



## REQUEST FOR PROPOSALS

DATE OF ISSUE: March 30, 2023

TO: Potential Providers of Services

RE: **Request for Proposals (“RFP”) for Consultant services for the Tribal Nations Housing Development Assistance Program**

### Quick Reference

	Date	Time
Deadline to submit questions about this RFP:	April 14, 2023	4 PM Eastern (Detroit, MI)
Anticipated date Authority will post answers to questions:	April 21, 2023	
Proposal deadline:	April 28, 2023	4 PM Eastern (Detroit, MI)
Anticipated contract begin date:	June 1, 2023	

\*A bidder’s proposal received at 4:00:01 p.m. Eastern is late and subject to disqualification.

### I. Services Sought by Authority

The Michigan State Housing Development Authority ("Authority") is seeking an organization authorized to do business in Michigan to perform Consultant services for the Tribal Nations Housing Development Assistance Program (TNHDAP) to create and provide a resource housing toolkit to the 12 federally recognized Tribes that share geography in Michigan (Tribal Nations) and provide technical assistance to the Tribal Nations with applying for state, federal, and philanthropic resources. The consultant will be responsible for providing the necessary tools and resources to the Tribal Nations to assist them with developing affordable housing solutions for their communities.

Michigan law allows for veterans preference only; however, women-owned, minority-owned, and small businesses authorized to conduct business in the State of Michigan are encouraged to submit proposals.

It is anticipated that a one-year contract may be awarded. At its discretion, the Authority may extend this Agreement for up to 2 one-year periods.

### II. Contents of this RFP

- Overview of services sought, tasks and activities (“Scope of Work”)
- Exhibit A – Notices to Bidders
- Exhibit B – Submission & Selection
- Exhibit C – Proposal Format
- Exhibit D – Project Personnel Form

### **III. Overview**

The Authority seeks a service provider (“Bidder” or “selected contractor”) to an organization authorized to do business in Michigan to perform Consultant services for the Tribal Nations Housing Development Assistance Program (TNHDAP) to create and provide a resource housing toolkit to the 12 federally recognized Tribes that share geography in Michigan (Tribal Nations) and provide technical assistance to the Tribal Nations with applying for state, federal, and philanthropic resources. The consultant will be responsible for providing the necessary tools and resources to the Tribal Nations to assist them with developing affordable housing solutions for their communities.

In March of 2022, the Housing and Community Development Fund (HCDF) was federally funded utilizing the United States Department of the Treasury American Rescue Plan Coronavirus State and Local Fiscal Recovery Funds (ARP-SLFRF), which the Michigan Legislature appropriated to the Michigan State Housing Development Authority (MSHDA) pursuant to the Public Act 53 of 2022 (2022 PA 53). A total of \$50 million dollars was appropriated to the HCDF Program to expand access to affordable and attainable housing for populations or regions disproportionately impacted by the COVID-19 pandemic. The COVID-19 pandemic amplified existing disparities and inequities in housing, health and quality of life. These disparities exist along geographic (urban, suburban, and rural) and demographic (race, ethnicity, age, income, people with disabilities, etc.) dimensions throughout the state. The HCDF Program will support priorities within Michigan’s Statewide Housing Plan (SHP) that address the housing needs of Michigan residents. The SHP was created with input from state departments, municipalities, Tribal Nations, businesses, community stakeholders, and the public.

The HCDF Program funded with ARP-SLFRF will invest in workforce development, homeownership, housing access and stability, preventing homelessness, supportive housing and affordable housing rental development. Through stakeholder engagement, public meetings, and listening sessions, MSHDA identified the Tribal Nations Housing Development Assistance Program (TNHDAP) to create a Tribal Housing Resource Toolkit (THRT) of federal, state, and philanthropic resources, consultation with Tribes, and provide capacity to assist with resource applications. Currently, it is anticipated that resources will be equitably shared amongst the 12-federally recognized Tribes that share geographic boundaries in Michigan. Under this allocation, MSHDA is investing \$2 million for a 2-year TNHDAP grant and a competitive Request for Proposals (RFP) process. MSHDA is seeking proposals from eligible agencies to create a Tribal Housing Resource Toolkit and provide technical assistance support to the 12-federally recognized Tribes that share geography in Michigan. The selected agency will engage regularly with their peers, MSHDA program staff, Tribal representatives, and will provide technical assistance to the Tribal Nations throughout the course of the program.

The selected contractor will also advise and educate Authority representatives related to contractor services sought as outlined below.

#### **IV. Program Description**

MSHDA is seeking a consultant for the TNHDAP to create and provide a resource housing toolkit to the 12 federally recognized Tribes that share geography in Michigan (Tribal Nations) and provide technical assistance to the Tribal Nations with applying for state, federal, and philanthropic resources. The consultant will be responsible for providing the necessary tools and resources to the Tribal Nations to assist them with developing affordable housing solutions for their communities. The consultant will work closely with the Tribal Nations to identify their specific housing needs and provide guidance on the best practices for developing affordable housing solutions in Tribal communities. The consultant will be responsible for providing support and guidance throughout the entire process, from identifying funding sources to developing construction plans and managing the construction process. In addition to providing the resource housing toolkit and technical assistance, the consultant will be responsible for providing ongoing support to the Tribal Nations throughout the duration of the program.

The consultant will work closely with each of the Tribal Nations to ensure that they have the necessary resources and support to successfully develop and implement their affordable housing solutions. Following the selection of the consultant, grants will be disbursed to each of the Tribal Nations for staff to administer the resources. The remaining funds will be used to provide mini grants to the Tribal Nations for housing assistance. The TNHDAP is seeking proposals from agencies and firms with experience in affordable housing development and technical assistance. Proposals should include a detailed plan for providing the necessary resources and support to the Tribal Nations, as well as a budget for the proposed services.

The TNHDAP will provide support to the Tribal Nations that require assistance in filling out housing resource applications for development projects. The program will provide technical assistance through a team of experts who will help Tribes navigate the complex process of filling out resource applications. This support will include assistance with the following:

1. Identifying available resources and funding opportunities
2. Filling out application forms required for different types of resources
3. Conducting the necessary environmental assessments and impact studies
4. Locating feasible and sustainable development plans
5. Navigating the regulatory process and identifying potential issues

#### **V. Grant Term and Award Parameters**

The contractor selected will start work June 1, 2023 to commence at the same time of the Tribal Nations grant awards. The grant term for the Tribal Nations grant awards will be 1 year, starting June 1, 2023 through June 1, 2024. The maximum grant award is \$150,000. MSHDA anticipates awarding 12 federally recognized Tribes that share geography in Michigan and will review proposals to ensure effective geographic dispersion. MSHDA will award funds to the Tribal Nations under the TNHDAP in each of the 12 federally recognized Tribes that share geography in Michigan.

#### **IV. Funding Requirements**

The funding being used for this project is ARP-SLFRF. As a result, additional provisions apply and are included in this RFP. The information contained in this RFP supersedes the General Provisions of the Agreement, as related to all activities undertaken with ARP-SLFRF funding. Payments from the ARP-SLFRF may only be used to cover expenditures that are:

1. Responding to the public health and negative economic impacts of the pandemic (which includes several sub-categories); and/or

2. Providing premium pay to essential workers; and/or
3. Providing government services to the extent of revenue loss due to the pandemic; and/or
4. Making necessary investments in water, sewer, and broadband infrastructure

Usage of these funds must comply with the federal requirements of the Federal Fiscal Relief Fund. The purpose of this program is to assist the 12 federally recognized Tribes that share geography in Michigan with housing and housing resources assistance. The selected agency/firm will be expected to coordinate, not to supplant, funding with other partners, Agency local office, and other SLFRF funding.

SLFRF can fund expenses and services accrued during the pandemic; however, the cost incurred to address the eligible uses of ARP-SLFRF must have occurred after March 3, 2021. Funds must be obligated and expended by September 30, 2026. ARP-SLFRF is federal funding and, as such, funds from this project cannot be used to pay expenses that will be or have been reimbursed by another federal program.

Each recipient should review program requirements, including Treasury's SLFRF Final Rule, Final Rule Overview, and the Uniform Guidance to determine and record eligible uses of ARP-SLFRF funds. Per 2 CFR Part 200.303, recipients must develop and implement effective internal controls to ensure that funding decisions under the SLFRF award constitute eligible uses of funds, and document determinations.

### **Use of Funds Restrictions**

1. First, a recipient may not use ARP-SLFRF funds for a program, service, or capital expenditure that includes a term or condition that undermines efforts to stop the spread of COVID-19. A program or service that imposes conditions on participation or acceptance of the service that would undermine efforts to stop the spread of COVID-19 or discourage compliance with recommendations and guidelines in CDC guidance for stopping the spread of COVID-19 is not a permissible use of ARP-SLFRF funds.
2. Second, a recipient may not use ARP-SLFRF funds in violation of the conflict of interest requirements contained in the Award Terms and Conditions or the Office of Management and Budget's Uniform Guidance, including any self-dealing or violation of ethics rules. Recipients are required to establish policies and procedures to manage potential conflicts of interest.
3. Lastly, recipients should also be cognizant that federal, state, and local laws and regulations, outside of ARP-SLFRF program requirements, may apply. Furthermore, recipients are also required to comply with other federal, state, and local background laws, including environmental laws and federal civil rights and nondiscrimination requirements, which include prohibitions on discrimination on the basis of race, color, national origin, sex, (including sexual orientation and gender identity), religion, disability, or age, or familial status (having children under the age of 18).

### **Recordkeeping Requirements**

Each recipient must maintain records and financial documents until December 31, 2031. Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. Recipients must agree to provide or make available such records to Treasury upon request, and to any authorized oversight body, including but not limited to the Government Accountability Office ("GAO"), Treasury's Office of Inspector General ("OIG"), and the Pandemic Relief Accountability Committee ("PRAC").

## **Single Audit Requirements**

Recipients and subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements. Recipients and subrecipients may also refer to the Office of Management and Budget (OMB) Compliance Supplements for audits of federal funds and related guidance and the Federal Audit Clearinghouse to see examples and single audit submissions.

## **Civil Rights Compliance**

Civil Rights Compliance. Recipients of Federal financial assistance from the Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23. In order to carry out its enforcement responsibilities under Title VI of the Civil Rights Act, Treasury will collect and review information from recipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. Treasury's implementing regulations, 31 CFR part 22, and the Department of Justice (DOJ) regulations, Coordination of Non-discrimination in Federally Assisted Programs, 28 CFR part 42, provide for the collection of data and information from recipients (see 28 CFR 42.406). Treasury may request that recipients submit data for post-award compliance reviews, including information such as a narrative describing their Title VI compliance status.

## **Termination/Recovery of Funds**

Any funds received under this proposal and expended in a manner that does not comply with the American Rescue Plan Act (Public Law 117-2) and the regulations and guidance promulgated thereunder the Uniform Guidance (2 CFR 200), Michigan state law and regulations, and/or the terms and conditions of this award, as applicable, shall be returned to the State of Michigan. Should any grant funds that are provided by the State of Michigan under this agreement found to be based on incomplete, inaccurate, nonqualifying, or fraudulent information, in whole or in part, all grant funds provided to the recipient shall be returned to the State of Michigan. Fiscal Recovery Funds provided by the State of Michigan must adhere to the US Department of Treasury's Final Rule, and such other federal regulations and federal guidance as may be issued regarding use of funds, eligible expenditures and proper grant administration. In accordance with the Uniform Guidance (including but not limited to, sections §200.332 and §§200.339-200.343), the State of Michigan reserves the right to monitor the recipient and take such corrective action for noncompliance as it deems necessary and appropriate, including but not limited to, termination of the grant agreement and return of funds previously provided to the recipient. Any amounts subject to recovery must be repaid within 120 calendar days of receipt of any notice of recoupment.

## **Protective Personally Identifiable Information (PII) and the Privacy Act**

In accordance with the Uniform Guidance (including but not limited to, sections §200.303 and §200.338) and the Privacy Act of 1974 (5 U.S.C. § 552a), the recipient is required to take reasonable measures to safeguard protected personally identifiable information and other information the US Department of Treasury or State of Michigan designates as sensitive or the recipient considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

### **Administrative Costs**

Cost allocation plans are permitted in lieu of detailed administrative costs but must be provided at the point of proposal submission.

Additional policy guidance will be provided to awarded projects prior to project start.

### **HCDF Diversity, Equity, and Inclusion (DEI) Requirements**

#### 1. Fair Housing Training

HCDF program administrative staff and community partners will participate in one Fair Housing training approved by the MSHDA Office of Equity and Engagement within the first 60 days of working directly within an HCDF program and annually for the duration of the program. Approved trainings found on the [MSHDA Fair Housing webpage](#) include virtual and recorded trainings.

#### 2. Program Accessibility

All program documents, trainings, webinars, and services must be ADA accessible and translation services must be provided. Key program documents must (to the extent possible) be published in English, Spanish, and Arabic and any other language/dialect based on local community needs.

Technical Assistance Tools:

- US General Services Administration Section 508.gov ADA Accessible Guides and Video Trainings:
  - [Word Document](#)
  - [PowerPoint](#)
  - [Excel Worksheet](#)
  - [PDF](#)
  - [Meeting/Webinar](#)

#### 3. Affirmative Marketing

All program materials must include the Fair Housing logo, the ADA Accessible logo, and the Michigan Statewide Housing Plan Affirmative Statement: *Michigan State Housing Development Authority is committed to providing meaningful access. For accommodations, modifications, translation, interpretation, or other services, please contact (program email, phone number, mailing address).*

#### 4. DEI Impact Assessment Questions

Clarifying the Purpose and Target Audience: The HCDF funds are being used to assist marginalized groups in accessing affordable housing and services while combating housing inequities and lack of access to opportunities. Please identify the marginalized groups that will be served with these resources and inequities that will be addressed with the activities proposed in your application.

Engaging Stakeholders: It is imperative that stakeholders from diverse backgrounds (i.e., race, gender, ethnicity, disability status, geography, etc.), be informed and authentically represented in the development of this proposal. Please explain specific engagement steps taken to inform the proposal and that will be undertaken to ensure marginalized groups have access to this program.

Community Based Transparency: What provisions will be in place to ensure ongoing data collection, stakeholder participation, and public feedback?

Identify Indicators: What DEI measures are you using to determine program success (data indicators and benchmarks, anecdotal)? What type of ongoing evaluation will be used?

#### **IV. Performance Measures**

To track progress toward achieving the outcome goals of this program and assess success, MSHDA and awarded projects will monitor a set of performance indicators that may include, but are not limited to:

- Percentage of households that have received housing assistance.
- Percentage of housing developments in Tribal communities
- Racial equity analysis of outcomes.
- Analysis of outcomes based on household type (i.e. adult-only households, families, etc.)

To monitor and recognize intermediate progress toward the above performance indicators, MSHDA also intends to track output metrics that may include, but are not limited to:

- Average length of housing assistance interaction.
- Average amount of housing assistance per household served and nature of assistance provided.
- Average number of days a household is engaged in housing services (measured from first point to discontinuation of services).
- The number of Tribal Nations that share geography in Michigan being served.

Other performance measures and outputs will be established in partnership with MSHDA, awarded applicant, and Tribal Nations, as part of the TNHDAP implementation process. MSHDA expects performance measures to be refined as part of an iterative approach. In addition to the performance indicators and output metrics listed above, MSHDA encourages applicants to propose additional indicators and metrics, including those that demonstrate early success and are indicative of housing progress. All metrics should include evaluation based on race, ethnicity, gender, age, and other characteristics as appropriate to track equity in outcomes and outputs. MSHDA anticipates that performance by these metrics will vary by subpopulation served. Data generated from this program will inform future resource allocation and support replication of effective strategies and models.

## **MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY REQUEST FOR PROPOSALS**

### **EXHIBIT A**

### **NOTICE TO BIDDERS**

**I. Notifications to Bidders**

- A. Revisions to RFP.** If, prior to the proposal deadline, the Authority deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplements or revisions will be provided to all Bidders 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 to the RFP, and the answers to any written questions.
- B. Organization Authorized to Transact Business in Michigan.** The Bidder must be either a Michigan entity (limited partnership, Limited Liability Company, for-profit corporation or non-profit corporation, etc.) or, if foreign, authorized to do business in the State of Michigan.

**Proposals from Sole Proprietors Will Not be Accepted**

Questions regarding specific requirements to transact business in the State of Michigan should be referred to or otherwise contact the Michigan Department of Licensing and Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau at:

[http://www.michigan.gov/lara/0,4601,7-154-61343\\_35413---,00.html](http://www.michigan.gov/lara/0,4601,7-154-61343_35413---,00.html).

- C. Minimum Internet/Technological Capabilities.** The Bidder must have phone, internet, and e-mail access. Internet and e-mail access must be adequate to allow the Bidder to receive, download and upload data, files and attachments from Authority staff. (Current state standards are limited to a functional size of 20 MB).
- D. Limits on Liability & Indemnification.** The Bidder must review and acknowledge that the Authority will require the Bidder to satisfy the following requirements prior to the execution of a contract with the Authority. If the Bidder has objections, please provide an explanation with your proposal outlining the objection.

If awarded a contract, the Bidder agrees to:

1. Indemnify, defend and hold harmless the Authority, its Board, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:
  - a. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from (1) the services provided ("Services") or (2) performance of the Services, duties, responsibilities, actions or omissions of the Bidder or any of its subcontractors under an awarded contract.
  - b. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from a breach by the Bidder of any representation or warranty made by the Bidder in an awarded contract.



- c. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or related to occurrences that the Bidder is required to insure against as provided for in an awarded contract.
- d. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Bidder, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the Authority.
- e. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents which results from an act or omission of the Bidder or any of its subcontractors in its or their capacity as an employer of a person.
- f. any action or proceeding threatened or brought against the Authority to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Bidder or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States.

**E. Michigan Freedom of Information Act.** All documents submitted to the Authority are 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 et seq.* 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)(i)*.

**Please submit FOIA requests to the Authority as follows:**

**MSHDA FOIA Coordinator  
c/o Legal Affairs  
Email: MSHDA-FOIA@michigan.gov**

**F. Preferences.** Michigan law accommodates some bidder preferences:

**1. Michigan Based Business**

All other things being equal, the state of Michigan must give preference to products manufactured or services offered by Michigan-based firms. See MCL Section 18.1261 (<http://legislature.mi.gov/doc.aspx?mcl-18-1261>) and Section 18.1268 (<http://legislature.mi.gov/doc.aspx?mcl-18-1268>).

2. Geographically-Disadvantaged Business

All other things being equal, the state of Michigan must give preference to products manufactured or services offered by a Geographically-Disadvantaged Business Enterprise. It is the goal of the State that 3% or more of contract payments each state fiscal year will be made to certified Geographically-Disadvantaged Business Enterprises by the 2022-23 fiscal year. See Executive Directive 2019-08 ([https://www.michigan.gov/whitmer/0,9309,7387-90499\\_90704-486613--,00.html](https://www.michigan.gov/whitmer/0,9309,7387-90499_90704-486613--,00.html)).

3. Qualified Service-Disabled Veteran-Owned Businesses

It is the goal of the State to award 5% of total state expenditures for construction, goods, and services to qualified service-disabled veteran-owned businesses. The State provides a 10% pricing preference for businesses owned by qualified-disabled veterans. See MCL Section 18.1241 (<http://legislature.mi.gov/doc.aspx?mcl-18-1241>) and Section 18.1261 (<http://legislature.mi.gov/doc.aspx?mcl-18-1261>).

**G. Submissions Subsequent to Award.** As part of an awarded contract, the selected contractor will be required to review and provide and/or acknowledge additional documents including but not limited to:

- W-9 Request for Taxpayer Identification Number and Certification.
- Proof of proper insurance coverage.
- Retiree Rehire Certificate, if necessary.

**H. Insurance Coverage.** The Bidder must maintain and provide evidence, satisfactory to the Authority, of the following minimum insurance coverage:

1. General Liability Insurance for \$1,000,000 with the Authority shown as additional insured;
2. Errors and Omissions Insurance for \$1,000,000 for each occurrence and \$1,000,000 annual aggregate;
3. Worker's Compensation Insurance (if required under state law). Any citing of a policy of insurance must include a listing of the States where that policy's coverage is applicable.
4. If required by the Authority, Cyber Security Insurance for \$1,000,000.

**I. Payments to Pensioned Retirees.** 2007 PA 95, MCL 38.68c requires retirees of the State Employees Retirement System ("Pensioned Retirees") who become employed by the State either directly or indirectly through a contractual arrangement with another party on or after October 1, 2007 to forfeit their respective state pensions for the duration of their reemployment. **Accordingly, any pensioned retiree who provides or renders services pursuant to the contract for which bids will be made under this RFP shall be required to forfeit his or her pension during the term of the contract.**

Proposals must acknowledge and confirm whether pensioned retirees will render services under the contract being sought through this RFP. If the Bidder intends to use a pensioned retiree, the Bidder must submit written confirmation from the pensioned retiree that he or she agrees to forfeit his or her pension during the term of the contract, if awarded. If awarded a contract, the Bidder must submit a copy of the pensioned retiree's directions to the State of Michigan's Office of Retirement Services ("ORS") to withhold the retiree's pension payments until the end of the contract term by having the pensioned retiree complete a Retiree Rehire Certificate. A copy of the Retiree Rehire Certificate will be required to be submitted prior to executing an awarded contract.

- J. Contract Award Approvals.** Prior to executing an awarded contract, the Authority must seek and obtain Michigan Civil Service approval. The required forms will be submitted to Civil Service prior to the Authority's Board approval.

Contracts that equal or exceed \$45,000 must be approved by the Authority's Board. Thereafter, an awarded contract will be forwarded to the selected Bidder with instructions to review and sign it. Upon receiving the signed contract, the Authority's Procurement Office will submit the contract to a duly authorized signatory for final execution on behalf of the Authority. One fully executed contract will then be returned to the selected contractor.

- K. Commencement of Work.** Project work shall not commence until execution of a project contract. The selected contractor shall not proceed with performance of the project work or incurring of project costs until both parties have signed the project contract to show acceptance of its terms and conditions.

- L. Project Control.** The selected contractor will carry out this project under the direction and control of the Authority and its designated Contract Administrator.

- M. Applicable Laws.** The selected contractor will be required to comply with all Michigan and federal laws, as well as acquire any permits or permission-related documents to provide services being sought.

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**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSAL**

**EXHIBIT B**

**SUBMISSION & SELECTION**

**I. Submission of Questions**

- To ensure a fair and impartial process, the Authority's Procurement Office will *only* address on time and properly submitted questions.
- Phone calls involving the RFP or related questions will not be accepted. Firms submitting bids shall not contact any Board members or Authority staff.
- All questions and answers related to this RFP will be supplied to Bidders that submitted questions, and/or to organizations providing the Procurement Office with notification of intent to submit a proposal.

**A. Due Date.** Submit all questions regarding the RFP via email by **April 14, 2023 at 4 p.m.** Eastern Time (Detroit). Submissions received at 4:00:01 p.m. Eastern is late and subject to disqualification.

Responses to properly submitted questions will be posted on or around **April 21, 2023**. The Authority will hold no other question sessions or bidder's conferences.

**B. Delivery of Proposal.** Address questions using the subject line ***Tribal Housing Resource Toolkit RFP*** to:

**MSHDA-Procurement@michigan.gov**

*Confirmation of Delivery.* The Procurement Office will verify receipt of email and questions to the Bidder within 24 hours. If Bidder has not received verification, the Bidder should verify the email address provided above (i.e., no spaces; hyphen between "MSHDA" and "Procurement") and resubmit an email asking for verification.

**II. Submission of Proposal**

- Submitted proposals must respond to and address the tasks, activities, listed requirements and questions outlined in the Scope of Work of this RFP and its attached and incorporated exhibits.
- The Authority shall not be liable for any costs that a Bidder may incur while preparing a proposal.
- The Authority shall not be liable for any costs that a Bidder may incur prior to the complete execution of a contract.
- If the Authority enters into a contract, the Authority's consideration (payment) shall be limited to the term of the contract.

**A. Due Date.** Proposals responding to this RFP are due **April 28, 2023 at 4 p.m.** Eastern Time (Detroit). Submissions received at 4:00:01 p.m. Eastern is late and subject to disqualification.

**B. Originals and Copies.** Submit **one (1) .pdf** version of a proposal via email outlining how the Bidder will provide the activities / services described in the Scope of Work.

**C. Delivery of Proposal.** Direct all deliveries to:

**MSHDA-Procurement@michigan.gov**

*Confirmation of Delivery.* The Procurement Office will verify receipt of email and proposal to the Bidder within 24 hours. If Bidder has not received verification, the Bidder should verify the email address provided above (i.e., no spaces; hyphen between “MSHDA” and “Procurement”) and resubmit an email asking for verification.

**III. Selection of Proposal**

The selection of a proposal shall be subject to a review by the Authority’s Legal Affairs Division concerning conflicts of interest and/or participation in Authority programs by the Bidder, its officers, employees, subcontractors or independent contractors.

**A. Selection Criteria.** The Authority will select the proposal based on Selection Criteria listed below:

<p><b>Strength of Proposed Model</b></p>	<ul style="list-style-type: none"> <li>• The proposal clearly defines the model and services to be provided. Services are appropriate to addressing the needs of and achieving desired outcomes for the target population.</li> <li>• The proposed model is supported by prior experience, demonstrated expertise, and/or aligns with the best practices and skills relevant to the program.</li> <li>• The proposal demonstrates a clear understanding of the target population and their needs/challenges.</li> <li>• The proposal provides estimates of deliverables that are in alignment with the proposed model’s scope.</li> <li>• The Service Provider(s) has experience and/or expertise in delivering services in an expedient manner.</li> </ul>	<p>40 points</p>
<p><b>Performance Management and Outcomes</b></p>	<ul style="list-style-type: none"> <li>• The consultant demonstrates strong past performance against the desired goals, outcomes, and/or other notable accomplishments in providing services to the target population.</li> <li>• The consultant has the required systems and processes to track and report outcomes.</li> <li>• The consultant has experience in using data to inform/improve its services and practices.</li> </ul>	<p>20 points</p>

<b>Organization al Capacity</b>	<ul style="list-style-type: none"> <li>• Qualified staff responsible for program oversight and management.</li> <li>• Adequate systems and processes to support monitoring expenditures and fiscal controls.</li> <li>• Adequate Human Resources capacity to hire and manage staff.</li> <li>• The consultant reflects and engages the diverse people of the communities it serves.</li> </ul>	15 points
<b>DEI Self- Assessment</b>	<ul style="list-style-type: none"> <li>• The proposal sufficiently addresses each aspect of the DEI Self-Assessment: <ul style="list-style-type: none"> <li>○ Clarifying the Purpose and Target Audience</li> <li>○ Engaging Stakeholders</li> <li>○ Community Based Transparency</li> <li>○ Identifying Success Indicators</li> </ul> </li> </ul>	15 points
<b>Reasonable Costs, Budget Justification, and Leverage of Funds</b>	<ul style="list-style-type: none"> <li>• Fiscal capacity to implement the proposed model as demonstrated by an audit and/or other financial documents.</li> <li>• Indicates that they have the capacity to implement this program on a reimbursement basis, as necessary.</li> <li>• Demonstrates reasonable implementation costs and funding requests relative to its financial and human resources. The proposed budget supports the proposed scope of work.</li> </ul>	10 points
<b>TOTAL</b>		<b>100 points</b>

*Note:* The Authority will utilize all Bidder information to determine the best value for the services sought, and is not obligated to accept the lowest price proposal.

**B. Proposal Selection.** The Authority’s review may take up to four weeks after the closing date for submitting proposals. The Authority anticipates notifying the selected contractor on or about **May 1, 2023**, via e-mail and posting on the Authority’s website; however, the selection and final notice of award will be contingent on approval by the Michigan Civil Service Commission and the Authority’s Board.

**C. Cancellation of Selected Proposal.** The selection of a proposal by the Authority may be cancelled at any time prior to the complete execution of a contract. If the Authority

cancels its selection of a proposal, the Authority may repost this or a similar RFP and re-seek proposals. Reasons for canceling the selected proposal may include, but are not limited to, the following:

1. Refusal of Department of Civil Service to process required forms.
2. Refusal of duly authorized Authority signatory to execute the contract.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSAL**

**EXHIBIT C**

**PROPOSAL FORMAT**

**I. Overview**

- Proposals must be submitted in the format described in this Exhibit C as outlined below.
- There should be no attachments, enclosures or exhibits other than those considered by the Bidder to be essential to a complete understanding of the proposal.
- Each section must be clearly identified with appropriate headings and/or table of contents.
- The proposal should be clear, accurate, and complete, with sufficient detail to enable the Authority to evaluate the services and methods proposed.
- Multiple proposals from the same firm and/or agency will be rejected.

Proposals must be submitted by eligible applicants and must contain the following:

<b>Proposed Model</b>	Detailed outline of the Tribal Housing Resource Toolkit and technical assistance model, including number of Tribal Nations, referral process, and how the model will be implemented. Include any anticipated methods for data capture and outcomes tracking.
<b>Evidence of Need</b>	Description of inflow/outflow data. Reports provided via an identified database.
<b>Proof of Experience</b>	Overview of experience or if implementing a new process, experience with serving communities and households of low to moderate income. Include any experience with performance management and outcomes tracking.
<b>Target Population</b>	Description of population served by this project (Tribal communities general population, youth, families, adults, etc).
<b>Diversity, Equity, and Inclusion (DEI) Self-Assessment</b>	<p><i>Clarifying the Purpose and Target Population:</i> The HCDF funds are being used to assist marginalized groups in accessing affordable housing and services while combating housing inequities and lack of access to opportunities. Please identify the marginalized groups that will be served with these resources and inequities that will be addressed with the activities in the proposal.</p> <p><i>Engaging Stakeholders:</i> It is imperative that stakeholders from diverse backgrounds (i.e., race, gender, ethnicity, disability status, geography, etc.), be informed and authentically represented in the development of this proposal. Please explain specific engagement steps taken to inform the proposal and that will be undertaken to ensure marginalized</p>



	<p>groups have access to this program.</p> <p>Community-Based Transparency: What provisions will be in place to ensure ongoing data collection, stakeholder participation, and public feedback?</p> <p>Identifying Success Indicators: What measures will be used to determine program success (data indicators and benchmarks, anecdotal)? What type of ongoing evaluation will be used to determine if course correction is needed? How will the level of diversity, inclusivity, and quality of ongoing stakeholder engagement be assessed?</p>
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**II. Headers and Contents**

Proposals not including requested information may be viewed by the Authority as non-responsive and not considered further. Bidders are strongly encouraged to review their proposals prior to submission to ensure that all requested information is included.

**A. Company Background Information.**

1. Legal business name and address.

[Name]  
 [Street Address]  
 [City, State, Zip]  
 [Phone Number]  
 [Website address]

2. The type of entity (e.g., Michigan corporation, Michigan nonprofit corporation, Michigan limited liability company, foreign).

*Note:* Prior to contract execution, the selected contractor will be required to provide proof of authorization to conduct business in the State of Michigan.

3. Any applicable “Doing Business As” names.
4. Any branch office, or name and address of registered agent, if applicable.
5. Legal business name of any applicable parent company, and its address.
6. State your business is incorporated in.
7. Number of years in business and number of employees.

8. Has there been a recent change in the organizational structure (e.g., management team) or a change of control (merger or acquisition)?  
(Yes / No)  
If Yes, why and how has it affected your company?
9. Has your company ever been debarred, suspended, or otherwise disqualified from bidding, proposing, or contracting with any governmental entity, including the State?  
(Yes / No)  
If Yes, provide the date, governmental entity, and details surrounding the action.
10. Has your company ever been sued by the State of Michigan?  
(Yes / No)  
If Yes, provide the date, case caption, case number, and identify the court that the case was filed in.
11. Has your company ever sued the State of Michigan?  
(Yes /No)  
If Yes, provide the date, case caption, case number, and identify court that case was filed in.
12. Within the past five (5) years, has your company defaulted on a government contract, or been terminated for cause by any governmental entity, including the State?  
(Yes / No)  
If Yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.
13. Within the past five (5) years, has your company defaulted on a contract or been terminated for cause by any private entity in which similar service or products were being provided by your company?  
(Yes / No)  
If Yes, provide the date of action, contracting entity, type of contract, and details surrounding the termination or default.
14. Does your company have experience working with the State of Michigan?  
(Yes / No)  
If Yes, please provide a list (including the contract number) of the contracts you hold or have held with the State for the last 10 years.

**B. Management and Personnel.** Answer/Address the following:

1. **Authorized Signatory.** The Bidder must clearly identify the name and title of an official authorized to commit the Bidder to the terms and conditions of the proposal.
  - a. Provide any resolution(s) authorizing the designated official as an approved signatory.
  - b. Proposal must include the statement of bid commitment, see Section H below, signed by the approved signatory.
2. **Officer and Management Summary.** Identify manager(s) and/or officer(s) who will manage the contract if it is awarded:

- a. Provide current contact information including the manager/officer name, title, mailing address, email address, and phone and fax numbers.
  - b. Provide their resumes or CVs.
  - c. List their responsibilities and the specific tasks each assigned officer/manager will carry out and the anticipated time frames for each task.
3. **Personnel Summary.** Identify proposed key project personnel, including job titles, responsible for performing the activities / services described in the Scope of Work.
4. **Submit a Certificate Verifying Project Personnel.** The form is found in Exhibit D, attached and incorporated into this RFP.
- a. Confirm Whether Any Assigned Personnel Receive Pension Payments from the State of Michigan. Review Exhibit A, Section I.I above for important information regarding Pensioned Retirees.

**C. Experience.**

1. **Prior Experience of Bidder.** Indicate prior experience of your organization that you consider relevant to the successful accomplishment of the project described in this RFP.
- a. Include sufficient detail to demonstrate the relevance of such experience.
  - b. Include descriptions of qualifying experience, including project descriptions, costs, and start/end dates of projects successfully completed.
  - c. Include the name, address, and telephone number of the responsible official of the client organization who may be contacted.
  - d. The Authority 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:
    - i. Experience providing consulting services and technical information relating to HUD-related programs and any other appropriate resources;
    - ii. Experience providing program related technical assistance ; and
    - iii. Have experienced personnel to perform the services, or have personnel supervised by experienced staff.
  - e. The Authority prefers a contractor who has successfully worked with Michigan Tribal Nations
2. **Experience of Proposed Personnel Assigned to Provide Services.** The proposal should describe the education and experience of the personnel who will be assigned to provide the proposed services, including managers who may oversee work of personnel.
3. **Examples of Work.** The following example of recent work shall be submitted with the Bidder's proposal:
- a. Successful work with Michigan Tribal Nations, HUD programs, and any other appropriate resources, which includes:
    - 1. The scope and nature of consultation;
    - 2. Recent training and training syllabi; and,
    - 3. Any examples of consultation or training deemed related to the services being sought by the Authority.

4. **Professional References.** Include professional references who can provide information regarding the Bidder's prior past performance.
5. **Additional Information and Comments.** Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

**D. Proposed Services.**

1. **How Services Will be Rendered.** Address and describe the process used to render the services and how the services will be rendered. This should be an overview of the methodology to be used, based on staff and time frames, to meet the project scope of work and complete the required services within the time frame of the project.
2. **Use of Subcontractors.** If any work will be subcontracted, describe the following:
  - a. Work that will be subcontracted.
  - b. The process used to select the subcontractors.
  - c. The subcontractor's experience and expertise.
  - d. The names of the firms/individual(s) who will perform the subcontracted work.
  - e. How quality of service will be monitored and ensured.
3. **Standards.** Describe or address the following:
  - a. The standards that the services will satisfy. (If standards of a professional association will be followed, identify the standards and the association.)
  - b. How quality of service will be monitored and ensured.
  - c. Whether "best practices" will be followed. (If applicable, identify the organization and/or document establishing such standards.)
4. **Security of Data.** If the services to be rendered require the collection and/or use of confidential and/or personal data, confirm the following:
  - a. Has your organization established and used a policy to address the security of paper and electronic data?  
(Yes / No)  
If No, explain how your organization addresses the security of paper and electronic data.  
*(Note: Please do not submit a copy of your security policy.)*
  - b. Does your policy address the removal of confidential and/or personal data from storage media? (For example, does your firm's policy include the removal or "wiping" of data from hard drives when a computer is no longer used?)  
(Yes / No)  
If No, explain how your organization handles confidential and/or personal data.
5. **Copyrighted Materials.** Acknowledge and/or confirm the following:
  - a. You agree that any and all products produced as a result of this contract shall be the property of the Authority.
  - b. You agree that the Authority shall (a) hold a copyright on all materials or products produced under the contract and (b) be allowed to file for a copyright with the United States Copyright Office.
  - c. You acknowledge that submitted documents will not contain in part or whole copyrighted materials.

**E. Price Proposal & Budget**

- 1. Price Proposal.** All rates quoted in proposals submitted in response to this RFP will be a firm fixed price for the duration of the contract. No price changes will be permitted.

**Proposals should reflect per diem rates in effect at the time of proposal submission.** State per diem rates are subject to change during the term of an awarded contract. Current travel information can be found here:

[https://www.michigan.gov/dtmb/0,5552,7-358-82548\\_13132---,00.html](https://www.michigan.gov/dtmb/0,5552,7-358-82548_13132---,00.html)

- 2. Budget.** Include in the proposal a line item budget identifying all expenses related to the work to be performed. By submitting the bid, the Bidder acknowledges that it bears the risk that its expenses may exceed the proposed amount. The budget should include applicable items, which may include the following:

- Staff costs broken down by each individual staff person. Include # of hours, per hour rate, and work assignment.
- Lodging costs (based on State of Michigan per diem rates). Description should include when and why lodging is needed.
- Meal costs (based on State of Michigan per diem rates). Description should include when and why meals are needed.
- Transportation costs (based on standard State of Michigan mileage rate). Description should include type and reason for transportation cost.
- Costs of supplies and materials. Description should include items to be purchased and reason for purchase.
- Other direct costs. Description should include items to be purchased and reason for purchase.
- Total Budget.

- F. Schedule/Timeline.** Bids must include a schedule for delivery of services set forth in the Scope of Work, and cite the proposed deadlines for completing the tasks within the Scope of Work.

Include a timetable indicating how the project will be scheduled.

<b><i>Completed Service/Project Components</i></b>	<b><i>Estimated Completion Dates</i></b>

**G. Disclosures.**

- 1. Interests in Authority Programs.** Authority programs include, but are not limited to, the Housing Voucher Program, any loans where the Authority is the lender, and any grants made by or administered by the Authority.
  - Does the Bidder, its officers, board members, and employees respectively, have any interests in Authority programs?  
(Yes / No)  
If Yes, please provide their name, title, and the Authority program for which the interests exist.

- b. If the Bidder intends to use independent contractors or subcontractors to render services, do the independent contractors or subcontractors and their officers, board members, and employees respectively, have any interests in Authority programs?  
(Yes / No)  
If Yes, please provide their name, title, and the Authority program for which the interests exist.

**2. Potential Conflicts of Interests.** Potential conflicts of interest may arise from the Bidder's officers, employees, members, board members, independent contractors or subcontractors the Bidder will use to render services, if the organization enters into a contract with the Authority.

- a. Is the Bidder currently under contract and/or been awarded a grant from the Authority?  
(Yes / No)  
If Yes, please confirm whether any potential conflict of interest will exist if the Authority enters into a contract with the Bidder.
- b. Does the Bidder, its officers, board members, and employees, hold a position with another entity that may be under contract or receiving a grant from the Authority?  
(Yes / No)  
If Yes, include an organizational chart from each entity under contract or awarded a grant from the Authority in which the Bidder or project personnel holds a position. Include each employee's position and title within the entity. In addition, indicate whether the Bidder or the project personnel is responsible for making financial decisions in his/her capacity and what measures have been implemented to ensure that funds are not comingled.

**THE AUTHORITY RESERVES THE RIGHT TO DEEM A BID NON-RESPONSIVE FOR FAILURE TO DISCLOSE A POTENTIAL CONFLICT OF INTEREST.**

**3. Family Members Who Work for Authority.**

- a. Does the Bidder, its officers, board members, and employees respectively, have family members who work for the Authority?  
(Yes / No)  
If Yes, please provide their name and the name of the family member currently employed at the Authority.

**H. Signature Clause to be Signed by Bidder's Authorized Signatory.** Insert into the proposal and have the authorized signatory sign the following signature clause at the end of the proposal:

**I confirm that I have submitted this proposal on behalf of**

\_\_\_\_\_ in response to the  
**Michigan State Housing Development Authority's Request for Proposals for  
Consultant services for the Tribal Nations Housing Development  
Assistance Program.**

**I also confirm that I have read and understand the Authority's indemnification, copyright, data security and insurance requirements.**

**By:** \_\_\_\_\_

**Its:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSAL**

**EXHIBIT D**

**PROJECT PERSONNEL**

**CERTIFICATE VERIFYING PROJECT PERSONNEL OF THE  
CONTRACTOR/SUBCONTRACTOR**

The Contractor/Subcontractor acknowledges that the following personnel are Project Personnel of the Contractor/Subcontractor:

(1) Name \_\_\_\_\_  
*(Print or type name above line)*

Title with Contractor/Subcontractor \_\_\_\_\_

**Is this person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes \_\_\_\_\_/No \_\_\_\_\_**

(2) Name \_\_\_\_\_  
*(Print or type name above line)*

Title with Contractor/Subcontractor \_\_\_\_\_

**Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes \_\_\_\_\_/No \_\_\_\_\_**

Name of Signatory for Contractor/Subcontractor:

Printed Name: \_\_\_\_\_  
*(Print or type name above line)*

Its: \_\_\_\_\_

Signature: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Pensioned Retirees (2007, MCL 38.68) (12/7/07 Rev)