

Request for Proposals
Building HOME & Financing Development Trainings
(Released April 25th, 2011)

I. General Information

Housing Action Illinois (Housing Action) is a statewide coalition formed to protect and expand the availability of quality, affordable housing throughout Illinois. Housing Action's Technical Assistance and Training program provides assistance to Community Housing Development Organizations and other non-profit, community-based housing developers in the state of Illinois.

We are currently accepting proposals for a one-time contract to deliver two separate trainings, including: 1) Building HOME – A HUD Step-In training, two days in length; and 2) Financing Development, one day in length. Each training will be conducted three times in three separate locations in Illinois (One in the Chicago region, one in the mid-central region, and one in the southern region). Respondents to this RFP can propose to carryout one or both of these trainings, but must be willing to instruct at all three locations for each individual training.

The trainings will be designed for Community Housing Development Organizations (CHDOs) throughout Illinois. Trainings will be conducted between June and September, 2011, with specific dates negotiated with the selected instructors. Training hours are typically scheduled from 9:00 a.m. to 5:00 p.m. for each day of the training.

Funding for these trainings will be provided through a CHDO TA grant through the Department of Housing and Urban Development (HUD).

II. Scope of Work

Housing Action expects the consultant to generate the services and products described below:

- Carry out a detailed curriculum for the proposed training(s). While the curriculum is already defined for Building HOME, the Financing Development curriculum must cover sources for multi-family financing and Proforma development, with a specific focus on smaller multi-family projects.
- Prepare and submit training manual(s), presentation materials, etc.
- Deliver all training workshops.

III. Content of Proposal

- Name and contact information of respondent.
- A resume for the proposed trainer.
- A bid for fees and expenses.
- A list of three references that have received similar services.

- A description of services to be provided.
- For Building HOME – Explain depth and breadth of knowledge of the HUD Building HOME step-in training, including previous experience delivering HOME trainings and/or similar, trainings. Please also provide any HOME certifications that the trainer possesses.
- For Financing Development – An outline of the proposed training curriculum, as well as previous experience delivering similar trainings.

IV. Fees and Expenses

The following fees and reimbursable expenses should be itemized in the bid:

- Preparation days.
- Training days.
- Airfare (if applicable).
- Grant transportation (if applicable).
- Mileage at a rate of \$0.51 per mile (if applicable).
- Hotel accommodations (if applicable).
- Per diem.
- Other expenses not specified above should be itemized and described clearly in the bid.

Please see Section VIII for responsibilities/expenses that Housing Action will carry out. Do not include these activities in your bid.

V. Payment

Housing Action will issue a check for consultant fees and reimbursable expenses within 30 days of receiving an invoice. Original receipts must be submitted with the invoice in order to reimburse eligible expenses.

VI. Evaluation and Selection

All proposals received on or before the deadline of May 9th, 2011 at 5:00 p.m. CST, will be given full consideration. The consultant will be selected through a blind review process based on the following criteria:

- Expertise in training subject matter.
- Demonstrated understanding of community-based development in both rural and urban settings.
- Experience in training, including interactive and case-based instruction.
- First hand experience in community-based housing development and use of the HOME program.
- Strength of curriculum outline/delivery.
- Quality of material submitted.
- Cost effectiveness.

In accordance with federal and state statutes and Housing Action's policy, no person shall be excluded from participation or subject to discrimination in the proposal process on the basis of race, class, age, sex, national origin, religion, or disability. Within these bounds, Housing Action reserves the right to:

- Accept or reject any and all proposals if Housing Action determines that it is in our best interest.
- Negotiate with bidders to best serve Housing Action's interests, within the requirements of this RFP.
- Require the submission of modifications or additions to proposals as a condition of further participation in the selection process.
- Reissue the RFP requesting new proposals for interested parties.

VII. Proposal Submission

All proposals must be received on or before Tuesday, May 10, 2011 at 5:00 p.m. CST.

Please direct proposals to

Katie Gottschall Donohue
Director of Technical Assistance
Housing Action Illinois
11 E. Adams, Suite 1601
Chicago, IL 60603

Or email to: katie@housingactionil.org

VIII. Housing Action Responsibilities

- Training marketing and publicity.
- Coordination with hosting agencies.
- Training registration.
- Duplication of training materials (if provided in enough advance).
- Training room rental and set-up.
- Arrangement of audiovisual equipment.
- Staff and consultant support during the training.
- Evaluation report based on participant feedback.

We appreciate your time and effort in submitting a proposal and look forward to the opportunity to work with you.

Please contact Katie Gottschall Donohue at 312-939-6074 x202 or by e-mail at Katie@housingactionil.org with questions regarding this request for proposals.