

**HOUSTON/HARRIS COUNTY COC
RAPID RE-HOUSING CASE MANAGEMENT INTERMEDIARY
REQUEST FOR QUALIFICATIONS PROGRAM YEAR 2015**

	<p>CITY OF HOUSTON, TEXAS NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)</p>	<p><i>“PARTNERING TO BETTER SERVE HOUSTON”</i></p>
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NOTE: THE APPLICATION MUST BE SIGNED BY AN INDIVIDUAL(S) LEGALLY AUTHORIZED TO BIND THE OFFEROR(S), AND CITY OF HOUSTON MAY ACCEPT THIS OFFER BY ISSUANCE OF A CONTRACT TO THE SAID OFFEROR(S) AT ANY TIME ON OR BEFORE THE 180TH DAY FOLLOWING THE DAY THIS OFFICIAL BID FORM IS OPENED BY CITY OF HOUSTON. THIS OFFER SHALL BE IRREVOCABLE FOR 180 DAYS, BUT SHALL EXPIRE ON THE 181ST DAY UNLESS THE PARTIES MUTUALLY AGREE TO AN EXTENSION OF TIME IN WRITING

"THE RESPONDENT WARRANTS THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED OR RETAINED TO SOLICIT OR SECURE THIS CONTRACT UPON AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE, OR CONTINGENT FEE, EXCEPTING BONA FIDE EMPLOYEES. FOR BREACH OR VIOLATION OF THIS WARRANTY, THE CITY SHALL HAVE THE RIGHT TO ANNUL THIS AGREEMENT WITHOUT LIABILITY OR, AT ITS DISCRETION, TO DEDUCT FROM THE CONTRACT PRICES OR CONSIDERATION, OR OTHERWISE RECOVER THE FULL AMOUNT OF SUCH COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE."

1.0 SUBMITTAL PROCEDURE:

1.1 Three (3) hard copies of the Application, including one (1) printed original must be signed in **BLUE** ink (clearly marked "Original"), Two (2) copies (clearly marked "Copy") required "Signature" on the Official Signature Page by an authorized officer of the Offering Company. Additionally, the Application package must include One (1) additional electronic CD or flash/jump drive copy of the Bid Forms as referenced in Section 2.3 below are required to be submitted in a sealed envelope/box bearing the assigned Solicitation Number, located on the first page of the RFQ document to:

City of Houston Office of Housing and Community Development
601 Sawyer, Fourth Floor
HOUSTON, TEXAS 77007

1.2 The deadline for the submittal of the Applications to the City Secretary's Office is no later than the date and time as indicated on the first page of the RFQ document. Failure to submit the required number of copies as stated above may be subject for disqualification from the RFQ process.

1.3 Respondents may elect to either mail or personally deliver their Applications to the City Secretary's Office.

1.4 The City of Houston shall bear no responsibility for submitting responses on behalf of any Offeror. Offeror(s) may submit their Application to the City Secretary's Office any time prior to the stated deadline.

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2.0 REQUEST FOR QUALIFICATION FORMAT:

- 2.1 The SOQ should be electronically generated, printed and signed in original ink. Agencies should submit one original, two copies and an electronic copy on disc or drive. Legibility, clarity, and completeness are important and essential.

- 2.2 The Application must be signed by an individual(s) legally authorized to bind the Offeror(s), and City of Houston may accept this application offer by issuance of a Contract to the said Offeror(s) at any time on or before the 180th day following the day this Official Bid Form is opened by City of Houston. This offer shall be irrevocable for 180 days, but shall expire on the 181st day unless the parties mutually agree to an extension of time in writing.

Respectfully Submitted:

(Print or Type Name of Contractor – Full Company Name)

City of Houston Vendor No. (If already doing business with City):

Federal Identification Number:

By: _____
(Signature of Authorized Officer or Agent)

Printed Name: _____

Title: _____

Date: _____

Address of Contractor: _____
Street Address or P.O. Box

City – State – Zip Code

Telephone No. of Contractor: (_____) _____

Signature, Name and title of Affiant: _____

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A. APPLICANT INFORMATION:

Organization Name:	
EIN or Tax ID Number:	Street Address:
City, State ZIP:	Year Established:
Organization Budget:	Number of Staff:
CEO/Executive Director:	
Phone:	Email:
CFO/Controller:	
Phone:	Email:
Application Contact:	
Phone:	Email:

B. PURPOSE

The Collaborative seeks a qualified agency to act as an intermediary to manage multiple vendor agencies for case management/navigation services for a Rapid Rehousing program for homeless individuals and families and distribute and manage \$450,000 in operating funds among these vendors. The objective of the Request for Qualifications (RFQ) process is to receive from each interested Rapid Re-Housing Collaborative Case Management Intermediary a formal statement of qualifications (SOQ) to assist the Collaborative with achieving its goals and objectives. The SOQ will be used to evaluate each service provider on experience, capabilities, qualifications and understanding of the Collaborative's objectives. Based upon the SOQ's, the Collaborative will evaluate and narrow the field.

C. GOALS AND OBJECTIVES

RAPID RE-HOUSING PROGRAM GOALS:

1. Rapidly move individuals and families from homelessness to housing.
2. Provide temporary stabilizing services to individuals and families experiencing homelessness.
3. Provide short or medium term financial assistance to eligible families.
4. Coordinate funding across the Houston/Harris County Continuum of Care (CoC).
5. Build relationships with landlords across the Continuum.
6. Ensure households remain stably housed.

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CASE MANAGEMENT INTERMEDIARY OBJECTIVES:

1. Administer the Houston/Harris County CoC Rapid Re-housing Collaborative case management funds for the area which includes Harris and Fort Bend Counties.
2. Select, through a procurement process, and monitor eligible case management vendor(s) to carry out the rapid re-housing program services as outlined in the continuum-wide standards and program's draft business rules.
3. Report, monitor and provide technical assistance as necessary to assure progress toward CoC wide objectives.
4. The agency will provide these administration services for intermediary responsibilities for up to \$93,000.

DESCRIPTION OF QUALIFICATIONS:

1. Agency will have the capacity and experience to manage funds from multiple possible sources and provide technical assistance to case management/navigation services vendors as needed and with the support of the collaborative.
2. Agency will have the capacity and experience to monitor, measure, and report on progress toward objectives as outlined in the continuum-wide standards and program's draft business rules.
3. Agency will have the capacity and experience to manage a procurement process to select vendors that have the ability to efficiently and professionally perform the required job duties as outlined in the draft business rules. Through the collaborative, case management and navigation services will be available at 6.5 FTE will serve areas based on anticipated geographic need.
4. Agency will have knowledge of local and federal homeless conditions and provider systems.
5. Agency will have suitably sized staff to meet the objectives as outlined in the continuum-wide standards and program's draft business rules.
6. Agency will have experience in similar or relevant projects by individuals who would be assigned to the project.

D. STATEMENT OF QUALIFICATIONS

Provide a specific statement of qualifications (SOQ) for this RFQ. The length of submittal document shall not exceed 3 pages (single sided). The SOQ shall state the organization's qualifications and experience fulfilling the goals and objectives outlined above

1. Provide a brief description of your organizational history and capacity to fulfill the qualifications described above, (date business started, current total

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number of employees, any special accommodations/services that could be provided, etc.)

2. Provide a detailed description of your staffing plan to fulfill the obligations listed above, (resumes, organizational chart, etc.).
3. Provide a description of organizational experience as an intermediary.
4. Describe your experience soliciting and managing a Request for Qualifications process and/or procurement of vendors for services.
5. Describe your experience monitoring sub recipients or sub grantees in outcomes based measures, including any experience with Department of Housing and Urban Development (HUD) programs.
6. Describe your experience reporting to multiple sources on multiple outcomes.
7. Describe any experience using the Homeless Management Information System (HMIS) or another electronic data management system.
8. Describe your strategy for communication with the coordinated access system and the Financial Assistance Intermediary, as outlined in the working draft of the business rules.
9. Describe how you will ensure subcontractors focus on continuum-wide outcomes and how you will support vendor agencies with technical assistance needs.
10. Describe your experience evaluating programs against outcomes and any instance where you have adjusted services and/or provided technical assistance to course correct a program.
11. Describe any partnerships, programs or capacity, existing or planned, that you will have in place to help you carry out the CMI requirements.

E. ADDITIONAL ATTACHMENTS:

Please attach the following documents to this application

1. 501(c)3 documentation
2. Organizational chart
3. Resumes of key personnel
4. Evidence of 90-day working capital
5. Most recent audit
6. Most recently tax form 990
7. Letters of support or references
8. Affidavit of Ownership.doc
9. Fair Campaign Ordinance.doc