



**Request for Proposals
Housing Quality Standards Inspection Services
for Housing Choice Voucher Programs of
Participating Housing Authorities**

INTRODUCTION

Through this Request for Proposals (“RFP”), Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to carry out Housing Quality Standards (“HQS”) inspection activities on behalf of a group of public housing authorities in the State of Rhode Island, including RIHousing (each a “PHA”; collectively, “PHAs”). PHAs are collaborating on the publication of this RFP for administrative convenience, but this procurement will culminate in individual contracts with each PHA. Please note that because of the geographic range set forth in this RFP and the unavoidable need for emergency and short-notice unit inspections, RIHousing and the other participating PHAs are unable to commit to exclusive contracts.

INSTRUCTIONS

One (1) electronic copy of the proposal must be submitted to Jessica Mowry at jmowry@rihousing.com. Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

Proposals must be received no later than 3:00 EST p.m. on August 31, 2020.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

SCOPE OF WORK

Please see the Scope of Work provided at Attachment A.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be scored.

A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:

Submission
Check List



- a. Name of the principal(s) of the firm.
- b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
- c. Address of all offices of the firm.
- d. Number of employees of the firm.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work. Please indicate your expertise carrying out HQS inspections in publicly-assisted housing, contracts your firm has been awarded for HQS and other inspections, as well as your knowledge of program regulations promulgated by HUD and other relevant program requirements. Describe your firm's commercial general liability insurance coverage.

2. Indicate which principals and associates from your firm would be involved in providing services. Provide appropriate background information for each such person and identify his or her responsibilities, including certifications of each involved inspector.

3. Provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work.

4. 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 any of the PHAs. **If none, please provide a statement to such effect.**

5. Describe how your firm will handle actual and or potential conflicts of interest.

6. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. 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 settled or adjudicated within the past two (2) years. **If none, please provide a statement to such effect.**

7. 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).

C. Fee Structure

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 A.

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 the PHAs.

D. Miscellaneous

1. The PHAs encourage 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 this engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification. Successful firm will conduct recruitment to Section 3 eligible employees and make a reasonable effort to hire Section 3 qualified candidates.

2. Discuss any topics not covered in this Request for Proposals that you would like to bring to the attention of the PHAs.

E. Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires state vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the state vendor (and any related parties as defined in the law) has, within 24 months preceding the

date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. Please acknowledge your understanding of this in your RFP response.

2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18. If your answer is “No,” please provide a statement to such effect.

3. In the course of providing goods or services to the PHAs, the selected respondent may receive certain personal information specific to the PHAs’ customer(s) including, without limitation, customer names and addresses,

telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver's license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the "Personal Information"). The maintenance of the Personal Information in strict confidence and the confinement of its use to the PHAs are of vital importance to the PHAs. **Please include a letter from your president, chairman or CEO certifying that, in the event your firm is selected:**

(i) any Personal Information disclosed to your firm by a PHA or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless the PHA has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm's size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your firm may be requested to provide a copy of its information security plan.

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4. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to Jessica Mowry at 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 your proposal, (ii) no member of your firm will make any such inquiry or contact until after August 14, 2020 at 3pm, (iii) all information in your proposal is true



and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to an employee or Commissioner, or a relative of the same, of any participating PHA based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees and representatives of other participating PHAs (the "Committee") will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure
- Ability to perform within time and budget constraints
- Evaluation of potential work plans
- Previous work experience and performance with RIHousing, other PHAS, and/or other similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Other pertinent information submitted.

One or more finalists may be invited to make presentations. One or more firms who have submitted qualifications may be invited to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, neither RIHousing nor any other participating PHA has committed to undertake the work set forth. RIHousing and the other participating PHAs reserve 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 and the other participating PHAs reserve the right to make those decisions after receipt of responses, and such decision will be final.

For additional information contact: Jessica Mowry at jmowry@rihousing.com.

Revised: August 2020



Attachment A

Scope of Work

RIHousing together with a group of eight (8) other Public Housing Authorities (“PHAs”) seeks to engage qualified vendors on a non-exclusive basis to conduct approximately 1600 inspections annually within the group’s collective Housing Choice Voucher Programs (“HCVP”). The inspections must be conducted in accordance with Housing Quality Standards (“HQS”) or Uniform Physical Conditions Standards (“UPCS”), as required by the U.S. Department of Housing and Urban Development (“HUD”). Inspections must be performed in accordance with 24 CFR 982.401, HUD’s Housing Inspection Manual, Chapter 10 of the Voucher Program Guidebook 7420.10G, and any other applicable HUD guidance or PIH Notice, including PIH Notice 2019-06, which can be found here: https://www.hud.gov/program_offices/public_indian_housing/publications/notices.

Inspections are expected to be conducted in the jurisdictions of the following Rhode Island PHAs:

- RIHousing
 - Barrington
 - Charlestown
 - Exeter
 - Foster
 - Gloucester
 - Jamestown
 - Little Compton
 - Middletown
 - Narragansett
 - New Shoreham
 - North Kingstown
 - North Smithfield
 - Portsmouth
 - Richmond
 - Scituate
 - West Greenwich
- Central Falls
- Coventry Housing Authority
- Cranston Housing Authority
- East Greenwich Housing Authority
- East Providence Housing Authority
- Johnston Housing Authority



- Newport Housing Authority
- Pawtucket Housing Authority
- Providence Housing Authority
- Warwick Housing Authority

As a result, the vendor must have the requisite staffing and resources to accommodate a broad geographic service area.

The qualified vendor will conduct the following activities on behalf of the participating PHAs:

- Provide appointment notification letters to both owners/agents/landlords and tenants;
- Conduct initial inspections and re-inspections diligently and in accordance with applicable regulations within ten (10) calendar days of the receipt by a participating PHA of a Request for Tenancy Approval;
- Conduct annual and biennial inspections within twenty (20) working days of the request by the participating PHA;
- Conduct special inspections within three (3) working days of the request made by the participating PHA;
- Provide owners/agents/landlords and tenants with reminders two (2) days before a scheduled inspection;
- Notify owner/agent/landlord and participating housing agency of failed items, using photographic evidence of failed items;
- Track resolution of failed items and subsequent abatements, release of abatements, termination of contracts and tenant terminations (for non-compliance related to HQS inspection);
- Provide access to owners/agents and tenants of inspections history and inspection requests;
- Communicate inspection and re-inspection results to owner/agents and tenants within 24 hours of inspection and within 3 hours for 24-hour health and safety failures; and
- Provide “no-show” notices, including proof of visit when inspection is a “no show.”

In addition, the vendor must:

- Utilize software that is compatible with the following software systems:
 - Yardi
 - HAB/MRI
 - PHA Web; and
- Have the capacity to establish individual agreements with the participating PHAs.
- Have bilingual staff to communicate in Spanish.