

Answers to Questions Re: Nonprofit Capacity Building RFQ

Q: What are some anticipated business reasons that a CAA or IHCDAs community programs team would engage in a governance/operations project?

A: The CSBG Act requires CAAs adhere to a very specific governance structure and complete specific tasks with their board. IHCDAs or an individual CAA may engage in a governance/operations project to comply with these requirements *or* to help their agency move beyond compliance. IHCDAs provides CAAs funds to meet compliance improvements as well as competitive funds for projects that will impact agency operations.

Q: What are some anticipated outcomes that a CAA or IHCDAs would be seeking when engaging in a governance/operations project?

A: The outcomes for each individual project would be decided on a project by project basis.

Q: For governance/operations projects, what requirement will CAAs have to use a vetted organization through this MOA? Or will they also have the option of using a similar resource of their choosing?

A: When hiring consultants for their agency, CAAs will not be required to use the directory IHCDAs is putting together from this RFQ. However, we are putting this directory together because we identified a need among agencies to have a resource for finding quick information about available local/regional consultants.

Q: What criteria or anticipated criteria will a CAA use when choosing a consultant for their governance/operations needs?

A: The criteria each CAA will use will be up to their own agency leadership and their needs at the time.

Q: What criteria or anticipated criteria will IHCDAs use when choosing a consultant for their governance/operations needs?

A: IHCDAs will look at consultant qualifications, project examples, costs and scope of work when choosing future consultants. Please note that this RFQ is coming out of the Community Programs Department of IHCDAs, although it may be shared with other departments by request.

Q: Will IHCDAs approve multiple vendors for the same subcategory for this RFQ? Once a project is underway, would the work be contracted with IHCDAs or the CAA?

A: Yes, IHCDAs will choose multiple vendors for the same subcategory of this RFQ. The work will be contracted directly with the agency that initiates the contracting process (mostly the CAA itself, sometimes IHCDAs depending on the circumstance)

Q: If IHCDAs, what is your role in the project both for outcomes and oversight?

A: The role of IHCDAs will depend on the project. If hired directly by a CAA, IHCDAs may have required the CAA to provide information for approval prior to hiring the consultant, or a CAA may hire a consultant for a project that does not involve IHCDAs at all. Additionally, if the cost is reimbursable by IHCDAs, we will ensure the cost is acceptable under the program from which it was paid.

Q: I was not able to attend the Jan 7 webinar. Is there a recording I can access?

A: The webinar/call was not recorded. When I post questions, I will include answers to the questions asked during the Q&A call. They will be posted here: <https://www.in.gov/ihcda/4053.htm>

Q: I work as a Sole Proprietor registered through my county recorder (not through the Secretary of State; and not as an LLC). How do I know if I meet the legal requirements to contract with the State of Indiana?

A: Here is the website that shows what you need to be registered to do business with the State of Indiana. Please note that the requirements for Sole Proprietor are different than others.
<https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/>

Q: Is it acceptable to coach or provide board trainings by zoom? Is it possible to propose two rate package possibilities, in-person and virtual?

A: Yes, propose costs in whatever format you feel best. We do recognize virtual coaching/consulting as well as in-person, so if you want to specify different fees in those categories, ok.

Q: For our samples of prior work: do they need to be an actual example, or can it be a description?

A: Please provide an actual sample of work (redacted if necessary) if possible. However, we understand some types of projects cannot be shared. In this case, please provide a clear and complete project description.

Q: Can you describe how the directory of consultants will be distributed or made available? Will it be a preferred directory or just a resource list?

A: The directory will be made available to all CAAs in the state electronically and will include an overview of information provided in the RFQ documents. The full RFQ response for a vendor will be made available to the CAA upon request (likely as they are trying to research potential consultants for a project). The directory will be a resource for CAAs, but CAAs will *not* be restricted to using only consultants found in the directory.

Q: Is this in any way like being pre-vetted or prioritized when working with CAAs?

A: Yes, this is similar to a typical consultant pool. CAAs will know that vendors passed a IHCDAs preliminary RFQ screening process to be included in the directory. However, being included in the directory is *not* an official endorsement from IHCDAs and agencies will *not* be required to use solely consultants from the directory.

Q: Regarding consulting groups submitting resumes and samples of work: should we focus on staff members or consultants that we contract with? Basically, how many resumes should we send?

A: If your agency/company cannot fit in the confines of this RFQ, please contact IHCDAs directly to figure out how to best apply. As a general rule, please focus on only a small number of consultants who have a specific skill set that most closely fits the skills requested in the RFQ.

Q: Do you consider it a conflict of interest if one of our members is a senior employee at a CAA?

A: No. CAAs themselves or their staff are eligible to apply to provide consulting to peer agencies. This would only be a conflict if the employee were going to provide services to their own agency.