



## **Request for Proposals for Training and Technical Assistance Services**

**RELEASE DATE: July 9 2012**  
**RESPONSES DUE: August 9, 2012**

Indiana Housing and Community Development Authority  
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Indianapolis, Indiana 46204  
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## **Request for Proposals for Training and Technical Assistance Services**

### **NOTICE OF FUNDING OPPORTUNITY**

The Indiana Housing and Community Development Authority (IHCDA) is requesting proposals from one or more organizations to plan, coordinate and deliver training and technical assistance services to not-for-profits that promote knowledge, service delivery and innovation for staff and leadership, and strengthen the overall capacity of said stakeholders to positively impact individuals, families and communities.

### **ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

IHCDA is a quasi-state agency, created by Indiana statute in 1978. IHCDA creates housing opportunity, generates and preserves assets, and revitalizes neighborhoods by investing financial and technical resources in the development efforts of qualified partners throughout Indiana. IHCDA partners with the federal government, public and private non-profit housing developers and local units of government to fund, construct and rehabilitate houses, multi-family properties and other community development projects throughout the State of Indiana. IHCDA funds entities that work to end homelessness, create communities of choice, provide opportunities for seniors to age in place, demonstrate energy conservation, and stabilize housing markets.

### **FUNDING SUMMARY**

IHCDA receives approximately \$11 million per year from the U.S. Department of Housing and Urban Development (HUD) to support for-profit and not-for-profit organizations as they develop affordable housing opportunities for low-income people in Indiana. IHCDA's partners in developing affordable housing include Community Housing Development Organizations (CHDOs), local units of government, for-profit developers and not-for-profit community development corporations.

IHCDA is seeking to contract with an entity for a period of two (2) years, beginning on January 1, 2013 and through December 31, 2014, to conduct training and deliver technical assistance targeted at public agencies and/or non-profit organizations that are potential or current recipients of funding from the U.S. Department of Housing and Urban Development.

### **SCOPE OF WORK**

The entity selected will perform the following activities which contains three (3) components: 1) Technical Assistance, 2) Classroom Style Live Trainings, and 3) On-

Demand Trainings. Respondents may choose to respond to any or all three components.

#### Technical Assistance Component

- Provide Technical Assistance to CHDO's located across the State of Indiana. Additionally, the respondent will provide technical assistance to IHCDA CHDO Operating recipients at the project level, at the organizational level, or based on monitoring and compliance issues.
- Provide Capacity building for IHCDA partners; and
- Provide Assistance requested by IHCDA partners and stakeholders (or requested by IHCDA).

#### Classroom Style Live Trainings

- Provide nationally-recognized development trainings, such as National Development Council and Neighborworks. IHCDA encourages respondents to partner with neighboring State Housing Finance Agencies to help reduce costs.
- Provide classroom training on the following concepts:
  - Deal structuring, underwriting, and subsidy layering;
  - Comprehensive Community Development;
  - Aging in Place; and
  - High Performance Building.

#### On-Demand Trainings

Create web-based, interactive trainings and tutorials that will be available to users twenty-four (24) hours a day, on the following topics:

- Revisions to HOME Final Rule
- Statutory and programmatic updates to the HOME Program
- OMB Financial Management and Cost Principals Applicable to Federal Funding
- Requirements for becoming a CHDO
- HOME 101 – An introduction to HOME
- Property standards

- Section 504
- Procurement
- Section 3
- URA
- Income certifications

### **Contents of Proposal**

In this proposal, respondents are expected to demonstrate the capacity to assess training needs, develop a training and technical assistance plan, deliver training and technical assistance, and evaluate training and technical assistance so that IHEDA partners gain understanding, increase knowledge and improve performance.

#### **Section 1 - Needs Assessment**

Because training is expected to be developed and delivered with input from IHEDA partners and IHEDA staff, the assessment process is critical to developing and evaluating effective training and technical assistance. Therefore, respondents are expected to develop an assessment tool, and to compile and analyze (assess) training needs annually.

In this section, the respondent must demonstrate an advanced understanding of the overall training assessment process and knowledge of current training needs, and demonstrate the capacity to plan, implement and evaluate both a statewide community assessment and regular training assessments.

#### **Section 2 - Training Plan**

Proposal respondents are expected to plan, implement and evaluate a multi-year, comprehensive training and technical assistance program, based on assessment findings, which results in an increased capacity of participants to serve vulnerable populations successfully, as determined by IHEDA and HUD. When requested, applicants are also expected to serve as a first resource to IHEDA and its partners to provide customized technical assistance and/or to help identify training and technical assistance resources.

The training plan should include a description of each of the training areas listed.

- 1) Staff development training** may include general skills needed for service delivery, state and federal program policies and performance standards, business services and economic development, interviewing, presentation and written communication skills,

team building and awareness of IHEDA partners, effective time and resource management, excellence in customer service, creativity and commitment to increasing meaningful participation in the affordable housing and community development industry in Indiana.

- 2) **Leadership training** enhances the competence of current leadership as well as promotes the capacity of future leaders. This category may incorporate supervision and management, the history and evolution of affordable housing, housing-related legislation, fiscal responsibilities, monitoring, program design, building relationships with regional planning councils, and other relevant guidance necessary to lead affordable housing and community action programs and staff.
- 3) **Organizational Capacity training** is intended to improve the efficiency of operations and the quality of program performance. These topics may include: programmatic compliance, fiscal responsibilities, grant management, procurement and contracting, planning and exemplary program design, performance, corrective action, Information Technology, Management Information Systems, legislative and regulatory interpretation and implementation, board training, fund development, and other areas of applicable guidance in support of affordable housing partners.
- 4) **Professional Certification Programs**, such as the Real Estate Finance Professional Certification Program from the National Development Council, National Association of Home Builders Green Certificate, and Neighborworks, among others. IHEDA encourages respondents to partner with neighboring State Housing Agencies to help maintain costs.
- 5) **Diversifying Revenue, Fund Development and Fund Research** – IHEDA partners are, first and foremost, private not-for-profit organizations and, as such, have the ability to generate private sources of revenue to support operational and community-based needs that are outside the parameters of public or federal funding. The training plan should include workshops or training on at least three fundraising topics per year, including development of strategies to assist IHEDA partners to obtain private funding sources.

### **Section 3 - Evaluate Training and Technical Assistance**

The proposal should incorporate evaluation and feedback mechanisms to ensure that the training and technical assistance efforts are on target and highly effective in producing desired outcomes.

The respondent should describe the evaluation plan from the perspective of the participant, the instructor, and the organization. In the plan, the respondent should

consider evaluating the training *results* (i.e., How did the participants benefit? Were the trainers appropriate for the audience? Were the materials and method appropriate? What was learned?), and apply the findings to future training goals.

The proposal should also include a discussion of the types of evaluation tools, such as surveys, observation, material review, etc., that will be used to evaluate the program, and any advanced techniques that may be appropriate for evaluating results.

## **ORGANIZATIONAL CAPACITY**

This section is designed to evaluate the respondent's capacity to complete the project successfully and in compliance with federal requirements.

In addition to the proposal narrative, each respondent should include:

### **1) Project Budget** – (no more than two (2) pages)

#### Classroom Style Live Training

A two (2)-year budget detailing the costs associated with providing live classroom trainings, which would include the cost internal staff and/or external trainers for the classes, supplies, travel, materials, copying expenses, and costs associated with utilizing a particular venue these expenses should be included in an overall fee for the training session which can be differentiated by subject matter, length of class, type of class (i.e., certification).

#### Technical Assistance

A two (2)-year budget detailing the costs associated with providing technical assistance to grantees and potential grantees across the State, which would include the cost internal staff and/or external trainers for the classes, supplies, travel, materials, copying expenses, and costs associated with utilizing a particular venue these expenses should be included in an overall fee (no more than 2 pages).

#### On-Demand Trainings

A two (2)-year budget detailing the upfront costs associated with creating and providing on-demand training.

### **2) Summary of Organizational Qualifications** – A brief summary of organizational experience and expertise in training, technical assistance, affordable housing, or other related areas. Also include the items listed below:

- a. A copy of your business' Certificate of Existence and documentation that demonstrates that it has the authority to conduct business in the State of Indiana.
  - b. Copies of relevant organizational certifications, designations, licensures.
  - c. Minority-Owned Business Enterprise/Women-Owned Business Enterprise (MBE/WBE) designations, if any (no more than 5 pages).
- 3) Summary of Current Projects** – A brief description of each of the most recent projects to support organizational qualifications (no more than 2 pages).
  - 4) Principal Staff** – Resumes of each of the organization's executive management team (no more than 4 pages).
  - 5) Board of Directors** - A current list of the officers and members of the board of directors (no more than 1 page).
  - 6) Designated Project Staff** – Names, titles, responsibilities and resumes of staff responsible to complete this project. Identify the primary contact for this proposal (no more than 2 pages).

## **SUBMISSION INFORMATION**

### **PROPOSAL DUE DATE**

Proposals must be received by IHCDA no later than 5:00 pm on Thursday, August 9, 2012, Eastern Standard Time, at the address listed below. Proposals may be mailed, shipped via Fed Ex, UPS or other standard carrier, or hand-delivered. Late proposals will not be accepted.

Indiana Housing and Community Development Authority  
30 South Meridian Street, Suite 1000  
Attn: Alan Rakowski  
Indianapolis, IN 46204

Applicants may be invited to meet with IHCDA representatives to discuss proposed activities prior to the contract award. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for service provision.

### **TENTATIVE REVIEW TIMELINE**

July 18, 2012 @ 10:00 AM

Technical Assistance Session

August 9, 2012 by 5:00 PM	Applications Due to IHCDA
August 13-20, 2012	Proposals are Reviewed
August 20-21, 2012	Questions sent to Applicants
August 27, 2012	Review Team meets for Final Review
September 27, 2012	Board Reviews Recommendations
September 27, 2012	Applicants Notified of Funding Decision

### **SUBMISSION FORMAT**

Respondents must provide one original and one PDF of the proposal and supporting material. IHCDA will time and date stamp proposals to evidence timely receipt.

### **SUBMISSION MATERIALS**

Respondents may submit supporting materials, such as an annual report, most recent financial documents demonstrating annual revenue and expenses, examples of assessment tools, training plans developed for other clients, evaluation tools, workshop documents, etc.

All proposals and materials received will become the property of IHCDA and will not be returned. IHCDA reserves the right to reject any or all proposals at its sole discretion.

### **ELIGIBLE ENTITIES**

Eligible applicants include for-profit and not-for-profit entities in good standing with IHCDA and the State of Indiana. Respondents must provide documentation from the Indiana Secretary of State demonstrating that it is authorized to conduct business in Indiana.

### **TECHNICAL ASSISTANCE**

IHCDA staff will be available for technical assistance to this RFP. An RFP technical assistance session will be held on Wednesday, July 18, 2012 at 10:00 AM via conference call. Please contact Alan Rakowski at [arakowski@ihcda.in.gov](mailto:arakowski@ihcda.in.gov) for additional details.

### **QUESTIONS**

Questions concerning the proposal and bidding process will be accepted via e-mail and should be directed to [arakowski@ihcda.in.gov](mailto:arakowski@ihcda.in.gov). Please include **“Training and Technical Assistance Proposal”** in the subject line of your e-mail.

## **PROPOSAL EVALUATION PROCESS**

Evaluation of all proposals will be done by IHCD. Based on the evaluation criteria, a short list of the highest ranked proposals may be selected and notified, and separate negotiations will then be conducted with each selected entity to discuss its proposal. At the conclusion of these negotiations, IHCD will establish a deadline for final offers from each of the selected firms. Final selection will be at the discretion of IHCD.

## **CONFIDENTIAL INFORMATION**

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act ("APRA"), IC 5-14-3 et seq., and after the contract is awarded, the entire file may be viewed and copied by any member of the public. Respondents claiming a statutory exception to APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked "Confidential." IHCD reserves the right to make determinations of confidentiality or seek the opinion of the Public Access Counselor. Prices are not confidential information.

## **PROPOSAL EVALUATION CRITERIA**

The following will be IHCD's primary considerations in the selection of respondent(s):

1. **EXPERIENCE AND EXPERTISE** - Quality, capacity and experience of firm; familiarity with the IHCD and the State of Indiana affordable housing stakeholders.
2. **ADMINISTRATIVE CAPACITY** - Operational systems and procedures.
3. **INNOVATIVE TRAINING METHODS** - As evidenced by sample activities, sample curriculum, sample formats, sample quizzes, and sample certificates.
4. **COST** - The budget and individual line items will be reviewed and considered individually and wholly.
5. **MBE/WBE DESIGNATION** - The designation of Minority- and/or Women-Owned Business Enterprise will be considered.
6. **INDIANA BUSINESS** - Preference will be given to entities incorporated and in the State of Indiana.

**TERMS AND CONDITIONS**

This RFP is issued subject to the following terms and conditions:

1. This RFP is not an offer and shall under no circumstances be construed as an offer.
2. IHCDA expressly reserves the right to modify or withdraw this RFP or any part of this RFP at any time, whether before or after any proposals have been submitted or received.
3. IHCDA reserves the right to reject and not consider any or all of the proposals that do not meet the requirements of this RFP, including but not limited to: incomplete proposals and/or proposals offering alternate or non-requested services.
4. IHCDA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
5. A copy of IHCDA's Contract Boilerplate is attached as an Exhibit to this RFP. By submitting a response to this RFP, respondent acknowledges the acceptance of IHCDA's Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.
6. In the event the respondent selected does not enter into the required contract to carry out the purposes described in this RFP, IHCDA may withdraw the selection and commence negotiations with another party.
7. In no event shall any obligations of any kind be enforceable against IHCDA unless and until a written contract is execute.
6. Each respondent agrees to bear all costs and expenses of its proposal and there shall be no reimbursement for any costs and expenses relating to the preparation of proposal submitted hereunder or for any costs or expenses incurred during negotiations.
7. By submitting a proposal in response to this RFP, each respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this RFP, the selection of a respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
8. IHCDA reserves the right not to award a contract pursuant to this RFP.
9. IHCDA reserves the right to split the award between multiple respondents and make the award on a category by category basis and/or remove categories from the award.
10. All proposals received will become the property of IHCDA and will not be returned to respondents.

Respondent's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_