



## **Request for Proposals for Administrators of the Home Accessibility and Repair Program for Franklin County, Maine**

### **SCHEDULE**

**Issued: Tuesday, January 16, 2024**

**Deadline for Questions: Wednesday, January 24, 2024**

**Deadline for Submitting Proposals: Monday, February 5, 2024  
at 5:00 p.m. EST**

**MaineHousing Contact for this Request For Proposals:**

**[Kim Ferenc, Manager of Housing](#)**

**E-mail: [EHSRFP@mainehousing.org](mailto:EHSRFP@mainehousing.org)**

Maine State Housing Authority ("MaineHousing") does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, familial status, or receipt of public assistance in the admission or access to, or treatment in, its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330-6046, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice), or Maine Relay 711.

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# **Request for Proposals for Administrators of the Home Accessibility and Repair Program for Franklin County, Maine.**

## **I. INTRODUCTION**

### **Overview**

In this **Request for Proposals for Administrators of the Home Accessibility and Repair Program for Franklin County, Maine** (the “RFP”), Maine State Housing Authority ("MaineHousing") is requesting proposals from experienced, qualified, and professional companies (“Organization”) who can provide administrative support to MaineHousing in the administration of the Home Accessibility and Repair Program for Franklin County, Maine.

MaineHousing’s Home Accessibility and Repair Program provides grants to eligible low-income homeowners to install necessary home repairs.

### **About MaineHousing**

MaineHousing’s mission is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. MaineHousing is an independent quasi-state agency that, at its core, couples the efficiencies of the private financial markets with public purpose goals to provide affordable home ownership and rental housing opportunities for Maine people. In addition, it administers a number of federal housing-related programs including the Low Income Housing Tax Credit Program, the Section 8 Rental Assistance programs, the Emergency Solutions Grant Program, the Weatherization Program, and the Home Energy Assistance Program on behalf of the State of Maine. These federal programs, as well as others, reduce costs associated with housing for Maine people.

For more information about MaineHousing, please go to [www.mainehousing.org](http://www.mainehousing.org).

## **II. GENERAL TERMS AND CONDITIONS**

### **Review and Compliance**

It is the responsibility of each Organization to review this entire document, including its attachments, and comply with all requirements of this RFP. "Organization" refers to any person or entity who may, or does, submit a proposal in response to this RFP.

### **Questions and Answers**

All Organization questions deemed relevant and material to this RFP along with the response answers will be posted by MaineHousing at <http://www.mainehousing.org/>, no later than Tuesday, January 30, 2024.

Any responses or answers provided by MaineHousing to Organization questions will automatically become a part of this RFP.

### **Proposal Terms**

All proposals submitted by Organization and received by MaineHousing will be treated as agreement offers. Organization's proposal must remain open from the time of receipt of the proposal by MaineHousing and continue for a minimum of 90 days after the Organization's submission pursuant to this RFP and may not be unilaterally modified by Organization during that period.

Alterations, modifications or variations of a proposal after the submission deadline will not be considered by MaineHousing, unless authorized by an amendment or addendum to this RFP issued by MaineHousing.

In the case of any award pursuant to this RFP, the awarded Organization must keep in effect all proposal terms, including pricing, throughout any agreement negotiations.

### **Proposal Costs**

MaineHousing is not liable for any expenses incurred by the Organization in the preparation, delivery, or presentation of their proposals.

Costs of developing and delivering proposals and demonstrations pursuant to this RFP are solely at the expense of the Organization.

### **Proposal Materials**

All proposals submitted, including all items and materials submitted as part of the proposals, become the property of MaineHousing, whether or not selected. Proposal materials may be appended by MaineHousing to any agreement between MaineHousing and the Organization providing such materials.

### **Grant Agreement Term**

The initial term of the Grant Agreement awarded, pursuant to this RFP, will be for March 1, 2024 through December 31, 2024. MaineHousing reserves the sole right and option to extend the Grant Agreement.

## **III. REQUIREMENTS**

### **General Requirements/Scope of Work**

The purpose of the Home Accessibility and Repair Program is to assist eligible low-income households with necessary home repairs.

At a minimum, MaineHousing's expectation is to select an Organization to provide the following:

#### **Support activities required:**

- Applicant intake and determination of eligibility
- Schedule and conduct inspections (initial, in-progress, and final) as outlined in the [Home Accessibility and Repair Guide](#).

- Develop a Scope of Work and solicit bids.
- Review and approval of applications and preparation of documents to be signed by applicants.
- Work with the applicant and contractor to complete the project.

Proposals must demonstrate the Organization's understanding of MaineHousing's needs and expectations as prescribed in this RFP, and must demonstrate the Organization's capability to meet those needs and requirements.

#### **IV. PROGRAM DESIGN**

The Home Accessibility and Repair Program funds (HARP) can be used to make essential improvements, including energy-related repairs or improvements, to make improvements necessary to permit use by persons with disabilities or who are experiencing physical barriers living in the home, or to repair or replace major housing systems in danger of failure.

##### **Beneficiary Eligibility Criteria**

- Dwelling must be an owner occupied single family home.
- Applicant must have lived in the home for at least one (1) year prior to applying.
- Family income <80% of area median income.

##### **Grant Limits**

The HARP program consists of five (5) components:

- 1) Home Repair – allows up to \$30,000 for repairs to make the home warm, safe, and dry.
- 2) Elderly Home Repair – allows up to \$30,000 for repairs in homes where a household member is age 60 or older to make the home warm, safe, and dry.
- 3) Accessibility – allows up to \$15,000 to make a home more accessible and safe for someone with a physical disability.
- 4) Emergency Home Repair – allows up to \$15,000 to address an emergency home repair.
- 5) Emergency Manufactured Home Repair - allows up to \$15,000 to address an emergency home repair in a manufactured home that is 20 years or older.

#### **V. PAYMENT**

MaineHousing requires administrators of the Home Accessibility and Repair Program to submit documentation in form and substance and within a timeframe satisfactory to MaineHousing in order to receive payment. The Grant Agreement will include the following terms regarding payment to the administrators:

1. 100% of the allowable cost of the Home Accessibility and Repair work; and
2. Administration costs will be 20% of the project cost; and
3. A flat fee of \$50 will be paid for HARP specific water tests; and
4. At-cost expenses for relocation (if applicable).

Payment terms are net 30 days after receipt of correct invoice and documentation containing information required by MaineHousing and acceptance by MaineHousing of deliverables (after testing).

## VI. PROPOSAL SUBMISSION REQUIREMENTS

This section of the RFP deals with the requirements for the contents and submission of proposals.

### **Demonstration of Qualifications**

All Organizations must submit the following:

- a. Organization Information Sheet in Appendix A.
- b. Organization Certification Form in Appendix B.
- c. Copies of both Certificate of General Liability Insurance and Certificate of Workers Compensation Insurance
- d. Statement of Commitment to provide services in the best interest of MaineHousing

### **Deadlines & Delivery**

It is the responsibility of each Organization to ensure a timely submission of their proposal to MaineHousing at EHSRFP@mainehousing.org. See Appendix C for all proposal deadlines.

All proposals **must be submitted by e-mail in PDF format.**

MaineHousing is not responsible for late delivery of a proposal for any reason.

Late proposals **will not be accepted or considered.**

Hard copy, facsimile or telephone proposals **will not be accepted or considered.**

When submitting your proposal to EHSRFP@mainehousing.org, the email subject line must state:

**"RESPONSE TO Request for Proposals for Administrators of the Home Accessibility and Repair Program for Franklin County, Maine.**

### **Organization/Formatting**

Proposals must be presented following the prescribed instructions within this RFP. The proposal, along with all supplemental documentation required under this RFP must be:

Submitted in electronic .PDF format

Pages numbered consecutively

Provided in the sequential order listed below:

1. Organization Information form (Appendix A)
2. Organization Certification form (Appendix B)
3. Copies of Insurance certifications
4. Statement of Commitment

## **Content**

All information requested by this RFP must be submitted as part of Organization's proposal. **Only information that is received in response to this RFP will be evaluated.**

References to information submitted to MaineHousing outside this RFP process or references to Internet website addresses will be deemed non-responsive and will not be considered by MaineHousing.

Cross-references to other portions of an Organization's proposal submitted in response to this RFP are acceptable, but must reference the specific section number and heading for identification.

All proposals must include completed and signed Organization Information Sheet (Appendix A) included in this RFP. The Organization Information Sheet must be placed at the front of the proposal.

All proposals must include a completed and signed Organization Certification form attached to this RFP under Appendix B.

## **RFP Point of Contact/Submission**

To ensure clear communications, the following individual has been designated the point contact for this RFP. All requests, questions, proposal documents and/or correspondence must be communicated through this designated RFP contact:

<b>Name:</b>	Kim Ferenc
<b>Title/Dept:</b>	Manager of Housing
<b>Address:</b>	MaineHousing, 26 Edison Drive, Augusta, ME 04330
<b>Email:</b>	EHSRFP@mainehousing.org
<b>Tele#:</b>	207-626-4684

Organization contact with any MaineHousing employee, consultant, or other MaineHousing representative concerning this RFP other than the MaineHousing contact person given above will be grounds for proposal rejection.

## **Questions**

All questions must be in writing and submitted only to the designated RFP contact email address previously given. Attempting to ask questions in person, or by telephone, will not be allowed and can disqualify an Organization.

Organization will only rely on written statements issued from MaineHousing's designated RFP point of contact.

## **VII. PROPOSAL EVALUATION**

No formal scoring of applications will be done. Submissions will be reviewed and evaluated by MaineHousing based on its assessment of each Organization's capacity to meet the Scope of Services outlined herein. Any contract awarded by MaineHousing will be based on proposals deemed by MaineHousing to be most advantageous, taking into account the factors described in this RFP.

## VIII. TERMS AND CONDITIONS

### **Rights Reserved by MaineHousing**

In addition to the rights reserved by MaineHousing elsewhere in this RFP, MaineHousing reserves the right to:

Adjust the timetable for this RFP as deemed necessary.

Waive informalities and minor irregularities in proposals received.

Reject and not consider any or all Organizations who do not meet the requirements of this RFP, including but not limited to incomplete responses and/or non-responsive proposals.

Reject any or all proposals received and not to award an agreement pursuant to this RFP, or to cancel or terminate this RFP process at any time, whether before or after any proposals have been submitted or received, if deemed by MaineHousing to be in its best interest.

Negotiate price or other factors included in any proposal submitted to MaineHousing, and in the event MaineHousing is unable to negotiate a mutually satisfactory agreement with the successful Organization under this RFP, MaineHousing may, in its sole discretion, negotiate with another Organization or cancel this RFP and not award an agreement to any Organization.

Reject the Organization selected pursuant to this RFP and to offer an agreement to another Organization in the event the selected Organization does not enter into the required agreement to provide related services described in this RFP.

Negotiate directly with one Organization if the responses to this RFP demonstrate a lack of competition.

Correct or amend this RFP. In no case will this RFP be amended within seven (7) days of the proposal submission deadline unless the amendment includes an extension of time. MaineHousing will not be liable for any costs incurred as a result of changes to this RFP.

### **Other Terms and Conditions**

**Conflict of Interest.** The Organization, any principal or affiliate of the Organization, or anyone who will be paid for work on the agreement, that has business ties, familial relations, or other close personal relations with a current MaineHousing employee or a commissioner, or anyone who was a MaineHousing employee or a commissioner within the past year must disclose this information under **Appendix A - Organization Information Sheet**.

**Organization Certification Form.** As a mandatory requirement of this proposal, all Organizations must complete and submit the Organization Certification Form attached to this RFP as **Appendix B**, along with their proposal submission.

**Confidentiality and Nondisclosure.** Organization shall maintain in trust and confidence and shall not disclose to any third party, except as such disclosure may be authorized in writing in advance by MaineHousing, and shall not use for any unauthorized purpose, any and all information, documents and data received or obtained from or on behalf of MaineHousing. Organization may use such information,



documents and data only to the extent required for the purposes described in this RFP. Organization shall adhere to all security, confidentiality and nondisclosure policies and procedures required by MaineHousing for the protection of such information and data from unauthorized use and disclosure and from loss.

**Maine Freedom of Access Act.** Information submitted by an Organization in any proposal becomes public information, and is subject to disclosure in accordance with the requirements of law, including without limitation the Maine Freedom of Access Act, 1 M.R.S.A. Section 401 et seq. ("FOAA"), except as provided therein. Organization acknowledges that MaineHousing is required to comply with FOAA.

**Protest Procedures.** Protests of any award made pursuant to this RFP must be submitted in writing to MaineHousing at the address given on the cover page of this RFP, to the attention of: Director. To be considered, protests must be received by MaineHousing within fifteen (15) calendar days from the date of notification of the agreement award and provide specific reasons and any supporting documentation for the protest.

**Women and Minority Owned Businesses.** Women and minority owned businesses are encouraged to apply. To subcontract any of the work, Organization must follow the steps outlined in 2 CFR 200.321.

**APPENDIX A**  
**ORGANIZATION INFORMATION SHEET**

*for*  
Administrators of the Home Accessibility and Repair Program  
for Franklin County, Maine.

Please provide the following information, completed and signed, and place this form at the front of the proposal:

<b>General Information</b>
Company Name:
Federal Tax ID:
Street Address:
City, State, Zip:
Telephone#:
<b>Contact Person for Questions</b>
Name:
Title:
E-mail Address:
Telephone#:
<b>Business Description</b>
# Years in Business:
# Years providing products/services as described in this RFP:
Current Company Size:
Current # Workers and Current # of Customers:

**Evidence of Workforce expertise, experience, qualifications, and knowledge.**

**Summarized Narrative of experience administering similar housing repair programs.**

**Summarized Narrative of Organization's ability to provide the services, materials, and labor required under this RFP.**

**Summarize Narrative of Organization's readiness to proceed or length of time needed to be ready.**

**Conflict of Interest. Does the Organization, any principal or affiliate of the Organization, or anyone who will be paid for work on the agreement have business ties, familial relations, or other close personal relations with a current MaineHousing employee or commissioner, or anyone who was a MaineHousing employee or commissioner within the past year? If yes, please describe here:**

**APPENDIX B**  
**ORGANIZATION CERTIFICATION FORM**

*for*

Administrators of the Home Accessibility and Repair Program  
for Franklin County, Maine.

<b>Organization Name:</b>	
<b>Organization Address:</b>	

**The undersigned Organization represents and certifies as follows:**

1. The prices in this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other Organization or potential Organization.
2. No attempt has been made at any time to induce any firm or person to submit any intentionally high or noncompetitive proposal or to otherwise submit or refrain from submitting a proposal for the purpose of restricting competition.
3. Organization has not given, and will not give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any employee or representative of MaineHousing in connection with this RFP.
4. Organization acknowledges that MaineHousing will determine whether a conflict of interest exists and that MaineHousing reserves the right to disqualify any Organization on the grounds of actual or apparent conflict of interest.
5. Organization has not employed or retained any person or entity to solicit or obtain any agreement resulting from this RFP and has not paid or agreed to pay to any person or entity any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of any such agreement.
6. Organization understands and acknowledges that the representations in its proposal are material and important and will be relied on by MaineHousing in evaluating the proposal. Organization certifies that, to the best of its knowledge, all of the information contained in its proposal is true, correct and complete and acknowledges that any intentional misrepresentation by Organization will disqualify Organization from further consideration in connection with this RFP.
7. The undersigned individual is legally authorized to sign this Organization Certification Form for and on behalf of Organization and to bind Organization to the statements made herein.

<b>Name, Title and Signature of Individual with Authority to Bind Organization</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**APPENDIX C**  
**KEY PROPOSAL DATES**

*for*

Administrators of the Home Accessibility and Repair Program  
for Franklin County, Maine.

All dates are subject to change at MaineHousing's discretion.

All proposal documents, correspondence, and/or questions must be emailed to: [EHSRFP@mainehousing.org](mailto:EHSRFP@mainehousing.org)

<b>RFP Issuance:</b>	
Date Issued:	<b>Tuesday, January 16, 2024</b>
<b>Questions &amp; Answers:</b>	
Questions:	Questions will be received by <b>Wednesday, January 24, 2024</b> Questions must be emailed directly to: <a href="mailto:EHSRFP@mainehousing.org">EHSRFP@mainehousing.org</a>
Answers:	All questions, and their subsequent answers, will be posted on the MaineHousing website for public viewing. Questions will be answered no later than Tuesday, January 30, 2024 <i>To locate these postings, go to the MaineHousing website located at:</i> <a href="https://www.mainehousing.org/rfp">https://www.mainehousing.org/rfp</a>
<b>Pertinent Proposal Dates:</b>	
Deadline for Proposal Submission:	<b>Monday, February 5, 2024 no later than 5:00 p.m. EST</b> <b><i>**Please be sure emailed proposal is in PDF format, as well as all supplemental documentation.</i></b>
Proposal Evaluation Review and Demonstration Phase:	<b>Tuesday, February 6, 2024 - Friday, February 9, 2024</b>
Agreement Offering:	<b>Thursday, February 15, 2024</b>