REQUEST FOR PROPOSALS

For

The Way Home Continuum of Care (CoC)
Community Needs Assessment
(Homeless Services)

From the

THE WAY HOME (TX-700) CONTINUUM OF CARE

Through

COALITION FOR THE HOMELESS OF HOUSTON/HARRIS COUNTY
WHICH SERVES AS THE LEAD AGENCY

Original Post Date: Friday, January 13, 2023

Repost Date: March 6, 2023

Deadline for Submission: Wednesday, March 22, 2023
A. Introduction

**The Way Home** is our local Continuum of Care (CoC), referred to as TX-700 by the US Department of Housing and Urban Development (HUD). The Way Home is the collective effort to prevent and end homelessness in Houston and throughout Harris, Fort Bend, and Montgomery counties, Texas. The Way Home comprises more than 100 partners from all areas of the community, including homeless service agencies, local governments, public housing authorities, the local Veterans Affairs office, and other nonprofits and community stakeholders. The partners of The Way Home CoC work to make homelessness rare, brief, and non-recurring in our region.

The **Coalition for the Homeless of Houston/Harris County** (CFTH) is the lead agency for The Way Home. Founded in 1982 and incorporated as a 501(c)(3) nonprofit organization in 1988, the Coalition has a long-standing history as a local homeless response system leader. The Coalition acts as a catalyst, uniting partners and maximizing resources to move people experiencing homelessness into permanent housing with supportive services.

B. Description of Project

The Coalition for the Homeless serves as the lead agency of our region's Way Home homeless response system (TX-700). The System uses a housing-first approach with wrap-around services via coordinated access assessment points. In addition, the Way Home also includes various components, including coordinated street outreach, utilization of emergency shelters, rapid rehousing, and PH.

For the 2022 Point in Time Count, we identified 3,223 people experiencing homelessness throughout our region.

This project will help identify gaps in our current work from a system perspective and, most importantly, gather input and feedback from both current and former consumers within our System. The goal is to find answers to address gaps in services that our CoC must then implement to make us more efficient and effective. Respondent should identify gaps in volume and location, including input from individuals with lived experience.

**Goals**
- Be Data Driven
- Analyze current consumer needs and forecast future consumer needs
- Recommendation of program re-design and scaling of strategies
- Recommendation for opportunities for strengthening and expanding programs

C. Proposed Scope of Services -Community Needs Assessment (Homeless Services)

CFTH is seeking a Respondent to conduct a comprehensive homeless community needs assessment for TX-700 Way Home Continuum of Care serving Houston, Pasadena, Harris, Fort Bend, and Montgomery Counties.
In the context of conducting the Needs Assessment according to the requirements stipulated below, the successful Respondent must ensure that the final Needs Analysis addresses and fulfills Way Home's goals; specifically, the successful Respondent must ensure that the Needs Analysis provides all the following:

1. Identification of current and long-term housing trends and needs throughout the region as a whole and further broken down by population subsets (elderly, special needs, disabled, veteran, working families)
2. Identification of current and long-term client service needs in all counties served.
   - Including system mapping and modeling to assess gaps
   - Build on what works well in our region
3. Analysis of people experiencing homelessness including hosting forums and input sessions with providers, communities, and individuals with lived experience
   - Consider Focus Groups
   - Surveys
4. Determination of availability and condition of existing homeless service agencies.
5. Analysis of impacts (statewide and by region) of residential foreclosures on housing stock and housing needs.
6. Identification of available tools and resources, as well as opportunities for leveraging existing resources, to further assist in the development of homeless service resources
7. Factor in economic, transportation, population, and demographic data in projecting and analyzing homeless system needs
8. Analyze information on aging and disability services, including how coordinated entry is working in our region; review access points within the continuum of care and whether consumers can efficiently effectively access them; whether HMIS screenings are efficient, and determine average wait times for consumers accessing HUD programs including coordinated entry, whether the region has sufficient emergency shelters & funds for those unable to access shelters.
9. Analyze available information on connections between housing and health inequality
10. Identify & evaluate existing barriers to accessing existing shelter services, permanent supportive housing, and other housing options for persons in the criminal justice system & identify best practices or recommendations to address those needs.
11. Identify other expanded services for people who are sheltered and may need additional immediate services beyond a place to sleep, such as out-patient behavioral health treatment, transportation to/from work, and storage for belongings.
12. Include a detailed proposed timeline
13. Agency must provide monthly updates to CFTH staff on the assessment status.

D. Key Principles
   - Focus on Diversity, Equity, and Inclusion
   - Create a regional approach including Houston, Harris, Fort Bend, and Montgomery Counties
   - Utilize Best Practices and Research
   - Include individuals with lived experience in all phases of the project

E. Proposal Requirements
1. Cover Letter
2. Table of Contents
3. Summary
4. Project Approach

   a. Include proposed Methodology
      i. Surveys
      ii. Focus Groups
      iii. Homeless Management Information System
      iv. Other Best Practices

   b. Experience
      i. Include project personnel and job titles

   c. Detailed project timeline

   d. References and/or examples of past needs assessments

   e. Proposed Budget

F. Questions and Answers
   For transparency and to prevent any real or perceived unfair advantage, all questions or requests for
   additional information submitted to the CFTH regarding this RFP and the corresponding answers will be
   published on the Coalition's website or otherwise made available to all Respondents.

   Notice: No verbal questions will be answered. All questions and inquiries must be in writing and submitted
   via email to contracts@homelesshouston.org.

G. Vendor Selection
   The Coalition for the Homeless will reviews responses to this RFP that meet the requirements and are
   received before the designated closing date. Upon review of the response to this RFP, The Coalition will
   prepare a short list of respondents to interview. Interviews are tentatively scheduled to occur at the end
   of March 2023. Following the discussions, the review committee will select a respondent for
   recommendation. If the parties cannot negotiate a satisfactory contract within the timeframe, the
   Coalition will formally end negotiations with that Respondent, select the next most favored provider, and
   attempt to negotiate with that Respondent. The Coalition for the Homeless retains the right to reject any
   or all proposals and to re-solicit if deemed to be in the best interest of the Continuum of Care.

H. Proposed Timeline
   We anticipate the vendor to be selected by March 2023. The vendor can begin work on April 1, 2023 with
   a deadline to submit a needs assessment by August 2023.

I. Vendor Qualifications
   - Excellent communication skills.
   - Organizational skills.
   - Vendors must not be debarred, suspended, or otherwise ineligible to do business with the Federal Government.

J. Proposal Submission
Each Respondent must submit an electronic copy of its Proposal. In addition, the Proposal should include a cover letter containing the Respondent's name and address, the contact information (i.e., address, email, and phone number) for the Respondent's primary contact for purposes of any questions the CFTH may have of Respondent and a summary of the Respondent's price proposal for performing the Scope of Work.

Interested vendors should submit their proposals electronically to the Coalition at the following email address: contracts@homelesshouston.org.

**Deadline for Submission: Wednesday, March 22, 2023**

The Coalition anticipates notifying vendors of a decision by **March 31, 2023**

In the event the due date for the Proposal is extended or modified, The Coalition will publish the new date on the Coalition's website: [www.homelesshouston.org](http://www.homelesshouston.org).

**K. Score Sheet**

**Experience** – 25 points
- Experience in conducting needs assessments for homeless response systems
- Experience of individuals leading the assessment
- Examples of past performance
- Quality and Level of Professionalism
- Overall experience of company

**Project Approach**– 25 points
- Proposed Plan for Conducting the Housing Needs Assessment
- Methodology

**Ability to Provide Required Services** – 25 points
- Agencies' capacity and capability to meet the scope of the project within the timeline proposed

**Cost Effectiveness/timeliness** – 25 points
- Price Proposal and Estimated time to complete