

**REQUEST
FOR
PROPOSALS**

TECHNICAL ASSISTANCE SERVICES

BY THE

**NATIONAL AFFORDABLE HOUSING
TRAINING INSTITUTE**

Date: December 15, 2004

**National Affordable Housing Training Institute
Request for Proposals for Technical Assistance Services**

1. INTRODUCTION

The National Affordable Housing Training Institute (“NAHTI”), a non-profit corporation chartered in the District of Columbia, was created by a group of national organizations to provide training and technical assistance enhancing the ability of communities to increase affordable housing opportunities. Among the activities carried out by NAHTI under Cooperative Agreement with the U.S. Department of Housing and Urban Development, NAHTI is currently preparing to deliver specific technical assistance for organizations operating in the Texas Colonias.

2. PURPOSE

The purpose of this Request for Proposals is to solicit responses from qualified firms and/or individuals to furnish services to NAHTI as identified in the *Scope of Services* of this request.

3. BOARD

The powers of NAHTI are vested in the members of the National Affordable Housing Training Institute Board (“the Board”), which is comprised of representatives of its constituent organizations:

- The National Association of Housing and Redevelopment Officials (NAHRO)
- The National Community Development Association (NCDA)
- Council of State Community Development Agencies (COSFDA)
- National Association of Local Housing Finance Agencies (NALHFA)
- National Association for County Community & Economic Development (NACCED)
- The National League of Cities (NLC)
- National Association of Counties (NACo)

4. ADMINISTRATIVE PERSONNEL

Ms. Dionne Roberts is the Administrator of NAHTI.

5. SCOPE OF SERVICES

Respondents will be expected to provide technical assistance related to affordable housing development and capacity building to the organizations identified by NAHTI. See attached Exhibit A for the Scope of Work that has been approved by HUD.

6. FURTHER INFORMATION

To obtain information about NAHTI or this RFP, please feel free to contact the Administrator shown below:

Dionne Roberts
Administrator
NAHTI
630 I Street, NW
Washington, DC 20001
202-289-3500
droberts@nahti.org

7. RFP INSTRUCTIONS

7.1 RFP Submission and Format

Please submit two (2) copies of your response in the same package clearly marked on the outside "Response to RFP for Technical Assistance" addressed to:

Dionne Roberts
Administrator
NAHTI
630 I Street, NW
Washington, DC 20001

7.2 RFP Terms and Conditions

NAHTI reserves the right to select more than one respondent, to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of NAHTI's choosing.

7.2.1 Board and Staff Communication

Under no circumstances may any member of the Board or staff of NAHTI, or its constituent organizations, be contacted during this RFP process by any entity intending to submit a response to this RFP, with the sole exception of the individual identified in paragraph 6 above. Failure to comply with this request will result in disqualification.

7.2.2 Timetable

The deadline for submissions in response to this Request for Proposals is 4:30 PM, Eastern Time, December 30, 2004. Telephone or fax responses will not be

accepted for this request. It is the intent of NAHTI to select the provider(s) not later than January 14, 2005.

7.2.3 Release of Information

Information submitted in response to this RFP will not be released by NAHTI during the proposal evaluation process or prior to a contract award.

7.2.4 Proprietary Information

If a respondent does not desire certain proprietary information in their response disclosed, the respondent is required to identify all proprietary information in the response, which identification shall be submitted concurrently with the response. If the respondent fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

7.2.5 Term of Contract

The contract will be offered for a term of eight (8) months or until such time as the work has been completed.

7.2.6 NAHTI Reserves the Right to:

7.2.6.1.1 Request an oral interview with, and additional information from, firms prior to final selection of a Technical Assistance provider(s).

7.2.6.1.2 Consider information about a firm in addition to the information submitted in the response or interview.

7.2.6.1.3 Reject any and all responses and waive any irregularities.

7.3 Compensation

The work to be performed is contingent in nature, dependent on the Cooperative Agreement with HUD. There will be no current payment for services or out of pocket expenses until the work has been provided. Work completed may be billed on a monthly basis during the term of the contract.

8. RFP QUESTIONS FOR TECHNICAL ASSISTANCE PROVIDERS

8.1 Organizational and Personnel Background

Provide an overview of your firm, emphasizing its qualifications and major organizational strengths and achievements that would serve NAHTI. Why do you believe you should be selected as the provider of the required Technical Assistance?

8.2 Experience

8.2.1 Discuss your experience, if any, in serving as the provider of technical assistance focused on the development of affordable housing through the HOME program and increasing the capacity of nonprofit organizations. Respondents must

specifically address their experience providing this assistance in the Colonias as well as their experience and ability to provide such assistance in Spanish.

- 8.2.2** Identify the specific individuals who would be assigned to work with NAHTI, and their role(s) in the experiences discussed under 8.2.1.

8.3 Timeline

Please provide an estimate of the time that will be required to provide the assistance as outlined in the Scope of Services. It is the intent of NAHTI to have this project completed prior to September 30, 2005.

8.4 Price

Please provide a price for the work within the Scope of Services that you propose to provide. As respondents may respond to some or all of the Scope of Services, pricing must specifically identify the scope of work to be provided. An inability to assess cost-effectiveness of a proposal will result in disqualification.

8.5 Disclosure

Describe any litigation, arbitration, and/or other actions pending against your firm arising from your firm's involvement in providing training and/or technical assistance. This must include a statement as to whether or not your firm is on HUD's Debarred Firms list. Please indicate your willingness to provide additional information or any litigation pending against your firm should NAHTI request it.

8.6 Affirmative Action

NAHTI requires that each respondent be an Equal Opportunity Employer. State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

9. SELECTION CRITERIA

9.1 NAHTI will make its selection based upon the demonstrated competence, experience, knowledge and qualifications of the firms; the projected timetable for completing the work; and the proposed price for the services.

9.2 NAHTI reserves the right to make those decisions after its receipt of responses, and NAHTI's decision on these matters is final.

9.3 NAHTI will evaluate only those firms meeting the minimum qualifications. Among other things, the evaluation of proposals will be based on the following criteria:

9.3.1 The firm's willingness to follow NAHTI's guidelines in this RFP;

9.3.2 The experience and qualifications of both the firm and its staff to be assigned to this work;

9.3.3 The firms experience as a Technical Assistance provider on affordable housing development and capacity building generally, and on the HOME program and in the Colonias specifically;

9.3.4 Involvement and accessibility of staff to be assigned to the work.

9.4 Any entity selected must ultimately be approved by HUD to undertake the work specified in this RFP.

**PROPOSALS RECEIVED AFTER
4:30 EASTERN TIME, DECEMBER 30, 2004
WILL NOT BE CONSIDERED**

EXHIBIT A

Colonias Technical Assistance Scope of Work

NAHTI staff and consultants will work in conjunction with the Office of Colonias Initiative for the Texas Department of Housing and Community Affairs (TDHCA) to provide assistance in the Texas Colonias. This assistance will be designed to increase the ability of organizations to utilize HOME funding to address affordable housing needs in their areas. As part of this project, there will be two distinct pieces of work. Respondents may respond to provide assistance under one or both pieces of work.

1. Technical Assistance to Community Housing Development Organizations (CHDO's) and CHDO-certification eligible non-profits in the Colonias

NAHTI and its consultants will provide directed technical assistance to up to six CHDO's or CHDO-certification eligible non-profits in the Colonias. These organizations will be identified by NAHTI and TDHCA, and should be expected to reach across the expanse of the Colonias locations in Texas. The purpose of this assistance is to increase their ability to access HOME funding and increase affordable housing in the Colonias.

NAHTI staff will conduct an initial needs assessment and develop a directed approach for the engagement. Consultants will then be used to provide the assistance identified. Individual engagements with organizations should be expected to provide approximately 2 ½ days of on-site directed technical assistance. It is the intent of NAHTI to have this project completed prior to September 30, 2005. As a result of this assistance, NAHTI anticipates that each of these organizations will apply to TDHCA, and possibly to their local PJ (if appropriate), for CHDO designation within 18 months of the engagement.

2. Technical Assistance to Self Help Centers in Texas Colonias

In 1995, the 74th Legislature of the State of Texas passed Senate Bill 1509, which established colonia self-help centers (SHC). The self-help center program serves 28 colonias in the five counties designated by the law and two new additional counties; the counties have approximately 10,000 colonia residents whom qualify as beneficiaries of these services.

Operation of the colonia SHC's is carried out through a local nonprofit organization, local community action agency, or local housing authority that has demonstrated the ability to carry out the functions of a SHC. These colonia SHC's provide concentrated on-site technical assistance to low and very low-income individuals and families. In addition, on-site technical assistance is provided to colonia residents in centers established in El Paso, Webb, Starr, Hidalgo, Cameron/Willacy, Maverick and Val Verde counties. Key services that colonias are receiving include concentrated technical assistance in the areas of housing rehabilitation; new construction; surveying and lotting; construction skills training; tool library access for self-help

construction; housing finance; credit and debt counseling; grant writing; infrastructure constructions and access; contract-for-deed conversions; and capital access for mortgages to improve the quality of life for colonia residents in ways that go beyond the provision of basic infrastructure.

These SHC's currently provide a number of services related to the development and preservation of affordable housing, and would benefit from increasing their ability to do so through HOME funding.

TDHCA and NAHTI staff will conduct an initial needs assessment and develop a directed approach for the engagement that would assist the SHC's in utilizing HOME and other resources to meet the affordable housing needs in the Colonias. Consultants will then be used to provide the assistance identified. Individual engagements with organizations should be expected to provide approximately 3 days of on-site directed technical assistance, although some group work may be identified as a result of the assessments.

It is the intent of NAHTI to have this project completed prior to September 30, 2005. As a result of this assistance, NAHTI anticipates that each of these organizations will increase their ability to access and utilize HOME funds through TDHCA, and possibly through their local PJ (if appropriate) over the 12 months following the engagement.