



# Request for Qualifications (“RFQ”) for Technical Assistance Services

## **SECTION A: BACKGROUND**

### **Introduction to the Alliance**

The Community Opportunity Alliance (formerly NACEDA) was founded in 2007 as a national 501(c)(3) nonprofit organization to build the field of nearly 6,000 local community development organizations and state and regional associations across the country. We mobilize resources and support for community developers’ work to create stronger, healthier, and more prosperous communities. Since its founding, the Alliance has developed a thriving network to build capacity, share resources and solve challenges, and partner with other sectors of the economy to advance prosperity in low- and moderate-income places.

This RFQ is to identify qualified providers of technical assistance consulting services for the Alliance’s Capacity Boost Technical Assistance Program. *Being qualified under this RFQ into the Alliance consultant pool does not guarantee a contract for work.*

### **Description of Program**

The Alliance has received funds to provide Technical Assistance (TA) to organizations awarded grants through the TD Bank Housing for Everyone Competition. The purpose of this TA is to deliver project-based and organizational capacity-building services for community and economic development organizations. The Alliance’s TA Program will enhance the capacity and ability of engaged organizations to carry out economic development and affordable housing activities and improve their ability to accomplish their mission and vision to ultimately benefit low- and moderate-income communities.

## **SECTION B: PROCUREMENT PROCESS & TIMELINE**

The Alliance seeks to identify individuals, firms and organizations that have the capacity to provide community and economic development related technical assistance services, with a specific focus on projects associated with affordable housing. 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. The Alliance will review the qualifications of vendors that respond. Pre-qualification to provide services is no guarantee of a contract.

The Alliance may award contracts to pre-qualified vendors based on qualifications. The Alliance may invite pre-qualified vendors to participate in a “quick bid” process by which the Alliance requests a price quote for a specific scope of work. The Alliance, 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 to develop strategic approaches in areas including, but not limited to:

- Affordable Housing Development including Mixed Finance, Homelessness and Homeownership
- Public Policy and Advocacy
- Research
- Micro/Small Business Development
- Community Economic Development
- Household Stabilization and Capability
- Healthy Living
- Creative Placemaking
- Homelessness/Youth Homelessness
- Organizational Capacity

**(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 and form a pool of qualified Consultants

EVALUATION FACTORS:

- 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 (if available)

### **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. This can include a description of the general talent such as previous staff, volunteers, interns, and consultants represented in your organization. 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. When relevant, include consultants, volunteers, and previous staff who are available in your network. 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 \$2 million. Upon entering into a contract, any selected respondent will be required to provide a certificate of insurance naming the Alliance 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**

All interested parties, please submit proposals to Program Manager Ha Nguyen, at [HNguyen@CommunityOpportunityAlliance.org](mailto:HNguyen@CommunityOpportunityAlliance.org). When a proposal is submitted, the Alliance will respond between 2 – 4 weeks once receiving complete materials. Proposals will be accepted electronically. Please email completed packages as a PDF file and include your organization in the subject line. **Please email the complete proposal with required attachments to [HNguyen@CommunityOpportunityAlliance.org](mailto:HNguyen@CommunityOpportunityAlliance.org).** All proposals will become property of the Alliance upon submission.

## **SECTION G: TERM OF QUALIFICATION**

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

## **SECTION H: ADDITIONAL NOTICES**

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



# CAPACITY BOOST TECHNICAL ASSISTANCE PROGRAM

## Request for Qualifications (“RFQ”) for Technical Assistance Services Cover Sheet

Name of Service  
Provider  
(Organization Name): \_\_\_\_\_

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): \_\_\_\_\_

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: