



COMMUNITY COMPASS TECHNICAL ASSISTANCE AND CAPACITY BUILDING PROGRAM REQUEST FOR QUALIFICATIONS

Description of Project

The U.S. Department of Housing and Urban Development (HUD) awarded LISC funding through the Community Compass Technical Assistance and Capacity Building Program to become a Technical Assistance (TA) Provider to HUD grantees and subgrantees.

Under the Community Compass Program, HUD, its customers and/or its partners identify TA and capacity building needs within its grantees and subgrantees, and HUD then tasks a TA Provider to provide support and assistance to address those needs. A HUD TA Provider may be tasked to provide an array of support and assistance to HUD grantees and subgrantees, including such activities as conducting needs assessments, holding financial management trainings, or assisting with the creation of a strategic plan. TA equips HUD's customers with the knowledge, skills, tools, capacity and systems to implement HUD programs and policies, so the range of possible TA topics provided by a TA Provider is vast.

The Community Compass 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 Community Compass Program. LISC considers submissions of qualifications in response to this RFQ as they are received and through the Community Compass 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 are 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 is shared with HUD for their approval. Once approved, consultants will be qualified to perform work under LISC's Community Compass award. Qualified consultants are 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.



**COMMUNITY COMPASS TECHNICAL ASSISTANCE AND CAPACITY BUILDING PROGRAM
REQUEST FOR QUALIFICATIONS FORM**

Company Name:	
Primary Contact:	
Phone Number:	
Mailing Address:	
E-Mail Address:	

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 ¹ (includes base, fringe, overhead and general and administrative expenses)
#1	
#2	
#3	

Please indicate (e.g. Yes, No) if you consider your company as one of the following:

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

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

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

Consultant #1

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

Consultant #2

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

Consultant #3

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

SKILL AREAS:

Please indicate the number of years of experience the consultants have with the following HUD programs:

	Consultant #1	Consultant #2	Consultant #3
HOME Program			
Opportunity Zones/Promise Zones			
CDBG / CDBG-DR Programs			
HOPWA Program			
McKinney Vento/HEARTH Act Programs			
Public and Indian Housing Programs			
ICDBG			
NAHASDA			
Rural Programs			
Multifamily Programs			
Single Family Programs			

Please indicate the number of years of experience the consultants have with the following cross-cutting topics and specialized skillsets:

	Consultant #1	Consultant #2	Consultant #3
Housing finance			
LIHTC			
New Markets Tax Credits			

Opportunity Zones			
Environmental Review			
Section 3			
Davis Bacon Labor Standards			
Fair Housing			
Planning			
Housing Market Analysis			
Special Needs Housing and Populations			
Policies and Procedures			
Financial Management			
Underwriting			
Disaster Recovery			
Homelessness Prevention			
Public Housing Finance/Administration			
Green/Sustainability Expertise			
Research and Data Analysis			
Supportive Services			
Housing Development			
Non-Profit Management			
Community Engagement			

SERVICE AREAS:

Please indicate which geographic areas consultants would be 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

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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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