



## **DISTRESSED CITIES TECHNICAL ASSISTANCE PROGRAM REQUEST FOR QUALIFICATIONS**

### ***Description of Project***

LISC was awarded funding by the U.S. Department of Housing and Urban Development (HUD) Distressed Cities Technical Assistance Program to become a Technical Assistance (TA) Provider to distressed communities recently impacted by a natural disaster. The focus of this TA includes financial management, economic development, affordable housing and disaster recovery planning. This program has three main goals:

1. Adopt effective, efficient and sustainable financial management practices. This includes the management of disaster recovery and resilience funds;
2. Build capacity for financial management, economic revitalization, affordable housing, and disaster recovery and resilience by building partnerships with public agencies, community members, non-profits, and private organizations; and
3. Improve knowledge of federal development programs. This includes indirect subsidy sources, such as Opportunity Zones and the Low-Income Housing Tax Credit.

This program also allows HUD to develop a set of best practices and recommendations to share with other communities facing similar challenges.

The Distressed Cities Program works on a demand-response basis, and thus LISC cannot predict exactly where it will be asked to work nor which assignments it will receive.

### ***Description of Services Required***

This Request for Qualifications (RFQ) seeks consultants to supplement LISC's existing staff capacity to deliver TA under the Distressed Cities Program. Submissions of qualifications in response to this RFQ will be considered as they are received and through the Distressed Cities 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. All services will be provided under the supervision of LISC staff. Services may include the delivery of direct TA, on-call (remote) TA, workshops and trainings, and the development of web-based materials, written products and training courses.

### ***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 rate and any related documented expenses. RFQ responses must include an hourly rate that is consistent with the rate the consultant charges for non-federal work.

***Evaluation and Selection Criteria***

LISC will evaluate submissions of qualifications based upon: experience, expertise, rate, location, availability and references. Information about consultants selected under this RFQ will be shared with HUD for their approval. Once approved, consultants will be qualified to perform work under LISC’s Distressed Cities 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 RFQ form along with résumés or biographical descriptions of all consultants who will be providing TA under this contract by e-mail to [Krystal Koch, Program Officer](#). This is a rolling RFQ.



**DISTRESSED CITIES TECHNICAL ASSISTANCE PROGRAM  
REQUEST FOR QUALIFICATIONS FORM**

|                         |  |
|-------------------------|--|
| <b>Company Name:</b>    |  |
| <b>Primary Contact:</b> |  |
| <b>Phone Number:</b>    |  |
| <b>Mailing Address:</b> |  |
| <b>E-Mail Address:</b>  |  |

Please list the names of the consultants proposed to deliver technical assistance and their rates. Please add rows as needed. HUD approval of all labor rates is required before an awardee can incur labor costs for staff, contractors or consultants, unless otherwise authorized.

| Name of Consultant or Contractor | Hourly Base Rate <sup>1</sup><br>(includes base, fringe,<br>overhead and general and<br>administrative expenses) |
|----------------------------------|--|
| #1                               |  |
| #2                               |  |
| #3                               |  |

Please indicate if you consider your company as one of the following:

|   |  |
|---|--|
| <b>Small Business Enterprises (SBEs)</b>          |  |
| <b>Minority-Owned Business Enterprises (MBEs)</b> |  |
| <b>Women-Owned Business Enterprises (WBEs)</b>    |  |

<sup>1</sup> Any base rate that is \$200.00 or greater per hour is subject to high wage request procedures.

<sup>2</sup> Any base rate that is \$200.00 or greater per hour is subject to high wage request procedures.

**Consultant #1**

|   |  |
|---|--|
| <b>Types of clients served:</b>   |  |
| <b>Total years of experience delivering direct TA, workshops and trainings:</b>                         |  |
| <b>Description of experience delivering direct TA, workshops and trainings:</b>                         |  |
| <b>Description of results achieved from engagements described above:</b>                                |  |
| <b>Description of experience developing web-based materials, written products and training courses:</b> |  |

**Consultant #2**

|   |  |
|---|--|
| <b>Types of clients served:</b>   |  |
| <b>Total years of experience delivering direct TA, workshops and trainings:</b>                         |  |
| <b>Description of experience delivering direct TA, workshops and trainings:</b>                         |  |
| <b>Description of results achieved from engagements described above:</b>                                |  |
| <b>Description of experience developing web-based materials, written products and training courses:</b> |  |

**Consultant #3**

|   |  |
|---|--|
| <b>Types of clients served:</b>   |  |
| <b>Total years of experience delivering direct TA, workshops and trainings:</b>                         |  |
| <b>Description of experience delivering direct TA, workshops and trainings:</b>                         |  |
| <b>Description of results achieved from engagements described above:</b>                                |  |
| <b>Description of experience developing web-based materials, written products and training courses:</b> |  |

**SKILL AREAS:**

Please indicate the number of years of experience the consultants have in the following areas:

|  | Consultant #1 | Consultant #2 | Consultant #3 |
|--|---------------|---------------|---------------|
| Financial Management   |               |               |               |
| Economic Development   |               |               |               |
| Affordable Housing   |               |               |               |
| Disaster Recovery  |               |               |               |
| Federal Development Programs (e.g. Opportunity Zones, Low-Income Housing Tax Credit) |               |               |               |

**SERVICE AREAS:**

Please indicate which geographic areas consultants are willing to serve. Please specify if consultants are willing to work anywhere in the country or in specific regions only, and if so, which regions.

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**AVAILABILITY:**

Please indicate whether consultants are available for long-term on-site assignments, as opposed to shorter-term commuting engagements. Please indicate if there are significant periods of time when consultants will not be available to perform work under this contract.

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**REFERENCES:**

Please provide three references.

| Name of Reference | Phone Number and E-mail Address of Reference |
|-------------------|--|
|                   |  |
|                   |  |
|                   |  |

**PREVIOUS EXPERIENCE WORKING WITH LISC:**

If consultants have previously worked with LISC, please indicate which programs they have worked with, the type of engagement and the year of the engagement.

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