



REQUEST FOR PROPOSALS Project Based Voucher Program

Posting Date: February 2nd, 2023

Response Submission Deadline: Request for Proposals will remain open until capacity is reached.

INTRODUCTION

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified property owners interested in participating in the Section 8 Project-Based Voucher (“PBV”) Program, an initiative of the U.S. Department of Housing and Urban Development (“HUD”). RIHousing expects to make rental assistance available for up to 18 units under this RFP.

All for-profit and non-profit owners are eligible to apply under this RFP. Only **existing housing** will be funded and units must be available for occupancy as of the date of PBV contract execution. Projects proposed to be or under construction are not eligible.

Under Rhode Island state law, a housing authority generally has exclusive jurisdiction to lease families within its municipal boundaries. Therefore, eligible PBV projects **must** be either located within the jurisdiction of RIHousing or be accompanied by a letter from the local housing authority (or other applicable municipal authority) agreeing to allow RIHousing to project-base and administer vouchers within its jurisdiction.

RIHousing’s jurisdiction currently includes the following cities and towns:

Foster
Glocester
Scituate
Barrington
Exeter
Richmond
North Kingstown
Jamestown
North Smithfield
Little Compton
Charlestown
West Greenwich
Middletown
Portsmouth
New Shoreham
Hopkinton



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INSTRUCTIONS

Proposals are to be submitted via email to: **Jessica Mowry** at jmowry@rihousing.com.

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 **Jessica Mowry** at jmowry@rihousing.com and will be accepted on a rolling basis.

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** 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.



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 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)

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.

2. Indicate whether you plan to serve one or more of the following special populations: homeless households, veterans, victims of domestic violence, elderly, or disabled households. Please describe any features of this housing development or supportive services provided that address the unique needs of any such population.

3. If proposing to attach PBV assistance to more than the greater of 25 units or 25 percent of the project, units above this cap must be designated for households who are elderly or in need of supportive services. If applicable, please indicate how many units will be these “exception” units and how you will meet this requirement.

4. For projects with affordability or use restrictions that will expire within the next five years, please provide copies of applicable legal documents as evidence of impending expiration. For projects currently receiving a rental or operating subsidy that is temporary in nature, expired, or is expected to expire or be defunded within the next three years, provide documentation from the agency administering this subsidy.



- 5. 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.
- 6. 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.
- 7. 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.
- 8. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).
- 9. 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.

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.
- 2. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, 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 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:

- Project must be ready for occupancy as of the date of HAP Contract execution, as evidenced by a Certificate of Occupancy from the appropriate municipality or other means acceptable to RIHousing,
- Project must be located either within the jurisdiction of RIHousing or application must be accompanied by a letter of support from the local housing authority or other applicable municipal authority (see “Introduction” section above),
- Proof of legal ownership (e.g. deed) must be provided,
- Proof of compliance with the Rhode Island Lead Hazard Mitigation Act must be provided for properties built prior to 1978.

PBV assistance will be competitively awarded until available PBV funds are exhausted. A committee comprised of RIHousing staff will evaluate proposals based on the following factors:

- Experience and capacity of project owner in providing housing for low-income households
- Demonstrated connection between the proposed project and the housing needs of its target population and geographic area. Particular consideration will be given to projects that propose to serve areas with a limited stock of deeply subsidized housing.



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- Projects proposing to serve one or more of the following special populations: homeless households, veterans, victims of domestic violence, elderly, or disabled households
- Projects with affordability or use restrictions that will expire within the next five years
- Projects currently receiving a rental or operating subsidy that is temporary in nature, expired, or is expected to expire or be defunded within the next three years
- Projects located ½ mile or less from public transit and/or other community amenities
- Projects including accessibility features as described in the Proposal Narrative
- Projects whose Tenant Selection Plan reduces barriers for hard to house individuals by means such as allowing mitigating factors for poor landlord or credit history, limiting the look-back period for non-violent criminal offenses, etc.
- Projects owned by firms undertaking affirmative action activities as described in the Proposal Narrative
- Firm minority status and affirmative action program or activities (as requested in Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business)



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

Section A: Conflicts of Interest

1. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, 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 firm 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 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 Jessica Mowry (jmowry@rihousing.com) seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of our



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proposal, and that no member of my firm will make any such inquiry or contact until after RIHousing has received our proposal.

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: _____

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.



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Attachment B

Scope of Work

RIHousing will require the following of all successful applicants:

- Owner must agree to enter into a twenty (20) year PBV HAP Contract with RIHousing and be bound by all provisions contained therein
- All PBV units must be maintained in accordance with HUD Housing Quality Standards (HQS) or equivalent HUD-approved inspection protocol
- Owner must agree to receive and process applicant referrals and subsidy payments using the software system(s) specified by RIHousing.
- Upon receiving referrals of eligible tenants from RIHousing, the owner must conduct screening and leasing activities in a timely manner, and in accordance with its Tenant Selection Plan as well as all applicable federal, state, and local fair housing laws
- Owner must maintain a working knowledge of and adhere to all applicable HUD program regulations, Public and Indian Housing (PIH) Notices, and other HUD guidance, including, but not limited to, 24 CFR 983, the HUD Housing Choice Voucher Program guidebook, and the RIHousing Housing Choice Voucher Program Administrative Plan
- Owner must promptly notify RIHousing of any issues that would jeopardize the health and safety of any PBV tenants or any non-compliance issues that would threaten their ability to maintain a successful tenancy
- If the owner proposes to project base more than 25 percent of units in a development, owner must make available a level of supportive services appropriate to the needs of tenants in these “excepted” units, but may **not** require participation in supportive services as a condition of tenancy