

State of Minnesota

DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT IN CONJUNCTION WITH MINNESOTA HOUSING FINANCE AGENCY AND DEPARTMENT OF HUMAN SERVICES



REQUEST FOR PROPOSAL

FIVE-YEAR HUD CONSOLIDATED PLAN FOR THE STATE OF MINNESOTA AND ANNUAL ACTION PLAN

Date Posted: September 14, 2026

- Responses must be received not later than 4:30 PM, Central Time, October 5, 2026
- Late responses will not be considered
- As of July 1, 2025, certain terms are unenforceable in state contracts. See Session Laws, 2025 Regular Session, [Chapter 39](#), Article 2, Sec. 45.

Minnesota's Commitment to Diversity and Inclusion

The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651.201.2402 or go to the Office of Equity in Procurement home page, at <https://mn.gov/admin/business/vendor-info/oep/>.

SPECIAL NOTICE: This is a request for proposal. It does not obligate the State of Minnesota to award a contract or complete the proposed program, and the State reserves the right to cancel this solicitation if it is considered in its best interest.

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Solicitation Attachments

- Attachment A: Responder Declarations
- Attachment B: Exceptions to State's Terms and Conditions
- Attachment C: Cost Proposal
- Attachment D: Responder Form
 - Workforce and Equal Pay Declaration Page
- Attachment E: Reference Forms
 - Reference Form 1 (Required)
 - Reference Form 2 (Optional)

Sample Contract

- Exhibit A: Contract Terms
- Exhibit B: Insurance Requirements
- Exhibit C: Specifications, Duties, and Scope of Work
- Exhibit D: Pricing
- Exhibit E: Federal Funding Requirements

SECTION 1 – INSTRUCTIONS TO RESPONDERS

Steps for Completing Your Response	Follow the steps below to complete your response to this Solicitation: Step 1: Read the solicitation documents and ask questions, if any Step 2: Write your response Step 3: Submit your response
Incomplete Submittals	A response must be submitted along with any required additional documents. Incomplete responses that materially deviate from the required format and content may be rejected.

STEP 1 – READ THE SOLICITATION DOCUMENT & ASK QUESTIONS, IF ANY

How to Ask Questions	The contact person for questions is: Natasha D. Kukowski, Small Cities Manager (“Solicitation Administrator”) Department of Employment and Economic Development – Small Cities Development Unit Natasha.Kukowski@state.mn.us Questions should be emailed to the contact by September 22, 2026, no later than 12:00 PM Central Time. Please include in the subject line of the e-mail “Questions(s) re: 5-Year HUD Consolidated Plan”. Other personnel are not authorized to answer questions regarding this Solicitation.
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STEP 2 – WRITE YOUR RESPONSE

The Response Content section is in this link to [Section 4](#). Prepare a written response and supply all requested content. Responses should address the requested information and documents detailed in Section 4. DO NOT INCLUDE Non-Public/Trade Secret data (as defined in this link to [Minn. Stat. § 13.37](#)).

Review, sign, and include the Responder Declarations with your response.

STEP 3 –SUBMIT YOUR RESPONSE

Where to Send Your Response	Submit your technical response and cost response separately to the Solicitation Administrator via e-mail as follows: Natasha D. Kukowski, Solicitation Administrator Department of Employment and Economic Development – Small Cities Development Unit Natasha.Kukowski@state.mn.us Proposals must be received not later than 4:30 PM, Central Time, October 5, 2026. Late responses will not be considered. By submitting a response, Responder is making a binding legal offer for the period of time set forth below in Section 6, Conditions of Offer.
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SECTION 2 – SUMMARY OF SCOPE

1. Procurement Overview and Goals.

Project Overview:

To ensure the State of Minnesota is in compliance with its certification with the United States Department of Housing and Urban Development (“HUD”), the State of Minnesota, Department of Employment and Economic Development (“DEED”), Minnesota Housing Finance Agency (“MHFA”), and Department of Human Services (“DHS”) (herein referred to as “Joint Partners”) are seeking a qualified consultant to prepare a FIVE YEAR HOUSING AND COMMUNITY DEVELOPMENT CONSOLIDATED PLAN (“Consolidated Plan”) including an ANNUAL ACTION PLAN.

HUD requires states and participating jurisdictions to develop a Consolidated Plan for Housing and Community Development to identify housing and community development priorities that align and focus funding from the five (5) HUD Community Planning and Development formula block grant programs. These programs include: Community Development Block Grant (“CDBG”) non entitlement, HOME Investment Partnership Program (“HOME”), Emergency Solution Grant (“ESG”), and National Housing Trust Fund Program (“NHTF”).

Goals

The goal of this project is to provide Minnesota residents an opportunity for the following:

- To participate in identifying housing and community development needs.
- To provide feedback on how HUD funds should be allocated among Minnesota residents.
- To be informed about the use of HUD funds, as defined below, over the next five (5) years through the development of the Consolidated Plan.

The term “HUD funds” means funds received by the State of Minnesota from the CDBG program administered by DEED; HOME, NHTF programs administered by MHFA; and ESG program administered by DHS.

2. Sample Tasks and Deliverables.

Sample Tasks:

The Joint Partners are requesting that the qualified consultant:

1. Prepare the Consolidated Plan and Annual Action Plan that meets the requirements for state jurisdictions specified in 24 CFR 91, including the follow-up changes required after the HUD review.
2. Identify milestones for the project that are consistent with Minnesota’s Citizen Participation Plan. To access the Minnesota’s Citizen Participation Plan, follow the path below once on the DEED’s website – <https://mn.gov/deed/>
{For Government>Financial Assistance>Community Development Funding>Small Cities Development Program>Consolidated Plans>2025 Final Citizen Participation Plan} or click on this link: [2025 Annual Action Plan and Unique Appendices](#)

Deliverables:

The main tasks the qualified consultant ("Contractor") will perform under the resulting Contract, as such term is defined in the RFP Sample Contract attached and incorporated into this RFP, includes but is not limited to the following:

The project will be completed in four (4) phases.

Phase 1 (Public Meetings, Review of Background Information for Plans, Determination of Source Date for Plans, Collection and Analysis of Data for Plans and Preparation of Demographic Profiles)

1. Initiate orientation meeting with Joint Partners within 3-5 business days from Contract execution.
2. Request Integrated Disbursement and Information System ("IDIS") access from the State. Note that the State is responsible for requesting and securing access from HUD for Contractor.
3. Present the communication plan between Responder and Joint Partners, including the assignment of a point of contact with Joint Partners.
4. Schedule weekly/bi-weekly standing meetings with Joint Partners.
5. Begin planning and conducting of up to four (4) community focus group meetings with at least one (1) focused on the seven-county Twin Cities metropolitan area and conduct the required public hearings in accordance with the Citizen Participation Plan. These meetings may be held virtually.
6. Review existing Consolidated Plan, and additional sources provided by the State that will be useful to completion of the Consolidated Plan.
7. Use IDIS e-Con Planning Suite to analyze data and supplement with additional sources, if needed.
8. Draft sections of Consolidated Plan Housing Needs Assessment and Market Analysis.
9. Hold a debriefing meeting to review progress benchmarks outlining the work plan and project objectives, which may coincide with weekly or biweekly standing meetings.
 - a. Discuss outcomes from the Community Focus Group Meetings.
10. Submit end of month progress summary via email for all phases underway.

Phase 2 (Completion of Required Consultation, Community Needs Assessment, Forums and Survey, Consolidated Needs Assessment and Consultation Summaries and First Draft of Consolidated Plan and Annual Action Plan)

1. Continue weekly/bi-weekly standing meetings with Joint Partners.
2. Submit draft surveys to the State for review.
3. Prepare online community surveys for distribution by the State.
4. Conduct up to 10 stakeholder interviews using contacts provided by the State. These interviews may be held by telephone.
5. Complete any remaining community focus group meetings not completed in Phase 1.
6. Complete any additional community outreach needed to assess community needs as directed by the Joint Partners.
7. Conduct at least two (2) survey outreach efforts and telephone interviews to gather meaningful public input. Consider incorporating public participation events or other appropriate information-gathering methods as needed.
8. Collect survey data, process surveys, and prepare analysis of data.
9. Provide the State with access to the raw survey results and community engagement information as soon as they are compiled.
10. Draft sections of Strategic Plan and Annual Action Plan and complete updates to Housing Needs Assessment and Market Analysis.
11. Provide timelines for completion of interim goals and full project completion.
12. Submit end of month progress summary via email for all phases underway.

Phase 3 (Consolidated Draft of Consolidated Plan and Annual Action Plan for Publication, 30-day Public Review Period)

1. Continue weekly/bi-weekly standing meetings with Joint Partners.
2. Assemble all data, analysis, and findings, and prepare Consolidated Draft of Consolidated Plan and Annual Action Plan for Publication.
3. Provide drafts of Consolidated Plan and Annual Plan to the State's Authorized Representative for review and approval no later than the agreed upon deadline.
4. Ensure the Consolidated Plan and Annual Action Plan meet the State of Minnesota's accessibility requirements.
5. Allow the public a 30-day public review period for comments for Consolidated Plan and Annual Action Plan.
6. Submit end of month progress summary via email for all phases underway.

Phase 4 (Final Draft of Consolidated Plan and Annual Action Plan, Final Plan(s) submitted to HUD via IDIS eCon Planning Suite)

1. Submission draft of Consolidated Plan and Annual Action Plan with responses to public comments delivered to DEED.
2. Submit color formatted and accessible final report to DEED. Ensure all materials meet the State's IT Accessibility Standard effective September 1, 2010. The standard entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.1 (Level AA) and Section 508 which can be viewed at: <https://mn.gov/mnit/government/policies/accessibility/>. The standard related to accessible documents can be viewed at: [Expectations for Accessible Documents \(Updated May 2024\) \(mn.gov\)](#)
3. Submit end of month progress summary via email for all phases underway.

The State reserves the right to ask Responders to collaborate if the State anticipates such proposals would complement one another.

SECTION 3 – PROPOSAL INSTRUCTIONS AND ADDITIONAL INFORMATION

1. Anticipated Contract Term.

The term of this contract is anticipated to be from November 2026 to September 2027, with the option to extend up to an additional one (1) year in increments determined by the State.

2. Question and Answer Instructions.

All questions should be submitted no later than the date and time listed in Section 1, Instructions to Responders. The State is not obligated to answer questions submitted after the question due date and time.

Only personnel listed above are authorized to discuss this solicitation with responders. Contact regarding this solicitation with any personnel not listed above could result in disqualification. This provision is not intended to prevent responders from seeking guidance from state procurement assistance programs regarding general procurement questions.

If a Responder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the solicitation, please immediately notify the contact person detailed above in writing of such error and request modification or clarification of the document.

3. Additional Tasks or Activities.

Responders are encouraged to propose additional tasks, activities, or goods above and beyond the scope of what is requested in this solicitation if they will substantially improve the results of this procurement. Any costs associated with these additional tasks, activities, or goods should be clearly marked and separated from costs associated with the tasks, activities, or goods specifically requested under this solicitation. Because cost is a factor in the evaluation of responses to this solicitation, failure to separate costs for additional tasks, activities, or goods may result in those costs being included in a responder's cost proposal and result in a lower cost score for that proposal.

4. Minnesota Secretary of State.

The successful Responder, prior to contract execution, must be registered and in good standing with the Minnesota Secretary of State.

SECTION 4 – PROPOSAL CONTENT

Please submit the following information:

1. Work Plan. Responder should provide a description of the deliverables to be provided by the Responder, as outlined in Section 2, along with a detailed work plan that identifies the major tasks to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing. This document should NOT list cost detail. If cost detail is included in this document, the State may disqualify the proposal as non-responsive.

Responders should provide the following:

- a) Progress benchmark explaining the work plan and project objectives consistent with the Citizen Participation Plan.
 - b) Submit a communication plan between the Responder and Joint Partners with the following components:
 - I. The ability to assign a single individual to coordinate contact with the Joint Partners.
 - II. An assigned individual with access to HUD's IDIS for plan Review and submission.
 - c) Proposals must provide for development and placement of official notices, with appropriate time for review and approval by the designated State contact.
 - d) A narrative explaining Responder's ability to conduct a minimum of two (2) surveys, telephone interviews, the required public hearings, public participation activities, and other information gathering techniques. Please elaborate on creative ways to perform these activities.
 - e) Examples of plans completed for other states or other geographical large and diverse jurisdictions, a Midwest state is highly desirable, and a list of all jurisdictions for which the Responders has completed similar plans.
 - f) Provide timelines for completion of interim goals and completion of the project. The project should be completed and submitted to HUD by July 30, 2027.
 - g) Provide a planned approach in creating a HUD approved Consolidated Plan and Annual Action Plan.
2. Methodology. Responder should provide a description of how they will accomplish the State's objectives and measure success by identifying research methods, rationale for selecting the particular methods, manage risk and how they will collect, analyze, and interpret data. Responder should also demonstrate a clear understanding of the nature of the contract, and what makes the Responder uniquely suited for this work. The scope includes:
 - a) Developing a Consolidated Plan and an Annual Action Plan; and
 - b) Providing Minnesota residents with opportunities to:
 - i. Identify housing and community development needs;
 - ii. Offer feedback on how HUD funds should be allocated across the state; and
 - iii. Stay informed about the use of HUD funds, over the next five (5) years through the development of the Consolidated Plan.

3. Qualifications and Experience. Responder should:

- a) Provide an outline of background and experience with examples of similar federal consolidated planning work performed by the Responder.
- b) Describe background and experience researching and examining state and federal statutes. Responder must demonstrate a clear understanding of Title 24 CFR Part 91 for non-entitlement states and HUD Fair Housing planning guide.
- c) Provide a narrative detailing past experience(s) related to banking, housing professionals, real estate practices, fair housing, housing, and homeless needs assessments, housing market analysis, strategic plans (e.g: affordable housing, public housing, homelessness, special needs, non-housing community development, and community revitalization). Refer to HUD regulations Title 24 CFR Part 91.
- d) Provide previous experience with the preparation of a Consolidated Plan and Annual Action Plan in compliance with HUD's Guidelines for Preparing a State Consolidated Plan For Housing and Community Development.

Responders should also attached a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses, or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the response that personal contact information is being provided. Responses should include but not be limited to:

- a) List of personnel who will be assigned to this project. Must include resumes that provide a detailed description of their training and work experience.
- b) Letters of recommendation from past clients are recommended.

4. References. Responder must complete and submit "Attachment E: Reference Form" with their response. Responder must submit at least one (1) completed reference form(s) with each reference's company name and contact information with their response. Once Responder's response is received, the Solicitation Administrator will send the same form to Responder's reference(s) for each reference to fill out and return to the Solicitation Administrator.

Responder must complete and submit "Attachment E: Reference Form" with their response. Responder should answer every question and provide all information requested on the reference form. Failure to meet this requirement may result in the rejection of the entire solicitation response as non-responsive.

The State reserves the right to verify the information submitted on Attachment E before an award is made. The State reserves the right to contact the references listed in Attachment E. The solicitation response will be rejected if the State, in its sole discretion, receives information that indicates the responder is non-responsible or non-responsive.

5. Cost Detail. Complete and submit Attachment C, "Cost Detail," attached to this solicitation.

Submit all requested documentation, including, but not limited to, the following documents:

- 1. Attachment A: Responder Declarations
- 2. Attachment B: Exceptions to State's Standard Terms and Conditions
- 3. Attachment C: Cost Proposal
- 4. Attachment D: Responder Forms
 - a. Workforce and Equal Pay Declaration Page

5. Attachment E: Reference Form

DO NOT INCLUDE Non-Public/Trade Secret data (as defined by Minn. Stat. § 13.37).

SECTION 5 – EVALUATION PROCEDURE AND CRITERIA

The State will conduct an evaluation of responses to this Solicitation. The evaluations will be conducted in three phases:

- Phase 1 - Review responses for responsiveness and pass/fail requirements
- Phase 2 - Evaluate responses
- Phase 3 - Select finalist(s)

1. Phase 1 – Responsiveness and Pass/Fail Requirements

The purpose of this phase is to determine if each response complies with mandatory requirements. The State will first review each proposal for responsiveness to determine if the Responder satisfies all mandatory requirements. The State will evaluate these requirements on a pass/fail basis.

Mandatory Requirements. The following will be considered on a pass/fail basis:

- Responses must be received by the due date and time specified in this RFP.
- Responder must complete and submit at least one (1) “Attachment E: Reference Form”.
- Responders must not be debarred or suspended from state or federal contracts, as verified by State Suspended/Debarred Vendor Report and SAM.gov.

2. Phase 2 - Evaluate Responses

Only those responses found to have met Phase 1 criteria will be considered in Phase 2.

The factors and weighting on which responses will be evaluated are:

1. Work Plan	150 points
2. Methodology	300 points
3. Qualifications and Experience	150 points
4. References	100 points
5. Cost Detail	<u>300 points</u>
	1000 points

3. Phase 3 - Select Finalist(s)

Only those responses that have been evaluated under Phase 2 shall be eligible for Phase 3.

The State will make its selection based on best value, as determined by this evaluation process. The State reserves the right to pursue negotiations on any exception taken to the State’s standard terms and conditions. In the event that negotiated terms cannot be reached, the State reserves the right to terminate negotiations and begin negotiating with the next highest scoring Responder or take other actions as the State deems appropriate. If the State anticipates multiple awards, the State reserves the right to negotiate with more than one Responder.

It is anticipated that the evaluation and selection will be completed by November 21, 2026

SECTION 6 – UNENFORCEABLE TERMS AND SOLICITATION TERMS

Unenforceable Terms

As of July 1, 2025, certain terms are unenforceable in state contracts. See Session Laws, 2025 Regular Session, [Chapter 39](#), Article 2, Section 45.

Unenforceable terms

- (a) A contract entered into by the state shall not contain a term that:
- (1) requires the state to defend, indemnify, or hold harmless another person or entity, unless specifically authorized by statute;
 - (2) binds a party by terms and conditions that may be unilaterally changed by the other party;
 - (3) requires mandatory arbitration;
 - (4) attempts to extend arbitration obligations to disputes unrelated to the original contract;
 - (5) construes the contract in accordance with the laws of a state other than Minnesota;
 - (6) obligates state funds in subsequent fiscal years in the form of automatic renewal as defined in section 325G.56; or
 - (7) is inconsistent with chapter 13, the Minnesota Government Data Practices Act.
- (b) If a contract is entered into that contains a term prohibited in paragraph (a), that term shall be void and the contract is enforceable as if it did not contain that term.

Solicitation Terms

1. Competition in Responding

The State desires open and fair competition. Questions from responders regarding any of the requirements of the Solicitation must be submitted in writing to the Solicitation Administrator listed in the Solicitation before the due date and time. If changes are made the State will issue an addendum.

Any evidence of collusion among responders in any form designed to defeat competitive responses will be reported to the Minnesota Attorney General for investigation and appropriate action.

2. Addenda to the Solicitation

Changes to the Solicitation will be made by addendum with notification and posted in the same manner as the original Solicitation. Any addenda issued will become part of the Solicitation.

3. Joint Ventures

The State allows joint ventures among groups of responders when responding to the solicitation. However, one responder must submit a response on behalf of all the others in the group. The responder that submits the response will be considered legally responsible for the response (and the contract, if awarded).

4. Withdrawing Response

A responder may withdraw its response prior to the due date and time of the Solicitation. For solicitations in the SWIFT Supplier Portal, a responder may withdraw its response from the SWIFT Supplier Portal. For solicitations done any other way, a responder may withdraw its response by notifying the Solicitation Administrator in writing of the desire to withdraw.

After the due date and time of this Solicitation, a responder may withdraw a response only upon showing that an obvious error exists in the response. The showing and request for withdrawal must be made in writing to Solicitation Administrator within a reasonable time and prior to the State's detrimental reliance on the response.

5. Rights Reserved

The State reserves the right to:

- Reject any and all responses received;
- Waive or modify any informalities, irregularities, or inconsistencies in the responses received;
- Negotiate with the highest scoring Responder[s];
- Terminate negotiations and select the next response providing the best value for the State;
- Consider documented past performance resulting from a State contract may be considered in the evaluation process;
- Short list the highest scoring Responders;
- Require Responders to conduct presentations, demonstrations, or submit samples;
- Interview key personnel or references;
- Request a best and final offer from one or more Responders;
- The State reserves the right to request additional information ; and
- The State reserves the right to use estimated usage or scenarios for the purpose of conducting pricing evaluations. The State reserves the right to modify scenarios, and to request or add additional scenarios for the evaluation.

6. Samples and Demonstrations

Upon request, Responders are to provide samples to the State at no charge. Except for those destroyed or mutilated in testing, the State will return samples if requested and at the Responder's expense. All costs to conduct and associated with a demonstration will be the sole responsibility of the Responder.

7. Responses are Nonpublic during Evaluation Process

All materials submitted in response to this Solicitation will become property of the State. During the evaluation process, all information concerning the responses submitted will remain private or nonpublic and will not be disclosed to anyone whose official duties do not require such knowledge. Responses are private or nonpublic data until the completion of the evaluation process as defined by Minn. Stat. § 13.591. The completion of the evaluation process is defined as the State having completed negotiating a contract with the selected responder. The State will notify all responders in writing of the evaluation results.

8. Trade Secret Information

8.1 Responders must not submit as part of their response trade secret material, as defined by Minn. Stat. § 13.37.

8.2 In the event trade secret data are submitted, Responder must defend any action seeking release of data it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments awarded against the State in favor of the party requesting the data, and any and all costs connected with that defense.

8.3 The State does not consider cost or prices to be trade secret material, as defined by Minn. Stat. § 13.37.

8.4 A responder may present and discuss trade secret information during an interview or demonstration with the State, if applicable.

9. Conditions of Offer

Unless otherwise approved in writing by the State, Responder's cost proposal and all terms offered in its response that pertain to the completion of professional and technical services and general services will remain firm for 180 days, until they are accepted or rejected by the State, or they are changed by further negotiations with the State prior to contract execution.

10. Award

Any award that may result from this solicitation will be based upon the total accumulated points as established in the solicitation. The State reserves the right to award this solicitation to a single Responder, or to multiple Responders, whichever is in the best interest of the State, providing each Responder is in compliance with all terms and conditions of the solicitation. The State reserves the right to accept all or part of an offer, to reject all offers, to cancel the solicitation, or to re-issue the solicitation, whichever is in the best interest of the State.

11. Requirements Prior to Contract Execution

Prior to contract execution, a responder receiving a contract award must comply with any submittal requests. A submittal request may include, but is not limited to, a Certificate of Insurance.