



**Mississippi Home Corporation
September 13, 2023**

**Mississippi Home Corporation
Request for Proposals for Developer Training Program**

1 INTRODUCTION

Mississippi Home Corporation (“MHC” or “the Corporation”) was created in 1989 as a public body corporate and politic, separate, and apart from the State of Mississippi the state”). MHC is a legal successor–in–interest to the Mississippi Housing Finance Corporation (“MHFC”). While granting the Corporation a broader set of powers than those possessed by MHFC, the Mississippi Home Corporation Act, Sections 43-33-701 et seq., Mississippi Code of 1972, as amended (“the Act”), vested all property, rights, and powers of MHFC in the Corporation, subject to all pledges, covenants, agreements, and trusts made or created by MHFC.

2 PURPOSE

The purpose of this Request for Proposals (“RFP”) is to solicit responses in accordance with the Mississippi Home Corporation Procurement Regulations from qualified firms to furnish services to MHC as identified in the Scope of Services of this request.

3 BOARD

The powers of the Corporation are vested in nine (9) members of the Mississippi Home Corporation Board of Directors (“the Board”), six (6) of which are appointed by the Governor of the State and three (3) by the Lt. Governor of the State, all of whom shall be residents of the State. All appointments shall be with the advice and consent of the Senate of the State Legislature.

4 ADMINISTRATIVE PERSONNEL

Mr. Scott Spivey is the Executive Director of the Corporation. The Corporation has a staff of 70 employees.

5 SCOPE OF SERVICES

The requested Developer Training Services will support the Corporation’s goal to create a Developer Opportunity Assessment, an associated Guidebook (Procedures Manual), and a Developer Training Program to increase the number of developers participating in MHC’s programs and services. The Corporation is primarily interested in strategies that build the capabilities of local developers that support an improved and more inclusive production system for affordable housing development by providing critical resources to emerging minority organizations.

5.1 The scope of the services to be provided by the Corporation for Developer Training services will include, but is not limited to, the following:

5.1.1 Conduct a background research & landscape assessment of MHC’s stakeholders and programs. Explore the perspectives of key stakeholders to ensure that the materials and activities developed will be relevant and directly useful for local for-profit and nonprofit developers.

- 5.1.2 Interview stakeholders including developers, service providers, housing finance professionals, and others to get their perspectives on participating in MHC's programs and affordable housing development in Mississippi.
- 5.1.3 Identify strategies for improving the performance of MHC's programs in markets outside Metropolitan or Micropolitan Statistical Areas.
- 5.1.4 Assess MHC's current programs to assess developer participation and evaluate categories of developers that have found it difficult to access MHC resources.
- 5.1.5 Evaluate MHC's current program policies and procedures, past funding awards, and projects by types of development organizations.
- 5.1.6 Facilitate focus groups with relevant stakeholders to identify barriers that different kinds of developer groups are facing.
- 5.1.7 Produce a report that will summarize findings from background research and landscape assessment to evaluate program design and program policies that create barriers to access and participation for developers.
- 5.2 Create a web-based statewide Affordable Housing Developer Guide (the "Guide") that is focused on developing quality content.
 - 5.2.1 Provide supplementary outreach as needed to fill any gaps identified during the review process.
 - 5.2.2 Work with MHC 's web developer to design and develop a website presence to host the content developed.
 - 5.2.3 Create overall branding for the Guide (fonts, color scheme, etc.). Based on that branding, build templates for the content and worksheets.
 - 5.2.4 Provide a mock-up design layout for the final PDF before it is finalized.
- 5.3 Developer Training Sessions
 - 5.3.1 Develop and conduct individual and group training sessions on affordable housing development.
 - 5.3.2 Create engaging content that ensures that the training content is focused on applications in participants' communities.
 - 5.3.3 Ensure that trainees develop and leave with a specific set of priorities and near-term action steps to advance in their community post-training.
 - 5.3.4 Leave a tangible action plan that generates momentum for participants to carry their learning back to their communities.
- 5.4 Project Management and Coordination
 - 5.4.1 Facilitate a kickoff meeting with MHC to discuss project goals, clarification of audiences, learning objectives, and identification of existing work and resources to build on.
 - 5.4.2 Workshop a detailed outline for the Guide – Develop questions for each section that answers what the most effective formats are (i.e., narrative summary, infographic, self-guided worksheet, interactive tool).
 - 5.4.3 Guide project branding – identify what the final design, format, logo, and layout should look like.

- 5.4.4 Solidify stakeholder engagement – identify who will be engaged, what will be discussed with them, and how they will be engaged.
- 5.4.5 Prepare a final document that serves the intended audience and communicates opportunities and resources effectively.

6 RFP INSTRUCTIONS

6.1 RFP Submission and Format

Please submit your response marked on the outside “Response to RFP for Developer Training Services” addressed to:

Jenny Layton
Chief Operations Officer
Mississippi Home Corporation
735 Riverside Drive
Jackson, MS 39202

A copy of the entire response must also be provided via email to jenny.layton@mshc.com

The Board desires to minimize the submission of superfluous RFP material. Interested firms are instructed to organize their responses according to the following format:

- 6.1.1 The narrative answer should be preceded by the question or request for information, limited to one side of a single 8½" X 11" typed page. Supplemental information or background material, if any, must be restricted to Appendices following the responses.
- 6.1.2 Do not answer more than one (1) information request per page.
- 6.1.3 Number consecutively and identify the respondent on each page.
- 6.1.4 At a minimum, tab responses by RFP question categories.

6.2 RFP Terms and Conditions

The Corporation will make its selection based on its perception of the need for Developer Training Services and the demonstrated competence, experience, knowledge, and qualifications of the respondent. By this RFP, however, the Corporation has not committed to engage a Developer Training contractor for any or all of the above-described matters, nor does the suggested scope of services or term of the agreement require that a Developer Training contractor be engaged for any of those purposes. MHC reserves the right to make those decisions after receipt and review of responses, and the Corporation’s decision on these matters is final and in its sole discretion.

The Corporation reserves the right to negotiate all elements that comprise the information of the respondent(s) to ensure that the best possible considerations are afforded to all concerned, and to waive any irregularities. The Corporation reserves the right to reject any and all responses to the RFP.

The Corporation reserves the right to select a respondent(s) for specific purposes or any combination of specific purposes, and to defer the selection of any Respondent(s) to a time of the Corporation’s choosing. The Respondent must have a full-service office located within the State of Mississippi.

6.2.1 Board and Staff Communications

MHC is committed to a competitive procurement process that maintains the highest level of integrity, ethics, and professionalism. Therefore, no direct or indirect contact will be allowed with any MHC officer, employee, consultant, or adviser, individually or otherwise, from and after the release of this RFP until MHC selects a successful respondent (the "Quiet Period") except for the week of October 2-6, 2023. During the Quiet Period, all contact shall be directed towards the Contact Person identified in this RFP in accordance with the terms of this RFP or otherwise as directed by the Corporation as part of the RFP. Any violation of this prohibition may result in the immediate disqualification of a respondent.

6.2.2 Timetable

The deadline for submissions in response to this Request for Proposal is Thursday, October 12, 2023, by 5:00 p.m. Telephone or fax responses will not be accepted for this request.

6.2.3 Release of Information

Information submitted in response to this RFP will not be released by the Corporation during the proposal evaluation process or prior to a contract award.

6.2.4 Proprietary Information

If a Respondent does not desire certain proprietary information in their response disclosed, the Respondent is required to identify all proprietary information in the response, which identification shall be submitted concurrently with the response. If the Respondent fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

6.2.5 Terms of Contract

The contract (if a respondent is selected) will be offered for a term at MHC's sole discretion after reviewing the responses, and MHC will have the right to terminate the contract immediately with good cause or at any time upon thirty (30) days' notice.

6.2.6 Further Information

To obtain information about the Corporation or this RFP, please feel free to contact Jenny Layton, Chief Operations Officer at (601) 718-4614, jenny.layton@mshc.com.

6.2.7 Oral Presentation

Your firm may be selected to give an oral presentation to the Staff or the Operations Committee of the Board of Directors. Notification will be made to you after responses have been reviewed and evaluated.

6.2.8 The Corporation Reserves the Right to:

- 6.2.8.1** Request an oral interview with, and additional information from firms prior to a final selection of a Developer Training contractor;
- 6.2.8.2** Consider information about a firm in addition to the information submitted in the response or interview; and;
- 6.2.8.3** Reject all responses and waive any irregularities.

7 RFP QUESTIONS FOR DEVELOPER TRAINING SERVICES

7.1 Organizational and Personnel Background

- 7.1.1 Provide an overview of your firm, emphasizing its qualifications and major strengths and achievements that would serve the Corporation. Why do you believe you should be selected to provide Developer Training Services to the Corporation?
- 7.1.2 Provide the names, Mississippi office locations, and brief resumes of the professionals who will be assigned to the Corporation account. Include their level of responsibility. Please designate the approximate percentage of work for which each team member will be responsible.
- 7.1.3 Describe your firm's commitment to Mississippi's economy and residents.
- 7.1.4 Describe any special qualifications your firm's Mississippi office has that could assist MHC in its efforts to serve low-to-moderate-income individuals and families in Mississippi.

7.2 Experience

- 7.2.1 Describe your firm's experience providing Developer Training Services to reach intended audiences for similar services and activities. Provide examples of completed documents and successful outcomes.
- 7.2.2 MHC is most challenged reaching markets outside Metropolitan or Micropolitan Statistical Areas. Describe strategies your firm has used in similar situations to increase awareness and participation in these areas and show the effectiveness of the strategies used.
- 7.2.3 MHC seeks to strengthen its internal processes and staffing to provide these services in the future. Describe your firm's experience and capabilities to work with staff.

7.3 Miscellaneous Discussion Questions

- 7.3.1 Identify the specific individuals who would be assigned to work with MHC and specify which person would be the primary contact person for MHC. Identify the nature of work that each person will perform, along with his/her related professional experience. Please furnish references with telephone numbers.
- 7.3.2 Identify the location of the Mississippi office from which the individuals identified in item 7.3.1 above will be operating.
- 7.3.3 Discuss any other ideas you may have, not addressed above, on how the Corporation can help emerging minority organizations interested in developing affordable housing.

7.4 Disclosure

Describe any litigation, arbitration, and/or regulatory actions pending against your firm.

The firm selected must have no financial interest in the development and implementation of MHC programs other than in his/her capacity to provide marketing services to MHC. Please confirm your compliance with this requirement.

7.5 Affirmative Action

State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

8 SELECTION CRITERIA

The Corporation reserves the right to make its decision after receipt of responses, and the Corporation's decision on these matters is final and at its sole discretion.

The Corporation will evaluate only those firms meeting the qualifications. Among other things, the evaluation of statements of qualifications will be based on the following criteria:

- 8.1 The firm's willingness to follow the Corporation guidelines in this RFP;
- 8.2 The experience and qualifications of both the firm and its staff to be assigned to the identified Developer Training Services;
- 8.3 The firm's experience in developing successful Developer Training Services for similar demographic and target market areas identified in this RFP;
- 8.4 The firm's involvement and accessibility of staff to be assigned to the transactions;
- 8.5 The firm's commitment to Mississippi;
- 8.6 The firm's innovative ideas;
- 8.7 The firm's answers to other questions contained in the firm's response to this RFP and;
- 8.8 The firm's organization, size and structure of the firm, and location of its Mississippi office.

**PROPOSALS RECEIVED AFTER
October 12, 2023
5:00 pm
WILL NOT BE CONSIDERED**