

MIAMI-DADE COUNTY HOMELESS TRUST REQUEST FOR APPLICATIONS (RFA) FOR A RENTAL ASSISTANCE FISCAL AGENT

The Miami-Dade County Homeless Trust, hereinafter referred to as the Continuum of Care (CoC), is soliciting proposals to identify a fiscal agent to administer our CoC Rental Assistance portfolio.

A Virtual Pre-Application Workshop will be held via Microsoft Teams from 3:00-4:30 p.m. on Tuesday, June 10, 2025.

Please read the solicitation carefully and in its entirety. Attendance to the Pre-Application Workshop is **strongly** recommended. To join the Teams Meeting enter:

https://teams.microsoft.com/join/19%3ameeting_NzNhMDQ4ZTYtMWEzOS00OTY2LTgyNGQOTBhOTc5Y2VhNTVk%40thread.v2/0?context=%7b%22Tid%22%3a%22fdde2c89-3838-45a3-b272-6cf08978701f%22%2c%22Oid%22%3a%22df6a4b1c-5bbf-452c-93e9-03f056bfa9c6%22%7d

Meeting ID: 223 423 450 301 1, Passcode: bF9vu23y

or

Dial +17866282782,,638640780#

We invite tribes, non-profit and for-profit providers, and government agencies to review this RFA.

Responses to this RFA must be emailed to Manuel.Sarria@miamidade.gov no later than 2:00 p.m. eastern standard time on Thursday, July 10, 2025. **NO EXCEPTIONS WILL BE MADE TO THE 2:00 P.M. DEADLINE.** Mr. Sarria will reply to your email with the application materials to confirm receipt of application responses. Submitting and collecting a delivery receipt for responses to this proposal, to the correct contact person, on or before the stated time and date, will be solely and strictly be the responsibility of the respondent. The County in no way will be responsible for delays caused by electronic communications or any other occurrence. **Proposals may not be mailed, hand delivered or faxed.**

Manny Sarria
Miami-Dade County Homeless Trust
(305)375-5739 or (305)546-4427
Manuel.Sarria@miamidade.gov

THIS PROPOSAL IS SUBJECT TO THE CONE OF SILENCE, ORDINANCE 98-106.

Please contact the Homeless Trust if the Request for Application document is required in an alternative format or language. Miami-Dade County is not liable for any cost incurred by the applicant in responding to the Request for Applications, and we reserve the right to modify or amend the application deadline schedule if it is deemed necessary or in the interest of Miami-Dade County. Miami-Dade County also reserves the right to accept or reject any and all applications, to waive technicalities or irregularities, and to accept applications that are in the best interest of Miami-Dade County. Miami-Dade County provides equal access and opportunity in employment and services and does not discriminate on the basis of age, gender, race or disability.

I. BACKGROUND/PURPOSE

The Miami-Dade County Homeless Trust serves as the lead agency for Miami-Dade County's homeless Continuum of Care (CoC), responsible for the oversight, planning and operations of the entire CoC including:

- Serving as the Collaborative Applicant and Homeless Management Information System (HMIS) lead for Miami-Dade County CoC.
- Implementing the Homeless Plan which provides a framework for preventing and ending homelessness in Miami-Dade County.
- Administering grants and overseeing operations and fiscal activities for more than 30 housing and services programs operated by more than 10 competitively selected non-profit providers and government entities.
- Developing policy and serving in an advisory capacity to the Board of County Commissioners on issues involving homelessness.

Our department, in partnership with Housing and Community Development, the county's PHA, performs the duties solicited in this solicitation for the legacy Shelter Plus Care, Rental Assistance portfolio. We subcontract with non-profit entities to provide Supportive Services to the program participants who include formerly homeless households with a disabled household member. The grants we have sought in the last decade also include Rental Assistance and Supportive Services but our staff do not perform the rental assistance administration. We establish standards of care and monitor compliance of subcontracted non-profit entities who perform Rental Assistance administration and provide Supportive Services. In these agreements the non-profit subrecipient cuts checks to landlords and get reimbursed by our Contract Officers.

Miami-Dade is seeking a fiscal agent to perform Rental Assistance administration for both the legacy Shelter Plus Care program and more recent Rapid Re-housing (RRH) and Permanent Supportive Housing (PSH) grants in our portfolio (refer to **Attachment 1** for an inventory of programs).

THINGS YOU SHOULD KNOW BEFORE PREPARING YOUR RESPONSE

- **Use a Housing First approach.** *Housing First prioritizes rapid placement and stabilization in permanent housing and has as few barriers as possible to entering housing including for poor credit, criminal background, or poor housing history. CoC Program funded projects should help individuals and families move quickly into permanent housing, and help projects reduce the length of time people experience homelessness.*
- **Improving System Performance.** *CoC Program funded projects should be using system performance measures (e.g., reduce the average length of time from referral to housing, reduce rates of return to homelessness, increase rates of exit to permanent housing destinations) to determine how effectively they are serving people experiencing homelessness.*
- **Partnering with Housing, Health, and Service Agencies.** *Fiscal agents are encouraged to maximize communications with Supportive Service community-based organizations.*
- **Persons with Lived Experience.** *The Homeless Trust is encouraging respondents to include in the project planning process people who are currently experiencing or have recently experienced homelessness.*
- **The Shelter Plus Care (S+C) Program** *was a McKinney-Vento homeless assistance program that provided rental assistance and supportive services. The S+C Program is now part of the Continuum of Care (CoC) Program.*

- **HUD CoC Rental Assistance** is a program that helps people experiencing homelessness pay rent while moving into permanent housing. The program is part of the Continuum of Care (CoC) Program, which is funded by the U.S. Department of Housing and Urban Development (HUD).

II. DESCRIPTION OF FUNDING OPPORTUNITIES

All respondents are subject to the timeline in section V.

This solicitation is seeking a fiscal agent to perform Rental Assistance administration for Tenant-Based Rental Assistance Programs in both the legacy Shelter Plus Care program, Rapid Re-housing (RRH) and Permanent Supportive Housing (PSH) grants in our portfolio (refer to **Attachment 1** for an inventory of programs). Our portfolio consists of 22 grants that represent approximately 1,250 households with 1,753 people in them, and 300 landlords. The Rental Assistance portfolio for FY24 was \$18,462,559. We expect a slight increase to the FY25 Rental Assistance budget pursuant to Fair Market Rate adjustments. Funds from the Rental Assistance budget will be used to pay for activities outlined below in items 1-14. There is approximately \$1,400,000 available in the Rental Assistance line item to pay for these activities. Respondents must prioritize paying rent for the required number of program participants to be served in each grant, and excess funding can be used to perform the duties outlined below or serve additional households. Administrative dollars can be budgeted for training community partners on new processes resulting from the transition to the fiscal agent. The Homeless Trust will conduct the Environmental Review and project monitoring for each grant.

The selected fiscal agent would be expected to perform these functions:

1. Establish required documentation consistent with the CoC [required documentation checklist for permanent housing](#).
2. Review and approve or reject required documentation for eligible households referred to Rental Assistance consistent with the CoC [PSH TBRA manual](#).
3. Calculate tenant portion of the rent and enter into a Housing Assistance Payment agreement with the landlord consistent with the CoC [PSH TBRA manual](#). The Housing Opportunity Through Modernization Act (HOTMA) must be implemented by CoC programs on January 1, 2026.
4. Calculate utility allowances and cut checks to tenants who qualify.
5. Perform rent adjustments for tenants whose income changes (increases and decreases).
6. Process annual rent increase requests from landlords.
7. Perform inspections of properties identified by eligible tenants in Miami-Dade County, and annually thereafter as part of re-certification. The National Standards for the Physical Inspection of Real Estate (NSPIRE) must be implemented effective October 1, 2025.
8. Perform Rent Reasonableness Analysis on properties identified by eligible tenants at intake, and annually thereafter as part of re-certification.
9. Pay Rental Assistance to landlords consistent with the CoC [PSH TBRA manual](#).
10. Perform annual income and unit certification for tenants in the Rental Assistance portfolio consistent with the CoC [PSH TBRA manual](#).
11. Facilitate the change of ownership for properties from one owner to another. Ensure that all changes are appropriately documented and communicated to relevant parties.
12. Establish a communication system with CoC subrecipients providing Supportive Services that at a minimum provides inspection date, results, and re-inspection details; move-in authorizations; contact information for landlords; landlord-tenant issues reported; and documentation needed for initial approval and annual recertification needs.
13. Use the CoC Homeless Management Information System to store required documents.
14. Provide monthly financial reports showing fiscal utilization. Include projections related to full grant expenditure to minimize the amount of unutilized grant funds that would be returned to HUD. Projections should include anticipated Fiscal Agent use of Rental Assistance funds, and recommendations for better program utilization without exceeding the HUD award. Examples of better program utilization may include adjusting number of housing units either up or down to optimize spending of the HUD award. Provide supporting financial information when asking the

CoC to propose amendments that right size grants.

Rental Assistance Eligible Use of Funds	
Vacancy payment	Rent for maximum of 30 days from end of month unit was vacated
Security Deposit	Up to equivalent of 2 months of rent
First and last month's rent	Up to equivalent of 1 month of rent for each; advanced payment is allowed
Property damage	Up to equivalent of 1 month per participant, incurred at the time a participant exits a housing unit
Staff Costs	Cost directly related to carrying out eligible activities, including: <ul style="list-style-type: none"> • Processing rental payments to landlords; • Examining participant income and family composition; • Providing housing information and assistance; • Inspecting units for compliance with housing quality standards (HQS); and • Receiving new participants into the program.

III. SELECTION PROCESS

New applications received pursuant to this RFA will be reviewed, scored and recommended for funding by a committee appointed by the County Mayor comprised of subject matter experts and County staff with experience in the relevant areas specific to the solicitation. Oral presentations will be scheduled to allow committee members to ask questions about new project applications. Scoring criteria is provided in **(Attachment 20)**. The selection committee recommendations may be subject to negotiation. The Trust has the discretion to negotiate a best and final offer for budgets, up or down, if additional or less funding is made available as part of the competition.

V. TIMELINE FOR DEVELOPMENT OF THE APPLICATION

The timeline for this RFA process is as follows:

Pre-application workshop	3:00 p.m. Tuesday, June 10, 2025
Deadline for Submittal of Written Questions – RFA	2:00 p.m. Wednesday, June 18, 2025
Response to Written Questions – RFA	2:00 p.m. Friday, June 20, 2025
Deadline for email submission of RFA Applications	2:00 p.m. Thursday, July 10, 2025
Responsiveness Review of Applications	July 10-11, 2025
Selection Committee Review of applications (on their own)	July 14-18, 2025
Selection Committee final scoring & opportunity for oral presentations from applicants	9:30 a.m. Tuesday, July 22 <u>August 5</u> , 2025

Notification to applicants regarding recommendations.	5:00 p.m. Tuesday, July 22 <u>August 5</u> , 2025
Deadline for written appeals	5:00 p.m. Thursday, July 24, 2025
Miami-Dade County Homeless Trust Board-Executive Committee approves recommendations of applications submitted in response to RFA Stephen P. Clark Center, 111 NW 1 St, Miami, FL., 2nd floor Commission Chambers	9:40 :30 a.m. Friday, July 25 <u>August 8</u> , 2025

Miami-Dade County reserves the right to modify this schedule if necessary and in the best interest of the County.

VI. RFA PRE-APPLICATION/TECHNICAL ASSISTANCE WORKSHOPS

A Virtual Pre-Application Workshop will be held via Zoom from 3:00-4:30 p.m. on Tuesday, June 10, 2025.

Please read the solicitation carefully and in its entirety. Attendance to the Pre-Application Workshop is strongly recommended. To join the Zoom Meeting enter:

Attendance to the Pre-Application workshop is not required but is strongly recommended.

We invite government entities, including Public Housing Agencies (PHAs), non-profit and for-profit providers and tribes to review this RFA prior to applying for this funding opportunity.

Please note that any additional questions that proposers may have after the workshop(s) have concluded must be submitted in writing to the designated contact person by email. The contact person for all inquiries related to this RFA is Manny Sarria, Assistant Executive Director, Miami-Dade County Homeless Trust, Manuel.Sarria@miamidade.gov.

A. CONE OF SILENCE

Pursuant to Section 2-11.1(t) of the Code of Miami-Dade County, as amended (the "Code"), a "Cone of Silence" is imposed upon each RFA, RFP or RFQ after advertisement and terminates at the time a written recommendation is issued. The Cone of Silence prohibits any communication regarding RFA, RFPs or RFQs between, among others:

- ☐ potential Proposers, service providers, lobbyists or consultants and the County's professional staff including, but not limited to, the County Mayor and the County Mayor's staff, County Commissioners or their respective staffs;
- ☐ the County Commissioners or their respective staffs and the County's professional staff including, but not limited to, the County Mayor and the County Mayor's staff; or
- ☐ potential Proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs and any member of the respective Competitive Selection Committee.

The provisions do not apply to, among other communications:

- ☐ oral communications with the staff of the Vendor Outreach and Support Services Section, the responsible Procurement Contracting Officer (designated as the County's contact on the face of the Solicitation), provided the communication is limited strictly to matters of process or procedure already contained in the Solicitation document;
- ☐ oral communications at pre-Proposal conferences and oral presentations before Competitive Selection Committees during any duly noticed public meeting, public presentations made to the Board of County Commissioners (the "Board") during any duly noticed public meeting;

- recorded contract negotiations and contract negotiation strategy sessions; or
- communications in writing at any time with any County employee, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFA, RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFA, RFP or RFQ with the Clerk of the Board, which shall be made available to any person upon request. The County shall respond in writing (if County deems a response is necessary) and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at clerkbcc@miamidade.gov.

All requirements of the Cone of Silence policies are applicable to this Solicitation and must be adhered to. Any and all written communications regarding the Solicitation are to be submitted only to Manuel.Sarria@miamidade.gov with a copy to the Clerk of the Board. The Proposer shall file a copy of any written communication with the Clerk of the Board. The Clerk of the Board shall make copies available to any person upon request.

VII. THRESHOLD REQUIREMENTS FOR FUNDING

1. All applications must provide a budget for 12 months of funding.
 - Applicants must agree to use the CoC HMIS to maintain the Housing Inventory,
 - Enter client data, and
 - Participate in the CoC's Coordinated Entry System (CES), meaning all referrals are generated by the Homeless Trust Housing Coordinator.
2. Applications subscribe to the Housing First approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness. The Core Components of Housing First include 1) *Few to no programmatic prerequisites to permanent housing entry* means no programmatic preconditions such as demonstration of sobriety, completion of alcohol or drug treatment, or agreeing to comply with a treatment regimen upon entry into the program; 2) *Low barrier admission policies* means PSH screening does not exclude persons with no or very low income, poor rental history and past evictions, or criminal histories, except as limited by a Restrictive Covenant, PHA or other applicable law ; 3) *Rapid and streamlined entry into housing* means Housing First PSH models make efforts to help people experiencing homelessness move into permanent housing as quickly as possible, streamlining application and approval processes, and reducing wait times; 4) *Supportive services are voluntary*, but supportive services can and should be used to persistently engage tenants to ensure housing stability; 5) *Tenants have full rights, responsibilities, and legal protections* meaning tenants are educated about their lease terms, given access to legal assistance, and encouraged to exercise their full legal rights and responsibilities; 6) *Practices and policies to prevent lease violations and evictions* suggests Housing First PSH should incorporate practices and policies that prevent lease violations and evictions among tenants [i.e. not evicting tenants as result of alcohol or drug use, unless such use results in disturbances to neighbors or is associated with illegal activity]; 7) *Applicable in a variety of housing models* means the Housing First approach can be implemented in different types of permanent housing settings, including: scattered-site models, single-site models or buildings that are newly constructed or rehabilitated, and set-asides where supportive services are offered to participants in designated units within affordable housing developments.
3. Applications must demonstrate:
 - A plan for **program implementation** by September 30, 2026 for a full ramp up for processing all rental assistance and utility payments.
 - Outreach, communication, and training to tenants, landlords, and supportive service providers.

IX. CONTENTS OF APPLICATION

Please refer to the RFA Checklist (**Attachment 2**) for instructions on how to submit your application.

REMINDER:
Applications are due
no later than 2:00 p.m. on
Thursday, July 10, 2025.
There are no exceptions to this deadline.

Applications can only be submitted via email. Responses must be addressed to Manny Sarria via email at Manuel.Sarria@miamidade.gov. **Applicants are solely responsible for obtaining delivery receipts for their application responses. The acceptable delivery receipt is an email from the contact person acknowledging receipt of your application.** Respondents must follow the guidance provided in the RFA Checklist, Attachment 2 to ensure all required documents are collected as part of responses to this solicitation. The RFA Application Certification page (**Attachment 12**) must be signed by an officer of the agency who is legally authorized to enter into a contractual relationship in the name of the applicant.

A. ALL PROJECT APPLICATIONS

The following information must be provided for project requests: please refer to the RFA Checklist, Attachment 2, for a listing of all required documents that must be submitted:

- i. **New Project Application Form (Attachment 4)** must include the names and phone numbers for all parties who are authorized to respond to questions during oral presentations.
- ii. **Budget Detail (Attachment 5).**
- iii. **RFA Checklist**
Please complete the RFA Checklist, (**Attachment 2**), checking off the list of all documents which must be submitted.
- iv. **Letters of Reference**
Respondents must include at least two letters of reference from other HUD recipients of Rental Assistance for whom they have managed their rental assistance portfolio.
- v. Memorandum of Understanding or agreement with other sub-recipients or subcontractors, when applicable.
- vi. Submit the *W-9 Request for Taxpayer ID Number and Certification*, **Attachment 11**
- vii. **Affidavits - Local**
Please sign and include one copy of the attached Affidavit regarding applicable County Affidavits (**Attachment 9**).
 - i. Submit copy of Certificate if your company is under one of the following:
 - *Corporation*
 - *Trademarks*
 - *Limited Partnerships*
 - *Limited Liability Company*
 - *Limited Liability & General Partnerships*
 - *Fictitious Business Name(s), if required*
 - Submit copy of IRS letter 147C, verifying your business name and FEIN or any other preprinted IRS form issued by the IRS identifying your business name and FEIN.

Note: Miami-Dade County will confirm the validity of Certificates with the applicable state authority. For companies located in Florida and registered with the Florida Department of State, Division of Corporations, the company's Federal Employer Identification Number (FEIN) must be posted on the Florida Division of Corporation's website. To confirm that your FEIN is posted, visit the State website at www.sunbiz.org Under "Document Search", press "Inquire by Name" or "Inquire by Federal Employer Identification Number (FEIN)" to produce the corresponding report. If your company's Federal Employer Identification Number (FEIN) is not posted, contact

the Florida Department of State, Division of Corporations and request that your company FEIN be added to your file posted on the web. Requests must be provided on your company's letterhead and reference the document number assigned when your company was registered. Submit your request via email at corphelp@dos.state.fl.us , or contact the agency at 1-850-245-6052 for additional information.

B. ASSEMBLY INSTRUCTIONS

Please refer to the RFA checklist (**Attachment 2**) to assist you in assembling the application for submission. To ensure that all information is readily and easily available to the Selection Committee for review, it is important that the information be provided, electronically, as requested. Committee members will be provided with a copy of the RFA, electronic applications and the budget, responses to written questions, the Project Scoring Criteria (**Attachment 20**).

C. ATTACHMENTS

Attachment 2	RFA Checklist (all applicants)
Attachment 4	Project Application
Attachment 5	Project Budget Detail
Attachment 9	Miami-Dade County Affidavits (all applicants)
Attachment 11	Form W-9 (all applicants)

X. INFORMATIONAL ITEMS AND RESOURCES

Informational items can be found on our website at www.homelesstrust.org and resources are being emailed to all interested applicants that attended one of the Pre-application Workshops or signed for an RFA.

XV. OTHER TERMS AND CONDITIONS

A. INSPECTOR GENERAL

1) Independent Private Sector Inspector General Review

Pursuant to Miami-Dade County Administrative Order 3-20 and in connection with any award issued as a result of this RFA, the County has the right to retain the services of an Independent Private Sector Inspector General ("IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the selected applicant shall make available, to the IPSIG retained by the County, all requested records and documentation pertaining to this RFA or any subsequent award, for inspection and copying. The County will be responsible for the payment of these IPSIG services, and under no circumstance shall the applicant's cost/price for this RFA be inclusive of any charges relating to these IPSIG services. The terms of this provision herein, apply to the applicant, its officers, agents, employees and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct, audit or investigate the operations, activities and performance of the selected applicant in connection with this RFA or any contract issued as a result of this RFA. The terms of this provision are neither intended nor shall they be construed to impose any liability on the County by the selected Applicant or third party.

2) Miami-Dade County Inspector General Review

According to Section 2-1076 of the Code of Miami-Dade County, as amended by Ordinance No. 99-63, Miami-Dade County has established the Office of the Inspector General which may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts, except as otherwise provided below.

Exception: The above application of one quarter (1/4) of one percent fee assessment shall not apply to the following contracts: (a) IPSIG contracts; (b) contracts for legal services; (c) contracts for financial advisory services; (d) auditing contracts; (e) facility rentals and lease agreements; (f) concessions and other rental agreements; (g) insurance contracts; (h) revenue-generating contracts; (l) contracts where an

IPSIG is assigned at the time the contract is approved by the Commission; (j) professional service agreements under \$1,000; (k) management agreements; (l) small purchase orders as defined in Miami-Dade County Administrative Order 3-2; **(m) federal, state and local government-funded grants**; and (n) interlocal agreements. As such, this RFA **IS NOT** subject to this provision. *Notwithstanding the foregoing, the Miami-Dade County Board of County Commissioners may authorize the inclusion of the fee assessment of one-quarter (1/4) of one percent in any exempted contract at the time of award.*

Nothing contained above shall in any way limit the powers of the Inspector General to perform audits on all County contracts including, but not limited to, those contracts specifically exempted above.

B. INDEMNIFICATION AND INSURANCE

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be issued thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The vendor shall furnish to the Miami-Dade County Homeless Trust, 111 NW 1st Street, Suite 27-310, Miami, Florida 33128, Certificate(s) of Insurance which indicates that insurance coverage has been obtained which meets the requirements as outlined below:

- Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- Public Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. *Miami-Dade County must be shown as an additional insured with respect to this coverage.*
- Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

Or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

C. COUNTY OPTIONS

The County may, at its sole and absolute discretion, reject any and all or parts of any or all Proposals; accept parts of any and all Proposals; further negotiate project scope and fees; postpone or cancel at any

time this Solicitation process; or waive any irregularities in this Solicitation or in the Proposals received as a result of this process. If a Proposer wishes to take an exception to any of the terms of this Solicitation, the Proposer shall clearly indicate the exception in its Proposal. No exception shall be taken where the Solicitation specifically states that exceptions may not be taken. Further, no exception shall be allowed that, in the County's sole discretion, constitutes a material deviation from the requirements of the Solicitation. Proposals taking such exceptions may, in the County's sole discretion, be deemed non-responsive. The County reserves the right to request and evaluate additional information from any Proposer regarding Proposer's responsibility after the submission deadline as the County deems necessary.

The Proposer's Proposal will be considered a good faith commitment by the Proposer to negotiate a contract with the County, in substantially similar terms to the Proposal offered and, if successful in the process set forth in this Solicitation and subject to its conditions, to enter into a Contract substantially in the terms herein. Proposer Proposal shall be irrevocable until Contract award unless the Proposal is withdrawn. A Proposal may be withdrawn in writing only, addressed to the County contact persons for this Solicitation, prior to the Proposal due date and time.

Proposers are hereby notified that all information submitted as part of, or in support of Proposals will be available for public inspection after opening of Proposals, in compliance with Chapter 119, Florida Statutes, (the "Public Record Law")

Any Proposer who, at the time of Proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be found non-responsible.

To request a copy of any code section, resolution and/or administrative/implementing order cited in this Solicitation, contact the Clerk of the Board at (305) 375-5126, Monday- Friday, 8:00 a.m. – 4:30 p.m.

The submittal of an application by an Applicant will be considered by the County as constituting a firm offer by the Proposer to perform the required services at the stated fees.

D. Aspirational Policy Regarding Diversity

Pursuant to Resolution No. R-1106-15, County vendors are encouraged to utilize a diverse workforce that is reflective of the racial, gender and ethnic diversity of Miami-Dade County and employ locally based small firms and employees from the communities where work is being performed in their performance of work for the County. This policy shall not be a condition of contracting with the County, nor will it be a factor in the evaluation of Solicitations unless permitted by law.

E. APPLICATIONS OPEN TO PUBLIC

Prospective applicants are hereby notified that all information submitted as part of, or in support of, applications will be available for public inspection in compliance with Chapter 286, Florida Statutes, popularly known as the "Government in the Sunshine Law".

F. CONTRACTING PROCESS

Successful Applicants will be required to submit all documents necessary for contract development (e.g. revised budget(s), scope(s) of service, insurance certificates, affidavits, work plan(s), etc.) within two weeks from receipt of written notice of contract award from the County.

G. REVIEW OF APPLICATIONS

Each application will be reviewed to determine if the application is responsive to the submission requirements outlined in the RFA. A responsive application is one which follows the requirements of the RFA, includes all electronic documentation, is submitted in the format outlined in the RFA and **Attachment 2** RFA Checklist, is of timely submission, and has the appropriate signatures as required on the certification page. Proposers will be notified of any technical deficiencies with the proposal via an e-mail sent to the official applicant contact person as shown on Attachment 12 of the proposal. During the Cure Period proposers may correct any technical deficiencies identified during staff's technical review of

the proposal with the submission of additional documentation as may be required by the County. Changes to the narrative elements of the proposal will not be allowed. A deviation from the terms of this RFP may be cured so long as the deviation is immaterial in that it does not provide the proposer with an unfair competitive advantage. Failure to comply with these requirements may deem your application non-responsive.

H. ADDITIONAL INFORMATION/ADDENDA

Requests for additional information or clarification must be made in writing and received by the County contact person for this RFA no later than the deadline for receipt of questions specified in the RFA timetable. The request must contain the RFA title, Applicant's name, address, phone number and e-mail. The County will issue responses to inquiries and any other corrections or amendments if deemed necessary in written addenda prior to the Application due date. Applicants should not rely on any representations, statements or explanations other than those made in this RFA or in any written addendum to this RFA. Where there appears to be a conflict between the RFA and any addenda issued, the latest addendum issued shall prevail.

It is the Applicant's responsibility to ensure receipt of all addenda. The Applicant should verify with the designated contact persons prior to submitting an application that all addenda have been received. Applicants who obtain copies of the RFA from sources other than the Miami-Dade County Homeless Trust risk the potential of not receiving addenda, since their names will not be included on the Homeless Trust provider email. Such applicants are solely responsible for those risks.

Any questions, issue, objection or disagreement concerning, generated by, or arising from the published requirements, terms, conditions or processes contained or described in the solicitation document shall be deemed waived by the protester and shall be rejected as a basis for a bid protest unless it was brought by that bidder or proposer to the attention, in writing, of the contact person of the Homeless Trust, at least two working days (not less than 48 hours) prior to the hour of proposal submission. The purpose of this requirement is to expedite the procurement process by allowing the issuing department the opportunity to consider, and to resolve or clarify in a timely fashion, through the issuance of a remedial solicitation addendum, if appropriate, any such questions, issue, objection or disagreement, but not limited to ambiguities or inconsistencies within the document.

The foregoing notwithstanding, an appeal may not challenge the relative weight of the evaluation criteria or the formula specified for assigning points therefore contained in the request for applications.

I. Communication with Competitive Selection Committee Members

Proposers are hereby notified that direct communication regarding this Solicitation, written or otherwise, to individual Competitive Selection Committee (or Review Team) Members or, to the Competitive Selection Committee (or Review Team) as a whole, are expressly prohibited. Any oral communications with Competitive Selection Committee (or Review Team) Members other than as provided in Section 2-11.1 of the Code, are prohibited.

J. Public Entity Crimes

Pursuant to Paragraph 2(a) of Section 287.133 of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal for a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

K. Lobbyist Contingency Fees

a) In accordance with Section 2-11.1(s) of the Code, after May 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.

b) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or the Homeless Trust Board.

L. Collusion

In accordance with Section 2-8.1.1 of the Code, where two (2) or more related parties, as defined herein, each submit a Proposal for any contract, such Proposals shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such Proposals. Related parties shall mean Proposer, the principals, corporate officers, and managers of the Proposer; or the spouse, domestic partner, parents, stepparents, siblings, children or stepchildren of a Proposer or the principals, corporate officers and managers thereof which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principals thereof of one Proposer have a direct or indirect ownership in another Proposer for the same contract. Proposals found to be collusive shall be rejected. Proposers who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

M. Sustainable Procurement Practices

The County is committed to responsible stewardship of resources and to demonstrating leadership in sustainable business practices. Accordingly, the County has adopted sustainability policies which are incorporated into this Solicitation. The County will continue to explore and pursue sustainable procurement, development and business practices that: (a) reduce greenhouse gases; (b) foster and integrate supplier small business opportunities; (c) support safe and fair labor practices and ethical behavior throughout the supply chain, (d) maximize fiscally responsible "high value, high impact" actions, and (e) advocate for advancing a more equitable, inclusive workforce by encouraging vendors doing business with Miami-Dade County to actively recruit Neurodivergent talent and individuals with disabilities for employment opportunities.

N. ADDITIONAL INFORMATION/REQUIREMENTS

Selected and funded applicants will be required to, at a minimum:

- 1) participate in the local Homeless Management Information System (HMIS)
- 2) provide reports and other documents as may be needed or requested by the CoC;
- 3) participate in required meetings and/or training sessions;
- 4) accept referrals only through the Miami-Dade County homeless Continuum of Care centralized outreach/intake process, or a continuum-approved process
- 5) provide rental assistance in accordance with the Miami-Dade's CoC's "Standards of Care."

XVI. APPEALS PROCESS

After the qualitative appraisal, rating and ranking evaluation, and oral presentations from applicants, the Evaluation/Selection Committee will report its findings as to the relative merits and recommendations to the County Mayor, Chairman, Applicants, and Clerk of the Board.

Respondents seeking appeal will be required to document their rationale for appeal on agency letterhead, signed by an authorized agent within the timeline set forth in this solicitation after receiving the Selection

Committee Coordinator report. The written objection must state, with particularity, the basis for the objection with sufficient information for County procurement professionals to promptly evaluate the objections without delay to completion of the procurement process. Note that failure to timely comply will prevent these objections from being used as a basis for a protest under the Code. Appeal letters need to be emailed to the Homeless Trust Executive Director at Victoria.Mallette@miamidade.gov, with a copy to the Clerk of Board clerkbcc@miamidade.gov, in compliance with the Cone of Silence provisions in Section 2-11.1 of this Code. Appeals received by the deadline specified in the RFA shall be forwarded to the Miami-Dade County Homeless Trust ~~Board-Executive Committee~~ who shall, at their duly noticed public meeting on ~~July 25~~August 8, 2025, consider the recommendations of the Evaluation/Selection Committee and Trust staff, and shall make a recommendation as to whether or not fund new projects recommended through this RFA process, including, but not limited to, directing Trust staff to negotiate any terms (up to and including requesting a “best and final offer”), in order to secure an agreement that serves the best interests of the County.

The Homeless Trust shall prepare and submit project grant agreements with selected sub-recipients resulting from this RFA, to the County Mayor or Mayor’s Designee who shall, following review and approval by the County Attorney’s Office, execute the sub-recipient agreements.

Applicants may request information and clarification on the ranking and rating of their proposal ahead of the Miami-Dade County Homeless Trust Board and/or Executive Committee’s consideration and approval of recommendations, and rejected projects as outlined in the timeline of this RFA. All questions regarding the evaluation of the proposals will be considered by the Miami-Dade County Homeless Trust Board and/or Executive Committee, and their decision shall be final.