



REQUEST FOR PROPOSALS FOR

Texas Balance of State Continuum of Care State Emergency Housing Voucher Services
(TXBoSCoC SEHVP)

SUMMARY:

This solicitation is intended to identify eligible partner agencies (Sub-recipients) to administer Emergency Housing Voucher Program Service Fees authorized by the American Rescue Plan, and the Emergency Housing Voucher Program Operating Notice PIH 2021-15. Eligible services are limited by notice, and must be direct costs for the exclusive benefit of Families participating in the Texas Department of Housing and Community Affairs (TDHCA) Emergency Housing Voucher Program. Costs incurred will be reimbursed by Texas Homeless Network, following reconciliation and not prior to written approval by THN. Eligible partners must comply with 2 CFR 200 requirements, and be eligible to contract with the US Department of Housing and Urban Development (HUD) as well as TDHCA

ISSUE DATE: Tuesday, February 22, 2022

PROPOSALS DUE:

Proposals are due on a rolling basis, and will be evaluated on a monthly schedule. Unless otherwise noted, Proposals are due at 11:59:59 PM on the date(s) listed below

Monday, February 28, 2022

Thursday, March 31, 2022

Friday, April 29, 2022

Tuesday, May 31, 2022

Thursday, June 30, 2022

Friday, July 29th, 2022

Wednesday, August 31, 2022

Friday, September 30, 2022

SUBMIT TO: txbosehvp@thn.org ATTN: EHV Service Coordinator

RFP POINT OF CONTACT:

Jim Ward

Director of Planning

jim@thn.org

(512)861-2165

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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, 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.

In response to the COVID-19 Pandemic, multiple relief packages have been passed by consecutive administrations, and implemented using a whole-of-government approach. One such relief package was the American Rescue Plan Act of 2021 (ARPA). This relief package was signed into law by President Biden on March 11, 2021. Among other critical COVID-19 relief initiatives, ARPA contained provisions for ~\$5B in housing assistance to be administered by Public Housing Authorities (PHA) in response to the pandemic. On May 5th, 2021, HUD released PIH Notice 2021-15. This Notice contains the operating instructions for a Public Housing Authority invited to administer the resulting ARPA Program, the Emergency Housing Voucher Program (EHV) EHV represents a historic investment in Housing Assistance and its implementing rules require unprecedented coordination and cooperation between PHAs and CoCs

Chief among the required coordination efforts is to support pre-move in services that a household may need to secure stable housing using “Service Fees” and other available community resources. PHAs must ensure that households accessing EHV have access to, at minimum, Housing Search Assistance. Other eligible costs under this solicitation are outlined in Section II. THN has partnered with TDHCA to act as a fiduciary agent for these Service Fees, and is seeking qualified sub-recipients to serve eligible households in their respective communities and/or regions in the CoC

Through this RFP, Respondents will provide Texas Homeless Network with a plan to support all households issued an Emergency Housing Voucher by TDHCA in a specific geographic area, and a proposed timeline for the work to occur.

Section II, “Project Scope of Work”, of this RFP describes the deliverables expected from the Sub-recipient. Sections IV and V, “Proposal Preparation and Submission” and “Proposal Requirements,” respectively, describe how THN will select the most qualified organizations.

II. PROJECT SCOPE OF WORK

Proposers must identify a geographic area consisting of whole counties within the Texas Balance of State Continuum of Care where services will be performed. All vouchers issued by TDHCA in that Geographic Area will be connected to the Proposer and the following eligible services will be performed on an as-needed basis. The voucher-holder at minimum, must have access to Housing Search Assistance. The activities eligible for reimbursement under this grant, also known as eligible costs are described below, and are subject to THN review and Approval.

A. Housing Search Assistance

Housing Search Assistance is a broad term, but must at minimum

- a. help individual families identify potentially available units during their housing search
- b. provide transportation assistance and directions to potential units,
- c. conduct owner outreach,
- d. assist with the completion of rental applications and PHA forms
- e. help expedite the EHV leasing process for the family.

B. Security Deposits

Security Deposits are limited to actual costs, and no more than two times one month's rent.

C. Application Fees

Must be reasonable and customary for the local housing market, subject to review and approval by THN

D. Utility Deposits/Arrears

Up to 100% of a families Utility Deposits (Water, Wastewater, Gas, Electricity). May be used to make one-time payment of utility arrears.

E. One-time moving expenses

Must be reasonable and customary for the local housing market

F. Essential Household Items

Must be reasonable and customary for the local housing market, and are limited to a total of \$3,000 per household irrespective of household size.

All direct client assistance is subject to a cap of \$7,000 per household. Proposers must document attempts to contact households and provide the required services detailed above. Requests for reimbursement must contain sufficient support documentation to verify and validate the eligibility of incurred costs. At no point will State EHV Service Fees be used to support households not referred by THN or households not issued a State EHV.

III. TIMELINE

A. SCHEDULE OF EVENTS

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

	Event	Date
1.	Issue of RFP	Tuesday February 22, 2022
2.	Submission of Proposals to txbosehvp@thn.org , Monthly	Last Submission Friday September 30, 2022 at 11:59:59 PM
3.	Evaluate Proposals & Conduct Interviews (if necessary)	Monthly, 1 st Friday of the month, at 2:30 PM
5.	Issue Notice of Intent to Award	Varies
6.	Complete Contract Negotiations	Varies
7.	Commencement of Contract	Varies

B. POINT OF CONTACT

THN has designated a Lead who is responsible for the conduct of this solicitation:

Jim Ward, Director of Planning
3000 S. IH 35 Ste 100
Austin, TX 78704
Telephone: (512)861-2165
Email: jim@thn.org

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

C. EXPLANATION OF EVENTS

1. ISSUE OF RFP

This RFP is issued by Texas Homeless Network on behalf of the Texas Balance of State Continuum of Care.

2. SUBMISSION OF PROPOSALS

Submit the proposal by the deadline. Proposers are encouraged to submit proposals early. One proposal per Proposer please. Submit proposals by Emailing the proposal as an attachment with the following subject "Response to RFP for State EHV Services" to txbosehvp@thn.org please cc hr@thn.org.

or

Mailing the proposals to

TXBOSCOC SEHVP
ATTN: Jim Ward, Director of Planning
Texas Homeless Network
3000 S. IH 35 Ste 100
Austin, TX 78704

3. PROPOSAL EVALUATION

An Evaluation Committee (EC) consisting of THN Staff will review and evaluate the proposals and make all recommendations for an award. The EC will evaluate proposals in accordance with scoring criteria published in this RFP. If required, financial services staff will also review financial documents submitted with the proposals to confirm the completeness, accuracy, and the provider's ability to perform the services.

Proposers may be invited to participate in additional interviews, demonstrations, and/or presentations as required. THN intends to award many contracts via this solicitation and may award multiple contracts per county.

Proposal evaluations will occur on the following timeline

- Tuesday, March 1, 2022
- Friday, April 1, 2022
- Monday, May 2, 2022
- Wednesday, June 1, 2022
- Friday, July 1, 2022
- Monday, August 1, 2022
- Thursday September 1, 2022
- Monday October 3, 2022

NOTE: All Proposers must be eligible to contract with the US Department of Housing and Urban Development, as well as the Texas Department of Housing and Community Affairs. THN staff will make eligibility determinations based on the content of the Proposal Narrative

4. NOTICE OF INTENT TO AWARD

THN will e-mail intent to award notices to all Proposers on a monthly basis. For example, if a Proposer submits a proposal by the February 28, 2022 deadline they will be notified of the intent to award in March.

5. SUBMISSION OF CONTRACT FOR EXECUTION

The THN Chief Executive Officer will execute the agreement(s). The contract will be a cost-reimbursement contract subject to the restrictions in Section II of this solicitation

6. COMMENCEMENT OF AGREEMENT

Commencement of agreement is upon execution by both parties.

IV. PROPOSAL PREPARATION AND SUBMISSION

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. 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. Submissions that do not follow formatting requirements in this section and in Section V. Proposal Requirements may be penalized up to five (5) points. Submissions submitted after the due date outlined in Section III. A. will not be considered.

A. NUMBER OF RESPONSES

Legally established non-profit businesses (e.g. 501c3) may submit proposals. Proposers must be registered with the System for Award Management at sam.gov, possesses a valid DUNS or UEIN, and otherwise be eligible to contract with the Texas Department of Housing and Community Affairs, or the Department of Housing and Urban Development. The proposer is the business that will enter into an agreement with THN and will be responsible for the deliverables and terms specified in the agreement. Subcontracting these funds is not permitted. Proposers are limited to 1 contract, but may make multiple proposals for distinct service areas

B. 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. Include the page number on each page of the proposal. Proposals must have a table of contents that corresponds to the components in Section IV.C below. If the proposal is computer generated, submit all documents as one (1) PDF.

C. PROPOSAL PACKET COMPONENTS AND CHECKLIST

Tab	Document	Format
1	Table of Contents	Proposer generated
2	Executive Summary	Word document; Times New Roman with font size of 12 on letter size paper; 1.5 spacing and 1 inch margins.
2	Organizational Information	
3	Proposal Narrative	
4	Budget and Budget Narrative	Excel or Word document
	Financial Stability Information	Proposer generated per Section V. E.
5	Letters of Support	Proposer generated per Section V.F.
6	Miscellaneous Supporting Documents: (e.g., Org chart, job descriptions, other spreadsheets)	Proposer generated

D. INSTRUCTIONS TO PROPOSERS

A proposal and all attachments shall be in English and complete and free of ambiguities, alterations, and erasures. The proposals must be executed by a duly authorized officer or agent of Proposer. In the event of conflict between words and numerals, the words shall prevail.

E. 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.

V. PROPOSAL REQUIREMENTS

Submit the following items by the deadline:

A. 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.

B. ORGANIZATIONAL INFORMATION

The Organizational Information section provides the Evaluation Committee with basic information about the Proposer and Proposal Partners. This narrative section must not exceed two (2) 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. Proposers must include the Organizations' Unique Entity Identifier (UEI) along with the Organizations Employer Identification Number (EIN) in the narrative response.
 - a. Provide evidence of 501c3 Status (IRS Determination Letter)
 - b. Provide evidence of an active System for Award Management (SAM) registration. Proposers should attach a screenshot from sam.gov that clearly shows an active registration
2. Identify the jurisdiction in which the business is organized and the date of such organization.
3. 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.
4. 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.

C. PROPOSAL NARRATIVE

The Proposal Narrative must not exceed five (5) pages (Requested attachments, organizational charts or resumes do not count towards the 5-page limit) and must include the following:

1. A complete listing of the proposed counties served through this proposal. A complete list of eligible counties can be found at <https://docs.google.com/spreadsheets/d/1D4DPA3mYLRrd7fmLwoTvwIBSxW5gus1f/edit#gid=716622878>
2. A proposed number of Households served with these funds including the rationale for arriving at this number
3. A description of experience, resources, and strengths of the Proposer in providing Housing Search Assistance to similar populations;
4. A description of experience, resources, and strengths of the Proposer in administering Rental Assistance or administering any of the other activities

- identified in Section II of this solicitation;
5. A complete description of the Proposer's accounting structure,
 6. A description of the experience of the Proposer in managing Federal Funds subject to 2 CFR 200 requirements;
 7. An example time sheet with activity tracking to be used for this project, does not count toward five (5) page maximum
 8. Describe the methods you would use to implement the scope of work identified in Section II. Please include a timeline for beginning the project;
 9. Describe what other resources or programs would be leveraged by your proposal including any ongoing case management available to participants after initial-lease up.
 10. Identify the key personnel at the Proposer who would work on this project, including their names, qualifications, and experience. Attach resumes of key project staff.

D. BUDGET and BUDGET NARRATIVE

If a proposal contains direct labor costs, e.g. Housing Search Assistance, a budget must be submitted. Please submit a Budget using Microsoft Excel and a Budget Narrative. The Budget specifies your funding request and details how and when you would use the funding. The Budget and Budget Narrative should detail the total expense, rate, and basis for each expense. Please include description and quantity for each line item. NOTE: THN is unable to award admin or overhead in connection with this solicitation. All costs incurred must be for costs incurred in the direct provision of the Scope of Work, and must be connected to a household referred to the Proposer by THN. A Housing Navigator/Landlord Liaison's time is eligible to the extent that their time is spent in service of an EHV household. Agencies selected for award must submit timesheets and activity tracking sheets for reimbursement.

E. FINANCIAL STABILITY INFORMATION

1. The Proposer shall provide the following information for the last fiscal year:
 - 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.

F. LETTERS OF SUPPORT

Please submit a letter of support from the chair of the Local Homeless Coalitions (LHC) in the proposed service area listed in Section V.C.1. Where a Proposer intends to serve

multiple LHCs, only one letter of support is required. A list of Contact Information for all LHC's recognized by THN can be found at <https://www.thn.org/local-homeless-coalitions/>

Proposals serving areas that are not covered by an LHC are encouraged. Where 100% of a proposed service area is outside the jurisdiction of an LHC, Proposers should address the reason for the proposed service area in the Proposal Narrative, and submit a letter of support from a community partner operating in the proposed service area.

VI. EVALUATION

A. FACTORS

The Evaluation Committee 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.

PROPOSAL NARRATIVE

The Proposal Narrative will be reviewed holistically and scored according to the following scale:

Point Value	Criteria
5 points	<p>The Proposal fully meets the objectives of this RFP,</p> <ul style="list-style-type: none"> • The Proposer has experience administering the activities proposed & 2 CFR 200 Experience • The workplan is realistic for the area covered • Households served estimates are well-reasoned and realistic • The Proposer intends to leverage private sources of Housing Search Assistance Funding

	<ul style="list-style-type: none"> • The proposer intends to serve multiple counties
4 points	<p>The Proposal meets the objectives of this RFP with minor gaps. No compromise is required,</p> <ul style="list-style-type: none"> • The Proposer has experience administering the activities proposed, No 2 CFR 200 Experience • The workplan is realistic for the area covered • Households served estimates are well-reasoned and realistic • The Proposer intends to leverage private sources of Housing Search Assistance Funding • The proposer intends to serve a single county.
3 points	<p>The Proposal meets the objectives of this RFP with moderate gaps. Some compromise is required.</p> <ul style="list-style-type: none"> • The Proposer has no experience administering the activities proposed or 2 CFR 200 experience • The workplan is realistic for the area covered • The proposer intends to serve a single county
1 point	<p>The Proposal partially meets the objectives with significant gaps between the proposal and RFP. Compromise is required.</p> <ul style="list-style-type: none"> • The Proposer has no experience administering the activities proposed or 2 CFR 200 experience

	<ul style="list-style-type: none"> • The workplan is unrealistic for the area covered • Households served estimates are not sufficiently well-reasoned or realistic • The proposer intends to serve a single county or there is ambiguity in the proposed coverage area.
0 point	The Proposal does not meet the objectives of this RFP. Significant Compromise is required.

PROPOSED BUDGET AND BUDGET NARRATIVE

The proposed budget and budget narrative will be scored according to whether the budget line items are fair and reasonable, neither inflated nor underestimated, given the scope of the project and the budget. NOTE accurate budget projections, are necessarily based on a set of unknowns, chief among them, the number of vouchers awarded to a particular county eg. Households Served.

The budget will be scored with the following scale:

Point Value	Criteria
5 points	<ul style="list-style-type: none"> • The budget is fair and reasonable. • The budget reflects an understanding of the use of these funds, a well-reasoned projection of the total number of households served, and an understanding of the needs of households seeking assistance
0 points	<ul style="list-style-type: none"> • This budget will exceed the maximum allowed per household allowance, • The budget includes ineligible

	activities not listed in the scope of work,
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LETTERS OF SUPPORT

Point Value	Criteria
2 points	<ul style="list-style-type: none"> Proposer has letters of support from all LHCs in the proposed service area 100% of the service area is outside the jurisdiction of a Local Homeless Coalition
1 point	<ul style="list-style-type: none"> Proposer has Letters of support from less than all of the LHCs in the proposed service area
0 points	<ul style="list-style-type: none"> Proposer submits non-relevant letters of support or letters from groups other than those recognized in Section V.F

B. OTHER FACTORS

The proposal(s) with the highest score(s) will not automatically be awarded a contract. In making sub-recipient selections, the Director will consider the Evaluation Committee’s recommendation and the Agency’s & Continuum of Care’s overall needs. The funding level for the selected proposal(s) will be determined in the overall needs of the CoC. The final selection and contract award(s) will be within the sole judgment and discretion of THN. THN will make sub-recipient selections on a monthly basis.

Proposers that score zero (0) points in either the Proposal Narrative or Budget Narrative sections of the proposal will be considered ineligible to administer. These proposers will be notified in writing of the specific factors that led to this outcome, and invited to submit another proposal at a later date, once the deficiencies have been corrected