

Request for Proposals (RFP) for Delivery of Training and Technical Assistance Services Under Native American Housing Assistance and Self-Determination Act (NAHASDA)

A. Background

The Department of Housing and Urban Development (HUD) awarded FirstPic, Inc. (FirstPic) grants to provide training and technical assistance (T/TA) to Tribes, Tribally Designated Housing Entities (TDHES), and the Hawaii Department of Hawaiian Home Lands (DHHL). This T/TA is provided through (1) needs assessment, (2) direct TA, (3) materials/tools development, and (4) group learning delivery. T/TA may be provided through consultation, demonstration, training, conferences, educational tools and techniques, on- and off-site assistance, via computers, Internet, telephone or written communication depending on the needs of the T/TA beneficiary.

FirstPic is requesting proposals from qualified individuals or organizations for the purpose of delivering T/TA as a subcontractor/consultant to the grants. **Previously qualified TA consultants or subcontractors do not have to resubmit their proposals.** The T/TA is specifically related to the administration of tribal and Native Hawaiian housing programs for recipients under the Native American Housing Assistance and Self-Determination Act (NAHASDA). These professional services will be provided on an as-needed basis through at least September 30, 2029.

We will notify respondents by email and provide additional information at that 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 or subcontractors must be qualified, responsive, and responsible individuals with an extensive background in NAHASDA and precursor tribal housing programs, as well as other tribal or Native Hawaiian housing programs, operations, and management.

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, 2029, is unknown; however, it is anticipated that FirstPic will receive between 75 and 100 T/TA requests annually. Requests for T/TA are received by FirstPic from HUD typically on behalf of the Department of Hawaiian Homelands or as requests from Tribes, Indian housing authorities (IHAs), or TDHES, as needs and situations warrant.

Assignments may require on-site, off-site (also known as remote or virtual) TA, or a combination of both. On-site TA assignments times vary. An assignment might include up to three full days for the on-site T/TA work to be completed, with one travel day to the site and one travel day for the return trip. Formal classroom-type training sessions might consist of two full days for class room training and one travel day to the training location and one travel day for the return trip.

In particular, consultants or subcontractors need to be flexible when it comes to the delivery of on-site T/TA to tribal entities or DHHL and when serving as an instructor for formal classroom instruction. Specific dates when on-site T/TA will be delivered, and specific dates when formal classroom sessions will be held, have not yet been determined.

For delivery of remote/virtual sessions, delivery will take place over a T/TA platform, provided by FirstPic, such as Zoom. Session times vary. They may consist of full day T/TA with a break for lunch or may consist of multiple daily sessions of, for example, four hours a day total. The consultant or subcontractor is required, in as far as possible, to have adequate access to the Internet and to download the software required.

T/TA consultants or subcontractors may be required to prepare documents and/or materials to meet the stated need(s) of the Tribe, IHA, or TDHE before the on-site T/TA visit. Selected T/TA consultants or 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. T/TA assignments may fall under many areas of expertise. See the attached matrix for examples.

C. FirstPic Equity and Diversity Policies

As an equal opportunity employer, FirstPic complies 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. We recruit, hire, train, and promote 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.

FirstPic is committed to providing opportunities to Native American individuals and organizations. Indian preference is one consideration we take note of when reviewing and selecting T/TA consultants or subcontractors.

D. Proposal Format and Required Documents

Consultants or 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 and Matrix (narrative not to exceed three pages)

a. Experience with NAHASDA, and the management of Indian or Native Hawaiian housing programs. Provide experience with NAHASDA and the management of any aspects of an Indian and/or Native Hawaiian Housing Program (i.e., financial management, accounting, maintenance, admissions, occupancy, procurement, program and non-program income, development, construction, the roles and responsibilities of housing board members, and other NAHASDA-related program requirements).

b. Experience in delivering training and technical assistance. Demonstrate the individual's past experience in delivering training and technical assistance that directly relate to NAHASDA-related and precursor tribal housing programs. 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. Please also indicate whether any products or curricula were developed as part of the T/TA.

c. Matrix. Mark the number of years of experience for each program and topic on the attached matrix. Provide only information 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. 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, new construction, new funding sources, findings corrected, or awards and commendations.

h. Reference Contact Name, Phone, Email

5. Indian Preference

If eligible for Native American preference, include a statement declaring that the consultant or

subcontractor is an American Indian or Alaska Native or an American Indian/Alaska Native- owned enterprise. Eligibility shall be evidenced by proof of enrollment/membership (such as a tribal enrollment card) in a federally or state recognized Tribe, or proof of certification as an Indian-owned business (Native American Ownership must be 51% or more).

6. Cost Proposal

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

7. 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.

Subcontractor/Consultant name:

PROGRAM/TOPIC	YEARS OF EXPERIENCE
NAHASDA	
Indian Housing Block Grant (Competitive and Formula)	
Indian Community Development Block Grant	
Native Hawaiian Housing Block Grant	
Tribal HUD Veterans Affairs Supportive Housing	
Title VI Loan Guarantee Program	
Section 184 Home Loan Guarantee	
Low-Income Housing Tax Credits	
American Rescue Plan	
Violence Against Women Act and gendered violence	
Low-income housing planning, development, and financing	
Maintenance and inspections	
Modernization, rehabilitation, and URA	
Operations	
Admissions and occupancy	
Procurement	
Financial and fiscal management	
Program/non-program income	
Governance and organizational development	
Board roles and responsibilities	
Executive director roles and responsibilities	
Self-monitoring/monitoring resolution support	
Environmental Review	
Healthy home environments including mold and air quality	
Renewable energy	
Green and energy efficient building practices, certification, planning, development, design, and construction	
Disaster and resilience planning, development, design, and construction	
Homebuyer education and housing counseling	
Crime prevention	
Youth activities	
Strategic planning	
Understanding housing needs assessments	
Davis-Bacon and tribally determined wage rates	
Low-income economic opportunities including employment, training, and contracting	
Information on housing discrimination and civil rights requirements applicable to Native Americans and Indian Housing (24 CFR 1000.12)	
Housing accessible to persons with disabilities	

Consultation support for negotiated rulemaking sessions including facilitation	
Supportive housing (Other than VASH)	
Materials development	
Other: Explain	