



## **Request for Proposals Consulting Services for Development of 2018 Capital Magnet Fund Grant Application**

Through this Request for Proposals (“RFP”), Texas State Affordable Housing Corporation (“TSAHC”) seeks proposals from qualified consulting firms (“firm”) to develop an application for 2018 Capital Magnet Fund (“CMF”) grant funding on behalf of TSAHC. The CMF is an initiative of the Community Development Financial Institutions (“CDFI”) Fund that provides grant funding on a competitive basis to support affordable housing and community revitalization projects for the benefit of low-income persons.

### **I. ABOUT TSAHC**

TSAHC is a 501(c)(3) nonprofit organization created at the direction of the Texas Legislature to serve as a self-sustaining, statewide affordable housing provider. TSAHC’s mission is to serve the housing needs of low-income families and other underserved populations who cannot access acceptable housing options through conventional financial channels.

To fulfill its mission, TSAHC provides a variety of affordable housing programs aimed at helping developers build high quality affordable housing, helping home buyers achieve the dream of homeownership, and helping homeowners sustain homeownership and improve their financial situation. For more information, visit [www.tsahc.org](http://www.tsahc.org).

### **II. SCOPE OF WORK**

TSAHC seeks to engage a professional consulting firm to prepare an application on its behalf for the 2018 round of the Capital Magnet Fund (“CMF”) grant program.

The selected firm will be responsible for the timely performance of the following activities, with input and support from TSAHC staff:

1. Review and summarize the criteria and procedures relative to the 2018 CMF grant competition (as such criteria and procedures may be set forth in a Notice of Funding Availability or equivalent and any other regulations, guidance, or policy documents of the CDFI Fund that describe or relate to the CMF program or the 2018 funding round (collectively, the “NOFA”).
2. Confirm TSAHC’s DUNS, Grants.gov, and Awards Management Information System (“AMIS”) (and any other applicable) registration status.
3. Prepare and submit on behalf of TSAHC any required pre-application registrations and materials required under the NOFA.
4. Attend relevant webinars, conference calls, and other presentations hosted or recommended by the CDFI Fund relative to the 2018 CMF program.
5. Evaluate TSAHC’s preliminary plan for application and assess plan in light of competition.
6. Improve TSAHC’s preliminary plan for application.
7. Draft TSAHC’s application materials and any other related or supporting documents with sufficient time for review by TSAHC staff.
8. Finalize TSAHC’s application and related materials for submission to the CDFI Fund by fact

checking, proofreading, and comparing the content of the application and materials against the requirements set forth in the NOFA.

9. Submit TSAHC's application and related materials using the methods (electronic or otherwise) identified in the NOFA.

For purposes of supporting and facilitating these activities, TSAHC will make available to the selected firm TSAHC's previous application for a CMF grant, applicable registration information, and any other information agreed upon that will support the preparation and submission of the CMF application.

### **III. ITEMS TO BE INCLUDED WITH YOUR PROPOSAL**

#### **A. General Firm Information**

1. Provide a brief description of your firm, including but not limited to the following:
  - a. Name of the principal(s) of the firm.
  - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal
  - c. Address of the firm's main office.
  - d. Number of employees of the firm.

#### **B. Experience and References**

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work. Please indicate the number of successful applications your firm has written for CMF and/or other CDFI Fund or similar program funding.
2. Indicate which principals and associates from your firm would be involved in providing services to TSAHC. Provide appropriate background information for each such person and identify his or her responsibilities.
3. Provide at least three client references.
4. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two years.
5. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with TSAHC.
6. Describe how your firm will handle actual and or potential conflicts of interest.

#### **C. Fee Structure**

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Please provide a cost proposal for providing the Scope of Work.
2. TSAHC reserves the right to pay upfront fees, retainer fees, or fees for engagement on a partial basis when TSAHC enters into an agreement for services with a firm. TSAHC will pay the remainder of those fees only in the event that CMF application is submitted.

3. Please note that per the requirements of the CMF, TSAHC may not pay any portion of the firm's fees from the CMF award should TSAHC receive a CMF award.

#### D. Miscellaneous

Discuss any topics not covered in this RFP that you would like to bring to TSAHC's attention.

#### **IV. EVALUATION AND SELECTION**

A selection committee consisting of TSAHC employees (the "Committee") will review all proposals and make a determination based on the following factors:

1. Professional capacity to undertake the Scope of Work; demonstrated track record for developing successful applications for CMF and/or other CDFI Fund or similar grant funding
2. Proposed fee structure
3. Ability to perform within time and budget constraints
4. Previous experience and performance with similar organization(s)
5. Other pertinent information submitted

By issuing this RFP, TSAHC has not committed itself to undertake the work set forth. TSAHC reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. TSAHC reserves the right to make those decisions after receipt of responses. TSAHC is not obligated to use the firm selected for future CMF applications after 2018.

Responses that do not comply with the conditions specified in this RFP may be rejected. TSAHC also may reject a response that does not include all requested information.

#### **V. INSTRUCTIONS**

Proposals must be submitted to Katie Claflin, Director of Communications & Development, via email at [kclaflin@tsahc.org](mailto:kclaflin@tsahc.org). Proposals must be concise and include all requested information.

#### **RESPONSE DEADLINE**

**August 1, 2018**

**5:00 p.m. CDT**

For additional information, please contact Katie Claflin, [kclaflin@tsahc.org](mailto:kclaflin@tsahc.org).