

## **National American Indian Housing Council Request for Proposals (RFP)**

### **Delivery of Training and Technical Assistance Services**

The National American Indian Housing Council (NAIHC) is reopening a previously released RFP for professional services, including delivering on-site training and technical assistance (T/TA) and serving as a subject matter expert instructor for selected NAIHC classroom courses. Previous applicants do not have to resubmit their proposals. The NAIHC on-site technical assistance and the classroom courses are specifically related to the administration of tribal housing programs that are recipients of the Indian Housing Block Grant (IHBG) program funding under the Native American Housing Assistance and Self-Determination Act (NAHASDA). These professional services will be provided, on an as-needed basis through **December 31, 2012**.

Send proposals to:

Lena Duncan  
Director of Administration  
National American Indian Housing Council  
900 2<sup>nd</sup> Street, NE, Suite 107  
Washington, DC 20002

Telephone: 800.284.9165  
Direct Line: 202.454.0913  
Cell Phone: 202.725.3103  
Fax: 202.789.1758  
E-mail: [lduncan@naihc.net](mailto:lduncan@naihc.net)

**Deadline: 5:00 pm EST, December 16, 2011**

A contract for these services will be made in accordance with NAIHC's Procurement Policy and will be based on the selection criteria identified in this RFP. Respondents must be qualified, responsive, and responsible individuals with an extensive background in NAHASDA and precursor tribal housing programs, as well as other tribal housing programs, operations, and management.

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.
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## **Section 1 - Proposal Format**

Respondents shall provide sufficient detail to facilitate the review of all factors included in the evaluation criteria (see Section 4), and must include the required items listed below. Failure to provide required items, even if already submitted to NAIHC as part of a response to a previous RPF, will result in the proposal being 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 loss of points.

Proposals shall be submitted in an envelope or other mailer that is clearly marked: “***Training and Technical Assistance Delivery Proposal for NAIHC–Do Not Open.***” Proposals must be received by the date, time, and at the place established above, to be considered. Proposals should be submitted in a manner that will facilitate copying by the evaluation team.

Respondents shall submit an original and two (2) copies of their proposal to NAIHC for use by NAIHC’s management and evaluation team.

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. **Cover Letter.** A cover letter, which must include all necessary contact information (i.e., business mailing address, business phone number, business fax number, business cell phone number, and business email address) for the respondent.
2. **Résumé.** A résumé for each individual who will be providing the on-site training and technical assistance, and formal classroom courses identified under this proposal.
3. **Experience with NAHASDA, precursor tribal housing programs, e.g., the United States Housing Act of 1937, and the management of Indian housing programs.** Demonstrate the individual’s experience with NAHASDA and the management of all aspects of an Indian 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). Include a summary (by date) of the tribes, Indian Housing Authorities (IHAs), and Tribally Designated Housing Entities (TDHEs) or tribal organizations served, the position held, if applicable, the nature of the service provided, and the outcome as measured in increased productivity, new construction, new funding sources, findings corrected, or awards and commendations. Please provide contact information for each entity—including a name and phone number for purposes of verification.

4. **Experience in Delivering Training and Technical Assistance.** Demonstrate the individual’s past experience in delivering training and technical assistance that directly relates 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 provide contact information for each tribe or tribal housing entity—including a name and phone number for purposes of verification.
5. **References.** References who can attest to the individual’s ability to deliver NAHASDA and tribal housing management related training and technical assistance (linked to item 4 above). Please provide contact information for each reference—including full name and phone number for purposes of verification.
6. **Letters of Recommendation.** Current Letters of Recommendation that demonstrate the individual’s ability to deliver NAHASDA and tribal housing management related training and technical assistance (linked to item 4 above).  
*Note: Letters must be signed and dated and be less than 90 days old.*
7. **Willingness to Provide On-Site T/TA and Formal Classroom Training on an “As Required Basis.”** Extensive travel is required of all T/TA providers. Respondents need to be flexible when it comes to the delivery of on-site T/TA to tribal entities and when serving as an instructor for formal classroom instruction. Specific dates that on-site T/TA will be delivered, and specific dates that formal classroom sessions will be held, have not yet been determined. Respondents must affirm their willingness to provide on-site T/TA, and serve as an instructor in a classroom setting, based on mutually acceptable delivery dates.
8. **Cost Proposal.** Respondents shall provide a detailed breakdown of the costs associated with the delivery of on-site T/TA and classroom instruction. Respondents shall provide a dollar figure for each of the five (5) categories listed below. If the respondent does not intend to charge a fee for a specific category, then please indicate “*none*” in your response.
  - ◆ On-Site: Please state your hourly labor rate while performing on-site T/TA.
  - ◆ Classroom: Please state your hourly labor rate while teaching in a formal classroom setting.
  - ◆ Preparation: Preparation work, before the actual delivery of on-site T/TA, or teaching a class, may be required in order to address the stated T/TA need, or to update the training materials provided by NAIHC. Please state your hourly labor rate for preparation work.
  - ◆ Travel: If you are seeking compensation for your time on travel days, please specify what that compensation is (i.e., none, partial hourly wages (the rate), or full hourly wages (the rate)).
  - ◆ Other: If you are seeking some other type of compensation or applicable fee, while doing on-site T/TA or teaching in a classroom setting, please specify what that compensation or fee is.

*Note 1: NAIHC will not accept “Flat Rate” quotes for doing a T/TA assignment that consists of either on-site TA or classroom instruction.*

*Note 2: Do not include any related travel, lodging, per-diem, printing, or shipping costs as part of your cost proposal. These are eligible reimbursable costs that will be paid by NAIHC separate from the fees identified above.*

- 9. 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:

**(B) 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.

**(C) STATE RECOGNIZED TRIBE.**

(i) IN GENERAL- The term “*state recognized tribe*” means any tribe, band, nation, pueblo, village, or community—

(I) that has been recognized as an Indian tribe by any State; and

(II) 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 on-site T/TA assignments that may take place during the period **ending December 31, 2012**, cannot be determined at this time; however, it is estimated that NAIHC will receive between seventy-five (75) and one hundred (100) T/TA requests from tribal entities that are IHBG recipients. Requests for on-site T/TA are received by NAIHC from tribes, IHAs, or TDHEs, as needs and situations warrant.

Subsequent assignments for the delivery of on-site T/TA will be based on an analysis of need and the urgency of that need. NAIHC shall then make assignments to staff and/or consultants based on where they are located in relationship to where the tribe is located or the assignment is, and their availability.

On-site T/TA assignments typically run five (5) days. This includes up to three (3) full days for the on-site T/TA work to be completed, with one (1) travel day to the site and one (1) travel day to return home.

The exact number of formal classroom type training sessions to be conducted during the period **ending December 31, 2012**, cannot be determined at this time. NAIHC will likely offer approximately twenty (20) classes under our Leadership Institute and approximately twenty (20) classes under our Tuition–Free Training Program. NAIHC will work out classroom teaching assignments with T/TA providers (staff and consultants) before the beginning of the 2012 training cycle.

Leadership Institute training courses are all four (4) days in length while those courses offered under our Tuition-Free Training Program vary from two (2) to five (5) days in length. In addition to the classroom time noted above, respondents need to take into account that one (1) day of travel to the training location and one (1) day of travel home from the training location will also be required when teaching classes.

Respondents must be willing to travel on an as required basis to be considered for a T/TA provider position. Coordination on exact dates for the delivery of on-site T/TA will be negotiated with the tribe, IHA, or TDHE requesting the T/TA. The dates for formal classroom type training sessions to be delivered during the 2012 training cycle will be set by NAIHC in the fall of 2011. NAIHC will, to the extent possible, work with the T/TA provider(s) chosen regarding the schedule and potential for teaching assignments.

Selected T/TA providers 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 providers may also be required to review the training materials provided by NAIHC and update them where necessary before teaching a scheduled course.

Selected T/TA providers will be responsible for submitting a Travel Authorization and a Technical Assistance Delivery Plan (TADP), or a Training Delivery Plan (TDP) that outlines the estimated costs for each T/TA assignment.

Selected T/TA providers will be responsible for making their own travel and lodging arrangements after their Travel Authorization has been approved by NAIHC.

Selected T/TA providers will be responsible for shipping a hard copy and electronic copy of all materials developed for an on-site T/TA assignment or classroom session as well as a copy of the sign-in sheets (documenting who was served), a copy of the T/TA evaluations (from those served), and a T/TA Report back to NAIHC at the conclusion of the T/TA assignment.

All testing information including examinations, scores, sign-in sheets, and other materials, shall be mailed to NAIHC for filing.

Selected T/TA Providers will be responsible for providing their own laptop computers and LCD projectors and other related equipment while performing on-site TA or providing classroom instruction.

Selected T/TA Providers will be responsible for securing and paying for all travel, printing, shipping, and other costs associated with providing on-site TA or classroom training. Respondents need to be aware that NAIHC does not provide advance payment for travel and other expenses related to providing T/TA services. NAIHC will; however, reimburse selected T/TA Providers for those expenses, in accordance with the terms and conditions outlined in their T/TA contract.

### **Section 3–Project Schedule**

<b>November 23, 2011</b>	RFP Published
<b>December 16, 2011</b>	Proposals Due Date
<b>December 21, 2011</b>	Evaluation Team Completes Review of Proposals
<b>January 13, 2012</b>	References and Background Information Checked by NAIHC
<b>January 20, 2012</b>	NAIHC Begins the Contract Award Process
<b>January 23, 2012</b>	Anticipated Date that Selected T/TA Provider(s) will be Available to Start Accepting On-Site T/TA Assignments
<b>February 10, 2012</b>	Anticipated Date that Selected T/TA Provider(s) will be Available to Start Providing Formal Classroom Style Training
<b>December 31, 2012</b>	Completion of On-Site T/TA Delivery and Classroom Training Assignments

## **Section 4 - Evaluation Criteria**

Proposals will be reviewed by an NAIHC evaluation team. NAIHC will determine the most responsive proposal(s) based in part on the accumulation of the highest number of points from the following criteria:

	<b>Area to be Evaluated</b>	<b>Max. Pts.</b>
1	<b>Cover Letter. Was a cover letter submitted?</b> Yes = 05 Points No = 00 Points	05
2	<b>Résumé. Was a résumé submitted for each individual who will be providing T/TA under this proposal?</b> Yes = 05 Points No = 00 Points	05
3	<b>Experience with NAHASDA and the management of Indian Housing Programs. Documented relevant experience, as measured in part by the quality and number of years, the individual has had working with NAHASDA and the management of tribal housing programs.</b> 16 + Years = 20 Points 11 – 15 Years = 15 Points 06 – 10 Years = 10 Points 01 – 05 Years = 05 Points 00 Years = 00 Points	20
4	<b>Experience with the Delivery of Training and Technical Assistance. Documented relevant experience, as measured in part by the quality and number of T/TA sessions the individual has delivered to tribes, IHAs, TDHEs, and tribal housing professionals either on-site or in a classroom setting.</b> 30 + Sessions = 20 Points 20 – 29 Sessions = 15 Points 10 – 19 Sessions = 10 Points 01 – 09 Sessions = 05 Points 00 Sessions = 00 Points	20
5	<b>References. Did the respondent provide references who can attest to his/her ability to deliver NAHASDA and tribal housing related on-site T/TA and classroom training?</b> Yes (3+ References) = 5 Points Yes (2 References) = 3 Points Yes (1 Reference) = 1 Point No = 0 Points	05
6	<b>Letters of Recommendation. Did the respondent provide one or more <u>current</u> letters of recommendation that demonstrate his/her ability to deliver NAHASDA and tribal housing related on-site T/TA and classroom training?</b> <i>(If letters are not dated or if they are more than 90 days old, they will <u>not</u> be counted)</i> Yes (3+ Letters) = 5 Points Yes (2 Letters) = 3 Points Yes (1 Letter) = 1 Point No = 0 Points	05
7	<b>Willingness to Provide on-site T/TA and classroom instruction on an as required basis. Did the respondent affirm his/her willingness to provide T/TA on an as required basis?</b> Yes = 05 Points No = 00 Points	05
8	<b>Cost Proposal. Points for relevant costs will be based upon a ranking of the proposals received. The 13 lowest cost proposals will be awarded points, in increments of 2, starting at 25.</b> Lowest Cost = 25 Points Second Lowest Cost = 23 Points Third Lowest Cost = 21 Points <i>and so on</i>	25
8	<b>Proof of Tribal Enrollment. Did the respondent submit documentation supporting his/her eligibility for Native preference?</b> Yes - Eligible = 10 Points No - Ineligible = 00 Points	10
	<b>Total Points</b>	<b>100</b>

Contract award shall be subject to the negotiation of fair and reasonable compensation in accordance with NAIHC's adopted Procurement Policies and Procedures. All proposals received shall be deemed to be the individual's best offer. However, NAIHC's Executive Director or his/her designee may elect to conduct negotiations with the respondents in the competitive range, based on the evaluation criteria noted above, to seek a best and final offer if such action is deemed to be in the best interest of NAIHC. An award of contract, if any, resulting from this solicitation will be made in the best interest of the NAIHC. Additionally, NAIHC may, at its discretion, extend contracts that are awarded as a result of this RFP beyond December 31, 2012 when it is determined to be in the best interest of NAIHC.

All materials developed for the delivery of on-site T/TA or use in a formal classroom training setting are the property of NAIHC and must be used only in the delivery of on-site T/TA or the teaching of a course identified by NAIHC, and they may be subject to copyright protection.

### **Section 5–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 6–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 first class mail or email) to NAIHC. All questions will be answered in writing (via first class mail or email) with responses being provided to each party who has submitted a response to the RFP or who has inquired about the RFP. If determined necessary by NAIHC, the RFP may be revised, including an extension of the submittal deadline by addenda. If this occurs, amendments will be sent (via first class mail or email) 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:

Lena Duncan  
Director of Administration  
National American Indian Housing Council  
900 2<sup>nd</sup> Street, NE, Suite 107  
Washington, DC 20002

E-mail: [lduncan@naihc.net](mailto:lduncan@naihc.net)