



## **Request for Proposals Housing Related Research, Analysis and Reporting Services**

### **INTRODUCTION**

Earlier this year, RIHousing released a Request for Proposals (“RFP”) for qualified vendors to provide a range of Communication Services including services for Industry/ Market Analyses and business planning. RIHousing did not receive a sufficient number of applications from qualified vendors to provide Industry/ Market Analyses and business planning and has also identified a need for broader research and analysis services. Therefore, the Corporation is releasing a new RFP that encompasses the full range of research related services we anticipate a need for vendors to assist with.

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks to create a list of qualified vendors that can be retained on an as needed basis to provide one or more of the below services:

- A. Production of plans and reports required by the State or U.S. Department of Housing and Urban Development (HUD) in conjunction with office of Community Planning and Development programs including, but not limited to: Consolidated Plan, Analysis of Impediments to Fair Housing, Annual Action Plan, Consolidated Annual Performance and Evaluation Report
- B. Industry/Market Analyses/Business Planning
- C. Housing related research, analysis, and policy recommendations

These services are set forth more fully in the Scope of Work Attachments A through C, attached hereto.

Selected vendors will be placed on a Bidder List for a term of three (3) years, with two (2) one-year extensions at the sole option of RIHousing. As the projects have not yet been identified, vendors selected to participate in the Bidder List will enter into an “on-call” style agreement. There is no guarantee of any level of spending activity to a vendor or vendors selected for this Bidder List.

**Vendors may bid on one, multiple, or all services listed in this RFP.**

### **INSTRUCTIONS**

Proposals should be submitted via email to: **Brian DeChambeau, Manager of Research and Evaluation** at [bdechambeau@rihousing.com](mailto:bdechambeau@rihousing.com). Proposals should be concise and include all attachments and work samples. *Note:* Please submit only project summaries



and/or hyperlinks to full reports or projects; do not submit copies of entire reports or projects.

**Proposals must be received no later than 5:00 EST p.m. on Wednesday, October 27, 2021.** 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).

**Respondents can respond to one or multiple Scopes of Work; respondents must clearly identify which services they are proposing to provide and detail their capacity and costs to provide those services.** Please indicate by service name and letter for which services your firm is offering proposals.

**SCOPE OF WORK**

Please see the Scopes of Work provided at Attachments A-C.

**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:
  - 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 outlined in Attachments A-C (as applicable).

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 his or her responsibilities.

Submission  
Check List

3. Submit work samples relevant to each service.

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

5. 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.**

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

7. 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 finally adjudicated or 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 selecting vendors for the Bidder List. While the specific services required will vary by project and will be paid based on a scope of work defined by RIHousing and pricing negotiated between the corporation and the vendor, the information requested in this section is required to support the reasonableness of your fees.

1. For each service you are submitting for, please provide a cost proposal using the corresponding sample projects as described in (i)-(iii) below.

**(i) Attachment A: Production of plans and reports required by the State or HUD in conjunction with Office of Community Planning & Development (CPD) programs**

Firms should provide project approach and average project cost examples for the development of the state Five Year Consolidated Plan including:

- Conducting a comprehensive housing market analysis
- Assessing Rhode Island's housing and homeless needs

- Providing recommendations for appropriate and effective collaboration strategies with Public Housing Authorities in the state
- Providing recommendations on non-housing community development strategies
- Providing recommendations on addressing impediments to Fair Housing Choice

**(ii) Attachment B: Industry/Market Analyses/Business Planning**

Firms should provide project approach and average project cost examples for:

- Research and evaluation to estimate the size of the Rhode Island homebuying market and determine if the industry is stable, growing, or volatile in the current economic climate.
- Report detailing the view of the market, its size, and segmentation.

**(iii) Attachment C: Housing Related Research, Analysis and Policy Recommendations**

Firms should provide project approach and average project cost examples for:

- An analysis of factors contributing to the cost of affordable housing development in Rhode Island and recommendations on strategies to lower those costs. Selected firms would have access to detailed development cost information on a range of affordable housing projects financed by RIHousing.

2. For each service you are submitting for, please include the following:

- i. 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 you feel are relevant that may be requested in addition to the services previously described.
- ii. 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. 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.

E. Miscellaneous

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

F. Certifications

All applicants must respond to and provide documentation as outlined in the Submission Certifications document included at the end of this RFP.

### **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
  - Company history, profile
  - Services provided, track record of success
  - Experience with similar organizations and RIHousing business lines
- Company Resources, Expertise, and Experience
  - Previous experience and success in projects of similar scope, nature, and timelines
  - For the Scope of Work under Attachment A, demonstrated familiarity with HUD CPD program requirements
  - Quality of research, presentation of data and analysis, and policy recommendations as demonstrated by work samples
- Proposed Workplan and Budget
  - Understanding of objectives, key requirements
  - Quality, capability, and capacity of proposed team
- Company Remuneration
  - Fees, fee structure, and value for service
- 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:**

Brian DeChambeau

[bdechambeau@rihousing.com](mailto:bdechambeau@rihousing.com).



## SCOPE OF WORK Attachment A

### SERVICES

#### **Production of plans and reports required by the State or HUD in conjunction with Office of Community Planning & Development (CPD) programs**

The U.S. Department of Housing and Urban Development (HUD) requires that jurisdictions receiving funds through Community Planning and Development (CPD) programs produce a number of plans and reports in order to administer these funds (24 CFR 91). These reports include:

- **Five-Year Consolidated Plan:** This plan is intended to guide the investment of CPD resources including HOME, Community Development Block Grants, and Emergency Solution Grants. Rhode Island's current Consolidated Plan runs from 2020-2024 and can be found on RIHousing's website at [https://www.rihousing.com/wp-content/uploads/FINAL-2020-2024-Rhode-Island-Consolidated-Plan\\_PUBLICATION\\_7.9.pdf](https://www.rihousing.com/wp-content/uploads/FINAL-2020-2024-Rhode-Island-Consolidated-Plan_PUBLICATION_7.9.pdf). The next plan must be developed and submitted to HUD by May 15, 2025.
- **Annual Action Plan:** HUD also requires that participating jurisdictions adopt an Annual Action Plan, that describes how CPD program resources will be invested to further the goals and strategies in the Consolidated Plan. Rhode Island's 2021 Program Year Action Plan is available on RIHousing's web page at <https://www.rihousing.com/wp-content/uploads/AAP-PY21-Final.pdf>.
- **Consolidated Annual Performance and Evaluation Report:** Participating jurisdictions are required to provide an annual CAPER that demonstrates how resources were expended and the progress that has been made toward achieving proposed goals. Rhode Island's 2020 Program Year draft CAPER is available on RIHousing's website at <https://www.rihousing.com/wp-content/uploads/CAPER-PY2020-Final.pdf>.
- **Analysis of Impediments to Fair Housing (AI):** In addition, the Consolidated Plan regulations require each state and local government to submit a certification that it is affirmatively furthering Fair Housing. This means it will: 1) conduct an analysis of impediments to Fair Housing choice, 2) take appropriate actions to overcome the effects of impediments identified through that analysis; and 3) maintain records reflecting the analysis and actions. Rhode Island's most recent AI was completed in 2020 and is available on RIHousing's website at [https://www.rihousing.com/wp-content/uploads/RI-AI-Final\\_06.29.20-3.pdf](https://www.rihousing.com/wp-content/uploads/RI-AI-Final_06.29.20-3.pdf)



RIHousing and the Rhode Island Office of Housing and Community Development share in the administration of HUD's statewide CPD programs and work together to provide the required reports described above. RIHousing is seeking firms that could assist in the development of one or all of these reports and potentially other State or HUD reporting requirements.

Firms should demonstrate experience in the following areas:

- Familiarity with HUD rules and regulations for CPD programs.
- Firm must have experience producing some or all of these reports within the last five years, preferably at the state or regional level.
- Firm must have experience within the last five years in collecting and analyzing regional data regarding housing stock, the housing market, economic conditions, infrastructure needs, homeless needs and facilities, or community development needs.



## **SCOPE OF WORK**

### **Attachment B**

#### **SERVICES**

##### **Industry/Market Analyses/Business Planning**

RIHousing has several distinct lines of business including Loan Origination, Loan Servicing, Multifamily Development, Rental Assistance, Asset Management, and more. RIHousing believes it will have need to conduct various analyses regarding several of its lines of business. Industry/Market Analysis efforts will assist the agency to gain a better understanding of the state and region's economy, customers, and business development opportunities. We seek data and analyses that can help us strategically expand business lines as well as to help us assist our existing businesses in reaching more customers.

Typical examples of expected research are:

- Examine the market, its size, growth and identify any market opportunities;
- Examine competition in the market, including any competitive advantages;
- Analysis of the industry, the marketplace, and potential clientele/customers;
- SWOT analysis (strengths, weaknesses, opportunities and threats);
- Recommend the most appropriate forms of promotion and sales channels;
- Evaluate the current and future demand for products and services through a range of efforts and methodologies, including but not limited to conversations with private stakeholders; homebuyers; existing customers; business/industry groups and professional organizations; interest groups and local businesses.

Selected vendors should have the capacity and experience to:

- Provide a snapshot of the state's economy, identifying areas for growth, untapped customers/business partners, and strategies for reaching them;
- Identify opportunities to pursue a broader statewide approach to program development;
- Using the results of the above analysis, develop a comprehensive written report that presents opportunities and strategies for expansion and growth of various business lines. The analysis must consider a wide continuum of business models and highlight associated costs for expansion, maintenance, and operations. It must propose an action plan which includes best management practices and procedures to protect assets.
- Develop proposed models, strategies and action plans that are financially sustainable, providing for long-term solvency and security.



Past relevant experience in working with similar clients and demonstrated success in advancing organizational and business goals are required.



## **SCOPE OF WORK**

### **Attachment C**

#### **SERVICES**

##### **Housing Related Research, Analysis and Policy Recommendations**

RIHousing believes it will have need to conduct policy and program related research over the next few years on a range of housing related challenges facing Rhode Island residents and housing providers. These activities will likely vary in purpose and scope. In addition to broad housing market issues, RIHousing may have a need to conduct research associated with its specific business lines including financing of single family and multi-family mortgages, housing development and administration of rental assistance vouchers.

Some typical examples include:

- A report produced for RIHousing in 2016 that projected the state's housing needs over the next ten years. The report is available on RIHousing's webpage at <https://www.rihousing.com/wp-content/uploads/Projecting-Future-Housing-Needs-Report.pdf>
- A state housing plan that describes current and anticipated housing needs and identifies strategies to address those needs. The most recent Rhode Island State Housing Plan was produced in 2006 and is available at [http://www.planning.ri.gov/documents/guide\\_plan/shp06.pdf](http://www.planning.ri.gov/documents/guide_plan/shp06.pdf)
- An analysis of factors contributing to the cost of housing development in Rhode Island and recommendations on strategies to lower those costs
- Analysis of potential alternative mortgage financing tools and the costs and benefits of those tools.

Firms should demonstrate experience in the following areas:

- Familiarity with a wide range of housing demographic, and economic data sources
- Experience within the past five years of producing similar products
- Ability to conduct geospatial analysis using ArcGIS or similar systems
- Experience using and producing econometric models, forecasts, and analysis for the housing sector
- Communicating complicated information sets in a way that is clear and compelling through narrative, charts/tables, and graphics
- Breadth of experience in best practices for addressing similar problems
- Innovative and effective policy and program recommendations that have been successfully implemented in other state

RFP/RFQ Title: \_\_\_\_\_  
Respondent Name: \_\_\_\_\_



**RIHousing  
Requests for Proposals/Requests for Qualifications  
Submission Certifications**

Please respond to **all** items below, include any additional information in the space provided or as an attachment as needed, and return along with your RFP submission. Ensure any additional pages refer to the appropriate item by name (ie. "Conflict of Interest," "Major State Decision Maker," etc).

**EXPERIENCE AND RESOURCES**

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

**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).*

2. 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 finally adjudicated or settled within the past two (2) years. **If none, check below.**

None

**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?

**RFP/RFQ Title:** \_\_\_\_\_  
**Respondent Name:** \_\_\_\_\_

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,” check the box below.**

Yes (*provide additional information as noted above*)

No

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 certify below 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

**RFP/RFQ Title:** \_\_\_\_\_  
**Respondent Name:** \_\_\_\_\_

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.

I certify that in the event our firm is selected, we will comply with the Personal Information and Security guidelines noted above.

4. **Certification 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 **Brian DeChambeau** at [bdechambeau@rihousing.com](mailto:bdechambeau@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 **October 27, 2021** (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.

I certify that no member of our firm has made any such inquiries or contacts.

President, Chairman or CEO (*print*): \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

*Complete Form, Print, Sign and Include any attachments as necessary.*