



Request for Proposals (RFP)
Homeless Data Sharing Network Strategic Planning

A. Introduction and Purpose

Texas Homeless Network (THN) is seeking a consultant to assist to strategically plan a Texas Homeless Data Sharing Network (THDSN) pilot project work plan that THN and its partners will use throughout the next 18 months. Additionally, the consultant will assist THN and its partners to create the structure of a steering committee and put it in place, draft and finalize data sharing and data use agreements, and complete the project with the creation and posting of an RFP designed to identify a vendor that will build and maintain the data warehouse product that will be used as the primary tool within the THDSN.

B. Background

Texas Homeless Network (THN) leads Texas communities to make homelessness rare, brief, and non-recurring. THN accomplishes this mission by providing support through information, education, training, funding, and technical assistance to agencies and individuals that provide services to Texans experiencing homelessness. We know that by working together, we will end homelessness.

In 1991, THN was incorporated with funds from the Texas Department of Housing and Community Affairs (TDHCA) and the Texas Health and Human Services (HHSC). THN helped the Texas Interagency Council for the Homeless carry out its legislatively mandated activities. The small staff of THN spent the mid-1990s traveling around the state helping to establish 36 coalitions with a focus on creating systems to end homelessness.

THN has two focus areas: the Texas Balance of State Continuum of Care (TX BoS CoC), and Statewide Initiatives. A Continuum of Care (CoC) is a collaborative funding and planning approach that helps communities plan for and provide, as necessary, a full range of emergency, transitional, and permanent housing and other service resources to address the various needs of persons experiencing homelessness. The TX BoS CoC covers 215 counties. Through the Statewide Initiatives, THN serves all of Texas in the areas of advocacy, community support through VISTA and SOAR, representation in state agency and council planning, data aggregation and dissemination of analyses, and through organizing an annual conference on ending homelessness.



C. Scope of Work

The consultant or consulting firm will be required to provide the following deliverables:

- The collaborative creation of a final pilot project work plan for the THDSN
- Facilitation of the structure for a THDSN steering committee and filling out membership on the decision-making body.
- Facilitation of the creation of data-sharing and data use agreements are approved by the THDSN steering committee
- Facilitation of the creation of an RFP is created to identify a vendor to produce and manage the THDSN data warehouse software.

D. Contract Details

- **Period of Performance** – This contract will go into effect once signed and will be complete by February 28, 2020.
- **Payment, Incentives, and Penalties** – This is a project-based contract with the Fiscal Year 2019-20 budget of up to \$60,000.
- **Contractual Terms and Conditions** – THN reserves the right to issue work orders based on the 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 vendors.

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 a review of proposal packages submitted by consultants interested in being considered. THN staff, THDSN pilot project partners, THN Board, as necessary anticipates 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 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:

- Proposals must include a brief cover letter to the attention of Eric Samuels, President/CEO.
- Proposals must include a brief narrative that addresses how the Scope of Work, as outlined above, will be accomplished.
- The proposed time frame for the deliverables listed under the Scope of Work, as outlined above, must be included.
- Proposals must speak to the qualifications of the consultant as outlined below in the Evaluation Criteria and include the resume of the principal consultant that will provide direct service for this project.
- Proposals must clearly outline the responsibilities of both THN and the selected individual or firm.
- Proposals
- 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 must be submitted by 4:00 p.m. on Friday, October 11, 2019.
- 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

1713 Fortview Road

Austin TX, 78704