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We have decided to extend our RFP deadline to allow for additional vendor responses.

Proposals must be received no later than 5:00 p.m. on Tuesday, December 17, 2013.

44 Washington Street, Providence, RI 02903-1721 ▪ Phone: 401 457-1234 ▪ www.rhodeislandhousing.org

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Request for Proposals
Contract and Compliance Management Software

INTRODUCTION

Through this Request for Proposals ("RFP"), Rhode Island Housing seeks proposals from software providers to provide a contract and compliance management solution for the agency's general organizational needs.

INSTRUCTIONS

An electronic copy of your proposal must be submitted to Cathy Matarese, Information Technology Director, by email to cmatarese@rhodeislandhousing.org. Proposals must be concise and include all attachments. Proposals must be presented on business letterhead.

Proposals must be received no later than 5:00 p.m. on Tuesday, October 29.

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). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

SCOPE OF WORK

Please see Attachment A.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
    a. Name and address of the firm;
    b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal;
    c. Brief summary of the type of software products and services offered by the firm.

2. Indicate which principals and associates from your firm would be involved in providing ongoing services to Rhode Island Housing, if any, and his/her/their responsibilities.

3. Provide a minimum of three (3) references (including a contact name and telephone number) for organizations or businesses for which your firm has provided a similar product or service.

B. Proposed Software Solution

Please provide a concise narrative description of your proposed software solution, its features and functions, and any related set-up, maintenance, support or other services provided by your firm. In particular, please describe the ways in which your proposed software solution meets the needs identified in the Scope of Work. You may supplement your answer with general marketing or promotional materials associated with the proposed software product.

C. Cost

Cost 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 complete cost proposal for your proposed software solution.

2. As applicable, provide an itemized breakdown of any billing rates, administrative and maintenance fees (and/or other periodic costs), list of support personnel and their hourly rates, reimbursable expenses, etc., for any services that are (or may be) billed separately from the product previously described.

3. Please provide any other fee information applicable to the proposed product or service that has not been previously covered.

D. Certifications

1. Rhode Island Housing 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 Rhode Island Housing, 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.

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;
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> (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.

3. Please include a letter from your president, chairman 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 Cathy Matarese at cmatarese@rhodeislandhousing.org 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 29, 2013**,** (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 Rhode Island Housing 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 Rhode Island Housing employees (the "Committee") will review all proposals and make a determination based on the following factors:

- Capacity of proposed software solution to meet the specifications and preferences identified in the Scope of Work
- Proposed cost
- Previous experience with Rhode Island Housing and/or similar organizations
- Recommendations by references
- Other pertinent information submitted

Rhode Island Housing may invite one or more finalists to make presentations.

In its sole discretion, Rhode Island Housing may negotiate with one or more firms who have submitted responses to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, Rhode Island Housing has not committed itself to undertake the work set forth. Rhode Island Housing 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. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

For additional information contact: **cmatarese@rhodeislandhousing.org.**

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Attachment A

Scope of Work

Rhode Island Housing seeks a software solution to manage agency contract, grant and general compliance dates and activities, which offers the following functions and features at a minimum:

- User-friendly interface
- Capacity to record general information associated with contracts, grants, and regulatory/statutory requirements (approximately 1,000 entries, with flexibility to expand)
- Capacity to track and manage critical dates, recurring compliance obligations, and general tasks associated with contracts, grants, and regulatory/statutory requirements
- Capacity to record user notes
- Automated email notifications and reminders/alarms
- Group-level security/permissions
- Capacity to generate reports (for example: past due items, upcoming deadlines, activities by week, month or quarter)
- Document storage and search ability
- Customer ability to easily download (or otherwise access) data or database for backup purposes or in the event of a change in product/service provider
- Ongoing customer support by email

In addition to the foregoing, Rhode Island Housing has a preference for the following capabilities or features:

- User activity log (to track modifications)
- Customizable fields; flexible interface
- User-level security/permissions
- Ongoing customer support by phone
- System implementation assistance