



REQUEST FOR PROPOSALS

Neighborhood Opportunities Program Operating Renewal Funding

Posting Date: March 11, 2024

Response Submission Deadline: 4:00 EST p.m. on March 29, 2024.

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 existing NOP projects for renewals of previous Permanent Supportive Housing or Family Housing Program awards. **Application is only open to existing NOP projects for renewals of previous Permanent Supportive Housing or Family Housing Program awards.** Renewals may include funding for existing NOP projects that require additional operating subsidy to meet their initial 10-year obligation, to extend their expiring 10-year obligation, or to increase the number of units supported by NOP in their development.

NOP was an initiative of the State of Rhode Island Housing Resources Commission, the dual purposes of which were to (i) increase the supply of affordable rental housing for very low-income families and individuals and (ii) preserve permanent supportive housing (PSH) and family housing (FHF) opportunities for disabled persons who are experiencing homelessness.

Funding for NOP is currently being provided by RIHousing. The renewal term will be determined by funding availability and applicant’s need but will not be less than one year nor greater than ten years.

INSTRUCTIONS

Proposals must be submitted via email or by mailing two hard copies of proposal(s) to: **Susan Halloran** –Manager, Multifamily Financial Assets at shalloran@rihousing.com no later than the response submission deadline set forth above. If mailing, please submit two hard copies of the application (including all spreadsheets and attachments) to:

Susan Halloran – Manager, Multifamily Financial Assets
RIHousing



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44 Washington Street
Providence, RI 02903

*Proposals must be postmarked no later than March 29, 2024 at 4:00 EST p.m.

Applicants may submit proposals for more than one project per funding round.

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, Attachment C, and all documents required within Attachment C). 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

SUBMISSION
CHECK LIST

Section A: General Information (Total word limit: 500 words)

1. Provide responses to **all** questions contained within Attachment C

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 professional capacity to administer the funds and operate the property in accordance with state and federal housing quality standards and other rules applicable to NOP.. In particular, support your capacity to perform the Scope of Work.

2. 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.

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

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

Section C: Amount of Funding Requested (Total word limit: 500 words)



The amount of funding requested is one of the factors that will be considered in awarding this grant. The information requested in this section is required to support the reasonableness of your request.

- 1. Please provide a proposed amount of funding necessary for providing the Scope of Work at Attachment B.
- 2. Provide the basis for your award calculation and proposed award term. (You will include the calculation in Attachment C).
- 3. Please provide any other 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 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:



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- Professional capacity to administer the funds and operate the property in accordance with state and federal housing quality standards and other rules applicable to NOP and to undertake the Scope of Work (as evaluated by reference in Section B: Experience and Resources);
- Previous experience serving low income, disabled, homeless persons and families (or other vulnerable populations);
- Extent to which the proposal meets the anticipated demands of NOP;
- Previous/current partnerships with RIHousing and/or other government agencies or social service organizations (as provided in Section B: Experience and Resources, subsection 3);
- Evaluation of proposed budget; (as evaluated by reference in Section C: Amount of Funding Requested);
- Evaluation of proposed project approach (as contained in the Attachment B-Scope of Work. Section II);
- Organization’s minority status and affirmative action program or activities (as requested in Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business)
- Foreign language capabilities of the organization (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: shalloran@rihousing.com.

Revised: February 15, 2023

Attachment A

Requests for Proposals Submission Certifications

Please respond to **all** items below and include it 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,” 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 organization and associates of your organization 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 organization will handle actual and or 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 organization is currently involved. **If none, check below.**

None

2. Identify any material litigation, administrative proceedings, or investigations to which your organization 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. Your firm's president, chairman or CEO must certify below that (i) no member of your organization has made inquiries or contacts with respect to this RFP other than in an email or written communication to shalloran@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 organization will make any such inquiry or contact until after March 29, 2024, (iii) all information in the proposal is true and correct to the best of your knowledge, (iv) no member of your organization 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, and (v) your organization is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.



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

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

Signature: _____

Firm Name: _____

- 2. The undersigned specifically agrees that the funds requested by this application will be secured by a Mortgage and/or Deed Restriction on the property described herein and that RIHousing, its agents, successors, and assigns make no representations or warranties, express or implied, to the Applicant regarding the property, the condition of the property or the value of the property.

I verify that the information in this application is true and correct. I understand that false statements herein are subject to the penalties of Rhode Island Law relating to unsworn falsification to authorities.

Organization Name:

By: _____ Title: _____
Name

Signature: _____ Date: _____



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Attachment B

Scope of Work

I. Services to be Provided

The expected objective is to provide housing via the Neighborhood Opportunities Program. This program aims to achieve the dual purposes of (i) increasing the supply of affordable rental housing for very low-income families and individuals and (ii) preserving permanent supportive housing (PSH) opportunities for disabled persons who are experiencing homelessness as well as family housing (FHF).

II. Project Approach

Applicants are expected to demonstrate their capacity to accomplish the objectives of the program effectively, including maintaining personnel with experience serving NOP tenants and who also have prior experience with NOP program compliance and fulfilling its submission requirements. Applicants should be committed to providing housing opportunities and serving NOP tenants for the period of the award.

III. Budget and Payment Terms

For the 2024 funding round, RI Housing anticipates awarding:

- \$500,000.00 of NOP funding
- NOP funding for existing NOP projects that require additional operating subsidy to meet their initial 10-year obligation, to extend their NOP affordability beyond their expiring 10-year obligation, or to increase the number of units supported by NOP.