

Request for Qualifications
City of Indianapolis
Department of Metropolitan Development
CoC Consultant

April 2, 2018

Request for Qualifications

City of Indianapolis, Department of Metropolitan Development

Continuum of Care Consultant

Request for Qualifications

The City of Indianapolis, Department of Metropolitan Development is requesting qualifications from interested vendors for a Service Agreement to assist the Indianapolis CoC with the HUD FY2018 CoC competitive grant process by reviewing Indianapolis' existing documents pertinent to the HUD CoC FY2018 program competition to ensure alignment with HUD's policies, procedures and goals; assisting with preparation of the FY2018 CoC application, and to review Indianapolis' draft FY2018 application and provide feedback on how to maximize the score. Vendors must have experience with reviewing, preparing and/or scoring HUD CoC competitive applications. This service agreement will be in place through December 31, 2018 and will include an option to renew for two additional years.

Respondents must have experience with reviewing, preparing and/or scoring HUD CoC competitive applications and must be able to provide references.

The City of Indianapolis will manage the contract with the selected vendor to ensure responsibilities are completed to satisfaction and within the scheduled timeframe and the applicable requirements.

Scope of Services

Selected vendor(s) shall do, perform, and carry out in a good and professional manner the following services:

1. Review the Indianapolis Continuum of Care (CoC) documents pertinent to the HUD CoC FY2018 Program Competition to ensure alignment with HUD's policies, procedures and goals. This will include the following documents:
 - a. FY2017 CoC Program Competition application that was submitted last year
 - b. Threshold requirements for New and Renewal Projects
 - c. Approval Process for Competition Submission
 - d. Scoring Tool
 - e. Ranking and Review for Renewal Projects
 - f. Indianapolis CoC Policies
 - i. Performance Scoring
 - ii. Ranking Policy
 - iii. Re-Allocation Policy

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- review of references provided in response

Submission Requirements

Please direct all questions pertaining to the Request for Qualifications to Jennifer Fults, Community Investments Administrator by electronic mail to jennifer.fults2@indy.gov

All submittals must be received by 3:30 p.m. on Monday, April 23, 2018.

Please submit your response by email to Jennifer Fults at Jennifer.fults2@indy.gov , or by mail by mailing one complete copy to Attn: Jennifer Fults, Community Investments, 200 East Washington Street, Suite 2042 on or before April 23, 2018 by 3:30 p.m. Subject must read "CoC Consultant RFQ Response".

In addition to addressing the Scope of Services and Selection Criteria, all submittals must include the following:

1. Core competencies of firm's experience working collaboratively, staff experience, organization chart
2. Representative sample of demonstrated capacity and experience with similar projects, references from past clients