



New Hampshire Community Development Finance Authority Request for Proposals



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The Governor's Office of New Opportunities and Rural Transformational Health (GO- NORTH), was established by Executive Order under Governor Kelly Ayotte, and is funded by the Rural Health Transformation (RHT) Federal program. GO-NORTH advances five strategic initiatives to improve the health and sustainability of rural New Hampshire.

Initiative 1: Population Health

Increase prevention, chronic disease management, and improved behavioral and maternal health.

Initiative 2: Access

Ensure sustainable access to care by strengthening rural hospitals, health centers, EMS, and telehealth services

Initiative 3: Workforce

Build and retain a skilled rural health workforce through education, training, and career pathways.

Initiative 4: Technology

Modernize care delivery by expanding technology, interoperability, and data security.

Initiative 5: Financial Sustainability

Promote financial sustainability with innovative payment models and value-based care.

Program Overview – GO-NORTH

GO-NORTH delivers this work through five Hubs, each supported by a GO-NORTH lead who provides coordination, guidance, and oversight to ensure alignment with statewide priorities. The 5 Hubs represent rural health experience and knowledge that will support our work together.



INITIATIVE(S) #	☒ 1	☒ 2	☒ 3	☒ 4	☒ 5
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Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals from organizations experienced with community development and rural health to take a role in developing a product or delivering a service for the Community Development Finance Authority that aids them in meeting their contractual requirements and advancing the GO-NORTH strategies.

Background

Created in 1983, the NH Community Development Finance Authority (CDFA) supports community development, affordable housing and economic development activities that benefit low-and moderate-income people and communities in New Hampshire.

CDFA manages nearly \$50 million in funding resources, which includes a combination of state tax credits, federal CDBG, health infrastructure and clean-energy funds. We support the development of vibrant and resilient communities by providing financial resources to nonprofits, community development organizations, counties, municipalities, and for-profit businesses. These organizations, in partnership with CDFA, see our work in revitalized downtowns, the building of high-quality childcare facilities, supporting the expansion of business to provide job opportunities, the creation of new housing units, investments in clean energy projects, improvements in health access, outcomes and systems and the support and development of a healthy nonprofit sector.

Scope of Services

CDFA will enter Competitive Negotiations with any Bidder that is deemed a Responsible and Responsive Bidder to this RFP. In reference to the background above and to help ensure that the planning effort is successful, CDFA is seeking a proposal to provide the services outlined below.

CDFA seeks experienced partners with expertise in community and economic development, housing, infrastructure, workforce development, health and human services, regional planning, stakeholder engagement, data analysis, project development, implementation support, grant development, and related disciplines that contribute to the advancement of rural New Hampshire communities.

Selected consultants may be engaged on a task-by-task basis to provide services that support ongoing planning, coordination, implementation, evaluation, and strategic initiatives identified by CDFA and regional partners.

Services may include, but are not limited to:

- Strategic planning and implementation support
- Research, analysis, and assessment activities
- Stakeholder engagement and facilitation
- Project development and project management
- Program design and evaluation
- Regional collaboration and partnership development

- Readiness activities to support implementation
- Development of communications, presentations, and informational materials
- Identification of funding opportunities and investment strategies
- Convening and coordination of regional stakeholders in partnership with GO-NORTH
- Other activities that advance implementation of the GO-NORTH Plan and CDFA's contractual responsibilities

The selected consultant(s) will work collaboratively with CDFA staff, GO-NORTH partners, local stakeholders, and other entities as identified by CDFA.

Consultant Qualifications

Qualified respondents should demonstrate:

- Experience working in community, economic, or regional development
- Knowledge of rural communities and regional planning initiatives
- Experience facilitating stakeholder engagement and collaborative processes
- Strong research, analytical, and communication skills
- Experience working with public, nonprofit, private-sector, and community partners
- Ability to manage multiple assignments and adapt to evolving project needs
- Familiarity with New Hampshire communities and regional issues is preferred

Requirements for Submittal

Failure to comply with the requirements of this RFP will result in the response not being evaluated. Each response to the RFP must include and address the items below.

- A. Bidder must be qualified to do business in the State of New Hampshire. CDFA, State and Federal requirements for contractors will apply and be outlined in the contract.
- B. A summary of the Bidder, how long it has been in business, its overall practice, names of principals, etc.
- C. Examples of applicable services provided in the last three (3) years similar to those described.
- D. An itemized cost proposal for the Services requested, including a not-to-exceed or a flat fee. A cost-plus percentage approach or cost plus fixed fee approach for bidding will not be accepted. CDFA is exempt from state taxes and should not be factored into pricing. There are no applicable prevailing wage rates. Any amounts that are estimates of time or materials must be identified as such and state the amounts and rates that apply. Any qualifications or conditions to pricing submitted must be clearly stated in the Proposal.
- E. Resumes of the consultants(s) who would be assigned to provide Services.
- F. Include the name, telephone number, and email address of the individual who will be the principal contact for CDFA.

- G. At least three (3) references of past New Hampshire-based clients with similar Scope of Services conducted and the period that was involved to complete the client's projects. Include company name, address, contact name, and phone number.
- H. Bidder must provide a copy of the Certificate of Insurance that includes the name of professional and workers' compensation insurance carrier and amounts of coverage.
- I. Provide any contractual provisions Bidder requires in the contract with CDFA, in the event Bidder is selected.

Selection Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Understanding of regional and community development issues
- Demonstrated ability to provide high-quality professional services
- Capacity to support multiple project types and stakeholders
- Quality of proposal and responsiveness to the RFP
- Cost and value of services

CDFA reserves the right to select one or more consultants and may negotiate scope, budget, and contract terms.

Contract Period

The anticipated contract period will begin upon execution of an agreement and continue through a period established by CDFA. Specific assignments, timelines, and work plans will be developed in collaboration with the selected consultant(s) as needs arise.

Budget

CDFA anticipates entering into one or more contracts for professional services under this RFP. The total amount available under any individual contract may be up to \$150,000, inclusive of professional fees, travel, meeting expenses, materials, and other direct or indirect costs, unless otherwise approved by CDFA.

Actual work assignments and expenditures will be determined based on project needs, available funding, and mutual agreement between CDFA and the selected consultant(s). The selected consultant or entity will work with CDFA to propose a plan with specific deliverables that will accomplish goal and become the scope of services.

Questions and Submission

Any questions posed by Bidders prior to the response deadline must be submitted in writing or by electronic mail to contact@nhcdfa.org at least 7 days prior to the deadline.

A CDFA staff person will determine whether the response could have a material effect on the Bidder's proposal. If so, both the question and response will be posted on CDFA's website for all potential Bidders to view. If not, the response will be made only to the questioner. In either case, the file will be documented to reflect the result.

Deadline

Proposals must be submitted electronically to CDFA by the deadline identified below.

Proposal Due Date: December 31, 2026

Submission Email: contact@nhcdfa.org

Subject line to read: Consultant RFP Response

Contact Person: Rebecca Boisvert, CDFA

Additional information on CDFA's current priorities for consultants available at nhcdfa.org/RFP.

CDFA reserves the right to reject any or all proposals, waive informalities, request additional information, negotiate with respondents, and make awards in a manner deemed to be in the best interest of the organization.

All materials produced under any resulting contract shall become the property of CDFA unless otherwise agreed in writing.

Proposals received after the deadline will not be accepted or reviewed for selection.

Other Information

CDFA reserves the right to:

- Request necessary amendments to the RFP;
- Reject any proposal not meeting mandatory requirements;
- Award multiple contracts to different Bidders;
- Reject all proposals, seek new proposals, and cancel the RFP according to the best interests of CDFA; and
- Make investigations regarding qualifications of any or all Bidders as CDFA deems necessary, whether by conducting an independent review or contacting the Bidder for discussions.

In no event will any obligations of any kind be enforceable against CDFA unless and until a written agreement is entered.

Liability

CDFA shall not be liable for:

- Any costs incurred by the Bidder in the preparation of any proposal;
- Any costs incurred by the Bidder for any interview or negotiation relating to this RFP (i.e., travel, accommodations, etc.); or
- Any disclosure, whether by negligence or otherwise, of any material or information in any form submitted by any Bidder in response to this RFP.

CDFA is not bound by any terms until CDFA executes a written agreement to memorialize the terms. CDFA may choose to end negotiations at any point in its sole discretion.

Selection Process

A review team will review and evaluate proposal submissions. Review committee team members and RFP Bidders shall not have contact, verbal or written, regarding the RFP prior to the interview phase of the process except as provided above.

CDFA and GO-NORTH will make the final determination of the most advantageous Proposal with or without discussions being held with Bidders or recommendations by the review team. Discussions may be conducted with those Bidders that CDFA deems are Responsible and Responsive Bidders, in CDFA's sole discretion, via email, phone, or mail.

The award of contract will be made by written notice and delivered by email to the Responsible and Responsive Bidder whose proposal offers the best value in addressing the specific need. The Best Value is based on objective and quantifiable criteria of the scoring completed. CDFA has no liability under such award until CDFA executes a written agreement to memorialize the terms, and CDFA may elect not to enter into a contract at any point, in its sole discretion.