



REQUEST FOR QUALIFICATIONS

Description of Project

LISC was awarded funding by the U.S. Department of Housing and Urban Development (HUD) Neighborhood Stabilization Program Technical Assistance (NSP-TA) to provide technical assistance to achieve the highest level of performance and results for HUD's Neighborhood Stabilization Program (NSP), especially for grantees HUD has identified as higher risk and for other program participants.

LISC will provide technical assistance through on-site technical assistance (TA), web-based tools, on-call TA, webinars, workshops, written tools, and online training. Technical assistance will be designed to meet specific local needs identified by HUD and to produce tangible results. TA interventions will range from an hour-long consultation with an individual grantee/subrecipient to a several-month engagement providing intensive assistance to a grantee and group of subrecipients/developers.

NSP-TA is a demand-response grant from HUD and thus LISC cannot predict exactly where it will be asked to work nor does it know exactly which assignments it will be assigned by HUD.

Description of Services Required

This Request for Qualifications (RFQ) seeks consultants to supplement LISC's existing staff capacity to deliver TA under our NSP-TA award. This solicitation does not have a deadline for submission of qualifications. Submissions of qualifications in response to this RFQ will be considered as they are received and through the contract end date or until available funds are committed, whichever comes sooner. Funds will be awarded and work conducted in accordance with all applicable federal regulations and requirements, including but not limited to those of the Department of Housing and Urban Development and those required by the Federal Funding Accountability and Transparency Act and the American Recovery and Reinvestment Act. All services will be provided under the supervision of LISC national and local staff. LISC seeks consultants to **deliver direct technical assistance, workshops, on-call technical assistance, trainings, and conferences, and develop web-based materials, written products, and training courses**. TA will focus on the following areas of need, as identified in the NSP-TA Notice of Funding Availability, dated April 14, 2009:

1. Improve the ability of funded NSP grantees to design and implement NSP programs that reflect sound underwriting, management, and fiscal controls; demonstrate measurable outcomes in the use of public funds; and provide accurate and timely reporting of program accomplishments.
2. Encourage and build the capacity of public-private partnerships to carry out NSP activities.
3. Assist NSP grantees in developing strategies to serve low-income households (those who have incomes of 50 percent of area median income or less), especially among underserved populations.
4. Improve NSP grantees' abilities to incorporate energy efficiency into the planning, design, financing, construction, and operation of affordable housing programs.
5. Assist local nonprofits in developing their organizational capacity to own and develop NSP-assisted projects.
6. Improve the NSP program activities and performance of NSP grantees and subgrantees, in the areas of organizational management and capacity, including fiscal controls, board development, contract administration, and compliance systems.

7. Provide local communities with technical assistance and training on the operation and management of land banks funds by NSP grants.
8. Improve NSP recipient and subrecipient ability to report outcomes and accomplishments.
9. Improve NSP recipient and subrecipient knowledge of the importance of measuring performance from an accountability and results-driven perspective.
10. Develop materials to educate grantees, subrecipients, and subgrantees on energy conservation or other Departmental or programmatic priorities.

Small Business Enterprises (SBEs), Minority-Owned Business Enterprises (MBEs), and Women-Owned Business Enterprises (WBEs)

LISC is committed to working with SBEs, MBEs, and WBEs, and encourages proposals from SBEs, MBEs, and WBEs.

Type of Contract

Per standard LISC policy and federal procurement regulations, all consultants selected under this RFQ will be engaged in a “time - expense” contract, based on an hourly or daily rate and any related documented expenses. RFQ responses must include an hourly rate and a daily rate for 2018 that is consistent with the rate the consultant charges for non-federal work.

Qualifications

Consultants must complete the attached RFQ form *and* submit résumés or biographical descriptions of all consultants and subcontractors who will be providing TA under this contract.

Evaluation and Selection Criteria

LISC’s NSP-TA team, together with LISC local offices, will evaluate submissions of qualifications based upon: experience, expertise in a listed TA topic, rate/price, location, availability, and references – as detailed here and in the attached form. Information about consultants selected under this RFQ will be shared with the Department of Housing and Urban Development for their approval. Once approved, consultants will be qualified to do work under LISC’s NSP TA award. Qualified consultants will then be selected for TA assignments based on their relevant qualifications as described in the attached RFQ Form.

Directions for Submission

Please submit the attached form, *with attached résumés or biographical descriptions* of all consultants and subcontractors who will be providing TA under this contract, **by e-mail**. This is a rolling RFQ.

Celia Smoot, Director, LISC Housing
Local Initiatives Support Corporation
CSmoot@lisc.org
(804) 358-2421

Questions about this RFQ should only be directed to the contact name identified above.



REQUEST FOR QUALIFICATIONS FORM

CONTACT INFORMATION:

Company Name: (if applicable)	
Primary Contact:	
Phone Number:	
Mailing Address:	
E-Mail Address:	

RATE AND EXPERIENCE OF PRIMARY CONSULTANTS:

Please indicate below the names of the Primary Consultants proposed to deliver technical assistance and their rates.

Name of Consultant	Hourly Rate 2018	Daily Rate 2018
#1		
#2		
#3		

Please mark with an "X" if you consider your organization as one of the following:

Small Business Enterprises (SBEs)	
Minority-Owned Business Enterprises (MBEs)	
Women-Owned Business Enterprises (WBEs)	

Please describe your team's recent (*last 18 months*) NSP and/or NSP-TA experience:

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Please describe how your team stays abreast of current NSP Rules and Regulations:

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Primary Consultant #1

Education and Certifications related to this grant:	
Brief Description of Types of Clients Served:	

Total Years of Experience delivering direct TA, workshops, training, and conferences:	
Brief Description of Experience delivering direct TA, workshops, training, and conferences:	
Description of Results Achieved from TA engagements described above:	
Brief Description of experience developing web-based materials, written products, and training courses: (If relevant, please list a maximum of five relevant publications)	

Primary Consultant #2

Education and Certifications related to this grant:	
Brief Description of Types of Clients Served:	

Total Years of Experience delivering direct TA, workshops, training, and conferences:	
Brief Description of Experience delivering direct TA, workshops, training, and conferences:	
Description of Results Achieved from TA	

engagements described above:	
Brief Description of experience developing web-based materials, written products, and training courses: (If relevant, please list a maximum of five relevant publications)	

Primary Consultant #3

Education and Certifications related to this grant:	
Brief Description of Types of Clients Served:	

Total Years of Experience delivering direct TA, workshops, training, and conferences:	
Brief Description of Experience delivering direct TA, workshops, training, and conferences:	
Description of Results Achieved from TA engagements described above:	
Brief Description of experience developing web-based materials, written products, and training courses: (If relevant, please list a maximum of five relevant publications)	

SKILLS:

Please indicate below the number of years of experience the primary consultants have in the following skill topics and areas. Please only complete rows for those skill topics and areas for which your team would be willing to provide technical assistance to NSP grantees and sub-grantees.

NSP Program Requirements	Years of Experience - Primary Consultant #1	Years of Experience - Primary Consultant #2	Years of Experience - Primary Consultant #3
NSP Substantial Amendments			
NSP Tenant Rights and Tenant Provisions			
NSP Rules & Requirements			
Appraisals & Property Valuation			
Implementing/Complying with Affordability Periods			
NSP Eligible Uses and Activities			
NSP Eligible Costs			
NSP National Objectives			
Income Documentation			
25% Set Aside			
Purchase Discount			
Other NSP Rules			
Program Design	Years of Experience - Primary Consultant #1	Years of Experience - Primary Consultant #2	Years of Experience - Primary Consultant #3
Demolition			
Designing/ Implementing Homebuyer Programs			
Designing/Implementing Rehab Programs			
Designing/Implementing Rental Programs			
Designing/Implementing Programs for Special Populations			
Establishing and Operating Land Banks			
Identifying, Transferring, and Marketing Properties			
Rental Property Asset and Property Management			
Acquisition/disposition of REO Properties			
Neighborhood Revitalization			
Assessing Local Markets			
Pre-Purchase Counseling/Training			
Public Facilities			
Lease-Purchase Programs			
Recapture/Resale Provisions			
Program Administration	Years of Experience - Primary Consultant #1	Years of Experience - Primary Consultant #2	Years of Experience - Primary Consultant #3
Staffing/Organizational Structures			
Program Monitoring/Compliance			
Oversight of Subrecipients and Developers			
Written Agreements			
Timeliness/Program Efficiency			
Recordkeeping and Reporting Systems			
Program Income			
Procurement			
Program Administration	Years of Experience - Primary Consultant #1	Years of Experience - Primary Consultant #2	Years of Experience - Primary Consultant #3

Outcome Measurement/Results Reporting Systems			
Nonprofit Capacity Building			
Asset and Property Management			
Grant Management	Years of Experience - Primary Consultant #1	Years of Experience - Primary Consultant #2	Years of Experience - Primary Consultant #3
DRGR			
Project Financing	Years of Experience - Primary Consultant #1	Years of Experience - Primary Consultant #2	Years of Experience - Primary Consultant #3
Multi-Family Underwriting			
Single-Family Underwriting			
Combining Mixed Financing Sources			
Structuring Financial Assistance Models			
Creating Partnerships with Lenders			
Financial Management	Years of Experience - Primary Consultant #1	Years of Experience - Primary Consultant #2	Years of Experience - Primary Consultant #3
Uniform Administrative Requirements (A-87, A-133, Part 85)			
Accounting Principles/Indirect Costs			
Funds Distribution/Subgrantee Selection			
Other Federal Requirements	Years of Experience - Primary Consultant #1	Years of Experience - Primary Consultant #2	Years of Experience - Primary Consultant #3
Citizen Participation			
Davis Bacon/Labor Standards			
Environmental Review			
Fair Housing and Equal Opportunity (inc. Section 504)			
Lead Based Paint			
Relocation/Acquisition			
Section 3			
Construction	Years of Experience - Primary Consultant #1	Years of Experience - Primary Consultant #2	Years of Experience - Primary Consultant #3
Green and Sustainable Building			
Energy Efficiency/Energy Star			
Construction Management/Inspections			
Housing Rehab	Years of Experience - Primary Consultant #1	Years of Experience - Primary Consultant #2	Years of Experience - Primary Consultant #3
Housing Quality Standards			
Determine Financial Mechanisms			
Historic Preservation			
Inspections			
Skill Areas	Years of Experience - Primary Consultant #1	Years of Experience - Primary Consultant #2	Years of Experience - Primary Consultant #3
Conflict Resolution/Negotiation			
Working With High Risk Grantees			
Working with Under Served Populations			
Needs Assessments			
On-Site TA			
Web-Based Tools			
Webinars			
Workshop Materials Development			
Workshop Delivery			
Skill Areas	Years of Experience - Primary Consultant #1	Years of Experience - Primary Consultant #2	Years of Experience - Primary Consultant #3

Written Tools/Guidebooks			
On-Line Training			
Adult Learning Techniques			
Writes & Speaks Spanish			
Writes & Speaks Vietnamese			
Collaboration-Local			
Group Facilitation			
Team Building			

GEOGRAPHICAL AREAS:

Please indicate which geographic areas you would be willing to serve. Please specify if you are: (i) willing to work anywhere in the country; (ii) willing to work in specific regions only, and if so, which regions; or (iii) willing to work in specific cities only, and if so, which cities.

AVAILABILITY:

Please indicate whether you are available for long-term on-site assignments (such as being “embedded” for several months with a high-risk NSP grantee), as opposed to shorter-term commuting engagements. Consultants should also indicate if there are significant periods of time when they will not be available to perform work under this contract.

THREE REFERENCES: Please provide at least three references

Name of Reference	Phone, E-mail Address, and Mailing Address of Reference

PREVIOUS EXPERIENCE WORKING WITH LISC OFFICES:

If you have previously worked with any local LISC offices or national programs, please indicate which programs you have worked with, the type of engagement, the year of the engagement, and the length of the engagement.

Note: Please attach the résumés of all consultants when you submit this RFQ.