REQUEST FOR PROPOSALS

for

TRAINING

FUNDED BY THE COMMUNITY SERVICES BLOCK GRANT

ISSUE DATE: December 16, 2016

Indiana Housing and Community Development Authority
Attn: Community Programs - CSBG
Brian Carman
30 South Meridian Street
Suite 1000
Indianapolis, IN 46204
ISSUE DATE: December 16, 2016

DUE DATE: January 23, 2017 by 5:00 pm/EST
TABLE OF CONTENTS

PART 1  SCOPE OF THIS REQUEST

1. PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

3. SCOPE OF SERVICES

4. RFP TIMELINE

PART 2  RFP PROCESS

1. SELECTION PROCESS

2. QUALIFICATIONS EVALUATION CRITERIA

3. RESPONSIBLE RESPONDENT REQUIREMENTS

4. RFP SUBMISSION ITEMS

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

PART 3  TERMS AND CONDITIONS

1. STATE POLICIES

2. FEDERAL REQUIREMENTS

3. RFP TERMS AND CONDITIONS

4. CERTIFICATION OF RESPONDENT
PART 1 SCOPE OF THIS REQUEST

1. PURPOSE OF THIS REQUEST FOR PROPOSALS (“RFP”)
The Indiana Housing and Community Development Authority (IHCDA) is requesting proposals from one or more organizations to plan, coordinate, and deliver training services to community action agencies, which are mostly not-for-profits with a special designation from the Governor of the State of Indiana and are involved in providing social services. Training services should promote knowledge, service delivery, innovation for staff, leadership development, and strengthen the overall capacity of Community Action Agencies. Eligible respondents include for-profit and not-for-profit corporations in good standing with IHCDA, the state of Indiana, and the federal government.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA’s mission is to provide housing opportunities, promote self-sufficiency, and strengthen communities.

IHCDA’s programs are successful in large part because of the growing network of established partnerships with local, state, and federal governments, for-profit businesses, and not-for-profit organizations. IHCDA’s for-profit partners include investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. IHCDA’s not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers.

CSBG Overview
IHCDA receives Community Services Block Grant (CSBG) funds from the U.S. Department of Health and Human Services. These funds are allocated to the state’s 22 community action agencies (referred to as the Network) to eliminate the causes of poverty in Indiana by providing employment, education, child care, health care support and assistance, and leveraging relationships within the communities they serve.

IHCDA will enter into professional services contracts with the respondent(s) that are selected to conduct training to for the Network. The contract term would start in February 1, 2017 and end on December 31, 2017. The contract may be renewed 4 times if approved by IHCDA’s contract committee. Services funded with CSBG will not be paid in advance but paid in arrears after services have been provided.

3. SCOPE OF WORK
The Respondent is expected to demonstrate its capacity to assess training needs of the Network, develop a training plan, deliver training, and evaluate training its techniques so that the Network gains understanding, increases knowledge, and adjusts its approaches, if necessary.

The Respondent’s proposal must include responses to each section listed below.

A. Training Plan
Respondent is encouraged to provide proposals for each of the following training components below, however, the Respondent may choose to provide proposals only to specific training components in which it contains expertise.

The training plan should include the proposed date (at least month and year) of the training or trainings, number of estimated participants, training format, desired outcomes of the training, location of the training, number of days that the training will be held.
Training Categories

1) **Leadership** enhances the competence of current senior leadership as well as promotes the development of future leaders. The Respondent should describe its previous experience providing training on this topic in the past and its plan for providing training pursuant to this RFP, if selected.

*Required Topics: Program Evaluation, Board Recruitment and Training (Roundtable Format)*

The Respondent may also consider including some of the following topics in its Leadership training plan: staff supervision, management, and performance evaluation; leadership fiscal responsibilities; building relationships with community stakeholders; risk assessment and mitigation; and other relevant topics necessary to lead programs and staff.

2) **Federal Compliance** is a critical piece of training for any organization that receives federal funding as grantees or sub-grantees. The Respondent should describe its experience providing this training in the past and its plan for providing training pursuant to this RFP, if selected.

*Required Topics: Tripartite Compliance; ROMA Next Generation*

The Respondent may also consider including some of the following topics in its Federal Compliance training plan: monitoring and compliance; legislative and regulatory interpretation and compliance, Network achievement of Organizational Standards.

3) **Organizational Capacity** is intended to improve the efficiency of operations and the quality of program performance. The Respondent should describe its experience providing training on this topic in the past and its plan for providing training pursuant to this RFP, if selected.

*Required Topics: Best Practices in Non-Profit Technology*

The Respondent may also consider including some of the following topics in its Organizational Capacity training plan: planning and program design; staff fiscal responsibilities; grant management; procurement and contracting; poverty issues; case management; developing, writing, and tracking measurable goals; marketing and use of social media; roundtable discussions; succession planning and documentation of institutional knowledge; emerging trends in non-profit and social services best practices and other topics applicable to the participants.

4) **Professional Certification Programs** provide attendees with opportunities to participate in regional or national certification programs. The Respondent should describe its experience providing training on this topic in the past and its plan for providing training pursuant to this RFP, if selected.

While there are no required topics for this section, the Respondent should consider the following topics: Results Oriented Management and Accountability (ROMA), ROMA Train the Trainer Programs, Certified Community Action Professional, and National Community Action Partnership’s Standards of Excellence.

5) **Diversifying Revenue, Fund Development, and Fund Research** is intended to provide participants with sessions that focus on generating private sources of revenue to support their operational and community-based needs that are outside of the parameters of public and federal
funding. The Respondent should describe its experience providing training on this topic in the past and its plan for providing training pursuant to this RFP, if selected.

Required Topics: Revenue Generation; Grant-Writing; Revenue Diversification

The Respondent may also consider including some of the following topics in their Diversifying Revenue, Fund Development, and Fund research plan: conducting fund research, creating a fund development plan, strategic financial management and donor cultivation and relationship building.

6) **Financial Reporting and Nonprofit Finance** is designed to increase the agencies’ efficiency and accuracy is budgeting, financial reporting, closeouts, and grants management. The Respondent should describe its experience providing training on this topic in the past and its plan for providing training pursuant to this RFP, if selected.

Required Topics: Office of Management and Budget Circulars Compliance, Financial Management Tools (Ex. Dashboard)

The Respondent may also consider including some of the following topics in its Financial Reporting and Nonprofit Finance training plan: cost allocation, grants management, and procurement and contracting.

### B. Delivery

The Respondent’s proposal should describe how the organization plans to market the trainings, coordinate registration, and track attendance. To conduct training under this contract, once a designated training plan has been agreed upon, registration for a class must equal at least 75 percent of the estimated attendance listed in the training plan within three weeks of the scheduled class. If registration of 75 percent is not confirmed, the organization should notify IHCDA and seek approval to repurpose funds that had been reserved for the cancelled class.

The delivery plan should include a description of the following elements for each of the training components responded to:

1) **Marketing and Promotion**- The Respondent should describe how training will be promoted to participants.
2) **Use of Innovative Approaches**- The Respondent should describe how adult learning best practices and innovative techniques will be utilized for optimal learning transfer.
3) **Registration**- The Respondent should describe the registration process. The description should include who will coordinate the registration process, how technology will be used, and how long the registration period will be open for each training. The description should also include a process for late registrations and cancellations.
4) **Attendance**- The Respondent should describe how the organization will handle late arrivals, early departures for certification programs, and participants that fail to show for training.
5) **Cancellation**- The Respondent should provide a narrative about how training cancellations and postponements will be handled.
6) **Follow Up**- The Respondent shall be responsible for following up with attendees and ensuring that all relevant trainings are implemented when appropriate.

### C. Evaluation

The Respondent’s proposal should incorporate evaluation and feedback mechanisms to ensure that the training efforts are on track. The Respondent should describe the evaluation plan from the perspective of the participant, the instructor, and the organization. The proposal should include a narrative of how the evaluation results will be incorporated into the program design. In the plan, the Respondent should consider...
evaluating the training results, particularly how the trainings are being utilized in the field and what follow up has been done to ensure implementation. If selected, the Respondent will be required to submit quarterly reports and an end of year report to IHCDA.

D. Contractor Qualifications
This section is designed to allow the Respondent to illustrate its capacity to complete the project successfully and in compliance with federal requirements.

The Respondent should provide:

1) **Summary of Organizational Qualifications** Please include a brief summary of organizational experience and expertise in training with the non-profit agencies. Also include the items listed below:
   a. A copy of your business’ State of Indiana Certificate of Existence from the Secretary of State.
   b. Copies of pertinent organizational certifications, designations, licensures.
   c. Minority-owned Business Enterprise/Women-owned Business Enterprise (MBE/WBE) designations, if any
   d. Location of the trainings
   e. How technology is or will be incorporated into the Respondent’s assessment, training, delivery, and evaluation.

2) **Summary of Current Projects** - A brief description of each of the most recent projects to support organizational qualifications.

3) **Principal Staff** - A summary of the qualifications of each of the organization’s executive management team.

4) **Designated Project Staff** - Names, titles, responsibilities, and resumes of staff responsible to complete this project. Identify the primary point of contact for this proposal.

5) **Experience**: Summarize relevant experience including approximate class sizes subjects and type of recipients of training (i.e., government, not-for profit, for profit, beneficiaries).

4. **RFP TIMELINE**
   - December 16, 2017    RFP issued.
   - January 23, 2017     Proposals are due.
   - January 30, 2017     Review of proposals completed.
   - February 3, 2017     Final selection(s) made
PART 2  RFP PROCESS

1. SELECTION PROCESS

Evaluation of all qualifications will be completed by IHCDA. Respondent must also be responsive and responsible as described in Section 2, and 4 of Part 2 of this RFP. Selection of a respondent is at the sole discretion of IHCDA. Evaluation of all proposals will be conducted by IHCDA. Based on the evaluation criteria, a short list of the highest ranked proposals may be selected and separate negotiations may be conducted with each respondent to discuss its proposal. At the conclusion of these negotiations, IHCDA will establish a deadline for final offers from each of the respondents selected for negotiation. Final selection will be at the discretion of IHCDA. IHCDA will not return proposals to bidders or publish proposal scoring. Incomplete proposals or proposals that do not follow the submission guidelines will not be considered for selection.

2. QUALIFICATIONS EVALUATION CRITERIA

The following criteria will be IHCDA’s primary considerations in the selection of the respondent(s):

1. Compliance with requirements of this RFP.
2. An assessment of the Respondent’s ability to deliver the trainings in accordance with the specifications set out in the RFP.
3. Relevant Experience of the Respondent
4. Past experience with IHCDA.
5. Demonstrated understanding of the subject matter described in this RFP and proposed strategy for management.
6. Competitive fee, **all costs (travel, time, supplies etc.) associated with trainings must be incorporated into the Respondent’s fee (Respondent will not receive separate payments for its administrative costs associated with providing these services)**. This RFP anticipates that the contract awarded pursuant to this RFP would potentially remain in effect through December 2017. Contract may eligible for up to four renewals.

3. 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 is an entity described in IC Title 23, is properly registered, and owes 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 RFP, and the respondent shall be advised of the reasons for the determination.

4. RFP SUBMISSION ITEMS

The Respondent must submit documentation in response to the requirements listed in each category summarized below. The Respondent must also submit the Certification of Company located at the end of this RFP. Sections A and B should not exceed a combined page limit of 30 pages, 11 point font, single spacing.

A. Cover Letter;
B. The Respondent must also submit documentation in response to the requirements listed in each category heading summarized below. All of these requirements are described more fully in Section 3 of Part 1 of this RFP;
   A. Training Narrative
   B. Delivery Plan
   C. Evaluation
   D. Contractor Qualifications
C. Fee Schedule: A one-year fee schedule for all costs associated with this project: from February 1, 2017 to December 31, 2017. The fee schedule should include the cost to perform a needs assessment, if applicable, the cost per training. The template below should be used for the Fee Schedule submission. Please indicate whether fee is per session, per day, per hour, etc. Use format in table below.

<table>
<thead>
<tr>
<th>SERVICE (Name of class or type of Training being provided)</th>
<th>Frequency and Length (Length of class or training and number of estimated occurrences)</th>
<th>FEE (In a per training)</th>
<th>BUDGETED AMOUNT (Based on the total estimated number of classes sessions and the fee per session)</th>
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### BUDGET (FEE SCHEDULE)

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<tr>
<th>SERVICE (Name of class or type of Training being provided)</th>
<th>Frequency and Length (Length of class or training and number of estimated occurrences).</th>
<th>FEE (In a per training)</th>
<th>BUDGETED AMOUNT (Based on the total estimated number of classes sessions and the fee per session)</th>
</tr>
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</table>

D. Respondents may also submit supporting materials, such as an annual report, most recent financial documents demonstrating annual revenue and expenses, examples of assessment tools, training plans developed for other clients, evaluation tools, and workshop documents.

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

**SUBMISSION FORMAT**
Proposals and attachments should be uploaded and submitted via email by the above deadline as one PDF file to Brian Carman at bcarman@ihcda.in.gov, CC: laperry@ihcda.in.gov.

**PROPOSAL DUE DATE**
Proposals must be received by IHCDA no later than 12:00 pm/EST on Monday, January 23, 2017 Eastern Standard Time.

**QUESTIONS**
Any questions regarding the RFP should be submitted to Brian Carman at bcarman@ihcda.in.gov.

**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. **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.

D. **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.

E. **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.

F. **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.

G. **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. The decision of the Compliance Attorney is final.

2. FEDERAL REQUIREMENTS

Respondent agrees to comply with the following federal regulations:

a. Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

b. All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.


d. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “ Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act
provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

e. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

f. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

g. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

h. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.


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 most recent Contract Boilerplate is attached as an Exhibit 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.

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

4. 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: _________________________