



REQUEST FOR PROPOSALS

for

**Marion County Service Territory of the
Low Income Home Energy Assistance Program**

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

30 South Meridian Street, Suite 1000

Indianapolis, IN 46204

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

317-232-7777

ISSUE DATE: February 24, 2014

RESPONSE DEADLINE: April 17 2014, 5:00 PM EST

Send questions about the Request for Proposals to:

Taura Edwards, Community Programs Manager

taedwards@ihcda.in.gov

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PART 1

SCOPE OF THIS REQUEST

1. PURPOSE OF THIS REQUEST FOR PROPOSALS (“RFP”)

The Indiana Housing and Community Development Authority seeks to contract with a community based nonprofit organization to provide program management services for the Marion County Service Territory of the Low Income Home Energy Assistance Program as detailed in the Scope of Services section of this RFP.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

MISSION STATEMENT

The Indiana Housing and Community Development Authority (“IHCDA”) creates housing opportunities, generates and preserves assets, and revitalizes neighborhoods by facilitating the collaboration of multiple stakeholders, investing financial and technical resources in development efforts, and helping build capacity of qualified partners throughout Indiana.

VISION

At IHCDA, we believe that growing Indiana's economy starts at home. Everyone can agree that all Hoosiers should have the opportunity to live in safe, affordable, good-quality housing in economically stable communities. That's the heart of IHCDA's mission. Our charge is to help communities build upon their assets to create places with ready access to opportunities, goods, and services. We also promote, finance, and support a broad range of housing solutions, from temporary shelters to homeownership.

IHCDA's work is done in partnership with developers, lenders, investors, and nonprofit organizations that use our financing to serve low- and moderate-income Hoosiers. We leverage government and private funds to invest in financially sound, well-designed projects that will benefit communities for many years to come. And our investments bear outstanding returns. The activities that we finance help families become more stable, put down roots, and climb the economic ladder. In turn, communities grow and prosper, broadening their tax base, creating new jobs, and maximizing local resources. IHCDA's work is truly a vehicle for economic growth, and it all starts at home.

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 investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include

community development corporations, community action agencies, and not-for-profit developers.

COMMUNITY PROGRAMS DEPARTMENT OVERVIEW

In 2007, the Governor of the State of Indiana, Mitchell E. Daniels, Jr., designated IHCD as the lead agency for the purpose carrying out State activities for the Community Services Block Grant (“CSBG”), Weatherization (“Wx”), and the Low Income Energy Assistance Program (“LIHEAP”). IHCD created the Department of Energy Programs in 2011 and was tasked with overseeing the allocation, implementation and monitoring of the energy programs and Community Services Block Grant funded through the U.S. Department of Energy (“DOE”) and the U.S. Department of Health and Human Services (“HHS”). In 2013, the programs were transferred to the Community Programs Department, which also encompasses the Individual Development Account Program, the Housing Choice Voucher Program, and Homelessness Prevention Initiatives.

FUNDING AND PROGRAM OVERVIEW

Funding for this grant will come from LIHEAP, which is funded through HHS via its Office of Community Services, Division of Energy Assistance. Indiana receives approximately \$75,000,000 annually and serves approximately 134,000 low income households annually through LIHEAP. Approximately one quarter of the households served is located in Marion County.

The purpose of this RFP is to identify a community based organization that can strategically coordinate community resources, centralize the client intake process, and provide more effective customer service across Marion County, Indiana. Centralizing the client intake process and coordinating community resources would include, but not limited to: strategically coordinating a county-wide scheduling process, ensure appointment availability for clients in need of immediate assistance, provide timely response to customer service inquiries, and engage community resources with similar services who serve the same clients as LIHEAP.

3. SCOPE OF SERVICES

HHS created LIHEAP, pursuant to the LIHEAP Act of 1981, to assist low income households at or below 150 percent of the federal poverty level with their home energy bills, energy crises, and weatherization and energy-related minor home repairs.

If selected through this RFP, the Respondent in consultation with IHCD, will be responsible for coordinating and managing the administration of LIHEAP in the following ways:

- A.** Conduct outreach activities and provide assistance to low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy;
- B.** Intervene in energy crisis situations;
- C.** Plan, develop, and administer LIHEAP including leveraging programs;

- D.** Conduct eligibility activities for households with one (1) or more persons and ensure that they are at or below 150 percent of the federal poverty guidelines as well as other eligibility guidelines set by the state of Indiana;
- E.** Conduct outreach activities designed to ensure that eligible households, especially households with elderly or disabled individuals or both, and households with high home energy burdens, are made aware of the assistance available as well as other similar energy related assistance;
- F.** Provide in a timely manner the highest level of assistance to eligible households with the lowest incomes, highest energy costs in relation to income, taking into account family size;
- G.** Notify each eligible household of the amount of assistance to be paid on its behalf;
- H.** Notify the household if a portion or all of the benefit was revoked due to internal monitoring;
- I.** Ensure that homeowners and renters are treated equitably;
- J.** Ensure that the eligible entity has adequate systems for fiscal control and fund accounting for tracking the proper disbursement of funds;
- K.** Provide an opportunity for a fair administrative hearing or appeal to individuals whose claims for assistance have been denied or not acted upon with reasonable promptness;
- L.** Ensure that the agency conducts accurate and timely data collection and reporting;
- M.** Use up to five percent (5%) of the funds to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance, including needs assessments, counseling, and assistance with energy vendors

4. RFP TIMELINE

February 24, 2014	RFP released to the general public.
April 17, 2014	Respondent must submit its proposal to IHCD for review by 5:00 pm/EST.
April 21, 2014	Applicants will be notified of the day and time for the required presentation.
May 1-6, 2014	Agency presentations must be completed.
May 13, 2014	Tentative selection is made for Board Approval.
May 22, 2014	Tentative selection is taken to the Board for approval.

PART 2

RFP PROCESS

1. SELECTION PROCESS

Evaluation of all qualifications will be completed by IHCDA. Respondent must be responsive, responsible as described in Section 2 and 4 of Part 2 of this RFP. Selection of a respondent to provide program management services to the Marion County territory for LIHEAP is at the sole discretion of IHCDA.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

Respondents must meet the following minimum requirements to be deemed responsive to this RFP.

A. CREDENTIALS FOR ELIGIBLE ENTITIES (TOTAL: 2 POINTS)

According to LIHEAP Statute 2605(b)(15), outreach and intake functions for providing heating and cooling assistance, including the distribution of crisis assistance, must be administered by state and governmental entities or community based organizations. Such community based organizations may include, but not limited to:

- community action agencies,
- area agencies on aging
- not for profit neighborhood based organizations

Respondent must demonstrate eligibility by providing a designation by the Governor as a community action agency or documentation from the Secretary of State's office and the IRS indicating not-for-profit status.

Respondent must also submit copies of its audited financial statements for the last three (3) years.

B. EXPERIENCE IN ADMINISTERING LARGE SCALE ASSISTANCE PROGRAMS (TOTAL: 10 POINTS)

Respondent must demonstrate its experience in administering assistance programs similar to LIHEAP. The information should demonstrate:

- Extensive experience in administering a large scale assistance programs including a summary of client eligibility processes and procedures it has used for similar assistance programs (5 points)
- Experience in developing and implementing internal controls to protect program funds from fraud, waste, and abuse by clients (5 points)

C. PREVIOUS IHCDA AWARD PERFORMANCE (TOTAL: 10 POINTS)

- IHCDA will take into consideration the Respondent's past performance under LIHEAP, to determine whether Respondent has a history of complying with the policies, procedures, or directives associated with LIHEAP, which would be indicated by the number of findings and concerns that were noted on IHCDA awards that have closed over the past three (3) years.
- Respondent may include any monitoring documentation indicating past performance in other program administered by IHCDA or other federally-

funded program, including copies of monitoring reports from other state or federal authorities, if Respondent has not participated in LIHEAP previously.

D. PROGRAM MANAGEMENT AND STAFF DEVELOPMENT (TOTAL: 8 POINTS)

The Respondent must describe the overall program management and staff development of the program.

- Respondent must describe all levels of program management (from executive members to front line staff) within the agency and their roles and responsibilities associated with the program. It is highly recommended that the Respondent demonstrate the estimated percent of time each staff person will spend on LIHEAP, if the program is not the staff person's sole job responsibility. (1 point)
- The Respondent should provide a hiring plan that demonstrates the estimated number of seasonal workers that it will hire and how the Respondent will remain fully staffed. (3 points)
- The Respondent must also include its staff development plan that includes training and technical assistance regarding the client eligibility process for new or seasonal staff members as well as a performance management plan for correcting performance issues. The staff development plan must include a training timeline that will ensure all front line staff is trained prior to October 1, 2014. It should also include a process to provide for ongoing monitoring of staff's proper use of processes in order identify and mitigate deficiencies related to staff needing additional training or retraining. (4 points)

E. COMMUNITY OUTREACH WITH AT RISK POPULATIONS (TOTAL: 15 POINTS)

According to LIHEAP Statute 2605(b)(1) and (b)(3), eligible entities must demonstrate the capacity to ensure that eligible households, specifically households with elderly and disabled individuals, are made aware of assistance and any other similar energy related assistance available. Indiana defines "elderly" as age sixty (60) and over. Indiana defines "disabled" as receiving benefit assistance from Social Security Administration or deemed incapacitated from working by medical professional. The Respondent must describe the marketing and communications strategies for the program. (5 points)

Respondent must provide a community outreach strategy for at risk populations that ensures applicants without access to transportation have access to multiple avenues to submit an application. (5 points)

All eligible entities must coordinate an application process for at risk clients who are unable to submit an application at the entity's offices. Historically, Indiana has conducted community outreach with at risk populations by hosting onsite application days or coordinating mail process for applications. All outreach applications must be processed within sixty (60) days of receipt of the completed application. The Respondent must describe intake activities within the community as well as the mail application process. The plan must detail dates and tentative locations of community based intake activities, a timeline for distributing and completing mail applications including which at risk categories will receive an application, and a process for following up with clients who submit incomplete applications during those intake activities. (5 points)

F. DISTRIBUTION OF REGULAR AND CRISIS ASSISTANCE (TOTAL: 15 POINTS)

The eligible entity is responsible for coordinating an appointment schedule that will ensure that appointments, walk-in requests, and crisis clients receive assistance in a timely fashion. Walk-in requests come from clients that request immediate assistance at the agency without a scheduled appointment. Some households may request assistance due to an energy emergency, or energy crisis. Indiana defines a “crisis” as: service that is scheduled for disconnection, service that is disconnected, or a bulk fuel tank that is out of fuel. According to LIHEAP Statute 2604 (c)(1) and (2), eligible entities must mitigate a crisis situation no later than forty-eight (48) hours after the household applies (no later than eighteen (18) hours for a life threatening situation) and provide some form of assistance that will resolve the energy crisis. Respondent must detail its appointment scheduling process/plan. The plan must detail the estimated number of regular appointments per day and the number of available slots per day for crisis and walk-in requests. The plan must also ensure that energy crises are mitigated according to the guidelines set forth in the LIHEAP Statute.

This plan should include a customer service component for answering incoming calls to set up appointments, providing follow up with clients that have submitted incomplete applications, and responding, and answering voicemails within 24-48 hours.

G. CAPACITY TO COORDINATE WITH LOCAL COMMUNITY RESOURCES (TOTAL: 25 POINTS)

According to LIHEAP Statute 2605 (b)(4), Respondent must demonstrate the capacity to coordinate service delivery with other local community resources. Respondent must demonstrate the capacity to coordinate the following activities with local community resources:

- Identify central and satellite intake sites, (2 points)
- efficient and responsive customer service including posting information on the entity’s website, providing a phone service that answers and responds to incoming calls and voicemails, timely mail processing, and electronic mail response (6 points)
- county wide outreach and energy education activities (6 points)
- coordinate with local utility vendors and provide utility funded assistance (3 points)
- coordinate with EAP services with local service providers in Boone, Hamilton, Hancock, Hendricks, Johnson, and Morgan counties (3 points)

Respondent may consider including a map or geographic presentation of service delivery with services providers throughout the county.

The Respondent must also include letters or memoranda of understandings from all community based organizations that are planning to assist/collaborate with Respondent in administering the EAP program. (5 points)

H. FISCAL ACCOUNTING AND REPORTING (TOTAL: 15 POINTS)

According to LIHEAP Statute 2605 (b)(7), the eligible entity will be responsible for ensuring that:

- participating households are notified about the amount to be paid on their behalf;
- home energy suppliers will charge the eligible household through the normal billing process;

Fiscal accounting and reporting is coordinated through the EAP Transmittal Payment process. The Respondent must describe:

- how eligible households will be notified approval or denial of benefits; (2 point)
- how the benefits will be remitted to the home energy suppliers; (1 point)
- how the home energy supplier and Respondent will approve the requests for payment of the benefits; and (1 point)
- how the requests for payments will be remitted to IHCDA. (1 point)

In this section, the Respondent must describe all parties and performance standards that will be implemented to ensure timely remission of payment to eligible households. The vendor payment process is outlined in Section 600 of the EAP Program Operations Manual (located in Appendix A).

Respondent must demonstrate the ability to maintain fiscal records and coordinate financial accounting for transactions outside of the vendor payment process. These transactions include, but not limited to, the monthly submission of administrative claims, capacity to accurately estimate the amount of carryover funds, capacity to accurately allocate costs in cost allocation plans, follow procurement procedures, and ability document time spent on family development and energy education reporting. (10 points)

I. INTERNAL CONTROLS FOR PROGRAM INTEGRITY (TOTAL: 15 POINTS)

Respondent must outline its integrity plan for LIHEAP or set of internal controls it will use to protect the funds from fraud, waste, and abuse during the client eligibility process. Respondent's program integrity plan must at a minimum include the following:

- the verification of social security numbers for household applicants;
- verification of zero income claimants;
- verification of utility bills in a household member's name;
- verification of household income; and
- verification of at-risk status (elderly or disabled)

(Total 10 points)

According to Section 700 of the EAP Program Operations Manual, if Respondent is selected through this process, it will be required to monitor at least thirty percent (30%) of its client eligibility files within forty-five (45) days of approval. Respondent must provide an internal monitoring plan. The plan should describe the following: (1) the Respondent's staff members that are responsible for completing the internal monitoring process; (2) a summary of the Respondent's procedures for conducting internal monitoring; (3) Respondent's tentative schedule for conducting internal monitoring before the end of the program year (September 30) and meets the aforementioned performance standards; and (4) a process for notifying clients if a portion or all of their benefits have been revoked. (total 5 points)

Indiana outlines the overall process for internal controls in the Indiana Program Integrity Assessment that is submitted to HHS annually for approval (located in Appendix B). Section 700 of the EAP Program Operations Manual details how each eligible entity must implement those internal controls at the agency level. Once the Respondent has been selected, it must have systems in place and be willing to participate in the state's annual monitoring visit, which requires state officials to monitor up to five percent (5%) of the Respondent's client files for eligibility, assess its fiscal tracking system, test the internal controls, and conduct claims testing.

J. PRESENTATION OF COORDINATED SERVICE DELIVERY STRATEGY (TOTAL: 10 POINTS)

Respondent will be required to coordinate a presentation that will outline all aforementioned requirements for completing the RFP process. The presentation must describe all of its plans in detail. The presentation must include Respondent's key staff members that will coordinate service delivery, a presentation from program partners about their contributions to the process, and Respondent's comprehensive service delivery strategy for covering all of Marion County. Respondent must have program partners and key stakeholders present during the presentation.

3. RECAP OF SCORING

- A. Credentials for Eligible Entities (2 points)
- B. Experience in Administering Large Scale Assistance Programs (10 points)
- C. Previous IHCDA Award Performance (10 points)
- D. Program Management and Staff Development (8 points)
- E. Community Outreach with At Risk Populations (15 points)
- F. Distribution of Regular and Crisis Assistance (15 points)
- G. Coordination with Local Community Resources (25 points)
- H. Fiscal Accounting and Reporting (15 points)
- I. Internal Controls for Program Integrity (15 points)
- J. Presentation of Coordinated Service Delivery Strategy (10 points)

The maximum points available in the evaluation are 125 points.

4. RESPONSIBLE RESPONDENT REQUIREMENTS

IHCDA 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 IHCDA;
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
9. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, 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 RFP, and the respondent shall be advised of the reasons for the determination.

5. RFP SUBMISSION ITEMS

Respondent must submit documentation in response to the requirements listed in each category headings, summarized below, all of these requirements are described more fully in **Section 2 of Part II** of this RFP, entitled “**Minimum Requirements/Responsive Respondent**”. Therefore, Respondent must review **Section 2 of Part II** of this RFP 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 RFP.

A. **Credentials**

- a) Documentation from the Governor indicating designation as a community action agency or documentation from the Secretary of State’s office and the IRS indicating not-for-profit status.
- b) Copies of the audited financial statements for the last three years.

B. **Experience in Administering Large Scale Assistance Programs**

- a) Describe experience in administering a large scale assistance program and summary of processes and procedures Respondent has used or will use to determine client eligibility.
- b) Describe internal controls Respondent has in place or will have in place to protect LIHEAP funds from fraud, waste, and abuse by clients.

C. **Previous IHEDA Award Performance**

- a) Documentation concerning past performance in other IHEDA programs and other federally funded programs, including copies of monitoring reports from other state or federal authorities, if Respondent has not participated in LIHEAP previously.

D. **Program Management and Staff Development**

- a) Describe all levels of program management staff.
- b) Provide hiring plan for full-time, part-time, and seasonal staff
- c) Provide staff development plan that including training timeline, technical assistance, and performance monitoring process.

E. **Community Outreach**

- a) Describe Marketing and Communications Plan to make eligible households aware of LIHEAP.

- b) Describe Outreach Strategy, including dates and locations for community intake activities, process for distributing and reviewing mail applications and determining which at risk categories will receive an application, process for following up with clients regarding incomplete applications.
- c) Application plan for at risk clients who lack transportation.

F. Distribution of Regular and Crisis Assistance

Describe process for scheduling regular appointments, walk-in requests, crisis assistance, life threatening situations, answering incoming calls and voicemails, following up with clients regarding incomplete applications, etc.

G. Capacity to Coordinate with Local Community Resources

- a) Provide list of intake sites.
- b) Provide customer service plan for web, phone, and electronic communication.
- c) Describe county wide outreach and energy education activities
- d) Describe process to coordinate with local utility vendors and provide utility funded assistance
- e) Describe process to coordinate with EAP services with local service providers in Boone, Hamilton, Hancock, Hendricks, and Johnson counties
- f) Provide letters or memoranda of understandings from any community partners that intend to assist/collaborate with Respondent.

H. Fiscal Accounting and Reporting

- a) Describe process to notify households regarding benefits.
- b) Describe process to remit benefits.
- c) Describe process for approval of benefits with utility.
- d) Describe process to remit approval to IHCDA.
- e) Describe performance standards that will be utilized/adopted.
- f) Demonstrate capacity to accurately develop cost allocation plans, track program funds, expenses, and maintain fiscal records.

I. Internal Controls for Program Integrity

Describe Respondent's program integrity plan and Respondent's plan for internal monitoring of client files.

J. Presentation of Coordinated Service Delivery Strategy

Respondent must coordinate presentation and Respondent's program partners and key stakeholders must attend the presentation.

5. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Respondent's proposal must be submitted via email. All documents must be submitted in PDF only.

Taura Brown Edwards
Community Programs Manager

Indiana Housing and Community Development Authority
taedwards@ihcda.in.gov

The deadline for submission is April 17, 2014 at 5:00 PM EST.

Applications that do not contain all of the required forms/documents as listed in this RFP 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.
- B. **CONFIDENTIAL INFORMATION:** 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.
- C. **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.
- D. **CONFLICT OF INTEREST:** Respondent must disclose any existing or potential conflict of interest relative to the performance of the services resulting from this RFP, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFP, 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.
- E. **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. ADDITIONAL FEDERAL REQUIREMENTS

Respondent agrees to comply with the following federal regulations:

OMB Circular A-122;

45 CFR Part 73b – Debarment and Suspension from Eligibility for Financial Assistance;

45 CFR Part 80 - Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964;

45 CFR Part 80 and Title VI of the Civil Rights Act of 1964 - Measures to ensure that services and programs are accessible to persons with limited English proficiency;

45 CFR Part 84 - Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance;

45 CFR Part 86 – Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance;

45 CFR Part 87 – Equal Treatment for Faith-Based Organizations;

45 CFR Part 91 – Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance;

45 CFR Part 93 – New Restrictions on Lobbying;

OMB Circular A-133;

41 U.S.C. 10a-10d, the “Buy American Act;”

The Pro-Children Act of 1994 (20 U.S.C. § 6081 et seq.);

Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104);

The Federal Financial Accountability and Transparency Act 2006 (FFATA).

3. RFP TERMS AND CONDITIONS

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

- A. This RFP 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 RFP, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.
- D. IHCDA reserves the right to reject any or all companies, to waive any informality in the RFP process, or to terminate the RFP 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 RFP.
- 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. A copy of IHCDA's 2014 Contract Boilerplate is attached as Appendix C to this RFP. By submitting a response to this RFP, respondent acknowledges the acceptance of IHCDA's Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.

<<TYPE SERVICE>>

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 RFP and agree to abide by the terms and conditions contained herein.

I _____ am the _____ of

the (type name of signatory authority) 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: _____

PART 4

APPENDICES