



REQUEST FOR PROPOSALS FOR:

A Gaps Analysis for the Texas Balance of State Continuum of Care
Version Number 1

ISSUE DATE:

Wednesday, May 27, 2020

PROPOSALS DUE:

Friday, June 19, 2020
11:59:59 CST

SUBMIT TO:

hr@thn.org with the subject "Response to RFP for Gaps Analysis".

RFP POINT OF CONTACT:

Sophia Checa
sophia@thn.org

Proposers may contact only the Point of Contact regarding this procurement. Submit any inquiries or requests regarding this procurement in writing. Other employees do not have the authority to respond.

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APPENDICES

The Appendices listed below are required for submission with the Proposal, if applicable:

Appendix A: Small, Minority, and/or Labor Surplus Area Firm Declaration Form

I. INTRODUCTION – INVITATION & BACKGROUND

Texas Homeless Network (THN) serves as the Collaborative Applicant and Homeless Management Information System (HMIS) Lead Agency for the Texas Balance of State Continuum of Care (TX BoS CoC), which covers 215 counties of Texas' 254. The Texas Balance of State Continuum of Care (CoC) was formed to carry out the responsibilities required under the CoC Program Interim Rule (24 CFR 578). The CoC is comprised of a broad group of stakeholders dedicated to ending and preventing homelessness across Texas. The over-arching CoC responsibility is to ensure community-wide implementation of efforts to end homelessness, including ensuring programmatic and systemic effectiveness of the local continuum of care program.

Conducting an annual gaps analysis of the needs of people experiencing homelessness and services available within the geographic area is a Continuum of Care planning requirement outlined in the Continuum of Care Program Interim Rule. THN, as the Lead Agency for the TX BoS CoC, has not conducted a gaps analysis in several years.

Through this RFP, the selected Applicant will provide Texas Homeless Network with a gaps analysis of the needs of people experiencing homelessness and services available. THN has budgeted \$60,000 for the development of the Gaps Analysis.

II. PROJECT SCOPE OF WORK

A. GAPS ANALYSIS

Conduct a Gaps Analysis of the needs of people experiencing homelessness and services available, which must be completed by Sunday, February 28, 2021

- a. THN would like the gaps analysis to include an analysis of:
 - i. The trends in the population of people experiencing homelessness in the TX BoS CoC, including the rural versus urban homelessness and presence of people of color experiencing homelessness
 1. Subpopulations of people experiencing homelessness, including the rural versus urban context and presence of people of color in each subpopulation
 - People experiencing unsheltered homelessness
 - People experiencing chronic homelessness,
 - Veterans,
 - Families,
 - Youth and sub-populations of youth outlined in the [FY 2018 YHDP NOFA](#),
 - People experiencing homelessness for the first time,

- including their risk factors,
 - People returning to homelessness, including their risk factors, and
 - Survivors of domestic violence
- ii. Service availability, including changes over time and access to housing by homeless sub-populations, across the TX BoS CoC
 1. Coordinated Entry
 2. Homelessness Prevention,
 3. Diversion,
 4. Street Outreach, particularly geographic coverage area, how often street outreach is conducted, and how it is tailored to persons experiencing homelessness who are least likely to request assistance,
 5. Emergency Shelter,
 6. Rapid Re-Housing, including the presence of move on preferences for both CoC Program and ESG Program funded Rapid Re-Housing,
 7. Permanent Supportive Housing, including the presence of move on preferences for CoC Program funded Permanent Supportive Housing,
 8. Affordable Housing, and
 9. Supportive Services
- iii. HMIS
 1. Bed coverage rates
- iv. Data
 1. Inflow and outflows from the system
 2. Longitudinal Systems Analysis (LSA)
 3. System Performance Measures
 4. Point In Time Count
 5. Racial disparities in the homeless crisis response system
- b. The gaps analysis must include input from leaders and people with lived experience, current or former, regarding strengths and opportunity areas for providers across the TX BoS CoC.
- c. The gaps analysis must also include recommendations for how to move forward.

III. TIMELINE

A. SCHEDULE OF EVENTS

THN will make every effort to adhere to the following anticipated schedule:

No.	Event	Date
1.	Issue of RFP	Wednesday, May 27, 2020
2.	Deadline for submission of proposals to hr@thn.org with the subject, "Response to RFP for Gaps Analysis"	Friday, June 19, 2020 at 11:59:59 PM
3.	The Evaluation Committee will review applications.	Monday, June 22, 2020 through Friday, June 26, 2020
4.	Conduct Interviews, if necessary	Monday, June 29, 2020 through Wednesday, July 1, 2020
5.	Issue Notice of Intent to Award	Monday, July 6, 2020
6.	Complete contract negotiations The contract will include a clause addressing the ability of THN to extend the contract for purposes of updating the gaps analysis.	Friday, July 17, 2016
7.	Commencement of Contract	Monday July 27, 2020

IV. PROPOSAL PREPARATION AND SUBMISSION

These instructions outline the guidelines governing the format and content of the proposal. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. No limitation on the content of the proposal is intended in these instructions and inclusion of any pertinent data or information is permitted within the page requirements. THN will penalize applications up to five (5) points for submissions that do not follow formatting requirements in this section and in Section V. THN will not consider submissions submitted after the due date outlined in Section III. A.

A. PROPOSAL FORMAT

- THN will not accept handwritten proposals.
- Proposers must computer generate or type their proposals using 12-point font with 1.5 line spacing and 1 inch margins.
- Page numbers must be included on each page of the proposal.
- The proposal must have a table of contents that corresponds to the sections and appendices.
- Submit all documents as one (1) PDF.
- The proposal must be in English.

- The proposals must be executed by a duly authorized officer or agent of Proposer.

B. NON-CONFORMING SUBMISSIONS

A submission may, at the sole discretion of THN, be construed as a non-conforming proposal, ineligible for consideration, or incomplete if it does not comply with the requirement of this RFP.

C. PROPOSAL REQUIREMENTS

Submit the following items by the deadline:

a. TABLE OF CONTENTS

b. EXECUTIVE SUMMARY

The Executive Summary provides the context in which the Evaluation Committee assesses the proposer’s qualifications and proposal. The Executive Summary shall not exceed one (1) page. The Executive Summary must concisely identify the organizations and individuals who are a part of the proposal. This section must summarize the methods the Proposer would employ to complete the project’s scope of work by Sunday, February 28, 2021.

c. ORGANIZATIONAL INFORMATION

The Organizational Information section provides the basic information about the Proposer and Proposal Partners. This section must not exceed five (5) pages and must include the following:

- (1) Identify the Proposer and include the business’s complete name, address, including headquarters and all local offices, and telephone numbers. The name, mailing address, and telephone number of the person THN should contact regarding the proposal.
- (2) Identify other individuals or businesses, or “Proposal Partners”, that played a role in developing the proposal. For these individuals and businesses, provide their complete name, address, including headquarters and all local offices, and telephone numbers, as well as the name, mailing address, and telephone number of the persons THN should contact regarding the proposal.
- (3) Describe the organization, including names of principals, number of employees, longevity, client base, areas of specialization, and expertise for the Proposer and Proposal Partners, if applicable.
- (4) Identify the jurisdiction in which the business is organized and the date of such organization for the Proposer and Proposal Partners, if applicable.
- (5) A complete disclosure if the Proposer or Proposal Partners have defaulted in their performance on a contract during the past five years which has led the other party to terminate the agreement, and if so, the identity of the parties involved and the circumstances of the default or the termination for the Proposer and Proposal Partners, if applicable.

- (6) A list of any lawsuits filed against the Proposer, Proposal Partners, their subsidiaries, parent, other corporate affiliates, or subcontractors in the past five years and the outcome of those lawsuits. This list is separate from and does not count toward the maximum allowable number of pages.
- (7) Identify the key personnel at the Proposer and Proposal Partners who would work on this project, including their names, qualifications, and experience. Attach resumes of key project staff. Resumes will not be counted toward the narrative page limit.

d. PROPOSAL NARRATIVE

The Proposal Narrative must not exceed ten (10) pages and must include the following:

- (1) A description of experience of the Proposer and Proposal Partners, if applicable, in working with Balance of State Continua of Care;
- (2) A description of experience of the Proposer and Proposal Partners, if applicable, in writing a Gaps Analysis, particularly one containing the elements described in Section II and for a Balance of State Continuum of Care;
- (3) A description of the experience of the Proposer and Proposal Partners, if applicable, in data analysis; and
- (4) A description of the methods the Proposer and Proposal Partners, if applicable, would use to implement the scope of work identified in Section II. Please include a timeline with the project ending no later than Sunday, February 28, 2020.

e. BUDGET

The Budget specifies your funding request and details how and when you would use the funding. Please submit an itemized budget, with the quantity and description for each requested cost.

f. FINANCIAL STABILITY INFORMATION

- (1) Proposer shall provide documentation that the organization has sufficient reserves to complete the proposed plan(s). Documentation may include cash and/or credit reserves. In addition, the Proposer shall provide the following information for the last two (2) fiscal years:
 - a. Audited financial statements with the applicable notes and management letter;
 - b. Independent Auditor's Report on Compliance and Internal Control over Financial Reporting based on an Audit of the Financial Statements in Accordance with Government Accounting Standards; and
 - c. Independent Auditor's Statement of Findings and Questioned costs.
- (2) Proposer shall submit documentation that it meets solvency standards and shall state its intention to meet those standards throughout the contract period.

- g. LETTERS OF REFERENCE
Submit two (2) letters of reference from CoCs for whom the Proposer has performed similar services within the past five years. The letters should be on formal letterhead and include the name and address of the organization, the name, email and telephone number of a contact person, and a description of the services performed.
- h. SAMPLE GAPS ANALYSIS
Submit two (2) Gaps Analyses created by the Proposer.
- i. APPENDIX A: SMALL, MINORITY, AND/OR LABOR SURPLUS AREA FIRM DECLARATION FORM, IF APPLICABLE
In accordance with 2 CFR 200.321, THN will take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. Therefore, THN shall give preference to small businesses, minority businesses, and/or firms from labor surplus areas, women’s business enterprise, and/or firms in labor surplus areas.

V. EVALUATION

A. PROPOSAL EVALUATION

An Evaluation Committee (EC) will review and evaluate the proposals and make a recommendation for an award. The EC will evaluate proposals in accordance with scoring criteria published in this RFP.

The proposal(s) with the highest score(s) will not automatically be awarded a contract. In making the final selection, the President/CEO will consider the Evaluation Committee’s recommendation and the Agency’s overall needs. The final selection and contract award(s) will be within the sole judgment and discretion of the THN.

B. EVALUATION CRITERIA

The EC will utilize the Evaluation Criteria listed below in the evaluation of the Proposer’s written proposals and/or demonstration/presentation accordingly. The expectation is that those proposals in the competitive range may be considered for contract award. The proposal should give clear, concise information in sufficient detail to allow an evaluation based on the criteria below. A Proposer must be acceptable in all criteria for a contract to be awarded to that Proposer whose proposal provides the best value to THN.

ORGANIZATIONAL INFORMATION

The Evaluation Committee will use the following scale to score the Organizational Information:

Point Value	Criteria
2 points	The Proposer and Proposal Partners have not defaulted in their performance on a contract and no lawsuits have been filed against the Proposer or Proposal Partner in the past five years.
1 point	The Proposer and Proposal Partners have not defaulted in their performance on a contract and lawsuits have been filed against the Proposer or Proposal Partner in the past five years OR the proposer and proposal partners have defaulted in their performance on a contract and no lawsuits have been filed against the Proposer or Proposal Partner in the past five years.
0 points	The Proposer and Proposal Partners have defaulted in their performance on a contract and lawsuits have been filed against the Proposer or Proposal Partner in the last five years.

PROPOSAL NARRATIVE

The Evaluation Committee will use the following scale to score the Proposal Narrative:

Point Value	Criteria
2 points	The Proposal fully meets the objectives of this RFP. No compromise is required.
1 points	The Proposal partially meets the objectives of this RFP. Compromise is required.
0 point	The Proposal does not meet the

	objectives of this RFP. Significant compromise is required.
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BUDGET

The Evaluation Committee will use the following scale to score the budget:

Point Value	Criteria
2 points	The budget is fair and reasonable.
1 point	The budget is fair or reasonable.
0 points	The budget is neither fair nor reasonable, e.g., it is not within the budget.

SAMPLE GAPS ANALYSIS

The Evaluation Committee will use the following scale to score the sample gaps analysis:

Point Value	Criteria
2 points	Both samples were for a Balance of State Continua of Care.
1 point	One sample was for a Balance of State Continua of Care.
0 points	Neither sample was for a Balance of State Continua of Care.

APPENDIX A

Appendix A and all supporting documentation must be submitted in order to receive these points:

The Evaluation Committee will award 2 points if the Proposer or Proposal Partner, if applicable, is a Small Business.

The Evaluation Committee will award 2 points if the Proposer or Proposal Partner, if applicable, is a Minority-Owned Business.

The Evaluation Committee will award 2 points if the Proposer or Proposal Partner, if applicable, is located in a Labor Surplus Area.