



**REQUEST FOR QUALIFICATIONS**

**for the**

**Indiana Housing First Program**

**INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

**30 South Meridian Street, Suite 900**

**Indianapolis, IN 46204**

**<http://www.in.gov/ihcda/>**

**317-232-7777**

**ISSUE DATE: September 6, 2023**

**RESPONSE DEADLINE: October 9, 2023**

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## **PART 1**

## **SCOPE OF THIS REQUEST**

### **1. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (“RFQ”)**

The Indiana Housing and Community Development Authority is seeking to select non-profit organizations, public housing agencies, or units of local governments to participate in the Indiana Housing First Program, which involves providing housing and supportive services for individuals facing a housing crisis who have serious mental illnesses and/or chemical addictions in Indiana, as further detailed in the Scope of Services section of this RFQ.

### **2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

#### **VISION**

IHCDA envisions an Indiana with a sustainable quality of life for all Hoosiers in the community of their choice.

#### **MISSION**

The Indiana Housing and Community Development Authority’s (“IHCDA”) mission is to provide housing opportunities, promote self-sufficiency, and strengthen communities.

#### **OVERVIEW (for more information visit <http://www.in.gov/ihcda/>)**

IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA's programs are successful in large part because of the growing network of partnerships IHCDA has established with local, state, and federal governments, for-profit businesses and not-for-profit organizations. For-profit partners include, but are not limited to, investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include, but are not limited to, community development corporations, community action agencies, and not-for-profit developers.

### **3. BACKGROUND**

IHCDA administers the Indiana Housing First Program (“the Program”), established in 2017 to provide rental assistance and supportive services to individuals and families with serious and persistent mental illness, a chronic chemical addiction, or a serious and persistent mental illness with a co-occurring chronic chemical addiction, resulting in a housing crisis, or individuals and families with serious and persistent mental illness, a chronic chemical addiction, or a serious and persistent mental illness with a co-occurring chronic chemical addiction, exiting a residential treatment program or living in an institution or other restrictive setting; and could, with stable and affordable housing, along with community and home based supports, live independently in the community. Program regulations may be found in [Indiana Code 5-20-9](#). Pursuant to [Indiana Code 5-20-9](#), IHCDA has established policies and procedures for the Program. A housing crisis means, a situation in which an individual or a household does not have sufficient resources or support networks immediately available to maintain safe and affordable housing or to prevent the individual or household from requiring emergency housing. Household members will be determined to be in a housing crisis if they meet one of the following conditions:

- They are residing on the street or a place not meant for human habitation;
- They are residing in temporary housing, including emergency shelter, transitional housing, or are currently staying with family or friends on a temporary basis and must vacate within 2 weeks;

- They are facing an imminent court-ordered eviction. A household served under this definition is only eligible for a one-time arrears payment to prevent the eviction and prevent homelessness, but can be served with ongoing services.
- They are exiting a residential treatment program within 30 days and do not have immediate access to permanent housing; or
- They are living in an institution or other restrictive setting and could, with stable and affordable housing provided by this Program, along with community and home-based supports, live independently in the community.

The Respondent, if selected, must use the Housing Crisis Verification form provided by IHCD to document the Housing Crisis status.

#### **4. SCOPE OF SERVICES**

The purpose of the Program is to provide housing and supportive services for individuals and families experiencing housing crises who have severe mental illnesses and/or chronic chemical addictions. The Program accomplishes this by awarding funds in the form of a grant with a thirty month term to eligible respondents in an amount up to but not to exceed \$300,000 but no less than \$100,000. The total amount of available funding is \$919,327 plus any de-allocated or unspent funds from previous awards. Respondents selected pursuant to this RFQ will be required to provide rental assistance and supportive services for eligible persons and follow Program requirements regarding topics including but not limited to the following: leases, participant selection plans, HMIS, inspections, reporting requirements, recertifications, rent contributions, income documentations, terminations, etc. as set forth in the [\*Indiana Housing First Program Administration Manual \("Program Policy Manual"\)\*](#). Respondents selected must also agree to use the Housing First and Critical Time Intervention methodology to ensure long-term stability and self-sufficiency while providing a person-centered approach to service delivery. A full list of the Program policies and procedures can be found in the [\*Indiana Housing First Program Administration Manual \("Program Policy Manual"\)\*](#).

In order to deliver comprehensive services and to build community support networks, Respondents are encouraged to have formal and informal relationships with the following organizations:

- Nonprofit or faith-based organizations providing services to individuals and families in the Program's target population.
- Units of local government.
- School corporations and schools.
- Businesses.
- Public housing agencies.
- Social service providers.
- Mental health providers.
- Hospitals.
- Affordable housing developers and providers.
- Law enforcement agencies and correctional facilities.
- Organizations serving homeless veterans.
- Organizations serving victims of domestic violence.
- Universities.
- Workforce development and job training agencies.
- Other public or private entities IHCD considers appropriate to partner with to accomplish the purposes of the Program.

As described in the Program Policy Manual, the items described below are eligible expenses that can be reimbursed by the Program:

- A. Rent payments and other housing costs, listed below, must constitute **at least 60%** of the selected respondent's total grant amount:
- Monthly rental payments and first and last months' rent, if required by owner.
  - Security deposits of up to the value of two months of rent.
  - Up to three months of rental arrears and associated late fees may be paid if this payment is necessary for the household to obtain or maintain permanent housing. If the arrears are paid, the amount of the arrearage must be taken into account when determining the total number of months of rental assistance that the household is eligible to receive.
  - Utilities which are included in the rent.
  - Up to three months of utility arrears, if necessary for the household to obtain or maintain utilities in a unit for which they are receiving rental assistance. If the arrears are paid, the amount of the arrearage must be taken into account when determining the total number of months of rental assistance that the household is eligible to receive.
  - Utility deposits for households receiving rental assistance.
  - Application fees or background checks required by the property owner to obtain housing.
  - One-time moving fees.
  - Costs for housing search, conducting Housing Quality Standards (HQS) assessments, and calculating participant income may be considered either administrative or rental assistance costs. It is at the recipient's discretion to determine how file claims for these activities.
- B. Supportive Services, listed below, may not exceed 30% of the selected respondent's total grant amount.
- Employment assistance and job training.
  - Substance abuse and addiction treatment.
  - Educational assistance.
  - Life skills assistance.
  - Treatment for, and the management of, mental and physical health problems.
  - Developing individualized housing and service plans.
  - Transportation assistance.
  - Assessment of service needs.
  - Legal services.
  - Child care assistance.
  - Provide housing stability case management services.
  - Costs of acquiring essential household items (e.g., kitchenware, cleaning supplies, furniture, and bedding), to be provided to the household as a grant and not to exceed \$250 per household per term of assistance without written permission from IHCDA.
  - Developing plans, making referrals, or connecting to the types of services listed above.
- Administrative Costs, listed below, may not exceed 10% of the selected respondent's total grant amount.
    - Processing claims.
    - Supervision of program staff.
    - Reporting, including IHCDA required program evaluation and HMIS costs (see section 10.1 of the Program Policy Manual).
    - Conducting Housing Quality Standards (HQS) assessment.
    - Housing search.
    - Mediation with property owners and/or landlords.
    - Determining participant eligibility.
    - IHCDA-approved training.

Selected respondents can find information on how to submit claims for reimbursement, conduct Housing Quality Standards inspections, and reporting requirements for the Program in the [Program Policy Manual](#).

By responding to the Request for Qualifications, respondents certify that they will review the Program's Administration Manual and other applicable guidance as distributed by the Program in a complete and timely manner.

## 5. RFQ TENTATIVE TIMELINE

September 6, 2023	RFQ released to the general public
September 13, 2023	Informational webinar at 3:00 p.m. Eastern Time <a href="#">Click here to join the meeting</a>
October 9, 2023	Responses due to IHCDA by 5:00 p.m. Eastern Time
November 16, 2023	Announcement of selected Respondents' teams at IHCDA Board of Directors Meeting
Ongoing	On-going meetings with selected Respondents to provide technical assistance. If Respondent is selected pursuant to this RFQ it will be required to have an initial one-on-one meeting with IHCDA staff after Board approves the award and prior to it expending any program funds.

## **PART 2**

## **RFQ PROCESS**

### **1. SELECTION PROCESS**

Evaluation of all qualifications will be completed by a selection committee consisting of staff from IHCD. Respondent must be responsive and responsible as described in Sections 2 and 3 below. Selection is at the sole discretion of the selection committee. Award recommendations will be taken to the November 16, 2023 IHCD Board of Directors meeting for final approval.

### **2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT**

#### **Complete Compliant Proposal**

Respondent must submit a complete proposal which addresses all applicable questions enumerated in Section 4 and includes all submission items enumerated in Section 6 of this Request for Qualifications.

#### **Not-For-Profit Status**

Respondent must be a nonprofit corporation recognized as tax exempt under Section 501(c)(3) of the U.S. Internal Revenue Code of 1986, as amended, a public housing agency, or a unit of local government. If Respondent is selected, it may award a portion of its award to one or more sub-grantees to carry out eligible Program activities.

#### **Financial Capacity**

Respondent must demonstrate a financial capacity to administer the program through the complete submission of 2022 financial statements and 2023 year-to-date balance sheet, income statements, and cash flow statements.

#### **Commitment**

If selected, the Respondent must commit to attending all future meetings and trainings. The Respondent must enter into an Agreement with IHCD outlining these terms. The Respondent must commit to utilizing the Housing First and Critical Time Intervention models. The Respondent's participant selection plans must be approved by IHCD to serve those who are most vulnerable.

### **3. RESPONSIBLE RESPONDENT REQUIREMENTS**

IHCD shall not award any contract until the selected respondent, has been determined to be responsible. A responsible respondent must:

1. Have adequate financial resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the Respondent's existing commercial and governmental business commitments;
3. Have a satisfactory performance record with IHCD;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;
7. Have supplied all requested information;



8. Be legally qualified to contract in the State of Indiana and if it is an entity described in IC Title 23, it must be properly registered, and owe no outstanding reports to the Indiana Secretary of State (There is a fee to register with the Secretary of State); and
9. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFQ, and the Respondent shall be advised of the reasons for the determination.

#### 4. QUALIFICATIONS EVALUATION CRITERIA

A Respondent may not submit more than one response to this RFQ. However, this does not prohibit Respondent from being a sub-grantee in one or more proposed projects. Partner organizations who are sub-grantees may also be linked to multiple proposed projects.

The following will be the primary considerations in the selection process:

1. Satisfaction of Threshold Criteria. Respondent must meet each requirement enumerated in Part 2 Section 2 “Minimum Requirements” and Part 2 Section 3 “Responsible Respondent Requirements” to receive continued consideration in the selection process.
2. Experience of Respondent and Partners. Respondent must submit a narrative describing the relevant experience of the Respondent (lead applicant) and how each additional program partner will contribute to the Housing First Program. The narrative cannot exceed 3 pages and should include the following information:
  - a. Summary of experience administering rental assistance programs.
  - b. Summary of experience providing and/or collaborating with service providers to provide supportive services.
  - c. Summary of experience working on issues concerning housing crises, particularly with the Housing First and Critical Time Intervention Models and a harm reduction approach.
  - d. Summary of experience working on issues concerning mental health and/or addiction, particularly with the Housing First and Critical Time Intervention Models and a harm reduction approach.  
*If no experience with housing crises, mental health, or addictions, provide a summary of experience working with other vulnerable populations.*
  - e. Summary of qualifications and expected contributions of each additional program partner. Include examples of past collaboration between program partners and the lead applicant.
3. Readiness to Proceed. Respondent must submit 1 narrative demonstrating readiness to proceed. The narrative cannot exceed 3 pages and must include the following information:
  - a. Provide justification of the need for this program in the proposed coverage area. This narrative should include data from various sources to provide support for the proposal and evidence that the funding request meets the need of the target population described in Part 1 Section 3 of this RFQ.
  - b. Describe the proposed pipeline for identifying and engaging partners and landlords. Describe your overall strategy and what steps will be taken to engage/recruit these partners.
  - c. Describe the proposed pipeline for identifying program participants. Describe your overall strategy and the role of each partner in the participant selection process.
  - d. Proposed program timeline, including anticipated start and end date.
4. Program Description. Respondent must submit a narrative describing the overall scope of the Respondent’s proposed program. Narrative cannot exceed 3 pages and must include the following information:
  - a. Geographic location to be targeted by county.
  - b. Number and structure of staff involved.

- c. Proposed tenant selection plan, including a clear description of how the proposed program will prioritize and serve those who are most vulnerable.
  - d. Plans to engage with clients prior to housing (e.g., visiting clients in shelters or encampments).
  - e. Plan for improvement and client feedback. For current Housing First recipients, also include details on steps previously taken to improve the program and how client feedback was incorporated into your administration of the program.
5. Service Delivery. Respondent<sup>[CH1]</sup> must submit a narrative demonstrating ability to deliver Critical Time Intervention. Narrative cannot exceed 3 pages and must include the following information:
    - a. Case management ratios and staffing model, including supervisor to case manager ratio.
    - b. Description of transportation services.
    - c. Description of assistance in applying for mainstream benefits, including SSI/SSDI.
    - d. Description of mental health treatment offered.
    - e. Description of substance use treatment offered.
    - f. Description of any additional services to be offered to program participants.
  6. Description of Key Staff. Please identify key staff who will run the program. For each lead person, provide a current resume and a brief narrative (no more than 1 page each) describing why this person was selected for the role. For each organization, provide a current organizational chart.
  7. Budget. Complete and submit [Housing First Program Budget Form](#).
    - a. If additional sources of funding will be used to provide supportive services or rental assistance, please describe the funding source, the anticipated amount of funding from that source, and the eligible activities to be paid with the funding source.
  8. Past Award Performance. Past award performance, including history of complying with federal, state and local guidelines, meeting benchmarks and quality of work performed and services provided will be considered. Any entity currently suspended or debarred by or in default with IHCDA will be disqualified. *Applicants are not required to submit documentation to attest to past award performance. IHCDA will review documentation submitted during prior award terms to evaluate past award performance.*

## 5. APPLICATION SCORING CRITERIA

Evaluation of all qualifications will be completed by a selection committee consisting of staff from IHCDA. All selection is at the sole discretion of the selection committee.

Applications will be scored according to the points system described in this section. 100 points are available to all applicants. Applications for which the lead applicant has previously been the recipient of a Housing First Award will be evaluated against the category of “Past Award Performance” for 10 additional points. All applications will be ranked by the percentage of points received out of those available given their designation as new or previous award recipient. Applications which fail the threshold review will not be scored.

### Threshold Criteria:

- Not-for-Profit Status (not for profit corporation, housing authority or local unit of government)
- Financial capacity to administer the program, including the provision of required documentation
- Complete compliant proposal addressing all items listed in Part 2 Section 2 & 3

### Scored Criteria:

1. Overall Experience of Respondent and Partners (20 points)

Respondent’s Experience:

- a. Experience administering rental assistance

- b. Experience providing and/or collaborating to provide supportive services
- c. Experience addressing housing crises, particularly with the Housing First model and Critical Time Intervention
- d. Experience addressing mental health and/or addiction, particularly with the Housing First model and Critical Time Intervention

If the Respondent has no experience addressing housing crises or mental health and/or addiction, please describe instead experience working with other vulnerable populations.

Partners' Experience:

- e. Qualifications and expected contributions of each additional partner
2. Readiness to Proceed (20 points)
    - a. Justification of need
    - b. Partner and landlord identification, recruitment/engagement pipeline
    - c. Participant identification plan
    - d. Program timeline
  3. Program Description (25 points)
    - a. Target geographic location
    - b. Staffing plan
    - c. Tenant Selection Plan.
    - d. Strategies for obtaining client feedback and improving program over time
  4. Service Delivery (25 points)
    - a. Case management ratio and staffing model
    - b. Fit of services to the target population
    - c. Type and method of providing transportation services (if applicable)
    - d. Mainstream benefit application assistance
    - e. Type, scale, and location of supportive services
      - i. Mental health treatment
      - ii. Substance use treatment
      - iii. Additional services offered
  5. Description of Key Staff (5 points)
    - a. Key staff identification, resumes, and brief narrative
  6. Budget (5 points)
    - a. Complete Housing First Program Budget Form
  7. Past Award Performance (10 points)
    - a. History of meeting benchmarks and providing timely and quality reports
    - b. Quality of work performed and services provided
    - c. Full spend-down of funds

## 6. RFQ SUBMISSION ITEMS

Respondent must submit documentation in response to the requirements listed in each category heading summarized below. Each of these requirements are described more fully in **Sections 2 and 4 of Part 2 of this RFQ**, entitled **and are summarized in Section 5**. Therefore, Respondent must review **Sections 2 and 4 of Part 2 of this RFQ** very carefully before submitting its responses. The Respondent must also submit the Qualifications Coversheet and the Certification of Company located at the end of this RFQ Document.

Checklist of Submission Requirements (**See Section 4 of Part 2 of this RFQ for more details**)

- **Qualifications Coversheet**. Qualifications Coversheet (required template included in this RFQ packet).
- **Certification of Company**. Certification of Company (required template included in this RFQ packet).
- **Not for Profit Status**. Verification of 501(c)(3) status, if applicable.
- **Financial Capacity**. Financials for the lead applicant.
- **Narratives addressing all applicable questions for the following sections:**
  - Experience of Respondent and Partners.
  - Readiness to Proceed.
  - Program Description.
  - Service Delivery.
- **Description of Key Staff**. Key program staff identification, resumes, narratives, and organizational chart.
- **Budget**. A proposed budget using the [Housing First Program Budget Form](#).

## **7. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE**

Responses must be submitted via email. All documents must be submitted in PDF only.

Heather Pasku  
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**The deadline for submission is October 9, 2023, at 5:00 PM Eastern Time.** Applications that do not contain all required forms/documents as listed in this RFQ may be determined ineligible for further consideration.

## PART 3

## TERMS AND CONDITIONS

### 1. STATE POLICIES

- A. **ETHICAL COMPLIANCE:** By submitting a proposal, the respondent certifies that it shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., Ind. Code § 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. Respondent will be required to attend online ethics training conducted by the State of Indiana.
- B. **EMPLOYMENT ELIGIBILITY VERIFICATION.** The Respondent cannot knowingly employ an unauthorized alien. The Respondent shall require its contractors who perform work for the Respondent pursuant to the project must certify to the Respondent that the contractor does not knowingly employ or contract with an unauthorized alien.
- C. **PAYMENTS:** Any payments for services under any contract awarded pursuant to this RFP shall be paid by IHCDA in arrears in conformance with State fiscal policies and procedures and, as required by IC §4-13-2-14.8, the direct deposit by electronic funds transfer to the financial institution designated by the successful respondent in writing unless a specific waiver has been obtained from the IHCDA Controller. No payments will be made in advance of receipt of the goods or services that are the subject of any contract except as permitted by IC §4-13-2-20.
- D. **CONFIDENTIALITY OF STATE INFORMATION.** The Respondent understands and agrees that data, materials, and information disclosed to the Respondent may contain confidential and protected information. The Respondent covenants that data, material, and information gathered, based upon or disclosed to the Respondent for the purpose of this project will not be disclosed to or discussed with third parties without the prior written consent of the IHCDA. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Respondent and IHCDA agree to comply with the provisions of IC §4-1-10 and IC §4-1-11. If any Social Security number(s) is/are disclosed by Respondent, Respondent agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this contract.
- E. **ACCESS TO PUBLIC RECORDS:** Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (“APRA”), IC 5-14-3 et. seq., and the entire response may be viewed and copied by any member of the public. Respondents claiming a statutory exemption to disclosure under APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked “Confidential”. Respondents should be aware that if a public records request is made under APRA, IHCDA will make an independent determination of confidentiality, and may seek the opinion of the Public Access Counselor. Prices are not considered confidential information. The following information shall be subject to public inspection after the contract award:
- A. The RFQ.
  - B. A list of all vendors who received the RFQ.
  - C. The name and address of each respondent.
  - D. The amount of each offer.
  - E. A record showing the following:
    - a. The name of the successful respondent.
    - b. The dollar amount of the offer.
    - c. The basis on which the award was made.
  - F. The entire contents of the contract file except for proprietary information that may have been included with an offer, such as:

- a. trade secrets;
- b. manufacturing processes;
- c. financial information not otherwise publicly available; or
- d. other data that does not bear on the competitive goals of public procurement that was not required by the terms of the RFQ itself to be made available for public inspection.

F. **TAXES, FEES AND PENALTIES:** By submitting a proposal respondent certifies that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana or the United States Treasury. Respondent further warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by either the State or Federal Government pending against it, and agrees that it will immediately notify IHCDA of any such actions.

G. **CONFLICT OF INTEREST:** Respondent must disclose any existing or potential conflict of interest relative to the performance of the services resulting from this RFQ, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFQ, respondent affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of the respondent's proposal or immediate termination of an awardee's contract. An award will not be made where an actual conflict of interest exists. IHCDA will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on IHCDA, should IHCDA select respondent. Further, IHCDA reserves the right to disqualify any respondent on the grounds of actual or apparent conflict of interest. The decision of the Compliance Attorney is final.

H. **APPEALS/PROTEST:** Respondent may appeal/protest the award of this contract based on alleged violations of the selection process that resulted in discrimination or unfair consideration. The appeal/protest must include the stated reasons for the Respondent's objection to the funding decision, which reasons must be based solely upon evidence supporting one (1) of the following circumstances:

- a. Clear and substantial error or misstated facts which were relied on in making the decision being challenged;
- b. Unfair competition or conflict of interest in the decision-making process;
- c. An illegal, unethical or improper act; or
- d. Other legal basis that may substantially alter the decision.

The appeal/protest must be received within ten (10) business days after the Respondent receives notice of the contract award, or the appeal/protest will not be considered. All protests shall be in writing, submitted to the Compliance Officer, who shall issue a written decision on the matter. The Compliance Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. The Respondent will receive written acknowledgement of receipt of the appeal/protest within five (5) business days of its receipt, noting the day the appeal/protest was received. Any appeal/protest regarding the funding decision made by IHCDA will be examined and acted upon by the Compliance Officer within thirty (30) days of its receipt.

## 2. FEDERAL REQUIREMENTS

Respondent agrees to comply with the following concepts reflected in the federal regulations listed below:

- a. 24 CFR 982.401, Housing quality standards (HQS).

- b. 24 CFR 5.609 and 24 CFR 5.611(a), Income calculations.

### **3. RFQ TERMS AND CONDITIONS**

This request is issued subject to the following terms and conditions:

- A. This RFQ is a request for the submission of qualifications, but is not itself an offer and shall under no circumstances be construed as an offer.
- B. IHCDA expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.
- C. IHCDA reserves the right to reject and not consider any or all respondents that do not meet the requirements of this RFQ, including but not limited to: incomplete qualifications and/or qualifications or offering alternate or non-requested services.
- D. IHCDA reserves the right to reject any or all companies, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed to be in its best interest.
- E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, IHCDA may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- F. In no event shall any obligations of any kind be enforceable against IHCDA unless and until a written agreement is entered into.
- G. The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.
- H. By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- I. IHCDA reserves the right not to award a contract pursuant to the RFQ.
- J. All items become the property of IHCDA upon submission and will not be returned to the Respondent.
- K. IHCDA reserves the right to split the award between multiple applicants and make the award on a category by category basis and/or remove categories from the award.
- L. The Respondent certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from utilizing federal funds by any federal or state department or agency.
- M. If the Respondent is selected pursuant to this RFQ it understands that it will be required to enter into IHCDA's Indiana Housing First Grant Agreement for the Housing First Program and that the agreement is non-negotiable.

## Indiana Housing First Program RFQ

### 4. QUALIFICATION COVER SHEET

Name of Individual,  
Firm or Business:

Address:

Phone Number:  
Fax Number:  
Web Site Address:

QUALIFICATION  
Contact Person:

Title:  
Email Address:  
Phone:

Contract Signatory  
Authority:

Title:



**INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

**5. CERTIFICATION OF RESPONDENT**

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I acknowledge that I have read and understood the requirements and provisions of the RFQ and agree to abide by the terms and conditions contained herein.

I \_\_\_\_\_ am the \_\_\_\_\_ of the \_\_\_\_\_ corporation, partnership, association, or other entity named as company and the Respondent herein, and I am legally authorized to sign this and submit it to the Indiana Housing and Community Development Authority on behalf of said organization.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

Respondent:

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Firm name: \_\_\_\_\_