



Request for Qualifications from Consultants

NALCAB – The National Association for Latino Community Asset Builders – seeks qualified consultants (individuals and/or firms) to provide essential services and expert advice in the following areas:

- Communications, including writing, editing, publishing, and media relations;
- Research in the areas of community development and philanthropy;
- Website maintenance and design;
- Graphic design;
- Resource development; and,
- Technical assistance and training for NALCAB members in the following specific areas:
 - Sustainability planning;
 - Preparation of federal grant applications;
 - Executive succession planning and executive search;
 - Strategic planning;
 - Organizational assessment;
 - Board development;
 - Market research and conducting focus groups;
 - Pre-development planning and implementation strategies for affordable housing projects;
 - Acquisition of foreclosed and vacant properties;
 - Engineering reviews and structural analyses;
 - Financing of single family and multifamily affordable housing;
 - Preparation of low-income housing tax credit applications;
 - Preparation of application for CDFI and CED designation and funding;
 - Development of loan funds and/or lending pools;
 - Development of for-profit subsidiaries;
 - Development of credit unions;
 - Other services identified in writing by NALCAB member organizations.

All potential consultants should submit a letter of interest and a statement of qualifications including full resumes for each individual to perform work for NALCAB and including a description of each individual's linguistic capacities.

NALCAB will use this Request for Qualifications (RFQ) process to maintain a pool of qualified consultants to perform work on an as needed basis. The RFQ process is ongoing and applicants may update their information at any time. Consultants will be selected based on their qualifications and experience. NALCAB encourages applications from professionals that reflect races and cultures that have traditionally been underserved and/or underrepresented in the United States. NALCAB will approve consultants to provide services in connection with specific projects and funding services. Upon selection, the prospective consultant will enter into a letter of agreement with NALCAB. Letters of Agreement will be effective for a period of two years. Specific services, periods of performance, fees, expenses and deliverables will be solicited through individual Task Orders to consultants within the approved pool.

Notes: In order to perform services in connection with a federally funded contract, a consultant must be registered in the Central Contractor Registry at www.ccr.gov. Further, consultants will need to provide evidence that they carry general liability insurance and workman's compensation insurance. If the contractor does not carry Workman's Comp. they will need to provide NALCAB a waiver statement.

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