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# Request for Qualifications

**RFQ # 20-073**

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## Request for Qualifications for COVID-19 Homeless Prevention Relocation Program

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Wake County, North Carolina  
301 S. McDowell Street  
Raleigh, North Carolina 27602

**Proposals are due August 21, 2020 before  
3:00 pm local time.**

**Wake County, North Carolina  
REQUEST FOR QUALIFICATIONS  
COVID-19 Homeless Prevention Relocation Program**

Wake County, North Carolina (hereinafter called the "County") invites agencies with sufficient public benefit program experience in accordance with the specifications outlined in this Request for Qualifications (RFQ) to submit a proposal.

There is no express or implied obligation for the County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms and conditions included with this RFQ shall govern in any resulting contract(s) unless approved otherwise in writing by the County. The responder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Wake County, North Carolina.

This RFQ is being issued as a response to a public emergency to facilitate expediency.

**Background:**

Wake County (County) has received special allocations of funds under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), to be used to prevent, prepare for, and respond to this historic public health crisis. The County's Department of Housing Affordability and Community Revitalization is administering these funds and is seeking qualified community partners to assist with implementing the third phase of the HouseWake! Strategic Plan.

In Phase I, the County successfully selected partners to implement programs focused on addressing the various needs of households who are homeless, cannot access financial resources, and face a high risk of contracting COVID with negative outcomes.

In Phase II, the County is focusing on reducing evictions in Wake County, by providing resources for tenants and landlords. The House Wake! Phase II three-step intervention process consists Eviction Prevention which aims to provide financial assistance to tenants and landlords to cover rent shortfalls resulting from a loss of income; legal services, provided pro bono, for tenants who need legal counsel to negotiate filed evictions with landlords.; and Homelessness Prevention Relocation Assistance, which will assist with relocating residents whose housing could not be stabilized through Interventions #1 or #2.

**This RFQ is specifically seeking qualifications of partner agencies interested in working to rehouse tenants in the event an eviction takes place and a qualified tenant is required to move out and faces homelessness.**

**Summary:**

Wake County is currently seeking partners to operate Homelessness Prevention Relocation services in accordance with US Department of Housing and Urban Development Emergency Solutions Grant as defined in 24 CFR 576.2.

These Homeless Prevention Relocation Services are the third intervention in Wake County's broader strategy to prevent evictions and homelessness and are available to tenants in the event eviction prevention services and legal services were not successful in halting an eviction. These tenants will be unable to maintain their current unit and are at-risk of homelessness due to the COVID19 pandemic. Wake County is seeking partners to provide Homeless Prevention Relocation Services for households with annual incomes below 50 percent of area median income. *ESG & HOPWA-CV funds will support this program.*

**Opportunity:**

The County is seeking partners to perform housing relocation stabilization services and short- and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter or a place not meant for human habitation. Eligible activities include both financial assistance and services costs as defined by 24 CFR 576.2:

Financial Assistance:

- Rental assistance
- Rental arrears (one-time payment of up to 6 months of rent in arrears, including any late fees on those arrears)
- Rental application fees
- Security deposits (up to 2 months)
- Last month's rent
- Utility deposits and payments (including up to 6 months for payments in arrears)
- Moving costs

Services costs:

- Housing search and placement
- Housing stability case management

Partner agencies are required to actively participate in the community's Coordinated Entry system and can only accept referrals from the Coordinated Entry access sites.

Supportive services must be offered throughout the duration of the program entry. Participants are required to meet with a Housing Case Manager not less than once per week initially and tapered to monthly after two months of stability to assist the participant in ensuring housing stability.

Rental assistance can only be provided if the total rent for the unit does not exceed the fair market rent established by HUD, meets HQS Housing Quality Standards, meets Lead Based Paint Requirements and complies with HUD's standard of rent reasonableness.

Partner agencies are required to enter all client data into the Countywide Homeless Management Information System in accordance with data quality, timeliness, and additional requirements found in the agency and user participation agreements. Partner agencies are required to record the date the tenant enters and exits the program, enter HUD required data elements, and update the tenant's information as changes occur.

Partner agencies must conform with all ESG program requirements and regulations as cited in 24 CFR part 576.106

### **Period**

Wake County intends to run this program through June 30, 2021, or until funding for the program is exhausted. Continuation after this initial period will be based on community need and funding availability. After the initial period, the County based on the above-mentioned criteria and the approval of the Wake County Board of Commissioners may grant an extension for up to one year. Wake County may discontinue the program or any portion of the program based upon ineligibility of activities for funding.

### **The Process:**

Agencies whose current organization mission falls within the parameters outlined in this Request for Qualifications are strongly encouraged to evaluate their programs to see how they can best increase their current capacity and/or initiate new programs to work with Wake County in responding to the COVID-19 crisis.

Responses should include the following information:

- A Program Narrative
  - Primary contact;
  - Brief biography of agency;
  - Experience performing the prevention activities proposed in the RFQ (cite previous outcomes/target populations);
  - Experience in the delivery of supportive services;
  - Experience providing housing search services;
  - Experience with financial management and disbursement of payments;
  - Experience tracking accomplishments and recording demographic data;
  - Strategies to assist tenants both to increase employment and/or income and to maximize their ability to live independently;
  - The number of households that can be served;
  - Timeline for implementation;
  - How social equity will be ensured;
  - Resumes of key staff that will administer or provide services;
  - Staffing needs; AND
  
- Cost Allocation Budget
  - Proposed line item budget

- Allocation of staff salaries, benefits, and taxes
- Identify program specific categories

**Timeline/Submittal Process:**

The RFQ packages will be mailed electronically no later than **August 21, 2020** and **received no later than 3:00 PM.**

Wake County will accept questions and qualifications at [HOUSING.INFO@WAKEGOV.COM](mailto:HOUSING.INFO@WAKEGOV.COM), with **“HOUSE WAKE! Homeless Prevention RFQ”** in the subject line until Monday, August 17, 2020. Questions of a general nature and their responses will be posted for public view on our website at <http://www.wakegov.com/housing/Pages/opportunities.aspx>.

**QUALIFICATION PACKETS WILL BE RECEIVED UNTIL 3:00 PM ON August 21, 2020. NO PROPOSAL RECEIVED AFTER THAT DATE AND HOUR, REGARDLESS OF DELIVERY MEANS, WILL BE ACCEPTED OR CONSIDERED.** The only information that will be released at that point will be the names of the respondents. All proposals must be received by:

**3:00 PM on August 21, 2020.**

Qualification Packets should be clearly marked “Homeless Prevention RFQ” and in .pdf format not exceeding 35 MB in size. They should be e-mailed with delivery and read receipts with “Homeless Prevention RFQ” in the subject line to [Housing.Info@wakegov.com](mailto:Housing.Info@wakegov.com)

Should responders experience technical difficulties in submitting/emailing their proposal, please call **919-856-5284** and **leave a brief detailed message.**

The County requests that no County officials be contacted during this process. The Finance Department may be contacted only to clarify questions concerning the RFQ.

The County reserves the right to reject any or all proposals, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interests of the County.

Failure to respond to any requirements outlined in this RFQ may disqualify the proposal.

**Qualification Packet shall include a cover letter executed by a person within the firm authorized to bind the firm to the contents therein.**

**Evaluation Criteria**

A Qualification Evaluation Committee will review and evaluate all submittals in response to this RFQ. Failure to provide responses to all applicable questions may disqualify the submission. The Evaluation Committee will evaluate all submittals received by the deadline, and the qualifications of each submittal will be evaluated bases on the categories listed below. The County may select multiple partners in this process.

- A. Experience providing housing services to persons experiencing homelessness or comparable population  
Qualified applicants will provide a plan that clearly demonstrates the methods used to deliver services and key activities. Proposals will include and tie long-term housing to the activities that will be performed and offer services with low barriers using a Housing First philosophy.
- B. Organization and management capacity  
Qualified applicants will provide clearly and professionally written documentation to substantiate qualifications/experience and demonstrate effectiveness and efficiency within program operations and practices.
- C. Support services experience  
Qualified applicants will identify key personnel and explain their roles and experience as it relates to proposed program structure. Comprehensive services array and experience working collaboratively with homeless households to determine and ensure access to mainstream benefits and income plus other community resources.
- D. Budget projections  
Qualified applicants will demonstrate that the applicant has a strong financial position, has no overdue tax debt, adheres to all local, state, and federal fiduciary requirements; has good internal controls and sufficient resources to operate a program under a reimbursement for services contract. Proposals will include clear explanations for all projected costs. Detailed budgets with justifications will be provided, explaining how amounts were calculated. Proposal cannot be based upon pre-payment of operating costs.

### **Insurance Requirements**

Qualified service providers shall obtain, at their sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by Wake County's Risk Manager.

Workers' Compensation Insurance, with limits for Coverage A Statutory-State of North Carolina and Coverage B Employers Liability \$500,000 each accident, disease policy limit and disease Each Employee.

Commercial General Liability - Combined single limits of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. This insurance shall include Comprehensive Broad Form Coverage including contractual liability.

Commercial Automobile Liability, with limits of no less than \$500,000 Combined Single Limit for bodily injury and property damage. Evidence of commercial automobile coverage is only necessary if vehicles are used in the provision of services under this Agreement and/or are brought on a Wake County site.

Technology Services Professional Liability (Errors and Omissions) Insurance with limits no less than \$1 million per claim and \$2 million aggregate. Shall include coverage for third party expenses

resulting from breach or loss of information arising from either negligent or intentional acts of Provider's employees or an outside source, including breach response expenditures and defense. A copy of Provider's policy shall be produced upon request. Provider agrees to maintain a retroactive date prior to or equal to the effective date of this agreement and to purchase and maintain Supplemental Extended Reporting Period or 'tail coverage' if the policy expires or is cancelled or not renewed. If coverage is replaced, the new policy must include prior acts coverage or a retroactive date to cover the effective dates of this agreement. Provider shall provide on an annual basis a Certificate of Insurance to Wake County specifying whether the required coverage is underwritten on a claims or occurrence basis, and if on a claims basis, the retroactive date of the coverage. The duty to provide extended coverage as set forth herein survives the effective dates of this agreement.

Professional Liability (Cyber Risk) with limits of \$1 million per occurrence/\$2 million aggregate

Employee Dishonesty (fidelity bond or crime policy) with limits of \$250,000 which name Wake County as the loss payee.

All insurance companies must be licensed in North Carolina and be acceptable to the County's Risk Manager. Insurance Policies, except Workers' Compensation, shall be endorsed (1) to show Wake County as additional insured, as their interests may appear and (2) to amend cancellation notice to 30 days, pursuant to North Carolina law. Certificates of insurance shall be signed by a licensed North Carolina agent and be amended to show "thirty (30) days' notice of change or cancellation will be given to the Wake County Risk Manager by certified mail."

If the Service Provider does not meet the insurance requirements of the specifications, alternate insurance coverage satisfactory to Wake County may be considered.

### **Confidential Information/Public Records Law**

#### **INFORMATION SUBMITTED IN RESPONSE TO REQUESTS FOR BIDS, PROPOSALS, AND OTHER PROCUREMENT METHODS SUBJECT TO PUBLIC RECORDS LAW**

Wake County is subject to North Carolina's Public Records Act located in Chapter 132 of the North Carolina General Statutes. As a result, information submitted to and received by Wake County in response to a Request for Proposal/Request For Bid/Request For Quote/Request for Qualifications, or any other procurement method (collectively "Procurement Process"), is considered public record and may be released for public inspection after the contract award, or as otherwise permitted under NCGS § 143, without further notice to the proposer. The County does not intend to elicit confidential or trade secret information in response to a Procurement Process and assumes no responsibility for the submission of such information. Wake County reserves the right to share any information submitted in response to a Procurement Process with any person(s) or firm(s) involved in the review and evaluation phase of the Procurement Process.

#### **CONFIDENTIAL OR TRADE SECRET INFORMATION**

If a proposer nonetheless submits information in a bid proposal or other response to a Procurement Process and it considers such information to be confidential, then all four requirements of [NCGS 132-1.2](#) "Confidential Information" must be met for the County to

consider withholding the information from public inspection in response to a public records request. **Among other legal requirements, information deemed to be “confidential” or “trade secret” by proposer must be clearly marked as such on the face of the document(s) at the time of the initial disclosure/submittal of RFP.** In addition, although not required by law, Wake County requests that any proposer who submits a proposal or response containing any such designation of confidentiality also submit a second copy of the proposal or response with the respective page(s) or section(s) redacted. The County will not agree to withhold an entire proposal or response from public inspection, thus proposers should refrain from including blanket restrictions on disclosure or all-encompassing claims of confidentiality.

When a public records request is made for information contained in or attached to a proposal or response that has been clearly marked as “trade secret” or “confidential” upon its submission, Wake County may, in its discretion and without further notice, release the redacted copy of the proposal or response to the requester if one has been previously submitted. Otherwise, the proposer will be notified of the request and given an opportunity to provide within a reasonable period a written explanation of the basis for claiming protection under N.C.G.S. 66-152 and N.C.G.S. 132-1 and/or a redacted proposal or response. The County shall make the final determination on release of the information. Should any civil action be brought against the County in an effort to compel or prevent the disclosure of information contained in a proposal or response that is deemed confidential by a proposer, the proposer may participate at its own expense; and by deeming any information in a proposal or response confidential, proposer further agrees to indemnify and hold harmless the County for and against any costs incurred by the County as a result of such litigation, including but not limited to fees or expenses arising out of N.C.G.S. 66-153 and N.C.G.S. 132-9.

### **Compliance with Laws and Regulations**

Proposer must comply with all applicable State and Federal Laws. In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful Proposer to notify Wake County at once, indicating in their letter the specific regulation which required such alterations. The County reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc, attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.

### **Acceptance**

Submission of any proposal indicates a Proposer’s acceptance of the conditions contained in this RFQ unless clearly and specifically noted otherwise in the proposal.

Furthermore, the County is not bound to accept a proposal on the basis of lowest price, and further, the County has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the County's best interests to do so. The County reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in the County's best interest. Moreover, the County reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the County.

### **Additional Services**

The County reserves the right to negotiate additional services with the Vendor at any time after initial contract award.

### **E-Verify**

To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc, attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.

### **Iran Divestment Act**

By signing this agreement; accepting this contract/purchase order; or submitting any bid, proposal, etc., vendors and contractors certify that as of the date of execution, receipt, or submission they are not listed on the Final Divestment List created by the NC Office of State Treasurer pursuant to [NCGS 147 Article 6E, Iran Divestment Act](#), Iran Divestment Act Certification. Vendors and contractors shall not utilize any subcontractor that is identified on the Final Divestment List.

In addition:

Any organization defined under NCGS 147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any company/business, etc. that boycotts Israel. A list of companies that boycott Israel is maintained by the NC Office of State Treasurer, pursuant to NCGS 147-86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.

### **Federal Uniform Guidance**

If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):

Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324)

