

REQUEST FOR PROPOSAL (RFP) - Addendum AMENDMENT 1

For

Policy and Action Plan for 2010 through 2014 Consolidated Plan –
Housing and Community Development

RFP Issue Date: May 26, 2009 TSB Release

May 28, 2009 General Release

AMENDMENT Issue Date: June 26, 2009

Issuing Agency: Iowa Department of Economic Development

Amended Bid Proposal Due Date: July 17, 2009

The IDED has re-examined its original request for proposal and has determined that additional services are required. The following sections are amended:

Section 1 Introduction

1.1 Purpose

The **Iowa Department of Economic Development (IDED)** is seeking proposals from bidders to assist the IDED with creation and development of the State of Iowa's five (5) year consolidated plan for housing and community development as required by the U.S. Department of Housing and Urban Development (HUD). The IDED has re-examined its original request for proposal and has determined that additional services are required.

IDED intends to award a contract or contracts (if multiple vendors are selected) which collectively do not exceed **\$30,000.00** for Policy and Action Plan for 2010 through 2014 Consolidated Plan – Housing and Community Development as amended. Any contract(s) resulting from the RFP shall not be an exclusive contract(s).

1.2 Background Information

Summary of the Service Elements, described in Section 3, to be provided by the selected vendor(s):

3.1.1 Section Four — Strategic Plan

3.1.2 Section Five — Action Plan

3.1.3 Section Six — Monitoring and Performance Measures

3.1.4 Supporting Appendices

Additional Service elements:

3.1.5 Assist with public input and Combining Sections 1 through 6 and supporting appendices into a uniform five (5) year 2010 through 2014 Consolidated Plan for Housing and Community Development formatted to U.S. Department of Housing and Urban Development's specification and which is ready for submission to HUD.

Section 2 Administrative Information

2.1 Amended Issuing Officer

The Issuing Officer, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful vendor.

Mike Miller, Issuing Officer
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, IA 50309

Telephone: **515.725.3077**

Email: mike.miller@iowalifechanging.com

2.4 Amended Procurement Timetable

The following dates are set forth for informational and planning purposes; however, IDED reserves the right to change the dates.

Post on TSB Web site (2 business days).....	May 26, 2009
Post RFP on IDED Web site	May 28, 2009
Deadline for Written Questions from Vendors.....	June 4, 2009
Post Answers to Questions on IDED Web site.....	June 10, 2009
Amended Closing Date for Receipt of Bid Proposals and Amendment to Bid Proposals.....	July 17, 2009
Amended Announce Successful Vendor(s).....	approximately July 22, 2009
Contract Execution.....	approximately July 24, 2009

2.7 Amended Submission of Bid Proposals

IDED must **receive** the bid proposal by **July 17, 2009 before 4:30 p.m.** central time, at the Iowa Department of Economic Development, 200 East Grand Avenue, Des Moines, IA 50309. **This is a mandatory requirement and will not be waived by IDED. Any bid proposal received after this deadline will be rejected and returned unopened to the vendor.** Vendors mailing bid proposals must allow ample mail delivery time to ensure timely receipt of their bid proposals. It is the vendor's responsibility to ensure that the bid proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the bid proposal. Electronic mail and faxed bid proposals will not be accepted.

Vendors must furnish all information necessary to evaluate the bid proposal. Bid proposals that fail to meet the mandatory requirements of the RFP will be disqualified. Verbal information provided by the vendor shall not be considered part of the vendor's proposal.

AMENDED SECTION 3 SERVICE ELEMENTS

- 3.1 Service Elements.** The Iowa Department of Economic Development (IDED) is seeking proposals from bidders to assist the IDED with creation and development of the State of Iowa's five (5) year consolidated plan for housing and community development as required by the U.S. Department of Housing and Urban Development (HUD). Bidders are bidding to research and prepare a document that includes the information described in this section. The final product of this RFP will become the Policy and Action Plan sections of the State of Iowa's five (5) year consolidated plan for housing and community development. All service elements must include the components specified in CFR TITLE 24--Housing and Urban Development § 91.315 Strategic Plan, § 91.320 Action Plan, and § 91.330 Monitoring. For

reference purposes a copy of the state's previous 5 year plan is available at IDED's website.

3.1.1 Section Four — Strategic Plan

Strategic Plan Components must include those identified in CFR TITLE 24--Housing and Urban Development 91.315 Strategic plan.

Examples of plan components to be included but not limited to:

- Priorities
- Priority Housing Needs
- Non-housing Community Development Needs
- Needs as Expressed in CDBG Applications
- Services to Empower Families
- Workforce Development
- Welfare to Work
- Head Start
- State and Local Programs
- Anti-Poverty Strategy and Affordable Housing Activities

3.1.2 Section Five — Action Plan

Action Plan Components must include those identified in CFR TITLE 24--Housing and Urban Development § 91.320 Action plan.

Examples of plan components to be included but not limited to:

- Housing Resources
- Non-Housing Community Development Resources
- HOME Recapture and Resale Provisions
- Tenant Based Rental Assistance (TBRA) Compliance
- Other Forms of Investment
- Affirmative Marketing
- Minority and Women Business Outreach

3.1.3 Section Six — Monitoring and Performance Measures

Monitoring components must include those identified in CFR TITLE 24--Housing and Urban Development § 91.330 Monitoring.

The consolidated plan must describe the standards and procedures that the State will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including the comprehensive planning requirements.

3.1.4 Supporting Appendices

Additional items as mutually agreed upon by vendor and IDED

3.1.5 Assist with public input and Combining Sections 1 through 6 and supporting appendices into a uniform five (5) year 2010 through 2014 Consolidated Plan for Housing and Community Development formatted to U.S. Department of Housing and Urban Development's specification and which is ready for submission to HUD.

- o Work with the Contractor for the Data Analysis for 2010 through 2014 Consolidated Plan – Housing and Community Development component to ensure data submission is in a format suitable for presentation to HUD.

- o Take all sections and appendices and format into a coherent document or set of documents ready for presentation to HUD.

Amended Project Timeline for Service Elements:

From contract Start date (estimated start date is July 24, 2009) through November 30, 2009

– Prepare Draft of Policy and Action Plan components of the Consolidated Plan

- o **July – August 2009** – Organize and participate in meeting(s) with stakeholders; other state and federal agencies

August – September – collect, consolidate, and format Section Items into a cohesive set of documents acceptable to HUD

September 30, 2009 – Final Draft due at IDED

November 1 – 15, 2009 – Possible revisions to plan as appropriate pursuant to public comment or updated information.

IDEED submits Consolidated Plan to HUD

AMENDED Section 6 Contract Terms and Conditions
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6.2 Amended Contract Length

IDEED intends to award a contract (or contracts if multiple vendors are selected), which collectively do not exceed \$30,000.00. Any contract(s) resulting from the RFP shall not be an exclusive contract.

Except as otherwise amended above, the terms, provisions, and conditions of REQUEST FOR PROPOSAL (RFP) For Policy and Action Plan for 2010 through 2014 Consolidated Plan – Housing and Community Development remain unchanged and are in full force and effect.

End of Amendment 1