



**RENO HOUSING AUTHORITY**

**REQUEST FOR PROPOSAL**

**FOR**

**EMERGENCY HOUSING AND EVICTION PREVENTION SERVICES**

**RFP 2024-02EHEP**

**Issued by:**

**Housing Authority of the City of Reno 1525 East Ninth St  
Reno, NV 89512**

**Date Issued: July 9, 2024**

**SUBMISSIONS DUE BY:**

**July 31, 2024**

**5:00 p.m.**

**Reno Housing Authority**  
**REQUEST FOR PROPOSALS**  
**RFP#2024-02EHEP**

Emergency Housing and Eviction Prevention Services

INTRODUCTION

The Housing Authority of the City of Reno (RHA) provides safe and affordable housing to low-income households, including families, the elderly, and the disabled throughout Washoe County. RHA is often contacted by community members and current clients experiencing a housing emergency or pending eviction. Unfortunately, because of the long-term nature of the housing assistance that RHA provides, emergency housing situations must often be referred to other community resources without the benefit of a warm handoff. The Authority wishes to engage a contractor to provide Emergency Housing and Eviction Prevention Services to clients seeking such services from RHA. Clients could include current RHA participants, RHA applicants, and other community members.

INVITATION

With this solicitation, RHA is seeking proposals from qualified individuals and/or organizations with demonstrated experience in providing emergency eviction, crisis relocation, housing resource referral and landlord/tenant mediation services. Knowledge of community resources related to these services is required and should be demonstrated in the proposal.

The deadline for receipt of proposals is **5:00 PM PST, Wednesday, July 31, 2024**. Proposals received after the established deadline may be considered non-responsive and rejected. Proposals should be electronically delivered or mailed to:

Heidi McKendree, Deputy Executive Director  
Reno Housing Authority  
1525 E. Ninth Street  
Reno, NV 89512  
Office: (775) 329-3630 ext. 234  
Email: [hmckendree@renoha.org](mailto:hmckendree@renoha.org)

If mailing, the outside of the envelope shall indicate the following in the lower left-hand corner:

**EMERGENCY HOUSING AND EVICTION PREVENTION SERVICES – PROPOSAL.**

Any questions regarding the RFP should be directed to Heidi McKendree, Deputy Executive Director. Questions may be sent via e-mail to [hmckendree@renoha.org](mailto:hmckendree@renoha.org).

Each respondent shall submit one proposal. If a respondent submits a hard copy via US mail, it must have original signatures and be postmarked by the proposal deadline.

SCOPE OF WORK

RHA is seeking proposals from individuals or organizations to assist clients referred by RHA in addressing housing situations that if not addressed, could result in homelessness or unsafe living conditions. RHA expects client contact to be initiated within 48 hours of referral from RHA. The Emergency Housing and Eviction Prevention Service provider will assess, on a case-by-case basis, eligible individuals or families' to assist in:

- 1) Preserving current housing.
- 2) Eliminating short-term homelessness.
- 3) Warding off eviction and/or imminent homelessness.
- 4) Identifying and linking clients to existing social service agencies and programs including but not limited to those that focus on; medical and mental health treatment, short-term financial assistance, legal aid, eviction diversion and housing navigation.

Eligible Individuals and Families: Services may be provided to individuals or families whose income is less than 80% of the area median income. Eligibility determinations will be made by the Contractor whose decisions will be final and non-appealable.

#### MINIMUM THRESHOLD CRITERIA

The following are the minimum requirements that must be submitted with the proposal packet. Following an opportunity to cure, if the required information is not provided and/or the proposal does not meet the threshold requirements, it will be rejected by RHA.

1. The application cover sheet included with this RFP, signed by the owner or an authorized representative.
2. Proof of business license.
3. Proof of Liability Insurance, both General Liability and Vehicle Liability.
4. Proof of Workers Compensation Insurance.
5. A maximum two-page narrative describing the organization's qualifications and experience providing the services outlined in this RFP as well as a summary of how (the process and procedure) and by whom services will be provided. If subcontracted staff will be utilized, please provide a summary of contract staff qualifications and experience.
6. A listing of potential services to be provided and successful experience in previously providing required services.
7. A timeline for implementation. Contracted provider(s) should be available to begin services upon award. The initial award will be through June 30, 2025. Renewals, if any, are subject to RHA approval.
8. A proposed fee schedule that includes:
  - a. Per client fee for clients that do not receive full services (i.e. client fails to provide required documentation to receive services and/or declines to continue with process) and estimated number of monthly clients
  - b. Per client fee for clients that receive full services and estimated monthly number of clients.
  - c. Explanation indicating how the estimated number of monthly clients was determined.

## GENERAL CONDITIONS

1. RHA reserves the right to reject any or all proposals and to waive any informalities in the proposal process. Withdrawal of proposals prior and subsequent to the submittal due date shall be permitted only in accordance with RHA's Procurement Policy.
2. RHA reserves the right to make an award based solely on the proposals or to negotiate further with one or more applicants. RHA's decision is final; there is no appeal process.
3. The selected respondent shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).
4. The selected respondent shall comply with Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by the Department of Labor regulations (29 CFR Part 5).
5. The selected firm shall provide access to any books, documents, papers and records that are directly pertinent to contract services for the purpose of making audit, examination, excerpts and transcriptions at no charge. Such access shall be made to the U. S. Department of Housing and Urban Development officials, Comptroller General of the United States, Executive Director, or any of their duly authorized representatives.
6. The selected firm shall retain all required records for three (3) years following the date of expiration and all other pending matters are closed and shall provide access to the RHA at no charge during that period.
7. The selected firm shall protect, defend, indemnify, and save harmless the Reno Housing Authority against any or all claims that may result or arise from the performance of services under contract.
8. The selected firm shall be required to abide by all Federal, State and/or local regulations with regard to equal employment opportunity.
9. The selected firm must certify that the Owner/ Executive Director and other project principles are not on the US General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
10. The selected owner agrees to comply with all required labor standards and wage rates as required by receipt of federal funds.
11. RHA will provide funds on a reimbursement basis and provide up to one reimbursement per month. All requested back-up documentation must be received prior to releasing reimbursement. A monthly report and/or report format will be prescribed by RHA.
12. Selected owner will provide references upon request.
13. Within 10 business days of selection, RHA will post the name of the owner(s) selected on its website: <https://renoha.org>

# Application Cover Sheet

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Legal Name of Organization/Individual

TAX ID Number

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Address

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City

State

Zip

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Name of contact person regarding application

Title

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Email

Phone

## **Certifications:**

By signing this application, the following certifications are made:

1. The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR §5.105(a), including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Titles II and III of the Americans with Disabilities Act, as applicable.
2. The owner and its agents will comply with effective communication requirements pursuant to section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 24 CFR §8.6.
3. The owner agrees that, if selected, the selection is conditional and subject to:
  - i. RHA Board Approval
  - ii. Contract Execution

Signature of Authorized Representative:

Print Name:

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Date: \_\_\_\_\_

Title: \_\_\_\_\_

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EVALUATION CRITERIA

Evaluation criteria shall be as follows:

<b>EVALUATION CRITERIA</b>	<b>Points</b>
<b>Background/Qualifications/Experience</b>	
Demonstrated experience providing the same or similar services in the last 5 years.	20
Demonstrated knowledge of local resources related to requested services.	20
Demonstration of support staff experience relevant to services being provided.	10
Summary of process from referral to file closeout.	10
Guarantee to initiate referral contact within 48 hours.	5
<b>General Requirements</b>	
Proof of Business License	5
Proof of Liability Insurance, General and Vehicle	5
Proof of Workers Compensation Insurance	5
<b>Fee Schedule</b>	20
<b>TOTAL</b>	100

Should two or more respondents achieve a tie score, the determination will be made by RHA as to which project best meets the overall needs of this population.

SUPPLEMENTAL INFORMATION REQUEST: If RHA determines in its sole discretion that additional information is required for a fair and complete review of an application, RHA may issue a supplemental information request. The additional information requested must be delivered to RHA within two business days of the date of notice.