

# Request for Proposals

## Indefinite Duration - Indefinite Quantity (IDIQ) Rolling Procurement

January 2, 2024

**CVR Associates, Inc. (CVR) is a national, full-service management-consulting firm that provides services to public and private entities in the affordable housing industry. More information about the services CVR provides can be found at [cvrassociates.com](https://www.cvrassociates.com).**

CVR is seeking responses from highly qualified subcontractors and consultants, both companies and individuals, to provide various professional services under agreements with HUD and other entities. CVR is a selected technical assistance (TA) provider under HUD's Community Compass Program. For more information about this program, please visit [https://www.hud.gov/program\\_offices/comm\\_planning/cpdta](https://www.hud.gov/program_offices/comm_planning/cpdta). This program requires that CVR comply with 2 CFR Part 200 (uniform administrative requirements, cost principles, and audit requirements for all federal awards). These requirements include provisions for the competitive procurement of goods and services.

**CVR plans to enter into an agreement with multiple subcontractors and consultants to provide professional services under these agreements.** If CVR is asked by HUD or another client to enter into an agreement for specific services, as needed, CVR will provide the appropriate sub-contractor or consultant with a scope and request for a cost proposal. **The maximum award under this procurement to any selected vendor shall not exceed \$150,000.** There is no minimum award. CVR cannot guarantee that any selected sub-contractor or consultant will be awarded any work pursuant to this solicitation. Each award shall remain valid for 5 years.

CVR is requesting that all interested respondents provide the following information:

1. A letter of interest
2. A statement of firm expertise and qualifications
  1. Relevant clients in the past 3 years where similar services were provided or other related experience
3. Bios of key staff
4. Hourly bill rates inclusive of all overhead and profit

If you are interested in being considered under this IDIQ procurement, please submit the above listed information to [procurement@cvrassociates.com](mailto:procurement@cvrassociates.com). Qualifications will be accepted, and awards will be made, on a rolling basis through the end of 2024.

**All submittals will be reviewed in accordance with the following review and ranking criteria:**

1. Are the submitter's expertise and qualifications consistent with the types of services needed by HUD and other CVR clients? **Up to 25 Points**
2. Is the submitter's related experience appropriate? **Up to 25 Points**

3. Are the submitter's key staff qualified to perform work on behalf of CVR, HUD, and other CVR clients? **Up to 25 Points**
4. Are the proposed rates reasonable? CVR reserves the right to enter into negotiations. **Up to 25 Points**
5. Is the submitter listed as a party that is excluded from federal procurements? If yes, submittal must be rejected.

**The minimum score required for selection shall be 70 points.**

If you have any questions about this solicitation, please contact Michael Tonovitz at (585) 502 - 1933.