

REQUEST FOR QUALIFICATIONS
HUD Community Compass, Office of Native American Programs Technical Assistance
Rural Community Assistance Corporation

- I. Purpose: RCAC requests qualifications for its Native American Program funded under HUD Community Compass, Office of Native American Programs Technical Assistance.
- A. About RCAC
- i. RCAC is a regional nonprofit organization established in 1978, providing training and technical assistance to tribes under a contract with HUD's Office of Native American Programs. The training and technical assistance is provided onsite in various locations around the country as well as remotely by phone, audio visual teleconference and email. Other RCAC program areas include environmental infrastructure; affordable housing development; housing counseling; economic and leadership development, and community development finance.
- II. Request for Consultants
- A. Consultant will provide training/technical assistance (T/TA) for tribes, tribal housing departments, Tribally Designated Housing Entities (TDHE) or housing authorities, in response to requests that RCAC receives from HUD. This T/TA is related to administration of tribal housing programs primarily funded by NAHASDA.
- ii. Consultants will be familiar with NAHASDA, including housing development, operations, administration and compliance.
 - iii. Consultants will have experience training and providing technical assistance.
 - iv. Consultants must use adult learning techniques to keep students engaged during training courses.
 - v. Typical T/TA requests from HUD include one or more of the following categories:
 1. NAHASDA
 2. Procurement
 3. Financial Management
 4. Environmental Review
 5. Board Roles & Responsibilities
 6. Title VI
 7. 184 Loans
 8. IHP/APR
 9. Admissions and Occupancy
 10. Low Income Tax Credit
- B. HUD T/TA is a demand-response model and selection as a consultant does not guarantee that the consultant will be assigned work. While the number of T/TA assignments cannot be predicted, RCAC anticipates receiving assignments before the end date of its contract which ends **September 23, 2019**.
- C. Extensive travel might be required of T/TA providers. Respondents need to be flexible when it comes to the delivery of on-site T/TA to tribal entities and when serving as an instructor for formal classroom instruction. Specific dates when on-site T/TA will be delivered, and specific dates when formal classroom sessions will be held, are not yet determined.
- D. Minimum requirements:
- i. Minimum of five years working with NAHASDA and Indian Housing Programs.
 - ii. Minimum of three years delivering technical assistance

- iii. Demonstration of expert level skills or competencies in areas such as (but not limited to) management of Indian Housing Programs; financial management; housing operations; housing development; and organizational management.

E. HUD will be the final approver of RCAC's consultant roster.

III. Statement of work

- A. In response to T/TA requests from HUD, RCAC will match the work requested to consultants by skill and availability. If requested, consultant must prepare a cost estimate of time and travel needed to deliver T/TA. Based on cost estimates, RCAC then submits a work plan to HUD for approval. Once HUD approval is received, a task order identifying details of the work and price will be provided to the consultant.
 - i. Consultant will develop curriculum as necessary
 - ii. Consultant will teach curriculum using approved materials
 - iii. Consultant will provide reference materials and resources as necessary
 - iv. Consultant will provide technical assistance on site or remotely as necessary
 - v. Consultant will have relevant qualification to provide TA or train one or more of the topics assigned.
 - vi. Consultant will have at least 3 years' experience with each topic
 - vii. Travel to and from T/TA location will be reimbursed at actual cost except for meals and incidentals which is reimbursed at the federal GSA per diem rate. Travel must be arranged in advance so as to secure the most cost effective options. Travel costs will be reimbursed only based on travel the day before and the day after at the most. Lodging will be capped at the federal GSA rates unless a higher amount is justified and approved in advance.
 - viii. No invoices will be paid unless accompanied by a report of activities. Consultants must provide an expense report detailing a breakdown in time by date with a clear and brief explanation of work done. A copy of the T/TA material must also be provided.

IV. Qualifications submittal / Response

- A. While there is no deadline date for consideration, those who submit by **November 30, 2018** will receive priority consideration. Submitting later diminishes chances of selection.
- B. The application package must be received by **email** to Sierra Camargo scamargo@RCAC.ORG
- C. A complete response will be considered to be one that submits all required submittal items

V. Required submittal items

- A. **Cover Letter** that includes the following contact information
 - i. mailing address
 - ii. phone number if different from cell phone number
 - iii. fax number if available
 - iv. cell phone number
 - v. email address
- B. **Experience and Qualifications Narrative** (not to exceed two pages) that details experience with NAHASDA, Procurement, Financial Management, Environmental Review, Board Roles & Responsibilities, Title VI, 184 Loans, IHP/APR, Admissions and Occupancy and Low Income Tax Credit
- C. **Experience in delivering T/TA** (not to exceed two pages). Demonstrate the individual's past experience in delivering training and technical assistance that directly relate to NAHASDA-related and precursor tribal housing programs. Be as specific as possible:

- i. name the tribal entity that the T/TA was provided to
 - ii. what kind of T/TA was provided
 - iii. when it was provided
 - iv. the number of individuals assisted
 - v. indicate the measurable outcome of the provision of your T/TA if known
- D. **A statement affirming your willingness to provide on-site T/TA** and serve as an instructor in a classroom setting, based on mutually acceptable delivery dates. Include the geographic coverage you are willing to commit to.
- E. **Preference** shall be given to Indian organizations and Indian-owned economic enterprises as defined in Section 4 of the Indian Financing Act of 1974 (25 USC 1452). If eligible for this preference, include a statement declaring that the respondent is an American Indian or Alaska Native or an American Indian/Alaska Native-owned enterprise. Eligibility shall be evidenced by proof of enrollment or membership (such as a tribal enrollment card) in a federally or state recognized tribe, or proof of certification as an Indian-owned business (Native American Ownership must be 51% or more).
- F. **Cost Proposal:** The provider must provide the hourly rates for each individual being proposed to provide T/TA. Please use Exhibit A RCAC Request for Qualification Price Sheet

Please note: No fee or profit may be paid to any T&TA provider or consultant on an award under this RFQ.

VI. Selection criteria

RCAC will evaluate the complete submissions based on:

- A. Expertise/experience/qualifications: 60%
- B. Cost-rate reasonableness: 15%
- C. Geographic coverage: 15%
- D. Native American preference: 10%

In order to comply with federal requirements for acquiring goods and services, consultants will be selected in accordance with procurement procedures addressed by the Uniform Administrative Guidance.

HUD will be the final approver of RCAC's consultant roster.

VII. Disclaimers

RCAC reserves the right, where it may serve RCAC's best interests, to request additional information or clarifications from submitters, or to allow corrections of errors or omissions. There is no expressed or implied obligation for RCAC to reimburse responding firms for any expenses incurred in preparing submittals in response to this request.

Exhibit A
RCAC Request for Qualification
Price Sheet

This Price Sheet must be submitted with your response.

Name of Consultant: _____

Provide your hourly rate for each person that may provide consulting services. This must be the fully loaded or billable rate.

Person _____	Fully Loaded Rate _____
Person _____	Fully Loaded Rate _____
Person _____	Fully Loaded Rate _____

Entity Name: _____

Address: _____

Contact Name/Phone: _____

Contact E-mail: _____