



Request for Proposals Executive Coaching and Leadership Services

INTRODUCTION

Through this Request for Proposals (“RFP”), Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to provide Executive Coaching and Leadership Services. RIHousing intends to enter into an agreement with one or more firms to provide services on an as-needed basis.

INSTRUCTIONS

Proposals should be submitted via email to lprimiano@rihousing.com. Proposals should be on company letterhead, be concise and include all attachments.

DEADLINE EXTENDED: Proposals must be received no later than 4:00 EST p.m. on Friday, September 20, 2019.

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 description of your firm, including but not limited to the following:
 - 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 including current or past clients, work experience,

Submission
Check List

success stories, and professional background of team member(s) who will be working with RIHousing.

2. Provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work and work performed. Include references for services performed for Housing Finance Agencies, if available.

3. 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, please provide a statement to such effect.**

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

5. 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 within the past two (2) years. **If none, please provide a statement to such effect.**

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 fee proposal.

1. Provide a 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. 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.

D. Miscellaneous

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.

2. Discuss any topics not covered in this Request for Proposals that you would like to bring to RIHousing’s attention.

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.

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3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing 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 RIHousing are of vital importance to RIHousing. **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 RIHousing 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 RIHousing 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.

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 lprimiano@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 September 13, 2019, (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 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 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 (the “Committee”) will review all proposals and make a determination based on the following factors:

- Professional qualifications of the firm
- Professional qualifications of the team that will be assigned to RIHousing
- Approach to providing requested services
- Proposed fee structure
- Previous experience working with RIHousing, Housing Finance Agencies, or similar organizations



- Recommendations from references, with consideration given to recommendations from Housing Finance Agencies or similar organizations
- Affirmative action program and practices
- Other pertinent information submitted

RIHousing may invite one or more finalists to make presentations.

In its sole discretion, RIHousing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, RIHousing has not committed itself to undertake the work set forth. 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 receipt of responses. RIHousing's decision on these matters is final.

For additional information contact: Lisa Primiano, lprimiano@rihousing.com.



Attachment A Scope of Work

Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks to engage a qualified consultant firm to provide Executive Coaching and Leadership Services on an as-needed basis. It is anticipated that the consultant will provide a variety of coaching and leadership services, support the senior leadership team in all aspects of professional development and deliver additional support during leadership transitions.

RIHousing is a quasi-public state corporation with a mission to provide loans, grants, education and assistance to help Rhode Islanders find, rent, buy, build and keep a good home. Services include mortgage origination, homebuyer counseling, homeowner and rental assistance, lead hazard remediation, development financing and the preservation of affordable housing. More information about RIHousing, its mission, people and programs can be found at: <https://www.rihousing.com> and <https://annualreport.rihousing.com/>.

Services would be requested in an on-going manner and be set forth in a Statement of Work which would include identification of need, project consultant, anticipated pricing, time frame for delivery and other project specific details.

RIHousing anticipates a need for the following services:

1. One-to-one career development and success coaching for executive team members and senior level staff
 - Individualized coaching in areas such as setting and achieving professional development objectives, clarifying goals, gaining self-awareness, and leadership and communication skill building. Coaching needs would be identified through a collaborative process.
2. Corporation Leadership Training
 - Training would be held in a group setting and be topic based. Topics may be recommended by RIHousing or by the consultant subject to approval of RIHousing.
3. Leadership Succession and Transition Coaching
 - Coaching would include individual or group members of the senior team with a focus on succession planning and managing leadership transitions.
4. Board Development
 - Consultant would work directly with RIHousing’s seven-member Board of Commissioners to support the board development. This work may include issues such as review of corporation mission, goal setting, and strategic planning initiatives.



5. Strategic Planning

- Details and specifics to be determined dependent on corporation needs.

Consultant should provide an overview of its experience in each of the topic areas above and any other areas that consultant believes would be of benefit to RIHousing. Other discussion points may include:

- Examples of relevant past work, including trainings
- Methodology
- Credentials such as certifications (e.g. ACC, PCC or MCC)
- Any specialty services and any work done specifically with other affordable housing organizations
- Whether consultant is willing to offer a complimentary coaching or discovery session
- Any other information that may be pertinent to providing these services to RIHousing.