



## **REQUEST FOR PROPOSALS**

### **Printing and Mailing Services**

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**Posting Date: October 31, 2022**

**Proposal Submission Deadline: 3:00 EST p.m. on November 30, 2022.**

### **INTRODUCTION**

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to provide printing and mailing services.

### **INSTRUCTIONS**

Proposals are to be submitted via email to: **Dawn Mureddu, Supervisor, Office Services** at **dmureddu@rihousing.com** no later than the submission deadline set forth above.

Proposals must be submitted to RIHousing on business letterhead and must adhere to the word count applicable to each section of this RFP and include all attachments, certifications (located at Attachment A), and work samples (as applicable). **Proposals will not be reviewed or considered if they are not received by the submission deadline or if they do not adhere to the instructions described herein.**

All questions regarding the Scope of Work set forth in this RFP must be made in writing and submitted via email to **Dawn Mureddu** at **dmureddu@rihousing.com** prior to the submission deadline.

Respondents are advised that RIHousing requires its vendors to comply with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

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

### **NOTE TO RESPONDENTS:**

Please be advised that **all** proposals (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). Respondents are advised not to include information that they deem proprietary or confidential or that constitutes a trade secret.



**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: 500 words)**

- 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.

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

**SUBMISSION CHECK LIST**

- 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. 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.



- 6. Please provide copies of your firm’s data security plans and SOC 2 compliance reports. [The report will not count toward the word count for this section.]

**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, including a list of services available and a pricing sheet for all services, noting any discounts available for bulk services.
- 2. Provide an itemized breakdown of other expenses including 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: Affirmative Action Plan and Minority Owned Business/Women Owned Business**

- 1. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm’s affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and 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.

**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 respondents must complete Attachment A and return it to RIHousing with their proposal.



**RFP/RFQ Title: Printing and Mailing Services**  
**Respondent Name: \_\_\_\_\_**

### **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 to Section B: Experience and Resources);
- Proposed fee structure (as evaluated by reference to Section C: Fee Structure);
- Ability to perform within time and budget constraints (as evaluated by reference to Section B);
- Recommendations by references, experience and performance with RIHousing and/or similar organizations (as provided in Section B: Experience and Resources, subsection 3);
- Firm minority status and affirmative action program or activities (as requested in Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business)
- 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.



**Attachment A**

This form must be completed and signed by your firm’s president, chairman or chief executive officer. Please respond to **all** items below, include additional information as necessary, and ensure that any attachments refer to the appropriate item by name (i.e., “Conflict of Interest” etc.).

**Total word limit: 500 words**

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**Section A: Conflicts of Interest**

1. Identify any conflict of interest that could arise during your firm’s performance of the Scope of Work set forth at Attachment B. **If none, check below.**

None

2. Identify any conflict of interest that may arise as a result of any of your firm’s employees, associates, or subcontractor’s status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, check below.**

None

3. Describe how your firm will handle actual and or potential conflicts of interest (*respond below or attach a document 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**

The undersigned certifies, under the pains and penalties of perjury, as follows:

1. No member of my firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to Dawn Mureddu at [dmureddu@rihousing.com](mailto:dmureddu@rihousing.com) seeking



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clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of our proposal, and that no member of my firm will make any such inquiry or contact until after November 30, 2022 at 3:00 PM.

2. To the best of my knowledge, all information provided in my firm’s proposal is true and correct.
3. My firm did not consult with RIHousing in connection with the development of this RFP.
4. No member of my 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.

President, Chairman or CEO (*print*): \_\_\_\_\_

Signature: \_\_\_\_\_

Firm Name: \_\_\_\_\_



**Attachment B**

**Scope of Work**

**I. Services to be Provided**

RIHousing is seeking an experienced vendor to provide secure printing and mailing services to satisfy its diverse, ongoing needs. While subject to a variety of changing needs, RIHousing currently averages 3000 printed and mailed letters per month.

RIHousing shall:

- Provide corporation envelopes to the vendor unless otherwise agreed to by both parties.
- Provide letters, notices, and addresses to the vendor via secure encrypted email or SFTP.
- Provide logo(s) for letterhead or other printed materials.

The selected respondent shall:

- Provide print and mailing services to RIHousing on an as needed basis.
- Provide paper for printing services, using RIHousing branding as directed.
- Supply RIHousing with .pdf copies of all mailed/generated documents via an SFTP.
- Fulfill regular and one-time bulk mailing orders, as needed and requested by RIHousing.
- Provide metered postage, using least expensive postage unless otherwise directed.

Requirements:

- Adherence to safeguards to protect RIHousing's customers sensitive data in accordance with the Gramm-Leach-Bliley Act and other applicable statutes and regulations.
- SOC 2 Reports to be provided at signing of agreement and annually thereafter.
- All data centers must be in the USA.
- All disaster recovery sites must be in the USA.

**II. Project Schedule**

Vendor services must be provided in a timely and expedient manner: some assignments may require a 24-to-48-hour turn-around time. RIHousing shall make every effort to provide reasonable expectations to Vendor to complete assignments.

**III. Payment Terms**

Payments to the Vendor shall be made on a monthly basis unless otherwise agreed to by RIHousing.