



## **REQUEST FOR PROPOSALS**

Youth Action Board Facilitator

---

**Posting Date:** Tuesday, September 3, 2024

**Response Submission Deadline:** 3:00 EST p.m. on Friday, October 4, 2024

### **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”) seeks proposals from qualified firms to serve as the Youth Action Board (YAB) Facilitator.

In September 2021, the Rhode Island Continuum of Care (RiCoC) was awarded \$3.5 million from the Department of Housing and Urban Development (HUD) to design and fund a system to end youth homelessness in Rhode Island; this initiative is HUD’s Youth Homelessness Demonstration Project (YHDP). In the RiCoC, nine non-profit organizations received YHDP funding to operate various projects intended to prevent and end youth homelessness.

An essential element of a YHDP community, like Rhode Island, is a strong YAB. Currently, Rhode Island’s YAB is a RiCoC Standing Committee consisting of leaders aged 13-24 who have experienced homelessness and housing instability. The YAB focuses on representing those most affected, including LGBTQIA+ youth, youth of color, individuals with child welfare backgrounds, and youth with disabilities. The YAB guides the RiCoC on policy, funding, advocacy, evaluation, and other priorities related to ending youth homelessness in Rhode Island. The YAB is responsible, in partnership with adult allies, for helping to drive programs, policy, funding, and practice decisions within the RiCoC aimed at eliminating youth homelessness, which extends beyond the scope of specific YHDP projects. In conjunction with supporting committees, the YAB takes responsibility for ongoing YHDP oversight, enhancement, community involvement, updating the Coordinated Community Plan (CCP), and advancing policies supporting youth experiencing homelessness throughout the RiCoC and Rhode Island. Applicants can become more familiar with the current work of the YAB in the RiCoC by reading the CCP developed in collaboration with YAB members (which can be accessed [here](#)).

RIHousing serves as the Collaborative Applicant on behalf of the RiCoC and is issuing this RFP to support a YAB Facilitator agency to conduct ongoing development of youth leadership within the



RFP/RFQ Title: \_\_\_\_\_  
Respondent Name: \_\_\_\_\_

RICoC and the YAB. A strong YAB Facilitator is dedicated to amplifying youth voices and creating opportunities for young people to engage in the community. They provide mentorship opportunities and help youth develop into leaders. The YAB Facilitator is also responsible for recruitment, outreach, agenda development, social media management, meeting facilitation, and networking for the YAB. Respondents are requested to submit a single proposal, specifying the activities they intend to undertake. RIHousing’s expectations for the proposal are further defined throughout this issuance.

### **INSTRUCTIONS**

Proposals must be submitted via email to: **Ben Darby** at **bdarby@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.

Updates, amendments and Q&As related to this Request for Proposals may be posted from time to time at: [RFPs & RFQs | RIHousing](#).



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 Firm Information (Total word limit: 500 words)**

**SUBMISSION  
CHECK LIST**

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

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

2. Indicate which principals and associates from your firm 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 firm 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 firm 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 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.

**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 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 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 contained in Section B: Experience and Resources);
- Proposed fee structure (as contained 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 and/or similar organizations (as provided in Section B: Experience and Resources, subsection 2 & 3);
- Recommendations by references (as provided in Section B: Experience and Resources, subsection 4);
- Firm minority status and affirmative action program or activities (as requested in Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business)
- 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:** Ben Darby, [bdarby@rihousing.com](mailto:bdarby@rihousing.com)



RFP/RFQ Title: \_\_\_\_\_  
Respondent Name: \_\_\_\_\_

**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



RFP/RFQ Title: \_\_\_\_\_  
Respondent Name: \_\_\_\_\_

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



RFP/RFQ Title: \_\_\_\_\_

Respondent Name: \_\_\_\_\_

- 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 **Ben Darby at bdarby@rihousing** 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 October 4, 2024, (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 employment to a





**RFP/RFQ Title:** \_\_\_\_\_  
**Respondent Name:** \_\_\_\_\_

RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced, (v) your firm did not consult with RIHousing in connection with the development of this RFP, and (vi) 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: \_\_\_\_\_



RFP/RFQ Title: \_\_\_\_\_  
Respondent Name: \_\_\_\_\_

## **Attachment B**

### **Scope of Work**

#### **I. Services to be Provided**

RIHousing is requesting proposals from qualified firms to act as the YAB facilitator and support the Youth Action Board (YAB). The selected firm will be responsible for serving as a foundation for the YAB, assisting with its routine operations, and ensuring that the YAB and its subcommittees are empowered and consistently supported to make decisions on youth homelessness within the RICoC. The essential duties of the applicant will be to facilitate, train, and support the YAB with the assistance from the CoC Planners so that the YAB can effectively lead. RIHousing believes this is only possible when a healthy culture is created, meaning the YAB is provided with the support, technical expertise, and guidance needed to sustain meaningful youth involvement, and leadership within the RICoC. This role demands a strong dedication to a youth-centric philosophy, which means tailoring the support given to the varying needs of the YAB members.

YAB Facilitator duties include, but are not limited to:

- **Recruitment:**
  - Leverage and build networks and relationships to recruit additional YAB members
  - Work with the YAB members, Co-Coordinator, and CoC Planners to recruit new YAB members
  - Conduct regular orientation and onboarding sessions for YAB members
  - Strategize ways to effectively retain and support sustainable YAB membership
- **Facilitation and oversight:**
  - Provide a youth-centric space for in-person, hybrid, and remote YAB meetings;
  - Facilitate regularly scheduled YAB meetings alongside and in partnership with YAB Leadership
  - Develop YAB meeting agendas
  - Ensure meetings are accessible to YAB members whose native language may not be English and those who may be unfamiliar with the acronyms and terminology used in the homeless system
  - Supervise the YAB Co-Coordinator
  - Manage payroll process for YAB members and Co-Coordinator, ensuring timely stipend and payroll disbursement
  - Ensure meetings are accessible to all by offering transportation to meetings and childcare when needed
- **Community engagement:**
  - Identify community partners to support YAB initiatives and create opportunities for the youth
  - Work with the YAB to elevate community awareness of youth homelessness and housing insecurity
  - Support YAB-led campaigns for policy change and community awareness
- **Leadership development for youth:**

- Implement targeted leadership development workshops for YAB members to enhance their skills and capacities
- Build and train YAB Members to serve on the RICoC Board to serve on youth-specific seats
- Develop opportunities for advancement and succession planning. For example, when a member of the YAB is “aged out”, the YAB facilitator should prepare and encourage the individual to apply for a seat on the RICoC Board reserved for individuals with lived experience (that is not a youth-specific seat) so the CoC can continue to benefit from their expertise.
- Conduct engagement activities for YAB members, focusing on team building and skill development
- In coordination with RIHousing, conduct routine training and/or skill development for YAB members on topics and best practices related to ending youth homelessness and housing insecurity
- Other training topics can include conflict resolution, public speaking, community engagement, career training, etc.
- Planning:
  - The YAB Facilitator will work together with the YAB and RIHousing to create a plan for the year detailing project activities and indicating how they align with the YAB’s long-term goals. The plan will be submitted to the YAB and RIHousing.
  - Focus on ensuring that authentic youth voices inform the planning process and decisions of the YAB
  - Identify or expand on the values and mission of the YAB and identify areas of interest and priorities
  - Work with YAB members and CoC Planners to create a clear decision-making structure over YHDP-funded projects
  - Evaluate YAB progress and work with the YAB to identify areas of improvement, making necessary adjustments to the project plan
  - Collaborate with YAB members to draft an annual report, highlighting achievements
  - Conduct a comprehensive year-end review to assess project outcomes, gather feedback from YAB members, and identify areas for growth

RIHousing envisions the following responsibilities and accountabilities associated with the YAB Facilitator and RIHousing CoC Planning roles:

YAB Facilitator – Support the YAB in routine operations, meeting the youth at their current capacities to best support their professional development and leadership within the RICoC. Along with adhering to the duties and responsibilities listed above, the YAB Facilitator will be responsible for building rapport with the YAB, listening to their requests for their development, and actively creating a youth development plan for the YAB. Furthermore, the YAB facilitator is also responsible for engaging in YAB meetings, working with the Co-Coordinator to draft meeting agendas, providing transportation for the youth, ensuring YAB members are compensated for their work in a timely and equitable way, and ensuring the overall success of the YAB’s work. This also includes supporting committee meetings and creating professional development opportunities for youth.



RFP/RFQ Title: \_\_\_\_\_  
Respondent Name: \_\_\_\_\_

RIHousing CoC Planning team – This team, who are existing, permanent RIHousing employees serving as RICoC staff, will support both the YAB and YAB Facilitator with topical expertise related to current policies and procedures within the RICoC, relevant HUD regulations, connections and expertise related to the Coordinated Entry System (CES), and Homeless Management Information System (HMIS), and other policy and programmatic details related to the RICoC. The CoC Planners will also be responsible for serving as the connection between organizations awarded YHDP funding within the RICoC and the YAB Facilitator and YAB. Finally, this team will prepare and support the YAB members who are elected to the RICoC Board of Directors to engage with the RICoC Board of Directors.

## **II. Project Schedule**

The applicant should be prepared to begin the contracted work on January 1, 2025, and the contract term is planned to be January 1, 2025 – to December 31, 2025. During the first month of the contract, the YAB Facilitator will work together with the YAB and RIHousing to create a detailed plan for the year to be submitted to the YAB and RIHousing.

## **III. Project Approach**

The success of the Youth Action Board (YAB) depends on a project approach that prioritizes youth leadership, collaboration, and community engagement, while adequately supporting youth in the complexity of CoC decision-making and HUD policy. This task will be the joint responsibility of the CoC Planners and the YAB Facilitator, as outlined in the roles included in Section I of this Scope of Work. This work should express a deep commitment to both a youth-centric perspective, addressing the diverse needs of young individuals, and a youth-led atmosphere allowing them to actively drive the direction of initiatives.

Also, in preparation for submitting a proposal, applicants can visit the following links to gain a greater understanding of the RICoC, YHDP, and YAB:

- RICoC website: [Continuum of Care | RIHousing](#)
- HUD YHDP information: <https://www.hudexchange.info/programs/yhdp/>
- YAB-Coordinated Community Plan: [RI-500-YHDP-CCP\\_March-2022.pdf \(rihousing.com\)](#)

## **IV. Budget and Payment Terms**

Previous engagements by RIHousing for similar work efforts have included budgets ranging between \$70,000 - \$100,000. Eligible expenses under the contract can include personnel costs and program costs. Examples of program costs include stipends for YAB members, cost of in-person meeting space, transportation costs for YAB members, development fees for YAB members to attend conferences, and other related program expenses. Currently, the YAB members are paid a stipend of \$25 per hour and Co-coordinators receive a stipend of \$22 per hour for their work with the YAB. On average, YAB members work approximately anywhere between 2 to 8 hours a week and Co-coordinators work approximately 10 hours a week.