HOUSING AND COMMUNITY ASSISTANCE

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CITY OF SCOTTSDALE
NOTICE OF FUNDING AVAILABILITY (NOFA)
FISCAL YEAR 2027/2028
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PUBLIC SERVICES: EVALUATION CRITERIA AND SUBMITTALS

EVALUATION CRITERIA

Experience & Qualifications	**30%**
Capabilities & Past Performances	**30%**
Method of Approach/Collaboration	**30%**
Budget & Pricing	**10%**

The following items may be used by the Proposal Evaluation Committee to evaluate each proposal submitted:

1. Cost factors associated with performing the work required by the contract.
2. The Offeror's demonstrated experience on similar types of projects, including satisfactory reference checks relating to past work relationships, past performance on projects of similar scope and size, level of knowledge, reliability, flexibility and ability to meet project deadlines.
3. The ability and willingness of the Offeror to meet or exceed the requirements and standards of this NOFA and Offeror's understanding and perceived perception of the scope of work contained herein.
4. The content and quality of the Offeror's proposal and other presentation materials.

The evaluation committee may establish a short list of those proposals considered most advantageous to the City of Scottsdale.

- Short-listed Offerors may be invited to make presentation. At the presentation, the evaluation committee will score each Offeror.
- At the conclusion of all presentations, an overall ranking of proposals will be performed.

The City of Scottsdale intends to enter into negotiations with the top ranked Offeror determined to provide the most advantageous combination of product and services as determined by the proposal and presentation.

Should negotiations with the top ranked Offeror fail to reach a satisfactory conclusion, the City of Scottsdale may at is sole discretion enter into negotiations with the second ranked vendor, or the City of Scottsdale may determine that no further negotiations will be conducted.

It is the policy of the City of Scottsdale not to discriminate against any person on the basis of race, color, religion, age, sex, handicap, familial circumstance, or national origin. Persons using a TTY device may communicate with the Community Assistance Office by calling the TTY line at (480) 312-7411. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Community Assistance Secretary, at (480) 312-7156. Requests should be made as early as possible to allow time to arrange the accommodation.

REQUIRED SUBMITTALS
Submittals shall be uploaded in the appropriate sections of the Neighborly portal.

Experience & Qualifications / Overall Capabilities – Offeror's proposal shall provide the firm's qualifications and experience in summary. This shall illustrate the Offeror's understanding of the objectives of this solicitation, as well as the qualifications, experience, training and other credentials that illustrate the Offeror's abilities to successfully complete the scope of work represented in this solicitation.

The Firm Qualifications & Experience document should include a MINIMUM of the following items:

Firm History & Contact Information
A synopsis of the firm's history, including the length of time the Offeror has been in business.

Company Description
- A brief description of the company's primary business and any associated business-related activity relevant to homelessness and supportive services.
- Include years of operation and associated professional and business licenses.

Relevant Experience
- Demonstrated previous experience performing work similar in size and scope to the NOFA.
- Any current experience with HUD CDBG or similar federal funds administered.

Key Personnel
- Organizational chart identifying key project personnel by name, title, and contact information.
- Resumes of all key project personnel submitted separately at the end of the proposal (limited to one page each), including:
  - Past accomplishments
  - Academic credentials
  - Professional certifications
  - Professional association memberships

Capacity
- Availability and capacity of workload, including the number of projects/audits that can be managed concurrently

Method of Approach – Offeror's document shall demonstrate an understanding of the goals identified herein for this project and provide a basic overview for the accomplishment of these goals. Offeror's proposal shall address a MINIMUM of the following key project areas:
Offeror's document shall:

- Demonstrate an understanding of the goals identified herein for this contract and provide a basic overview for accomplishing these goals.
- Identify key issues and potential obstacles related to the scope of work and provide a basic methodology to address and overcome them.
- Describe your organization's current shelter capacity and how Scottsdale-reserved beds will be integrated into your existing operations.
- Describe your process for managing daily bed availability and communicating with City staff and contracted navigators

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- Provide a detailed description of your case management model for families placed through Scottsdale referrals.
- Describe your process for connecting clients to housing navigation, employment support, benefits, and community resources.
- Describe how your staff will participate in case staffing meetings and collaborative service-planning efforts.
- Detail your organization's policy and decision-making process for administrative terminations from family shelter placements.
- Contain a comprehensive description of all services to be provided, including:
    - Intake and eligibility verification
    - Case management
    - Homelessness services
    - Shelter services
- Compliance with HUD and City requirements
- Identify the office location from which projects will be managed.
- Address key project areas, including:
    - Case plan development
    - Reporting and record retention
    - Explain cost reasonableness and alignment with HUD eligible cost requirements under 24 CFR Part 570 and 2 CFR 200 Subpart E (necessary, reasonable, allowable, and allocable).

Past Performance - Offeror's proposal shall include demonstrated successful performance on similar projects. Provide at least three references from comparable programs, including:

- Organization name
- Contact person and phone/email
- Description of services provided
    - Include evidence of meeting or exceeding performance benchmarks in prior projects.
    - Provide compliance history with federal, state, and local regulations.

Budget – To be completed within the budget tables within the Neighborly portal.

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