Coalition for the Homeless-Request for Proposals:

HUD Notice of Funding Opportunity (NOFO) Annual Consultant

RFP Release Date: Oct 6, 2023
Response Due Date: October 27, 2023, at 12:00pm
Questions: contracts@homelesshouston.org
RFP Questions and Communications

To support vendors in preparing their proposals, the Coalition for the Homeless of Houston/Harris County, Lead Agency to The Way Home Continuum of Care (CoC), will answer questions submitted by email only to the points of contact by the RFP Questions Deadline.

RFP Release Date: Oct 6, 2023
FAQ’s Open- Oct 6, 2023
FAQ Closes- October 20, 2023.
Response Due Date: October 27, 2023, at 12:00pm

Point of Contact(s)
All competition questions should be directed to: Email- contracts@homelesshouston.org

Submission Requirements

Proposals must be received no later than October 27, 2023. Completed proposals must include one (1) electronic PDF copy sent via email to contracts@homelesshouston.org File names should be descriptive in the electronic copy.
Overview

Section 1: Coalition for the Homeless

Coalition for the Homeless is the leader of the homeless response system for Harris, Fort Bend, and Montgomery Counties. Since 2012, the Coalition has been proud to serve as lead agency to The Way Home Continuum of Care (CoC), which is the local homeless response system.

To better understand our role, think of air travel. Airlines that you have likely heard of (United, Delta, Southwest, etc.) work directly with passengers to move them from point A to point B. But just as important are the airport personnel and air traffic control, which ensure that the airlines can serve passengers efficiently and to the highest degree of service. They also perform other necessary behind-the-scenes functions, like monitoring and reporting on big-picture data to understand trends in air travel — and using what they learn to make sure there are enough gates at the airport to manage traffic.

In the same way, our community has dozens of direct service providers who work directly with people experiencing homelessness to move them from homelessness to housing. And the Coalition supports those agencies by making sure we are coordinated and well resourced, and by keeping an eye on system-level data and trends.

For every $1 the Coalition receives in private funding, we bring more than $47 in public funding into the Houston region to implement homelessness solutions. Under the Coalition's leadership, since 2011 overall homelessness in the Houston region has decreased by more than 60% and, since 2012, the partners of The Way Home have placed more than 28,000 people into permanent housing programs.

Mission Statement: The Coalition for the Homeless of Houston/Harris County acts as a catalyst, uniting partners and maximizing resources to move people experiencing homelessness into permanent housing with supportive services.

Vision: Everyone in our community has a safe place to call home.

Section 2: RFP Description

The Coalition for the Homeless is soliciting proposals from experienced and qualified vendors to provide support and assistance during the Department of Housing and Urban Development (HUD) Annual Notice of Funding Opportunity (NOFO) Competition for the Continuum of Care (CoC) program.

The chosen vendor will work closely with our team to maximize our effectiveness and success in the competition, ensuring compliance with HUD's requirements and optimizing our opportunity to secure funding to address homelessness.

Competition Timeline

RFP Release Date: Oct 6, 2023

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FAQ Closes- October 20, 2023.

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Minimum Requirements
To be considered for funding through this RFP, projects must meet or be prepared to meet the following requirements:

- Be in good standing with all government and funding contracts and not be suspended, debarred, or otherwise ineligible from receiving federal funds.
- OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Drug-Free Workplace.
- Conducting Business in accordance with Ethical Standards/Code of Conduct
- Demonstrated experience and expertise in HUD CoC NOFO Competitions.
- Proven track record of successful application submissions and award procurement.
- Extensive knowledge of HUD's rules, regulations, and requirements.
- Strong analytical, organizational, and communication skills.

Part II-Evaluation and Scoring

Proposals will be evaluated based on the completeness and quality of the response, understanding of the project requirements, qualifications and experience, and cost-effectiveness.

The Coalition for the Homeless reserves the right to request clarifications or additional information from proposers.

Successful vendors will be notified by November 1, 2023 and contractual terms and conditions will be negotiated thereafter.

Part III- Scope of Work

Application Development & Submission

1. Assist in developing competitive applications, ensuring accuracy, compliance, and completeness.
2. Obtain and review requirements of annual Notice of Funding Availability (NOFO) upon release.
3. Guide the submission process, ensuring all documents are submitted timely and accurately.
4. Assist in the development of the ranking tool for new and renewal CoC projects.
5. Assist in the development of policies and procedures to rank new and renewal CoC projects.
6. Assist in the completion of the CoC Registration in E-SNAPS; a. Contractor will set up the Registration and confirm all information. The submission will be by an authorized representative of the CoC.
7. Review APRs, annual budgets, and schedule site visits where necessary
8. Participate in monthly meetings and phone conferences (as needed) with The Way Home Continuum of Care committees and Coalition staff.
9. Work with agencies to ensure their respective Project Applications are complete and properly submitted.

Monitoring & Reporting

1. Provide support in preparing interim and final reports for HUD, as needed.
Part IV- Proposal Submission

- **Format**
  1. Proposals should be submitted in PDF format.
  2. All documents should be clear, concise, and comprehensively address all requirements and criteria outlined in the RFP.

- **Content**
  1. **Cover Letter**: Brief introduction and summary of the proposal.
  2. **Organizational Profile**: Details of experience, qualifications, and expertise, specifically relating to HUD CoC NOFO Competitions.
  3. **Response to Scope of Work**: Detailed plans and approaches for each task outlined in the "Application Development & Submission" and "Monitoring & Reporting" sections.
  4. **Budget**: Detailed budget including breakdown of costs.
  5. **References**: Minimum of three references from past clients with similar needs.

- **Submission Confirmation**:

  Upon receipt of the proposal, a confirmation email will be sent to the sender within 24 hours. If a confirmation email is not received, please contact contracts@homelesshouston.org
## Part V- Scoresheet

<table>
<thead>
<tr>
<th>Category</th>
<th>Points Allowed</th>
<th>Sample Scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Has vendor complied with all RFP requirements?</strong></td>
<td></td>
<td></td>
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<tr>
<td>- Submitted by deadline</td>
<td></td>
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<tr>
<td>- Vendor is not debarred, suspended, or otherwise ineligible to do business with the Federal Government.</td>
<td>Yes/No</td>
<td></td>
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<tr>
<td><strong>1.0 Experience and Structure</strong></td>
<td></td>
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<tr>
<td>1.1 Demonstrated experience and expertise in HUD CoC NOFO Competitions.</td>
<td>10 Point Max</td>
<td>10</td>
</tr>
<tr>
<td>1.2 Experience of Individuals leading the Analysis</td>
<td>5 Point Max</td>
<td>5</td>
</tr>
<tr>
<td>1.3 Examples of Past Performance including Proven track record of successful application submissions and award procurement</td>
<td>10 Point Max</td>
<td>10</td>
</tr>
<tr>
<td>1.4 Quality and Level of Professionalism</td>
<td>5 Point Max</td>
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<tr>
<td>1.5 Overall Experience of Company/Vendor</td>
<td>5 Point Max</td>
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<tr>
<td><strong>35 Points Total</strong></td>
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<td>35</td>
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<tr>
<td><strong>2.0 Project Approach</strong></td>
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<tr>
<td>2.1 Methodology, Approach and understanding of the work to be performed</td>
<td>25 Point Max</td>
<td>25</td>
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<tr>
<td><strong>25 Points Total</strong></td>
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<td>25</td>
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<tr>
<td><strong>3.0 Ability to provide required services</strong></td>
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<tr>
<td>3.1 Agencies' capacity and capability to meet the scope of the project</td>
<td>25 Point Max</td>
<td>25</td>
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<tr>
<td><strong>25 Points Total</strong></td>
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<tr>
<td><strong>4.0 Cost</strong></td>
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<td>4.1 Overall project costs</td>
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<tr>
<td><strong>15 Points Total</strong></td>
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<tr>
<td><strong>Total vendor rating</strong></td>
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