ENTERPRISE COMMUNITY PARTNERS, INC.
Rural and Native American Program

REQUEST FOR QUALIFICATIONS
For Rural and Native American Professional Technical Assistance Services

Issued February 27, 2020 – Return date April 30, 2020
ORGANIZATIONAL BACKGROUND

Enterprise Community Partners, Inc. (Enterprise) is a proven and powerful nonprofit that improves communities and people’s lives by making well-designed homes affordable. We bring together nationwide know-how, partners, policy leadership and investment to multiply the impact of local affordable housing development. Since 1982, Enterprise has created nearly 585,000 homes and invested $43.6 billion. Our work has touched millions of lives and helped connect people and communities to opportunity nationwide.

Enterprise’s Rural and Native American Programs (RNAP) have sought to support safe, decent, and culturally appropriate housing on tribal lands and rural communities since 1997. We develop tools and resources for our partners delivering housing on the ground to build their capacity and amplify their impact. Well-designed quality affordable housing helps provide opportunities for low- and moderate-income households in rural and Native American communities, providing stability and a better life for residents. The Rural and Native American Program provides funding and training along with technical assistance to organizations to help create healthy, safe, green affordable housing and to increase opportunities for economic advancement for individuals and families in both rural and Native communities.

PROJECT BACKGROUND

Enterprise is soliciting submissions of Technical Assistance Provider (hereinafter TA Provider) qualifications to support its Rural and Native American Program. In response to the growing demand for specialized assistance with Rural and Native American partners, we have developed this Request for Qualifications (RFQ) to select the nation’s leading professional consultants specializing in program areas specific to Rural and Native American communities.

Enterprise always encourages submissions by Small Business Enterprises (SBEs), Minority-Owned Business Enterprises (MBEs), and Women-Owned Business Enterprises (WBEs). For this body of work, previous consulting with Rural and Native Communities, or businesses owned by representatives of these communities, are highly encouraged. If your qualifications and proposed rates are accepted, you will be considered for specific assignments for which your skills and experience are needed. Rates may be subject to negotiation. All accepted TA providers will be qualified for a period of 2 years.

Costs for preparing the RFQ are the sole responsibility of the respondent. Enterprise will not be responsible for reimbursement for time or expenses incurred in the preparation of responses to this RFQ.

DESCRIPTION OF CONSULTING SERVICES

TA Providers are expected to have: exceptional subject matter expertise; knowledge of Rural and Native American issues; working knowledge of the affordable housing industry; examples of project success when applying their subject matter expertise to the affordable housing industry; documented processes for evaluation of their own work; sound judgment; and a track record of conscientious and timely communication with clients.

Areas of subject matter expertise may include one, several, or all the following, to be clearly indicated within the RFQ response:
Rental Housing Preservation

Enterprise seeks consultants experienced in any of the following:

- USDA Rural Development 515 and 514/516 financing
- USDA ownership transfers/acquisitions
- USDA appraisals and capital needs assessments
- Owner exit strategies
- Multifamily rehab
- Rural resident services provision
- 4% LIHTC portfolio transactions
- Sources for project financing other than 9% LIHTC
- MPR Process
- PAT Completion

Specific services may include:

- Providing due diligence on existing rural developments or work on complicated preservation transactions acquisition of distressed affordable housing portfolios or properties that are subject to losing their affordability due to maturing mortgages
- Identifying properties, counties and communities to target preservation efforts
- Identifying potential preservation projects based on favorable rent/market conditions
- Developing a basic rent/market analysis for projects selected by nonprofits
- Developing an approach to due diligence including a project walk through, a data request of RD, a conversation with RD and an initial exploration of funding needs and options.
- Helping prepare a purchase offer for the current owner
- Training rural groups on the 515 transfer process as part of the Rural Preservation Academies
- Providing direct Technical Assistance to groups seeking to preserve rural multifamily developments inclusive of HUD 202, 811, Section 8 Place-Based vouchers, USDA RD 515 and 514, LIHTC and naturally occurring affordable developments

Native Homeownership

Enterprise seeks consultants experienced in any of the following:

- Section 184 loans
- Section 502 RD loans
- HFA funding
- Working in Native American communities

Specific services may include:

- Working with Tribes, THAs and TDHEs to develop or expand homeownership programs
- Participation and development of state or regional tribal homeownership coalitions with the goals of increasing the level of homeownership among Native Americans on and off reservations
- Provide a housing or community needs assessment
**Permanent Supportive Housing**

Enterprise seeks consultants experienced in any of the following:

- Permanent Supportive Housing development and financing
- Experience working with low income families, older adults, homeless and formerly homeless households, persons with disabilities, persons with substance abuse issues, veterans groups, and other vulnerable populations
- New and innovative strategies to both efficiently connect homeless households to quality, permanent housing and keep those households stably housed post-placement

Specific services may include:

- Training on service models in supportive housing, housing first, harm reduction, trauma-informed care, motivational interviewing and any other items as needed to Staff and/or Boards
- Identifying and put together an Operations Funding plan
- Assist with work on developing Service Plan, Tenant Selection Plan and all other documents needed to apply for funding and implement project
- Providing best practices and examples of other projects, in an effort to assist with obtaining funding and furthering the priority for permanent supportive housing

**Community and Economic Development**

Enterprise seeks consultants experienced in any of the following:

- Creative placemaking
- Business development/social enterprises
- Community development activities

Specific services may include:

- Working with organizations to develop a community-based action and implementation plan
- Community engagement

**Building and Designing Sustainable Communities**

Enterprise seeks consultants experienced in any of the following:

- Integrative Design Process
- Data Analysis/Benchmarking
- Energy Modeling
- Environmental Sustainability
- Resiliency Planning

Specific services may include:

- Assisting development teams in establishing an integrative approach to designing, constructing/rehabilitating and operating the buildings
Reviewing design components with stakeholders in pre-construction meetings
Working with organizations to measure, manage and track utility expenditures
Preparing energy modeling and/or energy analysis
Conducting on-site building assessments

Marketing and Communications

Enterprise seeks consultants experienced in any of the following:
• Graphic Design
• Copy Editing
• Layout, Illustration, Photo Editing
• Pre-Press Production
• Content Marketing

Specific services may include:
• Designing concepts and materials for Rural and Native American programs

Monitoring and Evaluation

Enterprise seeks consultants experienced in any of the following:
• Assessment of programs and projects specific to Rural and Native American work
• Performance evaluation
• Stakeholder assessments

Specific services may include:
• Working with organizations to conduct program assessments
• Providing recommendations and lessons to the project managers and implementation teams that have worked on the projects
• Conducting stakeholder meetings
• Evaluating impact of activities towards program objectives

SUBMISSION REQUIREMENTS
The first round of responses to this RFQ must be submitted through Slideroom by April 30, 2020 at 11:59 p.m. EST. Late responses, and responses submitted by other means (eg. US Mail), will not be considered.

Responses must include the following materials:

A. Lead Applicant Organizational Information
   1. Legal Name of Organization
   2. Primary Contact First Name
   3. Primary Contact Last Name
   4. Primary Contact Title
5. Primary Contact Telephone
6. Primary Contact Email Address
7. Physical Address
8. Age of Organization
9. Legal Status of Organization
10. Number of Employees
11. Organizational History
12. Does your organization have a Data Universal Numbering System (DUNS) #? [Yes/No]
   - If Yes, enter 9-digit DUNS #.

B. Narrative and Rates

1. Identify key personnel including names, titles and areas of expertise specific to those listed within the Description of Services. Clearly indicate which area of expertise is most relevant to your team.
2. Describe your organization’s specific expertise in the project descriptions listed in Question 1.
3. Describe your organization’s history of providing quality and effective TA to affordable housing developers.
4. Describe your organization’s ability to conduct trainings and produce quality training materials.
5. Upload the Firm rate sheet listing all rates for all individuals that will work on the project.

C. Qualifications

1. Upload no more than five (5) resumes and bios for each individual on the team, including information about experience with similar projects and professional qualifications.
2. Upload a detailed overview of no more than three (3) projects on which the organization and/or team members have been involved in the last two years, illustrating current experience and capabilities relevant to this project. Include current contact information of clients for whom the services were provided. (Submit as an attachment in any format not to exceed 3 pages)

SELECTION CRITERIA

Complete applications will be assessed using the following criteria:

- Subject matter expertise and key personnel capabilities related to RNAI programs
- Demonstrated recent success in applying subject matter expertise and these capabilities to the communities engaged in and affected by the projects
- Ability to produce quality materials as evidenced by submitted samples
- Reasonableness of rates in relation to respondents’ skills and experience

Contract for Services and Notification:

If your qualifications and proposed rates are accepted, we will include you on our team of consultants, to be considered for specific assignments for which your skills and experience are needed. You will be notified by May 15, 2020. Rates may be subject to negotiation. Offers of assignments will depend upon the identified needs of the Rural and Native American Program team.

Upon qualification, consultants will be issued a Master Contract and be placed on Enterprise’s RNAP roster. The Master Contract does not obligate Enterprise to retain Contractor for any award. Any such
further contracting will be by Task Order. Consultants will periodically receive invitations to provide price quotations on site-specific scopes of work through verbal/written solicitation. Consultants will be expected to indicate their availability to perform the scope of work and timeline for submission of deliverables. Project deliverables and timelines shall be detailed for each individual scope of work. Consultants will be issued Task Orders for services awarded to them.

Enterprise has included its Standard Terms & Conditions to allow potential consultants the opportunity to review our terms prior to investing time into submitting qualifications. Additional funder provisions may be included in the final awarded task orders, if necessary.

Applicable Requirements for Federally Funded Contracting

DUNS and SAM Registration
Prior to entering into a contract with Enterprise Community Partners for federally-funded work, an organization, consultant or subcontractor must have or obtain a Data Universal Numbering System (DUNS) number and maintain an active account in the System for Award Management (SAM). Information on how to register for each is below:

Resources for DUNS Number
The DUNS number is a nine-digit number, issued by Dun & Bradstreet assigned to and used by businesses and the federal government. A DUNS number can be obtained free of charge by applying online at [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform) or by phone at 1-866-705-5711 from Monday - Friday 7 AM to 8 PM C.S.T. For Hearing Impaired Customers Only call 877-807-1679 (TTY Line). It normally takes about 1-2 business days to receive a number if applied for online and immediately if applied for by phone. The DUNS number is normally available for use 24-48 hours after it has been received. Once entered, and the registration process is completed, the DUNS number will need to be verified by the system.

Resources for System for Award Management (SAM)
The System for Award Management (SAM) is a free web site hosted by the federal government that consolidates the government-wide award reporting systems. SAM streamlines processes, eliminating the need to enter the same data multiple times, and consolidates hosting to make the process of doing business with the government more efficient. The website is found at [www.sam.gov](http://www.sam.gov). SAM replaces the Central Contractor Registration (CCR), and grantees, borrowers, and consultants who have previously established an account in CCR will need to migrate the account to SAM. Consultants who have not previously registered in CCR will need to register in SAM. Please be aware that registration in SAM may take a few days to complete. Information on registering can be found here: [https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations_v1.7.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations_v1.7.pdf)

Federal Funding Accountability and Transparency Act (FFATA)
All consultants receiving federal funds from Enterprise Community Partners funded through a federally funded program must comply with the Federal Funding Accountability and Transparency Act (FFATA). Consultants must comply (as applicable) with FFATA and provide necessary information to enable Enterprise to comply with FFATA reporting requirements. Please visit [http://www.fsrs.gov](http://www.fsrs.gov) for more information.

Indirect Costs
Enterprise is required to ensure expenses paid utilizing federal funds are not only reasonable but also eligible expenses per federal regulations. Thus, Enterprise requires a breakdown of all proposed labor amounts to include actual hourly rates and indirect costs (if applicable). Consultants must charge rates that are consistent with rates charged on their other contracts/agreements. If a consultant proposes to include indirect costs (IDC), the proposal must be accompanied by either an Indirect Cost Rate Agreement approved by a federal government agency or a line item cost breakdown of indirect costs with a methodology for applying the rates. Consultants without a federally approved negotiated indirect cost rate agreement may elect to charge a de minimis rate of 10% of modified total direct costs\(^1\).

**QUESTIONS**

Please contact Program Director, Sarah Torsell at storsell@enterprisecommunity.org with any questions related to the Request for Qualifications.

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\(^1\) Modified Total Direct Cost means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and Subawards and subcontracts up to the first $25,000 of each subaward or subcontract (regardless of the period of performance of the Subawards and subcontracts under the award).