



REQUEST FOR PROPOSALS **Thresholds Program**

Posting Date: October 14th, 2022

Response Submission Deadline: Proposals will be accepted on a rolling basis until funding has been exhausted.

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”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) and the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (“BHDDH”) are pleased to announce the opening of a competitive funding round for the Thresholds Program.

RIHousing administers the Thresholds Program on behalf of BHDDH. The Thresholds Program provides capital funding, including acquisition and rehabilitation, to increase the supply of housing for people with intellectual and/or developmental disabilities. Funding is currently available for new projects and the renewal of projects previously funded with Thresholds dollars.

For FY23 RIHousing and BHDDH anticipate awarding \$430,000 in Thresholds funding for new and renewal projects that provide supportive housing for persons with intellectual and/or developmental disabilities. Agencies approved by BHDDH and organizations that have entered **or** will enter into cooperative agreements with BHDDH-approved service-provider agencies are eligible to apply.

RIHousing, on behalf of BHDDH, is soliciting proposals from licensed Developmental Disabilities Organizations (“DDOs”) interested in acquiring and/or rehabilitating a residence to provide 24-hour residential supports for individuals with a primary intellectual and developmental disability (“I/DD”) and complex co-occurring behavioral health needs. The physical property must be owned and maintained by a DDO and be utilized to provide residential supports in the manner and scope outlined throughout the RFP. A detailed timeline of when the work will commence and projected start date of services within the residence should be included in the proposal.



RFP/RFQ Title: _____
Respondent Name: _____

INSTRUCTIONS

Proposals must be submitted via email to **Jessica Mowry** at **jmowry@rihousing.com** and will be accepted on a rolling basis until funding has been exhausted.

Proposals 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.



RFP/RFQ Title: _____
Respondent Name: _____

SCOPE OF WORK

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

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

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

1. Provide a brief description of your agency, including but not limited to the following:
 - a. Name of the principal(s) of the agency.
 - b. Name, business telephone number and business e-mail address of a representative of the agency authorized to discuss your proposal.
 - c. Locations of all offices of the agency.
 - d. Number of employees of the agency.
 - e. Expiration date of DDO license.

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)

**SUBMISSION
CHECK LIST**

1. Describe your agency and its capabilities. In particular, support your capacity to perform the Scope of Work.

2. Indicate which principals and associates from your agency would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify their responsibilities.

3. If applicable, please indicate the name of any subcontractors that would be involved in providing services to your agency and to RIHousing. Provide appropriate background information for each person or entity, identify the person’s responsibilities and outline their capabilities.

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

5. Identify individuals in your agency with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).



RFP/RFQ Title: _____
Respondent Name: _____

- 6. Describe your agency’s information security systems and the steps that your agency takes to safeguard client communication, confidential information, and client data. Include in your response whether your agency performs penetration testing, your agency’s encryption methods, and whether client data is stored onshore or offshore.

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: Agency 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 agency’s 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 agency, the number and percentage of members of federally and State-protected classes in your agency who will work on RIHousing’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 RIHousing’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.



RFP/RFQ Title: _____
Respondent Name: _____

EVALUATION AND SELECTION

A selection committee consisting of RIHousing and BHDDH 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);
- Ability to perform within time and budget constraints (as evaluated by reference in Section B);
- Evaluation of proposed project approach (as contained in the Attachment B-Scope of Work. Section B);
- Previous work experience and performance with RIHousing, BHDDH and/or similar organizations (as provided in Section B: Experience and Resources, subsection 3);
- Recommendations by references (as provided in Section B: Experience and Resources, subsection 3);
- Agency minority status and agency action program or activities (as requested in Section D: Agency Action Plan and Minority Owned Business/Women Owned Business)
- Foreign language capabilities of the agency (as provided in Section B: Experience and Resources, subsection 5);
- 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. RIHousing’s decision on these matters is final.

For additional information contact: Jessica Mowry at jmowry@rihousing.com.



RFP/RFQ Title: _____
Respondent Name: _____

Attachment A

This form must be completed and signed by your firm’s president, chairman or chief executive officer. Please respond to **all** items below, include additional information as necessary, and ensure that any attachments refer to the appropriate item by name (i.e., “Conflict of Interest” etc.).

Total word limit: 500 words

Section A: Conflicts of Interest

1. Identify any conflict of interest that could arise during your firm’s performance of the Scope of Work set forth at Attachment B. **If none, check below.**

None

2. Identify any conflict of interest that may arise as a result of any of your firm’s employees, associates, or subcontractor’s status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, check below.**

None

3. Describe how your firm will handle actual and or potential conflicts of interest (*respond below or attach a document 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

The undersigned certifies, under the pains and penalties of perjury, as follows:

1. No member of my firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to **Jessica Mowry at jmowry@rihousing.com** seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the



RFP/RFQ Title: _____
Respondent Name: _____

date of our proposal, and that no member of my firm will make any such inquiry or contact during the RFP process.

2. To the best of my knowledge, all information provided in my firm's proposal is true and correct to the best of my knowledge.
3. My firm did not consult with RI Housing in connection with the development of this RFP.
4. No member of my firm gave anything of monetary value or promise of future employment to a RI Housing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced.

President, Chairman or CEO (*print*): _____

Signature: _____

Firm Name: _____



RFP/RFQ Title: _____
Respondent Name: _____

Attachment B

Scope of Work

RIHousing seeks proposals for new and existing projects to expand the capacity of supportive housing for persons with intellectual and/or developmental disabilities and co-occurring behavioral health. The Thresholds Program provides capital funding, including acquisition and rehabilitation.

This solicitation is for DDOs to acquire or rehabilitate property to provide housing and residential support services. Successful proposals will serve at least 5 individuals eligible to receive this level of care as determined by the State. The property needs to have at least one apartment or area that meets the needs of the defined population, which may include individuals being discharged from Eleanor Slater Hospital, inpatient care settings at other area hospitals, youth transitioning into the adult system or high-risk individuals currently residing in other community-based settings. The successful proposals will employ a model that serves individuals who may have persistent psychiatric symptoms and/or behaviors that require specialized programming. Such programming will include an intense level of supervision and clinical intervention through increased staffing, enhanced clinical expertise and specialized behavioral programming.

Successful proposals must include the provision of 24-hour residential supports for individuals with a primary I/DD and complex co-occurring behavioral health needs. Providers with a history of providing person-centered supports with adherence to therapeutic best practices are invited to submit a proposal. Residential supports are expected to commence at the earliest opportunity following the Thresholds award.

Successful proposals will include supports that:

- Adhere to a person-centered modality and provide therapeutic best practices.
- Maintain a staff composition to include master's level clinicians and behaviorists with the demonstrated clinical skills to assess, develop, train and implement clinically indicated behavioral plans and interventions. The staff, including direct support professionals, should have prior experience working with individuals with I/DD.
- Provide the enhanced staffing pattern necessary to manage an I/DD population with co-occurring behavioral health and substantial behavioral management needs.
- Make a good faith effort to maintain the eligible individuals in the community-based residence. If an individual needs to be hospitalized, or admitted to another higher-level temporary care, for any reason, the agency agrees to work collaboratively with the hospital or other entity throughout the individual's admission to ensure a smooth transition back to their residence.