



Request for Proposals (RFP) For Support for HUD's 2017 Fiscal Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Program Competition

Texas Balance of State Continuum of Care

A. Purpose

This request for proposal (RFP) is to contract for grant writing services in preparation of applications under HUD's Fiscal Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Homeless assistance Competition. As of the issuance of this RFP, HUD has not yet published the NOFA.

B. Background

The mission of the Texas Homeless Network (THN) is to provide solutions to end homelessness in Texas communities through education, resources and advocacy. THN accomplishes this mission by providing support through information, education, training, funding, and technical assistance to agencies and individuals that provide services to the homeless. We know that by working together, we will end homelessness.

Texas Homeless Network (THN) was incorporated in 1991 at which time the Texas Department of Housing and Community Affairs and Texas Department of Mental Health and Mental Retardation contributed funds to support an organization that could help the Texas Interagency Council for Services to the Homeless (now Texas Interagency Council for the Homeless) carry out its legislatively mandated activities that the council was unable to perform. Texas Homeless Network is the only statewide organization in Texas dedicated to addressing homelessness. THN currently provides technical assistance and training across the state and is the collaborative applicant for the Balance of State Continuum of Care that covers 215 counties.

C. Scope of Work

The consultant or consulting firm scope of work may include the following tasks:

- Provide highlights of important NOFA components/changes
- Provide strategic guidance on key performance factors for upcoming CoC application
- Provide guidance on review of renewal applications, new and reallocation projects
- Review and provide comment on CoC Planning application
- Provide guidance and review of Ranking Strategy and Re-Allocation Procedure
- CoC Application review and comments
- Provide guidance as needed on CoC application attachments
- Review all areas in E-Snaps prior to final submission to HUD
- Other application services as needed

D. Contract Details

- **Period of Performance** – This contract will go into effect once signed and will be complete after application submission to HUD.
- **Payment, Incentives, and Penalties** – The Consultant or Consulting firm's proposed price should include information on the hourly billing rates and charges for expenses, if any for research, copies, faxes. Total price not to exceed \$35,000.
- **Contractual Terms and Conditions** – THN on behalf of the TX BoS CoC reserves the right to issue work orders based on 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 consultants.

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 reviewing proposal packages submitted by consultants interested in being considered. The President/CEO, Continuum of Care Director and the CoC 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.
- Proposals must speak to the qualifications of the consultant and include the resume of the principal resource development professional that will provide direct service for this project.
- 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 no later than 4:00 p.m. on Monday, July 31st, 2017.
- 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, 78741