



# Rhode Island Housing

## Request for Proposals Consulting Services for Development of 2017 Capital Magnet Fund Grant Application

### **INTRODUCTION**

Through this Request for Proposals (“RFP”), Rhode Island Housing seeks proposals from qualified firms to develop an application for 2017 Capital Magnet Fund grant funding on behalf of the agency. The Capital Magnet Fund is an initiative of the Community Development Financial Institutions (“CDFI”) Fund that provides grant funding on a competitive basis to support affordable housing and community revitalization projects for the benefit of low-income persons.

### **INSTRUCTIONS**

One (1) original(s) and three (3) copies of the proposal must be submitted to Rhode Island Housing, 44 Washington Street, Providence, Rhode Island 02903-1721, Attn: Carol Ventura, Deputy Director. Please also direct a courtesy copy by email to: [cventura@rihousing.com](mailto:cventura@rihousing.com). 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. EST on June 9, 2017.**

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).

### **SCOPE OF WORK**

Please see the Scope of Work provided at 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. Please indicate the number of successful applications your firm has written for Capital Magnet Fund and/or other CDFI Fund program funding.
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. Provide a detailed list of references including a contact name, title and telephone number for organizations or businesses for whom you have performed similar work.
4. 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.
5. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. 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 settled within the past two (2) years.
6. 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 at Attachment A.
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 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.

2. 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 Carol Ventura at [cventura@rihousing.com](mailto:cventura@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 June 9, 2017, (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; demonstrated track record for developing successful applications for Capital Magnet Fund and/or other CDFI Fund grant funding
- Proposed fee structure
- Ability to perform within time and budget constraints
- Previous experience and performance with similar organizations

- Recommendations by references
- Other pertinent information submitted.

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

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: Carol Ventura, [cventura@rihousing.com](mailto:cventura@rihousing.com).**

## Attachment A

### Scope of Work

Rhode Island Housing seeks to engage a professional consulting firm to prepare an application on its behalf for the 2017 round of the Capital Magnet Fund grant program. The Capital Magnet Fund is an initiative of the Community Development Financial Institutions (“CDFI”) Fund.

The selected firm will be responsible for the timely performance of the following activities, with input and support from Rhode Island Housing staff:

- Review and summarize the criteria and procedures relative to the 2017 Capital Magnet Fund grant competition (as such criteria and procedures may be set forth in a Notice of Funding Availability or equivalent and any other regulations, guidance, or policy documents of the CDFI Fund that describe or relate to the Capital Magnet Fund program or the 2017 funding round (collectively, the “NOFA”).
- Confirm Rhode Island Housing’s DUNS, Grants.gov, and Awards Management Information System (“AMIS”) (and any other applicable) registration status.
- Prepare and submit on behalf of Rhode Island Housing any required pre-application registrations and materials required under the NOFA.
- Attend webinars, conference calls, and other presentations hosted or recommended by the CDFI Fund relative to the 2017 Capital Magnet Fund program.
- Review Rhode Island Housing’s preliminary plan for application.
- Evaluate merits of Rhode Island Housing’s preliminary plan for application; assess fitness of plan in light of competition requirements and other criteria set forth in the NOFA.
- Develop recommendations to support and improve Rhode Island Housing’s plan for application.
- Draft Rhode Island Housing’s application materials and any other related or supporting documents with sufficient time for review by Rhode Island Housing staff.
- Finalize Rhode Island Housing’s application and related materials for submission to the CDFI Fund by fact checking, proofreading, and comparing the content of the application and materials against the requirements set forth in the NOFA.
- Submit Rhode Island Housing’s application and related materials using the methods (electronic or otherwise) identified in the NOFA. Rhode Island Housing will require that this final submission be made at least one business day in advance of the deadline set forth in the NOFA.

For purposes of supporting and facilitating these activities, Rhode Island Housing will make available to the selected respondent Rhode Island Housing’s previous application for a Capital Magnet Fund grant and applicable registration information.