

Request for Action
by
Board of Commissioners

**Approval of Engagement of Consultant for
Rhode Island Continuum of Care Performance Monitoring
(Technical Assistance Collaborative, Inc.)**

1. Summary of Request

This Request for Action is for approval to engage the Technical Assistance Collaborative, Inc. (“TAC”) to assist the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) to conduct awardee performance monitoring services related to the Continuum of Care Program (“CoC Program”).

2. Discussion

RIHousing serves as the collaborative applicant on behalf of the Rhode Island Continuum of Care (“RiCoC”) with respect to funding made available through the CoC Program, a homeless assistance initiative of the U.S. Department of Housing and Urban Development (“HUD”). In support of this role, RIHousing seeks to engage a professional consulting firm to carry out annual awardee program performance monitoring activities for the RiCoC.

Performance monitoring activities will include evaluating CoC Program-funded projects for programmatic and fiscal compliance and reviewing organizational capacity. The results of the monitoring activities, along with any recommendations for correcting deficiencies, will be formally communicated to RIHousing through the RiCoC Planner and the RiCoC Board of Directors. If necessary, this process may be supplemented with follow-up trainings for some or all agencies participating in the CoC Program.

In August 2022, RIHousing issued a Request for Proposals (“RFP”) seeking proposals from qualified consulting services firms. Two (2) proposals were received. An internal review committee reviewed the proposals in accordance with the RFP criteria and determined that TAC was qualified to carry out the RiCoC performance monitoring activities. The committee reached this conclusion in large part due to TAC’s experienced and knowledgeable staff, the RiCoC’s favorable opinion of TAC’s past performance monitoring, and TAC’s past experience conducting RiCoC monitoring activities for RIHousing. TAC is a Boston-based nonprofit organization that serves as a primary technical assistance provider for the Department of Housing and Urban Development (“HUD”) and has a long history of providing technical assistance in Rhode Island and across the nation.

The engagement is expected to last for four (4) to six (6) months. TAC will provide RiCoC monitoring activities for a period of approximately two (2) months, with another two (2)

months anticipated for follow-up and resolution. If the compliance monitoring results indicate a need for training, training services may be requested by RIHousing during a final period of approximately two (2) months.

3. Recommendation

The attached resolution approving the engagement of the Technical Assistance Collaborative, Inc. is recommended for approval.

4. Attachments

- A. Resolution
- B. Scoring Criteria

Attachment A

Resolution of the Board of Commissioners of Rhode Island Housing and Mortgage Finance Corporation

- Whereas:** the enabling act of the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) provides the agency with all the powers to make and execute contracts necessary for the exercise of its functions under the Rhode Island Housing and Mortgage Finance Corporation Act, R.I. Gen. Laws §42-55-5(6); and
- Whereas:** RIHousing wishes to engage a professional consulting firm to assist the agency in carrying out project performance monitoring activities under the Continuum of Care Program, a federal homeless assistance program; and
- Whereas:** RIHousing issued a Request for Proposals (“RFP”) soliciting applications from firms qualified to provide performance monitoring services; and
- Whereas:** an internal review committee comprised of RIHousing staff reviewed the proposal and evaluated it in accordance with the criteria outlined in the RFP and voted to recommend the engagement of the Technical Assistance Collaborative, Inc.

NOW, THEREFORE, IT IS HEREBY:

- Resolved:** that RIHousing be, and hereby is authorized, to engage the Technical Assistance Collaborative, Inc., for a fee not to exceed \$100,000.00 to provide project performance monitoring services under the Continuum of Care Program; and
- Resolved:** that the Executive Director, the Deputy Director and the Director of Leased Housing and Rental Services, each acting singly, be, and hereby are, authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolution, including without limitation the authority to negotiate such terms of the engagement as he or she may determine are in the best interests of RIHousing, and to execute any and all agreements or documents as he or she deems necessary to carry out the foregoing.

**Attachment B
Scoring Criteria**

| Evaluation Criteria | TAC | Ock's Analytics | Total Possible Points |
|---|------------|------------------------|------------------------------|
| Professional Capacity to undertake the Scope of Work | 5 | 2.75 | 5 |
| Proposed Fee Structure | 3.25 | 2.25 | 5 |
| Ability Perform Within Time and Budget Constraints | 3.75 | 1.75 | 5 |
| Previous Work Experience | 4.75 | 3 | 5 |
| Firm Minority Status and Affirmative Action Program or Activities | 2 | 3.25 | 5 |
| Foreign Language Capabilities | 3.25 | 3.75 | 5 |
| Evaluation of Proposed Work Plan | 12.5 | 7.5 | 15 |
| References | 4.5 | 4.25 | 5 |
| Totals | 39 | 28.5 | 50 |