



Request for Proposals for Training Fair Housing in the Texas Balance of State Continuum of Care

A. Purpose

The administration of Continuum of Care (CoC) and Emergency Solutions Grant (ESG) Program funding is subject to the nondiscrimination and equal opportunity requirements set forth in [24 CFR 5.105\(a\)](#), including the Fair Housing Act. CoC and ESG Program funded projects are expected to implement its programs in a manner that affirmatively furthers fair housing, which means that the recipient must:

- 1) Affirmatively market their housing and supportive services to persons regardless of race, color, national origin, region, sex, age, familial status, or handicap who are least likely to apply in the absence of special outreach and maintain records of those marketing activities;
- 2) Where a recipient encounters a condition or action that impedes fair housing choice for current or prospective program participants, provide such information to the jurisdiction that provided the certification of consistency with the Consolidated Plan; and
- 3) Provide program participants with information on rights and remedies available under applicable federal, State, and local fair housing and civil rights laws.

This Request for Proposal (RFP) enables Texas Homeless Network (THN), as lead agency for the Texas Balance of State Continuum of Care (TX BoS CoC), in an ongoing process of continuous improvement to provide robust training to all homeless service providers in the TX BoS CoC, especially those funded through the CoC and ESG Programs and agencies participating in local Coordinated Entry processes. This will strengthen the services delivered to those experiencing homelessness in the TX BoS CoC and reduce the harm associated with homelessness and access to assistance.

B. Background

The mission of 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.

C. Scope of Work

The Technical Assistance provider or Consulting Firm’s proposal must include the following tasks or components:

- a. An webinar regarding the Fair Housing Act and how to effectively address discrimination based on any protected class to be conducted in December 2019 using the TX BoS CoC Adobe Connect platform;
- b. Based on the webinar, development of a virtual training in English and another in Spanish regarding the Fair Housing Act and how to effectively address discrimination based on any protected class hosted on THN’s learning management information system (Litmos).

D. Timeline

Friday, November 8, 2019 – Deadline

Prior to Friday, November 22, 2019 – Execute Contract

Prior to Friday, December 6, 2019 – Conduct a planning meeting

Prior to Friday, December 21, 2019 – Conduct the webinar

Prior to Saturday, February 29, 2020 – Upload the virtual trainings into Litmos

E. Responsibilities

THN

- Host the webinar and be the technical lead on Adobe Connect

Technical Assistance Provider or Consulting Firm

- Project Management of both webinar and Litmos course

F. Contract Details

- a. **Period of Performance** – The contract will go into effect once signed and will be complete no later than February 29, 2020.
- b. **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 the activities outlined in this RFP and charges for expenses, if any for research, copies, faxes.
- c. **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.



- d. **Renewal** – THN may renew this contract through signatures from representatives from THN and the Offeror prior to the expiration of the initial or subsequent contracts.

E. Selection Process

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

- a. **Stage 1** will consist of reviewing proposal packages submitted by consultants interested in being considered. The Director of Continuum of Care Programs and the Assistant Director of Planning 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.
- b. **Stage 2** will consist of the selection of one finalist consultant based on the selection 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:

- a. Proposals must include a brief cover letter to the attention of Sophia Checa, Director of Continuum of Care Programs, and Jim Ward, Assistant Director of Planning.
- b. Proposals must include a brief narrative that addresses how the Scope of Work (Section C), as outlined above, will be accomplished.
- c. 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.
- d. Project budget as well as all costs payable by THN must be clearly defined. All billing expectations are also to be proposed.
- e. Minimum of three (3) references where the bidder has successfully performed similar services.
- f. Proposals must be submitted by 11:59:59 p.m. on Friday, November 8, 2019.
- g. Awarded contracts shall be executed prior to Friday, November 22, 2019.
- h. 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

- i. Questions should be submitted to Sophia Checa, Director of Continuum of Care Programs, at sophia@thn.org or (512) 861-6286.