



Request for Proposals:

Training and Technical Assistance Program Coordinator

Deadline:

5 p.m. Eastern Daylight Time
Friday, May 30, 2025

National American Indian Housing Council

Request for Proposals: Training and Technical Assistance Program Coordinator

Issued: May 19, 2025

INTRODUCTION AND BACKGROUND.

Purpose of the Request for Proposals (RFP)

The National American Indian Housing Council requests proposals for a Training and Technical Assistance (TTA) Program Coordinator.

About NAIHC

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 275 members representing 474 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, 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:

LindaLee Retka, Program Director
122 C Street NW, Suite 505
Washington DC 20001-2150
LRETKA@naihc.net

Interested subcontractors should submit their proposal to LRETKA@naihc.net to be received by Friday, May 30, 2025, at 5 pm ET.

SCHEDULE OF KEY DATES.

RFP Circulated: Monday, May 19, 2025

Proposal Due Date: Friday, May 30, 2025

Anticipated Start Date of Project Work: ASAP.

Project Performance End Date: May 3, 2026

GUIDELINES FOR PROPOSAL SUBMISSION.

Award of the contract resulting from this RFP will be based upon the most responsive subcontractor who will be the most advantageous to NAIHC in terms of cost, functionality, and achievement of the project goals. Selected respondent will provide professional services, on an as needed basis, on behalf of NAIHC.

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.

Subcontractors shall submit proposal as set forth below:

- The proposal shall not exceed twenty-five pages, single-spaced, 11-point font, and 1-inch margins (excluding the cover page and the appendices).

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

DETAILED RESPONSE REQUIREMENTS.

Proposals must include the following information. (which shall not exceed twenty-five pages)

1. Cover letter
2. Resume
3. Three references
 - a. *Note: Please provide contact information for each reference, including full name, title, organization, email and phone number for verification purposes.*
4. Briefly describe your approach to managing projects.
5. Proposed hourly rate
6. Describe your qualifications to do this work and provide an example of related work.
7. Applicable Requirements for Federally Funded Contracting:

SAM Registration: Before entering into an agreement with NAIHC for federally funded work, an organization, consultant, or subcontractor must have or obtain a Unique Entity ID (generated by SAM.gov) and maintain an active account in the System for Award Management (SAM).

EVALUATION FACTORS FOR AWARDS

NAIHC will use the following criteria to rate each proposal received:

1. Completion of all the requirements in the RFP.
2. Assessment of the subcontractor's ability to deliver the services required to complete the project.
3. Assessment of the subcontractor's competence, stability, experience, and track record.
4. Sensitivity and experience working with Native American populations and/or diverse cultures.

5. Availability of subcontractor personnel to complete the project.
6. Overall cost of the subcontractor's proposal.
7. Experience in managing production.

Awarding of the contract depends on the suitability of proposals received and funds available at NAIHC.

SCOPE OF WORK

Basis of Event Management

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

The National American Indian Housing Council requests proposals for TTA Program Coordinator.

- Aid in developing HUD/ONAP-approved work plans by maintaining training records, processing the printing of training materials, tracking registrations, processing standard course materials, and entering work plans into CostPoint accounting software for internal tracking and invoicing.
 - Provide written and electronic correspondence to training participants before and after official training events by producing certificates, letters of recognition, and other necessary correspondence to further the objectives and other assigned T/A engagements.
 - Assist in developing recorded trainings by providing subject matter expertise, reviewing course curriculum, participating in development team calls, and other related duties.
 - Provide training assistance onsite to the assigned trainer to deliver approved T/A or regional training.
 - Aid in the logistical planning of HUD/ONAP assigned national events and NAIHC sponsored national events by tracking registration, developing graphic design and marketing, contacting and evaluating potential presenters, and providing on-site assistance during the event.
 - Review and update the content and formatting of training curricula used for HUD/ONAP assigned training to standardize materials in a cohesive training library accessible for research and ongoing curriculum development for NAIHC, federal partners, and other training providers.
 - Develop new and streamline existing recordkeeping of T&TA training documents in company archives electronically and in print.
 - Provide ongoing assistance to management in recording, tracking, and reporting statistical and demographic information to develop company resources, reports, and member data for future projects and activities.
- Any other duties assigned by management in coordination with NAIHC's mission and objectives