



**REQUEST FOR PROPOSALS**  
**Residential Real Estate Brokerage Firms**

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**Posting Date:** April 24, 2023

**Response Submission Deadline:** 3:00 EST p.m. on Wednesday May 24, 2023.

**NOTE TO RESPONDENTS:**

Please be advised that **all** submissions (including those not selected for engagement) may be made available to the public on request pursuant to the Rhode Island Access to Public Records Act, Chapter 2 of Title 38 of the Rhode Island General Laws (the “APRA”) upon award of a contract(s). As a result, respondents are advised not to include information that they deem proprietary or confidential or that constitutes a trade secret.

**INTRODUCTION**

Through this Request for Proposals (“RFP”), Rhode Island Housing seeks proposals from residential real estate brokerage firms to assist Rhode Island Housing’s Real Estate Owned (“REO”) Department in the disposition of properties obtained through foreclosure, tax sale, or deed-in-lieu-of-foreclosure. Selected firms must have qualified, licensed personnel who can represent Rhode Island Housing in all aspects of single family and multi-family (2-6 unit) real estate sales.

Rhode Island Housing will only accept proposals from **owners or principal agents**. No proposals from sales agents (non-principals) will be accepted.

**INSTRUCTIONS**

Proposals must be submitted via email to: **Karla Machado, REO Supervisor**, [kmachado@rihousing.com](mailto:kmachado@rihousing.com) no later than the response submission deadline set forth above.

**Proposals that are not received by the response submission deadline or that do not adhere to the submission instructions described herein shall not be accepted or considered by RIHousing.**

Proposals should be concise and adhere to the word count applicable to each section of this Request for Proposals (“RFP”). Proposals should be presented on business letterhead and include all attachments, certifications (including the Submissions Certification at [Attachment A](#)), and work samples (as applicable). Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be reviewed or considered by RIHousing.

RIHousing may invite one or more finalists to make presentations, including demonstrations of requested products, if applicable.



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Updates, amendments, and Q&As related to this Request for Proposals may be posted from time to time at: [www.rihousing.com/rfps-rfqs](http://www.rihousing.com/rfps-rfqs)



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**SCOPE OF WORK**

Please see the Scope of Work as provided on Attachment B.

**ITEMS TO BE INCLUDED WITH YOUR PROPOSAL**

SUBMISSION  
CHECK LIST

**Section A: General Firm Information (Total word limit: 500 words)**

1. Provide a brief description of your firm, including but not limited to the following:
  - a. Name of the owner and principal agent(s) of the firm.
  - b. Provide a general overview of your agency’s operations.
  - c. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
  - d. Address of all offices of the firm, and/or, firm affiliation with others, if any.
  - e. Total number of employees of the firm, including support staff.
  - f. Number of licensed agents in each location.

**RIHousing requests that the contact information provided in response to this subsection (1) be strictly limited to business addresses, telephone numbers, and email addresses to protect any personal information from being made available to the public pursuant to APRA.**

**Section B: Experience and Resources (Total word limit: 3500 words)**

1. Identify the principal, partners, associates and agents of the firm that would be involved in providing services to Rhode Island Housing. Provide appropriate background information and identify responsibilities of each such person. For each name, provide evidence of the requisite licenses and insurance, certification or other validation required by municipal or state agencies.

2. Describe your firm, its capabilities, and its capacity to perform the Scope of Work. In particular, describe your experience with the marketing and sale of deed restricted properties.



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- 3. If applicable, please indicate the name of any subcontractors that would be involved in providing services to your firm and to RIHousing. Provide appropriate background information for each person or entity, identify the person's responsibilities and outline their capabilities.
- 4. Describe your marketing plan for Rhode Island Housing's REO properties.
- 5. Please provide a current roster of your firm's business and government agency clients, including a lead contact name and telephone number for each organization for which you provide similar services.
- 6. Provide a breakdown of the approximate number of each property type (single family, multi-family, and condominium) that your firm has sold during 2020, 2021 and 2022 respectively.
- 7. Indicate as a percentage of total sales a breakdown of REO sales versus conventional sales.
- 8. Indicate for 2020, 2021 and 2022, respectively, the geographic distribution of the sales your firm has completed. Indicate sales for each city and town in the State of Rhode Island.
- 9. Provide samples of advertisement and marketing materials for five (5) properties that have been listed or are currently listed with your firm for sale at any time within the last six (6) months. If possible, please give preference to REO listings in the following priority order: 1) the sale has closed; 2) the sale is pending closing; 3) any other active listing.
- 10. 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).
- 11. Describe your firm's information security systems and the steps that your firm takes to safeguard client communication, confidential information, and client data. Include in your response whether your firm performs penetration testing, your firm's encryption methods, and whether client data is stored onshore or offshore.



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**Section C: Fee Structure (Total word limit: 500 words)**

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 B.
- 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.

**Section 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 RI Housing’s engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

**Section E: Miscellaneous (Total word limit: 1000 words)**

- 1. Discuss any topics not covered in this RFP that you would like to bring to RI Housing’s attention.

**Section F. Certifications**

- All applicants must respond to and provide documentation as outlined in the Request for Proposals Submission Certifications at Attachment A.



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### **EVALUATION AND SELECTION**

A selection committee consisting of RIHousing employees will review all proposals that meet the requirements set forth in the “Instructions” section of this RFP and make a selection based on the following factors:

- Professional capacity to undertake the Scope of Work (as evaluated by reference in Section B: Experience and Resources);
- Proposed fee structure (as evaluated by reference in Section C: Fee Structure);
- Geographic coverage and location of offices.
- Professional experience
- Ability to perform within time and budget constraints.
- Previous work experience and performance with RIHousing and/or similar organizations.
- Firm minority status and affirmative action program or activities (as requested in Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business)
- Foreign language capabilities of the firm (as provided in Section B).
- Other pertinent information submitted.

By this RFP, RIHousing has not committed itself to undertake the work set forth herein. 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 its receipt of responses. RI Housing’s decision on these matters is final.

**For additional information contact: Karla Machado at [kmachado@rihousing.com](mailto:kmachado@rihousing.com).**



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**Attachment A**

**Requests for Proposals Submission Certifications**

Please respond to **all** items below and include it in your response to this RFP. Be sure to include any additional information in the space provided or as an attachment as needed. Please ensure that any attachments refer to the appropriate item by name (i.e., “Conflict of Interest,” “Major State Decision Maker,” etc.)

**Total word limit for Sections A and B: 500 words**

**Section A: Conflicts of Interest**

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

2. 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*).

**Section B: Litigation, Proceedings, Investigations**

1. Identify any material litigation, administrative proceedings, or investigations in which your firm is currently involved. **If none, check below.**

None

2. 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

**Section C: 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



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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 below.**

I have read and understand the requirements of Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

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.

**Please indicate your response below.**

Yes

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.

No





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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 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. Your firm’s president, chairman or CEO must certify below that (i) no member of your firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to **Karla Machado** at [kmachado@rihousing.com](mailto:kmachado@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 May 24, 2023, (iii) all information in the proposal is true and correct to the best of your knowledge, (iv) no member of your firm gave anything of monetary value or promise of future



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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 or will make any such inquiries or contacts; all information supplied is true and correct; no member of our firm has provided anything of value to influence RIHousing; and our firm is in compliance with applicable political contribution reporting.

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

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

Firm Name: \_\_\_\_\_



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## **Attachment B**

### **Scope of Work**

Rhode Island Housing originates loans on one- to four-family properties throughout the state of Rhode Island. Historically, 17-20 properties per year are transacted through the REO Department. This number reflects the impact COVID has had in this area of the business. The approximate distribution is estimated to be 70% single family, 15% multi-family and 15% condominium. Many of these properties require light renovation and some are in need of substantial rehabilitation. Properties will be assigned to successful respondents on a rotating basis.

Selected firms must have the capability to work both with first time buyers and investor purchasers and be willing to accept listings in all counties in Rhode Island. Firms must have the ability to submit information and documents to Rhode Island Housing electronically, via electronic mail or web-based portal.

Selected firms will be asked to provide full brokerage services, including but not limited to the following tasks:

- Advertise properties with other listings maintained by the firm in all appropriate and industry-standard media including print, mailings, MLS, websites and other media deemed appropriate by Rhode Island Housing.
- Place signage on properties.
- Arrange showings of listed properties, schedule open houses, and notify Rhode Island Housing of all prospective purchasers.
- Pre-qualify buyers and attend closings on behalf of Rhode Island Housing.
- Arrange entry for Rhode Island Housing's agents (i.e., vendors, appraisers, utility companies) as directed.
- Prepare marketing updates for Rhode Island Housing REO personnel on a monthly basis. If applicable, provide marketing literature to Rhode Island Housing.
- Obtain Condominium Re-Sale Certificates and applicable Condominium documents, smoke and carbon monoxide detector certificates, and water meter readings.

The use of dedicated sales agents or sales agents assigned by rotation, other than the principal, will be allowed at the discretion of the principal agent. However, the owner or principal agent retains full liability of the transaction through closing.