



**Request for Proposals  
RIHousing LeadSafe Homes Program  
Subgrantees**

**INTRODUCTION**

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified agencies, organizations, and/or businesses to RIHousing to provide community-based approaches to integrating RIHousing’s LeadSafe Homes Program through partnerships that address lead-based paint hazard reduction and other housing related health and safety hazards and serve low income families.

The Scope of Work focuses primarily on targeted outreach, affirmative marketing, education and/or outreach programs relative to lead hazard control and lead poisoning prevention designed to increase the ability of the RIHousing LeadSafe Homes Program to deliver the specified lead hazard control services through this program within four (4) contiguous census tracts located in Central Falls and Pawtucket.

**INSTRUCTIONS**

Proposals shall be submitted via email to: **Eric Alexander, Assistant Director of Development** at [ealexander@rihousing.com](mailto:ealexander@rihousing.com) and **Erica Pistorino, Lead Program Coordinator** at [epistorino@rihousing.com](mailto:epistorino@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 Friday, July 10, 2020.** Responses received after this date and time shall not be accepted.

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

Submission  
Check List

1. Provide a brief description of your agency, organization, and/or business, including but not limited to the following:
  - a. Name of the principal(s) of the agency, organization, and/or business.
  - 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 agency, organization, and/or business.
  - d. Number of employees of the agency, organization, and/or business.

B. Experience and Resources

1. Describe your agency, organization, and/or business and its capabilities. In particular, support your capacity to perform the Scope of Work.

2. Indicate which principals and associates from your agency, organization, and/or business would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify his or her responsibilities. If your intent is to create a new position towards this end, please specify the position title, desired qualifications, and position description.

3. Please 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 agency, organization, and/or business 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.**

5. Describe how your agency, organization, and/or business will handle actual and or potential conflicts of interest.

6. Identify any material litigation, administrative proceedings or investigations in which your agency, organization, and/or business is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your agency, organization, and/or business 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.**

7. Identify individuals in your agency, organization, and/or business 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 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.

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 **Eric Alexander, [ealexander@rihousing.com](mailto:ealexander@rihousing.com) and Erica Pistorino, [epistorino@rihousing.com](mailto:epistorino@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 **Friday, July 10, 2020**, (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 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 and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Foreign language capabilities of the firm
- 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: Eric Alexander,  
[ealexander@rihousing.com](mailto:ealexander@rihousing.com); Erica Pistorino, [epistorino@rihousing.com](mailto:epistorino@rihousing.com)

*Revised: October 2019*



## Attachment A Scope of Work

RIHousing seeks to engage community and state agencies to work collaboratively with the LeadSafe Homes Program (“LSHP”) to provide community-based approaches to integrating this program within other local initiatives through public and private partnerships that address lead reduction and other housing related health and safety hazards and serve low income families.

The Scope of Work encompasses several critical LSHP areas of need including outreach, affirmative marketing, education, and/or outreach programs on lead hazard control and lead poisoning prevention designed to increase the ability of the RIHousing LSHP to deliver the specified lead hazard control services through this program within four (4) contiguous census tracts located in Central Falls and Pawtucket. Potential respondents are encouraged to respond to this RFP in those areas where they are qualified to provide any or all services in support of the LSHP.

1. A potential Sub-grantee will work to increase RIHousing LSHP applicant intake and contribute to meeting grant benchmarks through:
  - a. Recruitment;
  - b. Referrals;
  - c. Application assistance and completion (home visits and/or in-office assistance) with property owner and/or tenants;
  - d. A minimum of two (2) applications must be submitted per month, to RIHousing LSHP. Sub-grantee must also maintain and provide a list of applications in process or submitted to RIHousing LSHP on a quarterly basis as a part of its federal reporting process.
  - e. The RIHousing LSHP will develop a relocation plan for the unit occupants and coordinate this plan with the Sub-grantee, unit occupants and the lead hazard control contractor. The Sub-grantee will meet with unit occupants to provide a demonstration of packing instructions and sealing procedures.
  - f. Collaborate with RIHousing LSHP to provide applicants with technical support for the RIHousing LSHP Neighborly Software’s online application.
  
2. A potential Sub-grantee will work with RIHousing LSHP to offer legal education and assistance relative to tenants’ and property owners’ rights and responsibilities.
  - a. Host a minimum of one (1) tenants’ and one (1) property owners’ rights and responsibilities legal clinics per quarter within the city of Central Falls and/or Pawtucket.
  - b. Offer a minimum of five (5) walk-in hours per week to address tenants’ and property owners’ rights and responsibilities at a location within the city of Central Falls and/or Pawtucket.
  - c. Furnish content for a range of associated marketing materials to include, but not limited to, a Tenants’ Rights and Responsibilities FAQ and a Homeowners’ Informational Sheet.





- d. Develop and offer a virtual/remote outreach component.
3. A potential Sub-grantee will work collaboratively with RIHousing LSHP to offer a range of community outreach events to include, but not be limited to:
  - a. Hold a minimum of three (3) customized recruitment drives for property owners and tenants per quarter.
  - b. Host a minimum of three (3) LSHP program presentations per quarter for staff and/or program constituents.
  - c. Design and implement, in close conjunction with RIHousing, a Lead Awareness and Education Campaign featuring the LSHP.
  - d. Coordinate and host a minimum of two (2) child lead testing drives/events per year hosted within the cities of Central Falls and/or Pawtucket.
  - e. In consultation with RIHousing, development and synchronization of culturally-relevant communications and digital marketing efforts.
  - f. Foster community education and awareness about lead hazards and lead reduction resources through targeted prevention and awareness efforts, and by assisting with community canvassing and engagement.
  - g. Develop and offer a virtual/remote outreach component.
4. A potential Sub-grantee will conduct prenatal and/or pediatric health education, promote the harmful effects of lead, and importance of a healthy home environment as a key social determinant of health in the targeted cities of Central Falls and Pawtucket. These may include, but not be limited to:
  - a. Host RIHousing LSHP trainings/information sessions for staff as needed.
  - b. Where applicable, home-based staff will assess for lead risks in the home (via OneTouch) and furnish RIHousing LSHP information to program participants.
  - c. Host a minimum of two (2) community health events per year related to the harmful effects of lead on young children and pregnant women, prevention, and medical intervention options.
  - d. Develop and implement a prenatal and/or pediatric health education initiative with RIHousing LSHP that emphasizes the harmful effects of lead, related medical interventions, and resources that promote healthy home environments.
  - e. Develop and offer a virtual/remote outreach component.
5. A potential Sub-grantee will work with RIHousing LSHP to promote workforce development by enhancing contractor recruitment, professional development, and performance management.