

Request for Proposals (RFP) for Delivery of Training and Technical Assistance Services for Public Housing Agencies and Local Units of Government

A. Background

The Department of Housing and Urban Development (HUD) awarded FirstPic, Inc. (FirstPic) grants to provide direct training and technical assistance (T/TA) to public housing agencies (PHAs) and local units of government that administer HUD programs to improve capacity to administer the Housing Choice Voucher (HCV) and Public Housing (PH) programs.

FirstPic is requesting proposals from qualified individuals or organizations for the purpose of delivering demand/response T/TA as a subcontractor/consultant. **Previously qualified T/TA consultants and subcontractors do not have to resubmit their proposals.** These professional services will be provided on an as-needed basis through at least September 30, 2026.

We will notify respondents by email and provide additional information at the time. A contract for these services will be made in accordance with FirstPic's Procurement Policy and will be based on the selection criteria identified in this document. Consultants/subcontractors must be qualified, responsive, and responsible individuals with an extensive background in PIH programs including HCV and PH, and PIH regulations, PHA operations and management, mobility and portability, the HUD Rental Assistance Demonstration program, and PIH tools and systems.

B. Scope of Work

This scope of work is a "Demand/Response" model. Acceptance of a proposal does not guarantee that you will be assigned work. The exact number of T/TA assignments that may take place during the period ending September 30, 2026, is unknown; however, it is anticipated that FirstPic will receive between 50-100 T/TA requests annually. Requests for T/TA are received by FirstPic from HUD which receives requests from Field Offices on behalf of PHAs and local units of government that administer HUD programs.

Assignments may require on-site, off-site (also known as remote or virtual) TA, or a combination of both.

Assignment lengths vary. An on-site T/TA assignment may include one or more full days of T/TA, but not likely to exceed three days. It would also include one travel day to the site and one travel day for the return trip.

Virtual T/TA sessions may include delivery of T/TA for an 8-hour day or delivery in blocks of time across multiple days, as agreed to by all parties involved. The consultant/subcontractor is required, in as far as possible, to have adequate access to the Internet and to download the software required. FirstPic will provide the T/TA platform.

Selected consultants/subcontractors may be required to prepare documents and/or materials to meet the stated need(s) of the PHA or local unit of government before the T/TA session. Selected

T/TA consultants/subcontractors may also be required to create new training materials or review existing training materials (provided by FirstPic) and update them where necessary before teaching a scheduled course.

C. FirstPic Equity and Diversity Policies

As an equal opportunity employer, we comply with Federal and State regulations as well as related State and local laws and regulations to protect the right to equal opportunity for all individuals. FirstPic recruits, hires, trains, and promotes all persons without regard to race, creed, color, religion, gender, national origin, age, marital status, sexual orientation, gender identity, political belief, physical or mental disability, medical condition, or other classifications protected by Federal, State, or local law.

D. Proposal Format and Required Documents

Consultants/subcontractors must provide sufficient detail to facilitate the review of all factors included in the evaluation criteria, and must include the required items listed below. Failure to provide required items will result in the proposal being considered non-responsive. Proposals shall be emailed and received by the date, time, and at the place established below, to be considered.

FirstPic reserves the right to accept or reject all proposals. FirstPic is not responsible for any proposal that does not reach our offices prior to the submission deadline.

Questions regarding the proposal and requirements shall be received in written form only to responses@firstpic.org. No phone calls accepted.

Priority consideration will be given to applicants that submit responses by January 15, 2024. FirstPic will, however, continue to receive and review responses on a rolling basis through March 29, 2024.

Send proposals via email to FirstPic, Inc.: responses@firstpic.org

E. Required Items to be Provided

1. Cover Letter

A cover letter, which must include all necessary contact information (i.e., business mailing address, business phone number, business cell phone number, and business email address) for the consultant or subcontractor.

2. Résumé (not to exceed three pages)

A résumé for each individual who is being proposed to provide training and technical assistance.

3. Experience and Qualifications Narrative (not to exceed three pages)

- a. Experience with PIH and the Management of PHAs. Provide experience with PIH programs with emphasis on HCV and PH and any aspects of PHA management (i.e., financial management, accounting, maintenance, admissions, occupancy, procurement, voucher utilization, asset management, development, landlord engagement and tenant councils).
- b. Experience in Delivering Training and Technical Assistance. Demonstrate the individual's past experience in delivering training and technical assistance that directly relate to PIH programs and PHA management. Be as specific as possible about what kind of T/TA was provided, when it was provided, for whom, and the number of individuals assisted.
- c. Matrix. Mark the number of years of experience for each program and topic on the attached matrix. Provide information only on programs/topics that you would be willing to train on or develop materials for.

4. Past Performance (at least two examples, not to exceed three)

Provide the following information for examples of past performance with references.

- a. Subcontractor/Consultant Name
- b. Entity Assisted
- c. Dates of Period of Performance
- d. Consultant or subcontractor Role/Position Held
- e. Service Provided
- f. Activities Undertaken (to provide service)
- g. Results/Outcome: (examples increased productivity, improved HCV utilization, new funding sources, PHAS score improvement, findings corrected, or awards and commendations.
- h. Reference Contact Name, Phone, Email

5. Cost Proposal

The consultant/subcontractor must provide the hourly rates for each individual being proposed to provide T/TA on the attached cost proposal/Community Compass certification. The consultant/subcontractor must show the unburdened hourly rate as well as the fully loaded rate. The consultant/subcontractor must show all loading components used to create the fully burdened rate.

Please note: No fee or profit may be paid to any T&TA consultant/subcontractor or contractor/consultant on an award under this RFP. Salaries are capped at the daily equivalent rate for

a General Schedule 15, Step 10 federal employee (salary does not include fringe benefits). This cap applies to all persons involved (employees of applicant, subcontractors, consultants, etc.).

6. Willingness to Provide Virtual and On-Site T/TA

All consultants/subcontractors are required to complete the checklist that provides T/TA delivery option preferences including remote delivery such as via virtual platforms and on-site delivery including travel. This checklist is included in the attached cost proposal/Community Compass certification.

FirstPic Cost Proposal/Community Compass Certification

Please enter all staff that may be assigned to work on Community Compass activities.

NAME	Base Rate/Hour	Fringe Rate	Total rate per hour (Base + Fringe)

(Please initial each statement below)

_____ I certify that the above rates reflect customary rates, including rates on non-government contracts or cooperative agreements; and that these rates are consistent with the best/lowest customary rates that have been offered to previous clients.

_____ I have provided evidence that the above rates reflect customary rates, including rates on non-government contracts or cooperative agreements; and that these rates are consistent with the best/lowest customary rates that have been offered to previous clients. (Evidence may include published GSA/MOBIS schedules or an invoice for similar work)

_____ I also understand that certify that no fee/profit is loaded into the rates above as this is specifically prohibited.

Certified by:

Print Name of Authorized Representative

Email address

Organization Name

_____ _____
Signature of Authorized Representative Date

Consultant/subcontractors are not required to travel or provide remote T/TA. Remote may include delivery over virtual platforms such as Zoom. All consultant/subcontractors must select an option:

- I am willing to provide remote T/TA only.
- I am willing to provide on-site T/TA only.
- I am willing to provide either remote or on-site T/TA depending on the situation & assignment.

Consultant/Subcontractor Name:	
Program/Topic Name	Years of Experience
Capital Fund	
Housing Choice Voucher	
HUD Rental Assistance Demonstration program (RAD)	
Project Based Vouchers (PBV) and RAD PBV	
Public Housing	
Housing Opportunity through Modernization Act of 2016 (HOTMA)	
Move to Work (MTW)	
Special Purpose Vouchers	
EPIC and GEMS	
HUD's Two-Year-Tool	
PIH Information Center (PIC)	
Voucher Management System (VMS)	
Enterprise Income Verification (EIV)	
HUD PBV Checklist	
Public Housing Assessment System (PHAS)	
Active Partners Performance System	
Repositioning efforts to move to a stable PH platform	
Strategies to maximize utilization and maintain optimal usage of Budget Authority when 98% or better unit utilization is not possible	
Fair Market Rent	
Small Area Fair Market Rent	
Relationship of non-PHA owned and PHA-owned developments in PH program	
Asset management	
Unit turnover and vacancy	
Portability	
Maintenance	
Utility allowance determination	
Rent calculation and deductions	
HCV marketing	
Waitlist management	
Landlord engagement	
UPCS inspections	
NSPIRE inspections	
Section 3	
Tenant councils and tenant engagement	
Financial management	
Procurement	
Admissions & occupancy	

Fair Housing	
Mobility and related services	
Improving PHA performance	
PHA receivership and recovery	
Other (Please list)	