

**REQUEST FOR ACTION
BY
BOARD OF COMMISSIONERS**

Approval of Engagement of Allita 360 to Provide Software for Rent Relief RI

1. Summary of Request

This Request for Action (“RFA”) is for approval to engage Greenwood 360 LLC (d/b/a Allita 360) (“Allita 360”) to provide software and related services in support of Rent Relief RI, an emergency rental assistance program funded by the U.S. Department of the Treasury (“Treasury”). The Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) has been designated by the State of Rhode Island (the “State”) to administer approximately \$200 million in federal emergency housing assistance under this new program to address the effects of the COVID-19 pandemic.

2. Discussion

Rent Relief RI will assist families who need temporary help paying rent, rent arrearages, utility arrearages, utility payments, and other expenses related to housing. To operate effectively and in compliance with Treasury requirements, RIHousing requires a comprehensive software package to facilitate all aspects of program administration, including collection and processing of applications, tenant and landlord eligibility verification, facilitation of electronic payments to landlords, and reporting to Treasury. Since the start of the pandemic, RIHousing and partner agencies have been processing applications using software that was not designed to handle the intricacies of this type of rental assistance program.

In order to manage the anticipated demand and influx of applications, it is crucial that software be tailored specifically for this purpose. Program staff aim to establish an efficient, accurate, and Treasury-compliant system for fund disbursement. Because the program will involve multiple partner agencies, the use of a comprehensive software system will be integral to the program’s success.

RIHousing issued a Request for Proposals (“RFP”) in February 2021 advertising an aggressive timeline to launch in order to meet the expected need for emergency rental assistance. Notice of the RFP was posted on RIHousing’s website and the website maintained by the Rhode Island Department of Administration’s Division of Purchases.

Eight firms submitted proposals in response to the RFP. A selection committee composed of senior staff and representatives from various business lines reviewed the proposals and evaluated them in accordance with the RFP criteria. The selection committee applied a weighted average scoring model for evaluating and comparing the responses. Factors taken into consideration included: firm’s capacity and experience, timeline, fee structure, automation, customization, prior experience with RIHousing and similar organizations and other pertinent information submitted. The maximum allowable score under the employed model was 10 points. Attachment B sets forth an evaluation summary of the proposals.

Following review of the bid documents and pricing proposals, Allita 360 was the unanimous choice of the committee with an average score of 8.98. Overall, scores ranged from a low 7.07 to 8.98 with Allita 360 scoring the highest.

Allita 360 is focused on providing full turnkey solutions to the non-profit sector with a focus on housing, development, and grant management. Allita 360's software and services have been utilized at agencies in Ohio, North Carolina, Oregon, Missouri, Arizona, and more, with unique and beneficial expertise working with Treasury on the Hardest Hit Fund. The selection committee believes that the firm has the experience and capacity to undertake this assignment and their fee proposal was reasonable.

The proposed initial cost of their engagement is \$190,400 for initial setup, hosting, maintenance, customization and licensing. An additional cost of \$145,000 would be incurred to secure an “inactive” hosting and maintenance agreement for five years. The pricing from the other proposals varied greatly in structure including a proposal of \$360,000 per year to a percentage of the grant which would come to \$1.8 million based on a \$200 million award. Allita 360 was on the low-mid price range of proposals. The final cost will be determined based on the customizations and functionality that are determined reasonable and beneficial during the mapping of the software.

3. Recommendation

The attached resolution adopting the recommendations of the selection committee regarding the engagement of Allita 360 is recommended for approval.

4. Attachments

- A. Resolution of the Board of Commissioners of RI Housing
- B. Scoring Matrix

Attachment A

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

- WHEREAS:** the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) enabling act provides it with all of the power to make and execute contracts for the exercise of the powers and functions provided to it under the act (R.I. Gen. Laws §42-55-5(6)); and
- WHEREAS:** RIHousing has been selected by the State of Rhode Island to administer approximately \$200 million in federal grant funds under the Emergency Rental Assistance (“ERA”) program of the U.S. Department of Treasury; and
- WHEREAS:** in service of this role, RIHousing has established Rent Relief RI to deliver ERA housing assistance to applicants statewide; and
- WHEREAS:** RIHousing requires a comprehensive software package in order to operate Rent Relief RI in a manner consistent with the ERA program and all applicable U.S. Department of the Treasury requirements; and
- WHEREAS:** in February 2021, RIHousing solicited proposals from vendors to provide a software package that is able to meet the requirements associated with this role; and
- WHEREAS:** a selection committee comprised of RIHousing staff reviewed the proposal and evaluated it in accordance with the solicitation; and
- WHEREAS:** Greenwood 360 LLC (d/b/a Allita 360) (“Allita 360”) submitted the highest-scoring proposal to RIHousing in response to this solicitation.

NOW, THEREFORE, IT IS HEREBY:

- RESOLVED:** that RIHousing be, and hereby is, authorized to engage Allita 360 for approximately \$335,400.00 to provide software, hosting, maintenance, related set-up, and technical support services over a multi-year period to enable RIHousing to undertake its responsibilities to manage the Rent Relief RI Program; and
- RESOLVED:** that the Executive Director, Deputy Executive Director, and the Director of Leased Housing and Rental Services, each acting singly be, and hereby is, authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolutions, including without limitation the authority

to determine final module and service selection and otherwise 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.