



**REQUEST FOR PROPOSALS FOR:**

A Coordinated Entry Evaluation for the Texas Balance of State Continuum of Care  
Version Number 1

**ISSUE DATE:**

Wednesday, October 27, 2020

**PROPOSALS DUE:**

Sunday, November 9, 2020 at 11:59:59 PM CST

**SUBMIT TO:**

[hr@thn.org](mailto:hr@thn.org) with the subject "Response to RFP for CE Evaluation".

**RFP POINT OF CONTACT:**

Jim Ward

[jim@thn.org](mailto:jim@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 TX BoS CoC was formed to carry out the responsibilities required under the CoC Program Interim Rule (24 CFR 578). The TX BoS 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 evaluation of the Coordinated Entry process established by the Continuum of Care is required by Notice CPD-17-01.

Through this RFP, the selected Applicant will provide Texas Homeless Network with an evaluation of the TX BoS CoC Coordinated Entry System and make recommendations for improvement based on that evaluation. THN has budgeted \$30,000 for the development of the evaluation and recommendation.

## II. PROJECT SCOPE OF WORK

### A. EVALUATION

Conduct an evaluation of the Coordinated Entry System (CES) which must address the following topic areas;

#### 1) Planning

- a) The Coordinated Entry Core Requirements
- b) The TX BoS CoC Coordinated Entry Written Standards
- c) The TX BoS CoC Coordinated Entry marketing efforts
- d) Regional Implementation of Coordinated Entry
  - i) Adherence to CoC Written Standards
  - ii) Local oversight and leadership structures
  - iii) Local system planning funding and CES sustainability

#### 2) Access

- a) The TX BoS CoC CES access model including accessibility of subpopulations established by Notice CPD-17-01
- b) Access to Emergency Services
- c) Access to Prevention Services

- d) Access to Safety Planning for individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers
- e) Assessment of integration of Street Outreach efforts into the CES
- 3) Assessment
  - a) Assessment Process
  - b) Assessor Training
  - c) Assessment of participant privacy protections
- 4) Prioritization
  - a) Prioritization Core Requirements (Notice CPD 17-01 II.B.3)
  - b) Efficacy of the prioritization process
  - c) Non-discrimination practices in the prioritization process
  - d) Housing Priority List Privacy Practices
  - e) Homeless Prevention Prioritization
- 5) Referral
  - a) Uniformity of the referral process
  - b) Use of the CES to fill vacancies In participating projects
  - c) Non-discrimination practices in the referral process
- 6) Data Management
  - a) Adequacy of privacy protections and practices
- 7) Participant Feedback
  - a) Focus Groups, Surveys or Individual Interviews, or some combination of all three methods to solicit feedback from participants currently engaged in the CES or who have been housed by the CES in the last year
- 8) Provider Feedback
  - a) Focus Groups, Surveys or Individual Interviews, or some combination of all three methods to solicit feedback from providers currently engaged in the CES as participating agencies in the last year
- B. RECOMMENDATIONS  
 Make recommendations for each of the topic areas addressed in the evaluation.

### 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	Tuesday, October 27, 2020 at 9:00 AM
2.	Deadline for submission of proposals to <a href="mailto:hr@thn.org">hr@thn.org</a> with the subject, "Response to RFP for Coordinated Entry Evaluation"	Sunday, November 8, 2020 11:59:59 PM
3.	The Evaluation Committee will review applications.	Monday, November 9, to Wednesday, November 11, 2020
4.	Conduct Interviews, if necessary	Thursday, November 12, to Friday, November 13, 2020
5.	Issue Notice of Intent to Award	Monday, November 16,
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, November, 20
7.	Commencement of Contract	Monday, November, 23

#### 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 telephonenumber. 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 five (5) pages and must include the following:

- I. A description of experience of the Proposer and Proposal Partners, if applicable, in working with Balance of State Continuum of Care;
- II. A description of experience of the Proposer and Proposal Partners, after January 2017, if applicable, in evaluating a Coordinated Entry System, particularly one established by a Balance of State Continuum of Care;
- III. A description of the experience of the Proposer and Proposal Partners, if applicable, in data analysis; and
- IV. 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. 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.

g. SAMPLE GAPS ANALYSIS

Submit two (2) Coordinated Entry evaluations created by the Proposer.

h. 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 enterprises, 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. 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.

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 COORDINATED ENTRY EVALUATION

The Evaluation Committee will use the following scale to score the sample Coordinated Entry Evaluations:

Point Value	Criteria
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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.



## Small, Minority, and/or Labor Surplus Area Firms Disclosure Form

### About

THN must take all necessary affirmative steps to assure the organization uses minority businesses, including woman owned businesses, small business, and firms from labor surplus areas when possible.

### Instructions

Complete these forms, as applicable, and submit them with your proposal. Incomplete or unsigned forms will be invalid.

Name of Firm:

Date of Incorporation:

State of Incorporation:

Owner's Name:

Business Address:

Telephone:

Fax:

Email Address:

Type of Business:

Owner Signature:

## Minority Business Enterprise Eligibility Criteria

The Texas Administrative Code Section 2306.6734 defines “minority-owned business” and “minority group” as:

- 1) “Minority-owned business” means a business entity at least 51 percent of which is owned by members of a minority group or, in the case of a corporation, at least 51 percent of the shares of which are owned by members of a minority group, and that is managed and controlled by members of a minority group in its daily operations.
- 2) “Minority group” includes:
  - a) Women;
  - b) African Americans;
  - c) American Indians;
  - d) Asian Americans; and
  - e) Mexican Americans and other Americans of Hispanic origin.

We qualify as a “Minority-owned business” as per the above definition and declaration:

- Yes
- No

This/these minority group(s) own at least 51 percent of this business entity:

Women

- Yes
- No

African Americans

- Yes
- No

American Indians

- Yes
- No

Asian Americans

- Yes
- No

Mexican Americans or other Americans of Hispanic origin

- Yes
- No

## Small Business Enterprise Eligibility Criteria

According to the Texas Administrative Code, Section 2006.001 Definitions, "Small business" means a legal entity, including a corporation, partnership, or sole proprietorship, that:

- (A) Is formed for the purpose of making a profit;
- (B) Is independently owned and operated; and
- (C) Has fewer than 100 employees or less than \$6 million in annual gross receipts.

We qualify as a small business enterprise as per the above definition and declaration:

- Yes
- No

Our business structure is:

- Sole proprietor
- Partnership
- Limited Liability Company
- Corporation
- Other:

This form must be returned with a copy of the partnership agreement, articles of the organizations, or articles of incorporation.

## Labor Area Surplus Firm Eligibility Criteria

A [Labor Surplus Area \(LSA\)](#) is a civil jurisdiction that has a civilian average annual unemployment rate during the previous two calendar years of 20 percent or more above the average annual civilian unemployment rate for all states during the same 24-month reference period.

THN will verify the LSA using the most recently Labor Surplus List provided by the Department of Labor: <https://www.dol.gov/agencies/eta/lsa>.

We qualify as a firm in a Labor Surplus Area as per the above definition and declaration:

- Yes
- No

We are from the following Labor Surplus Area: \_\_\_\_\_