REQUEST FOR PROPOSALS

Consulting Services for 2027 & 2028 Continuum of Care and Youth Homelessness Demonstration Program Competitions

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Posting Date: Monday, November 9, 2026
Response Submission Deadline: Monday, December 14, 2026, at 3pm

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"), the Rhode Island Housing and Mortgage Finance Corporation ("RIHousing") seeks proposals from qualified firms to develop applications for the anticipated 2027 & 2028 Continuum of Care ("CoC") and Youth Homelessness Demonstration Program ("YHDP") competitions, a grant program of the U.S. Department of Housing and Urban Development ("HUD"). CoC and YHDP grants provide funding on a competitive basis to support rental assistance and supportive services projects for the benefit of persons experiencing homelessness. RIHousing serves as the collaborative applicant on behalf of the Rhode Island Continuum of Care.

INSTRUCTIONS

Proposals must be submitted via email to: **Sarah Saint Laurent, CoC Coordinator,** at **ssaintlaurent@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.

SCOPE OF WORK

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

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

Section A: General Firm Information (Total word limit: 1000 words)

SUBMISSION CHECK LIST

☐ 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, business telephone number and business email address of a representative of the firm authorized to discuss your proposal.
c. Locations of all offices of the firm.
d. Number of employees of the firm.

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

☐ 2. 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 their responsibilities.

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

☐ 4. 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.

☐ 5. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).

☐ 6. Describe your firm's information security systems and the steps that your firm takes to safeguard client communication, confidential information, and client data. Include in your response whether your firm performs penetration testing, your firm's encryption methods, and whether client data is stored onshore or offshore.

Section C: Fee Structure (Total word limit: 1000 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 firm, the number and percentage of members of 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. 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

☐ 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 RIHousing 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 RIHousing and/or similar organizations (as provided in Section B: Experience and Resources, subsection 4);
- Recommendations by references (as provided in Section B: Experience and Resources, subsection 4);
- Firm minority status (as requested in Section D: Firm minority status (in accordance with Rhode Island law, as requested in Section D: Minority Owned Business/Women Owned Business pursuant to the Rhode Island State Purchases Act)
- Foreign language capabilities of the firm (as provided in Section B: Experience and Resources, subsection 5);
- Other pertinent information submitted.

By this RFP, RIHousing has not committed itself to undertake the work set forth herein. 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 its receipt of responses. RIHousing's decision on these matters is final.

For additional information contact: **Sarah Saint Laurent, ssaintlaurent@rihousing.com**

Attachment A

Requests for Proposals Submission Certifications

Please respond to **all** items below and include them 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 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. **If none, check below**.

   ☐ None

2. Describe how your firm will handle actual and 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 firm is currently involved. **If none, check below.**

   ☐ None

2. 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 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

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

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 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. § 11-49.3 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your firm may be requested to provide a copy of its information security plan.

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

4. Your firm's president, chairman or CEO must certify below that (i) no member of your firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to **Sarah Saint Laurent, ssaintlaurent@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 December 14, 2026, at 3pm, (iii) all information in the proposal is true and correct to the best of your 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, (v) your firm did not consult with RIHousing in connection with the development of this RFP, and (vi) 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.

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

President, Chairman or CEO *(print):* _____

Signature: _____

Firm Name:_____

Attachment B

Scope of Work

I. Services to be Provided

RIHousing seeks to engage a professional consulting firm to prepare the Collaborative Applicant's submissions for the anticipated 2027 & 2028 funding rounds of the Continuum of Care (CoC) Program and the Youth Homelessness Demonstration Program (YHDP). These HUD-funded, competitive programs provide rental assistance and supportive services for individuals and families experiencing homelessness. RIHousing serves as the Collaborative Applicant on behalf of the Rhode Island Continuum of Care (RICoC).

II. Project Schedule

The selected firm should be prepared to begin work in January 2027 and complete all application-related tasks in time to submit the full application at least two business days prior to HUD's Notice of Funding Opportunity (NOFO) deadlines for FY2027 & FY2028. The deadlines will not be known until HUD releases the respective NOFO, but the FY2027 deadline is anticipated to be in Summer or Fall 2027, and the FY2028 deadline is anticipated to be in Summer or Fall 2028.

Training and technical assistance activities included in this scope are expected to continue beyond NOFO submission. The selected firm should plan for intermittent support through March 2029.

III. Project Approach

The selected firm will be responsible for the timely performance of the following activities, with input and support from RIHousing staff:

- Review and summarize all criteria, requirements, and procedures associated with the 2027 & 2028 CoC competitions, including the applicable NOFO and any related HUD regulations, guidance, or policy documents.
- Provide training and support specific to YHDP renewal requirements and detail the proposed approach for assisting RICoC grantees through that process.
- Monitor for any supplemental or special CoC funding opportunities issued by HUD and support RICoC in evaluating and preparing for potential applications, if applicable.
- Verify all required registrations for RIHousing, including SAM, Grants.gov, UEI, and any additional registrations required for submission.
- Prepare and submit all pre-application materials required under the NOFO and any supplemental or special funding opportunities, if applicable.
- Attend relevant HUD webinars, conference calls, and informational presentations related to the CoC and YHDP competitions.
- Review RICoC's preliminary application strategy.
- Conduct multiple remote information sessions, webinars, and office hours (in coordination with RIHousing staff) to support local applicants with both CoC and YHDP project

application requirements in multiple competitions. Typically, the CoC hosts at least 2-3 of each: information sessions, webinars, and office hours per competition.

- Evaluate the strengths and weaknesses of the preliminary application plans and assess alignment with competition criteria.
- Develop recommendations to strengthen and refine the RICoC's application plans.
- Draft all application materials and supporting documentation with reasonably sufficient lead time for RIHousing staff review.
- Finalize all materials for submission, ensuring accuracy, completeness, and compliance with each NOFO's requirements.
- Submit the full applications and all related materials to HUD using the required submission method at least one business day before the NOFO deadline.
- Provide training, technical assistance, and implementation support to RIHousing and local grantees during and after the NOFO period, as requested.

RIHousing will provide the selected firm with prior CoC application materials and all applicable registration information for reference.

IV. Budget and Payment Terms

All applicants must submit a proposed budget. Please provide a detailed budget outlining the fee structure for completing the scope of work described above. For reference, previous RIHousing contracts for similar work have ranged from $30,000 to $40,000 annually. However, substantial changes and instability in the federal CoC program over the past two years have significantly increased the amount of time and effort required of Collaborative Applicants during, and between, funding competitions. As a result, we anticipate a higher budget for this contract than in prior years.