

# Request for Quotes – Services

## Office of Procurement and Grants

The following is a Request for Quote – Services (RFQ). The Department of Health and Human Services (DHHS) is hereby requesting interested bidders to respond to this RFQ with a written statement of work and deliverables for DHHS’s consideration.

This Request for Quotes – Services comprises two parts:

1. **Instructions for Submitting a Bid:** Who is eligible to submit a bid to be awarded a contract, and how and when to submit.
2. **Scope of Work and Minimum Requirements:** DHHS’s requested scope of work, along with any requirements.

### Summary of Desired Services

This RFQ is being issued by the Division of Children and Family Services, Department of Health and Human Services, Nebraska Homeless Assistance Program (referred to as DHHS). This RFQ seeks an eligible and qualified entity to provide legal services for individuals at-risk of or experiencing homelessness in Nebraska. The purpose of the legal services is to assist eligible individuals to overcome barriers in obtaining or retaining housing. Eligible subject matters include tenant/landlord issues, child support, guardianship, paternity, emancipation, legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants.

The total anticipated available funds for Grant(s) under this RFQ is \$10,000 for a two-year grant cycle. \$5,000 will be awarded for each grant year. A total award of this amount of funds is not guaranteed but is subject to the Applications received, to the actual money appropriated to DHHS, and to DHHS’s discretion. DHHS may establish a cap on the total amount of funds that any one Applicant, or Applicants acting jointly, may request.

For the first Budget Period, all costs must be liquidated (i.e., spent) by June 30, 2024 and invoiced to DHHS by July 31, 2024. For the second Budget Period, all costs must be liquidated (i.e., spent) by June 30, 2025 and invoiced to DHHS by July 31, 2025. Any unexpended allocation from the first Budget Period may not be rolled into the second Budget Period. The dates listed above are dependent on DHHS’s own ability to timely process payments. The dates are subject to change. The final dates will be included in the final Grant between the parties. If an Applicant believes it cannot meet these

deadlines, it should not apply for funding under this RFQ. Obligation and liquidation deadlines may be extended, but no extensions are guaranteed. Future Budget Periods, as allowed by DHHS, may have different obligation and liquidation deadlines.

## Authority to Issue Request for Quotes

DHHS has the authority to issue this RFQ under its authority to procure contracts exempt under Neb. Rev. Stat. § 73-507(2)(e) for direct services to an individual.

## 1. Instructions for Submitting a Bid

### Eligibility to Apply

The following are the minimum requirements for any bidder wishing to bid on these services. If a bidder does not meet the eligibility requirements set forth below, the bidder should not submit a bid. Any bids from an ineligible bidder will be rejected by DHHS.

To be eligible to apply for this RFQ, a bidder must:

1. Be a “non-federal entity,” as defined in 2 CFR § 200.1. A “non-federal entity” is limited to local governments, Indian tribes, institutions of higher education, or nonprofit organizations. Further definitions in the Uniform Grant Guidance UGG may apply.
2. To be eligible for this funding, entities must:
  - 2.1. Be exempt from taxation under section 501(c)3 of the Internal Revenue of 1986 or represent a number of eligible applicants;
  - 2.2. Not discriminate on the basis of age, religion, sex, race, color or national origin, gender identity or gender orientation;
  - 2.3. Provide legal services as defined in 24 CFR 576.105(a)(1)(vi) in all 93 counties in Nebraska; and,
  - 2.4. Operate a drug-free premises.

### Proposal Instructions

**Bidders must respond by the time indicated, unless this RFQ is open on a continuous basis.** Bidders may respond on any template provided by DHHS or on their own paper, provided the response contains identified deliverables and is sent to the identified contact below. **All bidders must include an email point of contact for bid submission with their bid.**

### Questions

Questions on the RFQ must be sent, via email only, to the Point of Contact identified below. DHHS will respond to questions before responses are due. DHHS may post questions and responses, in its discretion.

## Review

DHHS will review responses and decide whether to award a contract for services and to whom to award the contract. In negotiations with the selected vendor, DHHS may accept the statement of work and deliverables as-is or request changes from the vendor. A final statement of work and deliverables will be subject to DHHS standard terms and conditions for services contracts, a copy of which is available here: <https://dhhs.ne.gov/Grants%20and%20Contract%20Opportunity%20Docs/ADDENDUM%20A%20-%20DHHS%20General%20Terms%20-%20Services%20Contracts.pdf>

Please note that additional contract terms may be needed, such as a business associate agreement or insurance, depending on the services provided. Those may be negotiated with the selected vendor.

## Format for Submission

Statements of work and deliverables must be sent in a format that allows for redlining or changes, such as Microsoft Word (not in PDF form, although a PDF may be submitted along with an editable format).

## Addenda

DHHS may post addenda to this RFQ if any further information or clarification is necessary. Addenda will be posted on the DHHS Contract Opportunities webpage. No other notification will be provided to any entity.

## Failure to Follow Stipulations

Failure to follow anything in the Request for Quote Process and Proposal Instructions may be the basis for disqualification or rejection of any proposal. Failure to submit a timely response will result in DHHS rejecting a bid, except that DHHS has discretion in allowing a bid submitted but not received by DHHS until a short time (no more than a few minutes) after the stated deadline.

## Protests or Grievances

The RFQ process is not subject to the DHHS Grievance/Protest Procedures for Vendors. Concerns, however, about the process after award may be sent to [DHHS.RFPquestions@nebraska.gov](mailto:DHHS.RFPquestions@nebraska.gov).

## Award Decision

DHHS will post an award decision on its contracts opportunities website, available at [DHHS.ne.gov](http://DHHS.ne.gov). Bidders will not be notified by email.

Responses Due By: Friday, October 14, 2022 at 2:00pm (CST).	Responses Due to: <a href="https://nebraska.sharefile.com/r-r29eb2a87e16c4a6ebab12ff8ac8788f4">https://nebraska.sharefile.com/r-r29eb2a87e16c4a6ebab12ff8ac8788f4</a>
Point of Contact for any Questions: Mike St.Cin, <a href="mailto:DHHS.RFPquestions@nebraska.gov">DHHS.RFPquestions@nebraska.gov</a> .	Additional Procurement Point of Contact: <a href="mailto:DHHS.RFPquestions@nebraska.gov">DHHS.RFPquestions@nebraska.gov</a>

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## 2. Scope of Work and Minimum Requirements

### Term

A contract resulting from this RFQ shall start July 1, 2023, and end June 30, 2025.

### Description of Work

The Grantee awarded this funding will provide legal services to individuals at-risk of or experiencing homelessness in Nebraska. In addition to providing legal services to eligible individuals, the Grantee will be responsible for educating key stakeholders regarding the legal services provided and for the following:

1. Collaborating with other homeless service providers to include victim service veteran, mental health/substance abuse, and other homeless assistance providers.
2. Participating in regional and state Continuum of Care committee or sub-work group meetings, homeless advocacy meetings, Nebraska Commission on Housing and Homelessness (NCHH) meetings, etc.
3. Complying with the Emergency Solutions Grant (ESG) program requirements identified in 24 CFR Part 576, including but not limited to the following:
  - 3.1. Verification of participant eligibility for services;
  - 3.2. Adherence to Housing and Urban Development's (HUD) final rule providing equal access to HUD assisted or insured housing without regard to actual or perceived sexual orientation, gender identity or marital status and prohibiting inquiries regarding sexual orientation or gender identity;
  - 3.3. Only serving individuals regarding matters that interfere with the individual's ability to obtain or retain housing, and only when no other appropriate legal services are available or accessible; and,
  - 3.4. Only providing representation by an attorney licensed, active, and in good standing with the Nebraska Judicial Branch and by persons under the supervision of the licensed attorney.
4. Creating and keeping records to facilitate DHHS and HUD monitoring of ESG and the Homeless Shelter Assistance Trust Fund (HSATF).
5. Entering complete, accurate and timely program and participant data in Homeless Management Information System (HMIS), or comparable database for agencies exempt from the federal HMIS requirement as identified in 24 CFR §§ 576 et seq. Data shall include at a minimum the required data elements as defined by HUD and shall be entered as close to real time as possible.
6. Incurring expenses and requesting NHAP reimbursement only for DHHS-approved, ESG- and HSATF-eligible activities, as identified in the Code of Federal Regulations Title 24 Part 576 (ESG and HSATF), Nebraska Revised Statute 68-1601 through 68-1608 (HSATF) and Nebraska Administrative Code Title 462 (HSATF). Hourly fees for legal advice or representation in matters

related to immigration, citizenship or mortgages and retainer or contingency fee arrangements are ineligible costs under 24 CFR 576.102(a)(1)(vi). Thus, these costs are not reimbursable by HSATF. The eligible expenses for legal services are as follows for the component programs:

- 6.1. Emergency Shelter Legal Services
  - 6.1.1. Hourly fees to provide advice or represent individuals being served by an NHAP funded shelter for which duties shall include: client intake; preparation for trial; legal advice; representation at hearings; counseling; filing fees; and other necessary court costs.
- 6.2. Rapid Rehousing Legal Services
  - 6.2.1. Hourly fees to provide advice or represent individuals being served by an NHAP funded rapid rehousing program for which duties shall include: client intake; preparation for trial; legal advice; representation at hearings; counseling; filing fees and other necessary court costs; and landlord/tenant matters.
- 6.3. Homelessness Prevention Legal Services
  - 6.3.1. Hourly fees to provide advice or represent individuals being served by NHAP funded homelessness prevention program for which duties shall include: client intake; preparation for trial; legal advice; representation at hearings; counseling; filing fees and other necessary court costs; and landlord/tenant matters. Service must be necessary to resolve a legal problem that will likely result in the individual losing the permanent housing in which he/she currently resides or prevent the individual from obtaining new housing.
7. Complying with the HSATF requirements identified in Nebraska Revised Statute §§ 68-1601 through 68-1608 and Nebraska Administrative Code Title 462.
8. Maintaining active membership and participation in the Continuum of Care network.
9. Participating in required educational/technical assistance sessions.
10. Subscribing to and utilizing NHAP’s Funding Information webpage at the current location or as later modified by DHHS.
11. When accepting a referral for a NHAP program participant for legal services, retaining written certification, on a form approved by DHHS, indicating the participant has been screened by an NHAP recipient and meets the criteria for ESG shelter, homelessness prevention or rapid rehousing legal services.

## Deliverables

Bidders should provide the costs associated with the following deliverables:

Deliverable Number	Deliverable Description	Acceptance Criteria	Cost
Performance Deliverable: 1	Provide legal services to a minimum of fifty (50) households for matters	Report the number of households served for each	

	related to emergency shelter, rapid rehousing, or homelessness prevention.	quarter of the grant term.	
Performance Deliverable: 2	Ensure that 80% of households provided legal services under this program exit to a positive or permanent housing destination. This may include relocation to a rental unit with or without assistance or subsidy.	Report the percentage of households that met the criteria in the Deliverable Description for each quarter of the grant term.	
Performance Deliverable: 3	Attend a minimum of one (1) regional Continuum of Care (CoC) meeting annually for each of the seven regions.	Report the regional CoC meeting(s) attended and the date of those meetings for each quarter of the grant term.	
Reporting Deliverable: 1	Submit quarterly reports that include all of the Acceptance Criteria components by the date determined by DHHS.	Provide the following: <ul style="list-style-type: none"> <li>• Hours of legal work provided for emergency shelter, rapid rehousing, and homeless prevention clients;</li> <li>• Names of referring agencies;</li> <li>• Client demographics: ethnicity, gender, language, and income;</li> <li>• Number of households served;</li> <li>• Percentage of households served that exited to a</li> </ul>	

		positive or permanent housing destination; and, <ul style="list-style-type: none"> <li>Identify the regional CoC meetings attended and the dates attended.</li> </ul>	
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### Budget

The amount of funding available for legal services is a maximum of \$5,000 for each year of the grant term. Each budget should contain only costs that are allowable under the applicable statutes, regulations, terms and conditions of this RFQ. Applicants will not be allowed to change their budgets once submitted to DHHS, unless the POC specifically requests, in writing, budget changes. Budgets may be modified as required by DHHS or in agreement between DHHS and the Applicant after the Intent to Award is announced. Applicants should not rely on budget changes or modifications in submitting their proposed budget and must be able to perform the program activities consistent with their budget.

If an Applicant plans to charge indirect costs other than through a cost allocation plan, the Applicant must provide one of the following along with their budget: a current federally-approved indirect cost rate agreement; a currently approved indirect cost rate agreement with DHHS; or a calculation of de minimis indirect costs consistent with federal rules. DHHS may provide a calculator to aid programs in calculating de minimis indirect costs, upon request.

Legal Services	Cost Proposal	Other Funds	Total
Emergency Shelter Legal Services			
Homelessness Prevention Legal Services			
Rapid Rehousing Legal			
Indirect Costs			
<b>TOTAL Legal Services Costs</b>			

<u>A</u> Amount of NHAP Funds Requested	<u>B</u> Agency's Total Budget for NHAP Related Services FY 2021-22	<u>C</u> $A \div B = C (\%)$
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### Minimum Requirements

In providing the services under this RFQ, a contractor must meet the minimum requirements set forth in the Deliverables section. These minimum requirements will be included in the resulting contract for these services. If a bidder is not able to meet these requirements, their bid will be rejected.