

VIRGIN ISLANDS CONTINUUM OF CARE (VI-500)

Request for Proposals

Coordinated Entry Lead Agency Selection Process

Issued by the Virgin Islands Continuum of Care, acting as its own Collaborative Applicant

RFP Title	Coordinated Entry (CE) Lead Agency Designation
Issuing Entity	Virgin Islands Continuum of Care (VI-500), Collaborative Applicant
Release Date	7/15/26
Proposal Deadline	7/31/26
Anticipated Contract Period	12 months, renewable annually, aligned with the VI-500 CoC program year
Submission Method	Email usvicoc@gmail.com
Point of Contact	VI-500 Secretary, Dr. Suzanne Darrow-Magras

Introduction and Purpose

The Virgin Islands Continuum of Care (VI-500), acting as its own Collaborative Applicant, is soliciting proposals from qualified organizations to serve as the designated Coordinated Entry (CE) Lead Agency for the U.S. Virgin Islands. The Collaborative Applicant is responsible for overseeing the selection, designation, monitoring, and, when necessary, replacement of the Coordinated Entry Lead Agency in accordance with HUD Coordinated Entry requirements and VI-500 governance standards.

This Request for Proposals (RFP) establishes the scope of work, eligibility requirements, evaluation process, and performance expectations governing the selection of the Coordinated Entry Lead Agency, consistent with the process outlined in Sections A through G below.

A. Solicitation

The Collaborative Applicant shall issue a Request for Proposals (RFP), Notice of Funding Opportunity (NOFO), or other public solicitation seeking qualified organizations to serve as Coordinated Entry Lead Agency. The solicitation shall identify:

- Scope of work
- Eligibility requirements
- Evaluation criteria
- Submission deadlines
- Contract period
- Performance expectations

Scope of Work

The Coordinated Entry Lead Agency will be responsible for administering the day-to-day operations of the VI-500 Coordinated Entry System, including but not limited to:

- Coordinating standardized assessment and prioritization of persons experiencing homelessness across St. Thomas, St. Croix, and St. John
- Managing referral processes to housing and services in accordance with the CoC's written standards
- Maintaining accurate and timely data within the Homeless Management Information System (HMIS)
- Facilitating case conferencing and coordination among CoC-funded and partner agencies
- Supporting equitable access, including for individuals with limited access to technology or transportation
- Reporting regularly to the CoC Board and Coordinated Entry Committee on system performance

Submission Requirements

Proposals shall be submitted by the deadline identified on the cover page and must include, at minimum: an organizational narrative, staffing plan, program design and workflow, data/HMIS capacity statement, budget and cost proposal, references, and required certifications (non-discrimination, conflict of interest, and financial management).

B. Eligibility

Eligible applicants must:

- Be a nonprofit organization, governmental entity, or public agency
- Demonstrate experience serving persons experiencing homelessness
- Demonstrate knowledge of HUD Coordinated Entry requirements
- Demonstrate administrative, fiscal, and staffing capacity
- Maintain compliance with federal, territorial, and local regulations

C. Evaluation Committee

The CoC Board shall appoint an Evaluation Committee consisting of at least three (3) members. Committee membership may include:

- CoC Board representatives
- Coordinated Entry Committee representatives
- Persons with lived experience
- Community stakeholders

All committee members shall complete conflict-of-interest disclosures and recuse themselves from any evaluation involving their own organization.

D. Evaluation Criteria

Applications shall be evaluated based on the following weighted criteria, for a total of 100 possible points:

Evaluation Criteria	Points
Coordinated Entry Experience	25
Homeless Service Experience	20
Organizational Capacity	15
Staffing Qualifications	15
Data and HMIS Capacity	10
Community Partnerships	10
Cost Effectiveness	5
Total	100

E. Board Approval

The Evaluation Committee shall submit a written recommendation to the CoC Board. The CoC Board shall:

- Review evaluation results

- Ensure compliance with conflict-of-interest requirements
- Approve the selected Coordinated Entry Lead Agency through formal Board action

F. Performance Monitoring

The Coordinated Entry Lead Agency shall be evaluated annually based on:

- Timeliness of assessments
- Referral completion rates
- Data quality
- Equity and access outcomes
- Compliance with HUD Coordinated Entry requirements
- Stakeholder and participant feedback

G. Removal and Replacement

The CoC Board may remove the Coordinated Entry Lead Agency for:

- Non-performance
- Failure to comply with HUD requirements
- Financial mismanagement
- Breach of contract
- Loss of organizational capacity

Upon removal, the Collaborative Applicant shall initiate a new selection process consistent with Section A of this document.

Submission Instructions

Proposals Due: July 31, 2026

Submit Via Email To: usvicoc@gmail.com

Questions: usvicoc@gmail.com

Late or incomplete proposals will not be considered. The Virgin Islands Continuum of Care reserves the right to reject any and all proposals, to waive minor irregularities, and to negotiate final contract terms with the selected applicant.