

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

The Arkansas Development Finance Authority (ADFA) requests submittal of qualifications 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 three (3) months, with extensions possible, but not exceeding seven (7) years (as provided by State Procurement Laws and Rules and Ark. Code Annotated §19-11-238). Selection is subject to successful fee negotiations. 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 \$235.9 million in HOME funds from the U.S. Department of Housing and Urban Development (HUD). On an annual basis the State receives approximately \$7.7 million in HOME funds and receives approximately \$1.5 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 RFQ. Include a sample list of successful projects, sources of funding, and your entity's role in those projects.
- b. Total number of years 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 RFQ.
- 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 RFQ. Any response submitted during this RFQ 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 RFQ 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 RFQs 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 RFQ or submit a proposal or statement of qualifications to provide ADFA with your Equal Opportunity Policy.

**Acceptance**

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

**Responses/Contacts**

Responses must be delivered before 12:00 p.m. on August 30, 2012, via email ([rfp@adfa.arkansas.gov](mailto:rfp@adfa.arkansas.gov)). Questions concerning this RFQ should be directed to the following:

Arkansas Development Finance Authority  
Joe Riddle, HOME Program Manager  
[Joe.riddle@adfa.arkansas.gov](mailto:Joe.riddle@adfa.arkansas.gov)  
501-682-5860

Or  
Patrick Patton, Vice President for Internal Audit and Information Technology  
[Patrick.patton@adfa.arkansas.gov](mailto:Patrick.patton@adfa.arkansas.gov)  
501-682-5902

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