REQUEST FOR PROPOSALS

For

The Way Home Continuum of Care (CoC)
HOMELESS COUNT AND SURVEY/POINT IN TIME COUNT (PIT) CONSULTANT
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

Friday, January 13, 2023

The deadline for submission is Friday January 27, 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 annual Point-In-Time Count (PIT Count) is a requirement of the U.S. Department of Housing and Urban Development (HUD) for the local Continuum of Care (CoC) funding process to obtain a snapshot census of people experiencing homelessness in our community on one night in January. This funding provides permanent housing (i.e., Permanent Supportive Housing and Rapid Re-housing), supportive services, and planning funds to our community to assist people experiencing homelessness with greater self-determination. Most recently, the PIT Count brought more than $45 million to our area 2022.

The count includes people who, on the night of the count, are:
- Sheltered (living in emergency shelters or transitional housing) or
- Unsheltered (staying out doors or places not designed for habitation including vehicles, streets, parks and abandoned buildings)

The PIT Count is an essential element in our effort to end homelessness, as the data gathered from this census shows us so much more than how many people are homeless in our community - we also learn more about who is homeless and why.

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

We seek applicants to conduct an analysis of the 2023 data received from this event and provide a detailed report that will be shared with community partners and funders.

A training manual for the PIT was updated based on previous years’ experiences and the HUD 2019 PIT Guidance. Training for the PIT included mapping of sectors, safety issues, signs of encampment, characteristics of homeless persons, emergency procedures, referral procedures, methods for respective approaches to persons being counted, non-invasive approaches to encampments, and use of the Counting Us application by SimTech.

1) Training was delivered by Coalition staff members in person and online.
a) On the night of the count, HMIS data will be used to determine the number of sheltered homeless. Homeless providers will be educated beforehand on the importance of the count and use of HMIS highly encouraged.

b) DV providers not using HMIS will report homeless numbers on a Google document.

c) Sheltered count will include:
   i) Number of persons in households with at least one adult and one child
   ii) Number of persons in households with only children
   iii) Numbers of persons in household without children

d) Subpopulation data will be collected for severely mentally ill, chronic substance abuse, victims of domestic violence, youth ages 18-24, and chronically homeless individuals, families, and veterans.

2) GIS mapping is captured during the use of surveying on electronic tablets. Reverse geo-coding of longitude/latitude points will be provided for the purpose of zip code identification. The Consultant shall have no responsibility on GIS mapping as it will be a feature of the data collection tool.

C. Proposed Scope of Services

The following tasks are required. Note that items in italics refer to activities to be led by the Coalition for the Homeless with input from the consultant. The Houston Homeless Count and Survey (Point in Time Count) goal is to:

Collect quality data and reports meeting all HUD and other government requirements on the number, characteristics, and service needs of individuals, families, subpopulations and unaccompanied youth experiencing homelessness for the City of Houston and Harris, Fort Bend, and Montgomery Counties.

3) Review All HUD documents and guidelines pertinent to the point in time (PIT) count and applied to the count.

4) The Consultant will provide feedback as necessary for implementation of the methodology.

5) Data analysis
   a) It is expected that the data collection survey will produce data in a format that requires minimal review for accuracy and extrapolation. The data will use the HUD extrapolation tool. Data analysis should be limited to data extrapolations when necessary based on observations (encounters) with missing data if any.
   b) The estimated number of sheltered and unsheltered homeless in Houston/Harris County/Fort Bend County/Montgomery County will be calculated.
   c) Total number of homeless will be broken down by gender, age, and race.
   d) Proportion of homeless who are veterans, chronically homeless, and/or youth ages 18-24 will be calculated.
   e) All HUD subpopulations will be determined including: adults with a serious mental illness, adults with a substance abuse disorder, and victims of domestic violence.
   f) Comparative analysis will be provided between the 2023 PIT Count and Counts conducted since 2012.

6) The consultant will produce the Homeless Count and Survey Report for the Coalition and the Continuum of Care within thirty days that the final data is acceptable to HUD in the Homeless Data Exchange or at a time mutually agreed upon by all parties.

7) The consultant selected will work closely with the Continuum of Care and the Coalition for the Homeless of Houston/Harris County’s staff as assigned.
D. Proposal Requirements
1. Cover Letter
2. Table of Contents
3. Summary
4. Project Approach- Methodology

Additionally Prospective consultants must include the following information in their proposals:

- List of key personnel assigned to this contract;
- Evidence of at least two (2) completed contracts of a similar scope of work, or evidence of a history of working with homeless service or supportive housing providers;
- Evidence of experience with federal grants and funding and in particular, HUD CoC grants;
- Description of the deliverable reports and/or a sample of work;
- Proposed fee schedule;
- Lump sum price to perform the scope of work; and
- List of at least three (3) professional references.

E. 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.

F. 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. 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.

G. Proposed Timeline
We anticipate the vendor to be selected by January 2023. The vendor can begin work following the completion of the Point in Time count in January 2023.

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

Prospective consultants must include the following information in their proposals:

- List of key personnel assigned to this contract;
- Evidence of at least two (2) completed contracts of a similar scope of work, or evidence of a history of working with homeless service or supportive housing providers;
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- Description of the deliverable reports and/or a sample of work;
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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.

J. Score Sheet

Experience and Structure – 25 points
- Experience in conducting Point in Time Research Analysis
- Experience of individuals leading the analysis
- Examples of past performance
- Quality and Level of Professionalism
- Overall experience of company

Project Approach – 25 points
- 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