



# Technical Assistance Services

## *Request for Qualifications*

TDA Consulting, Inc. (TDA) is requesting qualifications from individuals and organizations to provide technical assistance services in the areas of affordable housing, community development, economic development, homelessness, organizational development, and related topics.

### Submission Deadline

There is no deadline for submission. Applications from qualified individuals and organizations may be submitted at any time. At times, TDA will request additional information or updated information needed to prepare responses to solicitations for funding. To remain on TDA's approved list, subcontractors must submit information as requested and by the deadlines established by TDA.

### Scope of Work

TDA provides technical assistance services to federal, state, and local governments and to nonprofit organizations directly as well as under contract to the U.S. Department of Housing and Urban Development (HUD). Since 1998, TDA has been awarded over \$73 million in technical assistance funding from HUD. With this grant support, TDA provides technical assistance, in the form of training and one-on-one supportive services, to grantees under the Community Development Block Grant (CDBG) program, HOME Investment Partnership program (HOME), HOME program for Community Housing Development Organizations (CHDO), Housing Opportunities for Persons with AIDS (HOPWA), Special Needs Assistance Programs (SNAPS), Homeless Management Information Systems (HMIS), Neighborhood Stabilization Program (NSP), and the cross-programmatic Community Compass Technical Assistance and Capacity Building Program (Community Compass). Using HUD's demand-response system, TDA performs the following types of services:

- **Needs assessments** – TDA conducts assessments of the technical assistance and capacity building needs of individual entities (cities, counties, states, and nonprofits) as well as communities (urban, suburban, and rural); assessments of the capacity of boards and staff; and assessments of the adequacy of systems, policies, and procedures. In addition, we develop plans to address identified needs. Assessments consist of remote as well as onsite information collection including site visits, surveys, conference calls with key stakeholders, and other means.
- **Self-directed and group learning** –TDA delivers “off-the-shelf” and customized versions of HUD-approved trainings using a variety of delivery methods including webinars, facilitated online learning, facilitated face-to-face learning, peer-to-peer discussions and networking, small clinics, larger workshops, and conferences. Training programs range from introductory program learning to instruction on advanced and cross-cutting topics.
- **Direct technical assistance and capacity building** – Technical assistance is provided using a variety of delivery methods (such as facilitation, onsite and remote direct assistance, and peer-to-peer mentoring) focused on increasing skills, learning new approaches to work, and achieving

better performance. TDA provides assistance on an array of topics including board governance, staff roles and responsibilities, programmatic rules and requirements, developing strategic and business plans, measuring performance, developing written policies and procedures, establishing thorough financial management systems, understanding the housing development process, monitoring construction and rehabilitation, and ensuring strong and compliant written agreements, among others.

- **Developing tools and products** – Tools and other resources are developed to assist organizations in meeting program requirements. Some of these include toolkits, self-assessments, process flowcharts, sample forms, desk guides, manuals, training curricula, and resource flash drives.

In the past TDA has used consultants with expertise in the following areas; we anticipate our needs will continue in these areas and others.

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| <ul style="list-style-type: none"> <li>• Acquiring and rehabilitating foreclosed and vacant properties</li> <li>• Asset and property management</li> <li>• Board Development</li> <li>• Capacity building for homeless program Continua of Care</li> <li>• Capacity building for nonprofits</li> <li>• Change Management</li> <li>• Construction and rehabilitation management</li> <li>• Disaster Recovery Grant Reporting (DRGR) system</li> <li>• Economic development</li> <li>• Environmental review</li> <li>• Financial leveraging</li> <li>• Financial management</li> <li>• Homeless prevention</li> <li>• Housing counseling</li> <li>• Housing market analysis</li> <li>• Housing program development, finance, and operations</li> <li>• Housing rehabilitation</li> </ul> | <ul style="list-style-type: none"> <li>• Integrated Disbursement and Information System (IDIS)</li> <li>• Integrating services with housing</li> <li>• Lead-based paint remediation</li> <li>• Lease purchase</li> <li>• Mainstream resources</li> <li>• Monitoring and compliance</li> <li>• Neighborhood planning</li> <li>• Organizational Development</li> <li>• Performance measurement and reporting outcomes</li> <li>• Permanent supportive housing operations and management</li> <li>• Professional Development</li> <li>• Relocation and real property acquisition</li> <li>• Research and Analysis</li> <li>• Single family and rental housing development</li> <li>• Strategic Planning and Policy Development</li> <li>• Supportive housing development</li> <li>• Tenant-based rental assistance</li> <li>• Underwriting and financing of projects</li> </ul> |
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Qualified individuals and organizations will receive an executed Consultant Master Agreement (see attached) that will govern work completed under any HUD technical assistance grants TDA has received and/or will receive in upcoming funding competitions. Because TDA uses HUD's demand-response system to provide technical assistance, being qualified and executing the agreement does not ensure any individual or organization will receive work. HUD requests services and TDA responds with staff and subcontractors qualified to provide the services being requested based on TDA's determination concerning expertise, availability, rates, location, and other factors. Any specific work assigned to a consultant will be detailed in a Task Assignment from TDA outlining specific actions required to meet HUD's programmatic needs.

## Application Instructions

To respond to this RFQ, complete the attached application, including supporting attachments, and submit all documents electronically to [subcontracting@tdainc.org](mailto:subcontracting@tdainc.org). The certification page of the application must be signed to process the application. The following documents should accompany the application:

- Consultant Master Agreement: Complete the contact information on pages 1 and 9, initial each page, and sign the attached agreement. Successful applicants will receive a countersigned copy of agreement.
- Certificate of Insurance: Section 21 of the agreement requires TDA subcontractors to maintain certain insurance coverage. Please provide a certificate of insurance evidencing the required coverage.
- W-9: Complete and sign the IRS Form W-9.

All materials can be found on TDA's website at [www.tdainc.org](http://www.tdainc.org).

## Selection Criteria

TDA will review all applications received against the following selection criteria:

- Experience and qualifications – the extent to which each individual, and the organization as a whole, demonstrates skills and abilities in the areas of community development and technical assistance and acceptable past experience with TDA, as applicable.
- Rate reasonableness – the extent to which rates are considered reasonable compared to the individual's experience and qualifications and to market prices.
- Geographic coverage – the extent to which the consultant has broad geographic coverage and/or demonstrates a high level of experience in specific geographic areas.

## Contact Information

For additional information or assistance, contact Diana Tabor, Operations Supervisor, at (281) 881-1508 or [DTabor@tdainc.org](mailto:DTabor@tdainc.org).