



**CITY OF HOUSTON
HOUSING AND COMMUNITY
DEVELOPMENT DEPARTMENT**

**Housing and Community
Development**

601 Sawyer, Suite 400
Houston, Texas 77007

NOTICE OF REQUEST FOR QUALIFICATION

INTRODUCTION

The City of Houston's Housing and Community Development Department (HCDD) invites and welcomes your participation in a process to identify qualified small, medium or large Homeless Prevention Service Providers. This Request for Qualification (RFQ - Q24048) is the first step in the process and will be used as a decision making tool in determining most qualified Homeless Prevention Service Providers. Prospective proposers are encouraged to submit their qualifications according to the guidelines contained in this notice.

Please review the Statement of Work below. Prospective proposers needing additional information/or clarification to this request for qualification (RFQ) are required to e-mail questions to Derrick McClendon, Sr. Procurement Specialist at derrick.mcclendon@houstontx.gov. If you believe that your company/organization meets the minimum requirements as outlined in the RFQ Requirements and Scope of Work/Services of the RFQ, please submit your response to the attention of: Derrick McClendon, via one of the method listed below by Tuesday, June 11, 2013 at 12:00 PM CDT. No SOQ's will be accepted after the deadline.

SUBMITTAL PROCEDURE

Four (4) copies of the qualifications, include one (1) printed original, signed in BLUE ink, are to be submitted in a sealed enveloped bearing the assigned Control Number located on the first page of the RFQ document:

Mail or hand deliver:

City of Houston
Housing & Community Development
601 Sawyer, Suite 400
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STATEMENT OF WORK

1.0 BACKGROUND

1.1 This request for qualifications (RFQ) is in connection with the Homeless Housing Services Program pursuant to applicable regulations required to administer this grant.

2.0 OBJECTIVE

2.1 The objective of the RFQ process is to receive from each interested Homeless Prevention Service Provider a formal statement of qualifications (SOQ) to assist the City with achieving its goals. The SOQ will be used to evaluate each service provider on experience, capabilities, qualifications and understanding of the City's objectives. Based upon the SOQ's, the City will evaluate and narrow the field. Also, the City reserves the right to extend invitations to the highest ranked respondents for an on-site interview.

2.2 The City of Houston's Housing and Community Development Department (HCDD) is seeking the most qualified small, medium or large service provider to provide complete general or specific homeless prevention services through short term rental assistance. The SOQ shall state the service provider's qualifications and experience in the areas of homeless prevention through rental assistance.

2.3 The successful service provider(s) will be required to provide rental assistance to persons at risk of becoming homeless.

3.0 RFQ REQUIREMENTS

- Vendor must provide a brief history of company and ownership; date business started, current total number of employees, and includes any special accommodations/services that could be provided.
- Must bear the original signature of a principal or authorized officer of the interested party.
- Must make provision to meet and comply with all applicable laws and regulatory criteria.
- Interested parties are encouraged to submit along with their response to the RFQ any additional descriptive information about their services, which they believe, might be helpful.
- Provide an organizational chart of proposed staff roles, resumes, licenses, and certifications, as applicable.



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- Vendor(s) must submit a copy of their latest AUDITED financial statement. A letter from the vendor's CPA is an acceptable alternative for Non Public companies, but must include a statement that financial solvency is adequate to meet expenditures for at least one year.
- Completed Affidavit of Ownership
- Completed Fair Campaign Ordinance
- All responses to the RFQ must be submitted and delivered in a sealed envelope to the Housing and Community Development Department, 601 Sawyer, Suite 400 Houston TX 77007, Attn. Derrick McClendon. Include four (4) copies of the qualifications, and one (1) printed original signed in BLUE ink.

4.0 SCOPE OF WORK/SERVICES

- 4.1 HCDD anticipates selecting up to five (5) service provider based upon their qualifications, to be known as the "Qualified HHSP Service Provider List". These service providers will be asked to provide short term rental assistance to persons who are homeless or in immediate danger of becoming homeless.
- 4.2 The scope of services may include, but is not limited to:
- Rental Assistance for persons who are homeless or in immediate danger of becoming homeless.

5.0 SUBMISSION OF QUALIFICATIONS

- 5.1 The City of Houston's Housing and Community Development Department is requesting qualified service providers to submit their qualifications. To qualify for the award, the service provider MUST at a minimum include:
- 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 service provider's qualifications and experience in the area of Project.
 - Management, history, and other similar type of programs administered.
 - An explanation of the service provider's understanding of work that must be accomplished via this RFQ and the proposed approach detailing the steps that will be utilized to meet the RFQ's intent.



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6.0 EVALUATION CRITERIA

- 6.1 All submittals shall be evaluated and ranked. The most responsive and responsible vendor(s) will be invited to enter into discussion to refine the scope of work and negotiate a fee for services. If negotiations are successful and an award is granted, it will be awarded to the responsible vendor whose qualifications, price, and other factors are deemed most advantageous to HCDD. Additionally, HCDD shall have the right to reject any and all proposals at its discretion.
- 6.2 Not all evaluation factors are equal in importance and each factor is weighed in accordance with its importance to HCDD.

A.	15%	Documentation of the service provider's capabilities and experience. This criterion would include the personnel, resources or methodologies commonly used by the vendor that may be applicable to the project.
B.	15%	Quality of Services Documentation of service provider's ability to deliver services with minimum problems. The vendor shall be responsible for the delivery and the coordination of services furnished.
C.	20%	Statement of Qualifications (SOQ) Qualifications and experience in homeless prevention services through rental assistance. Review of former and current similar projects. Feedback from current and past funders.
D.	15%	Quality of Documentation Clarity, accuracy, and general utility of documentation produced by the vendor. This documentation includes monthly reports, requests for payments, and back up documentation.
E.	15%	Timeliness of Service Documentation of vendor's ability to set realistic schedules for the delivery of its services and the effectiveness of the vendor in meeting approved schedules.
F.	10%	Verifiable proof of company financial viability and solvency.
G.	10%	Demonstrated ability to adhere to approved project budgets.

7.0 SELECTION PROCESS

- 7.1 The award of this agreement will be made to the best respondent(s) offering the response which best meets the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of each respondent. Therefore, the respondent shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any offer if the evidence submitted by or the investigation of the respondent fails to satisfy the City or the respondent is deemed unqualified to provide the services contemplated.
- 7.2 The City of Houston has sole discretion and reserves the right to cancel this RFQ or to reject any or all SOQ received prior to award.



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8.0 QUIET PERIOD/NO CONTACT:

- 8.1 Starting on the date proposals to an RFQ are due and expiring on the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award ("Quiet Period"), actual and prospective respondents or bidders (including their representatives or persons acting on their behalf) are prohibited from contacting members of City Council or any City employees other than the contracting officer, in any manner regarding the issued RFQ. Actual and prospective respondents or bidders include those respondents or bidders who have received notice that they have not been chosen as finalists for any solicitation. Actual and prospective respondents or bidders (including their representatives or persons acting on their behalf) are expressly prohibited from offering, presenting or promising gratuities, favors, or anything of value to any member of an evaluation committee or any appointed or elected official or employee of the City of Houston, their families or staff members.
- 8.2 Notwithstanding the foregoing, the following types of communication only are exempt and shall be permitted by respondents and bidders during the Quiet Period:
- 8.3 Respondent's formal response to the RFQ;
- 8.3.1 Communications publically made during the official pre-bid conference;
- 8.3.2 Written requests for clarification during the period officially designated for such purpose by the contracting officer; and
- 8.3.3 Communications during an oral interview, scheduled at the request of and for the benefit of the City's evaluation committee, if any.
- 8.4 During the Quiet Period, the solicitation contact person shall serve as the sole point of contact for any actual or prospective respondents. Nothing in this section shall prevent the respondent from making public statements to the City Council after the Quiet Period.
- 8.5 As part of their bid or RFQ responses, respondents or bidders shall attest that they understand and agree not to contact any members of City Council or City employees—other than the solicitation contact person—during the Quiet Period and acknowledge that any such contact shall be grounds for disqualification from the bid or RFP process.

Bob Bradford (FOR)

Melody Barr, Administration Manager

5/31/13

Date