



REVISED REQUEST FOR PROPOSALS TRAINING SERVICES

Proposals due August 9, 2010

Minnesota Housing Partnership (MHP) is a nonprofit organization addressing Minnesota's housing needs through public policy advocacy, trainings, and technical support to providers of affordable housing. MHP receives funding from federal, state, and foundation grants, contracts for service, and contributions from individuals and corporations.

Funding for trainings included in this Request for Proposals is provided by the U.S. Department of Housing and Urban Development (HUD).

MHP is accepting proposals for the following training courses:

- Expert HOME & CDBG (Preferred Dates: January 24-February 11, 2011)
- Effective Written Agreements (Preferred Dates: November 30 – December 2, 2010)

It is anticipated that all trainings will take place in the St. Paul/Minneapolis, MN metropolitan area. Proposals may include providing one or both of above trainings.

CONSULTANT/TRAINER REQUIREMENTS

1. The trainer(s) must have a demonstrated working knowledge of the subject matter and must have passed the HOME Program Certified Specialist—Regulations exam with a score of 80 or higher. Specific required qualifications for each of the trainings can be found on pages five and six of this document.
2. Trainer(s) must use HUD-approved training curricula. Please contact MHP if you need a copy of the manual(s).
3. The trainer(s) must have conducted a similar training within the past two years.
4. The trainer(s) must be able to undertake the training during the preferred dates indicated above.
5. Lead trainer must be available via phone and email to discuss course delivery with MHP and local HUD field office staff prior to delivery.

6. Trainer must deliver one complete set of training materials, handouts, exercises, case studies, and Power Point presentations, if any, electronically, no later than four weeks prior to the training date, for HUD field office review. If MHP will be duplicating the materials, the trainer must also deliver a print-ready hard copy four weeks prior to the training.
7. Unless otherwise indicated by the trainer in the proposal, MHP is prepared to arrange for and pay for the training facilities (including AV equipment), promote each of the trainings, manage the registration process, and have one staff person on site for the duration of the training.
8. The trainer must be willing to sign a certification that (a) they have a recent history and pattern of having been paid at the proposed rate, and that (b) the proposed rates are consistent with the best customary rates charged to similar clients.

CONTENT OF PROPOSAL

MHP is asking for proposals that assume a maximum of 60 attendees + 5 staff (MHP/HUD).

Proposals must include the following:

1. A brief narrative description of the training content, skills, and capacity that will be enhanced through the training. Indicate who the training is designed to assist (e.g. staff of nonprofits, board members of public or private housing organizations, PJ staff, etc.), and the appropriate level of experience of attendees, (e.g. beginner, intermediate or advanced).
2. A proposed detailed training agenda.
3. A description of any changes or additions you plan to make to the HUD approved training manual, Power Point slides, and/or handouts.
4. A list of all personnel proposed for the training along with biographies, titles, and relevant training experience.
5. A list of comparable trainings provided within the past two years and client references for each.
6. A proposed fee schedule that includes hours and rates for each individual performing work along with a “not to exceed” amount for the training. It must be in sufficient detail for us to review and evaluate each element of cost to determine reasonableness. Please note that HUD does not allow for any fee above cost to be paid through its Community Development Technical Assistance Program and reimbursement will be for actual time and materials used.
7. Include a separate bid on the printing and delivery of the training materials. Provide a per unit price for one complete set of training materials, which would include the manual, handouts, exercises, case studies, etc. Also provide an estimate of the total cost to print and deliver 70 sets of training materials to Minneapolis, MN. Depending on bids received, MHP may decide to perform printing and delivery of materials.
8. Provide a preliminary indication of audiovisual and training supply needs.
9. A signed certification that the trainer (a) has a recent history and pattern of having been paid at the proposed rate and (b) that the proposed rates are consistent with the best customary

rates charged to similar clients (HUD and/or nonprofits). A form for this certification is provided.

EVALUATION CRITERIA

Proposals will be evaluated on the following:

1. Price
2. Availability of trainers during the preferred time periods,
3. How closely the proposed training meets training requirements,
4. Knowledge/experience of trainers,
5. Quality of the training materials suggested for the course.

After initial review of proposals, the highest-ranking respondents may be asked to participate in competitive negotiations.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

If you submit proposals for more than one training topic area, please submit separate proposals for each.

Please submit three original proposals by **5:00 p.m. CST on August 9, 2010** to:

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Minnesota Housing Partnership
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St. Paul, MN 55114
(651) 925-5558 or (800) 728-8916 ext. 106
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**Minnesota Housing Partnership - HUD Technical Assistance Program –
Consultant/TA Provider Certification of Rate**

_____ (*name of consultant/TA provider*) proposes to provide services under this Program at a *rate of \$ ____ per hour or for a flat fee of \$ ____.*

_____ (*name of consultant/TA provider*) certifies (a) that a recent history and pattern of having been paid at the proposed rate exists for my/our services and (b) that the proposed rates are consistent with the best customary rates charged to similar clients.

_____ (*name of consultant/TA provider*) certifies that
_____ (*name of consultant/TA provider*) has not been debarred or suspended from receiving federal funds.

(Authorized Signature)

(Date)

Expert HOME and CDBG (January-February 2011)

Training Requirements:

1. Conduct a two-day training during the period of January 24 to February 11, 2011, according to the HUD-approved agenda and curriculum. Two trainers are required to deliver this training, with qualifications as follows:
 - Qualifications for the Senior Trainer:
 - At least 10 years of direct experience working on HOME; At least 10 years directly working on CDBG; HOME Certified; At least 5 years of experience with projects using both HOME & CDBG; Detailed experience managing case-based classes.
 - Qualifications for the Junior Trainer:
 - At least 5 years of experience working on HOME; At least 5 years working on CDBG; HOME Certified; Experience with projects using both HOME & CDBG.

2. Conduct the training as an advanced seminar. A description of the course may be found at:
<http://www.cpdtraininginstitute.com/advanceddescription.cfm>

The HOME and CDBG Programs can effectively be used together by PJs and grantees to create affordable housing. Expert HOME and CDBG will focus on how PJs and grantees can strategically use and combine these two funding sources to make the base use of each source. This case-based seminar focuses on effective projects and programs using HOME and CDBG. Regulatory topics are discussed, but this is not a basic regulatory class for beginners.

Who should attend: This is an advanced seminar. PJs must either: (1) have at least 5 years experience in HOME or CDBG; (2) have passed the HOME Certified Specialist - Regulations exam; or (3) get Field Office approval to attend. This class is not appropriate for new staff.

3. Provide MHP with a training manual and/or other training materials covering the training content that will be useful for future reference.

Effective Written Agreements (November-December 2010)

1. Training Requirements:

Conduct a two-day training during the period of November 30 to December 2, 2010 according to the HUD-approved agenda and curriculum. Two trainers are required to deliver this training, qualified as follows:

- Qualifications for the Senior Trainer:
 - At least 10 years HOME experience; HOME Certified; Experience in writing/reviewing HOME agreements; Experience teaching technical classes.
- Qualifications for the Junior Trainer:
 - At least 3 years HOME experience; HOME Certified

2. This is an in-depth seminar on the written agreement requirements. The course is targeted at a beginner audience.

A description of the course may be found at:
<http://www.cpdtraininginstitute.com/effectivedescription.cfm>

This seminar highlights the types of HOME Program written agreements that are required for various PJ partners. It also describes other clauses that PJs may wish to add to an effective written agreement. Finally, the seminar discusses how PJs can enforce the agreement clauses.

Who should attend: PJ staff are eligible to attend.

3. Provide MHP with a training manual and/or other training materials covering the training content that will be useful for future reference.