



### **Request for Qualification**

The National Fair Housing Alliance (NFHA) invites you to submit your qualifications to provide professional consulting services and technical assistance as part of our team of experts to cities across the country.

NFHA encourages submissions by Small Business Enterprises (SBEs), Minority-Owned Business Enterprises (MBEs), and Women-Owned Business Enterprises (WBEs). If your qualifications and proposed rates are accepted, you will be considered for specific assignments for which your skills and experience are needed. Rates may be subject to negotiation.

Prior to entering into a contract with NFHA for federally-funded work, an organization, consultant or subcontractor must obtain a Data Universal Numbering System (DUNS) number, register with the System for Award Management (SAM), and commit to completing in a timely fashion all required Federal reporting.

Costs for preparing the RFQ are the sole responsibility of the respondent. NFHA will not be responsible for reimbursement for time or expenses incurred in the preparation of a response to this RFQ.

If you require any special accommodations to complete this form or have questions about the submission, please contact either Cat Cloud at [ccloud@nationalfairhousing.org](mailto:ccloud@nationalfairhousing.org), Salome Aringo at [saringo@nationalfairhousing.org](mailto:saringo@nationalfairhousing.org), or call them at 202.898.1661.



## Request For Qualification

### Contact Information

Organization \*

Address \*

City \*

State/Province \*

Zip/Postal Code \*

Country

Contact Person \*

Contact Phone Number \*

Contact Fax Number

Contact Email Address \*

## Required Registrations

DUNS Number \*

Is your organization registered with SAM? \*

YES

NO

SAM Expiration Date (MM/DD/YYYY) \*

Federal EIN \*

**List Areas of Expertise** (no more than 5) \*

Native American-Owned? \*

Yes

No

N/A

Minority Business Enterprise? \*

Yes

No

N/A

Disadvantaged Business Enterprise? \*

Yes

No

N/A

Women-Owned Business Enterprise? \*

Yes

No

N/A

In a short narrative, please describe your organization's expertise in the areas you selected above. \*

In a short narrative, please describe your experience in providing consulting services to cities in the areas you selected above. \*

In a short narrative, please describe your experience in coordinating with other consultants during engagements. \*

If pertinent, please provide any additional information on your services and/or other services you provide.

Please provide a reference and contact information for a recent client on the next page.

## Reference

Reference Organization \*

Reference Name \*

Reference Title \*

Reference Email \*

Reference Phone \*



### Request For Qualification

Please complete the following information for each key staff member you are submitting for consideration for work with NFHA.

#### Staff Member Information

First Name \*

Last Name \*

Title \*

Please send us your hourly rate for the current year and the next two years.

Year

Rate Per Hour (USD)

Year

Rate Per Hour (USD)

Year

Rate Per Hour (USD)

Rate support

\* If hourly rate for 2019 is \$200 or greater, please provide additional narrative on the specialized nature of work or experience in the field.

Cities, regions or states you are available to work in. If there are no limitations, please state "National."

Languages high proficiency

Non-English languages spoken and written: high proficiency

Languages conversationally

Non-English languages spoken conversationally.

With this form please be sure to email a cover letter and most recent resume in Word or PDF format to Cat Cloud at [ccloud@nationalfairhousing.org](mailto:ccloud@nationalfairhousing.org). (*Only include cover letter and resume if rate for 2019, or subsequent years, will be \$200 or more.*)