

PARTNERS FOR HOME

Request for Proposals Right at Home Legal Services

**Partners for HOME
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Atlanta, GA 30315
www.partnersforhome.org**



INTRODUCTION

Partners for HOME (PfH), on behalf of the Atlanta Continuum of Care (CoC), is seeking proposals from qualified providers to deliver legal services that support at imminent risk of homelessness. The goal of this project is to serve **up to 200 households per year** by helping resolve housing-related legal barriers that impact housing stability. These legal services are a key component of the **Right at Home Prevention Pilot Program**. The selected legal services provider will coordinate with the provider delivering financial assistance and supportive services through the Right at Home Prevention Pilot Program in Atlanta. Only households enrolled in the Right at Home program will be eligible to receive legal assistance under this RFP.

Partners for HOME is a nonprofit organization that serves as the Collaborative Applicant for the Atlanta CoC, a U.S. Department of Housing and Urban Development (HUD) program that supports communitywide efforts to prevent and end homelessness. PfH coordinates funding and programs that help nonprofit providers and local governments quickly rehouse individuals and families experiencing homelessness in the City of Atlanta.

Eligible applicants must be legal services providers with experience addressing housing-related legal issues and serving at imminent risk of homelessness. Providers must agree to participate in Coordinated Entry and use the Homeless Management Information System (HMIS) for client intake and outcomes tracking.

The selected provider must also agree to participate in a **randomized controlled trial (RCT)** conducted in partnership with the University of Notre Dame's Wilson Sheehan Lab for Economic Opportunities (LEO). Participation will require random assignment of clients to treatment and control groups and adherence to research protocols, including informed consent procedures. Providers must maintain a **client-to-staff ratio of no more than 20:1** and have sufficient full-time equivalent staff to support this ratio.

SUBMITTAL DEADLINE AND INQUIRIES

All responses to this RFP must be submitted electronically by **11:59 p.m. on Sunday, April 12, 2026**. **Responses after this time will not be considered.**

Responses must be in PDF format.

All questions regarding this RFP must be submitted in writing and received no later than **5:00 p.m. on Thursday, April 9, 2026**. Responses to submitted questions will be shared with all respondents through the Partners for HOME website.

Please address the inquiries and responses to Jasmine Rockwell Heard, Associate Director of Grants Management, at grants@partnersforhome.org.



COST PROPOSAL

Respondents must submit a detailed **line-item budget** outlining the total cost to provide the services described in this RFP. The total proposed budget must **not exceed \$130,000**.

Administrative costs may **not exceed 10%** of the total budget, and fringe benefits may **not exceed 30% of salary costs**. Proposals that exceed these limits may be deemed nonresponsive and may not be considered for award.

Budgets must clearly identify personnel, fringe benefits, administrative costs, and any additional direct costs necessary to implement the project.

Respondents must provide a proposed lump-sum amount for the requested services. Final costs may be negotiated after the selected respondent is identified. If fee negotiations with the respondent deemed most qualified are unsuccessful, or if the proposed costs exceed available project funding, PfH reserves the right to suspend negotiations and proceed to other respondents.

Respondents must also provide a summary of the assumptions used to determine the proposed cost, including, but not limited to, staffing structure, anticipated hours, and any resources required from PfH.

SCOPE OF SERVICES

The selected respondent will provide legal services to support individuals at imminent risk of homelessness by addressing housing-related legal barriers. The program is expected to serve **up to 200 households per year**.

Services must include:

- 1. Supportive Services – Legal Assistance**
Provide legal services to address housing-related legal issues that may prevent individuals or families from obtaining or maintaining stable housing.
- 2. Problem Solving**
Approach clients' situations with flexibility, creativity, and a commitment to resolving legal barriers that impact housing stability.
- 3. Service Coordination**
Coordinate with each client's Right at Home provider to ensure case management staff are informed of progress and outcomes related to housing legal issues.
- 4. Referral Process**
Accept referrals for clients served by all Right at Home providers exclusively through the centralized referral process outlined in the Pilot's Written Standards.

TERM

This is anticipated to be a one-year agreement with a projected start date of May 1, 2026.

APPLICATION

The application narrative should not exceed four pages, single-spaced, with one-inch margins and an 11-point or 12-point font.

The narrative should address the following (be specific):

- Summarize your expertise and ability to meet the requirements outlined within this RFP's Scope of Services.

In addition to the narrative, Respondents must submit:

- A separate cost proposal in PDF format based on the Scope of Services. The budget may be submitted in spreadsheet format. A brief budget narrative (not to exceed one page) may accompany the cost proposal and is not included in the four-page narrative limit.

EVALUATION METRICS

PfH will convene an evaluation committee to evaluate each proposal submitted by a Respondent. At the discretion of PfH, follow-up interviews may be conducted with the highest-ranking Respondents prior to the evaluation committee making a final selection.

TIMELINE AND DELIVERABLES

PfH will ensure that the selected Respondent has access to all necessary files, reports and personnel required to complete the Scope of Services. The following is an approximate project schedule, subject to modification:

Date	Action Required
03/13/2026	Release of RFP
04/09/2026	Inquiries/questions due
As received	Responses to respondents' inquiries posted on PfH website
04/12/2026	RFP Responses Due
Week of 04/13/2026	Response review process
04/20/2026	Interviews with selected respondents* <i>if needed</i>
Week of 04/27/2026	Respondent selected

SELECTION PROCESS

Once the responses are reviewed, a shortlist will be compiled by PfH. Interviews may be conducted with the Respondent(s) determined to be the most qualified, and additional information may be required at that time. Negotiations will begin with the Respondent(s) selected to be the most suitable.

Selected Respondent(s) must be prepared to enter negotiations for services outlined in this RFP.

EVALUATION & ACCEPTANCE OF STATEMENT OF QUALIFICATIONS

PfH reserves the right to reject any and all responses, to amend the Request for Qualifications and the process itself, or to discontinue the process at any time.

TERMS AND CONDITIONS

All proposals and supporting materials as well as correspondence relating to this RFP become property of PfH when received. Any proprietary information contained in the Response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.

A. All applicable State of Georgia and federal laws, City and County ordinances, licenses, and regulations of all agencies having jurisdiction shall apply to the Respondent and project throughout and are incorporated herein. The contract with the selected Respondent, and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the contract, shall be interpreted in all respects in accordance with the laws of the State of Georgia.

B. Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.

C. Sub-Respondents as part of the Project team must be clearly identified in the Response, including roles, resumes of key personnel, and project references.

D. No Response shall be accepted from, and no contract will be awarded to, any person, Respondent, or corporation that (i) is in arrears to PfH, Invest Atlanta, or the City with respect to any debt, (ii) is in default with respect to any obligation to PfH, Invest Atlanta, or the City, or (iii) is deemed irresponsible or unreliable by PfH. If requested, the Respondent shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.

E. From the date PfH receives a Respondent's proposal through the date a contract is awarded

to a Respondent(s), no Respondent may make substitutions, deletions, additions or other changes in the configuration of Respondent's proposal or members of Respondent's team.

Partners for HOME does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age, or disabilities in hiring practices or service provision.