



## **REQUEST FOR PROPOSALS** **Focus Group Facilitation**

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**Posting Date:** October 28, 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 focus group facilitation, and, as needed, recruitment, scheduling, location identification, and report out writing.

### **INSTRUCTIONS**

Proposals are to be submitted via email to: Stacy Wasserman, Innovation Program Manager, at [swasserman@rihousing.com](mailto:swasserman@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 Stacy Wasserman at [swasserman@rihousing.com](mailto:swasserman@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.



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Respondent Name: \_\_\_\_\_

**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, including prior experience, and your proposed approach to facilitating focus groups.

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. 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).

**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.



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Respondent Name: \_\_\_\_\_

- 1. Please provide a cost proposal for providing the Scope of Work at Attachment B. Please provide budgets, as applicable, for providing 1) Focus group facilitation and/or 2) focus group facilitation, along with recruiting, scheduling and report writing. **Firms should submit separate cost proposals for each service if they are applying for both.**
- 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 respondents must complete Attachment A and return it to RIHousing with their proposal.



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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 in Section B: Experience and Resources);
- Proposed fee structure (as evaluated by reference in Section C: Fee Structure);
- Ability to perform within time and budget constraints (as evaluated by reference in Section B);
- Evaluation of proposed project approach (as contained in the Attachment B-Scope of Work. Section B);
- Previous work experience and performance with RIHousing and/or similar organizations (as provided in Section B: Experience and Resources, subsection 3);
- Recommendations by references (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)
- Foreign language capabilities of the firm (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.



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Respondent Name: \_\_\_\_\_

**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 Stacy Wasserman, [swasserman@rihousing.com](mailto:swasserman@rihousing.com), seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the



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date of our proposal, and that no member of my firm will make any such inquiry or contact until after November 30, 2022.

2. To the best of my knowledge, all information provided in my firm's proposal is true and correct to the best of my knowledge.
3. My firm did not consult with RI Housing 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 RI Housing 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: \_\_\_\_\_



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Respondent Name: \_\_\_\_\_

**Attachment B**

**Scope of Work**

**I. Services to be Provided**

RIHousing seeks to create a roster of firms who can provide focus group facilitation to collect ideas and opinions from RIHousing program participants and/or the public to help inform agency programs and policies. Focus groups will have a varying number of participants.

As needed, RIHousing is seeking services from firms to additionally provide participant recruitment, scheduling and report out writing.

In instances where facilitation-only is needed, RIHousing will do the recruitment of focus group members, provide the virtual or in-person physical locations, and work with the firm to summarize the focus group results and make sure all ideas and opinions generated by the group are reflected.

In instances where full service is needed, firms will be expected to conduct recruitment of focus group members based on RIHousing's criteria, schedule the focus groups, identify the location, and provide a full report out on the focus group's findings.

RIHousing will meet with and provide firms with background material, context, and other information as needed to ensure the firm has a strong understanding of topics to be covered in the focus groups, and the information we wish to gather.

Proposals will be accepted both from firms that 1) only provide facilitation and 2) that can provide recruitment, scheduling, reporting and facilitation. **Firms should submit separate cost proposals for each service if they are applying for both.**

**II. Project Schedule**

RIHousing intends to create a roster of firms that can provide this service. To start, we anticipate an initial round of at least two focus groups to be held in late 2022 or early 2023.