

**Request for Proposals
Implementation Coordinator for Rhode Island Continuum of Care
Coordinated Referral System**

INTRODUCTION

Through this Request for Proposals (“RFP”), Rhode Island Housing seeks proposals from qualified firms to coordinate the implementation of a coordinated referral system on behalf of the Rhode Island Continuum of Care. This system will serve as a statewide clearinghouse for referring individuals and families experiencing homelessness to available housing opportunities. The successful respondent will be responsible for implementing the referral system; training case managers, outreach workers and other homeless services professionals on the use of the relevant software; and acting as a central coordinator to ensure accurate needs assessments and efficient referrals.

INSTRUCTIONS

One (1) original and five (5) copies of your proposal must be submitted to Rhode Island Housing, 44 Washington Street, Providence, R.I. 02903-1721, Attn: Laura Archambault. Proposals should be concise and include all attachments and work samples. Proposals must be presented on business letterhead.

Proposals must be postmarked and received no later than 5:00 p.m. on July 7, 2014.

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 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 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 Rhode Island Housing. Provide appropriate background information for each such person and identify his or her responsibilities.
3. 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 Rhode Island Housing.
4. Describe how your firm will handle actual and or potential conflicts of interest.

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. Note that the Rhode Island Continuum of Care has a maximum budget of \$10,000.00 to support this project.
2. Provide an itemized breakdown 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 Rhode Island Housing.

D. Miscellaneous

1. Rhode Island Housing 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 Rhode Island Housing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

2. Discuss any topics not covered in this Request for Proposals that you would like to bring to Rhode Island Housing's attention.

E. 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;

(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 Laura Archambault, larchambault@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 July 7, 2014, (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:

- Professional capacity to undertake the Scope of Work.
- Proposed fee structure
- Ability to perform within time and budget constraints
- Previous work experience and performance with Rhode Island Housing and/or similar organizations
- Firm minority status and affirmative action program or activities
- 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 qualifications 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: Laura Archambault, 401-457-1261 or larchambault@rhodeislandhousing.org.

Together with its partners, Rhode Island Housing works to ensure that all people who live and work in Rhode Island can afford a healthy, attractive home that meets their needs. Rhode Island Housing uses all of its resources to provide low-interest loans, grants, education and assistance to help Rhode Islanders find, rent, buy, build and keep a good home. Created by the General Assembly in 1973, Rhode Island Housing is a privately funded public purpose corporation

Attachment A

Scope of Work

The Rhode Island Continuum of Care is an association of nonprofit and government organizations that provide housing and services to homeless individuals and families in Rhode Island in connection with particular grant programs administered by the U.S. Department of Housing and Urban Development (“HUD”). These programs, which were originally authorized under the McKinney-Vento Homeless Assistance Act, are known collectively as the Continuum of Care Program (“CoC Program”). The Rhode Island Continuum of Care has designated Rhode Island Housing to serve as the administrator of the CoC Program in Rhode Island.

In the 2012 competition for CoC Program funds, the Rhode Island Continuum of Care received a funding award to carry out several planning and administrative projects, including implementation of a coordinated referral system for connecting individuals and families experiencing homelessness with housing resources (the “Coordinated Referral System”). In part, the award is intended to support training for local homeless services professionals to learn the processes for identifying vacancies and linking homeless clients to appropriate housing options. In addition to providing such training, the successful respondent will also ensure that Rhode Island’s Coordinated Referral System, which operates on an electronic platform, efficiently and effectively provides referrals for those seeking shelter and housing. The award will support system implementation work through December 31, 2014.

Rhode Island uses ServicePoint software for its Homeless Management Information System (“HMIS”). The successful candidate must be proficient in the use of this software, and have the ability to learn and adapt to new software programs that may be used or created in furtherance of the Coordinated Referral System. The successful candidate will have a working knowledge of the CoC Program and the federal regulations governing the CoC Program. The successful respondent must also be familiar with Opening Doors Rhode Island, the statewide strategic plan to end homelessness.

At a minimum the successful contractor will:

- Serve as an expert and provide advice regarding current national trends in implementing a needs assessments and coordinated referral systems that meet HUD’s requirements for the CoC Program.
- Attend meetings of the Rhode Island Continuum of Care and relevant committees, including the Universal Wait List Committee; work to ensure that the Universal Wait List Committee aligns its assessments with best practices.
- Ensure implementation of the Coordinated Referral System adopted by the Rhode Island Continuum of Care. The Rhode Island Continuum of Care is currently considering several possible electronic systems for linking client assessment rankings and housing vacancies. The successful candidate will provide technical insights to

inform the board's decision as to which system to adopt, and perform all relevant installation and data migration.

- At the direction of the Rhode Island Continuum of Care, provide training to local providers of homeless services with respect to the Coordinated Referral System.
- Provide periodic reports to the Rhode Island Continuum of Care to support its decision-making processes relative to housing and services awards. These reports may include, but are not limited to:
 - Unit vacancy lists by project
 - Wait lists by targeted population
 - Housing placements by targeted population (eg: chronically homeless, veterans, youth and families)