



Council on Housing Stability Request for Proposal

Purpose

As the U.S. Interagency Council on Homelessness (USICH) for the State of New Hampshire, the Council on Housing Stability (NH CHS) is seeking a consultant to develop its 2025-2028 strategic plan and explore how best to structure and sustain the Council on Housing Stability's work moving forward, including aligning the 2025 - 2028 Strategic Plan with the USICH's Federal Strategic Plan to Prevent and End Homelessness, *All In*.

Overview of the organization

Governor Christopher T. Sununu established the NH CHS on November 18, 2020. The goal of the new Council was to create and implement a strategic plan to ensure housing stability for all New Hampshire citizens. Co-led by the New Hampshire Department of Health and Human Services (NH DHHS), the Department of Business and Economic Affairs (BEA), and the Community Development Finance Authority (CDFA), the Governor's Council comprises diverse stakeholders from state agencies, human service organizations, faith-based organizations, and persons with lived experience from across the state. The Council's first order of business was to develop a strategic plan to address New Hampshire's most critical housing needs.

Once the Strategic Plan was approved, the Council was charged with implementing the plan and reporting to the Governor annually every November. The Annual Report is a narrative that captures the year's accomplishments to date, and the Year-in-Review document highlights the Council's work against each of the strategic plan's objectives.

Over the past three years, Council members have regularly met to collaborate and share challenges and successes relative to housing stability. Outside those meetings, workgroups such as the Housing and Homelessness Workgroup and the Regional Leadership and Coordination Workgroup convened to advance specific strategic initiatives further.

As the Council reflects upon its accomplishments over the past three years, the hope is for the next strategic plan to

identify what significant issues remain, establish a solid foundation to sustain our efforts indefinitely, and successfully advance the objectives and tasks of the new strategic plan forward over the next three years.

The strategic planning process will address the outstanding homelessness, prevention, and housing issues in the state, incorporating the following considerations:

1. How do we define housing stability?
2. How do we re-establish balance in New Hampshire's housing market?
3. How do we align our communication and utilize the same language?
4. What are the training needs?
5. What are the outreach needs?
6. How do we coordinate policy response?
7. What framework (including financial structure) is required to sustain the Council's work?
8. How do we avoid a duplication of efforts?
9. What is the role of local welfare associations?
10. What is the role of the CoCs?
11. What is the role of the Ending Veteran Homelessness initiative?
12. How do we generate awareness of the Council and its' work?

Proposed Services

Scope of Work: Develop a strategic planning approach informed by our work, the impact of the Council on Housing Stability to date, and what remains to be accomplished.

- Establish a roadmap capturing goals, objectives, and outcomes from the 2021-2024 strategic planning process, including
 - [The State and Regional Fair Share Production Targets](#) (which document a need for 59,934 units by 2030 and 88,395 new housing units by 2040) contained in NH Housing's [Statewide Housing Needs Assessment](#) and the Regional Planning Commission's [Regional Housing Needs Assessments](#) and adopted by the Council in 2023.
 - The imbalance between [an increasingly smaller and smaller group of communities shouldering the weight of permitting and producing the majority of new housing units throughout the state.](#)
- Establish the framework required to sustain the Council's work and meet the state's housing needs:
 - Define and identify Council membership & workgroup support: The Council currently supports two workgroups: Housing and Homelessness and Regional Leadership & Coordination. What workgroup structure is sufficient to implement the 2025-2028 Strategic Plan?
 - Compile a financial sustainability plan for the Council
 - Develop an approach for involving, coordinating, and synchronizing with community members, homeless service providers, and agencies, including surveys and stakeholder interviews

- Incorporate a plan to end homelessness led and implemented by the CoCs
- Outline of key milestones and deliverables
- Develop a template to capture the success of the strategic plan as defined by metrics
 - What are we measuring?
 - How are we measuring?
 - What does it tell us?
- Establish a template to report on our accomplishments annually.

Ability to Perform Services

- Timing: Detail project deliverables, participant roles and responsibilities, and deadlines
- Team structure: Please provide an overview of the staff collaborating on this initiative, including their estimated hours and expertise.

Overall Qualifications, Relevant Experience, and Expertise

- Please share two projects similar in scope and completed in the past three years.
- Please provide three client references who can speak to similar work produced in the past three years.
- Please share qualifications demonstrating a deep understanding of the State of NH, including the political landscape and best practices.

Proposed Fee

- The total budget for the project shall be between \$50,000- \$70,000.

Criteria and weights for evaluating proposals

The Strategic Planning team will review and evaluate proposal submissions and assign each submission a numerical evaluation. Based on the numerical evaluation outcome, oral interviews may be conducted. Strategic Planning RFP team members and RFP Bidders shall not have verbal or written contact regarding the RFP before the interview phase of the process.

The NH CHS co-leads can determine the most advantageous proposal with or without discussions with Bidders or recommendations by the strategic planning team.

The contract will be awarded by written notice and delivered by email to the Responsible and Responsive Bidder based on the objective and quantifiable scoring criteria detailed below.

NH CHS has no liability under such an award until it executes a written agreement to memorialize the terms. In its sole discretion, NH CHS may elect not to enter into a contract at any point.

Proposals will be evaluated under the following evaluation criteria:

- **Proposed Services** < 25 points

- **Ability to Perform Services** < 20 points
- **Overall Qualifications, Relevant Experience, and Expertise** < 30 points
- **Proposed Fee** < 25 points
- **MBE/WBE/NH Firm** = 5 Bonus Pts

Submission deadline

Any questions can be submitted via email [here](#) before July 15, 2024.

Proposals must be submitted electronically as a PDF file to [Caroline Conlin](#) on or before 5:00 PM EST on August 5, 2024.

Subject line to read: *New Hampshire Council on Housing Stability - 2025 Strategic Plan RFP Response*

Proposals received after the deadline will not be accepted or reviewed for selection.

Key dates

Monday, July 15, 2024: All questions due

Monday, July 22, 2024: All questions addressed

Monday, August 5, 2024: RFP responses due

Tuesday, August 13, 2024: Conduct consultant interviews

Friday, August 16, 2024: The selected consultant notified

Wednesday, September 4, 2024: Kick-off Meeting

The Council reserves the right to negotiate these dates with the consultant selected.

Terms and conditions

NH CHS shall not be liable for:

1. Any costs incurred by the Bidder in the preparation of any proposal;
2. Any costs incurred by the Bidder for any interview or negotiation relating to this RFP (i.e., travel, accommodations, etc.); or
3. Any disclosure, whether by negligence or otherwise, of any material or information in any form submitted by any Bidder in response to this RFP.

NH CHS reserves the right to:

1. Request necessary amendments to the RFP;
 2. Reject any proposal not meeting mandatory requirements;
 3. Award multiple contracts to different Bidders;
 4. Reject all proposals, seek new proposals, and cancel the RFP according to the best interests of NH CHS;
- and

5. Make investigations regarding the qualifications of any or all Bidders as NCHCHS deems necessary, whether by conducting an independent review or contacting the Bidder for discussions.

NH CHS is not bound by any terms until NH CHS executes a written agreement to memorialize the terms. NH CHS may choose to end negotiations at any point in its sole discretion.

Resources:

1. [State Council on Housing Stability](#)
 2. [The U.S. Interagency Council on Homelessness' \(USICH\) *Creating and Sustaining State Interagency Councils on Homelessness*](#)
 3. [The Council on Housing Stability Strategic Plan 2021 - 2024](#)
 4. [2023 CHS Annual Report](#)
 5. [2023 CHS Year-in-Review](#)
 6. [The Council on Housing Stability Metrics - 2024](#)
 7. [2021 - 2024 Impact](#)
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