Request for Quotation (RFQ)

Professional Services for Strategic Assessment, Planning, and Technical Assistance

RFQ NO. 01-2026

1. Purpose

Coordinadora Moriviví, Inc., the Collaborative Applicant for Continuum of Care (CoC) PR-503, is requesting quotations from qualified service providers to deliver professional services in strategic assessment, planning, training, and technical assistance aimed at strengthening the homelessness response system in Puerto Rico.

This solicitation is conducted in accordance with Moriviví's Fiscal Procedures Manual and the applicable provisions of 2 CFR §§ 200.318–200.320.

2. Scope of Services

Phase I. Strategic Assessment and Diagnosis

Review of CoC PR-503's governance structure, interagency coordination, policies and procedures, Coordinated Entry System (CES), use of Homeless Management Information System (HMIS) data, and performance evaluation mechanisms.

Deliverables:

- Work plan and methodology.
- Diagnostic report identifying findings, needs, and areas for improvement.
- Presentation of preliminary findings.

Phase II. Planning and Recommendations

Development of recommendations to strengthen the planning, governance, coordination, and performance of CoC PR-503, including the identification of training and technical assistance needs.

Deliverables:

- Final assessment report.
- Capacity-building plan outlining prioritized recommendations, activities, proposed responsible parties, and performance indicators.
- Training and technical assistance plan.

Phase III. Training and Technical Assistance

Provision of training and technical assistance services to address needs identified during the preceding phases, consistent with the recommendations approved by Moriviví.

Deliverables:

- Training schedule and content.
- Training materials and records of completed activities.
- Technical assistance reports and results.

Phase III shall be subject to prior written authorization, availability of funds, and confirmation that the activities are eligible under the applicable grant.

3. Period of Performance

Proposers shall submit an estimated schedule for each phase. The final period of performance shall be established in the contract and shall be subject to the authorized terms and dates of the applicable grant.

4. Proposer Qualifications

4.1. Minimum Experience Requirement

- To be considered, proposers must demonstrate at least three (3) years of experience or have completed at least three (3) projects within the past five (5) years providing assessment, planning, consulting, or technical assistance services related to programs administered by the U.S. Department of Housing and Urban Development (HUD), particularly the Continuum of Care (CoC) Program, the Emergency Solutions Grants (ESG) Program, or other HUD programs serving people experiencing homelessness.

- The required experience must have been obtained through services provided directly to HUD, including technical assistance services, or to organizations receiving HUD funding, provided that the work performed was directly related to the requirements, regulations, or standards of those programs.

4.2. Additional Qualifications

- In addition to meeting the minimum experience requirement, proposers must demonstrate relevant expertise and capabilities in the following areas:
- Strategic assessment, planning, and strengthening homelessness response systems.
- Knowledge of HUD's CoC Program, including governance, the Coordinated Entry System (CES), the Homeless Management Information System (HMIS), and performance evaluation.
- Technical assistance and advisory services to federal funding recipients, local governments, or organizations serving people experiencing homelessness, including relevant experience in emergency response or disaster recovery contexts.
- Ability to conduct assessments using quantitative and qualitative data, develop recommendations, and deliver training activities, supported by qualified personnel.

5. Quotation Requirements

Each proposer shall submit:

- A description of relevant experience, including the years of service or projects demonstrating compliance with the minimum requirement established in Section 4.1, and at least two references for similar engagements.
- Proposed methodology, activities, and schedule for each phase.
- Identification and qualifications of the personnel assigned to the engagement.
- An itemized cost quotation by phase, including professional fees, the basis for cost calculations, other expenses associated with providing the services, and the total proposed cost.
- Disclosure of any potential conflicts of interest related to the proposed contract.

6. Evaluation and Selection

Moriviví will evaluate quotations based on the following criteria:

Evaluation Criteria

Evaluation Criteria	**Points**
Experience in similar services, knowledge of HUD's Continuum of Care (CoC) Program, and qualifications of the proposed personnel	40
Proposed methodology and work plan	35
Reasonableness and competitiveness of the total cost	25
Total	**100**

Selection will be based on the combination of technical quality and cost that offers the best value to Moriviví, in accordance with the established evaluation criteria.

7. General Conditions

The award of a contract shall be subject to the availability of funds and compliance with Moriviví's internal procedures and applicable federal requirements.

Moriviví reserves the right to request clarifications, reject quotations, or cancel this solicitation.

8. Submission of Quotations

Quotations must be submitted to:

- Coordinadora Moriviví, Inc.
- Email: kvale@morivivipr.org
- Submission Deadline: November 20, 2026

Keilyn Vale
Executive Director
Coordinadora Moriviví, Inc.
October 30, 2026