

PARTNERS FOR **HOME**
Request for Qualifications
Accelerated Shelter Exit Pilot

Partners for HOME
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Introduction

Partners for HOME (PfH), on behalf of the Atlanta Continuum of Care (CoC), releases this Request for Qualifications (RFQ) for qualified respondent(s) to provide direct service delivery in support of Coordinated Entry (CE), Diversion, and housing navigation activities for individuals and households experiencing homelessness in the City of Atlanta.

The selected Respondent will provide front-line engagement, assessment, housing problem-solving, documentation support, and housing coordination services to support timely access to housing pathways and reduce the length of homelessness. The Respondent will collaborate with Partners for HOME, outreach teams, shelter providers, and housing partners to ensure effective transitions to diversion or housing placement.

PfH is a nonprofit organization that serves as the Collaborative Applicant for the Atlanta CoC — a Housing and Urban Development (HUD) program that promotes community-wide commitment to the goal of ending homelessness and provides funding for efforts by nonprofit providers and state and local governments to quickly rehouse people impacted by homelessness. Its mission is to coordinate a comprehensive crisis response system to end homelessness in the City of Atlanta.

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.

Submittal Deadline and Inquiries

All responses to this RFQ must be submitted electronically by **6 p.m. on Friday, December 26, 2025**. Responses after this time will not be considered.

Responses must be in PDF format.

All questions regarding this RFQ must be received in writing. All such written inquiries must be delivered electronically by **6 p.m. on Tuesday, December 23, 2025**. All respondents to this RFQ will be provided access to or a copy of all received written inquiries and PfH's responses to those inquiries via the PfH's website.

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

Professional Fee

While the Respondent will be asked to provide an estimated lump sum fee for the services requested, final fees will be negotiated following the selection of the Respondent. If fee negotiations with the Respondent determined most qualified are not successful, and/or the fees discussed are outside the budgetary constraints for the project, PfH reserves the right to suspend negotiations with the most qualified Respondent and proceed to other Respondents.

The Respondent will also be expected to provide a summary of assumptions used to determine its fee, including — but not limited to — team, hours and resources required from Pfh, and services to be included. Services can be outlined in an a la carte menu style to support the lump sum proposal.

Scope of Work

This Scope of Work will be carried out by one (1) full-time employee dedicated to the project. The Respondent is responsible for ensuring adequate staffing coverage, supervision, and continuity of services.

1. Coordinated Entry (CE) Engagement

- Complete the full Coordinated Entry assessment for all newly enrolled participants within 24 hours of program entry.
 - Ensure assessments are entered accurately and promptly into ClientTrack HMIS system.
- Complete the Diversion assessment tool for all newly enrolled participants within 24 hours of program entry and identify immediate diversion or housing pathways based on assessment results.

2. Documentation Support

- Assist participants with gathering all documents required for housing placement, including but not limited to identification, income verification, disability documentation, and homeless verification.
- Provide referrals to document assistance agencies such as Crossroads, Mini City, and Central Outreach and Advocacy Center.
- Track document progress and maintain updated documentation files in HMIS.

3. Housing Problem-Solving (Diversion) Conversations

- Conduct an initial housing problem-solving conversation at intake or within the first 24–72 hours of enrollment.
- Engage participants in ongoing problem-solving conversations throughout program participation to explore safe, appropriate, and person-centered Diversion opportunities.
- Document outcomes of all housing problem-solving attempts and follow-up actions in a 'Housing Problem-Solving' case note in ClientTrack.

4. Individualized Service Planning (ISP)

- Develop an Individualized Service Plan with each participant within 72 hours of enrollment.
- Ensure ISPs include short-term goals, housing stabilization steps, income pathways, and Diversion or housing placement strategies.
- Review and update ISPs regularly throughout program engagement to reflect progress and changing needs.

5. Housing Navigation & Application Support

- Assist participants with completing housing applications for appropriate housing pathways, including RRH, PSH, and Diversion.
- Provide ongoing housing search support, including identifying available units, coordinating landlord contacts, and preparing participants for housing readiness requirements.
- Maintain warm communication with housing providers to expedite application processing and reduce barriers to move-in.

6. Warm Hand-Offs & Housing Placement Coordination

- Facilitate warm hand-offs to Diversion resources or housing providers, ensuring a seamless transition from shelter engagement to next-step programs.
- Coordinate with outreach teams, shelter staff, and housing partners to ensure participants remain connected during the transition.
- Support scheduling, transportation coordination, and follow-up to ensure successful enrollment into housing programs or Diversion destinations.

7. Participant Support & Ongoing Engagement

- Maintain consistent engagement with participants to support housing progress, troubleshoot barriers, and ensure connection to supportive resources.
- Provide referrals to community-based services, income supports, and behavioral health resources as needed to support housing goals.
- Ensure services are trauma-informed, person-centered, and aligned with Housing First principles.

8. Data Entry, Reporting, & Compliance

- Record all services, assessments, referrals, and exits in HMIS within 48 hours of service delivery.
- Participate in required performance tracking, data quality activities, and Pilot evaluation processes.
- Ensure compliance with all CE, HMIS, and Partner agency standards, policies, and procedures.
- Participate in weekly project check-ins with the Partners for HOME project lead, and prepare client-level and project-level updates.

Term

This is a one-year contract, anticipated to run from December 2025 – November 2026.

Application

The application narrative should not exceed five 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 RFQ's Scope of Services.
- Provide a cost proposal in PDF format based on the scope of services.
- The budget may be in a spreadsheet, and the budget narrative may not exceed one page, single-spaced, with one-inch margins, and in 11-point font (not included in the five-page narrative count).

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
12/12/2025	Release of RFQ
12/23/2025	Inquiries/questions due
As received	Responses to respondents' inquiries posted on PfH website
12/26/2025	RFQ Responses Due
12/29/2025	Response review process
12/30/2025	Interviews with selected respondents* <i>if needed</i>
Week of 12/29/2025	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 RFQ.

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 RFQ 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.