



# Request for Proposals: AI Adoption & Integration Services

## I. Summary

The Texas State Affordable Housing Corporation (TSAHC) is seeking a consultant for an organization-wide project to adopt and integrate the use of artificial intelligence tools into TSAHC’s work and operations. This includes transforming TSAHC’s current AI guidelines into a robust policy, creating a process to vet AI tools for security and utility, educating and training staff on AI product use and privacy and security issues, and developing a framework to analyze work functions for optimization through the use of AI tools.

## II. Timeline

TSAHC will accept responses until **5:00 PM CT on July 31, 2026**. TSAHC retains the right to extend the submission deadline and selection period depending on responses to the RFP.

## III. Communications with TSAHC

All questions and communications concerning the RFP must be submitted to Nick Lawrence, TSAHC’s designated point of contact, via email at [nlawrence@tsahc.org](mailto:nlawrence@tsahc.org).

Verbal questions will not be permitted. If the questions or requests for clarification pertain to a specific section of the RFP, the page and section number(s) must be referenced. Written responses to questions and requests for clarification will be emailed to all prospective respondents. Please supply Nick Lawrence with an email address if you wish to receive these communications during the RFP process. The written responses will be considered part of the RFP.

To protect the integrity of the RFP process, potential Respondents may not have contact with TSAHC’s staff and Members of the Board of Directors (“Board Members”) regarding issues or questions pertaining to this RFP, other than the designated point of contact described above. This contact limitation period begins when the RFP is made available and continues through the selection process. If a potential Respondent contacts a staff member or Board Member with an issue or question pertaining to the RFP, that staff member or Board Member shall not discuss the RFP and shall forward the inquiry to the designated point of contact. TSAHC reserves the right to disqualify submissions from Respondents that fail to adhere to this contact limitation policy.

## **IV. 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 enabling legislation, as amended, may be found in the Texas Government Code, Chapter 2306, Subchapter Y, Sections 2306.551 et seq. A five-member Board of Directors appointed by the Texas Governor oversees the policies and business of TSAHC.

TSAHC's mission is to facilitate, preserve, and expand affordable housing opportunities for Texans. TSAHC accomplishes this by helping developers build housing for working families and helping Texans achieve and sustain the dream of homeownership and improve their financial situation. TSAHC's programs and initiatives reflect our vision that every Texan will have a place to call home.

## **V. Minimum Requirements**

A successful partner must have expert knowledge of the AI industry and common tools, and the ability to guide TSAHC's staff through the successful launch of its AI adoption and integration efforts. Experience working with Texas government entities or quasi-governmental public corporations is required. TSAHC is a self-funded public nonprofit corporation established by the Texas Legislature, and our operating environment, including compliance obligations, public accountability standards, and relationships with state oversight bodies, demands a partner who understands this context. Proposals from firms without demonstrated experience supporting Texas government or quasi-governmental organizations will not be considered.

A successful partner must demonstrate the ability to assist TSAHC in developing a plan that provides clarity and guidance for adopting and integrating AI technology with efficiency and impact, and to articulate objectives, goals, action steps, and metrics to track ongoing progress. An effective plan will:

1. Provide a roadmap for managing the project's complexities.
2. Enable teams to create clear and realistic AI adoption workplans that support TSAHC's strategic vision and direction.

## **VII. Scope of Services**

The selected consultant will be expected to perform services that may include, but are not limited to, the following areas. Respondents are encouraged to recommend refinements or additions to the scope based on their expertise and previous experience.

### **1. AI Readiness and Maturity Assessment**

- a. Evaluate TSAHC's current state of AI readiness, including:
  - Existing technology infrastructure and systems, including data collection and reporting mechanisms. Current use (formal or informal) of AI tools across teams
  - Workforce skills, awareness, and comfort with AI technologies
- b. Identify strengths, gaps, risks, and dependencies that may affect successful AI adoption.
- c. Provide an assessment and readiness summary to inform prioritization and sequence of AI initiatives.

## **2. AI Strategy and Use Case Identification**

- a. Collaborate with stakeholders across functions to identify high-value, mission-aligned AI use cases, including opportunities for:
  - Workflow optimization and efficiency gains
  - Knowledge management and research support
  - Data analysis and insights generation
  - Communications, borrower and partner engagement, and internal operations
- b. Assess proposed use cases based on feasibility, impact, risk, cost, and alignment with organizational values.
- c. Present prioritized AI initiatives with clear rationale and success criteria.
- d. Recommend specific AI tools for organizational implementation, as well as AI tools best suited for distinctive teams.

## **3. Implementation Roadmap**

- a. Develop a phased, actionable AI implementation roadmap, including:
  - Short, medium, and long-term initiatives
  - Key milestones, dependencies, and decision points
  - Roles and responsibilities across teams
- a. Provide guidance on integration with existing systems, tools, and workflows.

## **4. Governance, Risk, and Responsible AI Framework**

- a. Support the development or refinement of AI governance policies and guidelines, including:
- b. Responsible and ethical use principles
- c. Data privacy, security, and compliance considerations specific to Texas Senate Bill 1964 and Texas House Bill 149
- d. Transparency, accountability, and human oversight expectations
- e. Design a process for vetting, approving, and monitoring AI tools and vendors for security, legal, and operational risk.
- f. Advise on ongoing governance structures to ensure compliance with applicable Texas laws, regulations, and internal standards.

## **5. Training, Change Management, and Capacity Building**

- a. Recommend training tailored to different roles and levels within TSAHC.
- b. Develop or advise on educational materials addressing:
  - I. Practical use of AI tools
  - II. Data privacy and security responsibilities
  - III. Ethical considerations and risk awareness
- c. Support change management efforts to promote adoption, trust, and effective use of AI technologies across teams.

## **6. Measurement, Evaluation, and Continuous Improvement**

- a. Define metrics and success indicators to measure the impact and effectiveness of AI initiatives.
- b. Recommend processes for ongoing evaluation, iteration, and improvement of AI tools and practices.
- c. Provide guidance on sustaining AI capabilities beyond the initial engagement.

Any additional services that will be provided within the scope of the fee schedule proposed in the response should also be described.

## **VIII. Review and Selection**

A panel of TSAHC staff will review all responses based on scoring criteria. The review panel will make a recommendation to TSAHC's President for final selection.

### **Scoring Criteria**

- Demonstrated competence, experience, knowledge, and qualifications of the Respondent's experience implementing the Scope of Services detailed under section VII;
- Reasonableness of the proposed fees for the services to be performed; and
- Previous experience and performance with similar organizations.

TSAHC reserves the right to conduct interviews with Respondents or ask for clarification on a Respondent's submission. TSAHC reserves the right to negotiate with some, all, or none of the Respondents with respect to any term or terms of the responses or contracts. TSAHC reserves the right to negotiate all elements that comprise the Respondent's submission to ensure that the best possible consideration is afforded to all concerned.

## **IX. Additional Information**

This RFP does not commit TSAHC to select any Respondent or to pay any costs incurred by a Respondent to prepare or submit a response or otherwise participate in this RFP process.

### Conflict of Interest

Although the Respondent will be an independent contractor for TSAHC and not an employee of TSAHC, to avoid all possibility of conflicts of interest, all Respondents must certify that none of the owners, officers, or any of their families are related within the third degree of consanguinity or the second degree of affinity to any TSAHC employees or Board Members.

### Release of Submissions and Proprietary Information

If a Respondent submits proprietary information that should not be publicly disclosed, the proprietary information must be clearly identified at the time of submission. If a Respondent fails to identify proprietary information, all information in the submission will be deemed non-proprietary and will be made available upon request pursuant to the Public Information Act after the review process has been completed.

### Indemnification

All Respondents must agree to indemnify, defend, and hold harmless TSAHC, the State of Texas, its

officers, agents, and employees from any and all claims and losses accruing or resulting from the Respondent's performing professional services for TSAHC.

#### Federal, State and Local Requirements

Approved Respondents are responsible for both federal and state unemployment insurance coverage and standard workers' compensation insurance coverage. Respondents must comply with all federal and state tax laws and withholding requirements. TSAHC will not be liable to a Respondent or its employees for any unemployment or workers' compensation coverage or federal and state tax withholding requirements. Respondents shall indemnify TSAHC and pay TSAHC any costs, penalties or loss whatsoever caused by Respondent's omission or breach of this section.

#### Deficiencies

TSAHC reserves the right to waive deficiencies and informalities if, in the judgment of TSAHC, its best interest will be served.

### **X. Submission Directions**

Respondents must include these items:

- General Organization Information
  - a. Provide a brief description of your organization, including at least the following:
    - i. Name, telephone number, and email address of a representative of the organization authorized to discuss your proposal;
    - ii. Address of the organization's main office;
    - iii. Number of employees of the organization;
    - iv. Names, locations, and resumes of the primary team members, and/or other contacts who will be assigned to TSAHC. Provide appropriate resumes and/or background information for each such person and identify their responsibilities.
- Experience
  - a. Describe your organization and its capabilities, including examples of developing solutions for similar clients.
  - b. Relevant work and case studies that are most representative of the thinking and approach you would bring to this project, with particular emphasis on prior engagements with Texas government or quasi-governmental entities.
  - c. Recommended timeline.
  - d. Proposed budget, and your billing process.
- References
  - a. Provide at least three client references. Include name, address, telephone number, and email address.
- Conflict of Interest
  - a. Identify any conflict of interest that may arise as a result of business activities or ventures by your organization or employees. A conflict of interest is any direct, indirect, personal, private, commercial, or business relationship that could diminish your organization's or employee's independence of judgment and performance as a service provider to TSAHC.
  - b. Describe how your organization will handle actual and/or potential conflicts of interest.

- Material Litigation & Investigations
  - a. Identify any material litigation, administrative proceedings, or investigations in which your firm is currently involved or which may be threatened against your firm or which have been settled during the past three years.
- Include any other information that will be helpful to TSAHC in making its decision.

Respondents must submit in this manner:

- Respondents must submit responses electronically in PDF format via email.
- All responses must be signed and dated using the Certification page included below.
- Proposals that do not comply with these instructions may be rejected.
- TSAHC may also reject a proposal that does not include all requested information.

**ALL SUBMISSIONS MUST BE E-MAILED TO:**

Nick Lawrence  
Texas State Affordable Housing Corporation  
[nlawrence@tsahc.org](mailto:nlawrence@tsahc.org)

**DEADLINE TO APPLY:**  
**July 31, 2026, at 5:00 p.m. Central Time**

## CERTIFICATION

Respondents must certify, by signing below, that they have read and understand this RFP and agree to fulfill the duties and responsibilities required by TSAHC for AI Adoption & Integration Services.

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Name:

Signature:

Date:

***Note: Submit this page, signed and dated, with your completed response.***