



Minnesota **H O U S I N G** Partnership

**REQUEST FOR PROPOSALS
TRAINING SERVICES
FINANCIAL MANAGEMENT FOR SUPPORTIVE HOUSING
GRANTEES**

Proposals Due October 26, 2007

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 financial management training for Supportive Housing grantees

TRAINING REQUIREMENTS

1. Conduct a two-day training, the first in January/February 2008 and the second in fall 2008. You may choose to bid on one or both of these trainings.
2. Present a foundation course for homeless service providers that access funding available through the McKinney-Vento Homeless Assistance Act of 1987 that:
 - Focuses on OMB circulars and Part 85,
 - Covers the essentials of financial management under the McKinney-Vento programs, and
 - Discusses federal requirements for financial accounting, including
 - o Planning,
 - o Budgeting,
 - o Setting up financial reporting systems,
 - o Documenting costs, and
 - o Other reporting and compliance issues.

3. Specific topics related to programs funded under the McKinney-Vento Act should include:
 - Eligible costs,
 - Match,
 - Leverage,
 - Procurement standards,
 - Documenting time and accomplishments, and
 - Budget revisions and substantial changes to grant agreements.
4. Provide MHP with a training manual and/or other training materials covering the training content that will be useful for future reference.

CONSULTANT/TRAINER REQUIREMENTS

1. The trainer must have a demonstrated working knowledge of the subject matter.
2. The trainer must have conducted a similar training within the past two years.
3. The trainer must be able to undertake the training in the specified time period.
4. 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

General parameters for the content of each of the trainings are provided on the pages that follow.

MHP is asking for proposals that assume 60 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 copy of proposed training manual. Any materials submitted are confidential and will be returned to non-selected parties upon request. Training materials developed nationally are available for use.
4. At least two, and preferably three, proposed sets of training dates.
5. A list of all personnel proposed for the training along with biographies, titles, and relevant training experience.
6. A list of comparable trainings provided within the past two years and client references for each.
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. We often find that 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.

8. 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.
9. Indicate what, if any, logistics will be handled by the trainer, with associated costs.
10. 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.
11. The trainer is expected to provide a complete set of training materials and handouts **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. If available, please provide a preliminary indication of audiovisual needs. This will help us with the budgeting for each of the trainings.

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:

- Price,
- How closely the proposed training meets training requirements,
- Knowledge/experience of trainers,
- Availability of trainers during the specified time periods,
- Quality of the training materials provided to the class participants.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

Please submit two original proposals by **5:00 p.m. on October 26, 2007** to:

Liz Juelich
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2446 University Avenue West, Suite 140
St. Paul, MN 55114
(651) 649-1710 or (800) 728-8916 ext. 113
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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)