

**REQUEST FOR QUALIFICATIONS (RFQ) 2020-06**

**HOUSING STABILITY FOR HOMELESS SCHOOLCHILDREN INITIATIVE**

**for**

**FLORIDA HOUSING FINANCE CORPORATION**

**May 8, 2020**

## **SECTION ONE INTRODUCTION**

Florida Housing Finance Corporation (“Florida Housing”) is soliciting competitive, sealed responses from qualified organizations to administer and provide short-term housing stability services for homeless schoolchildren and their families in counties that have a population of up to 400,000 in accordance with the terms and conditions set forth in this Request for Qualifications (RFQ), and any other term and condition in any agreement subsequently awarded. Respondents will be selected and determined through Florida Housing’s review of each response, considering the factors identified in this RFQ. Florida Housing expects to select up to four Respondents that propose to provide all of the services specified in this RFQ.

## **SECTION TWO DEFINITIONS**

“Board”	The Board of Directors of Florida Housing Finance Corporation.
“Case Management Organization”	Means a qualified non-profit entity as defined in Section 42(h)(5)(C), subsection 501(c)(3) or 501(c)(4) of the IRC and organized under chapter 617, Fla.Stat., to provide housing stability and case management supportive services on a not-for-profit basis,
“Committee”	The review committee composed only of employees of Florida Housing that is established pursuant to Rule 67-49.007, Fla. Admin. Code.
“Continuum of Care Lead Agency”	The local entity that is designated by HUD as the Collaborative Applicant for the local Homeless Assistance Continuum of Care.
“Contractor”	A person or entity(ies) providing the professional services described in Section Four of this RFQ.
“Days”	Calendar days, unless otherwise specified.
“Effective Date”	The date the last party signs the agreement(s) that are awarded as a result of this RFQ.
“Florida Housing”	Florida Housing Finance Corporation, a public corporation and public body corporate and politic created by Section 420.504, Fla. Stat.
“Homeless Education Program”	The Federal Educational Program authorized under Title IX, Public Law No. 92-318, 86 Stat. 235, codified at 20 U.S.C.

§§ 1681–1688. Title IX requires that state education agencies ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. The Homeless Education Program provides services as provided by the McKinney-Vento Education for Homeless Children and Youth Program.

“Homeless Management Information System” (HMIS)

A local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

“Public Housing Authority” (PHA)

A Public Housing Authority that is authorized by HUD to administer a program for housing assistance payments as created in 24 CFR § 982. For the purposes of this RFQ, the PHA must be qualified and authorized by HUD to enter into housing assistance payments contracts with landlords and administer rental vouchers under the procedures required by HUD.

“Respondent”

A partnership composed of the following entities who submits a response to this RFQ: a State of Florida School District Homeless Education Program, a Public Housing Authority, a Case Management Organization, and a Homeless Continuum of Care organization.

“Response”

The written submission by a Respondent to this RFQ.

“RFQ”

This RFQ, including all exhibits referenced in this document and all other documents incorporated by reference.

“School District”

For the purposes of this RFQ, the school system that is managed, controlled, operated, administered and supervised under the provisions of ss. 1001.30-1001.32, Fla. Stat. The School District, for the purposes of this RFQ, must serve the entire county.

“Website”

The Florida Housing Finance Corporation website, the URL of which is [www.floridahousing.org](http://www.floridahousing.org).

### **SECTION THREE PROCEDURES AND PROVISIONS**

A. Respondents will submit their Response to <https://www.floridahousing.org/legal/procurements/RFQ-2020-06-Document-Upload>, and Florida Housing must receive the entire Response on or before 2:00 p.m., Eastern Time, on July 14, 2020, as Responses will be opened at that time. Any Responses received after the deadline will be considered non-responsive. One complete copy of the response in PDF format is preferred, unless specified otherwise in Section Six below, and the file name ought to contain a reference to both the solicitation number (RFQ 2020-06) and the name of the Respondent. Please note that the site will ask for the Respondent's contact information and the solicitation number prior to being able to upload the Response. For the purposes of this RFQ, Director or the Administrator of the Homeless Education Program will be responsible for submitting the Response. Florida Housing will not accept a mailed or faxed Response.

B. This RFQ does not commit Florida Housing to award an agreement to any Respondent or to pay any costs incurred in the preparation or submission of a Response.

C. All services under the agreement(s) awarded are to be performed solely by the Contractor, unless subcontracted or assigned with the prior written approval and consent of Florida Housing.

D. Florida Housing reserves the right to:

1. Waive minor deficiencies and informalities;
2. Accept or reject any or all Responses received as a result of this RFQ;
3. Obtain information concerning any or all Respondents from any source;
4. Request an oral interview before the Board from any or all Respondents;
5. Select for contract/agreement negotiation or for award a Response other than (or in addition to) that with the highest score in order to serve the best interests of Florida Housing and the public; and
6. Negotiate with the successful Respondent with respect to any additional terms or conditions of the contract/agreement.

E. Any interested party may submit any question regarding this RFQ in writing via e-mail to the Contract Administrator at [Contract.Admin@floridahousing.org](mailto:Contract.Admin@floridahousing.org). All questions must be submitted no later than 2:00 p.m., Eastern Time, on May 18, 2020. Phone calls will not be accepted. Florida Housing expects to respond to all questions in writing by 5:00 p.m., Eastern Time, on May 22, 2020. Florida Housing will post a copy of all questions received and the corresponding answers on Florida Housing's website at:

<http://www.floridahousing.org/legal/procurements/request-for-qualifications>.

F. Only written responses or statements from the Contract Administrator that are posted on our website will bind Florida Housing. No other means of communication, whether oral or written, may be construed as an official response or statement from Florida Housing.

G. Between the release of the solicitation and the end of the 72-hour period following the posting of the notice of intended award, Respondents to this solicitation or persons acting on their behalf may not contact any member of Florida Housing's Board of Directors or any Florida Housing employee concerning any aspect of this solicitation, except in writing to the Contract Administrator. Violation of this provision may be grounds for rejecting a response.

H. Any person who wishes to protest the specifications of this RFQ must file a protest in compliance with Section 120.57(3), Fla. Stat., and Rule Chapter 28-110, Fla. Admin. Code. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., will constitute a waiver of proceedings under Chapter 120, Fla. Stat.

I. The term of the agreement(s) will be for two years, subject to satisfactory performance at the sole discretion of Florida Housing. If the parties mutually agree in writing, the agreement(s) may be renewed once for an additional two years.

J. Florida Housing is not required to use the services of any selected Contractor or to assign any work to such provider, and may terminate the contract/agreement with any selected Contractor without cause and without penalty.

K. Pursuant to Rule 67-49.004, Fla. Admin. Code, Florida Housing may modify the terms of the RFQ at any point prior to the due date for Responses. A notice of such modification will be posted on Florida Housing's Website. Any Respondent will have at least seven days from the date of the posting of the notice of the modification to submit or modify its Response.

L. The terms of this RFQ, and any modifications thereto, will be incorporated into any contract/agreement offered as a result of this RFQ. Failure of a successful Respondent to accept these obligations in the final contract/agreement may result in cancellation of the award.

## **SECTION FOUR SCOPE OF SERVICES**

### **A. PROJECT OVERVIEW AND ELIGIBLE RESPONDENTS**

The Housing Stability for Homeless Schoolchildren Initiative (Initiative) will assist homeless families with children participating in the School District's Homeless Education Program to obtain and keep suitable rental housing through the provision of Federal HOME funds for the Tenant Based Rental Assistance (TBRA) of up to 24 months, and support services. The TBRA will be provided by Florida Housing and administered by the local PHA that executes the TBRA agreement with Florida Housing. The support services will be provided by the Respondent and other organizations that partner with the Respondent. The Respondent must have entered into a formal partnership between the following entities via a partially executed Memorandum of Agreement (MOA) for coordinated services prior to submission of a Response to this RFQ.

Florida Housing will execute the MOA with awarded Contractors. A copy of the Florida Housing-approved MOA form has been provided for use on the Website, under the listing for this RFQ. The MOA must be signed by the following:

1. The Superintendent of the School District;
2. The Executive Director of the Public Housing Authority;
3. The Executive Director or CEO of the Case Management Organization; and
4. The Executive Director or CEO of the Homeless Continuum of Care Lead Agency<sup>1</sup>.

#### **B. GEOGRAPHIC AREA**

For this RFQ, the Respondent's geographic area must be a county with a population of up to 400,000 and the Respondent must serve the entire county. Florida Housing seeks to award agreements to at least one Respondent in a county with a population under 250,000.

#### **C. ALLOCATION OF FUNDS**

Florida Housing expects to issue an agreement for up to \$500,000 in HOME TBRA funds for tenant-based rental assistance of no more than 24 months for each Respondent. Florida Housing expects to select up to four Respondents.

#### **D. SERVICES TO BE PROVIDED**

Services to be provided in connection with the Initiative must include the following:

1. Identification of families with homeless schoolchildren by the School District's Homeless Education Program and the Continuum of Care Lead Agency to participate in the Initiative;
2. Assessments of selected families to determine interest and capacity to participate in the Initiative;
3. Preparation and execution of participation agreements for the selected families;
4. Assessments of the selected families and entry into the HMIS;
5. Provision of support and case management for school-aged children participating in the Initiative;
6. Provision of support and case management for adult family members participating in the Initiative to increase income and provide housing stability. (The Case Management

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<sup>1</sup> The local Homeless Continuum of Care Lead Agency may also serve as the Non-profit Case Management Organization, if there is a demonstrated history of providing case management services.

Organization must conduct an initial home visit after family is housed, and at least quarterly home visits during the duration of the rental assistance initiative.); and

7. Administration of Tenant Based Rental Assistance (TBRA) and security deposit for eligible households by the PHA. The PHA will receive an administrative fee to be used in accordance with the activities of the initiative. The PHA will enter into a separate agreement with Florida Housing to assist homeless households referred by the School District in the geographic area in accordance with the HOME Program regulations (24 CFR Part 92). The form entitled, "TBRA Agreement Form" must be used and can be found on the Website under the listing for this RFQ.

## **E. EVALUATION AND PERFORMANCE OUTCOMES**

Respondents who are awarded agreements with Florida Housing will be required to have pre-assessment measures to establish a base record; a methodology that will track student outcomes, family outcomes, and housing stability as the households move through the rental assistance program; and will be allowed up to 12 months following the last rental assistance payment to ensure housing stability. The agreement will require Contractors to submit a preliminary report on December 31, 2021, annual reports by December 31 each following participating year, and a final evaluation report to Florida Housing that will include the quantitative and qualitative measures they have collected within one year from the date the Initiative is terminated. In addition, the Respondent must agree to:

1. Participate in implementation and evaluation activities;
2. Establish an agreed-upon set of performance outcomes relative to housing and school stability;
3. Track performance outcomes; and
4. Prepare a report on the outcomes achieved, lessons learned and recommendations for future consideration.

Florida Housing will provide guidelines and technical assistance to the awarded Contractors to meet this commitment.

## **SECTION FIVE CERTIFICATION**

Do not reproduce the language of Section Five in the Response. By inclusion and execution of the statement provided in Section Six, subsection I, of this RFQ, each Respondent certifies that:

A. The Respondent submits this Response without prior understanding, agreement, or connection with any person or entity submitting a separate Response for the same services. However, any agreement with a person or entity with whom the Response is jointly filed and such joint filing is made clear on the face of the Response will be an exception so long as the Response

is in all respects fair and without collusion or fraud.

B. Any material submitted in response to this RFQ is a public record pursuant to Chapter 119, Fla. Stat., and subject to examination upon request, but only after Florida Housing provides a notice of decision pursuant to Section 120.57(3), Fla. Stat., or within 30 days after the Response is opened, whichever is earlier.

C. The Respondent, if awarded a contract/agreement under this RFQ, will comply with Section 420.512(5), Fla. Stat. For the purpose of Section 420.512(5), Fla. Stat., “Prohibited Business Solicitation Communications” is defined by Section 420.503(33), Fla. Stat.

D. The Respondent further affirms it is in compliance with Section 420.512(5)(c), Fla. Stat.

E. The Respondent is in compliance with Section 287.133(2)(a), Fla. Stat.

F. The Respondent understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), Fla. Stat.

G. Pursuant to Section 119.0701(2)(b), Fla. Stat., the Respondent, if awarded a contract/agreement under this RFQ, will be required to comply with public records laws, specifically to:

1. Keep and maintain public records required by Florida Housing to perform the service.

2. Upon request from Florida Housing’s custodian of public records, provide Florida Housing with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to Florida Housing.

4. Upon completion of the contract, transfer, at no cost, to Florida Housing all public records in possession of the contractor or keep and maintain public records required by Florida Housing to perform the service. If the contractor transfers all public records to Florida Housing upon completion of the contract, the contractor must destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor must meet all applicable requirements for retaining public records. All records stored electronically must be provided to Florida Housing, upon request from Florida Housing’s custodian of public records, in a format that is compatible with Florida Housing’s information technology systems.

**If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the Corporation Clerk at:**

**Corporation Clerk  
227 N. Bronough Street, Suite 5000  
Tallahassee, Florida 32301-1329  
Phone: 850.488.4197  
E-mail: Corporation.Clerk@floridahousing.org**

Notwithstanding anything contained herein to the contrary, the provisions and requirements of this paragraph will only apply if and when the Contractor is acting on behalf of Florida Housing.

H. The Respondent acknowledges that if awarded a contract/agreement it will be prohibited from engaging in activities in connection with services related to Florida Housing transactions that produce direct or indirect financial gain for the Respondent other than for the compensation agreed upon in the contract/agreement that results from this RFQ, unless that Respondent has Florida Housing's written consent after Florida Housing has been fully informed of such activities in writing.

I. The Respondent acknowledges that if awarded a contract/agreement it will be prohibited from engaging in any actual, apparent, or potential conflict of interest. Should any such actual, apparent, or potential conflict of interest come into being subsequent to the effective date of the contract/agreement and prior to the conclusion of the contract/agreement, the Respondent will provide written notification (Notice of Conflict of Interest) to Florida Housing's Contract Administrator within 10 working days for review by Florida Housing's Executive Director in consultation with the Ethics Officer. If the Respondent is found to be in non-compliance with this provision, any compensation received in connection with this contract/agreement will be subject to forfeiture to Florida Housing.

J. The Respondent, in submitting this Response, acknowledges and agrees that the terms and conditions of this RFQ, as well as any modifications thereto, will be incorporated into any contract/agreement offered as a result of this RFQ.

K. All parties must agree to the following statement:

Upon the receipt of authorized student records, the Contractor will keep said records confidential, consistent with Florida Statutes, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment - U.S. Codes (20 USC 1232g), Code of Federal Regulations (CFR) for Title 34; Part 99.

L. CERTIFICATION STATEMENT:

**THE FOLLOWING WILL BE REPEATED IN THE RESPONDENT’S RESPONSE AND SIGNED BY EACH INDIVIDUAL AUTHORIZED TO BIND THEIR RESPECTIVE PARTY. THIS IS A MANDATORY ITEM AND FAILURE TO INCLUDE THE CERTIFICATION STATEMENT BEARING AN ORIGINAL SIGNATURE WILL RESULT IN REJECTION OF THE RESPONSE.**

“I agree to abide by all conditions of RFQ 2020-06 and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response as the Respondent and that I am in compliance with all requirements of the RFQ, including but not limited to, the certification requirements stated in Section Five of this RFQ.”

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Authorized Signature (Original)

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Print Name and Title

**SECTION SIX  
INFORMATION TO BE PROVIDED IN RESPONSE**

In providing the following information, restate each item and sub-item (with its letter and number), and limit your Response to a maximum of 20 pages in length, excluding the MOA. Responses to the items must be included immediately after the restated items.

A. COVER LETTER

Each proposal must be accompanied by a cover letter that contains a general statement of the purpose of submission and includes the following information.

1. The name, job title, address, office and cellular telephone numbers, and e-mail address of two primary contact persons, who will be responsible for day-to-day contact with Florida Housing, and any backup personnel who would be accessible if the primary contacts cannot be reached. The primary contacts must be the Director or the Administrator of the Homeless Education Program and the Chief Executive Officer or Executive Director of the Homeless Continuum of Care Lead Agency. Backup contact must be a senior management designee of the Homeless Education Program.

2. Legal business status (individual, partnership, corporation, etc.), address, and telephone number of each required party of the Respondent.

3. Describe the Respondent’s presence in Florida, and ability of primary contacts and backup personnel to be accessible to Florida Housing staff, availability for meetings, conferences, consultation, etc.

4. Describe the Respondent’s ability to provide the services requested in Section Four of this RFQ immediately upon award of the contract/agreement.

5. Provide a statement of any other qualifications or services, which the Respondent considers to be significant, innovative or otherwise relevant to Florida Housing.

#### B. DESCRIPTION OF INTENDED HOUSEHOLDS

Provide a description of the homeless schoolchildren and their families in your county that you intend to serve. The description should at least include information regarding the:

1. Characteristics of the homeless households you intend to serve such as size, makeup, income, employment and special needs that contributed to homelessness;
2. Living situations of the intended households;
3. Frequency of homelessness and length of homelessness episodes; and
4. Homeless trends over the last 3 years the County has experienced relevant to families with children.

#### C. DESCRIPTION OF RENTAL HOUSING STOCK

Provide a description of the rental housing stock in your county. The description should at least include information regarding the:

1. Range and inventory of rental housing stock as determined by the PHA and other Respondent members that shall be available to serve the intended households;
2. Existing practices and planned approaches to recruit landlords to serve homeless households in the County.

#### D. IMPLEMENTATION PLAN

This section will be evaluated based on the submitted plan that details the initial and on-going implementation to meet Florida Housing’s intent to assist homeless schoolchildren and their families to access rental housing and household-centered supports to achieve housing stability, greater household self-sufficiency, and consistency in the children’s education. The Respondent’s plan will be evaluated and scored on its completeness, comprehensiveness and commitment to help each family meet its self-sufficiency and education goals. The submitted plan should be detailed and adhere to the MOA roles and responsibilities of each Respondent party, as well as include information regarding:

1. The length of the rental assistance period for each household, either a maximum of 12 months or 24 months;

2. The maximum number of households intended to be housed at any given time after initial ramp-up;
3. A timeline detailing the Respondent's meetings and related activities for the planning and preparing for the implementation, as well as at the beginning and throughout implementation of the Initiative.
4. Staffing and resources committed by the Respondent to carry-out the plan.
5. Expected timeframes for each process component of the plan from identification of intended households to them being housed.
6. Approaches and practices that will be used to enhance the coordination, efficiency and effectiveness of a seamless plan that will best serve the intended households and best meet the intent of the Initiative.
7. The plan should include the Respondents intent and approach for assisting each household to exit the Initiative and to follow-up on the status of the households after exiting the Initiative.

#### E. PROVISION OF CASE MANAGEMENT SERVICES

Provide a detailed description of the provision of case management services provided by the Respondent partner primarily responsible for providing case management services that assist participating households to find and access eligible and available rental housing, maintain housing stability, and achieve self-sufficiency during their participation in the Initiative. The description should include the qualifications and experience of the organization and staff to administer and provide case management services relevant to the intent of the Initiative. Other evaluation criteria include a description of the case management services to be provided; the level and frequency of the described case management services and related activities; collaboration by the other Respondent partners to assist the Case Management Provider in serving the households, and best practices to be used to help meet the housing stability and self-sufficiency needs of each the families the Respondent plans to serve. The Respondent should provide information that demonstrates sufficient commitment, capacity and resources to effectively and efficiently provide intensive and on-going case management services for participating families.

#### F. BUDGET COSTS AND SOURCES FOR THE PROVISION OF CASE MANAGEMENT SERVICES

Provide a detailed summary of the costs related to providing the described case management services and the funding committed to meet those costs. The summary must include information on each entity that provided funding, the amount of funding committed, and the source of the funding. Florida Housing is looking for Respondents who have built strong relationships with these partners in order to provide dependable services for the families participating in this initiative.

**G. MOA (Mandatory Item)**

The Response must include the partially executed MOA Form referenced in Section Four, Item A. The form may not be changed or altered. Changes and alterations to the form may result in the Response being considered non-responsive.

**H. DRUG-FREE WORKPLACE**

If any member of the Respondent’s party has implemented a drug-free workplace program, the individual Respondent party member must submit the following certification indicating that it meets all of the requirements of Section 287.087, Fla. Stat.:

I hereby certify on behalf of <<Party Name>>, under the terms of RFQ 2020-06, that <<Party Name>> has implemented a drug-free workplace program pursuant to Section 287.087, Fla. Stat.

Authorized Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

**I. MINORITY BUSINESS ENTERPRISE**

If any member of the Respondent’s party is a minority business enterprise as defined in Section 288.703, Fla. Stat., the individual Respondent party member must submit the following certification:

I hereby certify on behalf of <<Party Name>>, under the terms of RFQ 2020-06, that the <<Party Name>> is a “minority business enterprise” as defined in Section 288.703(3), Fla. Stat.

Authorized Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

**J. CERTIFICATION (Mandatory Item)**

**FAILURE TO INCLUDE THE CERTIFICATION STATEMENT LOCATED IN SECTION FIVE OF THIS RFQ BEARING AN ORIGINAL SIGNATURE WILL RESULT IN REJECTION OF THE RESPONSE.**

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**SECTION SEVEN  
EVALUATION PROCESS**

The individual Committee members will independently evaluate the Responses by reviewing the answers to each of the items identified in Section Six of this RFQ and assigning points up to the maximum points allowed for each item. The points available for items in Section Six are to be evaluated are as follows:

<u>Item Reference</u>	<u>Maximum Points</u>
B. Description of Intended Households.....	10
C. Description of Rental Housing Stock.....	30
D. Implementation Plan .....	60
E. Provision of Case Management Services.....	40
F. Budget Costs and Sources for the Provision of Case Management Services .....	20
<b>Total Points Available</b>	<b><u>160</u></b>

In the event of a tie, Florida Housing will give preference in the award process to the Response certifying a drug-free workplace has been implemented in accordance with Section 287.087, Fla. Stat. If a tie continues to exist, Florida Housing will give preference to minority business enterprises as defined in Section 288.703, Fla. Stat.

The Committee will conduct one or more public meetings during which members will discuss their evaluations and develop a recommendation or series of recommendations to the Board. The Committee’s recommendation will be based on the cumulative scoring and information gathered from the non-scored items. The Board may use the Responses, the Committee’s scoring, the non-scored items in the Responses, any other information or recommendation provided by the Committee or staff, and any other information the Board deems relevant in its selection of Respondents to whom to award a contract/agreement.

**NOTE:** Respondents must receive a minimum of 106 points (66% of the maximum total score) in order to be considered for award.

**SECTION EIGHT  
AWARD PROCESS**

Florida Housing will provide notice of its decision, or intended decision, for this RFQ on Florida Housing’s Website the next business day after the applicable Board vote. After posting, an unsuccessful applicant may file a notice of protest and a formal written protest in accordance with Section 120.57(3), Fla. Stat. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat. or failure to post the bond or other security required by law within the time allowed for filing a bond will constitute a waiver of proceedings under Chapter 120, Fla. Stat.