

REQUEST FOR QUALIFICATIONS (RFQ)**HOUSING, COMMUNITY DEVELOPMENT, AND RELATED TOPIC TECHNICAL ASSISTANCE CONSULTANT PARTNERS****Fiscal Year (FY) 2022 and FY 2023 Community Compass Technical Assistance and Capacity Building Program Notice of Funding Opportunity (NOFO)****Notice of Funding Opportunity (NOFO) No.: FR-6600-N-06**

For over a decade, Econometrica, Inc., has participated in the U.S. Department of Housing and Urban Development's (HUD) integrated technical assistance and capacity building initiative, Community Compass, which helps HUD customers navigate complex housing and community development programs and initiatives. We are seeking qualified firms and individuals to join us in our response to HUD's **Fiscal Year (FY) 2022 and FY 2023 Community Compass Technical Assistance and Capacity Building Program Notice of Funding Opportunity (NOFO) (Opportunity No. FR-6400-N-06)**.

For more information from HUD regarding the FY 2022 and FY 2023 NOFO, the full announcement is accessible at the following link: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy22_23_ccta

Established in 1998, Econometrica has provided research, data analytics, program evaluation, and management services and technical assistance to local, state, and federal government clients, including HUD and its grantees.

QUALIFICATIONS DEADLINE

Complete responses to the Econometrica Consultant/Contractor Partner Request for Quotation (RFQ) are **due by 5 p.m. ET on Thursday, March 9, 2023**. HUD's NOFO invites competitive applications for 2 funding years, FY 2022 and FY 2023, and Econometrica intends to request funding from both funding years.

QUALIFICATIONS AND EXPERIENCE REQUIRED

In accordance with 2 CFR Part 200, Sections 200.317 through 200.326, Econometrica is providing in this RFQ a description of the technical requirements of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards. The Community Compass initiative is designed to support HUD's local and state grantees to address a range of challenges or obstacles to full program implementation. The goal of the technical assistance and capacity-building initiatives is to equip HUD's grantees with the knowledge, skills, tools, organizational capacity, and systems to implement HUD programs and policies successfully and in compliance with state and federal rules, regulations, and program requirements. Therefore, Econometrica is searching for qualified firms and individuals who can

provide experience and skills relevant to HUD programs, policies, systems, and initiatives. These programs, policies, systems, and initiatives include but are not limited to:

- Affordable housing, mixed finance (including Low-Income Housing Tax Credits (LIHTC) and the Rental Assistance Demonstration (RAD)), and homeownership.
- Community and economic development and disaster resilience (including Community Development Block Grants (CDBG) and HOME).
- Homelessness and related programs, such as Emergency Solutions Grants (ESG), Housing Opportunities for Persons With AIDS (HOPWA), and McKinney-Vento Act programs.
- Public housing operations and programs, including public housing accounting, Moving to Work, Family Self-Sufficiency (FSS), Jobs Plus, and Section 3.
- Choice Neighborhoods, Promise Zones and Opportunity Zones.
- Disaster Recovery Grant Reporting (DRGR), Integrated Disbursement and Information System (IDIS), Line of Credit Control System (LOCCS), Section 3 Performance Evaluation and Registration System (SPEARS), Physical Needs Assessment (PNA), and Energy and Performance Information Center (EPIC).
- Supportive housing and services, the digital divide, education and housing, and health and housing.
- Housing preservation, tenant participation, and capacity building.
- Policy Development and Research (PD&R).
- Fair housing, procurement, Davis-Bacon, energy and environment, and other cross-cutting requirements.
- Workforce development.

Based on HUD's 2022–2026 Strategic Goals, the agency is also seeking experience in the following areas, with an overarching focus on the advancement of racial equity:

- Supporting underserved communities.
- Advancing housing and racial justice.
- Increasing climate resilience and community sustainability.
- Strengthening environmental justice and integrating health and housing.
- Wealth building initiatives, particularly in underserved communities.
- Improving housing inclusivity and accessibility.
- Innovation in housing finance.

EVALUATION CRITERIA

All submissions received will be reviewed against the following selection criteria:

- **Experience and Technical Qualifications:** The extent to which each respondent demonstrates skills and abilities related to the description above and acceptable experience with Econometrica, as applicable.

- **Rate Reasonableness:** The extent to which rates are considered reasonable compared to the respondent’s experience and qualifications, market prices, and any rate limitations imposed by HUD. Before assigning a funded task, rates must be determined to be fair and reasonable. Respondents must be able to provide evidence of their past pattern of compensation. This evidence includes customary rates, including rates on nongovernment contracts or cooperative agreements.
 - o **Please note:** Due to HUD restrictions on approval of hourly consultant rates of \$200 or above, Econometrica may need to request additional documentation and rate justification from a consultant to provide to HUD for approval.
- **Debarment/Suspension Check:** Potential consultants found to be suspended or debarred from federal government business will not be solicited for or awarded task orders. This status is verified by searching the System for Award Management: <https://www.sam.gov>.
- **Small Business:** Econometrica is committed to utilizing small disadvantaged businesses, minority-owned firms, American Indian- and Alaska Native-owned firms, veteran-owned firms, and women’s business enterprises whenever possible.
- **Minority Serving Institutions (MSIs) and Historically Black Colleges and Universities (HBCUs):** Econometrica is also interested in partnering with MSIs and HBCUs wherever possible and appropriate.

All consultants will be selected in compliance with the procurement procedures and standards codified in 2 CFR 200. Selection of consultants will be competitive, as required by 2 CFR § 200.320.

QUALIFIED APPLICANTS

The qualifications and experience of selected individual consultants or partner firms may be included in Econometrica’s application to the NOFO. Those included may also be asked to assist with contributing expert knowledge in areas of the application response.

QUESTIONS AND INQUIRIES

Respondents are encouraged to submit questions about this RFQ in writing to: FY2022NOFO@EconometricaInc.com. Please use the subject line “**Your Name – FY2022 NOFO Questions.**”

Instructions for Submission

1. Review and respond to **only the required Experience Form (tab 4)** found in the attached Excel Workbook entitled “Applicant Summary, Interest, Capacity & Experience (1.C.) Workbook 2023-01-26”.
2. Once you have completed the required Experience Form, email the Excel file along with the following documents to: FY2022NOFO@EconometricaInc.com. **Please use the subject line “Your Name – FY2022 NOFO.”**
 - a. A scanned copy of the signed and dated Participation Agreement found in Appendix A of this RFQ.
 - b. Professional resumes for each individual included in the completed Experience Form.
 - c. Hourly rates for everyone included in the completed Experience Form.
 - d. Three professional references for work completed within the last 3 years. (**Only required for firms or individuals that have not yet worked with Econometrica at any time.**) The references should be nonfamilial and not an Econometrica staff member. Please provide the following for each reference:
 - Contact name (first, last).
 - Title/role.
 - Organization.
 - Email.
 - Best phone.

The following instructions apply to the Experience Form (tab 4) in the Excel Workbook entitled “Applicant Summary, Interest, Capacity & Experience (1.C.) Workbook 2023-01-26”. REMEMBER: You are ONLY required to complete the Experience Form. Econometrica, as the Prime Applicant, will complete the other tabs/worksheets.

- For each staff person, consultant or partner organization populate the following (first and last); organization name, city, state, ZIP Code, and DUNS or unique identifier; role (in relation to you/your firm) and qualifications narrative.
- For the qualifications narrative, provide a summary of the individual’s experience, expertise, and other qualifications relevant to the programs and topics for which you have the most experience, as listed in your Experience Form, particularly as they pertain to direct technical assistance and capacity building, needs assessments, development of training or tools and products, and data analysis and reporting, as well as the HUD strategic goals discussed earlier in this RFQ.
- Then, use the “+” links (above the dark gray columns) to expand and show the relevant programs/topics in each HUD Office. To hide/collapse those programs/topics, use the “-” links.

Note: For each person listed, there are two steps to document years of experience:

- 1. Enter the years of experience for each program/topic column.**
- 2. Enter the total number of unduplicated years of experience associated with each HUD program area.**

For example, if Jane Doe has 5 years of experience with CDBG entitlements (2011–2016) and 8 years (2008–2016) with CDBG Disaster Recovery programs, the applicant would include 5 and 8 under the relevant program topics. Then, for the total years for the CDBG program, the applicant would include 8 years to represent unduplicated years. When entering the number of years of experience relevant to each program/topic, include only whole numbers; do not include text or decimals.

For this chart, 1 year means “10 months or more.” For instance, if a person has 9 months of experience, that person would be considered to have 0 years of experience, while a person with 5 years, 11 months of experience would be considered to have 6 years of experience.

Note: The Additional section contains highly specific skills and experience, so please be sure to expand and complete this section as well.

Appendix A: Consultant and Subcontractor Participation Agreement

As required by the Notice of Funding Opportunity (NOFO; see Section III, Eligibility Information, Item D. Threshold Eligibility Requirements, 4. Contractor/Consultant Restriction on p. 29 of 82), any firm included as part of the Econometrica, Inc., application to this NOFO **may not** submit its own application to the NOFO. Subcontractors and consultants may be included in another firm's applications as well as Econometrica's application only if they themselves do not apply.

Qualified individuals and organizations included in Econometrica's application will be notified if Econometrica is awarded a cooperative agreement under this NOFO. Being qualified and completing this participation agreement does not guarantee that the individual or firm will receive a funded assignment. Because the U.S. Department of Housing and Urban Development (HUD) utilizes a "demand-response" system to provide technical assistance under cooperative agreements, Econometrica does not know at the time of application (and will not know at the time of award, and potentially for the following 6 or more years) the activities that it will be asked to carry out over the period of performance for a funded cooperative agreement.

In the event of a fully funded award, Econometrica will issue a formal Consultant Services Master Agreement (CSMA) to establish the rules of engagement for work performed under separately executed task order assignments for services under the cooperative agreement.

When assigning work, Econometrica will consider those individuals and organizations included in the Econometrica application to the NOFO as **prequalified** for these services. However, these prequalified individuals and organizations will not preclude additional individuals and organizations from qualifying during a new solicitation period, nor does it preclude HUD from directing partnerships among technical assistance providers or between technical assistance providers and other HUD consultants and contractor firms.

When HUD requests services as part of the cooperative agreement, Econometrica will respond with staff members and consultants qualified to provide the services requested based on our determination concerning the following:

- Expertise.
- Availability.
- Rate reasonableness.
- Geographic location.
- Other factors specific to the individual assignments.

Any specific work assigned to a consultant will be detailed in a task order assignment from Econometrica outlining specific actions required to meet the programmatic needs specified in the assignment received from HUD.

By signing below, you are committing yourself or your firm to participate in the Econometrica application response to the HUD FY2022 – FY2023 NOFO response to Opportunity No. FR-6600-N-06

First and Last Name	
Title	
Organization (if applicable)	
Signature	
Date	