



**REQUEST FOR QUALIFICATIONS**

**for the**

**HOME Investment Partnerships Program  
Tenant Based Rental Assistance for Second Chance Act Pay for Success Program Participants**

**INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY  
30 South Meridian Street, Suite 900  
Indianapolis, IN 46204  
<http://www.in.gov/ihcda/>**

**317-232-7777**

**ISSUE DATE: October 28, 2024**

**RESPONSE DEADLINE: December 9, 2024**

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## **PART 1**

## **SCOPE OF THIS REQUEST**

### **1. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (“RFQ”)**

The Indiana Housing and Community Development Authority is seeking to select a non-profit organization, public housing agency, or local unit of government to participate in the HOME Investment Partnerships Program (“HOME”) Tenant-Based Rental Assistance (“TBRA”) program, which provides rental assistance for individuals having a household income at or below 60% of Area Median Income (“AMI”) and are exiting the corrections system and at risk of homelessness due to a lack of stable housing.

The Recipient will collaborate with the Second Chance Act Pay for Success program service provider, Edna Martin Christian Center, who will provide supportive services for program participants. All program participants will be individuals on parole referred from the Indiana Department of Correction (“IDOC”) seeking to live in the Indianapolis zip codes 46218, 46201, 46203, or 46226.

### **2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

#### **VISION**

IHCDA envisions an Indiana with a sustainable quality of life for all Hoosiers in the community of their choice.

#### **MISSION**

The Indiana Housing and Community Development Authority’s (“IHCDA”) mission is to provide housing opportunities, promote self-sufficiency, and strengthen communities. To accomplish this, IHCDA will:

- Pursue innovation in all programs and services;
- Provide thought leadership;
- Emphasize continued quality of services; and
- Continuously improve program management practices and partnership building.

#### **OVERVIEW (for more information visit <http://www.in.gov/ihcda/>)**

IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA's programs are successful in large part because of the growing network of partnerships IHCDA has established with local, state, and federal governments, for-profit businesses and not-for-profit organizations. For-profit partners include, but are not limited to, investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include, but are not limited to, community development corporations, community action agencies, and not-for-profit developers.

### **3. BACKGROUND**

IHCDA administers the HOME Investment Partnerships Program Tenant-Based Rental Assistance program (the “Program”), pursuant to [24 CFR 92.209](#). The Program provides tenant-based rental assistance and security deposit payments to low-income households. In accordance with 24 CFR 92.209(c)(2), IHCDA may establish preferences related to who will receive assistance through the Program. IHCDA has determined that eligible participants must be formerly incarcerated individuals that meet HOME income requirements.

IHCDA was selected by the U.S. Department of Justice (“DOJ”) Bureau of Justice Assistance (“BJA”) as a recipient of the FY 2022 Second Chance Act Pay for Success program (“SCA”) to provide permanent supportive housing to individuals exiting incarceration to the 46218, 46201, 46203, and 46226 zip codes, located on the east side of Indianapolis, which have high rates of recidivism. Individuals exiting the corrections system and are at risk of homelessness due to a lack of stable housing will be referred to the SCA service provider by the IDOC. IHCDA is making HOME TBRA funding available to provide the rental housing subsidy for participants in the SCA program.

#### 4. SCOPE OF SERVICES

The Respondent will receive a grant in an amount of \$1,200,000 to provide HOME tenant-based rental assistance and assistance with security and utility deposits to approximately 35 Formerly Incarcerated Individuals having a household income at or below 60% of AMI who are enrolled in the SCA program. Individuals enrolled in the SCA program will be exiting incarceration and seeking rental housing in the 46218, 46201, 46203, and 46226 zip codes of Indianapolis. Funding will be made available over a two-year period. \$600,000 will be available in the first 12 months of the award term, and an additional \$600,000 will be available in months 13 to 24 of the award term. The Award term/period of performance shall not exceed 2 years or 24 months from the effective date of the HOME TBRA award agreement and all funds must be expended within a 24-month period.

A full list of policies and procedures for the Program can be found in the [HOME Investment Partnerships Program Tenant Based Rental Assistance Administration Manual](#) (the “Administration Manual”), as amended from time to time. However, Sections 2, 4.1, 4.4, and 10.1 of the Administration Manual do not apply to this program.

As described in the Administration Manual, eligible costs include:

- Rental Assistance
- Housing Search
- Landlord Engagement
- Utility Deposit Assistance
- Security Deposits, in accordance with 24 [CFR 92.209 \(j\)](#) Administrative Costs, not to exceed 10% of the overall grant amount.

An overview of other significant responsibilities (a more comprehensive description of grantee responsibilities) can be found in the [Administration Manual](#), as amended from time to time. Such responsibilities include:

- Recertifying incomes of tenants receiving TBRA at least annually, using source documentation approved by IHCDA.
- Entering into a Rental Assistance Payment Contract with Landlord.
- Entering into a Rental Assistance Payment Contract with Tenant.
- Ensuring that each tenant has a lease that complies with the requirements in 24 CFR 92.253 (a).
- Ensuring that the Landlord and Tenant execute a Tenant-Based Rental Assistance Program Lease Addendum, in order to comply with 24 CFR 92.253(b) (HUD Prohibited Provisions) and 24 CFR 92.359(e) (Violence Against Women Act (VAWA)).

- Ensuring rent is reasonable based on rents that are charged for comparable un-assisted rental units.
- Ensuring that any housing receiving HOME TBRA meets the requirements set forth in 24 CFR 982.401 and ensuring it is inspected initially and annually.
- Ensuring that the notice of occupancy rights under VAWA, which is set forth in Form HUD-5380, and the certification form set forth in Form HUD-5382 is provided to individuals at the following times:
  - At the time an applicant is denied rental assistance;
  - At the time an applicant is approved for rental assistance;
  - At the time you learn that a tenant’s landlord intends to provide tenant a notice of eviction; and
  - At the time a tenant’s rental assistance is being terminated.
- Selecting tenants/participants in accordance with a written participant selection policy that has been approved by IHCDA. For housing funded under this RFQ, participants will be selected based on referrals from the SCA service provider.
- Ensuring compliance with Lead-Based Paint Requirements.

Selected Respondent will receive additional information on how to submit claims for reimbursement, conduct housing inspections, and reporting requirements for the Program. By responding to the Request for Qualifications, respondents certify that they will review the Program’s Administration Manual, governing federal regulations, and other applicable guidance as distributed by IHCDA in a complete and timely manner.

## 5. RFQ TENTATIVE TIMELINE

October 28, 2024	RFQ released to the general public
November 12, 2024	Informational webinar at 2:00 p.m. Eastern Time <a href="#">Click here to join the meeting</a>
December 4, 2024	Respondent questions regarding RFQ must be submitted to Supportive Housing Analyst, Heather Pasku ( <a href="mailto:hpasku@ihcda.in.gov">hpasku@ihcda.in.gov</a> ) by end of day
December 9, 2024	Responses due to IHCDA by 5:00 p.m. Eastern Time
January 23, 2025	Announcement of selected Respondents’ teams at IHCDA Board of Directors Meeting
February 1, 2025	Award term begins
January 31, 2027	Award term ends
Ongoing	On-going meetings with selected Respondents to provide technical assistance. If Respondent is selected pursuant to this RFQ, it will be required to have an initial one-on-one meeting with IHCDA staff after

the IHCDA Board approves the award and prior to it expending any program funds

## **PART 2**

## **RFQ PROCESS**

### **1. SELECTION PROCESS**

Evaluation of all qualifications will be completed by a selection committee consisting of staff from IHCDA and IDOC. Respondent must be responsive and responsible as described in Sections 2 and 3 below. Selection is at the sole discretion of the selection committee. Award recommendations will be taken to the January 23, 2025 IHCDA Board of Directors meeting for final approval.

### **2. MINIMUM REQUIREMENTS**

#### **Complete Compliant Proposal**

Respondent must submit a complete proposal/response which addresses all applicable questions enumerated in Section 4 and includes the submission and receipt by IHCDA of all items enumerated in Section 6 of this Request for Qualifications.

#### **Not-for-Profit Status**

Respondent must be a nonprofit corporation recognized as tax exempt under Section 501(c)(3) of the U.S. Internal Revenue Code of 1986, as amended, a public housing agency, or a unit of local government.

#### **Financial Capacity**

Respondent must demonstrate financial capacity to administer the program through the complete submission of 2023 financial statements and 2024 year-to-date balance sheet, income statements, and cash flow statements.

#### **Commitment**

Respondent must agree to commit to attending all future meetings and trainings, must enter into an agreement outlining these terms, and must have its final participant selection plans approved by IHCDA, if selected.

### **3. RESPONSIBLE RESPONDENT REQUIREMENTS**

IHCDA shall not award any contract until the selected respondent, has been determined to be responsible. A responsible respondent must:

1. Have adequate financial resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the Respondent's existing commercial and governmental business commitments;
3. Have a satisfactory performance record with IHCDA;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;
7. Have supplied all requested information;
8. Be legally qualified to contract in the State of Indiana. If it is an entity described in IC Title 23, it must be registered with and owe no outstanding reports to the Indiana Secretary of State (There is a fee to register with the Secretary of State); and

9. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFQ, and the respondent shall be advised of the reasons for the determination.

#### 4. QUALIFICATIONS EVALUATION CRITERIA

Respondents may not submit more than one response per category of this RFQ.

The following will be the primary considerations in the selection process:

1. Satisfaction of Threshold Criteria: Respondent must meet each requirement enumerated in Part 2 Section 2 “Minimum Requirements” and Part 2 Section 3 “Responsible Respondent Requirements” to receive continued consideration in the selection process.
2. Experience of Respondent and Partners: Respondent must submit a narrative describing the relevant experience of the Respondent. The narrative cannot exceed 3 pages and should include the following information:
  - a. Experience administering rental assistance programs
  - b. Experience working with landlords to secure rental units and mediate disputes with tenants.
  - c. Experience providing and/or collaborating with service providers to provide supportive services.
  - d. Experience working on issues concerning homelessness.
  - e. Experience working with formerly incarcerated individuals.  
*If no experience with homelessness or formerly incarcerated individuals, provide a summary of experience working with other vulnerable populations.*
3. Readiness to Proceed: Respondent must submit one narrative demonstrating readiness to proceed. The narrative cannot exceed 3 pages and must include the following information:
  - a. Proposed pipeline for identifying and recruiting landlords. Include a summary of the overall strategy and steps that will be taken to recruit, engage, and retain landlords. *Note: Landlord engagement, recruitment, and retention activities will be conducted in conjunction with the SCA service provider.*
  - b. Description of ability and willingness to collaborate with the SCA service provider.
  - c. Proposed program timeline, including anticipated start date.
4. Program Description: Submit a narrative describing the overall scope of the Program. Narrative cannot exceed 3 pages and must include the following information:
  - a. Describe the organization’s capacity and/or flexibility to provide housing assistance beyond the coverage area as needed to meet the re-entry needs of formerly incarcerated individuals.
  - b. Number and structure of staff involved.
  - c. Plan for improvement and client feedback.
5. Description of Key Staff: Please identify key staff who will run the Program. For each lead person, provide a current resume and a brief narrative (no more than 1 page each) describing why this person was selected for the role. Provide a current organizational chart.
6. Past Award Performance: Past award performance, including history of complying with federal, state and local guidelines, meeting benchmarks and quality of work performed and services provided will be considered. Any entity currently suspended or debarred by or in default with IHCDA will be disqualified. *Applicants are not required to submit documentation to attest to past award performance. IHCDA will review documentation submitted from previous awards to evaluate Respondent’s past award performance, if applicable.*

## 5. APPLICATION SCORING CRITERIA

Evaluation of all qualifications will be completed by a selection committee consisting of staff from IHEDA and IDOC. All selection is at the sole discretion of the selection committee.

Responses will be scored according to the points system described in this section. Up to 100 points are available to all respondents. All respondents will be ranked by the percentage of points received out of those available given their designation as new or previous award recipient. Applications which fail the threshold review will not be scored.

### Threshold Criteria:

- Not-for-Profit Status (not-for-profit corporation, housing authority or local unit of government)
- Financial capacity to administer the program, including the provision of required documentation
- Complete compliant proposal meeting all requirements listed in Part 2 Sections 2 and 3

### Scored Criteria:

#### 1. Overall Experience of Respondent and Partners (30 points)

##### Respondent's Experience:

- a. Experience administering rental assistance
- b. Experience working with landlords
- c. Experience providing and/or collaborating with service providers
- d. Experience addressing homelessness
- e. Experience working with formerly incarcerated individuals

If the Respondent has no experience addressing homelessness or working with formerly incarcerated individuals, please describe instead your experience working with other vulnerable populations.

#### 2. Readiness to Proceed (30 points)

- a. Landlord identification/recruitment plan
- b. Ability and willingness to collaborate with the SCA service provider
- c. Proposed program timeline

#### 3. Program Description (30 points)

- a. Capacity to provide housing assistance beyond the program coverage area, if needed
- b. Staffing plan
- c. Strategies for obtaining client feedback and improving program over time

#### 4. Description of Key Staff (10 points)

- a. Key staff identification, resumes, and brief narrative
- b. Organizational chart

## 6. RFQ SUBMISSION ITEMS

Respondent must submit documentation in response to the requirements listed in each category heading summarized below. Each of these requirements are described more fully in **Sections 2 and 4 of Part 2 of**



**this RFQ and are summarized in Section 5.** Therefore, Respondent must review **Sections 2 and 4 of Part 2 of this RFQ** very carefully before submitting its responses. The Respondent must also submit the Qualifications Coversheet and the Certification of Company located at the end of this RFQ Document.

### **Checklist of Submission Requirements**

- **Qualifications Coversheet.** Qualifications Coversheet (required template included in this RFQ packet).
- **Certification of Respondent.** Certification of Respondent (required template included in this RFQ packet).
- **Not for Profit Status.** Verification of 501(c)(3) status, if applicable.
- **Financial Capacity.** Financials for the lead applicant.
- **Narratives addressing all applicable questions for the following sections:**
  - Experience of Respondent.
  - Readiness to Proceed.
  - Program Description.
- **Description of Key Staff.** Key program staff identification, resumes, narratives, and organizational chart.

## **7. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE**

Responses must be submitted via email. All documents must be submitted as a PDF.

Heather Pasku  
Supportive Housing Analyst  
Indiana Housing and Community Development Authority  
30 South Meridian, Suite 900  
Indianapolis, IN 46204  
[hpasku@ihcda.in.gov](mailto:hpasku@ihcda.in.gov)

**The deadline for submission is December 9, 2024, at 5:00 PM Eastern Time.** All questions related to this RFQ must be submitted by the end of the day on December 4, 2024. Applications that do not contain all required forms/documents as listed in this RFQ may be determined ineligible for further consideration.

## PART 3

## TERMS AND CONDITIONS

### 1. STATE POLICIES

- A. **ETHICAL COMPLIANCE:** By submitting a proposal, the respondent certifies that it shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., Ind. Code § 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. Respondent will be required to attend online ethics training conducted by the State of Indiana.
- B. **EMPLOYMENT ELIGIBILITY VERIFICATION.** The Respondent cannot knowingly employ an unauthorized alien. The Respondent shall require its contractors who perform work for the Respondent pursuant to the project must certify to the Respondent that the contractor does not knowingly employ or contract with an unauthorized alien.
- C. **PAYMENTS:** Any payments for services under any contract awarded pursuant to this RFQ shall be paid by IHCDA in arrears in conformance with State fiscal policies and procedures and, as required by IC §4-13-2-14.8, the direct deposit by electronic funds transfer to the financial institution designated by the successful respondent in writing unless a specific waiver has been obtained from the IHCDA Controller. No payments will be made in advance of receipt of the goods or services that are the subject of any contract except as permitted by IC §4-13-2-20.
- D. **CONFIDENTIALITY OF STATE INFORMATION.** The Respondent understands and agrees that data, materials, and information disclosed to the Respondent may contain confidential and protected information. The Respondent covenants that data, material, and information gathered, based upon or disclosed to the Respondent for the purpose of this project will not be disclosed to or discussed with third parties without the prior written consent of the IHCDA. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Respondent and IHCDA agree to comply with the provisions of IC §4-1-10 and IC §4-1-11. If any Social Security number(s) is/are disclosed by Respondent, Respondent agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this contract.
- E. **ACCESS TO PUBLIC RECORDS:** Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (“APRA”), IC 5-14-3 et. seq., and the entire response may be viewed and copied by any member of the public. Respondents claiming a statutory exemption to disclosure under APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked “Confidential”. Respondents should be aware that if a public records request is made under APRA, IHCDA will make an independent determination of confidentiality, and may seek the opinion of the Public Access Counselor. Prices are not considered confidential information. The following information shall be subject to public inspection after the contract award:
- A. The RFQ.
  - B. A list of all vendors who received the RFQ.
  - C. The name and address of each respondent.
  - D. The amount of each offer.
  - E. A record showing the following:
    - a. The name of the successful respondent.
    - b. The dollar amount of the offer.
    - c. The basis on which the award was made.
  - F. The entire contents of the contract file except for proprietary information that may have been included with an offer, such as:

- a. trade secrets;
- b. manufacturing processes;
- c. financial information not otherwise publicly available; or
- d. other data that does not bear on the competitive goals of public procurement that was not required by the terms of the RFQ itself to be made available for public inspection.

F. **TAXES, FEES AND PENALTIES:** By submitting a proposal respondent certifies that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana or the United States Treasury. Respondent further warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by either the State or Federal Government pending against it, and agrees that it will immediately notify IHCDA of any such actions.

G. **CONFLICT OF INTEREST:** Respondent must disclose any existing or potential conflict of interest relative to the performance of the services resulting from this RFQ, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFQ, respondent affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of the respondent's proposal or immediate termination of an awardee's contract. An award will not be made where an actual conflict of interest exists. IHCDA will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on IHCDA, should IHCDA select respondent. Further, IHCDA reserves the right to disqualify any respondent on the grounds of actual or apparent conflict of interest. The decision of the Compliance Attorney is final.

H. **APPEALS/PROTEST:** Respondent may appeal/protest the award of this contract based on alleged violations of the selection process that resulted in discrimination or unfair consideration. The appeal/protest must include the stated reasons for the Respondent's objection to the funding decision, which reasons must be based solely upon evidence supporting one (1) of the following circumstances:

- a. Clear and substantial error or misstated facts which were relied on in making the decision being challenged;
- b. Unfair competition or conflict of interest in the decision-making process;
- c. An illegal, unethical or improper act; or
- d. Other legal basis that may substantially alter the decision.

The appeal/protest must be received within ten (10) business days after the Respondent receives notice of the contract award, or the appeal/protest will not be considered. All protests shall be in writing, submitted to the Compliance Officer, who shall issue a written decision on the matter. The Compliance Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. The Respondent will receive written acknowledgement of receipt of the appeal/protest within five (5) business days of its receipt, noting the day the appeal/protest was received. Any appeal/protest regarding the funding decision made by IHCDA will be examined and acted upon by the Compliance Officer within thirty (30) days of its receipt.

## 2. FEDERAL REQUIREMENTS

Respondent agrees to comply with the following concepts reflected in the federal regulations listed below:

- A. 24 CFR 92.209, Tenant-based rental assistance: Eligible costs and requirements.
- B. 24 CFR 5.703 National Standards for the Physical Inspection of Real Estate (NSPIRE).
- C. 24 CFR 5.609 and 24 CFR 5.611(a), Income calculations.
- D. 24 CFR 92.253 (a) and (b), Tenant protections (Lease and Prohibited Lease Provisions)
- E. EO 13166, signed on August 11, 2000, directs all federal agencies, including the Department of Housing and Urban Development (HUD), to work to ensure that programs receiving federal financial assistance provide meaningful access to Limited English Proficient (“LEP”) persons.
- F. The Violence Against Women Act (VAWA) requirements as modified by 24 CFR 92.359 (b) and (c).
- G. The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821–4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851–4856), and implementing regulations at 24 CFR part 35, subparts A, B, , J, K, M, and R apply to activities undertaken using PSH Funds. Lead-based paint requirements apply to dwelling units built prior to 1978 that are occupied or can be occupied by families with children under six years of age, excluding zero bedroom dwellings.
- H. 31 U.S.C. 1352, Byrd Anti-Lobbying Amendment.
- I. Applicable Portions of 2 CFR 200, Uniform Administrative Requirements, Cost Principle and Audit Requirements for Federal Awards, which includes but is not limited to the following requirements:
  - i. 2 CFR 200.501, Audit requirements.
  - ii. 2 CFR 200.113, Mandatory Disclosures.
  - iii. 2 CFR, 200.62, Internal Controls.
  - iv. 2 CFR 200.216, Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.
  - v. 2 CFR, 200.318, General Procurement Standards and Conflict of Interests. 2 CFR 200.322, Domestic Preferences for Procurements.
  - vi. Federal Funding Accountability and Transparency Act of 2006 or Transparency Act—Public Law 109-282, as amended by section 6202(a) of Public Law 110-252 (31 U.S.C. 6101), which includes requirements on executive compensation, and also requirements implementing the Act for the non-Federal entity at 2 CFR part 25 Financial Assistance Use of Universal Identifier and System for Award Management and 2 CFR part 170 Reporting Sub-award and Executive Compensation Information.
- J. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- K. Debarment and Suspension (Executive Orders 12549 and 12689)—Certain awards (see 2 CFR 180) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

### 3. RFQ TERMS AND CONDITIONS

This request is issued subject to the following terms and conditions:

- A. This RFQ is a request for the submission of qualifications, but is not itself an offer and shall under no circumstances be construed as an offer.
- B. IHCDA expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.
- C. IHCDA reserves the right to reject and not consider any or all respondents that do not meet the requirements of this RFQ, including but not limited to: incomplete qualifications and/or qualifications or offering alternate or non-requested services.
- D. IHCDA reserves the right to reject any or all companies, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed to be in its best interest.
- E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, IHCDA may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- F. In no event shall any obligations of any kind be enforceable against IHCDA unless and until a written agreement is entered into.
- G. The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.
- H. By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- I. IHCDA reserves the right not to award a contract pursuant to the RFQ.
- J. All items become the property of IHCDA upon submission and will not be returned to the Respondent.
- K. IHCDA reserves the right to split the award between multiple applicants and make the award on a category by category basis and/or remove categories from the award.
- L. The Respondent certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from utilizing federal funds by any federal or state department or agency.
- M. If the Respondent is selected pursuant to this RFQ it will be required to enter into IHCDA's grant agreement for the HOME TBRA Program. Respondent acknowledges the acceptance of the grant agreement for the HOME TBRA Program and understands that the boilerplate is non-negotiable.

#### 4. QUALIFICATIONS COVER SHEET

Name of Individual,  
Firm or Business:

Address:

Phone Number:  
Fax Number:  
Web Site Address:

QUALIFICATION  
Contact Person:

Title:  
Email Address:  
Phone:

Contract Signatory  
Authority:

Title:

**INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

**5. CERTIFICATION OF RESPONDENT**

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I acknowledge that I have read and understood the requirements and provisions of the RFQ and agree to abide by the terms and conditions contained herein.

I \_\_\_\_\_ am the \_\_\_\_\_ of the (type name of signatory authority) corporation, partnership, association, or other entity named as company and the Respondent herein, and I am legally authorized to sign this and submit it to the Indiana Housing and Community Development Authority on behalf of said organization.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

Respondent:

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Firm name: \_\_\_\_\_