

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS

DATE OF ISSUE: May 3, 2010

TO: Potential Providers of Services

RE: Request for Proposals for **Administration and TA Support for the Individual Development Account Program (IDA)**

I. Services Sought by Authority:

The Michigan State Housing Development Authority (MSHDA or the Authority) is seeking an individual or firm that is authorized to do business in Michigan to:

- Manage the administration and daily operation of the IDA Program.
- Raise Non-federal match for federal Assets for Independence Grant, direct service, RCO support and Administrative expenses.
- Provide IDA technical assistance to Regional Coordinating Organizations, Program Sites and MSHDA staff.
- Oversee current and develop needed financial capacity for IDA Regional Coordinating Organizations and Program Sites.
- Provide MIS IDA software training.
- Ensure that policies and procedures are being followed and ensure compliance and timely reporting with state and federal guidelines.

A detailed description of the work is described in the Scope of Work, which is attached as Exhibit A to this Request for Proposals.

II. Required Qualifications:

MSHDA has identified the following qualifications that it believes are necessary for the successful performance and completion of the services described in the Scope of Work. The prospective contractor ("Prospective Contractor") must:

- A.** Have experience providing the services described in the Scope of Work or similar services, including:
 1. Experience in administering a statewide IDA Program for a minimum of three years
 2. Experience in understanding and applying for AFIA (Federal) Matching Funds.
 3. Knowledge of IDA program policies and guidelines.
 4. Knowledge of MIS IDA Data Collection Software.
 5. Knowledge of IDA Legislation.

- 6. Experience in coordinating IDA fundraising.
- 7. Knowledge and experience in administering the IDA Tax Credit.
- B. Assign experienced personnel to perform the services or have personnel supervised by experienced staff.
- C. Have the following certifications:
 - 1. A minimum of three years experience administering a statewide IDA Program.
- D. Be a Michigan entity (limited partnership, limited liability company, for profit corporation or non-profit corporation), a firm that is authorized to do business in the State of Michigan, or a division or office of a Michigan municipality. The Prospective Contractor will be required to submit:
 - 1. A Certificate of Status issued by the Corporations and Securities Bureau of the Michigan Department of Energy, Labor & Economic Growth; and
 - 2. Evidence of 501(c)(3) status.
- E. Have an office in the State of Michigan.
- F. Have phone, internet, and e-mail access. Internet and e-mail access must be adequate enough to allow Prospective Contractor to download and upload data and files and receive files and attachments from MSHDA staff.
- G. Agree to execute a contract acceptable to the Director of Legal Affairs.

III. Submitting Proposal:

Firms wishing to submit proposals must submit one (1) original and three (3) copies of a proposal to provide the services described in Exhibit A (Scope of Work). Submitted proposals must respond to and address the questions listed in Exhibit B (Proposal Instructions and Selection Criteria).

The due date for the Authority's receipt of the proposals responding to this Request for Proposal ("RFP") is **May 21, 2010 at 4 P.M.**

MSHDA shall not be liable for any costs that a firm or individual may incur while preparing a proposal or for any costs that may incur prior to the complete execution of a contract. If MSHDA enters into a contract, MSHDA's consideration (payment) shall be limited to the term of the contract.

IV. Communications with MSHDA Staff Prior to Selection of Proposal

Any questions, raised by Providers concerning the RFP may be submitted, in writing, via mail, email or fax, using the subject line to the attention of:

Renee Ferguson
 MSHDA
 PO Box 30044
 Lansing, Michigan 48909

E-mail: Fergusonr1@michigan.gov
Fax: (517) 241-1177

To ensure a fair and impartial process, MSHDA staff will not address non-written questions concerning the RFP. Phone calls involving the RFP or related questions will not be accepted. Firms submitting bids shall not contact any MSHDA staff or Board members except **Renee Ferguson. All communications with Renee Ferguson must be received in writing by 4:00 P.M., May 14, 2010.**

MSHDA will answer appropriate questions received in a timely manner (e.g., information not covered/answered in the RFP, interpretation issues, etc.) by email to all Providers on or before **May 19, 2010.** MSHDA will hold no other question sessions or bidders conferences.

If, prior to the proposal deadline, MSHDA deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplements or revisions will be provided to all recipients of the RFP who have indicated they will submit a proposal. Proposals will then be evaluated based on the terms and conditions of the RFP, any supplements or revisions thereof, and the answers to any written questions.

V. Selection of Proposal:

MSHDA's Division of Homeownership will select the proposal based on Selection Criteria, which is set forth in Exhibit B (Proposal Instruction and Selection Criteria).

VI. Processing Required Forms & Contract Execution:

The required forms will be submitted to Civil Service for approval, **prior** to Board approval. Contracts that equal or exceed \$25,000 must be Board approved. Thereafter, a contract will be forwarded to the firm ("Selected Firm") that submitted the selected proposal with instructions to execute and return three copies. Upon receiving the executed copies, the Office of Legal Affairs will submit the executed copies to a duly authorized Authority signatory for execution on behalf of the Authority.

VII. Michigan Freedom of Information Act

Documents submitted to the Authority shall be subject to the Michigan Freedom of Information Act ("FOIA"). In the event a request for submitted documents is made to the Authority, the Authority's FOIA Coordinator will redact or withhold information and/or documents that are exempt from disclosure under FOIA. See *MCL 15.243(1)(i)*. Please note that any requests by non-MSHDA personnel to review proposals will be denied until the deadline for submission of the bids has expired. See *MCL 15.243(1)(j)*.