

Request for Action
By
Board of Commissioners

Approval of Selection of Print and Mail Services Vendor (ProMail, Etc.)

A. SUMMARY OF REQUEST

This Request for Action (“RFA”) is for approval of the selection of ProMail, Etc. to provide print and mail services.

B. DISCUSSION

RIHousing currently uses both internal and external print and mail services to provide a monthly average of 3000 printed and mailed letters to its customers. RIHousing will engage a vendor to provide print and mail services when the timeframe required for such mailings and/or the complexity of the printing job exceeds our internal capacity.

In October 2022, RIHousing issued a Request for Proposals (“RFP”) from qualified vendors to provide print and mail services. 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. RIHousing also sent the solicitation to several Rhode Island-based print and mail vendors.

Four (4) vendors submitted proposals in response to the RFP. An internal selection committee reviewed the proposals and evaluated them in accordance with the criteria outlined in the RFP. The selection committee scored the responses based upon factors including the vendor’s professional capacity, fee structure, and ability to perform within time and budget constraints. Attachment B sets forth the scoring matrix for the vendors’ proposals.

Following review of the bid documents and pricing proposals, and based on the selection committee’s evaluation of all proposals based on the selection criteria, TPC Social Ventures, Inc. d/b/a ProMail, Etc. was determined to be best qualified to provide printing and mail services to RIHousing. RIHousing is currently using print and mail services of ProMail, Etc. and has been very satisfied with the quality and responsiveness of their work. ProMail, Etc. is a Rhode Island-based non-profit that supplements its workforce using the referral services of The Providence Center to provide job training, employment, and internships to individuals with barriers to employment.

RIHousing seeks to enter a three-year contract with the vendor with two one-year options to renew at RIHousing’s discretion. The typical annual expenditure for this contract would be between \$20,000 and \$50,000.

C. RECOMMENDATION

The attached resolution authorizing RIHousing to engage ProMail, Etc. is recommended for approval.

D. ATTACHMENTS

- A. Resolution of the Board of Commissioners of RIHousing
- B. Scoring Matrix

Attachment A

Resolution of the Board of Commissioners of RIHousing and Mortgage Finance Corporation

- Whereas:** the enabling act of Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) provides it with all of the powers to make and execute contracts necessary for the exercise of powers and functions provided to it under the Rhode Island Housing and Mortgage Finance Corporation Act, R.I. Gen. Laws §42-55-5(6); and
- Whereas:** RIHousing has identified a need for a vendor to provide print and mail services; and
- Whereas:** RIHousing has solicited proposals pursuant to an open competitive process for vendors to provide print and mail services; and
- Whereas:** a selection committee comprised of staff reviewed the proposals and evaluated them in accordance with the criteria outlined in the request for proposals (the “RFP”) and determined that ProMail, Etc. had submitted the highest-scoring proposal to RIHousing.

NOW, THEREFORE, IT IS HEREBY:

- Resolved:** that RIHousing be, and hereby is, authorized to enter into a contract with ProMail, Etc. to provide print and mail services as set forth in the RFP and the proposal submitted in response thereto (“the Proposal”); and
- Resolved:** that such engagement shall be for a three-year term, renewable at the option of RIHousing, for a cost based on pricing as submitted in the Proposal and not to exceed \$50,000 per annum; and
- Resolved:** that the Executive Director, Deputy Executive Director, and Chief Operating Officer, each acting singly, be and hereby are authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolutions, including without limitation the authority to negotiate the terms and fees of the engagement as they may determine are in the best interests of RIHousing, and to execute any and all agreements or documents as they deem necessary to carry out the foregoing, and to take such further actions as they deem necessary to carry out the foregoing resolutions.

ATTACHMENT B

**PRINT AND MAIL SERVICES
SCORESHEET**

Evaluation & Selection Criteria	Weight	DS Graphics	ProMail	Minuteman Press	D3-Inc
		Score	Score	Score	Score
Professional Capacity to undertake the Scope of Work	30	30	25	10	20
Proposed fee structure	20	10	20	N/A	15
Ability to perform within time and budget constraints	20	15	20	10	10
Recommendations by references, experience and performance w/RIHousing or similar organizations	20	15	15	10	10
Firm minority status and affirmative action program	10	10	10	10	10
Other pertinent information submitted (Bonus Points up to 5)	5	5	5	0	5
Total Score (max score 105 points)	105	85	95	40	70
Ranking (1 - #)		2	1	N/A	3