



# REQUEST FOR INFORMATION (RFI)

Issued: October 27, 2021  
Indianapolis Neighborhood Housing Partnership®

---

## COMMUNITY ENGAGEMENT CONSULTANT

### 1. Background

The Mission of the Indianapolis Neighborhood Housing Partnership (INHP) is to increase affordable and sustainable housing opportunities for individuals and families and serve as a catalyst for the development and revitalization of neighborhoods.

The Vision is that every person in Indianapolis has the opportunity to live in a safe, decent, and affordable home in a vibrant neighborhood.

Founded in 1988, INHP is a 501(c) (3) nonprofit affordable housing organization and a certified, Aaris rated, Community Development Financial Institution (CDFI). INHP increases access to affordable multifamily and single-family housing for Marion County families and invests in community development activities that benefit Indianapolis neighborhoods.

INHP serves people with low and moderate incomes; specifically, people who earn at or below 120% of the Area Median Income (AMI) as defined by the U.S. Department of Housing and Urban Development (HUD). In 2020, over 60% of INHP home purchase clients identified as African American, Asian, Hispanic, or mixed-race, and 86% were women.

INHP empowers people by providing several homebuyer education classes, homeownership advising to overcome financial barriers to mortgage financing, affordable mortgage programs, referrals to lender partners and post purchase counseling.

INHP works to increase and/or preserve the supply of multifamily and single-family housing. We are a single-family affordable housing developer and through our Equitable Transit Oriented Development Program we acquire property along transit lines to preserve the opportunity for future affordable housing development.

As an intermediary and financial institution, we strengthen the community development system in Indianapolis by providing access to capital, leveraging technical resources and capacity, grantmaking, commissioning research, and partnering with community-based housing development organizations.

INHP is a supporting organization of the City of Indianapolis and the United Way of Central Indiana. We strategically align our work to broader comprehensive community development initiatives including the promotion of inclusive and equitable economic opportunity and growth for the people we serve, specifically those that are predominantly underserved.

The INHP Board of Directors and management team is diverse and represents a variety of voices and viewpoints. INHP is committed to serving our target market which is people with low and moderate incomes in Marion County. The target market has expanded significantly and the diverse, complex, and multifaceted demographic groups within the target market have also increased. People with low and moderate incomes have experienced significant, substantive, and impactful changes in regard to accessing and sustaining safe, decent, and affordable housing opportunities. INHP recognizes changes include economic instability, limited income growth, lack of economic mobility, demographic shifts, historic discrimination and its impact on populations, unprecedented escalation in housing costs, mortgage market limitations, neighborhood disinvestment, and the potential foreclosure and eviction crisis.

Given the unequal impact that these new and historical political, financial, economic, health, and other societal influences have had on the target market and various demographic groups, INHP believes it is critically important to understand how its programs, offerings, and outreach efforts are being received by the members of the community groups. We must ensure we thoroughly understand the housing barriers and opportunities that impact the community with the intent to design and offer impactful strategies to increase their ability to access affordable and sustainable affordable housing.

INHP engages with residents of all groups regardless of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity) sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state, or local law.

## 2. Objective

INHP is soliciting a qualified consultant(s) interested in designing, conducting, and preparing findings of a comprehensive, mixed methods research study, who will work with the leadership of INHP and the committee, comprised of selected members of the Board of Directors and community representatives, to develop the final scope of work, objectives for the study and deliverables.

Because the questions being asked in this study are complex, INHP will carry out its search for a consultant(s) in two distinct rounds.

### Round 1 – Discovery RFI

In the first round, INHP will hold an optional 30-minute information session regarding INHP's history, strategic plan, programs, partnerships, financial highlights, and impact. The session will be held virtually on November 12, 2021, at 9:30.

Following the INHP optional information session, respondents who intend to submit a proposal to the board should contact INHP at [CommunityEngagement@inhp.org](mailto:CommunityEngagement@inhp.org) to schedule an interview with INHP leadership and representatives from the board committee to present their firm's qualifications to the review group. Respondents can use their time in this session to ask any questions about the scope of the research and/or intended use of the study results.

### Round 2 – Proposal Development and Submission

Once the individual respondent meetings have been completed, each consultant(s) may submit a final proposal to INHP. At a minimum the final proposal must include the following information:

1. A summary and statement of the problem, research questions and connection to the INHP mission that is to be studied.
2. A defined graphical geographic representation of the boundaries of the study.
3. A complete definition of the socioeconomic and demographic variables for the people who will be included in the study – and a statement about how those people will fit with the intended mission of INHP and the stated purpose of the study. This should include a representative sample of all populations INHP serves.
4. A section describing the sampling methodology that will be used to reach the intended populations to ensure each population group will be appropriately represented.
5. A detailed research methodology section defining which methods will be used, what outcomes will be expected, and how those methods answer the objective of the study.
6. A section that details the limitations and delimitations of the study.
7. A finalized calendar for the entire research project, and any milestones, to be completed.
8. A proposed budget for the completion of the work.
9. A complete staffing model for the study, along with CVs of the research team.
10. A list of three references from work done of a similar scope and type

The successful firm will also provide interim reports to INHP throughout the data collection and analysis portion.

Each respondent must submit their final copy of the proposal through an electronic submission to [CommunityEngagement@inhp.org](mailto:CommunityEngagement@inhp.org) no later than 5:00 p.m., EST on January 14, 2022. Only completed submissions will be accepted, and no submissions will be accepted after this time and date.

Questions pertaining to the RFI and proposal should be directed to Moira Carlstedt, INHP President and CEO, in writing at [CommunityEngagement@inhp.org](mailto:CommunityEngagement@inhp.org).

INHP reserves the right to reject any or all responses, to waive any informality or irregularity in any responses received, and to be the sole judge of the merits of the respective responses.

It is expected that a contract will not exceed \$85,000.