



## **Request for Proposals PBCA Procurement Consultant**

### **INTRODUCTION**

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to assist in the preparation of a bid submission in response to an anticipated procurement by the United States Department of Housing and Urban Development (“HUD”) for Performance-Based Contract Administration (“PBCA”) services relating to HUD’s Project-Based Section 8 rental assistance program.

### **INSTRUCTIONS**

Two (2) original(s) and three (3) copies of the proposal must be submitted to RIHousing, 44 Washington Street, Providence, Rhode Island 02903-1721, Attn: Claribel Shavers, Director of Leased Housing and Rental Services. Please also direct a courtesy copy by email to: [cshavers@rihousing.com](mailto:cshavers@rihousing.com). Proposals should be concise and include all attachments and work plans. Proposals should be presented on business letterhead.

**Proposals must be received no later than 5:00 EST p.m. on Friday, October 20, 2017.**

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

### **SCOPE OF WORK**

Please see the Scope of Work provided at Attachment A.

### **ITEMS TO BE INCLUDED WITH YOUR PROPOSAL**

- A. General Firm Information
  1. Provide a brief description of your firm, including but not limited to the following:
    - a. Name of the principal(s) of the firm.
    - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
    - c. Address of all offices of the firm.

d. Number of employees of the firm.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work. Without limiting the foregoing, please describe your firm's expertise relative to the Federal Acquisition Regulation.
2. Provide a detailed description of your plan or approach to the Scope of Work and your best estimate as to a timeframe for completion.
3. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify his or her responsibilities.
4. Provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work.
5. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with RIHousing.
6. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.
7. Describe how your firm will handle actual and or potential conflicts of interest.

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Please provide a cost proposal for providing the Scope of Work at Attachment A.
2. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc. for any services that may be requested in addition to the services previously described.

3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

D. Miscellaneous

1. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.
2. Discuss any topics not covered in this Request for Proposals that you would like to bring to RIHousing's attention.

E. Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
2. Does any Rhode Island "Major State Decision-maker," as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, "Major State Decision-maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver’s license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the “Personal Information”). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing. Please include a letter from your president, chairman or CEO certifying that, in the event your firm is selected:

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm’s size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information

from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s).

4. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to Claribel Shavers, [cshavers@rihousing.com](mailto:cshavers@rihousing.com), seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after October 20, 2017, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

## **EVALUATION AND SELECTION**

A selection committee consisting of RIHousing employees (the "Committee") will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work; depth of knowledge of the Federal Acquisition Regulation
- Proposed fee structure
- Ability to perform within time and budget constraints
- Evaluation of potential work plans
- Previous work experience and performance with RIHousing and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Other pertinent information submitted.

RIHousing may invite one or more finalists to make presentations.

In its sole discretion, RIHousing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, RIHousing has not committed itself to undertake the work set forth. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after receipt of responses. RIHousing's decision on these matters is final.

**For additional information contact: Claribel Shavers, [cshavers@rihousing.com](mailto:cshavers@rihousing.com).**

## Attachment A

### **Scope of Work**

RIHousing seeks to engage a federal procurement consultant to assist with the strategic development and preparation of a response to an anticipated solicitation by the United States Department of Housing and Urban Development (“HUD”) for Performance-Based Contract Administration (“PBCA”) services relative to the Project-Based Section 8 rental assistance program.

RIHousing has served as the incumbent contractor providing these services since HUD began the PBCA program in 2000. Prior to 2000, RIHousing performed similar services under the previous iteration of the program, commonly referred to as “Traditional” Section 8 contract administration. HUD had attempted to re-procure PBCA services by means of grant competitions in 2011 and 2012, but those efforts were ultimately abandoned due to bid protests and related litigation. In 2017, HUD again indicated its intention to re-bid PBCA services. The exact timeframe of the procurement remains uncertain.

RIHousing anticipates that HUD will conduct its procurement in compliance with the Federal Acquisition Regulation (together with all applicable supplementary regulations, the “FAR”). The successful respondent must therefore have significant knowledge of FAR requirements, applicable requirements and procedures of the U.S. Government Accountability Office (“GAO”), and have demonstrated experience assisting prospective contractors with federal bid submissions. The successful respondent must also have familiarity with, or the ability to become familiar with, the HUD acquisition regulation and all other applicable HUD procurement requirements, processes, and systems. Furthermore, the successful respondent must be familiar with acquisition systems typically used by federal agencies, and have the requisite knowledge, skill, and staffing to assist RIHousing to understand the solicitation document; perform any necessary registration or pre-application requirements; and plan, develop, and execute a competitive bid submission.

The selected respondent must monitor HUD contracting opportunities for the posting of a PBCA-related solicitation or other relevant information. The selected respondent must assist RIHousing staff to read and understand the solicitation (and all other application materials and guidance), and to develop a strategic plan for the submission of a responsive bid. This will include providing advice to RIHousing (based on available information) as to any action items that must be conducted in advance of the bid submission (or in advance of the solicitation) to render RIHousing eligible to respond to the anticipated solicitation. The selected consultant may also be required to participate in conference calls, webinars, other informational sessions, or meetings hosted by HUD, or any trade association or industry working group to which RIHousing may belong. The selected respondent will provide comprehensive ongoing technical assistance on FAR, GAO, and HUD requirements and procedures relevant to the competition. Once the PBCA solicitation has been issued, the consultant will develop and prepare for submission one or more responsive bid packages (as

may depend of the structure of the solicitation). RIHousing staff will provide raw materials and program-specific historical information and knowledge necessary for the submission, but the consultant will take primary responsibility for the drafting of bid materials and the packaging/presentation of such material so as to respond appropriately to applicable FAR, GAO, and HUD requirements. The consultant must be prepared to provide significant proposal writing assistance. In addition to the foregoing, the consultant will be responsible for ensuring the timely filing of the final bid package in the method required by the solicitation.

Although the timing of the procurement is uncertain, RIHousing believes that once the procurement is issued, bids will be required within 30 days. Therefore, time will be of the essence in the performance of the engagement. A significant time commitment will be required during the response period.

The successful respondent may not simultaneously represent or materially assist any competitor of RIHousing in the above-described procurement activity.