**Request for Proposals for Training and Coordination of the Support Services for Veteran Families Program in the Texas Balance of State Continuum of Care**

1. **Purpose**

This Request for Proposal (RFP) is to contract for training services for the Supportive Services for Veteran Families (SSVF) Program in the Texas Balance of State Continuum of Care (TX BoS CoC). This funding will enhance service delivery in the TX BoS CoC, by enabling a smooth transition of duties between staff persons at the Texas Homeless Network (THN), hastening the new staff onboarding, and increasing the value of THN’s Planning Team to SSVF Program Grantees.

**B. Background**

The mission of the Texas Homeless Network (THN) *is*to provide solutions to end homelessness in Texas communities through education, resources and advocacy*.* THN accomplishes this mission by providing support through information, education, training, funding, and technical assistance to agencies and individuals that provide services to the homeless. We know that by working together, we will end homelessness.

THN was incorporated in 1991 at which time the Texas Department of Housing and Community Affairs and Texas Department of Mental Health and Mental Retardation contributed funds to support an organization that could help the Texas Interagency Council for Services to the Homeless (now Texas Interagency Council for the Homeless) carry out its legislatively mandated activities that the council was unable to perform. Texas Homeless Network is the only statewide organization in Texas dedicated to addressing homelessness. THN currently provides technical assistance and training across the state and is the collaborative applicant for the Balance of State Continuum of Care that covers 215 counties.

1. **Scope of Work**

The trainer or firm may be formalized with multiple staff or individualized to the staff person, Activities mayinclude the following tasks:

* 1. Provide training around important SSVF Program components
  2. Provide guidance on the level of involvement of THN staff regarding various known tasks and activities
  3. Review and provide comment on materials created by THN Staff in regards to the SSVF Program
  4. Provide context and help conceptualize SSVF Program requirements
  5. Support learning and growth via email or by phone as needed
  6. Provide guidance as needed on community submissions for federal confirmation of effectively ending veteran homelessness to the United States Interagency Council on Homelessness (USICH)
  7. Other training services as needed

**D. Contract Details**

* **Period of Performance** – This contract will go into effect once signed and will be complete after agreement in writing by both parties or February 28, 2019 whichever is later.
* **Payment, Incentives, and Penalties** – The Offeror’s proposed price should include information on the normal hourly billing rates, and any discounted rates that may be charged to the CoC, of each staff who is expected to work on this RFP and charges for expenses, if any for research, copies, faxes.
* **Contractual Terms and Conditions** – THN on behalf of the TX BoS CoC 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 also may allocate work orders to one or more consultants.

**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 reviewing proposal packages submitted by consultantsinterested in being considered. The President/CEO and Continuum of Care Director anticipate selecting up to three (3) consultants to a short-list based on an evaluation of the written proposal submitted. Short-listed consultants may be asked to submit additional information. The short-listed consultants will be ranked after all information is reviewed and/or interviews are conducted.
* **Stage 2** will consist of the selection of one finalist consultant based on theselection criteria. THN will initiate contract negotiations with the highest ranked consultant (finalist). If contract negotiations are unsuccessful, THN will enter into a subsequent negotiation with the next highest short-listed consultant. THN will not use the lowest bid as the sole basis for selecting the best bid for the contract.

**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 Sophia Checa, Continuum of Care Director.
* 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 consultant and include the resume of the principal resource development professional that will provide direct service for this project.
* Proposals must clearly outline the responsibilities of both THN and the selected individual or firm.
* 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 bidder has successfully performed similar services.
* Proposals will be submitted by 4:00 p.m. on Monday January 7, 2019.
* Contracts will be executed by 4:00 p.m. on Monday January 14, 2019.
* Proposals not meeting the criteria outlined in the RFP will not be considered. Proposals may be mailed or emailed to:

Brian Goodner,

Director of Finance and Human Resources

hr@thn.org

1713 Fortview Road

Austin TX, 78741