Request for Proposal No. 26-01

Second Light Shelter Provider Services

Date Issued: 3/12/2026

Specifications

This Request for Proposal ("RFP") is being solicited by MAC Board, Inc., doing business as "Second Light." Second Light, in collaboration with local non-profits, operates a multi-agency center ("Center") dedicated to providing year-round shelter and comprehensive wrap-around services to individuals experiencing.

This RFP seeks a Provider for Shelter Services at the Center ("Project"). Information regarding this Project may be found on the Second Light website: www.secondlightwichita.org. Specific contact information is included in this RFP. Second Light reserves the right to award any contract issued pursuant to this RFP in the time, manner, and upon such terms and conditions, as it deems appropriate.

Proposals must be received by no later than 5:00 PM, Friday, April 3rd, 2026. Proposals must address how the proposed provider will provide all of the Services (as defined in this RFP) and, as described below, a Provider may perform the Services directly or in conjunction with another party(ies).

Dan Clifford

Executive Director
Second Light

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1. **Overview and Objectives**
   As a part of its activities at the Center, Second Light, in collaboration with local non-profits, provides a year-round shelter and comprehensive wrap-around services to individuals experiencing homelessness ("Shelter"). The Shelter offers 24/7/365 entry and exit services for men and women focusing on supporting guests in their transition to stable housing.

   The purpose of this RFP is to select an experienced organization with a proven track record in providing integrated housing services. The successful provider will not only manage the Shelter but also support a full range of wrap-around services—including housing navigation, structured day services, intake procedures, and other programs designed to prepare individuals for permanent housing. This will require strong cooperation and working collaboratively with other service providers to ensure wrap-around services are accessible to prepare guests to be ready for housing.

   Responses to this RFP must demonstrate the proposed provider's qualifications, competence, and capacity to provide services specified herein. The response must be in conformity with the requirements of this RFP and demonstrate the qualifications of the firm and its staff to undertake this Project. It must also specify the proposed approach that best meets the RFP's requirements and address each of the service specifications under the Scope of Work. Current partners and organizations with existing agreements with Second Light are welcome to apply for this RFP. Participation in this RFP may result in renegotiation or modification of current agreements. Second Light reserves the right to renegotiate, modify, or replace existing agreements, including scope of services, deliverables, and funding levels, as part of the RFP review and award process.

2. **Schedule for the RFP**

   The following schedule may change according to Second Light's needs or preferences, including unforeseen circumstances.

RFP Issuance	Friday March 13th, 2026
RFP Due Date	Friday, April 3rd, 2026
Award Notification	Friday, April 10th, 2026
Contract Start Date	May 1st, 2026

   All deadlines end at 5:00 pm in Central Standard Time (CST; CDT) on the relevant date and responses can be confirmed through email with Dan Clifford and danclifford@secondlightwichita.org.

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Evaluation of Proposals and Selection
All proposals will be reviewed to determine if they contain all required submittals specified in this RFP. Second Light reserves the right to reject all non-compliant proposals, including those received after the RFP Due Date.

Evaluation Process and Criteria for Selection
The evaluation process will begin with the review and evaluation of each of the written proposals. The purpose of the evaluation is two-fold: (1) to examine the responses for compliance with the requirements of this RFP; and (2) to identify the complying firm(s) that have the highest probability of satisfactorily performing all of the services contemplated in the Scope of Work ("Services") for a reasonable cost.

The evaluation will be conducted by Second Light in a comprehensive and impartial manner, including considering the qualifications of both the proposed provider and its current leadership personnel, considering the following, among other things:

1. Demonstrated experience in providing services outlined in the Scope of Work
2. Technical expertise, organizational capacity, and leadership qualifications
3. Cost-effectiveness and budget clarity
4. Financial stability and organizational sustainability
5. Ability to meet compliance and regulatory requirements
6. Responsiveness, completeness, and innovation in approach
7. Strong partnerships and demonstrated community collaboration

A. Scoring of the Written Proposals

Technical Proposal Evaluation – 80 points
Second Light will evaluate each Proposal based upon whether it demonstrates the proposed provider can likely provide the Services and then score each Proposal to identify proposed providers with the highest probability of satisfactorily providing the Services.

Cost Proposal – 20 Points
Second Light will evaluate and score each Proposal for its cost. Scoring will be assigned by the following formula: (Lowest Bid / Bid Being Evaluated) * Maximum Cost Points = Awarded Cost Points
Lowest cost proposal will receive 100% of the Cost Proposal Points
Example: Three bidders.
Bidder A cost proposal is $50

Bidder B cost proposal is $30
Bidder C cost proposal is $60

Bidder B is lowest bidder = 100% of points
Bidder A is 30/50 = 60% of points
Bidder C is 30/60 = 50% of points

This evaluation and scoring process and outcomes are confidential. Second Light intends to use this process as a general assessment tool and is not bound to use it in any particular manner. Second Light, in its sole discretion, may vary discontinue or vary the process, including its outcomes or determinations.

3. **Requirements and General Contract Terms:**

A. Qualifications

- Minimum of 3 years' experience with homeless services, including: HMIS documentation, risks assessment, homeless provider agency navigation.

B. General Description of Contract Terms and Performance

- **Duration:** The initial contract term is from May 1st, 2026, until May 1, 2027 with an option for renewal (with cost adjustments to track the CPI) by Second Light for an additional two-year period.
- **General Terms:** The contract will be prepared by Second Light and include, among other things, detailed clauses for modifications, termination, dispute resolution processes, and financial consequences if specific performance-based criteria are not met. The contract will incorporate by reference the terms of certain (i) Second Light policies and rules related to the operation of the campus and Center, and (ii) agreements with the City Of Wichita that are applicable to the operation of the campus and Center, all as amended from time to time.
- **Insurance & Regulatory Documentation:** The contract will require that the provider (i) obtain and maintain all specified insurance coverages (general liability, professional liability, property, etc.) at the prescribed minimum levels, and (ii) provide evidence of all regulatory, licensing, permitting, and certification requirements. A minimum of professional liability, personal liability, and commercial general liability insurance with individual limits of at least $2,000,000 is required.
- **Payment and Invoicing:** The contract will address specific guidelines for allowable expenses, contingency reserve requirements, and audit rights. Funds will generally be advanced on a monthly basis or as otherwise established by the subrecipient agreement / grant funding this RFP. It is expected the contract will be an Advance Funding Agreement ("AFA"), with

the potential to convert to a Cost Reimbursement Agreement based on performance by the provider consistent with federal regulations. Although subject to many specific details, generally the disbursement of funds under and AFA may be made monthly based on a provider's monthly budget estimates of necessary, reasonable, and allowable costs of this Project.

- The foregoing are only examples of provisions that may be included in a contract with a provider. Second Light, in its sole discretion, will determine the contract terms to which it is willing to be bound and is not limited by or to the foregoing.

4. **Scope of Work**
    - **Shelter Guest and Visitor Engagement**
        - Develop standardized protocols for engaging with shelter guests and visitors with the goal of connecting individuals to services both on-site and in the community.
    - **Program Intake and Exit Management**
        - Develop standardized protocols for intake and exit procedures, ensuring proper registration, documentation, and coordination with partner agencies.
    - **Shelter Operations**
        - Operate shelter facility for up to 170 program guests and a concurrent night-by-night emergency shelter for individuals. Coordinate meals, showers, laundry services, and access to basic support for daily functioning.
    - **Campus Operations**
        - Help ensure a secure, safe, and well-maintained campus. This includes collaborating with other subcontractors and partners to identify areas of improvement, facility or maintenance issues, and operational concerns around the guest experience.
    - **Emergency Winter Shelter**
        - Work collaboratively with the Executive Director and community partners to provide a low-barrier shelter for individuals in a seasonal or temperature-based emergency winter shelter. Strategize and execute a plan that can shelter every guest seeking safety from extreme weather.
    - **Case Management & Partnership Support**
        - Actively partner with case managers and community resources that are focused on housing and care coordination plans. Support guest goals with a trauma-informed approach that focuses on risk-reduction and de-escalation. Collaborate with partners to address behavioral and safety concerns that are identified with guests.

- **Reporting**
  - Generate monthly key performance indicators that illustrate impact of work through shelter operations, referrals, case management, data collection, and housing outcomes.
- **Data Tracking**
  - Utilize HMIS and other data reporting systems to monitor daily progress with Second Light guests and visitors.

5. Proposal Content

The proposal must contain:

1. Cover Letter
2. Technical Proposal
3. Attachments
   a. Cost proposal

1. Cover Letter must include the following:
   - A profile of the proposed provider including the official contact person, email, telephone number and mailing address.
   - If the proposed provider is a joint venture or consortium, or will be subcontracting all or a portion of the Proposal, the information required below must be provided with respect to each party providing Services, and such party(ies) must be separately identified.
   - The proposed provider's experience, including length of time in business, and the experience of leadership staff members and their role in this Project.
   - Disclosure of any civil litigation or alternative dispute resolution proceedings involving the proposed provider within the last 3 years.
     - Acknowledgement that continuing disclosure is required for any new litigation, arbitration, or other proceeding commencing after Proposal submission. Any such disclosures must be made in a written statement to the contact person identified within 14 days of discovery.
     - Details of settlements that are prevented from disclosure by law may be annotated as such
   - Exceptions to any response must be clearly delineated and detailed.
   - Signature by an official or a person with authority to legally obligate the proposed provider.

2. **Technical Proposal** must include responses to the following sections. All responses should be concise yet thorough:
   a. **Approach to Service Delivery**

i. Describe your approach to assisting individuals experiencing homelessness, detailing how you will help them become housing ready. The shelter provider will coordinate daily operations in the shelter as well as on-site access to mental health, substance use disorder ("SUD"), harm reduction services (including naloxone access), and peer support. Include philosophical approach, methodologies and expected outcomes. Include your approach towards trauma-informed services that are client-centered.
ii. Describe the training and education of staff members to enable them to provide high quality services
iii. Describe any Second Light responsibilities or assistance sought from Second Light agents, including assistance required from Second Light to ensure expedient Project completion and lessen Project costs.

b. **Detailed Operational Approach**
For each of the following areas, briefly describe your approach.
   i. **Shelter Guest and Visitor Engagement**
      1. Develop standardized protocols for engaging with shelter guests and visitors with the goal of connecting individuals to services both on-site and in the community.
   ii. **Program Intake and Exit Management**
      1. Develop standardized procedure for program applications, expectations, and exit management.
   iii. **Shelter Operations**
      1. Operate shelter facility for up to 170 program guests and a concurrent night-by-night emergency shelter for individuals. Coordinate meals, showers, laundry services, and access to basic support for daily functioning.
   iv. **Emergency Winter Shelter**
      1. Describe commitment to collaboration with Second Light and community partners to keep staff and additional guests safe during the winter season.
   v. **Case Management & Partnership Support**
      1. Actively partner with case managers and community resources that are focused on housing and care coordination plans. Support guest goals with a trauma-informed approach that focuses on risk-reduction and de-escalation. Collaborate with partners to address behavioral and safety concerns that are identified with guests.
   vi. **Reporting**

1. Generate monthly key performance indicators that illustrate impact of work through shelter operations, referrals, case management coordination, data collection, housing outcomes, and other data requested by Second Light. Describe systems that will be used for tracking data.

For information to be addressed, please see full description in the Scope of Work. In essence, please describe how you will provide these services and meet the needs of guests and goals of Second Light. The Provider may provide services directly or partner with another agency to provide services. Note: The response should indicate whether service is performed by the Provider or by a partner agency

c. **References:**
Provide three references (with names, email addresses, and phone numbers) from organizations familiar with your work in homelessness or housing services along with a brief description of the services provided to each reference that are relevant to this RFP. References should be of similar size and scope of this RFP.

d. **Staffing Plan**
Submit a staffing plan that includes:
   i. A current organizational chart and descriptions of key positions.
   ii. Proposed new positions with required qualifications, training, and background check protocols.

e. In-Kind or Direct Contributions:
Detail any proposed financial, in-kind, or direct contributions to Second Light from your organization or partner organizations.

Attachments

Attachment A: Proposed Budget Form