



REQUEST FOR PROPOSALS

RIHousing LeadSafe Homes Program Municipal Partner(s)

Posting Date: Monday, March 30, 2026

Response Submission Deadline: 3:00 EST p.m. on Tuesday, April 14th, 2026

NOTE TO RESPONDENTS:

Please be advised that **all** submissions (including those not selected for engagement) may be made available to the public on request pursuant to the Rhode Island Access to Public Records Act, Chapter 2 of Title 38 of the Rhode Island General Laws (the "APRA") upon award of a contract(s). As a result, respondents are advised not to include information that they deem proprietary or confidential or that constitutes a trade secret.

INTRODUCTION

Through this Request for Proposals ("RFP"), Rhode Island Housing and Mortgage Finance Corporation ("RIHousing") seeks proposals from qualified municipalities to facilitate applications to **RIHousing's LeadSafe Homes Program**. The LeadSafe Homes Program serves low-income families by addressing lead-based paint hazards and other housing-related health and safety hazards.

INSTRUCTIONS

Proposals must be submitted via email to: **Deborah Devine, Operations Improvement Specialist** at ddevine@rihousing.com no later than the response submission deadline set forth above.

Proposals that are not received by the response submission deadline or that do not adhere to the submission instructions described herein shall not be accepted or considered by RIHousing.

Proposals should be concise and adhere to the word count applicable to each section of this Request for Proposals ("RFP"). Proposals should be presented on business letterhead and include all attachments, certifications (including the Submissions Certification at [Attachment A](#)), and work samples (as applicable). Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be reviewed or considered by RIHousing.

RIHousing may invite one or more finalists to make presentations, including demonstrations of requested products, if applicable.

Updates, amendments and Q&As related to this Request for Proposals may be posted from time to time at: [RFPs & RFQs | RIHousing](#).



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Respondent Name: _____

SCOPE OF WORK

Please see the Scope of Work as provided on Attachment B.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

**SUBMISSION
CHECK LIST**

Section A: General Municipality Information (Total word limit: 500 words)

1. Provide a brief description of your municipality, including but not limited to the following:
 - a. Name of the principal(s) of the municipality.
 - b. Name, business telephone number and business email address of a representative of the municipality authorized to discuss your proposal.
 - c. Number of municipal employees who would provide services.

RIHousing requests that the contact information provided in response to this subsection (1) be strictly limited to business addresses, telephone numbers, and email addresses to protect any personal information from being made available to the public pursuant to APRA.

Section B: Experience and Resources (Total word limit: 3500 words)

1. Describe your municipality and its capabilities. In particular, support your capacity to perform the Scope of Work.

2. Indicate which principals and associates from your municipality would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify their responsibilities.

3. If applicable, please indicate the name of any subcontractors that would be involved in providing services to your municipality and to RIHousing. Provide appropriate background information for each person or entity, identify the person's responsibilities and outline their capabilities.

4. Please include a current client roster, including a lead contact name and business telephone number for each OR provide a detailed list of references, including a contact name and business telephone number for organizations or businesses for whom you have performed similar work.



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- 5. Identify individuals on your team with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).
- 6. Describe your municipality’s information security systems and the steps that your municipality takes to safeguard client communication, confidential information, and client data. Include in your response whether your municipality performs penetration testing, your municipality’s encryption methods, and whether client data is stored onshore or offshore.

Section C: Fee Structure (Total word limit: 500 words)

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 B.
- 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.

Section D: Minority Owned Business/Women Owned Business pursuant to the Rhode Island State Purchases Act

- 1. In compliance with State law (R.I. Gen. Laws §§ 37-2-1 et seq; R.I. Gen. Laws §§ 37-14.1-6), RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other State-protected classes. Include the number and percentage of members of State-protected classes who are either principals or senior managers in your municipality, the number and percentage of members of State-protected classes in your municipality who will work on RIHousing’s engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification. This information will be used in furtherance of Rhode Island law.

Section E: Miscellaneous (Total word limit: 1000 words)

- 1. Discuss any topics not covered in this RFP that you would like to bring to RIHousing’s attention.

Section F. Certifications



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- All applicants must respond to and provide documentation as outlined in the Request for Proposals Submission Certifications at Attachment A.

EVALUATION AND SELECTION

A selection committee consisting of RI Housing employees will review all proposals that meet the requirements set forth in the “Instructions” section of this RFP and make a selection based on the following factors:

- Professional capacity to undertake the Scope of Work (as evaluated by reference in Section B: Experience and Resources);
- Proposed fee structure (as evaluated by reference in Section C: Fee Structure);
- Ability to perform within time and budget constraints (as evaluated by reference in Section B);
- Evaluation of proposed project approach (as contained in the Attachment B-Scope of Work. Section B);
- Previous work experience and performance with RI Housing and/or similar organizations and/or recommendations by references, as applicable (as provided in Section B: Experience and Resources, subsection 3);
- Minority status (as requested in Section D: Minority Owned Business/Women Owned Business)
- Foreign language capabilities (as provided in Section B: Experience and Resources, subsection 5);
- Other pertinent information submitted.

By this RFP, RI Housing has not committed itself to undertake the work set forth herein. RI Housing 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. RI Housing reserves the right to make those decisions after its receipt of responses. RI Housing’s decision on these matters is final.

For additional information contact: Deborah Devine, ddevine@rihousing.com.



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Attachment A

Requests for Proposals Submission Certifications

Please respond to **all** items below and include it in your response to this RFP. Be sure to include any additional information in the space provided or as an attachment as needed. Please ensure that any attachments refer to the appropriate item by name (i.e., “Conflict of Interest,” “Major State Decision Maker,” etc.)

Total word limit for Sections A and B: 500 words

Section A: Conflicts of Interest

1. Identify any conflict of interest that may arise as a result of business activities or ventures by your municipality and associates, 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. **If none, check below.**

None

2. Describe how your municipality will handle actual and or potential conflicts of interest (*please include in your proposal or attach a sheet with this information*).

Section B: Litigation, Proceedings, Investigations

1. Identify any material litigation, administrative proceedings, or investigations in which your municipality is currently involved. **If none, check below.**

None

2. Identify any material litigation, administrative proceedings, or investigations to which your municipality or any of its principals, partners, associates, subcontractors, or support staff was a party, that has been finally adjudicated or settled within the past two (2) years. **If none, check below.**

None

Section C: 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



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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. **Please acknowledge your understanding below.**

I have read and understand the requirements of Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

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.

Please indicate your response below.

Yes

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.

No



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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 certify below that in the event your municipality is selected:

(i) any Personal Information disclosed to your municipality by RIHousing or which your municipality acquires as a result of its services hereunder will be regarded by your municipality 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 municipality 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 municipality'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). In addition, if selected, your municipality may be requested to provide a copy of its information security plan.

I certify that in the event our municipality is selected, we will comply with the Personal Information and Security guidelines noted above.

4. Your municipality's mayor or chief administrator must certify below that (i) no member of your municipality has made inquiries or contacts with respect to this RFP other than in an email or written communication to **Deborah Devine, ddevine@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 municipality will make any such inquiry or contact until after April 14, 2026 (iii) all information in the proposal is true and correct to the best of your knowledge, (iv) no member of your municipality gave anything of monetary value



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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, (v) your municipality did not consult with RIHousing in connection with the development of this RFP, and (vi) your municipality is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

I certify that no member or employee of our municipality has made or will make any such inquiries or contacts; all information supplied is true and correct; no member or employee of our municipality has provided anything of value to influence RIHousing; and our municipality is in compliance with applicable political contribution reporting.

Mayor or Chief Administrator (*print*): _____

Signature: _____

Municipality Name: _____



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Attachment B
Scope of Work

RIHousing seeks to engage one or more municipalities with the ability to facilitate applications for the LeadSafe Homes Program (“LSHP”). These partnership(s) are intended to serve low-income families by addressing lead reduction and other housing related health and safety hazards.

The Scope of Work encompasses several critical LSHP areas of need. Partner(s) will be responsible for driving traffic into the LSHP through existing partnerships with code enforcement, housing court and other efforts around lead remediation promotion. Partner(s) will be required to assist applicants with their application to the program, serve as a liaison between the city and the LSHP, and assist the LSHP in meeting HUD benchmarks for successful applications driven into the program. Municipalities that are administering local HUD lead grants are not eligible to apply.

A potential partner will work to increase RIH LSHP applicant intake, contribute to meeting grant benchmarks and general statewide unit clearances, offer a range of community outreach services and events, and promote education around the harmful effects of lead and the importance of a healthy home environment as a key social determinant of health, through:

- a. Recruitment.
- b. Referrals.
- c. Application assistance and completion (home visits and/or in-office assistance) with property owners and/or tenants..
- d. The partner must also maintain and provide a list of applications in process or submitted to the LSHP on a monthly basis as a part of its federal reporting process.
- g. Hold a minimum of three (3) customized recruitment drives for property owners and tenants per quarter.
- h. Promote and distribute Lead Awareness and Education Campaign materials designed by RIHousing, a .
- i. Foster community education and awareness about lead hazards and lead reduction resources through targeted prevention and awareness efforts, and by assisting with community engagement and staffing of events;.
- j. Where applicable, home-based staff will assess lead risks in the home and furnish LSHP information to program participants.
- k. Host/Staff community health events related to the harmful effects of lead on young children and pregnant women, prevention, and medical intervention options.

Proposals from municipalities that have a high prevalence of lead poisoning, older housing stock, and/or a high percentage of residents at or below 50% of AMI may be given preference.

RIHousing will consider any other meaningful services and/or assistance a potential partner may be in a position to provide that supports the LSHP’s operations.

Partners may be engaged as contractors or subgrantees based on funding source and services provided, as determined by RIHousing in its sole discretion.



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The term of engagement may vary based on funding source and services provided, but it is anticipated that the initial term will be one year with an option to extend at the sole discretion of RIHousing.