



## **Request for Proposals:**

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*Production Manager for Recording Sessions of Core Indian Housing  
Block Grant Courses*

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## **Proposal Deadline:**

5 pm Eastern Daylight Time  
**Friday, August 18, 2023**



## National American Indian Housing Council

### Request for Proposals: Production Manager for recording sessions of 23 Core Indian Housing Block Grant Courses

Issued AUGUST 2, 2023

## INTRODUCTION AND BACKGROUND

### REQUEST FOR PROPOSAL (RFP)

The [National American Indian Housing Council](#) (NAIHC) is accepting proposals from qualified individuals for production management services. The work performed under the contract is a project funded by the [U.S. Department of Housing and Urban Development](#) (HUD) under the Community Compass Technical Assistance (CCTA) program appropriated through the American Rescue Plan Act of 2021 (P.L. 117-02). Contract term does not exceed one year from the date of contract.

### PURPOSE OF THE REQUEST FOR PROPOSALS (RFP)

Due to the COVID-19 pandemic, in-person training was no longer permitted, yet the need for training remained. As a request from Tribes and Tribally Designated Housing Entities (TDHEs), NAIHC, in partnership with HUD-ONAP, identified 23 core trainings to produce these courses in virtual format. NAIHC is assigned to produce this project, comprised of recording 23 Core Indian Housing Block Grant (IHBG) Courses.

The goal of this assignment is for NAIHC to develop a virtual library of 23 IHBG Core Training Courses for Tribes and Tribally Designated Housing Entities (TDHEs) to utilize when necessary.

### COURSES:

Self-Sufficiency	IHP/APR
Indian Housing Law	Housing Policy
2CFR Part 200	Conveyance Process
Alternative Funding Opportunities	Credit Counseling
Needs Assessment and Community Engagement	HUD Labor Standards
Strategic Planning	Methamphetamine Remediation
Maintenance	Developing and Financing Infrastructure
NAHASDA Intermediate	Permanent Supportive Housing
NAHASDA Essentials	Financial Management
Executive Director	Board of Commissioners
Admissions & Occupancy	Tribal Council Roles and Responsibilities
	Self-Monitoring

## ABOUT NAIHC

**NAIHC's Mission Statement:** *"To effectively and efficiently promote and support American Indians, Alaska Natives and Native Hawaiians in their self-determined goal to provide culturally relevant and quality affordable housing for native people."*

The NAIHC was founded in 1974 and for over four decades, has provided invaluable Training and Technical Assistance (T&TA) to all tribes and tribal housing entities; provided information to Congress regarding the issues and challenges that tribes face in their housing, infrastructure, and community development efforts; and worked with key federal agencies to ensure their effectiveness in native communities. Overall, NAIHC's primary mission is to support tribal housing entities in their efforts to provide safe, decent, affordable, and culturally appropriate housing for Native people.

The membership of NAIHC is comprised of 293 members representing 463 tribes and tribal housing organizations. NAIHC's membership includes tribes and groups throughout the United States, including Alaska and Hawaii. There are 567 federally recognized Indian tribes and Alaska Native villages in the United States, all of which are eligible for membership in NAIHC. Other NAIHC members include state recognized tribes eligible for housing assistance under the 1937 Housing Act and that were subsequently grandfathered in under the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), and the Department of Hawaiian Homelands, the state agency that administers the Native Hawaiian Housing Block Grant program. Our Voting Members are Tribal Housing Authorities, Tribally Designated Housing Entities, and Tribal housing departments.

## ADMINISTRATIVE

Any questions concerning the technical Scope of Work below or contractual terms and conditions or proposal format should be directed to:

**Erla Sagg, TTA Program Coordinator II**  
122 C Street NW, Suite 505  
Washington DC 20001-2150  
[esagg@naihc.net](mailto:esagg@naihc.net)

Interested subcontractors should submit their proposal to [esagg@naihc.net](mailto:esagg@naihc.net) to be received by **5:00 p.m. Eastern Daylight Time on Friday, August 18, 2023.**

## SCHEDULE OF KEY DATES

RFP Circulated: Wednesday, August 2, 2023

Proposal Due Date: Friday, August 18, 2023

**Anticipated Decision Date:** on or before Friday, August 25, 2023

**Anticipated Start Date of Project Work:** Monday, August 28, 2023

**Project Performance End Date:** March 31, 2024

## GUIDELINES FOR PROPOSAL SUBMISSION

Award of the contract resulting from this RFP is based upon the most responsive proposal that is most advantageous to NAIHC in terms of cost, functionality, and achievement of the project goals.

NAIHC reserves the right and retains full discretion to reject any or all proposals and discontinue the RFP process without obligation or liability to reject any potential subcontractor and accept other than the lowest-priced proposal.

Subcontractor's proposal shall be submitted as set forth below:

- The proposal shall not exceed 25 pages, single-spaced, 11-point font, and 1-inch margins (excluding the cover page and the appendices).
- The subcontractor must clearly state their ability to complete the project within the time frame.
- NAIHC gives preference to a subcontractor who can complete the entire scope of work without the use of partners or subcontractors.
- NAIHC allows proposers to work cooperatively as long as one subcontractor takes full responsibility for all work performance.

Note that the subcontractor's proposal, including the appendices, is incorporated into the final contract between NAIHC and the selected subcontractor.

## DETAILED RESPONSE REQUIREMENTS

Proposals must address these five areas (which shall not exceed 25 pages) and contain the information required in the Appendices (not subject to any page limitation). NAIHC does not mandate any minimum or maximum number of words in any one section.

1. Short description of the approach to the Scope of Work.
  2. Description of the deliverables and a detailed Work Plan and Timetable, showing each step in your proposed process.
    - *Note that NAIHC provides a subject matter expert or experts who will record the "voice-over" audio for selected slides. All recordings are produced using NAIHC's Zoom account.*
  3. Briefly describe your approach used to manage the entire project, from start to finish.
  4. Include a complete line-item budget for each item in the Work Plan and Timetable (including sufficient detail to help NAIHC understand the calculation, *e.g., 20 hours at \$100 per hour*). You are required to submit a proposed cost estimate figure based on that budget - and not a range of estimates. Instead of a range of estimates, however, you may but are not required to put in a line item for "Contingency" for unforeseen costs not to exceed 10% of the total proposal.
  5. Describe your qualifications to do this work and provide an example of related work.
- Appendix I. Provide three references and their contact information.
  - Appendix II. Include members of the project team assigned to this project and their bios, and include the person authorized to bind your organization contractually.
  - Appendix III. Provide a company overview or brochure, including a history of your organization.

## EVALUATION FACTORS FOR AWARDS

NAIHC uses the following criteria to rate each proposal received:

- Completion of all the requirements in the RFP.
- Extent to which the proposal delivers the desired results within the time frame given.
- Assessment of the subcontractor's ability to deliver the services required to complete the project.
- Assessment of the subcontractor's competence, stability, experience, and track record.
- Sensitivity and experience working with Native American populations and/or diverse cultures.

- Availability of subcontractor personnel to complete the project.
- Overall cost of the subcontractor’s proposal.
- Experience in managing production.

Contract award is dependent on both the suitability of proposals received and available funds at NAIHC.

## SCOPE OF WORK

Basis for Online Course Development

The subcontractor should base their proposal on the following materials and criteria:

The goal of this assignment is to take 23 IHBG Core Training Courses and develop a virtual library for Tribes and Tribally Designated Housing Entities (TDHEs) to utilize when necessary.

### Courses:

Self-Sufficiency	Housing Policy
Indian Housing Law	Conveyance Process
2CFR Part 200	Credit Counseling
Alternative Funding Opportunities	HUD Labor Standards
Needs Assessment and Community Engagement	Methamphetamine Remediation
Strategic Planning	Developing and Financing Infrastructure
Maintenance	Permanent Supportive Housing
NAHASDA Intermediate	Financial Management
NAHASDA Essentials	Board of Commissioners
Executive Director	Tribal Council Roles and Responsibilities
Admissions & Occupancy	Self-Monitoring
IHP/APR	

Subject Matter Experts (SMEs) have developed PowerPoints and scripts for the courses. The highly rated and accomplished SMEs are exceptional presenters with solid content knowledge and will be made available to provide support for the development of the course recordings. Note: Their time and expenses are paid by NAIHC, and their costs should not be included in your proposal.

Production Manager deliverables:

- Edit scripts
- Transfer PowerPoint slides into the NAIHC PPT template
- Edit subtopics within each course to create 5–20-minute clips
- Create and manage the production schedule
- Manage recording sessions
- Edit videos