



# **REQUEST FOR QUALIFICATIONS:**

## **City of Astoria: Homeless Liaison**

### **Background Information:**

As part of the City of Astoria's Shelter-First Policy approach, the Astoria City Council identified the need to contract for homeless liaison services. The homeless liaison would be a personnel service contract that will conduct street outreach, facilitate navigation services and administer designated City programs intended to mitigate impacts of unsheltered homelessness, improve public health and safety, and support pathways to stability for individuals facing homelessness.

The Contractor will coordinate closely with local social service providers to help navigate individuals facing homelessness towards shelter, housing, and other services. The homeless liaison shall provide approximately 30 hours per week of services and shall designate a primary point of contact for all services under this agreement. As part of this contract, the contractor is not responsible for primary case management services or enforcement of the City Camping Code.

The City of Astoria is seeking Statements of Qualifications from either qualified non-profit social service organizations or individuals with sufficient skills, training and background to perform this work.

### **Funding Details:**

Available Funding: \$65,520

Funding Period: July 20, 2026 – June 30, 2027

Hours of Work: 30 hours a week.

Misc. City will provide laptop/tablet, city phone, and other related items to support the Homeless Liaison if needed.

### **Scope of Work:**

The City anticipates four primary elements for the scope of work for these contracted services.

- 1: Street Outreach & Navigation Services
- 2: Coordination with City Staff

3: Program Administration

4: Deliverables & Reporting

### **1: Street Outreach & Navigation Services**

- Conduct regular, documented outreach to individuals experiencing homelessness in Astoria.
- Engage individuals using trauma-informed care and person-centered approaches.
- Coordinate with local social service providers to help navigate individuals facing homelessness towards accessible shelter and housing services.
- Provide referrals to City programs and community services.
- Maintain consistent field presence focused on individuals identified by the City.
- Provide outreach, education, and work with individuals to support voluntary compliance with the City's Camping Code. The Contractor shall not perform enforcement activities.

### **2: Coordination with City Staff**

- City Manager's Office
  - The Contractor's primary point of contact will be the City Manager's Office.
  - The City Manager Office will work with Contractor to develop progress reports for Council's review.
- Astoria Police Department
  - The Contractor will have ongoing communication and support from the Astoria Police Department.
  - The Contractor will coordinate with the Astoria Police Department on a case-by-case basis for issues of non-compliance with City's Camping Code.
- Livability Response Team
  - The Contractor will coordinate with Astoria's Livability Response Team as needed.

### **3: Program Administration**

- Provide coordination and administrative support for the City's Next Step Initiative Programs as defined within the scope of each program's outline.
  - Dry Storage Program
    - Description: A bike-storage locker program to provide access to storage space for eligible individuals facing homelessness. A total of 20 lockers will be available.
  - Community-Based Shelter Program
    - Description: A program intended to provide lawful, managed alternatives to unsanctioned camping by allowing limited camping on approved private property, consistent with and authorized under the City of Astoria "Camping Code" (Section 5.910)
    - Contractor is not responsible for enforcement or property management for this program.

#### **4: Deliverables & Reporting**

- All reports shall be provided in a format approved by the City and include, at minimum:
- Weekly Outreach Report in a form approved by the City to include but not limited to:
  - Number of outreach contacts
  - General trends and observations
  - Referrals made to services and programs.
- Develop individual case accounts for each homeless person that the liaison interacts with.
  - Basic Personal Information to include but not limited to:
    - Name
    - Age
    - Where are they from
  - Number of interactions with the individual and most recent contact.
  - Services currently accessed and being pursued
  - Program participation status
- Provide monthly reports on each program in a form approved by the City that includes but isn't limited to:
  - Participation levels for each program
  - Status updates
  - Reported issues or concerns
  - Program transitions.
  - Number of successful entries into shelter
  - Noted Barriers to entry into shelter
  - Number of individuals exited from shelter
  - Monthly Point-in-Time Count for Individuals Facing Homelessness in Astoria

Note: Contractor will adhere to legal standards of privacy to protect an individual's personal information.

- Meetings
  - Contractor shall meet with City staff monthly to review performance and program status
  - Contractor shall participate in Multi-Agency Coordination (MAC) meetings hosted by Clatsop County
  - Contractor shall present to City Council on a scheduled basis

#### **MINIMUM QUALIFICATIONS**

Respondents should demonstrate:

- Experience conducting homeless outreach or related social service work.
- Knowledge of homelessness response systems and available resources.
- Experience working with vulnerable populations using trauma-informed practices.
- Ability to maintain accurate records and provide timely reporting.
- Ability to work collaboratively with governmental and community partners.
- Appropriate licensing and insurance coverage.

- Other experience working with at risk populations that demonstrates the ability to serve in role.

Preferred qualifications include:

- Experience administering homelessness programs.
- Familiarity with Clatsop County service providers.
- Experience working in rural or small-city environments.

### **Statement of Qualifications Requirements**

Statement of Qualifications must include:

- Cover Letter (1 page)
- Statement of Qualifications (up to 8 pages): Respondent's should address the following.
  - Overview/Background of Respondent
    - Description of Respondent.
  - Relevant Experience
    - Experience working with individuals experiencing homelessness.
    - Experience coordinating services, outreach activities, or related programs and navigating individuals towards services.
    - Experience working with governmental agencies, nonprofits, or community partners.
  - Approach to Services
    - Proposed approach to street outreach and engagement.
    - Approach to connecting with individuals and navigating them to shelter, housing, and supportive services.
    - Approach to supporting participation in City programs.
  - Administrative Capacity
    - Ability to maintain records and reports.
    - Ability to coordinate with City staff and community partners.
    - Ability to meet reporting requirements.
  - Knowledge of Local Resources
    - Familiarity with local service providers.
    - Familiarity with the City of Astoria's Shelter First Policy initiative for homelessness response.
- Resume(s) of personnel performing the work. (If you are a non-profit social service organizations, please identify the primary point of contact for these services).
- References (3-4): Provide three – four professional references familiar with the respondent's relevant work experience.

The City welcomes submissions from qualified non-profit organizations, and individual contractors.

## Selection Criteria

Statements of Qualifications will be evaluated based on:

Evaluation Criteria	Points
Experience Conducting Homeless Outreach and Navigation Services	25
Proposed Approach to Outreach and Engagement	20
Knowledge of Community Resources and Regional Service System	15
Ability to Collaborate with City Staff, APD and Community Partners	15
Administrative Capacity, Reporting and Record Keeping	15
References	10

Short-listed applicants may be invited to interview as part of the final selection process.

## Timeline

Milestone	Date
RFQ Issued	June 8, 2026
Statement of Qualifications Due	July 6, 2026, at 4:00 PM
Evaluation Period	July 7, 2026 – July 10, 2026
Interviews (Optional)	July 13 – July 15, 2026
Contract Award	July 20, 2026

## General Terms and Conditions Agreement:

The selected respondent will enter into a contract with the City of Astoria outlining the terms and conditions of the funding.

The selected respondent shall perform services as an independent contractor and shall not be considered an employee of the City of Astoria. The contractor shall be solely responsible for all taxes, insurance, licensing, and other obligations associated with independent contractor status.

## List of Attachments

- [Sample Personnel Service Contract](#)

## Contact:

Ryan Quigley  
Assistant to the City Manager  
Email: [rquigley@astoria.gov](mailto:rquigley@astoria.gov)  
Ph (503)325-5824

## **Submittal**

- Deadline: **July 6, 2026 at 4:00 PM**
- Email Submissions: Subject Line: "Submittal Astoria Homeless Liaison" shall be submitted to [rquigley@astoria.gov](mailto:rquigley@astoria.gov)

## Hard Copy Submissions

Submittal for City of Astoria Homeless Liaison  
ATTN: City Manager's Office  
1095 Duane Street,  
Astoria OR 97103

Any statements of qualifications received after the specified time will not be considered. Contractors responding to this RFQ do so solely at their expense, and the City is not responsible for any Contractor expenses associated with responding to this RFQ.

The City reserves the right to cancel this request in whole or in part at any time or otherwise reject any and all submissions for reasons deemed by the City that such an action would be in the City's best interest.

All records generated under this contract are subject to City record retention requirements and applicable confidentiality protections.

All submission materials must be received by **July 6, 2026 at 4:00 PM**