

**LEGAL ADVERTISEMENT  
TO  
REQUEST FOR PROPOSAL FOR  
SERVICE OFFICER/EXECUTIVE SECRETARY**

The Louisiana Housing Council (herein after called "LHC"), Chapter of National Association of Housing and Redevelopment Officials (herein after called "NAHRO"), is soliciting proposals for a Service Officer (SO)/Executive Secretary from qualified persons experienced in planning, developing, and implementing events, programs and activities pertaining to housing and redevelopment. Knowledge in all facets of the affordable housing industry including the administration and financial management of housing programs, public notices and regulatory changes issued by the U.S. Dept. of HUD, real estate development programs, and legislative issues preferred. Responsibilities include marketing and recruiting new members, disseminating information to the Executive Committee and members, overseeing the production of the Winter Committee Meeting, Annual Conference, Fall Conference and various workshops, publishing and distributing a quarterly newsletter, and work with the LHC and media firm.

- RFP Release Date: January 23, 2024
- Deadline for Questions: February 16, 2024
- RFP Due Date: February 28, 2024

The proposal packet can be submitted via email, [admin@lanahro](mailto:admin@lanahro). For more information, please contact the Louisiana Housing Council at 318-698-3617.

**LOUISIANA HOUSING COUNCIL  
REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES  
SERVICE OFFICER/EXECUTIVE SECRETARY**

**I. INTRODUCTION**

The Louisiana Housing Council (herein after called "LHC"), Chapter of National Association of Housing and Redevelopment Officials (herein after called "NAHRO"), is soliciting proposals for a Service Officer (SO)/Executive Secretary from qualified persons experienced in planning, developing and implementing events, programs and activities pertaining to housing and redevelopment. Knowledge in all facets of the affordable housing industry including the administration and financial management of housing programs, public notices and regulatory changes issued by the U.S. Dept. of HUD, real estate development programs, and legislative issues preferred. Responsibilities include marketing and recruiting new members, disseminating information to the Executive Committee and members, overseeing the production of the Winter Committee Meeting, Annual Conference, Fall Conference and various standalone trainings, publishing and distributing a quarterly newsletter, and work with the LHC and media firm.

**II. SCOPE OF WORK**

**A. MEMBERSHIP**

1. Market the LHC Chapter resources and opportunities, recruit new members and business partners.
2. Work with the LHC to ensure renewal and reminder notices to agencies and individuals are mailed and emailed before the renewal date.
3. Work with the LHC in sending follow-up notices and reminders to agencies and individuals to collect late membership renewals, if any.
4. Maintain an up-to-date listing of paid members, committees, and officers.
5. Receive and process payments from dues for deposit.
6. Maintain current mailing labels and e-mail list for membership and all housing, CR & D agencies, and business partners for the LHC.
7. Mail out or email meeting notices and other notices as required.

**B. BUDGET AND FINANCE**

1. Prepare vouchers for expenses incurred by SO and submit to Treasurer and President for approval.

2. Prepare check requests and deposit forms for LHC banking institutions.
3. Assist Budget Committee with development and preparation of budgets.
4. Maintain budget, review income, expenses, and report potential budget over-runs to President.
5. Conduct annual inventory of the LHC equipment, furnishings, etc. and provide status report to President, Accountant and Treasurer annually.
6. Assure prompt filing of IRS for 990 or other IRS forms annually.
7. Engage entire Board of Directors in the audit process.

#### C. PUBLICATIONS

1. Post information on current Housing and CR&D issues on the organization website (Coordinate with Standing Committees, President and National NAHRO).
2. Post information on current LHC activities on the organization website.
3. Post-employment opportunities on the organization website.
4. Post information from National NAHRO, Southwest NAHRO and each of the NAHRO Chapters in the 7 state region on the organization website as appropriate.
5. Prepare the LHC newsletter and maintain publication for quarterly distribution to Membership.
6. Work with the LHC and media firm to update the website with current information regarding conferences, member dues, trainings, committee lists, organization charts and other updates.

#### D. TRAINING

1. Work with the LHC Committees to plan and schedule training sessions, workshops, annual conferences, and other educational sessions.
2. Work with the LHC Committees to develop all materials, brochures, mailings, and arrange for presenters and programs necessary to conduct training sessions and workshops authorized by the LHC.
3. Maintain the registrations, collections of monies, etc. as necessary to conduct such training.

4. Collects all registration fees and other fees for deposit and submit for a proper accounting of all monies received for registrations, ads, exhibitor and business partner fees, etc. and expenses for deposit of net proceeds.
5. Provide a detailed report to the Executive Committee within thirty (30) days of conclusion of training, workshop, or conference event.
6. Recruit and schedule hotels and/or training sites, dates and times in cooperation and coordination with the Professional Development Committee and Site Selection Committee.
7. Market training sessions and workshops by website and electronic communications and/or email/mailed notices.
8. Work with the LHC and Southwest NAHRO when Louisiana is host to Southwest NAHRO Conference.

#### E. MEETINGS

1. Develop meeting agenda and programs in coordination with the LHC President, Sr. Vice President, Vice Presidents of Standing Committees, Awards Committee, and Scholarship Committee for all meetings, conferences, and training sessions.
2. Meetings, at a minimum, include Winter Committee Meeting, Annual Business Meeting held at Annual Conference and Fall Conference (Transition Meeting held bi-annually.)
3. Conferences and training sessions, at a minimum, include Annual and Fall Conferences, Section 8/Public Housing/Community Development Trainings and the Annual Maintenance Workshop.
4. Training and Certification sessions are to be developed in concert with the Professional Development Committee and/or other Committees to meet training needs of the membership. A minimum of one training session covering different subject material should be planned for each program area at the Annual and Fall Conferences and Maintenance Workshop {Section 8, Public Housing, CR&D, and Commissioners) timeslots.
5. Develop meeting notices, agendas, hotel information, etc. and distribute to members and non-members in the LHC region, Southwest NAHRO state chapters and neighboring states, as deemed appropriate.
6. Work with Standing Committees and/or Host Agency in establishing agenda and arranging for speakers, facilitators, and presenters.

7. Print meeting programs (or facilitate program to be printed.)
8. Market conferences and meetings via website and electronic communications and mailed notices.
9. Prepare registration packages for all attendees.
10. Receive registration forms and fees.
11. Issue on-site receipts.
12. Administer registration table at meetings with assistance of Host Agency and/or Member Services Committee.
13. Make arrangements for LHC President and hospitality suite.
14. Make special arrangements for out-of-town speakers, presenters, etc. (as budget allows with approval from President and/or Executive Committee.)
15. Coordinate all meeting activities, meeting room arrangements, technology equipment, meals, banquets and breaks with hotel.
16. Purchase small token gifts for speakers.
17. Settle account with hotel (approval by President) and facilitate payment of legitimate bills (with Treasurer). This is generally done through the Conference Account and Net Proceeds sent in with an itemization of income/expenses.
18. Maintain, store and transport the LHC trailer and all conference equipment, including all audio/visual equipment and any other equipment pertinent to LHC functions, to the conference/training site and return to the storage site. All applicable costs are to be borne by the Service Officer.

#### F. BUSINESS PARTNERS

1. Solicit business partners for conference attendance.
2. Send notices of meetings/conferences requesting business partner participation.
3. Maintain business partner roster.
4. Receive business partner fees and prepare for deposit.
5. Coordinate the exhibit booth space with hotels and business partners.
6. Coordinate with meeting site and exhibit booth contractors on setting up and taking down booths.

7. Coordinate business partner registrations, arrangements, and work with them as needed during conferences to assure maximum opportunity for their successful participation.
8. Arrange for business partner thank you gifts and awards.

#### G. TRAVEL

Travel, as required, to administer the LHC service office duties and responsibilities.

#### H. GENERAL DUTIES

1. Coordinate the LHC activities with HUD, NAHRO, State Chapters of NAHRO, and other Housing Associations and groups.
2. Coordinate with Secretary to maintain official minutes for the LHC and post minutes on website.
3. Coordinate with President and Executive Committee to respond to correspondence, emails, and phone calls pertinent to LHC business.
4. SO must be accessible and maintain a location/office where the LHC operations can be conducted daily, if needed.
5. Communicate with members via website, mail, and/or electronic communication.
6. Other duties as assigned.

#### I. GENERAL INSTRUCTIONS

Submit one electronic proposal in MSWord or Adobe Acrobat via e-mail to the following:

Admin@lanahro.org

Request an email of receipt to ensure proposal was successfully submitted.

### III. PROPOSAL CONTENT

#### A. PROPOSAL CONTENT

Each proposal must contain the following:

1. Name, address, telephone and fax numbers, and email of the individual responsible for administration of the contract.
2. Name, address, telephone and fax numbers, and email of the professional who will be directly responsible for fulfilling the SO duties.

3. A description of SO's experience, areas of expertise and percent of time the person will be assigned to the SO duties.
4. Description of past SO contracts completed by the individual.
5. Description and schedule of all work proposed to be performed, including the technical approach, operational/management approach (if applicable), major tasks to be accomplished, and a detailed statement of services to be provided under each task.
6. List of subcontractors, including addresses, qualifications and areas of responsibility (if applicable).
7. Name, address, telephone and fax numbers, and email from at least three professional references including the name and direct telephone number of the contact person for each reference.
8. Fully completed Cover Sheet (see page 10)

#### **B. COST PROPOSAL CONTENT**

The proposals should state what you as an SO are requesting as a monthly fee to run the Operations of the LHC. The monthly fee should take into account the areas listed below. Under each cost proposal explain what would be included in this cost and what might be an additional cost not included in the monthly fee for service.

1. Monthly fee for service to conduct business on behalf of the LHC
2. Provide itemized direct costs included in monthly fee
3. Provided indirect costs included in monthly fee
4. Labor (hours) by major tasks - number of average hours per month knowing conference months will be higher
5. Materials - cost associated with conducting business on behalf of the LHC
6. Equipment - cost associated with conducting business
7. Subcontractors (if applicable)

#### **IV. PROPOSAL EVALUATION AND SELECTION**

An Ad Hoc Committee appointed by the President of the LHC will evaluate all proposals. The committee will evaluate the proposals on the following criteria:

<b>CRITERIA</b>	<b>POINTS</b>
1. Overall quality of proposal	35
2. Cost/feasibility analysis	30
3. Prior experience/capacity	35
Total	100

**Overall Quality of Proposal:** Proposal demonstrates an understanding of the work to be provided and describes adequate steps to ensure requirements are met.

**Cost/Feasibility Analysis:** Proposal represents the best value as defined by the goods/services offered, the quality of goods/services to be supplied, conformity with specifications, and suitability for requirements.

**Prior Experience/Capacity:** Proposal demonstrates an ability to perform work as described in this proposal through adequate staffing, expertise, experience, the quality of related work and references.

Proposers submitting proposals must identify and disclose any real or apparent conflicts of interest with the LHC.

## **V. INTERVIEWS**

The LHC Ad Hoc Committee will interview the top ranked proposers. The most qualified proposers may be requested to make oral presentations.

## **VI. CONDITIONS AND NOTICE TO PROPOSERS**

- A. **Rights of Negotiation:** The LHC reserves the right to waive any irregularities in a submitted proposal, and to negotiate with any party.
- B. **Cancellation of Request for Proposal:** The LHC reserves the right to cancel any Request for Proposal prior to, or after award. The LHC does not warrant or represent that any award or recommendation will be made as a result of this solicitation. All costs incurred by the proposer in preparing and responding to this solicitation are the sole responsibility of the proposer. Any proposal submitted pursuant to this solicitation is at the sole risk and responsibility of the party submitting such proposal.
- C. **Disclosure of conflicts of interest:** Persons submitting proposals must identify and disclose any real, potential or apparent conflicts of interest ... ie, contracts, business



relationships or employment relationships with Louisiana Housing Council or with any LHC Officer.

- D. Request for Information: All requests for information will be submitted by the proposer to the President of Louisiana Housing Council who will respond or forward the questions to the Ad Hoc Committee for response. Responses to pertinent questions will be compiled and answered in the form of an addendum and will be forwarded to all proposers. Questions should reference "LHC Service Officer" and are to be e-mailed to [admin@lanahro.org](mailto:admin@lanahro.org) by February 28, 2024

NOTE: DIRECT CONTACT REGARDING THIS REQUEST FOR PROPOSAL WITH MEMBERS OF THE LHC WILL RENDER THE PROPOSAL NON-COMPLIANT.

## **VII. SUBMITTAL OF PROPOSAL:**

Proposals will be submitted to the following address. Please refer to I. General Instructions:

E-mail/Deliver to:

Email: [admin@lanahro.org](mailto:admin@lanahro.org)

Mail: Louisiana Housing Council

2500 Line Avenue

Shreveport, La 71104

The proposals are due no later than 5:00 pm (Central Time) on February 28, 2024. Any proposal received after the deadline for submittal will be returned unopened. Late proposals will not be accepted.

**LOUISIANA HOUSING COUNCIL REQUEST FOR PROPOSALS  
FOR PROFESSIONAL SERVICES SERVICE OFFICER (SO)  
COVER SHEET**

**Name of Proposer:**

**Address:**

**Phone Number:**

I acknowledge receipt of this Request for Proposal on \_\_\_\_\_.

**Name**

**Signature**

I acknowledge receipt of the following Addenda on the dates indicated: Addendum #1

**Name**

**Signature**

\*\*\*This Cover Page MUST be returned with your original signature and with the hard copy of your proposal\*\*\*