



## Request for Proposals Oil, Kerosene, Propane, Wood Pellet, Firewood and Coal Vendors

### **INTRODUCTION**

RIHousing is establishing a statewide residential heating assistance program for Rhode Island families earning less than 80% of area median income. Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified vendors to contract with RIHousing to provide income-eligible households with oil, kerosene, propane, wood pellet, firewood or coal services as needed. RIHousing will create and maintain a roster of qualified respondents, and will contract with these vendors to provide these services directly to households. Services are sought statewide and for year-round. RIHousing will pay the utility vendors directly for these services. Funding will be available through federal Emergency Rental Assistance funds.

### **INSTRUCTIONS**

Proposals should be submitted via email to: James Comer, Deputy Executive Director at [jcomer@rihousing.com](mailto:jcomer@rihousing.com). Please also direct a courtesy copy by email to: Christine Hunsinger, Director of Strategy and Innovation at [chunsinger@rihousing.com](mailto:chunsinger@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 Wednesday, August 25, 2021.** Responses received after this date and time shall not be accepted. Note: For proposals which require hard copy submissions, the official time clock shall be the time display on the computer at the main reception desk in the Lobby Area.

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.

Submission  
Check List

A. General Company Information

1. Provide a brief description of your Company 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 services, the type(s) of fuel you provide, and the geographic area served. In particular, support your capacity to perform the Scope of Work.

2. 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.**

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

4. 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.**

5. Identify individuals in your firm 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. Cost proposals must include:

- a. Fuels costs
- b. Maintenance fees (such as cost to prime and restart furnace, or relight pilot for propane)
- c. Delivery fees
- d. Any miscellaneous fees

Please note, at a minimum:

- The proposed costs for assistance must be the same or less that is charged to any other customer who would order the same services or quantities of product
- Prompt payment discounts extended to other customers must also be extended to customers served under this program
- Identify if rates may be locked in
- If applicable, the vendor must charge the lower of:
  - The vendor's daily posted price per gallon on the day of delivery
  - Any price per gallon agreement a vendor has entered within the household receiving assistance
- Vendor must agree to charge the lowest price for fuel deliveries when it has a variable-pricing structure determined by factors such as when payment is received.

Vendors are encouraged to submit cost proposals that provide a discount for service under this program. Proposals may tier pricing depending on number of clients, volume discounts, paying in full within a specific timeframe, etc.

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

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, chairperson 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, chairperson 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 Stacy Wasserman, [swasserman@rihousing.com](mailto:swasserman@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 **Wednesday, August 25, 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.

## **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:

- Services and geographic area served
- Professional capacity to undertake the Scope of Work
- Proposed fee structure
- 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.

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:** James Comer [jcomer@rihousing.com](mailto:jcomer@rihousing.com).



## Attachment A

### **Scope of Work**

RIHousing seeks to engage fuel delivery vendors to provide fuel assistance to income eligible households. The sources of fuel sought under this RFP are oil, kerosene, propane, pellets, wood or coal.

RIHousing will income-qualify households to participate in this program and provide the vendor a list of households in their catchment area eligible to receive assistance through RIHousing. Households will coordinate directly with the vendor to request delivery of the appropriate fuel source. The vendor will then bill RIHousing, who will pay the vendor directly. Services are expected to be provided year-round and as needed.

Providers will need to be able to reconcile their customer list with our eligibility list, have ability to meet all applicable recordkeeping and audit requirements, and work with RIHousing to prevent fraud and abuse and meet other federal requirements.

Funding will be available through federal Emergency Rental Assistance funds.