

Request for Qualifications Application

Minnesota Housing Partnership is seeking Requests for Qualifications from qualified and experienced consultants to provide technical assistance services related to affordable housing, homelessness, community development, project financing, performance measurement, fair housing, organizational capacity building and development, and strategic planning.

* Required

Part 1 - Organizational Information

1. Point of Contact: Name (Last, First) *

Smith, John

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2. Point of Contact: Title

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3. Company Name *

ACME Consulting

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4. Type of Company *

Non-Profit, Corporation, Government, Sole-Proprietorship

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5. Street Address *

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6. City *

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7. State *

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8. Zip *

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9. **Tax ID Number ***

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10. **DUNS Number ***

In order to meet Federal procurement requirements, all applicants must have a Dun and Bradstreet Data Universal Numbering System number (obtained at <http://www.dnb.com/get-a-duns-number.html>) and be registered in the System for Award Management database (go to www.sam.gov).

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11. **Does the company have the following qualifications and experience required including: A minimum of five years working with community and/or economic development; and a minimum of three years delivering Technical Assistance; and expert level skills or competencies in areas such as (but not limited to) securing resources in affordable housing, economic development and organizational management. ***

Mark only one oval.

- Yes
 No

12. **Has the company or does the company intend to submit an application directly to HUD/USDA for technical assistance funds? ***

Mark only one oval.

- Yes
 No

13. **Has the company or does the company intend to apply as a subcontractor to another HUD/USDA technical assistance provider? ***

Mark only one oval.

- Yes
 No

Part 2 - Experience

14. **Brief Narrative Describing Expertise:** In 100 words or less, please describe your (and/or your staff's/subcontractor's) expertise and skills, specifically describing your expertise in HUD, USDA, OneCPD, public and affordable housing; including capacity building and strategic planning. Please also identify the timeframe in which any identified expertise or knowledge was gained. Please also highlight any diversity, language skills, and cultural competency.

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15. **Brief Narrative Describing Experience:** Please provide a brief description of your (individual/agency) recent experience related to HUD program objectives. Only provide information for those objectives that are applicable to you/your agency. MHP considers recent experience as experience gained within the past 36 months. Indicate whether recent experience was gained as a practitioner, a TA provider, or both. Highlight any key skills or areas of expertise obtained through your recent experience with HUD programs.

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16. **Will the company or does the company intend to use a subcontractor to provide technical assistance? ***

Mark only one oval.

- Yes
- No

Define your or your company's expertise in the following areas:

Please insert the appropriate code below in each column, as applicable:

1 = Indicates extensive knowledge and a level of skill sufficient to provide the TA without the assistance of more skilled professionals. 2 = Indicates a level of skill sufficient to complete a general program assessment and to provide limited TA or training, but requires the assistance of more skilled professionals to fully undertake comprehensive activities.

Leave the column blank for people that do not meet either 1 or 2 above.

17. Program Requirements

Mark only one oval per row.

	1	2
Con Plan/Substantial Amendments	<input type="radio"/>	<input type="radio"/>
Federally-Compliant Appraisals & Property Valuation	<input type="radio"/>	<input type="radio"/>
BRAC Rules & Requirements	<input type="radio"/>	<input type="radio"/>
Implementing/Complying with Affordability Periods	<input type="radio"/>	<input type="radio"/>
NSP Rules & Requirements	<input type="radio"/>	<input type="radio"/>
CDBG Rules & Requirements	<input type="radio"/>	<input type="radio"/>
CDBG Disaster Recovery Assistance Rules & Requirements	<input type="radio"/>	<input type="radio"/>
Spending Caps (e.g. Planning, Program Admin, Public Services)	<input type="radio"/>	<input type="radio"/>
HOME Rules & Requirements	<input type="radio"/>	<input type="radio"/>
HOPWA Rules & Requirements	<input type="radio"/>	<input type="radio"/>
ESG Rules & Requirements	<input type="radio"/>	<input type="radio"/>
HPRP Rules & Requirements	<input type="radio"/>	<input type="radio"/>
SHP/S+C/SRO Rules & Requirements	<input type="radio"/>	<input type="radio"/>
HEARTH: ESG	<input type="radio"/>	<input type="radio"/>
HEARTH: COC	<input type="radio"/>	<input type="radio"/>
HEARTH: RHS	<input type="radio"/>	<input type="radio"/>

18. Program Administration

Mark only one oval per row.

	1	2
Management and Staffing Plans; Workflow analysis	<input type="radio"/>	<input type="radio"/>
Program Monitoring/Compliance	<input type="radio"/>	<input type="radio"/>
Project Tracking Tools & Procedures; Expediting Work	<input type="radio"/>	<input type="radio"/>
Oversight and Mentoring Subrecipients/Subgrantees	<input type="radio"/>	<input type="radio"/>
Managing Rapid Capacity Surges for New Program Launches	<input type="radio"/>	<input type="radio"/>
Drafting and Conducting RFPs and RFQs	<input type="radio"/>	<input type="radio"/>
Asset and Property Management	<input type="radio"/>	<input type="radio"/>
Evaluating Performance	<input type="radio"/>	<input type="radio"/>
Housing Inspections	<input type="radio"/>	<input type="radio"/>
Recordkeeping	<input type="radio"/>	<input type="radio"/>
Workforce capacity development	<input type="radio"/>	<input type="radio"/>

19. Program Design

Mark only one oval per row.

	1	2
Designing/Implementing Economic Development Programs	<input type="radio"/>	<input type="radio"/>
Designing/Implementing Homebuyer Financial Assistance Programs	<input type="radio"/>	<input type="radio"/>
Designing/Implementing Rehab Programs for Existing Owners	<input type="radio"/>	<input type="radio"/>
Designing/Implementing Rental Housing Development Programs	<input type="radio"/>	<input type="radio"/>
Designing/Implementing Programs for Special Populations	<input type="radio"/>	<input type="radio"/>
Designing Homelessness Prevention Programs	<input type="radio"/>	<input type="radio"/>
Designing Rapid Re-housing Programs	<input type="radio"/>	<input type="radio"/>
CoC Structure and Planning	<input type="radio"/>	<input type="radio"/>
Acquisition/disposition of REO Properties	<input type="radio"/>	<input type="radio"/>
Designing and Implementing Neighborhood Revitalization Plans	<input type="radio"/>	<input type="radio"/>
Linkages with Mainstream Programs	<input type="radio"/>	<input type="radio"/>
Designing/Implementing Single Family Development and Sales Programs	<input type="radio"/>	<input type="radio"/>
Designing and Implementing Land Banking Programs	<input type="radio"/>	<input type="radio"/>

20. Planning

Mark only one oval per row.

	1	2
Collecting & Providing Analysis of Project-Specific Market Data	<input type="radio"/>	<input type="radio"/>
Collecting & Providing Analysis of Areawide Market Data	<input type="radio"/>	<input type="radio"/>
Completing Areawide Redevelopment Plans/Budgets	<input type="radio"/>	<input type="radio"/>
Facilitating Stakeholder Input on Development Plans	<input type="radio"/>	<input type="radio"/>

21. Economic Development

Mark only one oval per row.

	1	2
Underwriting Commercial & Retail Project Financing	<input type="radio"/>	<input type="radio"/>
Applying the Public Benefits Test	<input type="radio"/>	<input type="radio"/>
Planning & Managing Commercial and Retail Developments	<input type="radio"/>	<input type="radio"/>
Determining Eligible Activities/National Objective	<input type="radio"/>	<input type="radio"/>
Designing/Implementing Small Business Assistance Programs	<input type="radio"/>	<input type="radio"/>
Assessing Existing Economic Development Programs	<input type="radio"/>	<input type="radio"/>
Completing Market Analyses for Commercial/Retail	<input type="radio"/>	<input type="radio"/>

22. Infrastructure

Mark only one oval per row.

	1	2
Completing Cost-Benefit Analyses	<input type="radio"/>	<input type="radio"/>
Completing Infrastructure Cost Estimates	<input type="radio"/>	<input type="radio"/>
Developing Infrastructure Strategies in Rural Areas or Colonia	<input type="radio"/>	<input type="radio"/>
Designing Special Assessment Districts and Fee Structures	<input type="radio"/>	<input type="radio"/>

23. Financial Management

Mark only one oval per row.

	1	2
Complying with Accounting Principles/Indirect Costs Requirements	<input type="radio"/>	<input type="radio"/>
Complying with Uniform Administrative Requirements (A-87, A-133, Part 85)	<input type="radio"/>	<input type="radio"/>
Designing Funds Distribution/Subgrantee Selection/Procurement Systems	<input type="radio"/>	<input type="radio"/>

24. Project Financing

Mark only one oval per row.

	1	2
Conducting Multi-Family Project Underwriting	<input type="radio"/>	<input type="radio"/>
Completing Single-Family Project Underwriting	<input type="radio"/>	<input type="radio"/>
Combining Mixed Financing Sources	<input type="radio"/>	<input type="radio"/>
Designing Financial Assistance/Lending Programs	<input type="radio"/>	<input type="radio"/>

25. Reporting and HUD Systems

Mark only one oval per row.

	1	2
CAPER	<input type="radio"/>	<input type="radio"/>
APR	<input type="radio"/>	<input type="radio"/>
IDIS	<input type="radio"/>	<input type="radio"/>
e-snaps	<input type="radio"/>	<input type="radio"/>
GMP	<input type="radio"/>	<input type="radio"/>
DRGR	<input type="radio"/>	<input type="radio"/>

26. Other Federal Requirements

Mark only one oval per row.

	1	2
Compiling with Section 3 Requirements	<input type="radio"/>	<input type="radio"/>
Compiling with URA Relocation/Acquisition Requirements	<input type="radio"/>	<input type="radio"/>
Conducting Environmental Reviews	<input type="radio"/>	<input type="radio"/>
Implementing Fair Housing and Equal Opportunity (including Section 504)	<input type="radio"/>	<input type="radio"/>
Compiling with Lead Hazard Abatement Requirements	<input type="radio"/>	<input type="radio"/>

27. Skill Areas

Mark only one oval per row.

	1	2
Using Adult Learning Techniques	<input type="radio"/>	<input type="radio"/>
Coaching/Mentoring Program Staff	<input type="radio"/>	<input type="radio"/>
Conflict Resolution/Negotiation	<input type="radio"/>	<input type="radio"/>
Creating Complex Spreadsheets	<input type="radio"/>	<input type="radio"/>
Data Analysis	<input type="radio"/>	<input type="radio"/>
Research	<input type="radio"/>	<input type="radio"/>
CoC Structure, Governance & Planning	<input type="radio"/>	<input type="radio"/>
Writing and Editing Model Documents and Guides	<input type="radio"/>	<input type="radio"/>
Developing Training Courses	<input type="radio"/>	<input type="radio"/>
Website Development	<input type="radio"/>	<input type="radio"/>
Website Hosting	<input type="radio"/>	<input type="radio"/>
Help Desk Hosting & Staffing	<input type="radio"/>	<input type="radio"/>
Blog management	<input type="radio"/>	<input type="radio"/>
Listserv management	<input type="radio"/>	<input type="radio"/>
Fluency in Spanish	<input type="radio"/>	<input type="radio"/>
Fluency in Vietnamese	<input type="radio"/>	<input type="radio"/>
Facilitating Meetings and Decision-Making	<input type="radio"/>	<input type="radio"/>
Leadership Development	<input type="radio"/>	<input type="radio"/>
Completing TA Needs Assessments	<input type="radio"/>	<input type="radio"/>
Completing Program Evaluations	<input type="radio"/>	<input type="radio"/>
Drafting Strategic Plans	<input type="radio"/>	<input type="radio"/>
Facilitating Strategic Planning Sessions	<input type="radio"/>	<input type="radio"/>
Social Policy analysis	<input type="radio"/>	<input type="radio"/>
Hosting & staffing call center	<input type="radio"/>	<input type="radio"/>
Managing mailing lists	<input type="radio"/>	<input type="radio"/>
Conducting Team Building Exercises	<input type="radio"/>	<input type="radio"/>
Working with High Risk Grantees	<input type="radio"/>	<input type="radio"/>
Working with Underserved Populations	<input type="radio"/>	<input type="radio"/>

28. Real Estate Development and Construction

Mark only one oval per row.

	1	2
Expertise with Single-Family Rehab	<input type="radio"/>	<input type="radio"/>
Expertise with Multi-Family Rehab/New Construction	<input type="radio"/>	<input type="radio"/>
Obtaining & Analyzing Data on Available Properties	<input type="radio"/>	<input type="radio"/>
Supervising/Analyzing Project-Specific Market Studies	<input type="radio"/>	<input type="radio"/>
Completing Preliminary Feasibility Analyses	<input type="radio"/>	<input type="radio"/>
Negotiating Property Purchase Agreements	<input type="radio"/>	<input type="radio"/>
Supervising Surveyors & Engineers for Site Planning	<input type="radio"/>	<input type="radio"/>
Completing Rehab Specs/Estimates	<input type="radio"/>	<input type="radio"/>
Analyzing New Construction Specs/Estimates	<input type="radio"/>	<input type="radio"/>
Creating Rehab Standards Documents	<input type="radio"/>	<input type="radio"/>
Complying with Historic Preservation Rules	<input type="radio"/>	<input type="radio"/>
Specifying/Installing Energy Efficiency Measures	<input type="radio"/>	<input type="radio"/>
Specifying/Installing Other Green Building Measures	<input type="radio"/>	<input type="radio"/>
Real Estate Project Management	<input type="radio"/>	<input type="radio"/>
Construction Management	<input type="radio"/>	<input type="radio"/>
Creating/Implementing Marketing Plans/Budgets	<input type="radio"/>	<input type="radio"/>
Designing and Implementing Pre-Purchase Counseling Programs	<input type="radio"/>	<input type="radio"/>
Obtaining Conventional Development Loans	<input type="radio"/>	<input type="radio"/>
Raising private equity/capital	<input type="radio"/>	<input type="radio"/>
Helping Buyers to Obtain Home Purchase Financing	<input type="radio"/>	<input type="radio"/>

Part 3 - Rates

For each person who would be providing technical assistance services, provide their name, title, email address, and the “fully loaded” hourly billing rate for each of the next three years. Fully loaded rates include hourly wages or salary costs, fringe benefits and other employer burden but not travel, which is paid separately at the government rate. The fully loaded rate may not include a fee or profit and must be consistent with rates charged to other government and non-government clients for comparable work.

29. **Is your agency federally audited? ***

Mark only one oval.

- Our organization is federally audited, the listed rates are determined by labor category.
- Our organization is not federally audited, the listed rates are determined by individual.

30. **Employee 1 Name: Last, First ***

Smith, Jane

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31. **Employee 1 Fully Loaded Per Hour Rate ***

Mark only one oval per row.

	\$50 - \$75	\$76 - \$100	\$101 - \$125	\$126 - \$150	\$151 - \$175
2015	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2016	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2017	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

32. **Employee 2 Name: Last, First**

Smith, Jane

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33. **Employee 2 Fully Loaded Per Hour Rate**

Mark only one oval per row.

	\$50 - \$75	\$76 - \$100	\$101 - \$125	\$126 - \$150	\$151 - \$175
2015	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2016	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2017	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

34. **Employee 3 Name: Last, First**

Smith, Jane

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35. **Employee 3 Fully Loaded Per Hour Rate**

Mark only one oval per row.

	\$50 - \$75	\$76 - \$100	\$101 - \$125	\$126 - \$150	\$151 - \$175
2015	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2016	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2017	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

36. **Employee 4 Name: Last, First**

Smith, Jane

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37. Employee 4 Fully Loaded Per Hour Rate

Mark only one oval per row.

	\$50 - \$75	\$76 - \$100	\$101 - \$125	\$126 - \$150	\$151 - \$175
2015	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2016	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2017	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

38. Employee 5 Name: Last, First

Smith, Jane

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39. Employee 5 Fully Loaded Per Hour Rate

Mark only one oval per row.

	\$50 - \$75	\$76 - \$100	\$101 - \$125	\$126 - \$150	\$151 - \$175
2015	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2016	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2017	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

40. If fully loaded hourly rate is more than above please list amount and explain why:

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Part 4 - Geographic Coverage

41. Do you have any limitations regarding travel (i.e. areas you could not work in, or unacceptable modes of transportation)? *

Mark only one oval.

- Yes
- No

42. If yes, please describe:

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Part 5 – Certification

By completing and submitting this on-line form, the applicant acknowledges the following:

That he/she is the duly authorized representative and has the authority to submit this application on behalf of the consultant

That the information included in this application and in any attachments in support hereof is true, correct, and complete to the best of his/her knowledge and belief

The undersigned authorizes MHP to contact the clients referenced herein to obtain performance information for the purpose of evaluating this application

That the organization agrees to abide by Minnesota Housing Partnership's Conflict of Interest Policy. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award

That if assignment is awarded to the organization, MHP and its grantors or any of their authorized representative shall have access to any books, documents, papers and records of the organization which are directly pertinent to a specific assignment for the purpose of making audits, examinations, excerpts and transcriptions

That organization will take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible

MHP may request additional information or clarification to information provided in the application

That MHP reserves the right to reject any submittals received.

That by submission of this application, the organization agrees to abide by the federal regulations applicable to this program

43. Submitted By *

Jane Smith

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44. Submitted By E-mail Address *

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