



Request for Proposals
Technical Assistance – Consultants
Presentation & Materials at COSCDA’s 2022 Annual
Conference

The [Council of State Community Development Agencies](#) (COSCDA) is a national association dedicated to advancing state actions on community development, homelessness, affordable housing, disaster recovery, and economic development. COSCDA members administer programs funded by the U.S. Department of Housing and Urban Development – Office of Community Planning and Development (HUD-CPD).

COSCDA is soliciting technical assistance providers, consultants, and contractors to address the association’s annual conference in September. Up to three (3) candidates will be selected by COSCDA’s review committee to provide a brief presentation during the conference as well as provide handouts or related materials to attendees.

Ideal applicants will have demonstrated experience and successful results in supporting state and/or local administrators of HUD-CPD programs – CDBG, CDBG-DR, ESG, HOME, and HTF. Activities include contracting with grantees on action and consolidated planning, program design, public engagement, and software or other technology to facilitate program management. Emphasis will be placed on applicants which apply new yet proven approaches to maximum efficiency and improve response in delivering HUD-CPD resources.

Selected applicants will be expected to attend the in-person gathering and provide brief remarks of approximately fifteen (15) minutes. Information shared with conference attendees may include list of applicable services, client experiences, product demonstration, and connecting work to improving national outcomes in community development, housing, homelessness, and disaster recovery/resiliency. Materials such as handouts, flyers, and business cards may be presented to conference attendees ahead of the presentation at their seating. Selected firms may attend conference sessions on the day of their respective presentation. We request no more than two (2) representatives from each firm participate in the conference.

The conference is scheduled for Sunday, September 11 to Wednesday, September 14, 2022 in New Orleans, Louisiana. Each presentation will occur at either a breakfast or lunch gathering with all conference participants invited to attend. Each selected firm will present on separate days at their designated time. Details will be provided to selected firms well in advance of the conference.

Further requirements

- U.S. owned and operated firm
- Consultant is subject to a background check

Sponsorship

COSCDCA is requiring a sponsorship of the conference in order to participate. Upon acceptance of the conference invitation, a \$5,000 contribution will be invoiced to the selected firm. Sponsorship allows the conference lead (Louisiana Office of Community Development) to offset costs associated with hosting the event. Sponsorship entails presentation, materials provided to conference attendees at time of presentation, and access to conference sessions on day of the presentation. Sponsors will also be featured and recognized in conference resources.

Instructions to submit proposals

Interested parties should submit proposals describing consultant experience, knowledge, and related qualifications including completed resumes to Dianne Taylor (dtaylor@coscda.org). Proposals will be accepted through **June 3, 2022**.

Selected firms will be notified by June 24 and confirmation of participation is requested by June 30.