



REQUEST FOR PROPOSALS FOR ADMINISTRATIVE PROFESSIONAL SERVICES

Issued by:
Dakota County Community Development Agency

August 6, 2025

I. BACKGROUND

The mission of the Dakota County Community Development Agency (DCCDA) is to improve the lives of Dakota County residents and enhance the economic vitality of communities through housing and community development. DCCDA owns and manages almost 2,900 units of affordable rental housing (senior, tax credit, public housing and locally funded special needs housing).

DCCDA is seeking proposals from qualified professional individuals or companies (the "Contractor") offering their time and expertise from September 1, 2025, through December 31, 2025, on the duties and qualifications identified in *Section II. Scope of Services*.

The DCCDA is offering \$60 per hour for the services identified in this RFP. Responders to the RFP are asked to affirm this is a sufficient amount for their services or provide a counter amount as part of Exhibit B. Total compensation will be negotiated as part of the RFP process.

II. SCOPE OF SERVICES

DCCDA is seeking a Contractor to work no more than 720 hours from September 1, 2025, through December 31, 2025, for administrative professional services. Contract could end sooner than December 31, 2025 if project list is completed earlier.

Services shall include:

Support Process Standardization and Quality Control

- Develop, document, and implement Standard Operating Procedures (SOPs) for Property Management processes including:
 - Work order management and prioritization
 - Lease violation notices, terminations, and other resident communications
 - Maintenance technician call/email protocols
 - Inspection procedures/checklists
 - File management and F drive organization
 - Organize electronic filing systems and ensure records are easily accessible.

- Create consistent templates, checklists, and reporting formats to be used across all Property Managers and Assistant Property Managers.
- Coordinate cross-training documentation.
- Working with leadership to ensure consistent message delivery to staff, residents, and other divisions.

Enhance Yardi Utilization

- Serve as a dedicated Yardi project support resource for:
 - Data entry, clean-up, and validation of resident and unit records.
 - Development and scheduling of standardized reports (vacancies, work orders, inventory tracking, compliance).
 - Drafting step-by-step user guides and training materials for common Yardi functions.
 - Coordinating and/or delivering training for staff on Yardi modules and best practices.
- Collaborate with the Yardi Project Team and Program Manager to expand use of existing features and recommend additional functionality or integrations.

Attend regular check-in meetings with Assistant Director of Property Management.

Other projects, as assigned

Workspace availability and technology.

This position can be performed remotely. DCCDA will not provide dedicated workspace for this position at the DCCDA office building. DCCDA will provide company owned laptop to be used for business purposes that will be returned at the end of the contract period. This equipment can only be used for DCCDA work.

III. QUALIFICATIONS

The DCCDA is seeking a Contractor with the following required qualifications:

- Extensive knowledge of Yardi
- Extensive knowledge of Microsoft programs
- Knowledge of Minnesota Tenant Landlord Law statutes
- Extensive background in property management operations of rental housing

These qualifications, if applicable to RFP responders, should be communicated in Exhibit A, Professional Qualifications.

IV. RESPONSIBILITY OF DCCDA

The DCCDA will provide the Contractor with a laptop to conduct the services identified in this RFP. The Contractor shall have access to the DCCDA VPN system and all applicable electronic files.

The DCCDA will provide oversight of all work conducted by the Contractor and will include a

performance assessment. Oversight will also be conducted with regular check-in meetings between Contractor, Program Manager, and Assistant Director of Property Management.

The DCCDA will pay the Contractor promptly, within ten (10) working days after receipt of proper invoices and any additional requested documentation.

V. RESPONSIBILITY OF CONTRACTOR

The Contractor is an independent contractor and solely responsible for payment of all applicable insurance premiums tax withholdings, for itself and employees.

The Contractor is responsible for securing a dedicated workspace.

The Contractor shall invoice the DCCDA on a bi-weekly basis that will be submitted directly to the Assistant Director of Property Management and AP@dakotacda.org.

VI. PROPOSAL FORMAT & REQUIREMENTS

A written proposal submitted to the DCCDA shall include the following information:

1. Exhibit A, qualification & experience questions.
2. Exhibit B, fee proposal.
3. Resume. Must include:
 - a. professional credentials;
 - b. education and/or certifications;
 - c. expertise and capability; and
 - d. experience
4. Identification of at least two (2) references with names and contact information.

VII. ADDITIONAL INFORMATION

Once the DCCDA selects the Contractor, additional information will be required as part of the contract, including but not limited to:

1. Proof of Insurance.
2. Indemnification of the DCCDA.
3. Professional certifications.
4. Status of an independent contractor.
5. Pass a background check.

VIII. EVALUATION & SELECTION

A. Proposal evaluation and recommendation of selection

This RFP does not commit the DCCDA to award a contract. Submission of a proposal shall neither obligate nor entitle a Proposer to enter into a contract with the DCCDA. The DCCDA reserves the following rights, to be exercised in the DCCDA's sole and absolute discretion: 1) to determine whether any aspect of a proposal satisfactorily meets the criteria established in this

RFP; 2) to seek clarification or additional information from any Proposer; 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any Proposer or vendor; 4) to reject any or all proposals with or without cause; 5) to waive any irregularities or informalities in a proposal; 6) to cancel or amend by addenda this RFP, in part or entirely; 7) to award multiple contracts to Proposers; and/or 8) to award a contract to a vendor that did not submit a proposal.

Evaluation of proposals will be made by DCCDA staff.

B. Evaluation Criteria

Proposals will be evaluated and scored on the four categories below, based upon responses to the written proposal.

1. Ability to perform services in a timely manner. (30 points)
2. Professional qualifications of the Contractor. (25 points)
3. Past performance, either with DCCDA, other agencies, etc. (30 points)
4. Reasonableness of proposed fees and costs associated with services. (5 points)

IX. GENERAL RULES

1. RFP overview

This Request for Proposals ("RFP") is an invitation for Proposers to submit a proposal to the DCCDA. It is not to be construed as an official and customary request for bids, but as a means by which the DCCDA can facilitate the acquisition of information related to the purchase of services. Any proposal submitted is a suggestion to negotiate and **NOT A BID**.

2. Estimated timeline and extension of time

8/6/25	Announcement of RFP
8/10/25	Closing date for written questions
8/15/25	Proposals due
8/18/25	Review of proposals
8/19/25-8/20/25	Interviews (if requested by DCCDA)
8/21/25	Selection of Contractor
9/1/25	Effective start date of contract(s)

These dates are subject to revision or cancellation by the DCCDA in its sole and absolute discretion.

3. Proposal Submission

Submit proposals via electronically or paper copies to:
Anna Judge, Director of Property Management
Dakota County CDA
1228 Town Centre Drive
Eagan, MN 55123
ajudge@dakotacda.org

Proposers are strongly encouraged to make their submissions well in advance of the proposal due date as the process may take some time to complete.

Failure to submit a proposal on time may be grounds for rejection of the proposal; however, the DCCDA reserves the right, in its sole and absolute discretion, to accept proposals after the proposal due date.

4. Questions and communication restrictions

Questions concerning this RFP should be submitted in writing via email with the subject line “RFP Administrative Professional Services” to the following:

Anna Judge, ajudge@dakotacda.org

Proposers shall not communicate, verbally or otherwise, with any DCCDA personnel or relevant consultant(s) concerning this RFP, except for the person listed in this section. This restriction may be suspended or removed by the authority and direction of the person listed above. If any Proposer attempts or completes any unauthorized communication, DCCDA may, in its sole and absolute discretion, reject the Proposal.

5. Addenda

The DCCDA reserves the right to modify the RFP at any time prior to the proposal due date. An addendum will be posted on the DCCDA website (dakotacda.org) if the RFP is modified. It is the responsibility of each prospective Proposer to assure receipt of all addenda.

The DCCDA will modify the RFP only by formal written addenda. Proposer’s Proposal should be based on this RFP document and any formal written addenda. Proposers should not rely on oral statements.

6. DCCDA's right to withdraw, cancel, suspend and/or modify RFP

The DCCDA reserves the right to withdraw, cancel, suspend, and/or modify this RFP for any reason and at any time with no liability to any prospective Proposer for any costs or expenses incurred in connection with the RFP or otherwise.

7. Proposals will not be returned

Upon submission, proposals will not be returned.

8. Public disclosure of proposal documents

Under Minnesota law, proposals are private or nonpublic until the proposals are opened on the proposal due date. Once the proposals are opened, the name of the Proposer becomes public. All other data in the proposal is private/nonpublic data until completion of the evaluation process. The evaluation process is completed when the DCCDA enters into a contract with a Proposer. At that time, all remaining data submitted by all Proposers is public with the exception of data classified as private/non-public trade secret data under Minn. Stat. § 13.37 of the Minnesota Government Data Practices Act.

If the Proposer believes private/non-public data is included in its Proposal, Proposer shall clearly identify the data and provide the specific rationale in support of the asserted classification. Proposer must type in bold red letters the term "CONFIDENTIAL" on that specific part or page of the Proposal which Proposer believes to be confidential. Classification of data as trade secret data will be determined pursuant to applicable law, and, accordingly, merely labeling data as "trade secret" does not necessarily make the data protected as such under any applicable law.

The Proposer agrees, as a condition of submitting its Proposal, that the DCCDA will not, as between the parties, be liable or accountable for any loss or damage which may result from a breach of confidentiality related to the Proposal. Typically, pricing, fees, and costs are public data. The Proposer agrees to indemnify and hold the DCCDA, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce this provision.

9. Proposer's costs

The DCCDA shall not be responsible for any costs incurred by Proposer in connection with this RFP. Proposer shall bear all costs associated with proposal preparation, submission, and attendance at interviews, or any other activity associated with this RFP or otherwise.

10. Conflict of interest

The Proposer affirms that to the best of its knowledge the submission of its Proposal, or any resulting contract, does not present an actual or perceived conflict of interest. The Proposer

agrees that should any actual or perceived conflict of interest become known, it will immediately notify the DCCDA and will advise whether it will or will not avoid, mitigate, or neutralize the conflict of interest.

11. Potential Contract Extension

At the discretion of the DCCDA, this contract may be extended if necessary. DCCDA and the Contractor shall, as part of entering any contract extension period, agree upon the cost of all services, provided during any option period.

EXHIBIT A

ADMINISTRATIVE PROFESSIONAL SERVICES RFP QUALIFICATION & EXPERIENCE QUESTIONNAIRE

The RFP Proposer is asked to explain the Proposer's qualifications and experience for professional administrative services. All responses and data must be clear and concise. Separate pages may be used when the length of the response requires it. A contractor may submit any additional information desired in support of its responses below.

1. Company Name: _____
2. Entity: ☐ corporation ☐ partnership ☐ other entity (specify) _____

Principal Company Owner(s)/Partners: _____

Years in business: _____ Federal tax ID number: _____

3. Business Address: _____

City: _____ State: _____ Zip Code: _____

Business Telephone: (____) _____ Cell: (____) _____

Email Address: _____

4. Address of principal owner(s)/partners listed in item 3 above:

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: (____) _____ Cell: (____) _____

5. Date Organized or Incorporated: _____

6. If this entity is a corporation, nonprofit, partnership, limited liability company, or other legal entity, please indicate the State of organization or incorporation: _____

Attach a copy of each of the following for this entity, as applicable:

A. Current certificate of good standing from State if corporation or limited liability company.

B. Current certificate of authority to transact business in the State of Minnesota, if incorporated or organized in another State.

7. List how many years you have been contracting business under your present firm or trade name:

8. The following questions involve your rating or standing with projects and/or insurance.

A. Have you ever failed to complete any work contracted by you? Yes: _____ No: _____

If yes, list each reason why such work was not completed, along with name, address and telephone number of the customer/client:

9. Describe your company, staff, and its experience providing the Administrative Professional RFP scope of services. (0-15pts)

10. Summarize the applicable education and trainings the Owner has directly related to the Administrative Professional RFP scope of services. (0-15pts)

11. List all current certifications (and expiration dates) applicable to the Administrative Professional RFP scope of services. (0-15pts)

The Proposer, by and through the undersigned, hereby certifies that the above statements, information and attachments are true and complete. The contractor further understands that the DCCDA will use reasonable efforts to keep the information provided by the Proposer in and with Exhibit A - Qualifications and Experience questionnaire confidential and shall use such information to investigate and verify the qualifications and experience of the Proposer.

The Proposer, by and through the undersigned, hereby authorizes and requests that any individual, firm, partnership, corporation, limited liability company, other entity, or any other third party contacted by the DCCDA, to furnish to the DCCDA, any information requested by the DCCDA for due diligence purposes and with regard to any of the information provided in and with this Exhibit A - Qualifications and Experience questionnaire, any other submissions, proposals, information, documentation, or data provided by the Proposer with regard to this RFP that the Proposer agrees to accept and assumes all liability and responsibility for any and all such furnishing of information by any such third party to the DCCDA, and the contractor warrants and covenants to indemnify and hold the DCCDA, harmless from all liabilities and expenses incurred by the DCCDA, as a result of any act or omission of the Proposer or its employees.

The Proposer, by and through the undersigned, agrees and covenants to execute and provide, on an expedited basis, to the DCCDA, any release, authorization, waiver or similar form, as requested by the DCCDA, authorizing that any such information so requested by the DCCDA, from any third party be provided by such third party to the Agencies, or any of them.

This Qualifications and Experience questionnaire, together with all statements, information and attachments hereto, has been prepared and executed this _____ day of _____, 2025.

Name of Company

By: _____

Printed name

Title

ADMINISTRATIVE PROFESSIONAL SERVICES RFP – FEE PROPOSAL
Dakota County CDA

The undersigned does declare that this proposal complies with all Terms and Conditions as set forth in the Request for Proposals (RFP) dated August 6, 2025, and is made without improper connection with any other person making a proposal on this work and is in all respects fair and without collusion or fraud.

The undersigned proposes a total cost for no more than 720 hours from September 1, 2025 – December 31, 2025, or until services are no longer needed (whichever comes first) for professional administrative services detailed in the RFP for the cost of: _____

If the proposed cost varies (either higher or lower) than the CDA total budget identified on page 1 in the RFP, please explain why.

Firm Name: _____

Address: _____

Phone Number: _____ Email Address: _____

I hereby certify that I am authorized to sign as a Representative for the Firm.

Signature: _____

Printed Name and Title: _____