



ARLINGTON HOUSING AUTHORITY

REQUEST FOR QUALIFICATIONS ANNOUNCEMENT 15-0513

Dated: April 29, 2015

The Arlington Housing Authority (Authority) is seeking a response to this Request for Qualifications (RFQ) from professionals interested in providing Case Management Services in support of the Authority's Transitional Housing Program (THP), formerly the Supportive Housing Program, which is designed to provide rental housing and support services to the homeless with funding provided by the U.S. Department of Housing and Urban Development (HUD).

Qualifications, in accordance with the specifications and scope of work below, will be accepted until 12:00pm on Wednesday, May 13, 2015.

GENERAL INFORMATION

The Authority reserves the right to accept or reject any or all qualifications and to accept only those qualifications that are in the best interest of the Authority.

There is no expressed or implied obligation for the Authority to reimburse respondents for any expenses incurred in preparing responses to this request.

To be considered, one (1) original (so marked) and three (3) copies of the response must be received by or prior to the due date and time.

During the evaluation process, the Authority reserves the right, where it may serve the Authority's best interest, to request additional information or clarification from responders, or to allow corrections of errors or omissions. At the discretion of the Authority, firms submitting responses may be requested to make oral presentations as part of the evaluation process.

The Authority reserves the right to retain all responses and to use any ideas included in a response regardless of whether that response is selected. Submission of a response indicates acceptance by the firm of the conditions contained in this request for qualifications (RFQ), unless clearly and specifically noted in the response and confirmed in the contract between the Authority and the firm selected.

The Authority requires that Historically Underutilized Businesses have a full and equal opportunity to participate in the performance of HUD-funded contracts.

The prospective contractor certifies by submission of their qualifications that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, state, or local department or agency.

PROJECT OVERVIEW

The Authority seeks professional services of a Case Manager to the participants in its Transitional Housing Program (THP) which consists of approximately 24 client households. The THP is designed to provide rental housing assistance and support services to the homeless for up to twenty-four (24) months. The program and its resources are to transition the participant from homelessness to self sufficiency. The Case Manager shall perform an assessment and non-clinical counseling to recently homeless individuals and families receiving transitional rental housing assistance. The Case Manager will select a vendor or individual to meet with program participants, conduct an assessment and individualized plan, coordinate training for participants in personal development and life skills; connect the participant with community resources, as needed, and assist with job placement and job retention. Knowledge of general case management, social service resources, and ETO social solutions software is essential.

PROJECT SCOPE

The Authority is soliciting proposals from qualified Case Managers to provide the services outlined above. Qualified Case Managers must be able to perform the required services professionally, competently and in a timely manner and coordinate with Authority staff, program participants and other parties.

The Authority anticipates that, at minimum, the Case Manager scope of work will be composed of five (5) main tasks as listed below, with an estimated percent of Case Manager effort assigned to each task. Both the list of tasks and the percentage of effort may be further refined once a preferred Case Manager has been selected.

1. Complete initial and on-going quarterly program assessments to determine potential barriers to self sufficiency;
2. Ensure that all program families have knowledge of and access to mainstream benefits such as childcare, food stamps, TANF, Healthcare assistance, etc., as needed;
3. Connect participant to community resources and provide direct services in the form of counseling to address barriers to self-sufficiency;
4. Ensure that the program participant has increased their household income by the program conclusion; and
5. Perform accurate and appropriate data entry in the ETO software system to ensure proper documentation of social service assistance provided to program participants.

ROLE OF CASE MANAGER

The Case Manager will furnish all required labor, materials, supplies, and travel required in connection with the project. The Authority expects that the project staff will include individuals with appropriate expertise, certification, and/or licensing required in the normal course of this type of professional service.

ROLE OF THE ARLINGTON HOUSNG AUTHORITY

The Authority will make available copies of any relevant reports, studies, or other resources as may be needed for the completion of the project.

The Contract Administrator is David Zappasodi, Executive Director. The primary contact is Julie Hall, the Authority's designated representative. Ms. Julie Hall will coordinate with the Case Manager and provide client referrals and technical information to the Case Manager regarding the project as needed.

REQUEST FOR QUALIFICATIONS

Responses to this RFQ should be provided in the following numbered format as listed below.

If you or your firm is interested in providing the services described above, please submit a written proposal that includes the following:

- Firm or individual's qualifications
- Proposed pricing
- Describe project relevant past experience
- Describe past experience with any HUD rental assistance programs
- Provide three (3) references from similar work
- Describe the general approach or work plan that would be employed to complete this project including timeline
- Identification as a Minority Business Enterprise or Women's Business Enterprise, if applicable
- Identify the date when you or your firm would be able to begin service delivery

CRITERIA FOR EVALUATION OF QUALIFICATIONS

- Professional background and qualifications of firm and personnel assigned to this project
- Reputation for personal and competence
- Quality and completeness of prior work
- References
- Capability to perform all aspects of the project
- Capability to meet all project deadlines
- Experience in providing requested services
- Description and methodology to be used in completing the required work

CASE MANAGER SELECTION PROCESS

Qualifications will be evaluated by Authority staff. Upon selection, the Case Manager will be asked to provide a list of services and a proposed fee. Subsequently, a formal contract for professional services will be executed.

The Authority reserves the right to reject any and all proposals.

SUBMISSION OF QUALIFICATIONS

Please submit qualifications: one (1) original (so marked) and three (3) paper copies by mail or delivery as follows:

Mailing and Physical Address:

Arlington Housing Authority
Attention: Michele Craven
RFQ 15-0513
501 W Sanford, Suite 20
Arlington, Texas 76011
Telephone: 817-276-6730

Questions regarding this Request for Qualifications may be directed to Michele Craven at Michele.Craven@arlingtonhousing.us.

Qualifications, in accordance with the specifications and scope of work above, will be accepted until 12:00pm on Wednesday, May 13, 2015.

NOTE: Absolutely no faxed or e-mailed qualifications will be accepted. The Arlington Housing Authority will not consider any request for extension of the deadline for qualifications.