



Request for Qualifications (“RFQ”) for Community and Economic Development Related Technical Assistance Services

January 18, 2012

IMPORTANT NOTE: As part of your proposal submission, you must complete HUD Form 40040 and HUD Form 40044, which are separate attachments on our website.

Section A: Background

Introduction to NALCAB

The National Association for Latino Community Asset Builders (NALCAB) represents and serves a geographically and ethnically diverse group of non-profit community and economic development organizations that are anchor institutions in our nation’s Latino communities. With funding from a variety of private foundation and corporate supporters, NALCAB directly serves more than eighty non-profit community and economic development organizations around the country to improve their operating efficiency, access capital, and strengthen their programs and projects. In addition to utilizing the expertise of its staff, NALCAB engages private consultants as well as selected staff from member organizations to provide technical assistance services.

NALCAB, acting as the lead applicant for a national consortium of high-capacity, non-profit community development corporations, has been award \$900,000 in federal funding to provide Technical Assistance to entities that have received federal funding from HUD.

Description of OneCPD

The purpose of OneCPD is to provide state government, local government and nonprofit recipients of federal community development, affordable housing, economic development and special needs funding with the assessment tools and technical and capacity building assistance needed to fully understand their local market conditions, to increase their capacity to successfully carry out federal assistance programs while leveraging other public and private resources, and to achieve positive and measurable outcomes. Under OneCPD, technical assistance will involve the delivery of expert statutory, regulatory, and technical support that improves the program knowledge, skills and capacity of CPD’s grantees and their partners. Capacity building efforts will be directed at advancing the efficiency and performance of grantees and their partners (e.g., for-profit and public or private non-profit organizations) in the administration of federal affordable housing, community and economic development and special needs programs,

the leveraging of other resources and the furthering of key Departmental objectives, including, but not limited to, energy efficiency and green building.

For more information, visit: <http://www.comcon.org/programs/onecpd.html>

Section B: Procurement Process

NALCAB seeks to identify individuals, firms and organizations that have the capacity to provide community and economic development related technical assistance services. In responding to this RFQ, prospective service providers will be required to identify the service that they propose to provide as well as the geographic area in which they propose to provide that service. NALCAB will review the qualifications of vendors that respond. NALCAB will implement a scoring system for all the proposals submitted. Respondents to this RFQ that rank higher than 80 of 100 points (81 points or higher) will be accepted or “pre-qualified” to provide the proposed services. Pre-qualification to provide services is no guarantee of a contract.

NALCAB may award contracts to pre-qualified vendors based on qualifications and reasonableness of cost structure, or NALCAB may invite pre-qualified vendors to participate in a “quick bid” process by which NALCAB requests a price quote for a specific scope of work. NALCAB, at its discretion, will choose the method most appropriate to the requested service and most likely to procure the highest quality service at the lowest price.

Section C: Services Requested

The purpose of this Request for Qualifications is to invite proposals from qualified and experienced consultants or technical assistance providers to develop strategic approaches in areas including, but not limited to: (1) community development, (2) affordable housing development and management, (3) neighborhood economic development, (4) small business development, (5) financing, lending and underwriting, (6) construction and rehabilitation management, (7) project management (8) organizational capacity building and non-profit management, and (9) strategic planning.

The specific areas of Technical Assistance defined under the OneCPD Program include but are not limited to the following (**Please complete Skills Matrix Spreadsheet as part of this section**):

OneCPD Requirements

- Con Plan/Substantial Amendments
- Appraisals & Property Valuation
- Implementing/Complying with Affordability Periods
- BRAC Rules & Requirements
- CDBG Rules & Requirements
- CDBG Disaster Recovery Assistance Rules & Requirements
- ESG Rules & Requirements
- HOME Rules & Requirements
- HOPWA Rules & Requirements
- HPRP Rules & Requirements S+C Rules & Requirements
- SHP Rules & Requirements
- SRO Rules & Requirements
- Title V Rules & Requirements

Program Design

- Designing/Implementing Economic Development Programs
- Designing/Implementing Homebuyer Programs
- Designing/Implementing Rehab Programs
- Designing/Implementing Rental Programs
- Designing/Implementing Programs for Special Populations
- Designing Prevention Programs
- Designing Rapid Re-housing Programs
- CoC Structure and Planning
- Land Banks
- Acquisition/disposition of REO Properties
- Neighborhood Revitalization
- Linkages with Mainstream Programs
- Assessing Local Markets

Skill Areas

- Adult Learning Techniques
- Coaching / Mentoring
- Collaboration -- Federal Government
- Collaboration -- Local
- Conflict Management
- Conflict Resolution/Negotiation
- Data Analysis
- Developing Web-Based Tools
- Effective Communication
- Fluency in Spanish (written & oral)
- Fluency in Vietnamese (written & oral)
- Group Facilitation
- Leadership Development
- Needs Assessments Program Evaluation
- Research Strategic Planning
- Team Building
- Working With High Risk Grantees
- Working with Under Served Populations

Housing Rehabilitation

- Housing Quality Standards
- Determine Financial Mechanisms
- Historic Preservation
- Inspection

Planning

- Draft Business Plan
- Collect Detailed Neighborhood Data
- Determine Prime Developer and Partners
- Collect Data on Resources
- Comprehensive or Functional Area-wide Plans

Economic Development

- Underwriting
- Public benefits Test
- Determine eligible Activities/National Objective
- Spending Caps (e.g. Planning, Program Admin, Public Services)
- Assessments
- Prepare Work Write-up Estimates

Section D: Evaluation Factors

The proposals submitted will be evaluated based on technical expertise using the information requested and submitted pursuant to this RFQ. The following evaluation factors shall be used to select the proposal(s), which are most advantageous to NALCAB and/or its Consortium Members.

EVALUATION FACTORS AND SCORING:

- Relevant demonstrated organizational experience - **30 points**
- Relevant demonstrated qualifications of the key staff to provide services - **30 points**
- Quality of approach to providing services – **20 points**
- Reasonableness of cost structure - **20 points**

Section E: Proposal Submission - Form of Response

Cover Sheet: Complete the cover sheet included as an appendix to this document.

Narrative (not to exceed 12 pages, excluding forms and resumes)

- *Organizational Experience* – Provide a description of the firm’s relevant experience providing the same or similar services. Greater weight will be given to experience in the past three years. If the respondent seeks to provide services in connection with NALCAB’s HUD OneCPD funding allocation, they must fill out HUD Form 40044, listed as an attachment on our website.
- *Qualifications of Key Staff* – Provide the names and qualifications of all key staff to be dedicated to the project. While resumes may be included as an appendix, this section should include brief biographical statements for each team member. If the respondent seeks to provide services in connection with NALCAB’s HUD OneCPD funding allocation, they must fill out HUD Form 40040, listed as an attachment on our website.
- *Approach to Providing Services* – Describe how the firm will provide the proposed services and the geographic areas in which the firm can provide services (e.g. national, regional, specific states, counties or cities). The respondent should identify a primary point of contact and describe any standards of responsiveness, processes for ensuring quality control and any other information that indicates how the respondent manages its client relationships.
- *Cost Structure* – Describe the firm’s cost structure for delivering the proposed service. This must include daily rates for all staff/ positions proposed to provide services. The firm should clearly identify overhead and profit rates.

Insurance Requirements

All respondents shall provide proof of their own liability insurance for no less than \$1million. Upon entering into a contract, any selected respondent will be required to provide a certificate of insurance naming NALCAB as an additional insured. Additional insurance requirements may be identified prior to entering into contract, as is appropriate to the scope of ultimate scope of services.

Licenses and Certifications

Respondents should provide evidence of any relevant licenses, certifications and other credentials that relate to the services that the respondent proposes to provide.

All respondents should indicate whether they or members of their team hold a HOME Certification.

Section F: Proposal Submission – Time and Place

NALCAB will accept proposals through **February 20, 2012**.

Proposals will be accepted by e-mail if a complete package is sent as an Adobe Acrobat pdf file, or by mail. Only one copy is requested for submittal. Electronic submissions must be timed stamped by 11:59 p.m. CST, on February 20, 2012. Any other submissions must be post marked by February 20, 2012.

If submitted by e-mail, the file must be named according to the following convention: NAME OF BIDDER – Response to NALCAB RFQ for TA Services and be e-mailed to lmartin@nalcab.org

If sent by mail, one signed original must be submitted to NALCAB at the following address:

Address: NALCAB
Re: RFQ for Technical Assistance Services
1313 Guadalupe Street, Suite 203
San Antonio, TX 78207

The envelope must have the following notation on the bottom left hand corner of the proposal, “RFQ for Technical Assistance Services”.

Facsimile Copies will not be accepted. All proposals will become property of NALCAB upon submission.

Section G. Term of Qualification

Once qualified through the RFQ process, NALCAB will issue a pre-qualification letter to the vendor. The vendor will be deemed pre-qualified for two years. This pre-qualification does not guarantee vendors contracts to provide technical assistance under the OneCPD program or any other NALCAB program.

Section H. Additional Notices

NALCAB reserves the right to reject any and all proposals, to waive technicalities, to award contracts pursuant to the best interest of the NALCAB and its funders. NALCAB may enter into numerous contracts with one or more providers deemed qualified through this procurement process.

NALCAB encourages responses from small, minority-owned, women-owned and Section 3 businesses as well as from firms that partner with such disadvantaged business in a substantive way.

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Cover Sheet

Name of Service
Provider:

EIN #:

DUNS #:

Principal address:

Primary Point
of Contact:

Phone:

E-mail:

Geographic areas in which the vendor proposes to provide the service (check all that apply):

- National
- Regional (please describe: _____)
- Specific States, Counties or Cities (please list: _____)

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Team Member Name	Position	Staff or Consultant (S or C)	Fully Loaded Hourly Rate

Please indicate the percentages for overhead and administration that are already included in your fully loaded hourly rates listed above.

Overhead: _____ %

Administration: _____ %

Please explain any additional costs: