



Andy Schor, Mayor

CITY OF LANSING

PURCHASING OFFICE
124 W. Michigan Ave. 3rd Floor
Lansing, Michigan 48933
(517) 483-4128

<http://www.lansingmi.gov/460/purchasing>

September 3, 2026

REQUEST FOR PROPOSAL RFP/27/024

CONTRACTING AGENCY TO MANAGE OVERNIGHT WARMING CENTER HUMAN RELATIONS AND COMMUNITY SERVICE DEPARTMENT

Lansing officially distributes all Purchasing documents through the Michigan Inter-Governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info.

The HRCS Department, for the City of Lansing requests proposal statements for “Contracting Agency to Manage Overnight Warming Center”. The project consists of City of Lansing seeking a quality community organization partner for the management of an Overnight Warming Center serving unsheltered individuals experiencing homelessness during Code Blue severe weather alerts in the 2026-2027 season.

The City reserves the right to accept any proposal, to reject any and all proposals and to make the award in the best interest of the city.

Please submit one copy electronically through MITN (www.mitn.info) or one copy unbound of your completed proposal **up to but no later than, 2:00 PM local time in effect Sept. 24, 2026**, to the Purchasing Office, City of Lansing, Purchasing Office, 124 W. Michigan Ave. 3rd Floor, Lansing MI 48933. All hard copy submittals must be sealed and identified on the outside of the mailing envelope with “024 Contracting Agency to Manage Overnight Warming Center”

Any contractual or quote package questions should be directed to Stephanie Robinson at (517) 483-4128 or email: stephanie.robinson@lansingmi.gov. Technical questions may be directed to Amy.Crank@lansingmi.gov

Stephanie Robinson
Senior Buyer

Solicitation Number: RFP/27/024

Solicitation Name: Contracting Agency to Manage Overnight Warming Center

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive this solicitation? Please check all that apply.

☐ City of Lansing Purchasing Web Page <http://www.mitn.info>

☐ City of Lansing Purchasing Office

☐ Other, please

list: _____

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing

yes _____ no _____

III. Company Information

Federal Tax ID Number _____

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Contact Person

Email Address

Thank you for your participation.

City of Lansing
Human Relations and Community Services Department
Request for Proposals (RFP):
Contracting Agency to Manage Overnight Warming Center

September 3, 2026

INTRODUCTION

PURPOSE AND BACKGROUND

The City of Lansing, through its Human Relations and Community Services (HRCS) Department, is initiating this Request for Proposal seeking a quality community organization partner for the management of an Overnight Warming Center serving unsheltered individuals experiencing homelessness during Code Blue severe weather alerts in the 2026-2027 season. The selected applicant will be responsible for the immediate, non-facility-based care of unsheltered individuals, removing them from extreme weather to prevent injury and/or death.

This RFP briefly outlines the expectations, responsibilities and eligibility requirements for organizations interested in providing these services for the FY2026-2027 winter season. The selected applicant will serve as an access point to the Ingham County Continuum of Care (CoC) Coordinated Entry System.

ELIGIBLE APPLICANTS

- Governmental entities serving within the City of Lansing
- Public and private nonprofit organizations – typically 501(c)(3)
- Faith-based organizations.

Applicants must demonstrate the legal, financial, and programmatic ability to administer the proposed project and meet City of Lansing contract requirements – such as insurance thresholds, audit and financial requirements, and business licensing requirements.

SCOPE OF WORK

The selected provider will be expected to fully manage and operate the Overnight Warming Center during all declared Code Blue extreme weather alerts. Hours of operation will be agreed upon in the contract and be consistent with the Code Blue policy, ensuring that unsheltered individuals have access to a safe, supervised, and temporary place to stay in life-threatening weather conditions.

Responsibilities include staffing the facility, implementing safety and intake procedures, monitoring participant activity, maintaining the cleanliness and readiness of the space, collecting and entering required participant data in accordance with Homeless Management Information System (HMIS) regulations, and submitting mandated reports.

The selected provider must deliver services in alignment with City of Lansing standards, uphold safety protocols, and coordinate closely with HRCS and the Ingham County CoC to support systemwide access and continuity of care.

Organizations with access to their own facility are preferred; however, if a facility is not available, the City of Lansing will provide a designated Overnight Warming Center location – currently anticipated to operate at the following location: **Letts Community Center, 1120 W. Kalamazoo St., Lansing, MI 48915.**

The contract period is **November 1, 2026 - March 31, 2027.**

SUBMITTAL REQUIREMENTS

Applicants must submit a proposal (maximum 5 pages) that includes the following:

1. A narrative describing your agency's mission, brief history, program and service delivery model, characteristics, and qualifications to address unsheltered individuals experiencing homelessness.
2. A statement demonstrating your understanding of the proposed project and describing your approach to managing and operating the project, providing support services, and upholding policies, procedures, and best practices. If the applicant is partnering with an outside agency, please specify their function/specific service(s) offered to the program in the project narrative.
3. A detailed budget outlining your maximum **fixed cost per night**, including direct and overhead cost of proposed services broken down by major cost categories – personnel, fringes, operating, administrative, etc. (1 page maximum). The budget should include justification and be linked to the project narrative.
4. An organizational chart and relevant experience for each proposed staff member and written demonstration of sufficient staffing levels to support participant supervision. One staff member must be designated as the principal contact for the City of Lansing.
5. A description of how your agency's approach will create a culturally competent environment in accordance with data collection and entry (HMIS), coordinated entry (CE), service coordination, security, fire code, safety and maintenance standards.
6. Letters of Support are strongly encouraged.

EVALUATION CRITERIA

The City of Lansing will fund the management and operation of the Overnight Warming Center through the City's General Funds and is expecting to award one contract for implementing services as described. Contract award will be based on the applicant's experience and qualifications (25%), quality and feasibility of management and operating plan (25%), financial proposal (15%), capacity to meet timeline (20%), and past performance and letters of support (15%).

FORMAT DELIVERY

Please abide by the following specifications in your electronic submission:

- Times New Roman 12-point font
- Single-spaced pages
- 1 inch margin on all sides
- 5-page text limit, not including budget page

Interested applicants are invited to submit their proposals via email to: www.mitn.info or or hard copy to Purchasing office by no later than 2:00 p.m. on **September 24, 2026**.

Please include Overnight Warming Center RFP in the subject line.
Late submissions will not be accepted.

TIMELINE

RFP Release: September 3, 2026

Proposal Submission Due: September 24, 2026

Proposal Evaluation Period: September 28-30, 2026

Contract Award: September 30, 2026

Contract Signed/Executed: October 2, 2026