



RFP - AGENCY SOLICITATION SPECIFICATIONS

TITLE: RHODE ISLAND HOME REPAIR PROGRAM

DESCRIPTION: RHODE ISLAND RESIDENTIAL REHABILITATION PROGRAM DESIGNED TO ASSIST INCOME ELIGIBLE RESIDENTS OF PROPERTIES IN QUALIFYING AREAS IN MEETING THEIR REHABILITATION NEEDS, ALLOWING THEM ACCESS TO DECENT, SAFE AND HEALTHY HOUSING.

PRE-BID/ PROPOSAL CONFERENCE: YES/NO
MANDATORY: YES/NO

BONDING REQUIREMENTS

BID SURETY BOND REQUIRED: YES/NO

PAYMENT AND PERFORMANCE BOND REQUIRED: YES/NO

CONTRACT TERMS

The initial contract period will begin approximately January 1st for January 1, 2024 through June 30, 2025 .

Insurance Requirements

In accordance with this solicitation, or as outlined in Section 13.19 of the General Conditions of Purchase, found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and General Conditions - Addendum A found at <https://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>, the following insurance coverage shall be required of the awarded vendor(s):

General Requirements:

- 13a) Liability - combined single limit of \$1,000,000 per occurrence, \$1,000,000 general aggregate and \$1,000,000 products/completed operations aggregate.
- 13b) Workers compensation - \$100,000 each accident, \$100,000 disease or policy limit and \$100,000 each employee.
- 13c) Automobile liability - \$1,000,000 each occurrence combined single limit.
- 13d) Crime - \$500,000 per occurrence or 50% of contract amount, whichever is greater.

Professional Services:

- 13e) Professional liability (“errors and omissions”) - \$2,000,000 per occurrence, \$2,000,000 annual aggregate.
- 13f) Environmental/Pollution Liability when past, present or future hazard is possible - \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 13g) Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - \$1 Million per occurrence.

Information Technology and/or Cyber/Privacy:

- 13h) Technology Errors and Omissions - Combined single limit per occurrence shall not be less than \$5,000,000. Annual aggregate limit shall not be less than \$5,000,000.
- 13i) Information Technology Cyber/Privacy – minimum limits of \$5,000,000 per occurrence and \$5,000,000 annual aggregate. If Contract Party provides:
- a) key back office services Contract Party shall have a minimum limit of \$10,000,000 per occurrence and \$10,000,000 annual aggregate;
 - b) if Contract Party has access to Protected Health Information as defined in HIPAA and its implementing regulations, Personal Information as defined in in R.I. Gen. Laws § 11-49.3-1, et seq., or as otherwise defined in the Contract (together Confidential Information”), Contract Party shall have as a minimum the per occurrence, per annual aggregate, the total rounded product of projected number of persons data multiplied by \$25 per person breach response expense per occurrence; but no less than \$5,000,000 per occurrence, per annual aggregate; or,
 - c) if the Contract Party provides or has access to mission critical services, network architecture and/or the totality of confidential data \$20,000,000 per occurrence and in the annual aggregate.

Other:

Specify insurance type and minimum coverage required, e.g. builder’s risk insurance, vessel operation (marine or aircraft):

- 13j) Other - [Specify insurance type and minimum coverage required]

Optional Instructions to Vendors:

- Tentative Selection Letter.

Specify required AIA contract document

SECTION A. BACKGROUND

The pandemic and the associated economic challenges have meant fewer households had the resources needed to make necessary home repairs and improvements. While small and cosmetic repairs can often wait, deferring major repairs, such as plumbing needs, can result in unsafe and unhealthy living environments and, eventually, the need for more expensive repairs and fixes.

To address this need, the State Department of Housing has development a residential rehabilitation program designed to assist income eligible residents in properties in qualifying areas in meeting their housing rehabilitation needs, allowing them access to decent, safe and healthy housing. Attached/following is an overview of the program design which may be modified from time to time (eg. based on funding source requirements).

SECTION B: SCOPE OF WORK AND REQUIREMENTS

A total of up to \$4.5M has been allocated in State Fiscal Recovery Funds for this initiative. Up to 10% of rehabilitation costs may be retained by the selected vendor from this amount for administrative/operating purposes.

The selected vendor will administer this program in accordance with the attached Home Repair Program Design and requirements (Attachment A). The selected vendor will be responsible for all aspects of the program including, but not limited to, outreach; acceptance and processing of applications; contracting/conducting necessary rehabilitation activities; program reporting; etc.

Activity is anticipated to begin in the third quarter of fiscal year 2024 and ending in the first quarter of fiscal year 2026. Applicants should provide detailed timeline, expenditure and unit projections based on their analysis and experience.

The Department seeks vendors who can also administer the program with additional federal funds (eg. CDBG) should they become available.

SECTION C: PROPOSAL

1. Technical Proposal

Narrative and format: Vendors must submit a technical proposal which addresses each of the following elements and is limited to six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request):

- A. **Staff Qualifications** – Identify the lead staff person for delivering the Scope of Services. Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in working with similar federal and/or State programs, experience with rehabilitation programs/activities including permitting and construction oversight; and in dealing with likely program participants (income eligible households, contractors, building officials, etc.)
- B. **Capability, Capacity, and Qualifications of the Vendor** - Please provide a detailed description of the Vendor's experience in working with similar federal and/or State programs, experience with rehabilitation programs/activities and

in working with likely program participants. List a minimum of three (3) relevant client references, to include client names, addresses, contact names with emails and phone numbers, dates of service and type(s) of service(s) provided.

C. Work Plan - Please describe in detail, the framework within which requested home repair program administration/operating services will be performed. The following elements should be included: staffing; locations; hours of operation; contractor selection; construction oversight; and fiscal management.

D. Approach/Methodology – Define the methodology to be used for planned outreach; plan for conducting outreach; plan for administering the application process; plan for conducting/managing rehabilitation activities and any other operating plans. Applicants should detail their plan for outreach. |

E. 2. Cost Proposal

|Complete Attachment B. Cost Proposals. For the required services which include: the hourly rates for each staff person assigned to the Scope of Services; overhead and reimbursables. |

3. ISBE Proposal

See Appendix A on the “Overview” tab in Ocean State Procures™ for information and the MBE, WBE and/or Disability Business Enterprise Participation Plan form(s). Vendors are required to complete, sign and submit these forms with their overall proposal. Please complete separate forms for each MBE, WBE, and/or Disability Business Enterprise subcontractor to be utilized on the solicitation.

SECTION D: EVALUATION AND SELECTION - SOLICITATION SPECIFIC

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 60 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 30 points bringing the total potential evaluation score to 100 points. As total possible evaluation points are determined, vendor ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	10 Points
Capability, Capacity, and Qualifications of the Vendor	15 Points

Work Plan	15 Points
Approach/Methodology	30 Points
Total Possible Technical Points	70 Points
Cost proposal	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation	6 Bonus Points
Total Possible Points	106 Points

Additional evaluation criteria can be found at:

- For those with an OSP account, see the “Requirements” tab of this solicitation in OSP for additional information on the evaluation and selection process in the “RFP Standard Specification” section.
- For those without an OSP account, public access to the full bid can be found at <https://ridop.ri.gov/vendors/bidding-opportunities>. Search for this solicitation, open the record, click on the “Print/Download Solicitation Summary” button in the upper right corner for all the solicitation requirements and supporting documents are found at the bottom of the page in the “Solicitation Attachments” section.