

**REQUEST FOR COMPETITIVE SEALED PROPOSALS  
HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM  
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**ATTACHMENTS**

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

**FORMS**

- Organization Information (Form 1)
- Board of Directors Data (Form 2)
- HPRP Budget (Form 3)

**DUE NO LATER THAN 5 P.M., WEDNESDAY, JULY 15, 2009**



**City of Plano  
Neighborhood Services Division  
Homeless Prevention and Rapid Re-Housing Program (HPRP)  
Request for Competitive Sealed Proposals**

**I. Introduction**

On February 17, 2009, the American Recovery and Reinvestment Act of 2009 (“Recovery Act”) was authorized under Title XII. The Act includes \$1.5 billion for a Homelessness Prevention Fund to be used for Homeless Prevention and Rapid Re-Housing activities. These new funds are focused on housing stabilization for homeless and at-risk households. The City of Plano received a grant allocation of \$509,050 through this fund. The City of Plano (“the City”) is seeking proposals for the Homeless Prevention and Rapid Re-Housing Program (HPRP), (the “Program”), to provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless but for the assistance provided through the Program.

The City of Plano has chosen to use the funds on Homelessness Prevention services for individuals and families who are currently in housing but at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless.

HPRP funds are also to be used for eligible services that link program participants to community resources and mainstream benefits, and help them develop a plan for preventing future housing instability. HPRP funds are to provide temporary assistance as a bridge to long-term stability. It is important to note that HPRP is not a mortgage assistance program; and eligible clients 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 U.S. Division of Housing and Urban Development funded grant programs within the last five years.

Homelessness Prevention Services may be provided in the following eligible HPRP categories:

1. Financial Assistance: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.
2. Housing Relocation and Stabilization Services: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

The City may award multiple contracts to the most responsive Proposers. Proposals that are 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 (CSP) will be awarded. The initial contract period will be for eighteen (18) months, with a starting date no earlier than October 1, 2009, and an ending date of March 31, 2011, or upon completion of program services, whichever occurs first. These funds are not renewable beyond the life of the program. Program participants must be residents of the city of Plano or individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) within the city of Plano. The Program must benefit a clientele of individuals and families who are homeless or would be homeless but for this assistance; and can remain stably housed after this temporary assistance ends.

### III. BUDGET APPROPRIATIONS

There is an estimated total of \$468,597 available. The following amounts are expected to be available in the listed categories:

		<b>Homeless Prevention</b>
<b>Financial Assistance</b>		<u>\$400,000</u>
	Subtotal	\$400,000
<b>Housing Relocation and Stabilization</b>		<u>\$ 68,597</u>
	Subtotal	\$ 68,597
	<b>Grand Total</b>	<b>\$468,597</b>

**Proposers must submit separate proposal for each funding (Financial Assistance, Housing Relocation and Stabilization Services) category, along with all of the documents required to be determined responsive.**

Successful Proposers will be awarded HPRP funds that will provide direct assistance to eligible clients; and limited funds to employ case managers to administer the delivery of service. Additionally, successful proposers showing collaboration between two or more agencies are eligible to receive up to two percent of the City of Plano grant allocation for general program administration. Staff funding at 100% by HPRP are required to spend 100% of their time on HPRP activities.

Successful Proposer may not charge fees to HPRP program participants.

Successful Proposers 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 Proposer or the parent, subsidiary of affiliated organization of the Proposer.

*HPRP is not a mortgage assistance program. Financial assistance may not be used to pay for any mortgage cost or costs needed by homeowners to assist with any fees, taxes, or other cost of refinancing a mortgage to make it affordable.*

*HPRP funds may not be used to pay any of the following items: construction or rehabilitation; credit card bills or other consumer debt; car repair or other transportation costs; food; medical or dental care and medicines; clothing and grooming; home furnishings; pet care; entertainment activities, work or education related material; and cash assistance to program participants.*

*HPRP funds may not be used to develop discharge planning programs in mainstream institutions such as hospitals, jails or prisons.*

**IV. TIMELINE**

6/12/2009	CSP Published	7/25/2009	CRC Evaluation Complete
6/22/2009	Pre-Proposal Conference	8/24/2009	City Council Approval
6/26/2009	Final Submittal of CSP Questions	9/1/2009 – 9/30/2009	HMIS Data Training (date TBA)
7/15/2009	CSP Open Date	10/1/2009	HPRP Contract Starts

**V. PRIORITIES**

The following priorities have been established for the use of the HPRP funds. Priorities are a direct reflection of the population characteristic percentages of those surveyed during the 2009 Collin County Homeless Count. Proposers should address any of the following priorities in their submission, if applicable. Additional bonus points will be given to Proposers whose services targets the sub-population listed below. Others may submit a request for funding, but will not receive any bonus points.

1. Special sub-populations including:
  - Families and individuals who are experiencing unemployment or underemployment (10 Points)
  - Families with children (including victims of domestic violence) (9 Points)
  - Mentally ill/chronic single adults (8 Points)
  - Ex-offenders (7 Points)
  - Seniors (6 Points)
  - Youth aging out of foster care (5 Points)
2. Support to community-wide plans which are already in place, including:
  - Needs as reported in the 2008 and 2009 Collin County Homeless Count
  - Collin County United Way Needs Assessment
3. Gaps in current service provision:
  - Deposits
  - Rental arrears
  - Moving costs
  - Sustained, step-down rental payments

**VI. DEFINITIONS**

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

Persons At Risk of Becoming Homeless: An individual or family currently in housing but at-risk of becoming homeless in need of temporary rent or utility assistance to prevent homelessness; those who would be imminently homeless without this aid.

Agency Experience: Minimum of 36 months experience as of June 1, 2009 providing services to persons who are homeless or at risk of becoming homeless, and experience administering HUD funded programs within the last 60 months.

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.

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

HMIS: Homeless Management Information System is a computerized data collection system that allows agencies to enter data on homeless individuals and their families using residential or other services and store the data in an electronic format. The City of Plano has implemented the MetSYS computerized data system for collection of data on homeless individuals and their families.

HPRP: Homeless Prevention and Rapid Re-Housing Program funded by federal funds under the American Recovery and Reinvestment Act of 2009.

Low Income: Individuals or household must be at or below 50% of Area Median Income. It is the Proposer's responsibility to verify participant's income eligibility according to the 2009 Income Limits for Dallas, Texas. The following table lists the 2009 Income Limits for Dallas, Texas effective March 19, 2009, for very Low-Income Families.

<b>FY 2009 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%	\$23,650	\$27,050	\$30,400	\$33,800	\$36,500	\$39,200	\$41,900	\$44,600

Proposal: The written offer duly submitted to the City of Plano, by the person, persons, partnership, company, firm, association, or corporation to perform a contract for work described in the CSP specifications at a specified price.

Proposer: The person, persons, partnership, company, firm, association, or corporation that submits a written proposal for consideration to perform the work described in the CSP.

Program: Homeless Prevention and Rapid Re-Housing Program

CSP: Request for Competitive Sealed Proposals.

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

Seniors: Individuals who are 60 years old or older.

## **VII. PROGRAM ELIGIBILITY**

HUD has provided for discretion at the local level in determining who is most in need of HPRP 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 HPRP services, individuals and families must meet the following minimum criteria:

- Individual or household must have an initial consultation with a case manager or authorized representative who can determine the appropriate level of assistance.
- Individual or household must be at or below 50% of Area Median Income.
- Individual or household must be homeless but for this assistance (individual/family losing his/her/their housing) and 1) has not identified appropriate subsequent housing options and 2) lacks financial resources and support networks to identify immediate housing or remain in existing housing.

## **VIII. PROPOSER'S RESPONSIBILITY**

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

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

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

Proposers must submit monthly reports to the City of Plano on the City of Plano HPRP Monthly Report Form three business days after the month's end via email or fax. *Proposers should refer to the form for email and/or fax number to submit report.*

### **B. Client Intake/Case Management**

The Proposer must interview and verify qualifications and experience of the case manager or case managers. The Proposer must also supervise the case manager. Case managers must ensure that clients are:

- Evaluated and assessed for needs
- Providing appropriate verification that the client lives within the city of Plano
- Referred to other agencies to provide wrap-around social services

Case manager must obtain/secure all documentation necessary to prove the homeless status and income eligibility of program participants. If the client is receiving assistance for more than six months, the case manager must re-verify and document the client's income eligibility in the client file. Case manager must secure data from each program participant and enter the data into HMIS on a real time basis.

Successful Proposer must identify case managers at least two (2) weeks prior to the beginning of the HPRP contract term. Selected candidates must be able to begin work on October 1, 2009.

## **IX. CITY'S RESPONSIBILITY**

- The City of Plano will provide technical assistance to successful Proposer on federal, state and local requirements.
- The City of Plano will pay Proposer on a cost reimbursement basis for eligible activities. Support documentation for expenses associated with the activity, and City of Plano Weekly HPRP report must be submitted in order to receive reimbursement for HPRP eligible activity costs.
- The City of Plano will provide funds to ensure that the local Homeless Management Information System is operational and will pay the membership for a successful Proposer that does not currently belong to the network.
- The City of Plano will purchase MetSYS-HMIS software licenses for successful Proposers who do not currently have the software.
- To encourage Accountability the City of Plano will monitor, at a minimum bi-weekly, successful Proposer's collection of eligibility documentation.
- To encourage Transparency the City of Plano staff will require Proposer (appropriate staff) to attend meetings as needed.
- To ensure both Accountability and Transparency City of Plano will closely monitor successful Proposer's data collection and evaluation.

## **X. INSTRUCTIONS TO PROPOSERS**

Proposers must have sufficient finances and resources to provide the services requested in the CSP. 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 client. 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. It also outlines the procedure that will be followed in selecting the successful Proposal and in completing a contract award.

### **A. Eligible Activities**

For the purposes of this CSP, HPRP funds will be utilized for the provision of (1) financial assistance and (2) housing relocation and stabilization services. HPRP funds cannot be utilized to care for or assist children in State custody except to the extent that they are aging out of the foster care system and may face imminent homelessness.

The City encourages applications that include an innovative approach to preventing homelessness and assisting homeless persons to obtain housing and the means to be self-sufficient.

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

*HPRP grant amounts may be used for one or more of the following activities:*

### **1. Financial Assistance**

Financial assistance is limited to the following activities: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel and hotel vouchers. Assisted property may not be owned by the sub grantee or the parent, subsidiary or affiliated organization of the sub grantee.

Short-term rental assistance may not exceed rental costs accrued over a period of 3 months. Medium term rental assistance may not exceed actual rental costs accrued over a period of 4 to 9 months. No participant may receive more than 9 months of assistance. After 3 months of assistance, a participant must be re-evaluated for eligibility to receive up to 6 additional months of medium-term rental assistance, total rental assistance not to exceed 9 months. HUD encourages HPRP grantees and sub grantees to provide ongoing case management to all program participants in order to transition them to independence, including permanent housing arrangements. Proposers are encouraged to include an innovative approach to preventing homelessness and assisting homeless persons to obtain housing and the means to be self-sufficient.

Rental assistance may be used to pay up to 6 months of rental arrears for eligible participants. Rental arrears may be paid if the rental payment enables the participant to remain in the housing unit for which the arrears are being paid or to move to another unit. If HPRP funds are used to pay arrears, the arrears are included in determining the maximum 9 months of assistance.

Rental assistance must be in compliance with HUD's standard of "rent reasonableness." Information can be found on the following website:

[www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc](http://www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc)

*No administrative costs may be paid under the HPRP Financial Assistance category.*

Staff salaries for staff providing any of the services identified in the Financial Assistance category may be charged to this category.

## 2. Housing Relocation and Stabilization Services

HPRP funds may be used to assist program participants with housing stability and placement. These services are limited to:

- (a) Case management for activities related to the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability. Staff salaries for individuals providing any of the services identified in the Financial Assistance category may be charged as case management. Component services may include: counseling, developing, securing, and coordinating services, monitoring, and evaluating participant's progress, assuring participants' rights are protected, developing an individualized housing service plan, including a path to permanent housing stability subsequent to HPRP financial assistance. Clients are not required to contribute any fees towards their own assistance. As part of the self-sufficiency plan, clients in the Rapid Re-Housing program that receive medium-term rental assistance will be required to contribute 30% of their income into a savings account each month.
- (b) Outreach and engagement for services or assistance designed to publicize the availability of programs to make persons who are homeless or almost homeless aware of these and other available services and programs.
- (c) Housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services may include: tenant counseling, assisting participants to understand leases, securing utilities, making moving arrangements, representative payee services concerning rent and utilities, and mediation and outreach to property owners related to locating or retaining housing.
- (d) Legal services to help people stay in their homes. Such services must be provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues. Legal services related to mortgages are not allowable.
- (e) Credit repair funds may be used to assist program participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues.

No administrative costs may be paid under the HPRP Housing Relocation and Stabilization Services category. *Only staff salaries for staff providing any of the services identified in the HPRP Housing Relocation and Stabilization Services category may be charged to this category.*

### B. Ineligible Activities

Ineligible activities include, but are not limited to, direct payment to individuals, mortgage costs, financial assistance or services to pay for expenses that are available through other Recovery Act programs, including child care and employment training. Funds may not be used to pay for construction or rehabilitation; credit card bills or other consumer

debt; car repair or other transportation costs; travel costs; food; medical or dental care or medicines; clothing and grooming; home furnishings; pet care; entertainment activities; work or education related materials; and cash assistance to program participants. Funds may not be used to develop discharge-planning program in mainstream institutions such as hospitals, jails, or prisons. Funds may not be used to pay for certifications, licenses, and general training classes. Programs may not charge fees to HPRP program participants. All funds (checks, no cash) must be issued to a third party, such as a landlord or utility company.

HPRP funds cannot be used to pay for the maintenance and operation of a shelter or of the facility from which HPRP funded services will be funded.

HPRP funds shall not be utilized for permanent housing; acquisition of real property; new construction; rehabilitation/renovation; the addition of square footage, property clearance or demolition; direct payments to individuals; to support inherently religious activities such as worship or religious instruction; or to rehabilitate or repair buildings such as sanctuaries, chapels, and other rooms that a congregation uses as its principal place of worship.

HPRP funds shall not be used for application for Federal funds or un-programmed funds. HPRP funds shall not be used for recruitment or on-going training of staff, depreciation, advertisement, entertainment, conferences, or retreat, public relations, advertising, bad debts/late fees, or mortgage payments of the subrecipient organization.

## **XI. 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 Information and Attachments**

#### **1. General Information**

- 1.1 Complete Organization Information, **Form 1**.
- 1.2 A copy of 2008 tax return (990) to prove non-profit status.
- 1.3 Complete the Board Data Form, **Form 2**.

Board representation should be reflection of the demographics of the community served. Include ethnicity and gender information for each board member.

#### **2. Organization History and Experience Narrative**

Provide a clear and concise description of your Organization and relevant experience providing program services as of June 1, 2009 as defined in Section V.

- 2.1 Summarize the history and purpose of the Organization to include the number of years in service. Organization must have at least **thirty six (36) months** of prior experience in providing the services requested in this CSP, and experience

administering a HUD funded program within the **last sixty (60) months**.

- 2.2 Spotlight past experience and performance on projects similar to the proposed project to be undertaken by this CSP.
- 2.3 Describe any participation with the City of Plano on past or present contracts.
- 2.4 Provide a copy of the agency's organizational chart.
- 2.5 Provide information on membership in the Collin County Homeless Coalition (CCHC) if applicable. Please note that the City of Plano will verify meeting attendance and membership years.
- 2.6 Provide proof that the agency is able to comply with the proposed or required delivery of data and services.

### **3. Qualifications, Staffing and Licensing**

Include information on current staff size and the educational background and work experience of key program and administrative management staff. State the qualifications of staff members who will carry out the operations of the Program. If staff positions need to be filled, explain when and how they will be filled. *Staff funded at 100% by this Program can work only with HPRP clients 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.*

### **4. Work Plan**

Upon the request of the City of Plano Neighborhood Services Division, Responsive Proposers must submit a Program work plan that addresses each of the criteria listed below.

- 4.1. Name and Purposes(s) of Your Program: Specify the specific purposes(s) of your program (i.e., what your program hopes to accomplish).

- 4.2. Geographic Area:

If you plan to focus on a particular geographic area, identify that area and why it was selected. HPRP is a city wide program and citizens of Plano, (regardless of where the citizen resides within Plano), wishing to participate in HPRP, must be given an opportunity to seek participation in HPRP at the location of a successful Proposer nearest their residence or at the location of a Successful Proposer that is convenient to the potential program participant.

- 4.3. Target Population:

Include description of (1) the number of persons served by the Program attributable to City of Plano funding; and (2) target population.

- 4.3.1. Describe case management services to be provided and an estimate on the number of hours to be dedicated to particular types or levels of case management. Case management services should include the development and execution of a plan to obtain permanent housing stability and the services necessary to achieve such. Include information on staffing and any relevant procedures or forms. Such can be included as an appendix to the application.
- 4.3.2 Provide an estimate of the total number of unduplicated persons to be assisted with HPRP funded services (include all members of the household which are to be assisted).
- 4.3.3 Provide an estimate on the number of persons you will serve for each of the following categories and a description of the specific service and assistance to be provided with HPRP funds.
  - (a) Number to be served with rental assistance, utility assistance, and security and utility deposits, motel and hotel vouchers, moving costs;
  - (b) Number to be provided with case management;
  - (c) Number to receive housing search and placement related services and a description of these services;
  - (d) Number to receive legal services to help people stay in their homes, including information on how the services will be provided;
  - (e) Number to receive assistance with credit repair and budget counseling.

#### 4.4. Subpopulations

Describe the number and type of subpopulations to be targeted and served by HPRP funds and how they will be targeted. Subpopulations include, but are not limited to, families with children (including victims of domestic violence); families and individuals who are experiencing unemployment or underemployment; youth aging out of foster care; seniors; mentally ill/chronic single adults; and ex-offenders.

#### 4.5. Outcome Measure(s)

Be Specific: Describe outcome measures and include description(s) on how each outcome measure will be documented.

1. Seventy-five (75%) of the number of individuals and families who receive financial assistance through HPRP funding will maintain housing at least six months after receipt of the HPRP assistance. This measure may be adjusted upon further guidance from HUD.
2. Number of unduplicated jobs created, i.e., permanent or temporary, full-time or temporary.

3. Number of jobs unduplicated or retained jobs for a six-month period.

4.6. Performance Measures.

4.7. Provide specify examples of how the outcome measures will be accomplished through case management, home visits, and referrals.

## **5. Evaluation Plan**

Submit a plan to evaluate the impact and benefit of the Program on the target population. The program evaluation plan must explain in detail how the effectiveness of the Program will be measured.

5.2. Describe how your organization will perform in administering the HPRP services and in meeting the purpose of the HPRP funds. Describe how the effectiveness of program operations and assistance rendered to program participants will be evaluated. Describe how often the evaluation will occur and how data will be used to make improvements to the HPRP program.

5.3. What significant and beneficial impact(s) will the proposed project have on persons facing homelessness or who are homeless and to the community? What are the results or benefits to be achieved by carrying out the proposed activities?

5.4. Describe your organization's capacity and experience that will enable you to effectively operate the HPRP funded program. Also, explain why the proposed application should be funded.

## **6. Program Budget**

Complete budget for HPRP funds, Form 3. Include the total budget for the program as outlined in the budget for HPRP funds (Form 3) including all funding sources.

## **7. Other Funding Sources**

Identify all other funding source(s) dedicated to the Program, and tell whether those funds are committed. 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. Also identify the use of any volunteers and how they will be solicited and trained.

## **8. Financial Statements**

Include copy of financial statements for the current fiscal year including the most recent quarter preceding the Proposer's submission in response to this CSP.

## **9. Audited Financial Statements**

Include copy of most current audited financial statements (including audit report and the management letter). If agency expended more than \$500,000 in federal funds during its operating year, attach a copy of the single audit required by OMB A-133.

## **10. Coordination of Efforts**

- 10.1 Describe how your organization will coordinate mainstream services. Describe what types of services your organization will coordinate with other service providers to meet the various needs of persons to be served with HPRP funds.
- 10.2 Describe your organization's participation in the local homeless coalition or coordinating council that coordinates social services in your service area and describe your organization's participation in the development of the Continuum of Care application to HUD for the community in which the proposed services will be provided.

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

Homeless Management Information System (HMIS) is a computerized data collection system that allows agencies to enter data on homeless individuals and their families using residential or other services and store the data in an electronic format. The City of Plano will implement the MetSYS computerized data system for collection of data on homeless individuals and their families.

The Recovery Act requires that data collection and reporting for HPRP be conducted through the Homeless Management Information Systems (HMIS). Reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data required under HPRP and analyzing patterns of use of HPRP funds are eligible. Eligible costs include purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training. The City will coordinate and fund the HMIS system for all participants.

Each agency that receives federal funds to provide services to homeless persons or the prevention of homelessness is required to enter client data into MetSYS.

## **XII. PROPOSAL FORMAT**

Please use the following format for submission of the Proposal:

1. Submit two (2) original copies of the Proposal and one PDF copy on CD ROM.
2. Proposals must be submitted on 8 ½ x 11 paper.
3. Proposals must be stapled and pages should be numbered consecutively.
4. Narrative must be typewritten and single-spaced and may not exceed 10 pages, excluding attachments and table of contents.
5. Proposals must contain a "Table of Contents" with appropriate page numbers for locating the required information and attachments as specified in Section XI, Proposal Contents.

### **XIII. 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 CSP. Each proposal received will be analyzed to determine overall responsiveness and completeness to the CSP as defined in Section XI, Proposal Contents.

#### **A. Proposal Evaluation**

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 CSP. If more than one proposal is responsive, the committee will evaluate each proposal according to the attached proposal evaluation sheet (Attachment A) and develop an overall ranking.

#### **B. Proposal Selection**

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

Award, if any, shall be to the responsible Proposer, whose proposal is determined to be the most advantageous to the City.

Contract award is subject to approval and funding by the City Council. The City of Plano reserves the right to begin contract negotiation with one or more of the finalists. The Proposer shall be required to execute a contract prepared by the City Attorney's Office. This CSP does not commit the City to award any contract, and the City reserves the right to reject any and all Proposals or waive irregularities.

### **XIV. HPRP REQUIREMENTS**

Proposer understands that the successful Proposer will be reimbursed under the contract with HPRP funds received from the U. S. Department of Housing and Urban Development (HUD) and agrees to comply with all applicable city, state, and federal laws, HPRP regulations and all other regulations of HUD and other federal agencies, including but not limited to: OMB Circulars A-110, A-122, A-128, or A-133; CFR Part 85; and those regulations referenced in the sample contract attached hereto as Attachment B and incorporated herein by reference for all purposes. These circulars and regulations are available on-line or may be obtained from the City upon request.

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

The successful Proposer shall comply with the audit requirements set forth below. 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, Proposer agrees to provide the City of Plano, the Secretary of the United States Division of Housing and Urban Development, the Comptroller of the United States, or any of their duly authorized representatives, with access to all books accounts, records, reports, files and other papers or property. If the Proposer has expended \$500,000 or more in the past fiscal year, a copy of the Proposer's Single Audit must be provided (required by OMB Circular A-133).

The City may, at its sole discretion, withhold the payment of funds to the Proposer or sub grantee pending receipt and acceptance of said audit report. Further, the City may, at its sole discretion, require the Proposer or Proposer's sub grantee to provide such audit reports annually.

**XVI. 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, OMB Circulars A-110, A-122, A-128, and A-133. (Copies of these circulars are available on-line or may be obtained from the City upon request.)

**XVII. INFORMATION ON REQUEST FOR COMPETITIVE SEALED PROPOSALS (CSP)**

**A. Pre-proposal and Informational Conferences**

The City shall hold a pre-proposal conference and an informational conference with potential Proposers concerning our requirements. 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 XVII.B. below.

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

During your review of the CSP 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 CSP is unclear, Proposer must submit questions to the Neighborhood Services Division via email by June 26, 2009 to allow the City to answer the questions and distribute written responses to all Proposers before the said opening date and time. All inquiries must be directed via email to Shanette Brown, 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.

Do not rely on oral instructions or clarifications. The City of Plano's official position will be issued in writing by the Neighborhood Services Division. If necessary, a written Addendum will be sent to all prospective Proposers. Please direct your inquiries to the office of:

City of Plano  
Neighborhood Services Division  
Shanette Brown, Community Development Coordinator  
shanetteb@plano.gov  
972-941-7322  
City of Plano

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

All proposals must be in the office of the Neighborhood Services Division no later than the proposal opening date and time shown on the CSP.

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 Neighborhood Services Division after the time and date specified will not be considered. Any proposal may be withdrawn prior to the scheduled time for proposal receipt.

### **E. Selection of Reasonably Qualified Proposals**

The Community Relations Commission (CRC) will review proposals submitted by all Proposers. On the basis of the evaluation factors listed in Proposal Contents, Sections XI., and Proposal Evaluation and Selection, Section XII., the CRC will recommend 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 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. Best and Final Offers**

In the event Proposer scores from the HPRP Evaluation Sheets, Attachment A, indicate it necessary, a "Best and Final Offers" process will be implemented. Proposers will be afforded fair and equal treatment with respect to any opportunity for discussion and written defense of Proposal(s). Such written defense will be permitted after proposal submissions and prior to award for the purpose of obtaining best and final offers. In order to be considered, sealed best and final offers marked "Request for Competitive Sealed Proposal Negotiation - Confidential" must be submitted in writing to the City of Plano Neighborhood Services Division at a time and date subsequently specified by the City of Plano. The sole purpose of the best and final offers is to defend the Proposer's original proposal and **cannot change** the Proposer's original proposal.

The City of Plano will require the Proposer to sign the necessary contract documents prepared by the City Attorney's Office, which includes the contract, and Performance and Payment Bonds, if required, and provide evidence of insurance as required under the contract documents. Attachment A outlines the insurance requirements. No work shall commence until the contract documents are signed.

No contract shall be binding on the City until it has been approved as to form by the City Attorney, and executed by the City Manager. Further, no contract for this project may be signed by the City of Plano without the authorization of the City Manager or the City Council.

Until the proposal opening date, the City's official representative is the City of Plano Neighborhood Services Division. After proposals have been opened, the City of Plano will be represented by the Manager of the Neighborhood Services Division, or his/her designee.

## **3. Confidentiality**

In accordance with state law, Proposals shall be opened so as to avoid disclosure of contents to competing Proposers and shall be kept secret and confidential during the negotiation process. All proposals submitted for this CSP shall be open for public inspection after contract award.

## **4. 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.