



REQUEST FOR QUALIFICATIONS FOR

Ongoing Administration of Housing and Services for People Experiencing Homelessness in Taylor County

ISSUE DATE: Thursday November 17, 2022

PROPOSALS DUE:

Proposals are due by 11:59:59 PM on the date(s) listed below

Wednesday, November 30, 2022

SUBMIT TO: txboscoc@thn.org ATTN: Director of Planning

RFQ POINT OF CONTACT:

Jim Ward

Director of Planning

jim@thn.org

(512)861-2165

Table of Contents

Section	Page
I. Introduction – Invitation and Background	3
II. Project Scope of Work	4
III. Budgets	5
IV. Timeline	6
V. Proposal Preparation and Submission	7
VI. Evaluation	8

I. INTRODUCTION – INVITATION & BACKGROUND

SUMMARY:

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.

This solicitation is intended to identify an eligible agency in the Taylor County (Abilene) region that possess the qualifications to administer federal funding awarded by the US Department of Housing and Urban Development (HUD) through the Continuum of Care Program (CoC). Successful entities will demonstrate the eligibility, will, experience and (current) capacity to assume control of two (2) CoC Program contracts currently in place and administered by Abilene Hope Haven (AHH) in Taylor County. These grants are anticipated to become available in June and July of 2023 respectively. The selected respondent may choose to work with the current recipient in advance of those dates, following the notice of support.

These projects are intended to serve persons experiencing chronic and literal homelessness as defined by HUD statute, and operate as Permanent Supportive Housing, and Rapid Re-Housing respectively. The projected timeline for an entity to begin this work is flexible, but the need is emergent, and the CoC will look to move quickly in partnership with AHH and HUD once an acceptable entity is identified.

The purpose of this RFQ is to identify an Organization in the Taylor County area that is willing, able, and possesses the qualifications & capacity to take control of these contracts. The exact technical process that will be required varies. The ideal candidate should be flexible, and willing to work with the current recipient, the CoC, and HUD to explore all options available to ensure continuity of services for persons currently enrolled in these projects, and that these funds continue to be available to the residents of Taylor County.

Section II, "Project Scope of Work", of this RFQ describes the specific considerations and deliverables expected from prospective Recipients. Sections V and VI, "Proposal Preparation and Submission" and "Proposal Requirements," respectively describe how THN will select the most qualified organization for the CoC's support.

II. PROJECT SCOPE OF WORK

In Abilene, AHH has operated two CoC Projects for a number of years. The Organization is refocusing on other efforts to address homelessness, and has initiated a significant amendment to their HUD Housing Projects. The two projects include a Rapid Re-Housing Project, Hope Housing Services and a Permanent Supportive Housing Project, Hope Housing Services- PSH. These are awards made through HUD's investment in the Continuum of Care Program. The grants are awarded on a competitive basis through an annual process facilitated by Texas Homeless Network on behalf of the Texas Balance of State CoC. Prospective Recipients must agree to operate the projects in their current configuration without modification. The most recent renewal applications for each of the projects are attached to this solicitation as Attachment A, and Attachment B.

Rapid Re-Housing (RRH)

In general, RRH is service enriched rental assistance, that is tailored to the individual households' strengths and needs. Households may receive up to 24 months of rental assistance, and supportive services that promote housing access, stability, and retention. The purpose of RRH is to prepare households to maintain housing without, or with minimal (mainstream) community supports. The Project subject to transfer is contracted to provide certain supportive services including holistic case management to support housing stability and other ancillary activities to support housing stability. A full list of the services that must be provided by the recipient are listed in Attachment A 4A.1 (p.31)

Permanent Supportive Housing (PSH)

Permanent Supportive Housing is a non-time limited housing intervention that combines rental assistance and an intensive menu of Supportive Services to promote housing stability for households who met the definition of chronic homelessness at the time of enrollment in the program. Similar to the RRH project, Recipients must offer holistic case management to households, a full list of eligible services, and which are the obligation of the recipient are listed in Attachment B 4A.1 (p. 31)

Additional key considerations for each project include but are not limited to;

1. These projects must continue to accept referrals exclusively from the West Texas Homeless Network (Abilene) Coordinated Entry System. Eligibility is limited to those qualifying under Category 1 or 4 of the HUD homeless definition, or in the case of PSH, the HUD chronic homeless definition
2. Both projects serve households/participants utilizing a Housing First Approach, meaning the only eligibility requirements for participation is eligible homeless status. Applicants need not possess income, or have any particular characteristic including credit score, criminal history, or specific diagnosis. Prospective Recipients must maintain this approach to serving current and future households
3. Similarly, there are no target populations for these projects. This means that prospective Recipients must serve all that qualify, are eligible and referred to a vacancy in the project.
4. Households/Participants may not be exited from the project without cause. Failure to adhere to treatment recommendations, failure to obtain or increase income or participate in Supportive Services, are alone insufficient justification to terminate a households'

assistance

5. Both projects operate in a scattered-site model, meaning that Households/Participants are free to select housing of their choice, (that meet statutory criteria for assistance) and the Recipient meets the housing stability needs of participants in the community.
6. Both projects require the use of ClientTrack, the Texas Balance of State CoC's Homeless Management Information System (HMIS)

Prospective Recipients are advised of the following;

1. Abilene Hope Haven has secured funding through mid-2023. AHH has applied for renewal of each grant respectively. The CoC expects the outcomes of these renewal applications, or awards, to be announced in early 2023. Proposers must clearly articulate their intent to take control of the contracts numbered in Section III of this RFQ or register their interest pending notice of award for the contracts beginning in FY 2023, or an alternative arrangement agreeable by all parties (i.e. THN, HUD, AHH and the Recipient), such as entering into a Memorandum of Understanding with AHH to provide operational support, in advance of the formal grant amendment
2. Eligible Recipients must satisfy all eligibility criteria as published by HUD in [the FY2022 CoC Program Notice of Funding Opportunity \(NOFO\)](#) Section V.A and V.B.1-3. [More information about Section V.B.1 of the NOFO can be accessed here](#)
3. Applicants recommended to administer these funds will be required to participate in Start-up Technical Assistance with THN as the CoC's Lead Agency, and any subsequent or ongoing technical assistance as needed
4. Applicants selected for recommendation will be required to sign and return the [CoC Expectations Form](#) and any subsequent revisions to the form, throughout the duration of administration.

III. BUDGETS

These grants are awarded on an annual basis, renewal funding is not guaranteed. Respondents selected for support will be required to renew these contracts in the summer of 2023, for a contract term that will expire in 2025. THN as the CoC Collaborative Applicant facilitates the renewal process.

The current budgets and grant contract dates are listed in the table below.

<u>Grant Type</u>	<u>Grant Name/Number</u>	<u>Contract Term</u>	<u>Budget</u>
RRH	Hope Housing Services / TX0465L6T072105	07/01/2022-06/30/2023	\$261,311
RRH	Hope Housing Services / Pending	07/01/2023-06/30/2024	TBD
PSH	Hope Housing Services- PSH/ TX0529L6T072103	06/01/2022-05/31/2023	\$225,181
PSH	Hope Housing Services- PSH/ Pending	06/01/2023-05/31/2024	TBD

IV. TIMELINE

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

	Event	Date
1.	Issue of RFQ	Thursday November 17, 2022
2.	Submission of Responses	November 30, 2022 11:59:59 PM
3.	Response Evaluation	December 2, 2022
5.	Issue Notice of Support	December 15, 2022

A. 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 should contact ONLY the Point of Contact regarding this solicitation. Other THN employees do not have the authority to respond.

B. EXPLANATION OF EVENTS

1. ISSUE OF RFQ

This RFQ is issued by Texas Homeless Network on behalf of the Texas Balance of State Continuum of Care. THN Staff will perform proactive outreach to the West Texas Homeless Network to identify prospective respondents and may reach out to those groups directly.

2. SUBMISSION OF RESPONSES

Submit the response by the deadline. Proposers are encouraged to submit responses early. One response per Proposer please. Submit response by emailing the proposal as an attachment with the following subject "Response to RFQ for Abilene PSH/RRH" to txboscoc@thn.org

3. RESPONSE EVALUATION

An Evaluation Committee (EC) consisting of THN Staff and Abilene Hope Haven Staff will review and evaluate responses and make recommendations to the CoC Board of Directors for an endorsement. The EC will evaluate proposals in accordance with scoring criteria published in this RFQ, the FY2022 NOFO, and the FY2022 TX BoS CoC Program Annual Competition. If required, staff external to the committee will review financial documents submitted to confirm the completeness, accuracy, and the provider's ability to perform.

Respondents may be invited to participate in additional interviews, demonstrations, and/or presentations as required. The CoC intends to recommend a single agency for award as a result of this solicitation

NOTE: All Proposers must be eligible to contract with the US Department of Housing and Urban Development. THN staff will make eligibility determinations based on submissions by the respondent

4. NOTICE OF SUPPORT

Following the evaluation of all responses the CoC Board of Directors will convene at a regular meeting of the Texas Balance of State CoC Board on December 15, 2022. Staff will present recommendations to the board at that meeting, where the board will discuss and consider staff recommendation. Following adoption of a recommendation or a decision reached by the Board, THN staff will coordinate next steps directly with the respondent selected for support. This step may include additional meetings with Abilene Hope Haven or the Fort Worth HUD Field Office before an official letter of support is offered.

V. PROPOSAL PREPARATION AND SUBMISSION

These instructions outline the guidelines governing the format and content of the requested response and the approach to be used in its development and presentation. Only that information which is essential to an understanding and evaluation of the Respondents qualifications 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) or other entities eligible to administer HUD CoC Program Funding may submit a response. Respondents 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 United States Department of Housing and Urban Development, and eligible for a CoC Program Award. One submission per Organization.

B. PROPOSAL FORMAT

Respondents must complete an excel workbook supplied by the CoC. This document consists of a variety of questions, and criteria for the response evaluation. Respondents should complete both Columns D and Column F of this workbook where appropriate. In addition, there are supplemental uploads required. Supplemental uploads are generated by the respondent. Questions about the workbook or assessment criteria should be directed to the CoC Performance Manager, hope@thn.org.

The CoC will not accept handwritten proposals. Proposers must computer generate or type their Responses using 12-point font with 1.5 line spacing and 1-inch margins. Include the page number on each page of the response.

C. PROPOSAL PACKET COMPONENTS AND CHECKLIST

Tab	Document	Format
1	RFQ Self-Assessment	Excel Workbook: Download Here
2	Miscellaneous Supporting Documents: (e.g., Statement from the Agency’s Controller or Chief Financial Officer, 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. Completed proposals should be emailed as an attachment to txboscoc@thn.org ATTN Jim Ward, Director of Planning.

Respondents may request additional time to complete any portion of the Proposal Packet by emailing txboscoc@thn.org ATTN Jim Ward. Please include a reasonable extension request, such as 5 business days or the like.

VI. EVALUATION

A. FACTORS

Assessment criteria and the factors considered when evaluating submissions are listed in Column H of the RFQ Self-Assessment workbook. Please pay careful attention to Column H and ensure that your responses in Column D are responsive to the assessment criteria.

B. OTHER FACTORS

The response with the highest score(s) will not automatically be awarded a contract. That decision-making authority ultimately lies with the US Department of Housing and Urban Development. In making support recommendations the CoC will consider the Evaluation Committee's recommendation and the Agency's & Continuum of Care's overall needs. The U.S. Department of Housing and Urban Development will determine whether any particular agency recommended by the CoC is eligible for contract.

No guarantee is conveyed in connection to this RFQ, implied or otherwise.