



REQUEST FOR PROPOSALS  
TRAINING SERVICES

Proposals Due July 18, 2008

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.

MHP is accepting proposals for a consultant(s) to conduct a two-day training on **Relocation and Tenant Assistance**. Funding for this training will be provided by the U.S. Department of Housing and Urban Development (HUD) through the HOME Technical Assistance Program.

#### TRAINING REQUIREMENTS

1. Present an in-depth course designed to ensure that PJs, CHDOs, and other public and nonprofit agencies understand how to comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) in the wide range of activities funded by HUD programs. The course should highlight Section 104(d) relocation requirements and one-for-one unit replacement requirements and cover the relocation process, administrative concepts, and key requirements for acquisition and tenant assistance. This course should also cover Change 9 to HUD's Handbook 1378, which was published on April 1, 2008.
2. Training will be two or three days in the Twin Cities metro area, preferably in late October or early/mid November, 2008. Alternate dates will be considered.
3. Trainer(s) will use the HUD-approved *All the Right Moves: Relocation and Acquisition in HUD Programs* training manual. Please contact MHP if you need a copy of this manual.
4. Lead trainer must be available via phone to discuss course delivery with MHP and local HUD field office staff a few weeks prior to delivery.

#### CONSULTANT/TRAINER REQUIREMENTS

1. The trainer(s) must have a demonstrated working knowledge of the subject matter. Preference will be given to those with demonstrated HOME Program knowledge,

particularly to those who have passed the HOME Program Certified Specialist—Regulations exam with a score of 80 or higher.

2. The trainer(s) must have conducted a similar training within the past two years.
3. The trainer(s) 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 65 attendees + 2 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, and who the training is designed to assist (e.g. – staff of nonprofits, board members of public or private housing organizations).
2. A proposed detailed training agenda.
3. A discussion of any changes or additions you plan to make to the *All the Right Moves: Relocation and Acquisition in HUD Programs* training manual.
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. At least two, and preferably three, sets of training dates.
7. 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.
8. Indicate what, if any, logistics will be handled by the trainer, with associated costs. We find that often we are able to reduce costs if we reproduce materials. If this is acceptable, your bid should not include the costs of manuals or other materials. If this is unacceptable, provide a separate per unit cost for the provision of the materials.
9. Unless otherwise indicated by the trainer in the proposal, MHP is prepared to arrange for and pay for the training facilities (including equipment), market each of the trainings, manage the registration process, and have one staff person on site for the duration of the training.
10. If available, please provide a preliminary indication of audiovisual needs. This will help us with the budgeting for each of the trainings.
11. The trainer is expected to provide a complete set of training materials and handouts electronically as well as in print-ready hard copy, **no later** than three weeks prior to

the training for MHP to reproduce. The training materials should be in a format that is easy to use for future reference.

12. 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.

Please be advised that MHP intends to post the training materials on its website. Any propriety training materials you provide should be noted as such; they will not be posted on MHP's website.

## **EVALUATION CRITERIA**

Proposals will be evaluated on the following:

1. Price,
2. How closely the proposed training meets training requirements,
3. Knowledge/experience of trainers,
4. Availability of trainers during the preferred time period,
5. Quality of any supplemental 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 two original proposals by **5:00 p.m. on July 18, 2008** to:

Rosemary Fagrelus  
Minnesota Housing Partnership  
2446 University Ave. W. #140  
St. Paul, MN 55114-1740  
(651) 649-1710 or (800) 728-8916 ext. 103  
fax: (651) 649-1725  
rfagrelus@mhponline.org

**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.

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(Authorized Signature)

(Date)