



**REQUEST FOR QUALIFICATIONS**

**for**

**Community Action Trainings: Nonprofit Governance, Program Support, and  
Capacity Building**

**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: December 8, 2022**

**RESPONSE DEADLINE: Monday January 10, 2022 at 5:00p.m.**

## **PART 1**

## **SCOPE OF THIS REQUEST**

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

IHCDA is seeking to build a pool of local and regional (in Indiana and surrounding states) trainers having background and experience in each of the following areas: nonprofit executive leadership, frontline worker training, program support, and data/evaluation.

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

#### **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 investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers.

#### **About Community Action in Indiana**

Community Action Agencies (CAA) are local private and public non-profit organizations that promote self-sufficiency, and work to reduce the causes and conditions of poverty in the communities they serve. They were founded as a part of the 1964 Economic Opportunity Act to fight poverty by empowering the poor as part of the War on Poverty.

The Community Services Block Grant (CSBG) is the agencies' core federal funding, which CAAs use to support a variety of anti-poverty programs, including other federal and state-funded programs. Those programs vary widely among agencies, since CAAs plan and implement their programs based on the specific needs of their local communities.

Each CAA is governed by a board of directors consisting of at least one-third low-income community members, one-third public officials, and up to one-third private sector leaders. This board structure is defined by federal statute and is known as a tripartite board. There are 22 designated CAAs in Indiana serving all 92 counties with CSBG and other programs.

### **3. SCOPE OF SERVICES**

IHCDA works with and supports a network of Community Action Agencies throughout the state of Indiana seeking to address the causes and conditions of poverty. IHCDA is gearing up to begin this year's annual trainings for Community Action leaders on a variety of topics. This RFQ is intended to provide IHCDA access to a new pool of trainers on the desired topics.

**Any applicant within our existing trainer directory need NOT re-apply.**

IHCDA seeks trainers for sessions targeting the following audience: executive leadership in community action agencies, direct-service, and front-line workers, human resources staff, and financial operations staff. Training topics include, but are not limited to, the following topics:

- Executive Leadership
  - Operations Support
  - Strategic Planning
  - Human Resources
  - Employee Retention and Building In-House Talent
  - Succession Planning
  - Board Governance & Engagement
  - Fundraising Strategy/Planning
  - Facilities Management
- Front-line Worker Training
  - CPR/Trauma Informed Care
  - Mental Health Training
  - Burnout, Boundaries, & Customer Service
- Program Support
  - Policy and Procedure Documentation
  - Program and Policy Updates as Needed
  - Board and Leadership Training
  - Accounting for Blended Funding Streams
  - Accounting Basics
  - Agency Policies/Procedures (SOPs)
  - Causes and Conditions of Poverty
  - Best Practices for Working with A.L.I.C.E. Communities
- Data/Evaluation
  - Outcome Measurement
  - Logic Modeling/Program Development
  - Effective Reporting Procedures
  - Community Needs Assessment
  - Data Measurement

Please note that your entire response to this RFQ may be made available to our selected vendor, Indiana Community Action Agencies, or other departments within IHCDA, upon request.

#### **4. QUALIFICATIONS**

To be qualified the Respondent and/or staff that will provide the training services must hold a degree or certification in a subject area relevant to the respondent's area of expertise.

This RFQ is open to both individual trainers as well as groups or firms.

## **PART 2 RFQ PROCESS**

### **1. SELECTION PROCESS**

Evaluation of all qualifications will be completed by IHCDA, and selection of a Respondent for the Directory of Consultants is at the sole discretion of IHCDA.

IHCDA will work with an external entity at the beginning of each calendar year to choose, plan, and schedule trainings chosen from this application for the community action network. The external entity will be responsible for working with trainers who have responded to this RFQ to plan training sessions accordingly. Any applicant within our existing trainer directory need not re-apply. IHCDA will use

selected respondents from this RFQ to complete CAA training sessions but has the discretion to choose other training entities as well.

## **2. RFQ SUBMISSION ITEMS**

Respondent must submit documentation in response to the requirements listed in each category heading summarized below. Together, the response for items 1 and 2 below should total no more than three (3) single-side pages, single spaced in 12-point font. The RFQ response should include the following, in the order listed below:

1. Coversheet and Certification. A completed Cover Sheet (Appendix A) and signed Certification (Appendix B); and
2. Qualifications & Experience. A narrative describing Respondent's qualifications, including which trainings they are willing to offer

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

Respondent's proposal must be submitted via email. All documents must be submitted in PDF only to:

Tina Darling  
Community Programs Manager - CSBG  
Indiana Housing and Community Development Authority  
**[tdarling@ihcda.in.gov](mailto:tdarling@ihcda.in.gov)**

**The deadline for submission is Monday January 10, 2022 at 5:00 PM EST.**

Applications that miss the submission deadline and/or do not contain all the required forms/documents as listed in this RFP may be determined ineligible for further consideration.

## APPENDIX A: RFQ COVER SHEET

### Name of Individual, Firm or Business:

Address:

Phone Number:

Fax Number:

Web Site Address:

Contact Person:

Title:

Email Address:

Phone:

Contract Signatory Authority:

Title:

Email Address:

Phone:

Please check which **one** of the categories below this response is replying under (Executive Leadership, Front-line Worker Training, Program Support or Data/Evaluation). Then under *only that category*, check the sub-areas in which the respondent is qualified to provide services.

- Executive Leadership
  - Operations Support
  - Strategic Planning
  - Human Resources
  - Employee Retention and Building In-House Talent
  - Succession Planning
  - Board Governance & Engagement
  - Fundraising Strategy/Planning
  - Facilities Management
- Front-line Worker Training
  - CPR/Trauma Informed Care
  - Mental Health Training
  - Burnout, Boundaries, & Customer Service
- Program Support
  - Policy and Procedure Documentation
  - Program and Policy Updates as Needed
  - Board and Leadership Training
  - Accounting for Blended Funding Streams
  - Accounting Basics
  - Agency Policies/Procedures (SOPs)
  - Causes and Conditions of Poverty
  - Best Practices for Working with A.L.I.C.E. Communities
- Data/Evaluation
  - Outcome Measurement
  - Logic Modeling/Program Development
  - Effective Reporting Procedures
  - Community Needs Assessment
  - Data Measurement
- Other: \_\_\_\_\_

**APPENDIX B: CERTIFICATION OF RESPONDENT**

I hereby certify that the information contained in this response 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: \_\_\_\_\_