REQUEST FOR PROPOSALS

for

Community Needs Assessment

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
30 South Meridian Street, Suite 1000
Indianapolis, IN 46204
http://www.in.gov/ihcda/
317-234-5825

ISSUE DATE: July 20, 2017
RESPONSE DEADLINE: August 21, 2017, 5:00 PM Eastern Time
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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 (“IHCDA”) seeks to contract with a contractor to conduct the following activities as described in more detailed in the Scope of Services section of this RFP: training and assisting each Community Action Agency in conducting a thorough and comprehensive community needs assessment of each agency’s respective service areas and compiling the baseline for census data.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

VISION
An Indiana with a sustainable quality of life for all Hoosiers in the community of their choice.

MISSION STATEMENT
To provide housing opportunities, promote self-sufficiency, and strengthen communities.

To accomplish this, IHCDA will:

- Promote place-based initiatives that will allow Hoosiers opportunities to improve their quality of life
- Create and preserve housing for Indiana's most vulnerable population
- Enhance self-sufficiency initiatives in existing programs
- Promote a value-driven culture of continuous improvement

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.

3. SCOPE OF SERVICES

IHCDA receives Community Services Block Grant (“CSBG”) funding from the U.S. Department of Health and Human Services for the State of Indiana. These funds are allocated to the State’s 22 Community Action Agencies (“CAAs”) 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. The Community Opportunities, Accountability and Training, and Educational Services Act of 1998 and subsequent Information Memorandum 49 requires that all States receiving CSBG funding to conduct a Community Needs Assessments for all communities served by the block grant. These assessments should take into account the breadth of community needs as well as the partners and resources available in a community to meet these needs. Regular assessment of needs and resources at the community level is the foundation of a Community Action Agency and a vital management and leadership tool.

In 2017, each CAA will be required to complete a Community Needs Assessment of its respective service areas (3-6 counties per agency). The scope of services to be performed by Respondent is
delivering training to Indiana’s CAA network that will ultimately allow for each individual CAA to conduct a thorough and comprehensive Community Needs Assessment of its respective service areas. IHCDA will enter into a professional services contract with the respondent(s) that are selected to conduct training for the CAA network. The contract term would begin September 1, 2017 and end on July 31, 2018. Services funded with CSBG will not be paid in advance but paid in arrears after services have been provided. Respondents should provide proposals on methodologies, activities, objectives that will be used to train the CAA network on the criteria outlined below.

If selected pursuant to this RFP, the Respondent will be responsible for the following activities, in accordance with IHCDA’s procedures:

**Activity 1:** Perform a population statistics and poverty analysis by obtaining and compiling the relevant population data, *as outlined in Part 2 Section 5 of this RFP*, for each of the 22 CAA’s service areas. Respondent will then conduct training(s) on the resources *currently available to the CAAs* in which they can learn how to obtain this relevant population data for the applicable service areas and how to conduct a needs assessments for their service areas in the future.

**Activity 2:** Respondent will conduct community surveys in each one of the CAA service areas. These surveys should be designed to collect appropriate and relevant feedback from community members on the needs of the community. Respondent will also conduct training(s) to the CAAs on methodologies and processes for conducting community surveys, focus groups, and interviews and/or other mechanisms to collect primary data that can be utilized to obtain data and information relevant to their applicable service areas. These trainings must include information on questionnaire structure, sample design, survey retention, and other information relevant to obtaining community feedback. Respondent should also detail its plan and availability for future coaching to CAAs in regards to compiling relevant data throughout the contract period.

**Activity 3:** Compile the relevant data and information obtained through the population statistics/poverty analysis and community surveys into a Community Needs Assessment for each of the CAA’s service areas as well as one aggregate report for the entire State of Indiana. Respondent will also train the CAAs on how that information can be applied to the CAA’s offering of community services. Respondent should also detail its plan and availability for future coaching to the CAAs on the application of their Community Need Assessment. The final Community Needs Assessment conducted by the selected respondent will be sent to IHCDA for approval to release in Word document form.

Please refer to **Part 2: SECTION 5. RFP SUBMISSION ITEMS** for specific instructions on the submission requirements regarding these activities.

4. **RFP TIMELINE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 20, 2017</td>
<td>RFP released to the general public.</td>
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<tr>
<td>August 21, 2017</td>
<td>Responses to RFP due to IHCDA</td>
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<tr>
<td>August 21-25, 2017</td>
<td>RFP Committee Review</td>
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<tr>
<td>August 24, 2017</td>
<td>Tentative selection is taken to the Board for approval.</td>
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<tr>
<td>August 28, 2017</td>
<td>Announcement Date of Selected Respondent</td>
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PART 2  RFP PROCESS

1. SELECTION PROCESS

Evaluation of all qualifications will be completed by IHCDA. Respondent must also responsible as described in Section 3 of Part 2 of this RFP. Selection of a respondent is at the sole discretion of IHCDA.

2. QUALIFICATIONS EVALUATION CRITERIA

The following will be IHCDA’s primary consideration in the selection process:

1. Compliance with requirements of this RFP.
2. An assessment of the Respondent’s ability to deliver the indicated service in accordance with the specifications set out in the RFP.
3. Experience of the Respondent with low-income assistance services, non-profit training, and community needs assessments.
4. Past experience with IHCDA.
5. Demonstrated understanding of the activities described in Section 3 of Part 1 of this RFP and proposed strategy for management.
6. Competitive fee, all costs (travel, time, supplies etc.) must be rolled into and reflected in the Consultant’s fee.

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
Respondent must submit documentation in response to the requirements listed in each category heading summarized below. The Respondent must also submit the Qualifications Coversheet and the Certification of Company located at the end of this RFP.

1. **Summary of Organizational Qualifications** - A brief summary of organizational experience and expertise in training with the non-profit agencies and conducting community needs assessments.

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

3. **Activity Proposals** - Narrative responses and supporting documentation regarding the following categories:

   A. **Population Statistics and Poverty Analysis**
   Respondent should detail a proposal for which it will obtain and compile population statistics and poverty analysis into a Community Needs Assessment format for each of the 22 CAA’s service areas. The Respondent must also describe the methodology and resources (maps, census data, research studies, etc.) which it will use to train the CAAs on how to obtain relevant population statistics and perform poverty analysis in their service areas. Relevant population statistics and poverty analysis should include total population, population growth, population in poverty, population in poverty by demographics (age, sexual orientation, race, income, etc.), household size, self-sufficiency standard, education, employment, housing, child care, child support, health insurance, transportation, and any other additional key indicators that would pertain to the CAAs service areas. The Respondent should also detail how the CAAs can use and apply these statistics assist in improving the services that they provide.

   B. **Community Surveys**
   Respondent should demonstrate its ability and methodologies that will be used to conduct community surveys as well as train the CAAs on conducting community surveys, focus groups, and interviews that will be used to identify additional community data, statistics and information. Responses should include experience with conducting both quantitative and qualitative surveys of community needs, instruments used to collect survey information, data interpretation and application, and other best practices in survey data collection.

   C. **Compilation and Application of Community Needs Assessment**
   Respondent should demonstrate its ability to compile and apply the data and information received from the activities carried out in Sections A-C referenced above into individual Community Needs Assessments for the CAAs. The Respondent should also demonstrate its ability to train agencies on developing solutions to the needs identified in the service area, including overcoming barriers to providing those solutions. The Respondent should also describe the types of training it will offer to the CAAs on presenting the needs assessment to their tripartite/advisory board for approval.

   D. **Structure and Delivery of Trainings**
   In this section, the Respondent should describe the trainings and the format of the trainings that it plans to perform for the CAAs. This may include one-day group workshops, individual trainings, or whatever the Respondent deems necessary to complete the objectives stated in this RFP. Included in this section should be a breakdown of the proposed fee schedule as outlined below. The Respondent should also describe in detail its plan and availability for future coaching to CAAs in regards to compiling relevant data throughout the contract period.
<table>
<thead>
<tr>
<th>SERVICE (Name of class or type of Training being provided)</th>
<th>Frequency and Length (Length of workshop 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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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 to bcarman@ihcda.in.gov CC: SSJohn@ihcda.IN.gov with the subject line “2017 Community Needs Assessment Proposal”.

The deadline for submission is August 21, 2017 at 5:00 PM Eastern Time.

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. Respondent will be required to attend online ethics training conducted by the State of Indiana.

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. 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, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). 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 5, “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.
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:
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: _________________________