

**Pike County
Request for Qualifications**

First-Time Homebuyers Program Pre-Purchase Counseling

May 15, 2023

Direct questions regarding this RFQ to Robb Ruiz, Executive Director of Pike County Human Services at r Ruiz@pikepa.org. All questions must be submitted in writing no later than **May 26, 2023**.

Introduction

Pike County has been awarded a Community Development Block Grant (CDBG) grant from the Pennsylvania Department of Community and Economic Development. With this Request for Qualifications (RFQ), Pike County seeks a HUD-certified housing counseling agency to provide homeownership counseling services for a new First-Time Homebuyer Program.

Pike County will provide direct homeowner assistance to at least 15 LMI households so that they are able to purchase their first home. This assistance will include up to 50% of the downpayment and reasonable closing costs. All assisted beneficiaries will be required to complete eight (8) hours of homeownership counseling. Pike County will provide the HUD-certified housing counseling agency with the LMI households that must receive counseling services.

The responsibilities of the housing counseling agency will be as follows:

- Provide at least eight (8) hours of first-time homebuyer counseling for beneficiaries (Pike County will share approved applicants with the agency) – either in person, virtually, or a combination of both
- Maintain attendance and/or participation records for all participants
- Ensure that counseling services meet criteria established in 24 CFR Part 214 and all other relevant federal and state regulations
- Provide all participants who complete eight (8) hours of first-time homebuyer counseling with a certificate of completion

These services will be provided over a 18-month period at a cost not to exceed \$3,500 following execution of a signed agreement between the County and the housing counseling agency.

The County will be partnering with a project management firm to deliver this service. The selected housing counseling agency will work closely with both County staff and the project management firm.

Statement of Qualifications

Pike County is seeking a HUD-certified housing counseling agency to provide first-time homebuyer counseling for a new CDBG-funded First-Time Homebuyers Program. Please aim to be thorough, but also keep your responses direct and relevant. We ask that, at a minimum, your Statement of Qualifications include the following:

A. Cover Letter

The cover letter should highlight your experience providing housing counseling services, your capability, and your understanding of the CDBG program. Identify and introduce the agency and key personnel.

B. Project Team

Identify key personnel and their roles and responsibilities related to this project. Describe the skills and project experience of these personnel that are most relevant to this project. Include resumes of key members of the team.

C. Approach to the Project

Describe how you expect to approach this project. How will your experience inform your counseling services? Describe the logistics of delivering the housing counseling services.

D. Relevant Project Experience

Provide information about your agency's experience providing first-time homebuyer counseling and your experience with the CDBG program.

E. Capacity

Provide information about your agency and team's capacity to complete this project within the timeframe.

F. References

Provide at least three (3) references, including name, title, organization, telephone, and email address for previously executed projects of a similar scope. The reference must be able to speak of direct experience with the key team member(s) proposed for this project.

Qualifications must be submitted to

Evaluation Criteria

Statements of Qualifications will be evaluated according to the following criteria:

Criteria	Maximum Points
Experience of the agency with CDBG and first-time homebuyer counseling	35

Relevant experience and knowledge of the project team	35
Approach to the project	15
Agency's capacity to implement the project within the timeframe	15

Selection Process

The selection process will consist of two parts. The RFQ (Part 1) requires submission of a statement of qualifications, from which the County will select a shortlist of candidates. In Part 2, candidates on the County's shortlist will be asked to interview.

Pike County reserves the right to amend or withdraw this RFQ, and to withdraw at any time from the process and negotiations with no recourse for any Applicant. The County reserves the right to adjust the timeline, and to waive minor deficiencies in meeting the stated requirements of the qualifications package. The County reserves the right to request additional information from Applicants.

The County is not liable to pay or reimburse any costs incurred by Applicants in the development, submission or review of qualifications packages.

All applications will generally be considered public records which are subject to public inspection.

In the event an Applicant considers its submittal as a proprietary trade secret or otherwise exempt from disclosure under the Public Records Act, the Applicant must designate its submittal as confidential. The County will withhold designated applications from public disclosure only if permitted by applicable law.

Timeline

Questions must be submitted in writing to Robb Ruiz, Executive Director of Pike County Human Services at r Ruiz@pikepa.org no later than **May 26, 2023 at 5:00 PM**.

Statements of Qualifications must be submitted by **June 15, 2023 no later than 5:00 PM**.

The County will review qualifications and develop a short list of candidates by **June 23, 2023**.

A housing counseling agency will be selected by **June 29, 2023**.