



REQUEST FOR QUALIFICATIONS

for the

Indiana Housing First Program

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

30 South Meridian Street, Suite 1000

Indianapolis, IN 46204

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

317-232-7777

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RESPONSE DEADLINE: February 26, 2018, 5:00 PM Eastern Time

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PART 1

SCOPE OF THIS REQUEST

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

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

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

VISION

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

MISSION

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

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

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

3. BACKGROUND

IHCDA administers the Indiana Housing First Program (“the Program”), established in 2017 to provide rental assistance and supportive services to individuals and families with a serious, persistent mental illness, a chronic chemical addiction, or a serious and persistent mental illness with a co-occurring chronic chemical addiction, who are also facing a housing crisis, exiting a residential treatment program, or could exit a residential treatment program with access to affordable housing and supportive services. Program regulations may be found in [Indiana Code 5-20-9](#). Pursuant to [Indiana Code 5-20-9](#), IHCDA has established policies and procedures for the Program.

4. SCOPE OF SERVICES

The purpose of the Program is to provide housing and supportive services for individuals and families experiencing housing crises who have severe mental illnesses and/or chronic chemical addictions. The Program accomplishes this by awarding funds in the form of a grant to eligible respondents in an amount up to but not to exceed \$300,000 to be used by respondents selected pursuant to this RFQ to provide rental assistance and supportive services for eligible persons. Respondents selected pursuant to this RFQ must use the Housing First and Critical Time Intervention methodology to ensure long-term stability and self-sufficiency while providing a person-centered approach to service delivery. A full list of Program policies and procedures can be found in the [Housing First Program Application Process & Compliance Requirements](#).

As described in the policies and procedures, IHCDA will award grants in an amount up to but not to exceed \$300,000 to respondents selected pursuant to this RFQ for the following eligible costs:

- Rent payments and other housing costs, which must constitute **at least 70%** of the overall grant amount
 - Monthly rental payments and first and last months' rent if required by owner.
 - Security deposits of up to the value of two months of rent.
 - Up to three months of rental arrears and associated late fees may be paid if this payment is necessary for the household to obtain or maintain permanent housing. If the arrears are paid, the amount of the arrearage must be taken into account when determining the total number of months of rental assistance that the household is eligible to receive.
 - Utilities which are included in the rent.
 - Up to three months of utility arrears, if necessary for the household to obtain or maintain utilities in a unit for which they are receiving rental assistance. If the arrears are paid, the amount of the arrearage must be taken into account when determining the total number of months of rental assistance that the household is eligible to receive.
 - Utility deposits for households receiving rental assistance.
 - Application fees or background checks required by the property owner to obtain housing.
 - One-time moving fees.

- Supportive Services, which may not exceed 20% of the overall grant amount.
 - Employment assistance and job training.
 - Substance abuse and addiction treatment.
 - Educational assistance.
 - Life skills assistance.
 - Treatment for, and the management of, mental and physical health problems.
 - Developing individualized housing and service plans.
 - Transportation assistance.
 - Assessment of service needs.
 - Legal services.
 - Child care assistance.
 - Provide housing stability case management services.
 - Developing plans, making referrals, or connecting to the types of services listed above.

- Administrative Costs, which may not exceed 10% of the overall grant amount.
 - Processing claims.
 - Supervision of program staff.
 - Reporting, including HMIS costs (see section 8.1 of the program policy).
 - Conducting Housing Quality Standards (HQS) assessment.
 - Housing search.
 - Mediation with property owners and/or landlords.
 - Determining participant eligibility.

Selected respondents will be receive additional information on how to submit claims for reimbursement, conduct Housing Quality Standards inspections, and reporting requirements for the program.

5. RFQ TENTATIVE TIMELINE

January 29, 2018 RFQ released to the general public

February 7, 2018 Informational webinar @ 2:00 p.m. Eastern Time

February 26, 2018	Responses due to IHCDCA by 5:00 p.m. Eastern Time
March 22, 2018	Announcement of selected Respondents' teams at IHCDCA Board of Directors Meeting
Ongoing	On-going meetings with selected Respondents for technical assistance. If Respondent is selected pursuant to this RFQ it will be required to have an initial one-on-one meeting with IHCDCA staff after Board approves the award and prior to it expending any program funds.

PART 2 RFQ PROCESS

1. SELECTION PROCESS

Evaluation of all qualifications will be completed by a selection committee consisting of staff from IHCDCA. Respondent must be responsive and responsible as described in Sections 2 and 4 below. Selection is at the sole discretion of the selection committee. Award recommendations will be taken to the March 22, 2018 IHCDCA Board of Directors meeting for final approval.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

Respondent must be a nonprofit corporation recognized as tax exempt under Section 501(c)(3) of the U.S. Internal Revenue Code of 1986, as amended. If Respondent is selected, it may award a portion of its award to one or more sub-grantees to carry out eligible Program activities. Additionally, Respondent must meet the following minimum requirements to be deemed responsive to this RFQ.

Experience & Capacity

Experience pertaining to the following items, as explained in more detail in Section 3 below, will be weighed heavily in the selection process:

- Demonstrated knowledge of administering rental assistance programs, particularly programs for individuals experiencing a housing crisis
- Demonstrated knowledge of the Housing First approach, as further defined in Section 2.1 of the [program policy manual](#). Preference will be given if the Respondent has successfully operated housing first programs, including ESG, CoC, or other programs following a housing first methodology.
- Demonstrated knowledge of the Critical Time Intervention approach, as further defined in Section 2.2 of the [program policy manual](#).
- Demonstrated capacity to develop and manage complicated developments that involve multiple funding sources and regulatory complexity.
- Demonstrated experience providing appropriate supportive services. Preference given if the Respondent has experience providing supportive services to individuals with severe and persistent mental illnesses and/or chronic chemical addictions.
- Financial capacity to undertake the development.

Readiness to Proceed

Readiness, as demonstrated by the following items and as explained in more detail in Section 3 below, will be weighed heavily in the selection process:

- Identification of an appropriate partners, where necessary, to carry out aspects this program, including administering rental assistance and providing supportive services.
- History of successful collaboration between identified partners.

Commitment

The Respondent must commit to attending all future meetings and trainings, if selected. The Respondent must enter into a Memorandum of Understanding outlining these terms, if selected. The Respondent must commit to utilizing the Housing First and Critical Time Intervention models. The Respondents must have its tenant selection plans approved by IHCD to serve those who are most vulnerable, if selected.

3. QUALIFICATIONS EVALUATION CRITERIA

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

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

1. Respondent's compliance with submission requirements of this RFQ
2. Respondent must be recognized as tax exempt under 501(c)(3) and provide proof of such status.
3. Respondent's experience (lead applicant): Please submit a narrative describing the experience of the Respondent (lead applicant). The narrative cannot exceed 5 pages and must include the following information.
 - a. Summary of experience administering rental assistance programs.
 - b. Summary of experience providing supportive services.
 - c. Summary of experience collaborating with service providers to provide onsite services to residents.
 - d. Summary of experience working on issues concerning housing crises, particularly with the housing first model and critical time intervention.
 - e. Summary of experience working on issues concerning mental health and/or addiction, particularly with the housing first model and critical time intervention.
 - f. If no experience with housing crises, mental health, or addictions, provide a summary of experience working with other vulnerable populations.
4. Experience of additional program partners (sub-grantees or other program partners): Please submit a narrative describing the experience of each additional program partner. The narrative cannot exceed 5 pages and must include the following information for each sub-grantee and/or program partner:
 - a. Summary of experience administering rental assistance programs.
 - b. Summary of experience provide supportive services.
 - c. Summary of experience collaborating with service providers to provide onsite services to residents.
 - d. Summary of experience working on issues concerning housing crises, particularly with the housing first model and critical time intervention.
 - e. Summary of experience working on issues concerning mental health and/or addiction, particularly with the housing first model and critical time intervention.
 - f. If no experience with housing crises, mental health, or addictions, provide a summary of experience working with other vulnerable populations.

5. Financial Capacity: Submit 2017 financial statements and 2018 year-to-date balance sheet, income statements, and cash flow statements for the respondent.
6. Resumes: Please identify key staff who will run the program. For each lead person, provide a current resume and a brief narrative (no more than 1 page each) describing why this person was selected for the role.
7. Readiness to Proceed: Each respondent must submit 1 narrative demonstrating readiness to proceed. The narrative cannot exceed 3 pages and must include the following information:
 - a. Summary of previous collaborations between project partners. If partners have not worked together previously, describe how the additional partners were selected and what steps the respondent has taken to ensure successful collaboration.
8. Program description: Please submit a narrative describing the overall scope of this program. Narrative cannot exceed 3 pages and must include the following information:
 - a. Geographic location to be served.
 - b. Number and structure of staff involved.
 - c. Proposed tenant selection plan.
 - d. Plan for improvement and client feedback.
 - e. Proposed program timeline, including anticipated start and end date.
9. Service Delivery: Please submit a narrative describing how supportive services will be delivered. Narrative cannot exceed 3 pages and must include the following information:
 - a. Case management ratios and staffing model.
 - b. Description of how services provided fit the population served.
 - c. Description of transportation services if they are to be provided.
 - d. Description of assistance in applying for mainstream benefits, including SSI/SSDI if it is to be provided.
 - e. Description of mental health treatment offered.
 - f. Description of substance use treatment offered.
10. Budget: Please submit a narrative (no more than 3 pages) describing a tentative budget for the project. The budget must include line items for rental assistance, supportive services, and administrative costs.
 - a. If additional sources of funding will be used to provide supportive services or rental assistance, please describe the funding source, the anticipated amount of funding from that source, and the eligible activities to be paid with the funding source.
11. Past award performance, including history of complying with federal, state and local guidelines, meeting benchmarks and quality of work performed and services provided will be considered. Any entity currently suspended or debarred by or in default with IHCDA will be disqualified.

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 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 RFQ, and the respondent shall be advised of the reasons for the determination.

5. RFQ SUBMISSION ITEMS

Respondent must 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 2 of this RFQ**, entitled “**Qualifications Evaluation Criteria**”. Therefore, Respondent must review **Section 3 of Part 2 of this RFQ** very carefully before submitting its responses. The Respondent must also submit the Qualifications Coversheet and the Certification of Company located at the end of this RFQ Document.

Checklist of Submission Requirements

- Qualifications Coversheet (required template included in this RFQ packet)
- Certification of Company (required template included in this RFQ packet)
- Verification of 501(c)(3) status
- Narrative summary of lead applicant’s experience
- Narrative summary of additional partners’ experience
- Financials for the lead applicant
- Key staff identified and roles and a resume submitted for each of these individuals
- A narrative response addressing readiness to proceed
- A narrative describing the program description
- A narrative describing service delivery
- A tentative budget

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

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

Zachary Gross
Supportive Housing Manager
Indiana Housing and Community Development Authority
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Indianapolis, IN 46204
zagross@ihcda.in.gov

The deadline for submission is February 26, 2018 at 5:00 PM Eastern Time. Applications that do not contain all of the required forms/documents as listed in this RFQ may be determined ineligible for further consideration.

PART 3

TERMS AND CONDITIONS

1. STATE POLICIES

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

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

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

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

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

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

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

2. FEDERAL REQUIREMENTS

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

- a. 24 CFR 982.401, Housing quality standards (HQS).
- b. 24 CFR 5.609 and 24 CFR 5.611(a), Income calculations.

3. RFQ TERMS AND CONDITIONS

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

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

Indiana Housing First Program RFQ

4. QUALIFICATION COVER SHEET

Name of Individual,
Firm or Business:

Address:

Phone Number:
Fax Number:
Web Site Address:

QUALIFICATION
Contact Person:

Title:
Email Address:
Phone:

Contract Signatory
Authority:

Title:

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

5. CERTIFICATION OF RESPONDENT

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

I _____ am the _____ of the (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: _____