

**Request for Action**  
by  
**Board of Commissioners**

**Approval of Engagement of Consultant for RentReliefRI Partners Capacity Building**

**1. Summary of Request**

This Request for Action (“RFA”) seeks authorization for Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) to engage BDO FMA (a part of BDO USA, LLP) to provide financial capacity building services to RentReliefRI’s nonprofit partners. The goal of this engagement is to help partners build financial and grant management knowledge and skills as well as develop the fiscal infrastructure and practices necessary for long-term financial resilience. RIHousing has contracted with twenty-three (23) community partners to provide a variety of services related to RentReliefRI, including outreach, application assistance and legal counseling.

**2. Discussion**

A Request for Proposals (“RFP”) was issued in April 2022 seeking proposals from qualified consultants. One proposal was received in response to the RFP.

A review committee consisting of RIHousing staff reviewed the proposal in accordance with the RFP criteria and determined that BDO FMA was qualified to carry out the capacity building services. The committee reached this conclusion due to BDO FMA’s past experience providing these services to similar organizations and the specificity of their response to the proposed scope of work. BDO FMA has a team of 96 dispersed across the country with significant concentrations of staff and clients in New York, Chicago, San Francisco, New England and Washington, D.C. They exclusively serve nonprofit and grantmaking organizations and aim to empower nonprofit leaders with the information and capacity needed to improve fiscal operations, manage resources effectively, and position themselves for stable, long-term impact.

The engagement is expected to begin in July 2022 and be complete by September 2022.

**3. Recommendation**

The attached resolution approving the engagement of BDO FMA is recommended for approval.

**4. Attachments**

A. Resolution

## Attachment A

### Resolution of the Board of Commissioners of Rhode Island Housing and Mortgage Finance Corporation

- Whereas:** the enabling act of the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) provides the agency with all the powers to make and execute contracts necessary for the exercise of its functions under the Rhode Island Housing and Mortgage Finance Corporation Act, R.I. Gen. Laws §42-55-5(6); and
- Whereas:** RIHousing wishes to engage BDO FMA (a part of BDO USA, LLP) to provide financial capacity building services to RentReliefRI’s nonprofit partners; and
- Whereas:** BDO FMA has submitted a proposal for the performance of services that is acceptable to staff.

#### **NOW, THEREFORE, IT IS HEREBY:**

- Resolved:** that RIHousing be, and hereby is authorized, to engage BDO FMA for a fee not to exceed \$36,750 to provide capacity building services to RentReliefRI Partners; and
- Resolved:** that the Executive Director, Deputy Executive Director and Chief Strategy and Innovation Officer, acting singly, be, and hereby are, authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolution, including without limitation the authority to negotiate such terms of the engagement as he or she may determine are in the best interests of RIHousing, and to execute any and all agreements or documents as he or she deems necessary to carry out the foregoing.