

## REQUEST FOR QUALIFICATIONS FOR CONSULTING SERVICES

The National Development Council (NDC) seeks to identify individuals, firms and organizations that have the capacity to provide community and economic development services related to affordable housing, community development, economic development, homelessness, organizational development and related topics.

### Scope of Work

The National Development Council provides technical assistance services to federal, state and local governments and to nonprofit organizations directly as well as under contract to the U.S. Department of Housing and Urban Development (HUD). With this grant support, NDC provides technical assistance (TA), in the form of training and one-on-one supportive services, to grantees under the Community Development Block Grant (CDBG) program, HOME Investment Partnership program (HOME), HOME program for Community Housing Development Organizations (CHDO), Housing Opportunities for Persons with AIDS (HOPWA), Special Needs Assistance Programs (SNAPS), Homeless Management Information Systems (HMIS), Neighborhood Stabilization Program (NSP), and the cross-programmatic OneCPD Integrated Practitioner Assistance System (OneCPD).

HUD employs a demand-response TA system and expects selected applicants to have the skills and capacity necessary to deliver the following TA services upon request:

- **Needs Assessments** – NDC conducts assessments of the technical assistance and capacity building needs of individual entities (cities, counties, states, and nonprofits) as well as communities (urban, suburban, and rural); assessments of the capacity of boards and staff; and assessments of the adequacy of systems, policies, and procedures. In addition, we develop plans to address identified needs. Assessments consist of remote as well as onsite information collection including site visits, surveys, conference calls with key stakeholders, and other means.
- **Self-directed and Group Learning** – NDC delivers “off-the-shelf” and customized versions of HUD-approved trainings using a variety of delivery methods including webinars, facilitated online learning, facilitated face-to-face learning, peer-to-peer discussions and networking, small clinics, larger workshops, and conferences. Training programs range from introductory program learning to instruction on advanced and cross-cutting topics.
- **Direct Technical Assistance and Capacity Building** – Technical assistance is provided using a variety of delivery methods (such as facilitation, onsite and remote direct assistance, and peer- to-peer mentoring) focused on increasing skills, learning new approaches to work, and achieving better performance. NDC provides assistance on an array of topics including board governance, staff roles and responsibilities, programmatic rules and requirements, developing strategic and business plans, measuring performance, developing written policies and procedures, establishing thorough financial management systems, understanding the housing development

process, monitoring construction and rehabilitation, and ensuring strong and compliant written agreements, among others.

- **Developing Tools and Products** – Tools and other resources are developed to assist organizations in meeting program requirements. Some of these include toolkits, self- assessments, process flowcharts, sample forms, desk guides, manuals, training curricula, and resource CD-ROMs.

In the past, NDC has used consultants with expertise in the following areas and anticipate our needs will continue in these areas and others.

- Acquiring and rehabilitating foreclosed and vacant properties
- Affirmatively Furthering Fair Housing
- Asset and property management
- Capacity building for homeless program Continua of Care
- Capacity building for nonprofits
- Construction and rehabilitation management
- Disaster Preparedness
- Disaster Recovery Grant Reporting (DRGR) system
- Economic development
- Environmental review
- Fair Housing
- Financial leveraging
- Financial management
- Homeless prevention
- Housing Choice Vouchers, including VASH
- Housing counseling
- Housing market analysis
- Housing program development, finance, and operations
- Housing rehabilitation
- HUD's CPD Programs (CDBG, CoC, ESG, HOME, HOPWA, HPRP and NSP)
- Integrated Disbursement and Information System (IDIS)
- Integrating services with housing
- Lead-based paint remediation
- Lease purchase
- Mainstream resources
- Monitoring and compliance
- Neighborhood planning
- Performance measurement and reporting outcomes
- Permanent supportive housing operations and management
- Public Housing
- PHA Management
- Relocation and real property acquisition
- Section 811 Supportive Housing for Persons with Disabilities
- Section 202 Supportive Housing for Persons with Disabilities
- Section 3
- Single family and rental housing development
- Supportive housing development
- Tenant-based rental assistance
- Underwriting and financing of projects
- Website Hosting and Development, Blogs or Help Desks

Consultants providing technical assistance under the HOME program must have passed the HOME Certified Specialist – Regulations exam within the last five years. Individuals not currently certified may submit an application under this RFQ but will only be eligible for work under the HOME program after obtaining the required certification. Please note that passing the HOME Certified Specialist – Administration exam or HOME Certified Specialist – Rental Housing Compliance exam do not meet this requirement.

### **Application Instructions**

Proposals will be accepted via email only. Complete and submit the Application for Consulting Services and Experience Matrix, along with supporting documents via email to Jennie Vertrees at [jvertrees@ndconline.org](mailto:jvertrees@ndconline.org). The certification page of the application may be signed electronically or hand-signed and returned in Adobe PDF format.

### **Submission Deadline**

There is no deadline for submission. The RFQ will remain open until further notification. Applications from qualified individuals and organizations may be submitted at any time. At times, NDC will request additional information or updated information needed to prepare responses to solicitations for funding. To remain on NDC's approved list, subcontractors must submit information as requested and by the deadlines established by NDC.

### **Selection Criteria**

NDC will review all applications received against the following selection criteria:

- Demonstration subject knowledge and expertise – the extent to which each individual and the organization as a whole demonstrates skills and abilities in the areas of community development and technical assistance and acceptable past experience with NDC, as applicable.
- Recent experience as a practitioner or TA Provider
- Rate reasonableness – the extent to which rates are considered reasonable compared to the individual's experience and qualifications and to market prices.
- Geographic coverage – the extent to which the consultant has broad geographic coverage and/or demonstrates a high level of experience in specific geographic areas.

### **Term of Qualification**

Once qualified through the RFQ process, qualified applicant will be invited to execute a subcontracting agreement and be included in NDC's application for capacity building funds. The applicant will be deemed pre-qualified for two years. Being chosen as a consultant does not guarantee work, but provides the opportunity for a consultant to work with NDC.

Because NDC uses HUD's demand-response system to provide technical assistance, being qualified and executing the agreement does not ensure any individual or organization will receive work. HUD requests services and NDC responds with staff and subcontractors qualified to provide the services being requested based on NDC's determination concerning expertise, availability, rates, location, and other factors. Any specific work assigned to a consultant will be detailed in a Task Assignment from NDC outlining specific actions required to meet HUD's programmatic needs.

**Insurance Requirement**

Upon executing a subcontracting agreement, all qualified applicants will be required to show proof of their own liability insurance along with additional insurance requirements, including worker's compensation requirements, identified as is appropriate to the scope of work.

**Right to Reject**

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

**Contact Information**

For questions regarding this RFQ, please contact Jennie Vertrees at [jvertrees@ndconline.org](mailto:jvertrees@ndconline.org).