

# REQUEST FOR INFORMATION

Consulting Services for NSNPHA Members

## **1.0 REQUEST FOR INFORMATION OVERVIEW**

The Nova Scotia Non-Profit Housing Association (NSNPHA) is a non-profit, membership-based organization that centralizes people, resources, and activity to support the work of the community housing sector. This sector includes the full range of non-profit and co-operative housing providers working to deliver affordable housing in both rural and urban communities across the province. These organizations vary widely in size and capacity, and many face operational and resource constraints. NSNPHA advances a more connected and resilient community housing sector by championing member priorities, fostering partnerships and collaboration, and building organizational capacity so members can expand and deepen their impact.

NSNPHA is issuing this Request for Information (RFI) to better understand the availability, experience, and service models of firms and individuals that provide development consulting and other services within the non-profit and affordable housing sector. NSNPHA is collecting this information to strengthen sector coordination, inform network planning, and better support members. Your responses will help us understand current services and capacity across the community housing sector, improve connections between organizations, and identify opportunities for collaboration and service delivery.

NSNPHA is seeking information from qualified consultants with experience supporting housing development projects at various stages, from early concept through implementation. These services should strengthen the capacity of non-profit housing providers across Nova Scotia by providing access to practical, scalable development expertise. The information gathered through this RFI will be used for planning purposes only and may inform future procurement, service models, and/or the establishment of a preferred consultant roster. This is not a request for proposals and does not constitute a commitment to proceed with any procurement.

## **2.0 SCOPE OF POTENTIAL SERVICES**

Respondents are asked to identify which of the following services they currently provide and describe their approach and experience:

- Project viability analysis (early-stage feasibility, project scoping, and readiness)
- Growth planning and strategy development (such as project prioritization and organizational transformation analysis)
- Partnership analysis (including preparation and review of partnership agreements)
- Funding and financing analysis (including pro forma development, cash flow assessment, and preparation of capital funding applications)
- Support with stakeholder engagement and needs assessment
- Coaching or advisory services for non-profit housing providers
- Training or workshop delivery related to housing development processes
- Other relevant service offerings

The foregoing services are identified as an example set of service products identified by NSNPHA. NSNPHA welcomes proponents to elaborate and expand on any services that are currently available and might be beneficial to our members. Respondents are encouraged to note any experience tailoring services for organizations with limited internal capacity or early-stage development experience.

### **3.0 RFI SUBMISSION DETAILS**

In preparing your response, please indicate:

- 3.1 Name, address, and a brief history of your firm
- 3.2 High-level descriptions of available services
- 3.3 Typical engagement structures (e.g., hourly advisory, project-based, etc.)
- 3.4 Capacity to respond to short-term or time-sensitive requests
- 3.5 Indicative fee ranges or pricing approaches for available services
- 3.6 Any limitations or considerations NSNPHA should be aware of

Please provide information that is accurate as of the date of submission. The information collected through this request will be treated as valid for **12 months** following the submission deadline (or until you notify NSNPHA of a material change). If key details change during that period, please share an update so our records remain current.

Please submit an electronic copy of your response by **5 p.m. AST, June 5, 2026**, to Nova Scotia Non-Profit Housing Association by sending it to [devan@nsnpha.com](mailto:devan@nsnpha.com).

For questions or additional information, contact Devan Bell by email at [devan@nsnpha.com](mailto:devan@nsnpha.com) or by telephone at 1 (782) 222 1523.

Thank you for your interest in supporting the capacity and impact of Nova Scotia's non-profit housing sector. We appreciate your time and input.