



Request for Proposals (RFP) For Project Manager for the Safety Nets for Students Project (This position is a 10-month contract.)

A. Introduction and Purpose

The Safety Nets for Students Project is a collaboration of Texas Network of Youth Services (TNOYS), Texas Homeless Education Office (THEO), and Texas Homeless Network (THN). The goal of this project is to facilitate the provision of a support system for students and their families who are homeless because of Hurricane Harvey by strengthening the education and community-based systems that are already in place. Specifically, this project will support and build the capacity of school personnel, through the provision of training and support services, as well as through facilitation of meaningful collaborations with service providers and other stakeholders, in order to meet the needs of students and their families who are experiencing homelessness because of Hurricane Harvey. This project is funded by the Rebuild Texas Fund and will serve students and schools in all five regions covered by the Rebuild Texas Fund, excluding Houston and Harris County.

B. Background

Texas Homeless Network (THN) is a non-profit membership-based organization that has been helping communities strategically plan to prevent and end homelessness since 1991. THN serves as the host agency for the Texas Balance of State Continuum of Care where we assist 215 counties through technical assistance, training, and development of a coordinated response to end homelessness. Through our Statewide Initiatives, we coordinate local and national advocacy efforts, data collection and research, and host an annual statewide conference. Texas Homeless Network is the only statewide organization in Texas dedicated to addressing homelessness.



C. Scope of Work

The Project Manager will be required to accomplish the following tasks:

Part 1 – Needs Assessments

- Gather information on the needs of the school districts to understand the impact of Hurricane Harvey on students.
- Determine training, technical assistance, and resources that are needed in order to support students and families who are homeless because of Hurricane Harvey.
- Where they exist, work with the Local Homeless Coalitions (LHCs) or, where they do not, homeless service providers, in the identified areas to obtain additional information on student needs as well as identify and understand community resources and capacity.

Part 2 – Provision of Training and Technical Assistance

- Work with TNOYS to determine training and technical assistance topics.
- Identify appropriate trainers.
- Manage training logistics to include:
 - Scheduling training dates within the project timeline
 - Procuring space
 - Advertise event and work through LHC to send out invitations to members
 - Ordering any food/beverages
 - Confirming with presenter
 - Obtaining sign-in sheets
 - Event evaluation

Part 3 – Facilitated Collaboration between Schools and Community-Based Organizations:

In order to ensure that students and their families who are homeless because of Hurricane Harvey get the support they need outside of the school setting, this project will facilitate collaboration between schools and community-based organizations. TNOYS and THN will each leverage their network of providers to bring appropriate community-based organizations and resources to the table to meet the needs of homeless students and their families. This project will use the following strategies:

- Completion of school and community needs assessments in regard to serving students and families who are homeless because of Hurricane Harvey;
- Mapping of community resources to develop plans, including resource and referral systems;
- Coordination of resource fairs through which school personnel, students, and families will have opportunities to learn about community services on or near school grounds;



- Development of MOUs between schools and community-based organizations to formalize resource and referral systems and other collaborations;
- Identification of gaps in regard to services and resources not met by the community;
- Provision of sub-grants to critical stakeholder organizations to help meet basic needs of students and families experiencing homelessness due to Harvey;
- Recommendations or solutions to address those gaps, such as identifying resources or partners in surrounding communities; and
- Targeted work with Local Homeless Coalitions (LHC) to strengthen systemic community response to homelessness following Harvey through systems change, Coordinated Entry, LHC development and collaboration with school personnel.

The project will also include the development and dissemination of communications materials to support other communities not selected for participation in this project with their own development of similar collaborations to support families and students who are homeless because of Hurricane Harvey.

D. Contract Details

Period of Performance – This contract will go into effect once signed and will be complete 31 August 2019.

Payment, Incentives, and Penalties – This is a project-based contract with a Fiscal Year 2018-19 budget of \$45,000.

Contractual Terms and Conditions – THN reserves the right to issue work orders based on negotiated scope of work and level of effort for all or some of the tasks to be accomplished. THN may also allocate work orders to one or more vendors. Contractor may work remotely. Some travel is required with this project (10%).

E. Selection Process

THN will use a two-stage process for the final selection of a qualified consultant to perform stated work:

Stage 1 will consist of review of proposal packages submitted. The President/CEO and Director of Development and Communications anticipates selecting up to three (3) candidates to a short-list based on an evaluation of the written proposal submitted. Short-listed candidates *may* be asked to submit additional information. The short-listed candidates will be ranked after all information is reviewed and/or interviews are conducted.

Stage 2 will consist of the selection of one finalist based on the selection criteria. THN will initiate contract negotiations with the highest ranked candidate (finalist). If contract negotiations are unsuccessful, THN will enter into a subsequent negotiation with the next highest short-listed candidate.



F. Submission Requirements

To receive consideration, proposals must be submitted as follows:

- Proposals must include a brief cover letter to the attention of Eric Samuels, President/CEO; and
- Proposals must include a brief narrative that addresses how the Scope of Work, as outlined above, will be accomplished.
- Proposals must speak to the qualifications of the candidate and include a resume
- Proposals must clearly outline the responsibilities of both THN and the selected individual. Project budget as well as all costs payable by THN must be clearly defined. All billing expectations are also to be proposed.
- Minimum of three (3) references where the candidate has successfully performed similar services.
- Proposals must be submitted by 4:00 p.m. on Wednesday, October 24, 2018.
- Proposals not meeting the criteria outlined in the RFP will not be considered.

Proposals may be mailed or emailed to: Eric Samuels, President/CEO

Eric@thn.org

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