



Request for Qualifications (“RFQ”) for Community and Economic Development Related Technical Assistance Services

SECTION A: BACKGROUND

Introduction to NALCAB

NALCAB—National Association for Latino Community Asset Builders represents and serves a geographically and ethnically diverse group of nonprofit community and economic development organizations that are anchor institutions in our nation’s Latino communities. With funding from a variety of private foundation and corporate supporters, NALCAB directly serves more than one hundred non-profit community and economic development organizations around the country in both urban and rural markets to improve their operating efficiency, access capital, and strengthen their programs and projects. In addition to utilizing the expertise of its staff, NALCAB engages private consultants as well as selected staff from member organizations to provide technical assistance services. NALCAB serves a diverse group economic and community development organizations. We also are currently engaged in multiple government contracts. This RFQ is to identify qualified providers of technical assistance consulting services for the various programs and projects of NALCAB, which may be supported with federal resources, including but not limited to the OneCPD-Community Compass program, Rural Capacity Building program, and others programs described below. Being qualified under this RFQ into the NALCAB consultant pool does not guarantee a contract for work.

Description of Programs

NALCAB, acting as the lead applicant for a national consortium of high-capacity, non-profit community development corporations, has been awarded funding through various programs and projects to provide Technical Assistance to entities.

The purpose of the various federal and non-federal programs is to provide state government, local government and nonprofit recipients of community development, affordable housing, economic development and special needs funding with the assessment tools and technical and capacity building assistance needed to fully understand their local market conditions, neighborhood planning, training, support, and advice to develop the business and administrative capabilities, to increase their capacity to successfully carry out and manage programs while leveraging other public and private resources, and to achieve positive and measurable outcomes. Under the RFQ, qualified individuals, firms and organizations for community and economic development will involve the following federal programs to provide related technical assistance services:

- OneCPD-Community Compass
(http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/about/cpdta)
- Rural Capacity Building program (RCB) (<https://www.hudexchange.info/programs/rural-capacity-building/>)
- Fair Housing Initiatives Program (FHIP)
(http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/partners/FHIP/fhip)
- U.S. Small Business Administration (SBA)
(<https://www.sba.gov/category/lender-navigation/working-with-sba>)
- Community Development Financial Institutions Fund (CDFI)
(<https://www.cdfifund.gov/Pages/default.aspx>)
- Community Economic Development (CED)
(<http://www.acf.hhs.gov/programs/ocs/programs/ced>)

SECTION B: PROCUREMENT PROCESS

NALCAB seeks to identify individuals, firms and organizations that have the capacity to provide community and economic development related technical assistance services. In responding to this RFQ, prospective service providers will be required to identify the service that they propose to provide as well as the geographic area in which they propose to provide that service. NALCAB will review the qualifications of vendors that respond. NALCAB will implement a scoring system for all the proposals submitted. Respondents to this RFQ that rank higher than 80 of 100 points (81 points or higher) will be accepted or “pre-qualified” to provide the proposed services. Pre-qualification to provide services is no guarantee of a contract.

NALCAB may award contracts to pre-qualified vendors based on qualifications and reasonableness of fee structure, or NALCAB may invite pre-qualified vendors to participate in a “quick bid” process by which NALCAB requests a price quote for a specific scope of work. NALCAB, at its discretion, will choose the method most appropriate to the requested service and most likely to procure the highest quality service at the lowest price.

SECTION C: SERVICES REQUESTED

The purpose of this Request for Qualifications is to invite proposals from qualified and experienced consultants or technical assistance providers to develop strategic approaches in areas including, but not limited to: (1) community development, (2) affordable housing development and management, (3) neighborhood economic development, (4) small business development, (5) financing, lending and underwriting, (6) construction and rehabilitation management, (7) project management (8) organizational capacity building and non-profit management, and (9) strategic planning.

(Please complete the attached Skills Matrix Spreadsheet as part of this section)

SECTION D: EVALUATION FACTORS

The proposals submitted will be evaluated based on technical expertise using the information requested and submitted pursuant to this RFQ. The following evaluation factors shall be used to select the proposal(s), which are most advantageous to NALCAB and/or its Consortium Members.

EVALUATION FACTORS AND SCORING:

- Relevant demonstrated organizational experience
- Relevant demonstrated qualifications of the key staff to provide services
- Feasibility of providing services in the selected geographic region
- Reasonableness of fee structure

SECTION E: PROPOSAL SUBMISSION - FORM OF RESPONSE

1. ***Cover Sheet:*** Complete the cover sheet included as an appendix to this document.

2. ***Narrative (not to exceed 12 pages, excluding forms and resumes)***

Organizational Experience – Provide a description of the firm’s relevant experience providing the same or similar services. Greater weight will be given to experience in the past three years.

Qualifications of Key Staff – Provide the names and qualifications of all key staff to be dedicated to providing relevant technical assistance services. While resumes may be included as an appendix, this section should include brief biographical statements for each team member.

Approach to Providing Services – Describe how the firm will provide the proposed services and the geographic areas in which the firm can provide services (e.g. national, regional, specific states, counties or cities). The respondent should identify a primary point of contact and describe any standards of responsiveness, processes for ensuring quality control and any other information that indicates how the respondent manages its client relationships.

Fee Structure – Describe the firm’s fee structure for delivering the proposed service. This must include daily rates for all staff/ positions proposed to provide services. The firm should clearly identify overhead and profit rates.

3. ***Insurance Requirements***

All respondents shall provide proof of their own liability insurance for no less than \$2million. Upon entering into a contract, any selected respondent will be required to provide a certificate of insurance naming NALCAB as an additional insured. Additional insurance requirements, including Worker’s Compensation requirements will be identified prior to entering into contract, as is appropriate to the scope of services.

4. ***Licenses and Certifications***

Respondents should provide evidence of any relevant licenses, certifications and other credentials that relate to the services that the respondent proposes to provide.

SECTION F: PROPOSAL SUBMISSION – TIME AND PLACE

This RFQ will remain open. All interested parties, please submit proposals to ctarequests@nalcab.org. When proposal is submitted, NALCAB will respond within 10 business days once receiving complete materials.

Proposals will be accepted electronically and by mail. Please e-mail completed packages as a PDF file and include the NAME OF BIDDER in the subject line. Please e-mail complete proposal with required attachments to ctarequests@nalcab.org or by mail to:

NALCAB—National Association for Latino Community Asset Builders
ATTN: Laura Raffaniello
RE: RFQ for Technical Assistance Services
5404 Wurzbach Rd.
San Antonio, TX 78238

The envelope must have the following notation on the bottom left hand corner of the proposal, “RFQ for Technical Assistance Services”.

Facsimile Copies will not be accepted. All proposals will become property of NALCAB upon submission.

SECTION G: TERM OF QUALIFICATION

Once qualified through the RFQ process, NALCAB will issue a pre-qualification letter to the vendor. The vendor will be deemed pre-qualified for two years. This pre-qualification does not guarantee vendors contracts to provide technical assistance under any of the NALCAB programs.

SECTION H: ADDITIONAL NOTICES

NALCAB reserves the right to reject any and all proposals, to waive technicalities, to award contracts pursuant to the best interest of the NALCAB and its funders. NALCAB may enter into numerous contracts with one or more providers deemed qualified through this procurement process.

NALCAB encourages responses from small, minority-owned, women-owned and Section 3 businesses as well as from firms that partner with such disadvantaged business in a substantive way.

Request for Qualifications (“RFQ”) for Community and Economic Development Related Technical Assistance Services

Cover Sheet

Name of Service Provider:

EIN #:

DUNS #:

Principal address:

Primary Point of Contact:

Phone:

Email:

Geographic areas in which the vendor proposes to provide the service (check all that apply):

- National
- Regional (please describe: _____)
- Specific States, Counties or Cities (please list: _____)

Request for Qualifications (“RFQ”) for Community and Economic Development Related Technical Assistance Services

Team Member Name	Position	Staff or Consultant (S or C)	Fully Loaded Hourly Rate

Please indicate the percentages for overhead and administration that are already included in your fully loaded hourly rates listed above.

Overhead: _____%

(Please provide resumes for each team member listed with proposal)

Please explain any additional fees: