

**REQUEST FOR ACTION
BY
BOARD OF COMMISSIONERS**

**Approval of Pre-Qualification of
Additional Rental Assistance Support Service Vendors
for RentReliefRI**

1. Summary of Request

This Request for Action is for approval to expand the roster of pre-qualified partners to support the RentReliefRI Program (the “Program”), an emergency rental assistance program funded by the U.S. Department of the Treasury (“Treasury”) and administered by Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”).

2. Discussion

On March 18, 2021, RIHousing’s Board of Commissioners approved its creation of roster of pre-qualified vendors that could provide the Program and its applicants with outreach, application assistance and processing, and legal support services on an as-needed basis. As demand for these services continues to grow, RIHousing seeks to expand the breadth of pre-qualified vendors on the roster to reach additional demographics and areas where current presence is under-represented.

In November 2021, RIHousing issued a request for proposals for Program application and processing assistance, outreach, and legal services for tenants and landlords (the “RFP”). The RFP was posted on RIHousing’s website and the website maintained by the State of Rhode Island Department of Administration. In addition, RIHousing circulated the RFP to more than 200 entities, including for and non-profit organizations, social service providers, neighborhood organizations, cultural entities representing a variety of populations, places of worship, and community groups. In response, RIHousing received sixteen (16) proposals from a diverse group of entities, with some entities proposing to provide multiple categories of support.

A selection committee comprised of RIHousing staff (the “Committee”) reviewed the proposals in accordance with the criteria set forth in the RFP and determined whether respondents were qualified to perform the requested services. Based on the review, the Committee proposes to add ten (10) new vendors to its roster for Rental Assistance Support Service Vendors¹. The proposed expanded roster is as follows²:

Application Assistance

Blackstone Valley Community Action Program

¹ Note that some vendors may appear under more than one category.

² The proposed new vendors are noted with a (*).

Comprehensive Community Action Program
Center for Southeast Asians
Central Falls Housing Authority
Crossroads
Cultural & Linguistic Advocacy Support Services (C.L.A.S.S.)*
DARE*
Dorcas International*
East Bay Community Action Program
Family Service of RI
George Wiley Center*
Higher Ground International*
Oasis International*
ONE Neighborhood Builders
Progreso Latino*
RI Community Action Association*
Sojourner House
Tri-County Community Action Agency
Witt O'Brien's

Outreach

Advocacy Solutions, LLC
Comprehensive Community Action Program
Center for Southeast Asians
Central Falls Housing Authority
City of Providence*
Cultural & Linguistic Advocacy Support Services (C.L.A.S.S.)*
DARE*
East Bay Community Action Program
Family Service of RI
Genesis Center*
George Wiley Center*
Higher Ground International*
Housing Network of RI
ONE Neighborhood Builders
Progreso Latino*
Sojourner House
Tri-County Community Action Agency
Witt O'Brien's

Legal Support Services

Center for Justice
Law Offices of Michael D. Crane, LLC
Rhode Island Legal Services

Application Processing

Blackstone Valley Community Action Program

Comprehensive Community Action Program
Center for Southeast Asians
Central Falls Housing Authority
Crossroads
East Bay Community Action Program
Family Service of RI
Housing Network of RI
Tri-County Community Action Agency
Witt O'Brien's

RIHousing anticipates that the selected firms will appear on the roster for a period of three years, which period may be extended if staff determines that doing so is in the best interests of the corporation. Staff may either engage vendors on the roster on an as-needed basis or solicit bids for particular projects consistent with RIHousing's Purchasing Policies. There is no guarantee of any level of spending activity to a vendor selected for this roster.

3. Recommendation

Staff recommends that the Board of Commissioners approve the attached resolution authorizing the expansion of the roster of pre-qualified vendors for outreach, application assistance and processing, and legal support services.

4. Attachments

- A. Resolution of the Board of Commissioners of RIHousing
- B. Scoring Matrix

Attachment A

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

WHEREAS: the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) enabling act provides it with all of the power to make and execute contracts for the exercise of the powers and functions provided to it under the act (R.I. Gen. Laws §42-55-5(6)); and

WHEREAS: RIHousing has been selected by the State of Rhode Island to administer approximately \$352 million in federal grant funds under the Emergency Rental Assistance (“ERA”) program of the U.S. Department of Treasury; and

WHEREAS: RIHousing developed the RentReliefRI Program to deliver ERA housing assistance to applicants statewide, and expects to deploy other state and federal emergency housing programs as they arise; and

WHEREAS: RIHousing requires a diverse set of partners to ensure outreach for assistance is provided across a range of populations, language groups, and cultural communities; that application support is widely accessible; and that community-based legal assistance is available for landlords and tenants;

WHEREAS: in November 2021, RIHousing solicited proposals from additional vendors to provide the above-described rental assistance support services; and

WHEREAS: a selection committee comprised of RIHousing staff reviewed the proposals and evaluated them in accordance with the criteria set forth in the solicitation.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED: that RIHousing be, and hereby is, authorized to establish the following expanded roster of pre-qualified vendors to support emergency housing programs, including the RentReliefRI Program, to provide (i) application assistance, (ii) outreach, (iii) legal services, (iv) application processing, as the Executive Director or her designee deems advisable or necessary:

Application Assistance

Blackstone Valley Community Action Program
Comprehensive Community Action Program
Center for Southeast Asians
Central Falls Housing Authority

Crossroads
Cultural & Linguistic Advocacy Support Services (C.L.A.S.S.)
DARE
Dorcas International
East Bay Community Action Program
Family Service of RI
George Wiley Center
Higher Ground International
Oasis International
ONE Neighborhood Builders
Progreso Latino
RI Community Action Association
Sojourner House
Tri-County Community Action Agency
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Outreach

Advocacy Solutions, LLC
Comprehensive Community Action Program
Center for Southeast Asians
Central Falls Housing Authority
City of Providence
Cultural & Linguistic Advocacy Support Services (C.L.A.S.S.)
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Legal Support Services

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Family Service of RI
Housing Network of RI
Tri-County Community Action Agency
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RESOLVED: that RIHousing be, and hereby is authorized, to engage the above-listed firms on an as-needed basis and/or solicit bids or proposals from such firms for specific projects consistent with RIHousing's Purchasing Policies; and

RESOLVED: that the Executive Director, Deputy Executive Director and the Chief Strategy and Innovation Officer, each acting singly, be, and hereby is, authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolutions, including without limitation the authority to negotiate such terms of the engagements as she or he may determine are in the best interests of RIHousing, and to execute any and all agreements or documents as she or he deems necessary to carry out the foregoing.

Attachment B

Evaluation & Selection Criteria Scoring 1 (low) - 10 (high)	Center for Southeast Asians		Centro de Inmigracion Mayor Latino (CIML)		Cultural & Linguistic Advocacy and Support Services (C.L.A.S.S.)		DARE		DEVAL		Ducas International		George Wiley Center		Higher Ground International		Genesis Center		Lifespan		Metasource		ONE NB		Oasis International		Phase 2 Consulting		Progress Latino		Providence		RI Community Action Association		RHLS/CFJ			
	Score		Score		Score		Score		Score		Score		Score		Score		Score		Score		Score		Score		Score		Score		Score		Score		Score		Score			
Professional Capacity and Experience to Undertake the Scope of Services	5.00		3.00		3.00		4.00		5.00		7.00		4.00		3.00		4.00		3.00		1.00		5.00		2.00		3.00		3.00		3.00		9.00		7.00		9.00	
Timing	4.00		2.00		2.00		5.00		2.00		6.00		5.00		2.00		5.00		2.00		2.00		6.00		2.00		2.00		3.00		3.00		5.00		3.00		8.00	
Proposed Fee Structure	2.00		2.00		2.00		5.00		4.00		3.00		3.00		2.00		3.00		2.00		5.00		5.00		2.00		3.00		3.00		7.00		3.00		6.00			
Evaluation of Potential Work Plans	3.00		3.00		3.00		5.00		2.00		5.00		3.00		3.00		3.00		2.00		0.00		5.00		2.00		3.00		4.00		7.00		1.00		6.00			
Previous Work Experience and Performance with RH Housing and/or Similar Orgs.	3.00				5.00		4.00		5.00		6.00		3.00		4.00		3.00				0.00		5.00		1.00		0.00		4.00		7.00		7.00		9.00			
Firm Minority Status and Affirmative action program activities	9.00				10.00		8.00		7.00		7.00		7.00		5.00		7.00				0.00		7.00		4.00		4.00		7.00		5.00		5.00		7.00			
Total Score (max score 60 points)	22.00				25.00		32.00		25.00		34.00		21.00		20.00		24.00				5.00		33.00		13.00		15.00		24.00		40.00		25.00		49.00			
NW for which they applied:																																						
Application Assistance	X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X			
Outreach	X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X			
Legal Services	X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X			
Application Processing	X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X		X			
Selected (Y/N)	Y		N/A		Y		Y		Y		Y		Y		Y		Y		Y		N/A		Y		Y		Y		Y		Y		Y		Y			

Notes:
 CLASS also applied for HAF #1 in their response to Request for Proposal
 yellow ones missed the deadline and were not considered
 orange ones were not chosen because they were offering different or more comprehensive services than we were looking for