



National American Indian Housing Council Request for Proposals (RFP)

Delivery of Training and Technical Assistance Services

The National American Indian Housing Council (NAIHC) is requesting proposals from qualified individuals and firms for professional services that include, providing technical assistance, preparing needs assessments, capacity building, designing and maintaining tools and products, developing curriculum and delivering self-directed and group learning, strategic planning, program evaluation, performance measurement, preparing community assessments, and group and individual training and facilitation. The professional services are specifically related to the administration of tribal housing programs.

Selected respondents will provide professional services, on an as needed basis, on behalf of Native American tribes, Indian Housing Authorities (IHAs), and tribally designated housing entities (TDHEs) (all hereinafter referred to as tribal housing entities) that receive Indian Housing Block Grant (IHBG) funds under the Native American Housing Assistance and Self-Determination Act (NAHASDA), and to Regional Indian Housing Associations whose membership is made up of tribal housing entities. These professional services will be provided on an as-needed basis through **December 31, 2027**.

Send proposals to:

LindaLee Retka
National American Indian Housing Council
122 C Street NW, Suite 505
Washington, DC 20001

Phone: 202.454.0913
E-mail: LRETKA@naihc.net

Submission Deadline

Submissions to this RFP will be accepted on a rolling basis. NAIHC may request periodic updates to information or additional information needed to respond to specific work plan assignments received.

A contract for these services will be made in accordance with NAIHC's adopted Procurement Policies and Procedures and will be based on the selection criteria identified in this RFP. Respondents must be qualified, responsive, and responsible individuals with expertise in:

- Tribal sovereignty
- Self-governance
- Affordable housing development
- Community development
- Economic development
- Various funding sources
- Leveraging of multiple resources
- Interfacing with Federal, State, and local governments
- Collaborating with nonprofit groups
- Managing Native youth programs
- Native youth suicide prevention



- And other relevant courses relating to housing in Indian country.

This includes extensive and expert program knowledge of the NAHASDA, Indian Housing Block Grant (IHBG) program, Section 184 Loan Guarantee Program, Title VI Loan Guarantee program, Tribal HUD VASH, ICDBG program, LIHTC program, USDA housing and infrastructure programs, Indian Health Service infrastructure support programs, Bureau of Indian Affairs land title issues, American Indian Environmental Office within Environmental Protection Agency, and U.S. Treasury Department Indian programs.

The work to be performed under this contract is subject to Section 7(b) of the Indian Self- Determination and Education Act (25 U.S. C. 450e). Section 7(b) requires, to the greatest extent feasible, that:

- Preference and opportunities for training and employment shall be given to Native Americans.
- Preference in the award of contracts and subcontracts shall be given to Native American organizations and Native American-owned economic enterprises.

All consultants will be selected in compliance with NAIHC's Procurement Policies and Procedures. Positive efforts will be made to utilize small businesses, minority-owned firms, and women's business enterprises.

An incomplete proposal will be considered non-responsive and not eligible for credit under the related category. Additionally, failure to provide sufficient information to support the evaluation criteria will result in a loss of points.

Section 1 - Proposal Format

Proposals shall be submitted in an email that is clearly marked: ***"Training Proposal for NAIHC."***

Respondents are requested to submit proposals that address each of the following items **in the order listed** to facilitate the review process:

Required Items to be Provided:

1. **NAIHC RFQ form. Complete the NAIHC RFQ form.**
2. **Resume.** A current resume for each individual who will be providing T/TA.
3. **References.** Provide references from individuals who can attest to the respondent's ability to deliver T/TA on the proposed topic(s). Four references are preferred.
4. *Note: Please provide contact information for each reference, including full name and phone number for verification purposes.*
5. **Letters of Recommendation.**
6. **Willingness to Provide Formal T/TA on an "As Required Basis."** Dates that T/TA will be delivered have not yet been determined. Respondents must affirm their willingness to provide T/TA on dates scheduled by NAIHC.
7. **Cost Proposal. Funding for these services will be provided in accordance with a Cooperative**



Agreement (and accompanying Terms and Conditions) between NAIHC and the U.S. Department of Housing and Urban Development (HUD) Office of Native American Programs (ONAP) or other funding sources available to NAIHC.

8. **Applicable Requirements for Federally Funded Contracting:**
9. **SAM Registration:** Prior to entering into an agreement with NAIHC for federally funded work, an organization, consultant or subcontractor must maintain an active account in the System for Award Management (SAM).
10. **Proof of Tribal Enrollment or Certification of Indian Owned Business (as applicable).** If eligible for Native American preference, include a statement declaring that the respondent 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). If not eligible for Native American preference, state *“Not Eligible for Native American Preference.”*

In accordance with the NAHASDA Statute (PL 104-330, as amended), Section 1. (b) Sec 4. Definitions, Federal and State recognized tribes are defined as follows:

- **FEDERALLY RECOGNIZED TRIBE.** The term “*federally recognized tribe*” means any Indian tribe, band, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, that is recognized as eligible for the special program and services provided by the United States to Indians because of their status as Indians pursuant to the Indian Self-Determination and Education Assistance Act of 1975.
- **STATE RECOGNIZED TRIBE.**
 - IN GENERAL- The term “*state recognized tribe*” means any tribe, band, nation, pueblo, village, or community–
 - that has been recognized as an Indian tribe by any State; and
 - for which an Indian Housing Authority has, before the effective date under section 705, entered into a contract with the Secretary pursuant to the United States Housing Act of 1937 for housing for Indian families and has received funding pursuant to such contract within the 5-year period ending upon such effective date.

Section 2–Scope of Work

The exact number of T/TA assignments that may take place during the period cannot be determined at this time. The number of on-site T/TA assignments is unknown as well and is dependent on assignments received from HUD/ONAP throughout the year.

Delivery of Classroom Training.

The dates for formal classroom-type training sessions to be delivered during the training cycle will be set by NAIHC and/or HUD (as applicable). NAIHC will, to the extent possible, work with the respondents chosen regarding the schedule and potential for teaching assignments.

Technical Assistance (TA).



NAIHC receives assignments for technical assistance directly from HUD/ONAP. Selected respondents may be asked to provide T/TA on or off-site, as needed, depending upon the nature of the request; however, respondents will have the discretion to decline requests to provide on-site T/TA.

Travel.

Respondents must be willing to travel as required to be considered for a T/TA provider position. Selected respondents will be responsible for making their own travel and lodging arrangements after their travel authorization has been approved by NAIHC and/or HUD/ONAP (as applicable).

Preparation.

Selected respondents may be required to prepare documents and/or materials. Selected respondents may also be required to review the training materials provided by NAIHC and/or HUD/ONAP and update them where necessary before teaching a scheduled course.

Of note, for those assignments taking place under HUD/ONAP's "demand/response" system, a mandated HUD/ONAP review and approval process must be completed before any materials may be used during on-site visits or in the classroom.

Administration.

Selected respondents will be responsible for submitting a Travel Authorization and a Training Delivery Plan (TDP) or Technical Assistance Delivery Plan (TADP) that outlines the estimated costs for each assignment under NAIHC's current Cooperative Agreement.

Additional paperwork requirements may be imposed by HUD/ONAP for the delivery of T/TA under any new Cooperative Agreement that NAIHC enters into with HUD/ONAP and is subject to their "demand/response" T/TA delivery system.

Supporting Documents.

Selected T/TA providers will be responsible for sending the following documents back to NAIHC at the conclusion of each T/TA assignment:

- an electronic copy of all materials developed for a T/TA session
- the original sign-in sheets (documenting who was served)
- the original T/TA evaluations (from those served)
- a T/TA Report
- examinations and test scores (where applicable)

Electronic Equipment.

Selected respondents will be responsible for providing their own laptop computers and other related equipment while providing T/TA.

Advance Payments.

Selected respondents will be responsible for securing and paying for all travel, printing, shipping, and other costs associated with providing T/TA.

Note: Respondents need to be aware of the fact that NAIHC does not provide advance payment for travel and other expenses. However, NAIHC will reimburse selected respondents for their T/TA expenses following the terms and conditions outlined in their contract and/or HUD/ONAP approved work plan.

Section 3 - Evaluation Criteria

	Area to be Evaluated	Max. Pts.
1	Was a résumé submitted for each individual who will be providing T/TA? Yes = 05 Points No = 00 Points	10
2	Experience in Indian housing under the 1937 Housing Act and NAHASDA. Documented relevant experience as measured in part by the number of years the individual has had working within tribal housing programs, and specifically in the area(s) identified by the respondent.	30
3	Experience with the Delivery of T/TA, and more specifically in the area(s) identified by the respondent. Documented relevant experience, as measured in part by the number of training sessions the individual has delivered to tribal housing professionals either on-site or in a classroom setting.	30
4	Cost Proposal. Compensation rates are consistent with the best/lowest customary rates.	20
5	Proof of Tribal Enrollment. Did the respondent submit documentation supporting his/her eligibility for Native preference? Yes - Eligible = 10 Points No - Ineligible = 00 Points	10
	Total Points	100

Contracts shall be awarded in accordance with NAIHC's adopted Procurement Policies and Procedures. Additionally, NAIHC may, at its discretion, extend contracts that are awarded as a result of this RFP beyond December 31, 2027 when it is determined to be in the best interest of NAIHC.

Section 4—Disputes

In the event any dispute arises from this solicitation or resulting contract for services, such dispute shall be resolved in accordance with the adopted policies & procedures of NAIHC.

Section 5—Inquiries

Potential respondents should carefully review this RFP before preparing and submitting their proposal. Any questions relating to this solicitation must be delivered in writing via email to NAIHC. All questions will be



answered in writing via email.

If determined necessary by NAIHC, the RFP may be revised. If this occurs, amendments will be emailed to each party who has submitted a response to the RFP or who has inquired about the RFP.

All inquiries regarding this Request for Proposals shall be formally submitted in writing to NAIHC as follows:

LindaLee Retka
National American Indian Housing Council
122 C Street NW, Suite 505
Washington, DC 20001

Phone: 202.454.0913
E-mail: LRETKA@naihc.net

Request for Qualifications Section 1. General Information

First Name

Last Name

Email Address

Phone

Organization

Mailing Address

City, State, Zip Code

Tax ID#

Proposed Hourly Rate

Section 2: References

Professional Reference 1

First Name

Last Name

Title

Organization

Phone

Email address

Professional Reference 2

First Name

Last Name

Title

Organization

Phone

Email address

Professional Reference 3

First Name

Last Name

Title

Organization

Phone

Email address

Section 3: General Experience (select all that apply)

<u>Program Area</u>	<u>ONAP Program Area</u>
<input type="checkbox"/> Direct Technical Assistance <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Section 8 <input type="checkbox"/> Section 202 Direct Loan Program <input type="checkbox"/> Section 236 Program <input type="checkbox"/> Resident Opportunities & Self Sufficiency (ROSS) <input type="checkbox"/> Family Self Sufficiency <input type="checkbox"/> Housing Counseling <input type="checkbox"/> Low Income Housing Tax Credits (LIHTC) <input type="checkbox"/> Housing Quality Standards (HQS Inspections) <input type="checkbox"/> Green Physical Needs Assessment (GPNA) <input type="checkbox"/> Capital Needs Assessment <input type="checkbox"/> Energy Audits <input type="checkbox"/> Section 202 Supportive Housing for the Elderly <input type="checkbox"/> Section 811 Supportive Housing for Persons with Disabilities <input type="checkbox"/> Service Coordinator Program <input type="checkbox"/> Housing Opportunities for Persons with AIDS (HOPWA) <input type="checkbox"/> Community Housing Development Organizations (CHDOs) <input type="checkbox"/> Indian Community Development Block Grant (ICDBG) <input type="checkbox"/> Community Development Block Grant <input type="checkbox"/> Community Development Block Grant Disaster Recovery (CDBG-DR) <input type="checkbox"/> Integrated Disbursement and Information System (IDIS) <input type="checkbox"/> Economic Development Initiatives (EDI) <input type="checkbox"/> Brownfields Economic Development Initiatives (BEDI)	<input type="checkbox"/> Eligibility, Admissions & Occupancy <input type="checkbox"/> Program Income <input type="checkbox"/> Financial & Fiscal Management <input type="checkbox"/> Financial Reporting & Auditing <input type="checkbox"/> Requirements <input type="checkbox"/> IHP & APR <input type="checkbox"/> Self-Monitoring <input type="checkbox"/> Environmental Review <input type="checkbox"/> Total Development Cost <input type="checkbox"/> Property Management Maintenance <input type="checkbox"/> Warehouse Inventory Management <input type="checkbox"/> Procurement <input type="checkbox"/> Leveraged Financing <input type="checkbox"/> Title VI <input type="checkbox"/> Section 184 <input type="checkbox"/> Homebuyer Education & Credit <input type="checkbox"/> Counseling <input type="checkbox"/> Healthy Home <input type="checkbox"/> Youth Activities <input type="checkbox"/> Crime Prevention <input type="checkbox"/> Tribal – Indian Preference <input type="checkbox"/> Tribally Determined Wage Rates <input type="checkbox"/> Section 3 <input type="checkbox"/> Negotiated Rulemaking <input type="checkbox"/> IHBG Allocation Formula <input type="checkbox"/> Required Policies & Procedures <input type="checkbox"/> Tribal HUD-VASH <input type="checkbox"/> Rural Housing & Economic Development (RHED) <input type="checkbox"/> Rural Innovation Fund (RIF) <input type="checkbox"/> Promise Zones <input type="checkbox"/> Indian Housing Block Grant (IHBG) <input type="checkbox"/> Native Hawaiian Block Grant (NHBG) <input type="checkbox"/> Native American Housing Assistance & Self- Determination Act (NAHASDA) <input type="checkbox"/> Veteran’s Affairs Support Housing

Years of Experience – Affordable Housing		Years of Experience – ONAP Programs

Section 4: General Experience (Select all that Apply)

<input type="checkbox"/> Needs Assessments <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Direct Technical Assistance <input type="checkbox"/> Capacity Building <input type="checkbox"/> Developing Materials/Tools <input type="checkbox"/> Developing Web Based Tools <input type="checkbox"/> Organizational Development <input type="checkbox"/> Collaboration – Federal Government <input type="checkbox"/> Collaboration – Local Government <input type="checkbox"/> Consultation Facilitation	<input type="checkbox"/> Program Evaluation <input type="checkbox"/> Leadership Development <input type="checkbox"/> Coaching & Mentoring <input type="checkbox"/> Group Facilitation/Team Building <input type="checkbox"/> Group Learning Delivery <input type="checkbox"/> Adult Learning Techniques <input type="checkbox"/> Financial Management <input type="checkbox"/> Conflict Resolution <input type="checkbox"/> Research <input type="checkbox"/> Data Collection <input type="checkbox"/> Data Analysis <input type="checkbox"/> Data Management
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Years of Experience

Section 5: Development – Rehabilitation Experience (select all that apply)

<input type="checkbox"/> Green & Sustainable Building <input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Weatherization Programs <input type="checkbox"/> Construction Management <input type="checkbox"/> Inspections <input type="checkbox"/> Development Needs Assessment <input type="checkbox"/> Pre-Development Planning	<input type="checkbox"/> Collaborating with A&E to assist in design/development <input type="checkbox"/> Use of Force Account <input type="checkbox"/> Developing Tribal Building Codes <input type="checkbox"/> Construction Procurement Requirements <input type="checkbox"/> Construction Contracting Requirements
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Years of Experience

Please provide a brief qualifications statement.