REQUEST FOR PROPOSALS

For

DISASTER PLAN CONSULTANT
DATA, FACILITATION, AND PLAN CREATION

For the

COALITION FOR THE HOMELESS
WHICH SERVES AS LEAD AGENCY TO
THE WAY HOME (TX-700) CONTINUUM OF CARE
A. Introduction and Purpose

The Coalition for the Homeless (CFTH) leads in the development, advocacy, and coordination of community strategies to prevent and end homelessness. Founded in 1982 and incorporated as a 501c3 nonprofit in 1988, the Coalition has evolved to leading the system that is leading the nation on solving homelessness.

The CFTH believes that we can create a community where no one will be without permanent housing for more than 30 days. We lead The Way Home Continuum of Care (CoC), which is the collaborative effort to solve homelessness in Harris, Fort Bend, and Montgomery Counties. We drive toward this reality every day by: using data to drive our region’s decision-making and strategy; providing training, education, and Technical Assistance on nationally-recognized best practices to increase the capacity of our partner agencies; facilitating collaboration through expertly-delivered project management services; and educating the public about homelessness and related issues, including advocacy.

Since the creation of The Way Home CoC the CFTH has been positioned as an expert on homelessness. As the Lead Agency, it’s our role to designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness in Harris, Fort Bend, and Montgomery counties.

During Hurricane Harvey, more than 25,000 Houstonians sought refuge in disaster recovery shelters. Harvey pushed the City and County shelter capacity to their limit, as a team of government officials and community volunteers – all without emergency shelter operations experience – “learned while on the job” to successfully respond to shelter demand. The experience of partnering to run shelters for two months after Harvey created a great opportunity to study the lessons learned and create a comprehensive, Regional Disaster Recovery Plan to improve operations, but most importantly outcomes, for those directly impacted by future disasters.

The purpose of this Request for Proposals (RFP) is to solicit the services from interested and qualified consultants to create a thorough and comprehensive Regional Disaster Recovery Plan. Working in concert with the City of Houston and Harris County, this expert contractor will be tasked with creating a regional disaster relief shelter plan based on national best practices with defined roles, responsibilities, and strategies. The work would include meetings with local governmental partners and community planning meetings to define triggers and assumptions for
initial actions. More than just an organizational or leadership chart, the Regional Disaster Relief Recovery Plan will provide blueprints and timelines for all aspects of disaster-related activities, including:

- Evacuation plans;
- Shelter location requirements, asset deployment and maintenance, internal and external communications, transportation, healthcare, pet care, childcare and education, security, technology needs, social services, etc.;
- Handling of in-kind personal and corporate donations, food donations, volunteer coordination, etc.;
- Develop and employ strategies that captures shelter cost data in real time during disaster sheltering
- Develop and implement strategies designated to maximize federal and state assistance;
- Inform written mutual aid plans and/or other written agreements to facilitate the sharing of resources, facilities, services, and other potential support required during an emergency or incident, if an agency does not yet have a complete plan;
- Legal responsibilities and liabilities; and
- Demobilization and transition plan (particularly for closing down long-term shelter).
- Equip the community to advance equity and create spaces where everyone is safe, valued, and respected. With a vision for a working community where all parties are empowered and has the tools needed to fulfill their purpose.

The Plan must clarify roles and responsibilities for shelter operations and establish contingencies for lead and support departments/agencies. It is not only important for each department within the City and County to know their respective roles, but they must understand the requirements, expectations, and responsibilities of their role(s). The expert contractor will work with the governmental departments and agencies to devise internal plans and define the roles and processes between the local jurisdictions themselves, and between local jurisdictions and:

1. Community organizations and systems such as housing providers, the local Mental Health Authority, Network of Behavioral Health Providers, etc.;
2. City and County Offices of Emergency Management;
3. Third-party shelter operators like the American Red Cross;
4. State government entities such as the State Guard and DPS; and
5. Federal government agencies such as the Federal Emergency Management Agency (FEMA) and the US Department of Housing and Urban Development (HUD).
This Plan should facilitate regional coordination to reduce duplicity, improve efficiencies, and maximize the collective impact and benefit to the community. The expert contractor will seek to unify the jurisdictions’ plans for the benefit of partner community organizations and those who will ultimately need assistance during a disaster.

Lastly, the expert contractor may host training exercises, facilitate additional coordination meetings as needed, and review disaster plans for small and mid-size disasters (i.e.: a chemical leak affecting less than 500 persons, or localized flooding affecting less than 1,000 persons).

The consultant selected will work closely with the City and County and the Coalition for the Homeless leadership. This includes the ability to commit to a timeline that includes several phases over X months, i.e. information gathering, data collection, stakeholder consultation and public meetings, pre-draft review, drafting & review, and post draft follow-up. The target start date and term for the proposed services is XXX through XXX, subject to negotiation of a final agreement.

The Coalition for the Homeless reserves the right to amend, suspend, terminate, or reissue this RFP, in whole or in part, at any stage. In no event is CFTH liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, all costs of preparing a response to this RFP, or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from CFTH for any costs, expenses, or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the CFTH. Respondents may also withdraw their interest in the RFP, in writing, at any point in time, as more information becomes known.

B. Qualification Requirements

The following lists the minimum qualification requirements of the consultant(s):

- At least 5 years of experience providing similar consulting services
- At least 3 references of clients currently/previous served; at least one of the references to be a Continuum of Care (CoC) and at least one to be a project completed or underway in the last year;
- In-depth knowledge of FEMA assistance;
- Familiarity with HUD’s CoC, ESG, CDBG, and other applicable homeless funding streams
- Demonstrated experience preparing Disaster Plans for other CoC’s with populations over $1M.
- In good standing with the Coalition for the Homeless, their providers and funders.

C. Submission Requirements

Interested consultants should submit their proposal electronically to:
• rclay@homeleshouston.org
• The deadline for submission is 12PM Central Daylight Savings Time on September 10, 2021

Prospective consultants must include the following information in their proposals:

• List of key personnel assigned to this contract;
• A history of working with homeless service or nonprofit organizations;
• A history of working with City and County Offices of Emergency Management;
• Sample board / CEO level deliverables similar to described scope (anonymized / under NDA if needed)
• Sample data visualization deliverables (anonymized / under NDA if needed)
• Detailed budget summarizing price to perform the scope of work; and
• List of at least three (3) professional references.

Criteria used for selection of a consultant will include, but not be limited to, experience, qualifications, as well as the proposed fee. Coalition for the Homeless of Houston/Harris County reserves the right to award all or part of the project based on budget restraints.