

**REQUEST FOR PROPOSALS TO PROVIDE TECHNICAL
ASSISTANCE FOR HOME INVESTMENTS PARTNERSHIP
PROGRAM**



**SPECIAL NOTE: YOUR IMMEDIATE ATTENTION IS CALLED TO SECTION I.C.
YOU NEED TO SEND TO US AN E-MAIL ADDRESS FOR
TRANSMISSION OF NOTICES OF INQUIRIES.**

June 10, 2015

**Arkansas Development Finance Authority
900 West Capitol, Suite 310
Little Rock, AR 72201
(501) 682-5900**

**Request for Proposals (RFP)
For
Provider(s) of Technical Assistance
HOME Investment Partnerships Program**

The Arkansas Development Finance Authority (ADFA) requests submittal of proposals from consulting firms with proven experience in providing technical assistance/training seminars in all aspects of the HOME Investment Partnerships Program (HOME) and related affordable housing programs and activities. ADFA expects to select a firm for a period of approximately two (2) years, (term can be extended for additional one (1) year terms, with a maximum of 5 extensions, at the discretion of the ADFA Board), subject to successful fee negotiations (as provided by State Procurement Laws and Rules and Ark. Code Annotated §19-11-238). Any firm selected will be required to complete disclosure forms in compliance with Governor's Executive Order 98-04 and illegal immigration certification [Ark. Code §19-11-105(c)].

Background

The Arkansas Development Finance Authority (ADFA) is a multi-faceted state agency, which provides financing for housing, economic development and agriculture for public entities, nonprofit organizations and for profit developers. The agency is a self-sufficient agency that does not receive general funds from the state legislature. Through its Housing Division, ADFA administers the Single and Multi-family Mortgage Revenue Bond (MRB) Program, the Low-Income Housing Tax Credit (LIHTC) Program and the HOME Investment Partnerships Program (HOME), which provide financing to increase the supply of affordable housing for low to moderate income persons throughout the state.

Since the inception of ADFA's HOME Investment Partnerships Program (HOME) in 1992, the State of Arkansas has received over \$258.5 million in HOME funds from the U.S. Department of Housing and Urban Development (HUD). On an annual basis the State receives approximately \$6.5 million in HOME funds and receives approximately \$2.5 million (in program income), which is utilized for single-family, multifamily, and Tenant-Based Rental Assistance (TBRA) activities.

Scope of Services

ADFA is seeking the services of a qualified consulting firm(s) to deliver training workshops to internal staff and external program participants. The primary scope of consultant work will consist of, but is not limited to the following types of training: Development of an extensive curriculum of courses and materials designed to increase the capacity of ADFA program participants in the HOME Program and overall area of affordable housing. The courses shall also include a testing instrument designed to certify individuals regarding their knowledge, understanding, and overall competency level to utilize the HOME Program. A sample of courses or similar information provided shall include the following: Building HOME or equivalent workshop; Advanced HOME or equivalent; construction management; financial management; multifamily development; single-family development; CHDO technical assistance; compliance monitoring; environmental review; lead-based paint regulations; and development of agency specific manuals and related training materials.

Submittal Requirements

General Information Regarding the Firm. Please provide the following information about your firm:

- a. A statement of qualifications relating to the respondent's experience and knowledge in the areas described in this RFP. Include a sample list of successful projects, sources of funding, and your entity's role in those projects
- b. Total number of years of experience providing the requested services
- c. A list of individuals employed by your firm, including their resumes, who will be carrying out the services requested in this RFP

- d. Client References - a list of three (3) references and their contact information where similar services were performed in the last three (3) years
- e. Fee Schedule - Please provide a copy of current fee schedule, including the total amount of compensation for provision of requested services
- f. An example in printed format of a manual or training program recently developed for a State Participating Jurisdiction

Other Information

ADFA reserves the right to accept, reject, and evaluate any and all responses, and to change the scope of this RFP. Any response submitted during this RFP process becomes the property of ADFA. ADFA will not be liable for nor pay any costs incurred by the respondent in preparation of a response to this RFP or any other costs involved, including travel and time for interviews.

Selection Criteria

Evaluation of qualifications will be performed by ADFA. The respondents may be invited for an oral interview. The RFPs will be evaluated and scored on the following minimum criteria which will be rated by the following points:

1. Qualifications.....	40
2. Experience with similar projects	30
3. References	20
4. General Accessibility and Availability	10
TOTAL Points	100

Equal Opportunity Statement

Please submit your Equal Opportunity Policy to ADFA in accordance with Arkansas Act 2157 of 2005. This act requires any firm wishing to respond to an RFP or statement of qualifications to provide ADFA with your Equal Opportunity Policy.

Acceptance

Submission of proposals, in response to this RFP, constitutes acceptance of all conditions, requirements and limitations described in this document.

Responses/Contacts

Responses must be delivered before 12:00 p.m. on June 30, 2015, via email

(rfp@adfa.arkansas.gov). Questions concerning this RFP should be directed to the following:

Arkansas Development Finance Authority
 Joe Riddle, HOME Program Manager
Joe.riddle@adfa.arkansas.gov
 501-682-5860

Or
 Patrick Patton, Vice President for Internal Audit and Information Technology
Patrick.patton@adfa.arkansas.gov
 501-682-5902

The RFP submission containing the necessary requirements and determined to be the most advantageous to ADFA will be considered. Submissions received that are incomplete and do not contain all submission requirements may be deemed unresponsive and will not be considered for selection.