



## Technical Assistance Providers for Community Housing Development Organizations REQUEST FOR QUALIFICATIONS

### **Background**

The Neighborhood Partnership Fund (NPF) is soliciting proposals from qualified consultants to assist in meeting the technical assistance needs of community housing development corporations (CHDOs) in Oregon. Our goal is to strengthen organizational capacity to build and manage high quality, sustainable, affordable housing. With this RFQ NPF will develop a pool of qualified technical assistance providers to assist individual CHDOs selected for funding through a separate RFP process.

Professional services required are likely to include, but are not limited to, strategic planning, financial management, housing development, asset management, and data management.

### **How to Submit a Proposal**

The proposal must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate experience in the field of affordable housing and community development. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.
- **Personnel.** Provide a professional resume for the key people expected to work on upcoming projects and describe relevant related experience.

Brochures or other material that may be helpful in evaluating your firm may be included as an attachment to the proposal.

### **Additional Information**

Questions regarding this RFQ may be directed to:

Amy Fauver  
Neighborhood Partnership Fund  
(503) 226-3001 x-102  
[afauver@tnpf.org](mailto:afauver@tnpf.org)

### **Proposal Deadline**

Proposals must be received by 4:30 PM on Thursday, November 1, 2007. Proposals received after the deadline will not be considered.

Submit completed proposal **via email**, by the deadline to: Amy Fauver, [afauver@tnpf.org](mailto:afauver@tnpf.org).