

**REQUEST FOR PROPOSALS  
HOMELESS HOUSING AND SERVICES PROGRAM  
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**ATTACHMENTS (to be completed by City Staff)**

- RFP Evaluation Sheet (Attachment A)
- RFP Responsiveness Checklist (Attachment B)

**FORMS (to be completed by Proposer)**

- Organization Information (Form 1)
- HHSP Budget (Form 2)

**DUE BY 3:00 PM, FRIDAY, OCTOBER 12, 2018**

*It is recommended that you submit your proposal prior to the deadline date. See Section XI, Proposal Format and Submission for details on the process to submit your proposal.*



**City of Plano  
Community Services Division  
Homeless Housing and Services Program (HHSP)  
Request for Proposals**

**I. INTRODUCTION**

Texas Government Code §2306.2585 allocates State general funds in the form of the Homeless Housing and Services Program (HHSP) to any municipality with a population of 285,000 or more. These funds are appropriated by the legislature using a formula allocation, annually. HHSP funds are targeted for persons who are homeless or at-risk of homelessness. Specifically, these funds may be used for construction, development or procurement of housing for homeless persons; rehabilitation of structures targeted to serving homeless persons or persons at-risk of homelessness; provision of direct services and case management to homeless persons or persons at-risk of homelessness; or, other homelessness-related activity as approved by TDHCA. The City of Plano (“the City”) is seeking proposals for the Homeless Housing and Services Program (HHSP), (the “Program”), to provide a **Rapid Re-housing program for Plano’s homeless individuals and families.**

The City of Plano has chosen to use the funds on Rapid Re-housing services for individuals and households who are currently homeless and need assistance with obtaining permanent housing. It is the City’s preference that the program is made available to all individuals who qualify, instead of limiting the program to a specific homeless subpopulation.

HHSP funds are also to be used for case management to assist eligible persons with finding suitable housing, interfacing with landlords, linking to community resources, developing a plan to maintain permanent housing, and entry into the Homeless Management Information System (HMIS). HHSP funds are to provide temporary assistance as a bridge to long-term stability. Eligible program participants must be at or below 50 percent of Area Median Income (AMI).

**II. SCOPE OF SERVICE**

The City is requesting proposals from non-profit agencies that have experience administering a Rapid Re-housing program or providing services to persons who are homeless.

The proposal that is determined to be the most advantageous to the City, considering the relative importance of price and evaluation criteria in accordance with the Proposal Contents and Proposal Evaluation and Selection Criteria as set forth in Attachment A of this Competitive Sealed Proposal (RFP), will be awarded. The contract period will be for ten (10) months, with a starting date on or about November 1, 2018, and an ending date of August 31, 2019, or upon completion of program services, whichever occurs first. All funds must be expended by the end of the contract period. The funds may not be renewable beyond the contract period, depending on priorities identified in future funding years. Program participants must be either 1) individuals or families who are currently homeless in Plano, or 2) individuals or families who became homeless while living in Plano.

### III. BUDGET APPROPRIATIONS

There is a total of **\$137,563** available. Eligible categories include financial assistance, HMIS, and case management. Successful Proposer will be awarded HHSP funds that will provide direct assistance to eligible program participants and funds to employ a case manager to administer the delivery of service. Staff funded at 100% by HHSP are required to spend 100% of their time on HHSP activities.

Successful Proposer may not charge fees to HHSP program participants.

Successful Proposer must not make payments directly to program participants, but only to third parties, such as landlords or utility companies. An assisted property may not be owned by the Successful Proposer or the parent subsidiary or affiliated organization of the Successful Proposer. Additionally, non-arms-length transactions between property owners and tenants are not eligible. This means that landlords/owners and Program Participants must act independently and have no relation to one another. It is assumed that, with no personal interest in the relationships between parties, the transaction will be fair and equitable to all parties.

### IV. TIMELINE

9/11/2018	RFP Published	10/15/2018-10/19/2018	Award Notification
9/20/2018	Informational Conference*	10/22/2018-10/26/2018	Contract Provided for Review and Finalization
10/5/2018	Final Submittal of RFP Questions & Final Request for DropBox Link	11/1/2018	Program Start Date
10/12/2018	Proposal Submission Deadline (3:00 PM)	8/31/2019	Contract Termination Date (last day to incur Program expenses)

\*The informational conference will take place Thursday, September 20 from 2:00-3:00 PM at the City of Plano Neighborhood Services Department, 7501 Independence Pkwy, Plano, TX 75025, Building A. You will see the sign for Maribelle Davis Library at the entrance to the parking lot. RSVP to Natalie at nevens@plano.gov.

### V. DEFINITIONS

For the purposes of this RFP, the following underlined terms shall be defined as follows:

City: The City of Plano, Texas, a municipal corporation of Collin County, Texas, acting by and through (a) its governing body, or (b) its City Manager, each of whom is required by law to perform specific duties. Responsibility for final enforcement of contracts involving the City of Plano is by authority vested in the City Manager.

City Manager: The City Manager of the City of Plano, Texas, or his/her duly authorized designees.

CoC: The regional Continuum of Care, as established by HUD, that coordinates funding for homeless solutions in Dallas and Collin Counties. In this RFP, CoC will refer to the TX-600 – Dallas City & County/Irving CoC.

Contract: The written document between the City of Plano and a service provider, which contains the terms and conditions of the agreement. The Contract includes a written statement of work, or the specifications including special provisions and the proposal. Supplemental changes or agreements pertaining to the work, term, price or other elements of the Contract shall also become a part of the Contract.

Division: Community Services Division of the City of Plano Neighborhood Services Department.

HHSP: Homeless Housing and Services Program, as overseen by the Texas Department of Housing and Community Affairs and authorized per Texas Government Code §2306.2585.

HMIS: Homeless Management Information System is a computerized data collection system that allows agencies to enter data on homeless individuals and their households using residential or other services and store the data in an electronic format.

MDHA: Metro Dallas Homeless Alliance, lead agency for the TX-600 CoC.

Proposal: The written offer duly submitted to the City of Plano, by the non-profit entity to perform a contract for work described in the RFP specifications at a specified price.

Proposer: The non-profit entity that submits a written proposal for consideration to perform the work described in the RFP.

Program: Homeless Housing and Services Program (HHSP), as overseen by the Texas Department of Housing and Community Affairs and authorized per Texas Government Code §2306.2585.

Responsive: An agency who has submitted a proposal which conforms in all material aspects to the requirements stated in the RFP.

RFP: Request for Proposals.

Successful Proposer: The non-profit entity that is awarded HHSP funds under this RFP.

Very Low Income: Individuals or households assisted by the program must be at or below 50% of Area Median Income, as determined by HUD annually. It is the Proposer's responsibility to verify participant's income eligibility according to the 2018 Income Limits for Dallas, Texas. The following table lists the 2018 Income Limits for the Dallas, Texas HUD Metro FMR Area.

<b>FY 2018 Income Limit Category</b>	<b>1 PERSON</b>	<b>2 PERSON</b>	<b>3 PERSON</b>	<b>4 PERSON</b>	<b>5 PERSON</b>	<b>6 PERSON</b>	<b>7 PERSON</b>	<b>8 PERSON</b>
VERY LOW INCOME 50%	\$27,050	\$30,900	\$34,750	\$38,600	\$41,700	\$44,800	\$47,900	\$51,000

## VI. PROGRAM ELIGIBILITY

TDHCA has provided for discretion at the local level in determining who is most in need of HHSP program support. It is not expected that all program participants will experience the same level of need or receive the same level of support. In order to receive HHSP services, individuals and families must meet the following minimum criteria:

- Individual or household must be at or below 50% of the Area Median Income for the Dallas Metro Statistical Area (MSA), as determined by HUD.
- Individual or household must:
  - Reside in Plano; or
  - Currently reside in a shelter outside of Plano, but became homeless in Plano.
- Individual or household must meet the definition of homeless at 24 CFR 576.2(1). REVISED 9.20.2018
- Individual or household must have an initial consultation with a case manager who can determine the appropriate level of assistance and be willing to meet with that case manager at least monthly during their participation in the program.

## VII. PROPOSER'S RESPONSIBILITY

### A. Data Collection, Reporting Requirements, & Reimbursement Procedures

The Proposer must enter all program participants assisted into HMIS at time of entry into the City of Plano HHSP Program, prior to disbursing financial assistance. *Reimbursement for eligible program activities will not be paid to Proposers until program participants assisted are entered into HMIS.*

Proposers must submit monthly reports to the City of Plano on the City of Plano HHSP Monthly Report Form along with a reimbursement request for costs associated with the eligible activity expenses.

Proposers must submit monthly reports via email to the City of Plano by the 15<sup>th</sup> of each month (i.e. report for the month of January is due by February 15<sup>th</sup>).

### B. Program participant Intake/Case Management

The Proposer must interview and verify qualifications and experience of the case manager(s). The Proposer must also supervise the case manager. Case manager(s) must:

- Assess program participant strengths, needs, and barriers to obtaining and retaining housing;
- Collect demographic information and eligibility documentation;
- Enter program participant data into HMIS in a timely manner, prior to disbursement of any financial assistance;
- Connect program participant to resources and services that address needs identified by the program participant and follow up to ensure resources were accessed; and
- Work with each household in an individualized and flexible way, tailoring intensity

and frequency of program participant contacts and services offered according to changes in a person's situation and capacity.

Due to the August 31, 2019 expenditure deadline, Successful Proposer will be expected to identify a case manager within six weeks of the contract award.

## **VIII. CITY'S RESPONSIBILITY**

The City of Plano's responsibility is as follows:

- The City of Plano will provide technical assistance to Successful Proposer on state and local requirements.
- The City of Plano will pay Successful Proposer on a cost reimbursement basis for eligible activities. Support documentation for expenses associated with the activity, and City of Plano Monthly HHSP report must be submitted in order to receive reimbursement for HHSP eligible activity costs.
- The City of Plano will purchase HMIS software licenses for Successful Proposer who do not currently have the software. This amount will be deducted from the amount of funds available, as listed in this RFP.
- To encourage Accountability, the City of Plano will monitor Successful Proposer's collection of eligibility documentation.
- To encourage Transparency, the City of Plano staff will require Successful Proposer (appropriate staff) to attend meetings, as deemed necessary.
- To ensure both Accountability and Transparency City of Plano will closely monitor Successful Proposer's data collection and evaluation.

## **IX. INSTRUCTIONS TO PROPOSERS**

Proposers must have sufficient finances and resources to provide the services requested in the RFP. Only case manager's salaries and benefits will be funded as a direct benefit to the Successful Proposer. All other funds must be expended directly to benefit the program participant. All costs must be clearly identified in the Proposal. All Proposers must be able to legally conduct business in the State of Texas. This section, Instructions To Proposers, outlines the general conditions under which the Proposal shall be made as well as instructions on how to prepare and submit the Proposal to the City.

### **A. Eligible Activities**

For the purposes of this RFP, HHSP funds will be utilized for the provision of Rapid Re-housing through Financial Assistance and Case Management.

Agencies that receive HHSP funds will be not required to provide a dollar-for-dollar match. No match is required.

HHSP funds may be used for the following activities:

**1. Financial Assistance**

Financial assistance is limited to the following activities: rental assistance up to seven months, reasonable and customary security and utility deposits, utility payments, and moving cost assistance. Assisted property may not be owned by the sub-grantee or the parent, subsidiary or affiliated organization of the sub grantee.

No participant may receive more than seven months of assistance. The City encourages HHSP grantees to provide ongoing case management to all program participants in order to transition them to independence, as well as to provide the “lightest touch”, using progressive engagement to determine the minimum amount of financial assistance needed to achieve housing stability. Proposers are encouraged to include an innovative and flexible approach to assisting homeless persons to obtain and maintain housing stability, with consideration given to the current cost of housing in Plano.

Rental and utility assistance may not be used to pay for late fees or other penalty charges such as utility disconnection fees. All financial assistance must be used to provide housing within Plano city limits. Rental assistance and security deposits may only be provided after a rental agreement is executed between the landlord and program participant.

Assisted units must comply with the housing standards at 10 TAC §7.29. Financial assistance may only be provided for units in which the monthly rent does not exceed 115% of the Small Area Fair Market Rent (SAFMR), as determined by HUD annually. Current limits are below.

Dallas, TX HUD Metro FMR Small Area Rent Limits (115%)					
Zip Code	Efficiency	1BR	2BR	3BR	4BR
75023	\$1,023	\$1,230	\$1,506	\$2,024	\$2,599
75024	\$1,265	\$1,518	\$1,863	\$2,495	\$3,197
75025	\$1,092	\$1,311	\$1,610	\$2,162	\$2,771
75074	\$920	\$1,115	\$1,368	\$1,828	\$2,346
75075	\$897	\$1,081	\$1,322	\$1,771	\$2,277
75093	\$1,138	\$1,368	\$1,679	\$2,265	\$2,898
75094	\$1,265	\$1,518	\$1,863	\$2,495	\$3,197

**2. Case Management**

HHSP funds may be used to fund staff salaries and benefits for staff persons involved in assessing, arranging, coordinating and monitoring the delivery of services related to finding or maintaining housing for HHSP participants. Costs include, but are not limited to, household eligibility determination, counseling, coordinating services including obtaining mainstream benefits for program participants, monitoring program participant progress, providing safety planning

for persons under VAWA, developing a housing and service plan, and entry into HMIS or an HMIS-comparable database.

Staff funded at 100% by HHSP can work only with HHSP program participants and must maintain a timesheet that documents and substantiates work performed. Staff funded at less than 100% must document the number of hours actually worked on the program in relation to the total number of hours worked for the same time period using a timesheet.

### **3. Homeless Management Information System information**

Homeless Management Information System (HMIS) is a data collection system that allows agencies to enter data on homeless individuals and their households using residential or supportive services and store the data in an electronic format.

TDHCA requires that data collection for HHSP be conducted through HMIS. Reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data required under HHSP are eligible. Eligible costs include purchase of HMIS software and/or user licenses, collection, entry and analysis, and staffing associated with the operation of the HMIS, including training. HMIS costs charged to the grant must be allocable based on the number of program participants served with HHSP funds. For example, if the Successful Proposer uses HMIS for 70 program participants served through a CoC grant and 30 program participants served through HHSP, the agency may only charge up to 30% of the cost of its HMIS usage to the HHSP grant.

If the selected proposer is not a current HMIS user, the City will coordinate and provide access to HMIS. The funds necessary to cover this expense are estimated between \$2,800 - \$3,500.

### **B. Ineligible Activities**

HHSP funds may not be used for any activities which are not listed above. Ineligible activities include, but are not limited to, direct payment to program participants, mortgage costs, storage unit payments, payments to private landlords who are relatives of program participants, and late fees/penalties. Funds may not be used to pay for certifications, licenses, and general training classes for staff. Programs may not charge fees to HHSP program participants. All funds (checks, no cash) must be issued to a third party, such as a landlord or utility company.

## **X. PROPOSAL CONTENTS**

Proposals should be prepared in accordance with these instructions. The proposal package must include the following information and documents in the following order:

### **A. Required Attachments**

1. Complete Organization Information, **Form 1**.
2. Complete budget for HHSP funds, **Form 2**. Include the total budget for the program as outlined in the budget for HHSP funds (Form 2) including all funding sources.



3. Most recent IRS form 990.
4. Copy of the Texas Secretary of State Franchise Tax Account Status printed in 2018.
5. Include copy of financial statements for the current fiscal year including the most recent quarter preceding the Proposer's submission in response to this RFP.
6. Include copy of most current audited financial statements (including audit report and the management letter). If agency expended more than \$750,000 in federal funds during its operating year, attach a copy of the single audit required by 2 CFR 200.
7. List of officers and member of the board of directors for the organization, including:
  - i. The city in which they live,
  - ii. Their professional affiliations and employers, and
  - iii. Their race and ethnicity (Hispanic or non-Hispanic).

#### **B. Qualifications and Experience Narrative**

1. Describe the Proposer's organizational background, including number of years organization has been in operation, organization's primary mission, any significant experience, and any other information about the organization that the Applicant deems pertinent to this RFP.
2. Provide a copy of the Proposer's organizational chart.
3. Describe the experience of the Proposer and partners (e.g. key contractors, service providers, property managers, landlords, etc.) as it relates to providing housing and supportive services to people experiencing homelessness. Describe relevant experience carrying out the activities applicable to the proposed project, such as identifying housing units, administering rental assistance, implementing housing stabilization services, and serving the target population you are proposing to serve in this project.
4. Describe your organization's financial capacity to administer the grant, including your accounting system that will be used to administer the grant and any financial procedures your organization might have that may impact the implementation of the grant.
5. State whether your agency currently has a program that utilizes HMIS or a comparable database in coordination with the CoC.
6. Provide information on membership and participation in the TX-600 Dallas City & County/Irving Continuum of Care (CoC) and/or Collin County Homeless Coalition (CCHC). Please note that the City of Plano will verify meeting attendance and membership years.
7. Did any staff from your agency attend the CoC Rapid Re-housing training offered by Metro Dallas Homeless Alliance on May 23-24, 2018?

8. Describe any participation with the City of Plano on past or present contracts.

### **C. Staffing**

1. Include information on the educational background and work experience of administrative management staff who will oversee both the program and its case manager. Provide the resume(s) of administrative management staff.
2. Describe the qualifications of staff that will serve as the case manager(s) for this program, with consideration given to the fact that in addition to traditional case management activities such as assisting program participants with accessing community resources, Rapid Re-housing case managers must also carry out housing-focused activities such as housing search, housing habitability inspections, landlord relations, and developing housing stability plans. Include information on educational background and number of years of experience providing case management to homeless persons. If utilizing existing staff to provide case management, provide resume(s).
3. If staff positions need to be filled, explain when and how they will be filled, with consideration given to the 10-month contract period.
4. Describe the use of volunteers who will support the program, if any, including what functions they will carry out and how they will be solicited and trained.

*Staff funded at 100% by this Program can work only with HHSP program participants and must maintain a timesheet that document and substantiate work performed. Staff funded at less than 100% must document the number of hours actually worked on the Program or the agency must have a cost allocation plan in place to distribute expenses among various funding sources.*

### **D. Location**

Services must be delivered in a location that is easily accessible to Plano's homeless population. Provide the principal location where your organization will provide services under this program and describe its accessibility to homeless persons. If your organization is not located in Plano, describe your plan to effectively deliver this program in Plano.

### **E. Project Description**

Provide a description of the project that is complete and concise. The description must address the entire scope of the project, including a clear picture of the community/target population(s) and number to be served, how participants will be assisted to obtain and remain in permanent housing, projected outcome(s), and any coordination with other source(s)/partner(s). In cases where the proposed project is expanding an existing project, explain how the requested funds will supplement existing services and resources, or increase the number of participants served. The narrative is expected to describe the project at full operational capacity and to demonstrate how full capacity will be achieved over the term requested in this application.

The description must be consistent with other parts of this application and include the following:

1. Provide an estimate of the total number of unduplicated persons to be assisted with HHSP funded services (include all members of the household), as well as the total number of households.
2. It is the City's preference that the program is made available to as many of Plano's homeless individuals and households as possible. Describe any additional eligibility factors proposed by your organization, beyond those listed in Section VI, Program Eligibility. Provide specific justification for each additional eligibility factor proposed.
3. Describe the outreach process. How will potential program participants hear about your program?
4. Describe the case management process for participants from program entry to program exit, with consideration given to initial qualification process, assessment of tenant screening barriers, housing retention barriers, program participant strengths, termination processes, and the location(s) of case management meetings.
5. Describe the method for determining the type, amount, and duration of financial assistance and level of case management needed by each program participant, both at program entry and on an ongoing basis.
6. Describe how the needs of program participants will be assessed at program entry and on an ongoing basis and the plan for addressing those needs including, but not limited to: physical health; behavioral health; education; employment; transportation; legal services; assistance with SNAP, Medicaid, and Social Security applications; food; life skills; and child care services. Describe coordination with specific partners, mainstream benefit providers, and other community service providers in addressing these areas.
7. Describe the housing proposed to be utilized for program participants and the process that will be used to assist participants to find their own rental units in Plano, including enlisting participation of landlords and ensuring the widest possible choice of housing units.
8. The following performance measure has been established by the City: Seventy-five (75%) of those who receive financial assistance through HHSP funding will maintain housing at least three months after program exit.
  - i. Describe additional performance measures, if any, and include description(s) on how each outcome measure will be documented.
  - ii. Describe the follow-up process with program participants that will be used to gather data for performance measures.
9. Project timeline including:
  - i. Detailed plan for rapid implementation of the program;

- ii. The month and year in which the project will begin accepting eligible participants;
- iii. The management plan and method for assuring effective and timely completion of all work.

**F. Other Funding Sources**

Identify all other funding source(s) dedicated to the Program, if any. Other funding sources dedicated to the Program should be sufficient to cover the cost of the Program not proposed to be paid by City of Plano funding in the Program Budget. Please note that other funding sources are not required.

**XI. PROPOSAL FORMAT AND SUBMISSION**

Please use the following format for submission of the Proposal:

1. Send an email to [nevans@plano.gov](mailto:nevans@plano.gov) no later than Friday, October 5, requesting a link for DropBox submission. You will receive a link to upload your proposal within one business day. ~~Upon submission via the link, you will receive an automatic email confirmation from DropBox. You will also receive a confirmation email from Staff within one business day to confirm that items were uploaded to the folder.~~ Applications submitted on the due date by 3:00 PM will receive Staff email confirmation by 5:00 PM. Staff will not check for completeness or contents of the uploaded items until the due date has passed. Please utilize Attachment B, Responsiveness Checklist, to ensure all required items have been included in your proposal.
2. Narrative may not exceed 10 pages, excluding attachments and table of contents.
3. Proposals must contain a "Table of Contents" with appropriate page numbers for locating the required information and attachments as specified in Section X, Proposal Contents.

**XII. PROPOSAL EVALUATION AND SELECTION**

The City of Plano will conduct a comprehensive, fair and impartial evaluation of all responsive proposals received in response to this RFP. Each proposal received will be analyzed to determine overall responsiveness and completeness to the RFP as defined in Section X, Proposal Contents.

**A. Selection of Reasonably Qualified Proposals**

Each proposal will be reviewed using the Responsiveness Checklist (Attachment B). A proposal may be declared non-responsive if any of the items listed on the Responsiveness Checklist are not received, a standard which the City of Plano believes necessary to accomplish the goal in the procurement of services requested in this RFP. City staff will evaluate each responsive proposal according to the attached proposal evaluation sheet (Attachment A) and develop an overall ranking. On the basis of the evaluation factors listed in Section X, Proposal Contents, and Section XI, Proposal Evaluation and Selection, staff will determine which Proposal(s) is reasonably qualified for the award of the contract.

The City of Plano may, at any time, investigate a Proposer's ability to perform the work. The City of Plano may ask for additional information about an organization and its work on previous contracts. Proposers may choose not to submit information in response to the City of Plano's requests; however if failure to submit such information does not satisfy the City's questions concerning the ability to perform, the City may discontinue further consideration of a particular proposal. The City of Plano would typically be interested in previous experience in performing similar or comparable work; staffing and personnel turnover; financial statement of resources for current and past periods; and other relevant information.

Please be aware that the City of Plano may use sources of information not supplied by the Proposer concerning the abilities to perform this work. Such sources may include current or past customers of the organization, current or past suppliers, and media reports, articles from industry newsletters or other publications or from non-published sources made available to the City of Plano.

### **1. Discussions with Reasonably Qualified Proposers**

After selection of a reasonably qualified Proposer(s), the City of Plano may enter into discussions with the Proposer(s). Discussions will be on an individual basis and closed to third parties and other Proposer(s). The Division may determine that oral presentations, meetings, and site visits are required before making a final decision.

The City of Plano will review in detail all aspects of the City's requirements and the Proposal. During this review, the City may request revisions to the Proposal submitted, prior to finalizing a contract.

### **2. Confidentiality**

Proposals shall be opened so as to avoid disclosure of contents to competing Proposers and shall be kept confidential during the negotiation process. All proposals submitted for this RFP shall be open for public inspection after contract award.

### **3. Disqualification of Proposers**

Proposers may be disqualified for any of the following reasons:

- (a) Reason to believe collusion exists among the Proposers;
- (b) The Proposer is involved in any litigation against the City of Plano;
- (c) The Proposer is or has been noncompliant on a current or prior contract with the City of Plano;
- (d) Lack of financial stability; or
- (e) Reason to believe a conflict of interest exists under the City's Conflict of Interest policy or applicable federal regulations.

## **B. Final Proposal Selection**

The Division may determine that oral presentations, meetings, and site visits are required before making a final decision.

Award, if any, shall be to the Successful Proposer, whose proposal is determined to be

the most advantageous to the City and to persons experiencing homelessness in Plano. The successful Proposer shall be required to execute a contract prepared by the City Attorney's Office. This RFP does not commit the City to award any contract, and the City reserves the right to reject any and all Proposals or waive irregularities.

### **XIII. HHSP REQUIREMENTS**

Proposer understands that the Successful Proposer will be reimbursed under the contract with HHSP funds received from the Texas Department of Housing and Community Affairs (TDHCA) and agrees to comply with all applicable city, state, and federal laws, including but not limited to: Title 10 of the Texas Administrative Code, Chapters 1 and 7, and the Uniform Grant Management Standards (UGMS) as established by the Texas Comptroller of Public Accounts

### **XIV. RECORDS RETENTION AND AUDIT REQUIREMENTS**

During the term of the contractual agreement and for a period of five (5) years following termination of the contract or until completion of any litigations, claims or audits, whichever is later, Successful Proposer agrees to retain all books, accounts, records, reports, and files related to HHSP and to provide access to these items to the City of Plano, the Texas Department of Housing and Community Affairs, or any of their duly authorized representatives. If the Successful Proposer has expended \$750,000 or more in the past fiscal year, a copy of the Proposer's Single Audit must be provided (required by 2 CFR 200).

### **XV. MONITORING REVIEWS**

The City of Plano will conduct quarterly monitoring reviews of the Successful Proposer's program and fiscal operations in accordance with the City's Compliance and Evaluation Guidelines and 10 TAC §7.11.

### **XVI. INFORMATION ON REQUEST FOR PROPOSALS (RFP) RELEASE**

#### **A. Informational Conference**

The City shall hold an informational conference with potential Proposers concerning the requirements of this RFP. Be advised, however, that verbal agreements or representations are not binding on the city and official statements are required to be handled as set forth in Section XVI(B) below.

#### **B. Questions about the Request for Proposals and Related Issues**

During your review of the RFP and preparation of proposals, Proposers may discover certain errors, omissions or ambiguities. If this is the case, or if the meaning of any part of this RFP is unclear, Proposer must submit questions to the Neighborhood Services Division via email by October 5, 2018 to allow the City to answer the questions and distribute written responses to all Proposers before the proposal submission deadline. All inquiries must be directed via email to Natalie Evans, City of Plano.

If the Proposer does not ask questions or clarify any assumptions, the City will assume Proposer understands the City's requirements and that the Proposer's offering will meet those needs at the price stated.

Please direct your inquiries to the office of:  
City of Plano  
Community Services Division  
Natalie Evans, Grants Analyst  
nevans@plano.gov  
972-208-8235

### **C. Opening of Proposals**

All proposals must be submitted via the instructions detailed in Section XI, Proposal Format and Submission, no later than the due date and time as shown on the RFP table of contents.

Proposals must be opened by the City so as to avoid disclosure of contents to competing Proposers and kept secret and confidential during the process of negotiation. Proposals will not be publicly read.

### **D. Late Proposals**

Proposals received by the Community Services Division after the time and date specified on the table of contents will not be considered. Any proposal may be withdrawn prior to the scheduled time for proposal receipt.



**City of Plano  
Community Services Division  
Homeless Housing and Services Program  
Evaluation Sheet**

**Qualifications and Experience Narrative (20 points)**

- Organization’s history and mission is clearly described.
- Copy of organizational chart is provided.
- Prior experience with implementing proposed activities is clearly demonstrated.
- Adequate financial control system and procedures are clearly described.
- Organization provided an answer as to whether it currently uses HMIS.
- Organization is a member of the TX-600 CoC.
- If organization has prior experience on City of Plano contracts, a description is provided. Agency has expended City of Plano funds in a timely manner, met goals, and completed quarterly reports and reimbursement requests timely and accurately.

Score:
Comments:

**Staffing (10 points)**

- Staff administering the proposed project have previous experience with implementing proposed activities or, if not, applicant has clearly indicated how staff will obtain the capacity needed to administer the project.
- Resumes provided for both administrative management staff and case manager.
- Skilled, trained volunteers will be used to support program functions and improve efficiency where appropriate.

Score:
Comments:





## Attachment A

### Location (15 points)

- Organization is located in Plano, near public transit, and is accessible to persons experiencing homelessness, both sheltered and unsheltered.
- If organization is not located in Plano, there is a clear plan to deliver services in Plano or to bring services directly to Program Participants. Program Participants are not burdened by long travel times to access case manager and other services.

Score:
Comments:

### Project Description (35 points)

- An estimate of the total number of unduplicated households and individuals is provided.
- Organization will make services available to as many qualified Program Participants as possible, instead of requiring additional eligibility factors such as meeting criteria for a specific subpopulation of homeless persons or requiring income or employment as part of initial qualification process.
- Clear description of outreach process and partnerships that maximizes the number of eligible persons made aware of the program.
- Clear description of case management processes and client assessments that demonstrate knowledge and experience of Rapid Re-housing best practices.
- Clear description for how supportive services will be coordinated with other programs within the agency and how the applicant collaborates with other agencies in the community.
- Well-defined plan to locate eligible, suitable housing, including outreach to property owners and managers.
- Additional outcome measures, if any, are clearly defined, measurable and demonstrate the benefit to Program Participants. Procedures for measuring outcomes ensure maximum data collection.
- Project timeline allows for a November 1 program start date, and clear description is provided for implementation plan and management plan that ensures timely expenditure of funds.

Score:
Comments:



## Attachment A

### Organizational Finances and budget (15 points)

- Most recent unaudited financial statements for current fiscal year, as well as most recent audited financial statements (including the management letter) and single audit, if required, are positive indicator(s) that agency is financially able to perform the services.
- Budget appears reasonable when compared with the number of people projected to be served.

Score:
Comments:

### Overall Quality (5 points)

- Information presented in a manner that was clearly understood and well organized.
- Minimal grammatical and spelling errors.
- Proposal did not exceed 10 pages, including attachments.

Score:
Comments:

**Bonus:** Organization staff attended the CoC Rapid Re-housing Training offered by MDHA on May 23-24, 2018. (5 points)

Score:
Comments:

**Total Score out of 100 points:**



City of Plano
Community Services Division
Homeless Housing and Services Program
Responsiveness Checklist

Name of Project: \_\_\_\_\_

City of Plano staff will review the Proposal for responsiveness. To be considered responsive, all of the following items must be included in the Proposal. If a Proposal does not contain any one of these items, the Proposal will be considered to be non-responsive, and will not be given consideration for funding. The Proposer will be notified of that determination via email.

Proposers are strongly encouraged to review the list below and the Proposal requirements, to ensure that the Proposal includes each of these items.

Name of Proposer: \_\_\_\_\_

Table with 2 columns: Description of Item, Yes or No. Rows include: Organization Information (Form 1), Program Budget (Form 2), Most recent IRS Form 990, Texas Secretary of State Franchise Tax Account Status printed in 2018, Current financial statements (most recent quarter and YTD), Most recent audited financial statements (with audit report and management letter), List of Board Members (with race, ethnicity, city, and employer/professional affiliation), Qualifications and Experience Narrative, Staffing, Location, Project Description, Description of Other Funding Sources (if other sources included in program budget – Form 2)

This Proposal is: [ ] Responsive [ ] Non-responsive

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



City of Plano  
Community Services Division  
Homeless Housing and Services Program  
Information Sheet

ORGANIZATION INFORMATION

Legal Name of Organization:

DBA (if applicable):

Physical Address:

Mailing Address (if different from above):

CONTACT PERSON: TITLE:

PHONE: EMAIL:

2. PROGRAM TITLE:

3. APPLICANT'S ORGANIZATIONAL STRUCTURE: (Check applicable box)

Public Agency       Private, Non-profit       Private, For-profit

Partnership or Joint Venture       Other:

Organization Federal Tax ID Number:

4. **AGENCY APPROVAL:** By signing below, Organization certifies that Organization has read the entire RFP and provided true and correct information in Organization's Proposal submission. The signer of this form certifies that he/she is authorized to bind the Organization.

<p>_____ Signature of Authorized Individual</p> <p>_____ Name and Title of Authorized Individual</p>	<p>_____ Date</p>
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City of Plano
Community Services Division
Homeless Housing and Services Program
Budget Form

AGENCY NAME: \_\_\_\_\_

10 Month Cost Allocation

Table with 4 columns: Cost Category, Requested from City (\$ Amount), Other Sources (\$ Amount), and Total. Rows include HMIS, Case Management, and Financial Assistance categories with subtotals and a Grand Total.

\*If your organization currently uses HMIS, include only the total dollar amount expected to be allocable to HHSP (not the entire annual cost of HMIS for your organization). If your organization does not currently use HMIS, place \$3,500 in the "Requested from City" and "Total" lines for the HMIS category. Please note that if you are not a current HMIS user, the \$3,500 cost for HMIS will not be included in your contract, as the City will procure HMIS and provide access to your organization.

\*\*The Grand Total for the "Requested from City" column may not exceed \$137,563.