on youth exiting foster care and youth exiting involvement with the justice system.

There are three categories of work that are being conducted as part of the grant: planning and partnerships, coordinated entry, and data. YHSI activities are intended to build upon previous work done through the Youth Homelessness Demonstration Program in Ohio's awarded communities; in the BoSCoC that includes Homeless Planning Regions 2, 3, 5, 6, 9, 11, 14, and most of 17². Within the coordinated entry category, the BoSCoC is tasked with providing guidance and training bi-annually to its communities on youth-dedicated case conferencing meetings and procedures.

¹ <https://cohhio.org/wp-content/uploads/Ohio-BoSCoC-Strategic-Plan-2026.pdf>

² Selected regions within the Ohio BoSCoC were awarded Youth Homelessness Demonstration Program (YHDP) funding in Rounds, 1, 3, and 7. As part of those awards, the communities within the award sites developed Coordinated Community Plans that include objectives, goals, and action plans to prevent and end youth and young adult homelessness. These plans are available on the COHHIO website:

Round 7 (2024) <https://cohhio.org/wp-content/uploads/2024/11/Youth-Lead-The-Way-CCP-Ohio-Balance-of-State-Round-7.pdf>

Round 3 (2020) <https://cohhio.org/wp-content/uploads/2020/05/Region-6-YHDP-CCP.pdf>

Round 1 (2018) <https://cohhio.org/wp-content/uploads/2018/04/FINAL-SEOH-YHDP-CCP-optimized.pdf>

Objectives and Desired Outcomes

1. Prepare a report that describes best practices for both general and youth-dedicated case conferencing, with particular focus on rural and suburban counties.
2. Develop training outlines to assist the BoSCoC in teaching and evaluating case conferencing (general and youth-dedicated) to community stakeholders.

As a result of these two objectives, the BoSCoC should be able to

- Implement regular training events to ensure case conferencing best practices are being used to prevent and end homelessness for both the overall population and the youth population
- Measure improved knowledge and skills in training attendees for case conference techniques with both the overall population and the youth population
- Complete YHSI Milestone 8A: “provide guidance and training bi-annually on youth-dedicated case conferencing meetings and procedures”

Budget

Not to exceed \$30,000

Timeline

Date	
September 15, 2026	RFP published
Until October 12, 2026	Questions accepted, answers posted to https://cohhio.org/boscoc/special-initiatives/
October 14, 2026	Proposals due
By October 23, 2026	Consultant selected
By November 6, 2026	Finalize contract
November 16, 2026	Begin work
January 22, 2027	Final deliverables due

Expected Tasks

1. Hold regular check-in meetings with BoSCoC project team members to track progress on the project.
2. Perform research such as conducting a literature review and exploring other published resources on case conferencing. Any use of generative AI and/or LLMs in research must be approved in advance and clearly labeled in all resulting materials.

3. Survey/interview BoSCoC housing providers to identify current case conferencing practices for the general population experiencing homelessness and compare these to national best practices.
4. Survey/interview BoSCoC YHDP communities to identify current case conferencing practices for youth homelessness and compare these to national best practices.
5. Create draft and final reports detailing recommended best practices for both general and youth-dedicated case conferencing in the Ohio BoSCoC. Report formats should include a slide deck to present to community stakeholders. Any use of generative AI must be approved in advance and clearly labeled in all materials.
6. Create training outlines to allow the CoC to instruct case workers on best practices for both general and youth-dedicated case conferencing. Any use of generative AI must be approved in advance and clearly labeled in all materials.

Qualifications

The Proposer must

- Have previous experience working with research or strategic project planning and implementation related to housing and homelessness in similarly situated communities.
- Provide references from two previous clients for whom similar work was completed.
- Comply with applicable local, state and federal laws and regulations and meet applicable professional standards. Proof of insurance may be required at time of contracting.
- Be an equal opportunity employer and provide assurance that no person will be denied services on the basis of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.

Preference will be given to proposers

- With demonstrated familiarity of general and youth homelessness in rural/suburban/ or Balance of State contexts.
- Whose detailed project plan provides hands-on opportunities for BoSCoC Youth Action Board members to gain more understanding of youth-dedicated case conferencing. The BoSCoC will compensate YAB members for their time working on this project.
- With one or more Proposer team members with lived experience of homelessness or housing instability.

Submission Format and Due Date

The following should be compiled and submitted in one pdf document:

1. The credentials, experience, and background of the Proposer. Preference may be given to proposals that include Proposer team member(s) who have
 - familiarity of youth homelessness in rural/suburban or Balance of State contexts and/or
 - experienced homelessness and/or who have demonstrated experience working collaboratively with people with lived experience.
2. A detailed work plan that describes how the Proposer will work with the BoSCoC to accomplish the scope of work.
 - The work plan should include a description of processes to be used, deliverables, and timeframes for each objective with how the tasks in the scope of services will be completed.
 - The timeline should indicate the length of time suggested for each activity and its beginning and ending point within the contract period.
 - This work plan should also clearly articulate how the Proposer will ensure meaningful engagement with people with lived experience throughout the project.
3. A detailed budget related to the deliverables in the work plan for the contract period. The maximum proposed budget should not exceed \$30,000. The BoSCoC has a separate budget to compensate up to three Youth Action Board members who can participate in ongoing meetings or tasks related to this scope of work.
 - The budget should clearly distinguish the resources needed to complete the youth-dedicated part of the work as this is being paid from the YHSI grant. Ideally, this part of the project will not exceed \$15,000.
4. Any other resources or capacities or innovative ideas that the Proposer offers to enhance the provision of this service.
5. Detailed descriptions of similar work, including information relating to the outcomes or success of the work.
6. Two references from past employers or contractors.

Questions about this RFP may be submitted to erinhachtel@cohhio.org. Answers will be provided and posted to <https://cohhio.org/boscoc/special-initiatives/> by October 12, 2026.

Proposal packages must be submitted in a single PDF to erinhachtel@cohhio.org by October 14, 2026.

Selection Process

Following submission of proposals, a selection team will review the proposals using the selection rubric below, and, if needed, schedule interviews with Proposers. The selection team will recommend the best Proposer to the Ohio BoSCoC Board Steering Committee. Negotiations for contracting with the selected Proposer will be completed, and the contract will be placed into effect at that time.

Selection Criteria Rubric

Item (points available)
Detailed work plan that addresses RFP objectives and outcomes (7)
Applicable credentials and experience in case conferencing, training, or similar (5)
Experience working with people with lived experience and/or transitional aged youth (3)
Detailed budget and project timeline (5)
Preference items (points available)
Proposer/team member has lived experience of homelessness (1)
Proposer/team has options to engage YAB members in the project (1)
Experience/knowledge of rural/suburban/Balance of State context (1)