

# **Request for Qualifications**

## **Ownership/Management of Community Residential Home**

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Hillsborough County Affordable Housing Department (AHD) is pleased to issue this Request for Qualifications (RFQ) which will qualify an experienced housing and human service provider to own and manage a six bedroom duplex for affordable housing to a special needs population as a community residential home (group home).

### **What Hillsborough County Affordable Housing Department will fund**

AHD will provide a fully renovated duplex in the University of South Florida Neighborhood Stabilization Program (NSP) target area for a nonprofit to own, manage and provide related services for the special needs population. The qualified applicant must provide the financial and operating capacity to operate the group home during the specified time period of 30 years. No funding is available for the operation and management of the group home. The qualified applicant must provide for operation and management through the rent revenues of the group home. There will be no debt service on the group home.

### **Target Population**

This initiative will target special needs populations that utilize a group home setting.

### **Program Budget**

The selected service provider will be required to create a program budget and staffing model when applying for funding.

### **The Selected Providers**

Applicants must demonstrate that they have successful experience in the areas of housing and supportive services for special needs populations or can demonstrate an ability to provide such services. Responses to this RFQ will be accepted from organizations incorporated or registered to do business in Florida. The Applicant funded by the AHD will be required to submit annual financial statements audited or reviewed by an independent Certified Public Accountant.

### **Program Evaluation**

Hillsborough County Affordable Housing Department's regular reporting criteria will be required and discussed in detail with any future Request for Proposals (RFPs) or Request for Qualifications (RFQs). A successful evaluation by AHD will be a part of any decision to provide continued funding.

## **I. General Information and Conditions of this Offering**

Hillsborough County Affordable Housing Department reserves the right, at its sole discretion to:

- Reject and/or cancel any or all submissions;
- Make a final judgment whether an organization/individual is responsive or non-responsive to the qualifications after carefully evaluating the submissions;
- Cancel this RFQ;
- Request clarifications or additional information from any Respondent. Specific questions may be addressed to each of the Respondents and the Evaluation Committee may consider any further elaboration by the Respondents of any information previously submitted;
- Waive any informality or irregularity;
- Proceed with alternative project delivery methods if so desired by the County;
- Deny a recommendation to a Respondent with debarment actions or any other legal encumbrance, regardless of the merits of the Response submitted; and
- Reject a Respondent's Response based upon a conflict of interest that is not in the best interest of the County.

No Respondent is guaranteed an award of any kind under this RFQ as a result of being selected or short-listed for this project.

### **Submission Instructions**

*Please provide hard-copy submission materials (one original and five copies) to:*

*Ms. Lanette E. Glass, NSP Foreclosure Manager  
Hillsborough County Affordable Housing Department  
1208 Tech Boulevard, Suite 300  
(813)274-6672  
[glassl@hillsboroughcounty.org](mailto:glassl@hillsboroughcounty.org)*

### **Submission must be received at the office of Hillsborough County Affordable Housing Department no later than April 22, 2010 at 4 p.m.**

Submissions shall be sealed in an envelope noting the date of submission and clearly labeled with the words: "Request for Qualifications Submission for Hillsborough County Affordable Housing Department – Community Residential Home", ATTN: Lanette E. Glass.

Any questions about the RFQ and the submission process can be directed to Ms. Glass (contact information listed above).

The original proposal submittal and all 5 copies should be no larger than 8 1/2" x 11" and should consist of the following format:

- Introduction Letter
- Evaluation Criteria (Section II, A., B.,C.,D., & E.)
- Organizational Description (1-12)

Respondents are advised that all information disclosed as part of this RFQ process is considered part of the public domain by the laws of the State of Florida and is subject to inspection by the public pursuant to the terms of Chapter 119, Florida Statutes unless an exception applies.

The prospective organization certifies by submission of their qualifications that neither it nor its principals are presently declared ineligible or voluntarily excluded from participation in any federal, state or local municipal funded transactions.

### **Public Entity Crimes**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, offer, or proposal on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Additionally, pursuant to County policy, a conviction of a public entity crime may cause the rejection of a bid, offer, or proposal. The County may make inquiries regarding alleged convictions of public entity crimes. The unreasonable failure of a bidder, offer, or respondent to promptly supply information in connection with an inquiry may be grounds for rejection of a bid, offer, or proposal.

### **Contact with Members of the Evaluation Committee**

Each member of the Evaluation Committee is prohibited from discussing the project with other members of the Evaluation Committee until the final recommendation of the Evaluation Committee is decided. Respondents are prohibited from contacting members of the Evaluation Committee prior to the final recommendation of the Evaluation Committee (when respondents have been notified) and any protest period has passed. Failure to adhere to this requirement may make the firm or team ineligible for selection.

### **Late Submittals**

It is the Respondents' responsibility to ensure its Proposal is received by the County on or before the time and date specified above. Under no circumstances will qualification proposals received after the delivery time specified be considered.

### **Assignment or Transfer**

The selected service provider shall be prohibited from assigning, transferring, conveying, subletting or otherwise disposing of its responsibilities under this RFQ, or its rights, title or interest therein to any person, company, corporation or partnership without prior written notice and consent of Hillsborough County. Hillsborough County has sole discretion whether or not to consent to any contemplated assignment.

**Compliance with Applicable Laws**

The selected service provider shall comply with all applicable laws, orders, and codes of the federal, state and local governments as they pertain to this RFQ.

**II. Evaluation and Criteria (Provide a maximum of ten pages; you are welcome to provide fewer pages.)**

**Hillsborough County Affordable Housing Department will score qualifications based on the evaluation criteria and point distribution schedule described below. The maximum value is 100 points. For organizations not currently providing housing related services to special needs populations, please address how current work would be relevant to these populations in supportive housing. The evaluation committee may, at its discretion, interview any or all respondents, and request clarifications or supplemental information.**

(Please provide no more than eight pages to address points and questions listed below.)

**A. Relevant Experience and Performance -Maximum 20 Points**

1. Please explain your organization’s experience in the provision of clinical and supportive services with special needs populations in Hillsborough County.
2. Does your organization support the 10-Year Plan to End Homelessness in Hillsborough County and what part(s) of the plan is your organization engaged in?
3. Describe your organization’s experience in Hillsborough County with neighbors, and other interested parties in the community, in the site selection process of supportive housing.
4. Describe your organization’s experience in providing housing and supportive services to special needs clients.
5. How many individuals are you currently serving in a supportive housing setting and what is your capacity to expand to provide supportive housing related services with additional individuals?

**B. Supportive Services Plan - Maximum 10 Points**

1. Please provide an example of current or past supportive services plan for special needs populations.
2. Please describe your ability to engage special needs individuals and provide assistance with permanent housing, including linkages with community based resources.

**C. Housing Plan - Maximum 15 Points**

1. Please describe your organization’s history of securing/partnering to access existing, rehabilitated, new, or leased-rental housing for special needs populations.
2. Please provide a brief description of the housing demographics, age of housing, and operations.

**D. Budget, Budget Justification, and Staffing Plan - Maximum 20 Points**

1. Please provide an example of a budget and staffing plan of an existing or past project providing supportive housing related services for special needs populations.
2. Please provide a clear rationale for how costs were developed.

**E. Business Plan - Maximum 35 points**

1. A complete project description.
2. A brief discussion of the benefits that the completed project will provide.
3. A project cost estimate, with costs allocated by fiscal year in which they will be incurred. Include a discussion on how the project cost was determined.
4. The estimated project start and completion dates.
5. An estimate of annual operating and/or maintenance costs once the project is completed.
6. A discussion on the basis on how the annual operating and/or maintenance costs were determined.
7. A discussion of how the agency proposes to meet annual operating or maintenance cost requirements, and will provide a sensitivity analysis for their anticipated ability to meet ongoing cost commitments at various revenue levels.
8. Identification of other actual and/or proposed funding sources including the estimated amount from each source.

**III. Organizational Description**

1. Applicant Organization Name:  
Mailing Address:  
Main Contact Person:  
Phone and Email address:
2. Person with authority to negotiate and contractually bind applicant organization  
Name:  
Title:  
Mailing address:  
Phone number and email:  
Date the applicant organization was established:
3. If the applicant organization is a corporation, provide the following:  
State incorporated in:

Date of incorporation:

Agency status-agency is a 501 (c) (3) non-profit organization:

4. Is the applicant organization tax exempt?  
If yes, please state the specific type of exemption:
5. Parent Organization (name and address and relationship to, if different from Applicant ):
6. Does the applicant organization have any subsidiaries or affiliates?  
(If yes, please provide the name(s) and purposes of the subsidiaries/affiliate, describe the relationship of the subsidiaries/affiliates to the applicant organization, and state what type of corporation the subsidiaries/affiliates are.)
7. Names of Board of Directors, Occupations of Board Officers, and number of Board of Directors specified in incorporation.
8. Please provide your organization's most recent audited or reviewed annual financial statements. Has the organization been subject of a programmatic and/or fiscal audit in the last five years? What was the purpose of the audit and what were the findings?
9. The Agency agrees to comply with all federal and state laws pertaining to charitable organizations, and agrees to not engage in discrimination based on age, gender, race, sexual orientation, national origin, religion or presence of a disability in delivery of services.  
(Please provide organization's non-discrimination policy.)
10. Agency will comply with Hillsborough County Affordable Housing Department contractual obligations, including outcome and client demographic data reporting, submission of annual audit or financial review and all other requirements.
11. Organizational chart.
12. Signature of Executive Director.

#### **IV. RFQ Instructions Project Timeframes**

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|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>April 9, 2010</b>  | RFQ announcement on Hillsborough County Affordable Housing Department website.                                                    |
| <b>April 22, 2010</b> | 4 p.m. submission deadline (RFQ application must be received by Hillsborough County Affordable Housing Department by 4 p.m.).     |
| <b>April 23, 2010</b> | Evaluation Committee review and recommendations.                                                                                  |
| <b>April 26, 2010</b> | AHD notifies all organizations on outcome of the RFQ application.                                                                 |
| <b>May 2010</b>       | Agreement will be taken to the Board of County Commissioners outlining the requirements of the program and transferring property. |