**Request for Qualifications**

**2018 Housing Counseling Training Program**

**Rural Community Assistance Corporation RFQ 2018.102**

1. Purpose – RCAC is requesting qualifications for HUD Housing Counseling Training Program training services
2. About RCAC
   1. RCAC is a regional nonprofit organization established in 1978, providing training to housing counselors under a contract with HUD’s Office of Housing Counseling. Training is provided onsite in various locations around the country as well as by webinar. Other RCAC program areas include environmental infrastructure; affordable housing development; economic and leadership development, and community development finance.
   2. Contractors will teach housing counselors topics that are relevant to their job duties. All classes are approved by HUD and must contain at least one of HUD’s core competencies: Financial management; property maintenance; homeownership and tenancy; fair housing laws and requirements; housing affordability; avoidance of, and responses to, rental and mortgage delinquency and avoidance of eviction and mortgage default. Classes will be either in-person or webinar.
      1. Contractors will be familiar with the housing counseling industry
      2. Contractors will have experience teaching housing counselors
      3. Contractors use adult learning techniques to keep students engaged during the course
3. Statement of work
4. Contractor will develop curriculum as necessary
5. Contractor will teach curriculum using approved materials
6. Contractor will develop at least 10 questions for a post-test for students
7. Consultant will have relevant qualification to train one of the topics assigned or listed in the table below. Consultant will have at least 3 years’ experience with each topic
8. Compensation is based on the hourly rate set by HUD at $63.58 per hour
9. Travel to and from training location is included. Travel expenses are reimbursed at actual cost except for meals and incidentals which is reimbursed at the federal rate.
10. Application submittal / Response
    * + - 1. Applications must be received via by February 1, 2018
11. Submit Resume to [HUDtraining@rcac.org](mailto:HUDtraining@rcac.org) with “HUD Training 18” in the subject line
12. Fill out the 2018 HUD Training: Contractor RFQ Survey which will allow you to indicate availability, bid and qualifications for the listed training classes by filling out the survey: <https://www.surveymonkey.com/r/QC5RC78>
13. A complete response will be considered one that submits all required submittal items which include: a fully completed 2018 HUD Trainers Survey and digital copy of resume by the deadline with “HUD Training” in the subject line.
14. Selection criteria

RCAC will evaluate the returned surveys and submissions on responsiveness, cost-effectiveness qualifications, ability to provide services according to training schedule and locations, and trainer’s general ability to provide an effective training session.

RCAC will use the survey to ask potential trainers to self-evaluate their knowledge of and ability to provide training on the list of training topics. The survey will also ask applicants to indicate their availability for the proposed dates and locations as well as their quote to perform the services.

1. Award Basis and Term

Consultant will have relevant qualification to train one of the topics assigned or listed above. Consultant will have at least 3 years’ experience with each topic

Contractors will be paid at the HUD pre-approved rate of $63.58 per hour. Each training session will require a pre-determined amount of preparation and training time. Each contractor will be asked to bid on the amount travel and preparation time that would be required for the contractor to fully deliver the services.

Travel cost to be reimbursed on a cost reimbursement basis, with adequate documentation submitted within 30 days of the last date of travel to RCAC using request for payment form. Meals and lodging per diem to be reimbursed using federal per diem rates. Contractor to provide travel receipts and a time card showing date, hours spent and activity completed.

Approximately 20 contracts will be executed to cover all sessions and locations. Each contract term will be for approximately 30 - 60 days on a varying schedule. List of training sessions with proposed dates along with subject area and planned locations are in the table below.

1. List of training topics with dates, locations (webinars are highlighted in green text) and estimated training, travel and prep/follow-up time.

| **DATE** | **CLASS** | **Contractor Work Needed** | **CITY** | **ST** | **ZIP** |
| --- | --- | --- | --- | --- | --- |
| **FEBRUARY** |  |  |  |  |  |
| 2/6 – 2/8 | Path to Homeownership | Prep/follow-up/travel =18 hours  Training = 24 hours | Las Vegas | NV | 89101 |
| **MARCH** |  |  |  |  |  |
| 3/8 – 3/9 | Improving Your Counseling Program Through Financial Capability and Coaching | Prep/follow-up/travel =28 hours  Training = 16 hours | Concord | CA | 94520 |
| 3/14-3/15 | Program Manager Essentials | Prep/follow-up/travel =28 hours  Training = 16 hours | Troy | NY | 12180 |
| 3/20 | 15 Steps to Homeownership Part 1 | Prep/follow-up/training =17 hours | Webinar |  |  |
| 3/22 | 15 Steps to Homeownership Part 2 | Webinar |  |  |
| **APRIL** |  |  |  |  |  |
| 4/3 | Improving Your Counseling Program Through Financial Capability and Coaching Part 1 | Prep/follow-up/training =22 hours | Webinar |  |  |
| 4/10 | Improving Your Counseling Program Through Financial Capability and Coaching Part 2 | Webinar |  |  |
| **4/17** | Improving Your Counseling Program Through Financial Capability and Coaching Part 3 | Webinar |  |  |
| 4/16 – 4/20 | Developing Effective Program Manager Skills | Prep/follow-up/travel =28 hours  Training = 16 hours | Jacksonville | FL |  |
| **MAY** |  |  |  |  |  |
| 5/1-5/2 | Improving Your Counseling Program Through Financial Capability and Coaching | Prep/follow-up/travel =28 hours  Training = 16 hours | Denver | CO | 80202 |
| 5/3 | Understanding FHA Loan Products | Prep/follow-up/training =24 hours | Webinar |  |  |
| 5/17 | Home Inspections | Prep/follow-up/training =16 hours | Webinar |  |  |
| **JUNE** |  |  |  |  |  |
| 6/5 – 6/6 | HCO Made Easy | Prep/follow-up/travel =28 hours  Training = 12 hours | Denver | CO | 80202 |
| 6/20-6/22 | The Fundamentals of Rental Housing Counseling | Prep/follow-up/travel =28 hours  Training = 24 hours | Santa Ana | CA | 82705 |
| JULY |  |  |  |  |  |
| 7/10 – 7/12 | Path to Homeownership (3 day) | Prep/follow-up/travel =14 hours  Training = 24 hours | Concord | CA | 94520 |
| 7/19 | Fair Lending & Loan Doc Pt 1 | Prep/follow-up/training = 18 hours | Webinar |  |  |
| 7/24 | Fair Lending & Loan Doc Pt 2 | Webinar |  |  |
| 7/26 | Fair Lending & Loan Doc Pt 3 | Webinar |  |  |
| AUGUST |  |  |  |  |  |
| 8/13 – 8/17 | Developing Effective Program Manager Skills | Prep/follow-up/travel =28 hours  Training = 16 hours | Chicago | IL |  |
| SEPTEMBER |  |  |  |  |  |
| 9/11/18 | Disaster Recovery Pt1 | Prep/follow-up/training = 10 hours | Webinar |  |  |
| 9/13/18 | Disaster Recovery Pt 2 | Webinar |  |  |
| Date to be determined | Improving Your Counseling Program Through Financial Capability and Coaching | Prep/follow-up/travel =28 hours  Training = 16 hours | Las Vegas | NV |  |
| 9/18 – 9/19/18 | Program Manager Essentials | Prep/follow-up/travel =28 hours  Training = 16 hours | Denver | CO | 80202 |