

Texas Homeless Network
Request for Proposals/Request for Qualifications
2011 - 2013 Continuum of Care Consultants

Texas Homeless Network is seeking consultants to assist in providing training and technical assistance to communities and non-profit agencies in Texas.

Background

Texas Homeless Network (THN) was incorporated as a 501(c)3 organization in March 1991 with a mission to strengthen communities and partnerships to prevent and eliminate homelessness. THN works toward this goal by providing free or low cost training and technical assistance to non-profit agencies and communities all across Texas. Training and technical assistance are delivered in regional workshops, community workshops and one-on-one assistance with non-profit agencies. THN also provides education about homelessness to the general public and works on the state and federal level to promote legislation benefiting homeless persons.

Consultant Services

The consultant or consultants selected will perform tasks that will result in stronger, healthier communities and non-profit agencies. Tasks include:

1. Facilitate or co-facilitate regional and community workshops regarding the Continuum of Care planning process.
2. Provide on-going technical assistance to community planning organizations on the various aspects of HUD's Continuum of Care plan.
3. Facilitate or co-facilitate regional, community and one-on-one workshops and/or technical assistance designed to build capacity in homeless service provider communities and agencies (Board Development, Best Practices, Developing Policies and Procedures, etc)
4. Provide technical assistance to first time Supportive Housing Program and Shelter Plus Care grantees.
5. Provide technical assistance to Supportive Housing Program and Shelter Plus Care grantees that have been determined to be in need of support.
6. Design PowerPoint presentations and handout materials for workshops and technical assistance, as needed.

Contents of Proposal

Interested parties will submit a proposal, including the following information:

1. Name, address, telephone number of the consulting firm or individual, including a primary contact name, email address and direct phone number.
2. A description of the qualifications and experience of the consulting firm or individual (resumé, curriculum vitae or company experience).
3. A description of specific experience in working with HUD Continuum of Care programs, including training delivered in workshops or one-on-one.
4. A list of references that can vouch for consultant's expertise in training others.
5. Consultant's fee for services both per day and per hour.
6. Consultant availability and lead time needed for scheduling.

Submitting the Proposal

Please deliver a copy of the proposal, either electronically or by mail by **12:00 noon, March 18, 2011** to:

Texas Homeless Network
Attn: Ken Martin
1713 Fortview Road
Austin, Texas 78704
and/or
ken@thn.org

Evaluation

The Texas Homeless Network will review all submitted proposals. The criteria by which a consultant or consulting firm will be judged include the following:

1. Quality of experience;
2. Quantity of experience
3. Technical capabilities to perform the project;
4. Consultant cost; and,
5. Consultant availability.

Texas Homeless Network reserves the right to reject any or all proposals and will have sole discretion in evaluating proposals received before or after the deadline. Texas Homeless Network also reserves the right to modify the scope of work, add or delete tasks and modify consultant fees, based on availability of funds, with the selected consultant or consulting firm.

Schedule

Workshops and other technical assistance occur on an on-going basis. It is expected that contracts resulting from this request for proposals will be utilized on a demand/response basis.

Additional Information:

Questions regarding this Request for Proposals/Request for Qualifications may be directed to Ken Martin, Executive Director, at 512-687-5101, ken@thn.org.