



Request for Proposal for Fiscal Grant Management Software

SCHEDULE

Issued: March 11, 2022

Deadline for Questions: Friday, March 25th 2022 at 5:00 p.m. EST

Deadline for Submitting Proposals: Monday, April 18th 2022
at 5:00 p.m. EST

MaineHousing Contact for this Request for Proposal: Genevieve Soucy,

Manager of Fiscal Compliance

E-mail: gsoucy@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 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice), or Maine Relay 711.

Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330

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Request for Proposal for Fiscal Grant Management Software

I. INTRODUCTION

Overview

In this **Request for Proposal for Fiscal Grant Management Software** (the “RFP”), Maine State Housing Authority ("MaineHousing") is requesting proposals from experienced, qualified, and professional companies who can provide and assist with the implementation of a comprehensive, modern and secure system to manage fiscal operations for multiple grants and funding sources.

The System should meet the requirements set forth within the RFP but is also flexible, has ease of use and is scalable in order to meet its future business and technology needs. The Vendor and any sub-contractors for the Vendor selected to provide this solution must utilize a software delivery model in which software and associated data are centrally hosted on premises or in the cloud. Proposals shall include detailed installation, maintenance, training costs, programming fees and any yearly subscriptions. This Proposal requires Software Implementation, integration, programming, training and support, ongoing maintenance and enhancements.

About MaineHousing

MaineHousing is an independent state agency that bridges public and private housing finance, combining them to benefit Maine’s low and moderate-income people. MaineHousing’s mission is to assist Maine people to obtain and maintain decent, safe, affordable housing and services suitable to their unique housing needs. MaineHousing works through its many private and public partners to provide programs and services that make decent, safe housing more affordable and accessible to Maine people.

The MaineHousing Department of Energy and Housing Services (EHS) is responsible for implementing some of the following programs on behalf of the State of Maine: Department of Health and Human Services Low Income Energy Assistance Program (“HEAP”), Department of Energy Weatherization Assistance Program, Department of Housing and Urban Development Lead Abatement and Older Adult Home Modification Programs, Maine Public Utilities Commission Low Income Assistance Plan as well as a variety of other Federal and State funded programs.

Energy and Housing Services major responsibility is of a Pass Through entity or Funding Source to Sub-grantee partners across the state. EHS tracks the receipt, usage and disbursement of State and Federal funding and reports to internal and external sources. EHS will approve expenditures for payment from our Sub-grantee partners, compile the required information and present to the Finance Department for payment to Sub-grantees or Clients. Finance will provide MaineHousing expenditures to EHS for tracking and reporting purposes.

For more information about MaineHousing, please go to www.mainehousing.org.

II. GENERAL TERMS AND CONDITIONS

Review and Compliance

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

Questions and Answers

All Vendor 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 Wednesday March 30, 2022. Any responses or answers provided by MaineHousing to Vendor questions will automatically become a part of this RFP.

Proposal Terms

All proposals submitted by Vendors and received by MaineHousing will be treated as contract offers. A Vendor'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 date of Vendor's product demonstration, pursuant to this RFP, and may not be unilaterally modified by Vendor 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 Vendor must keep in effect all proposal terms, including pricing, throughout any contract negotiations.

Proposal Costs

MaineHousing is not liable for any expenses incurred by the Vendor in the preparation, delivery, or presentation of their proposals, or in connection with any product demonstrations.

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

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 contract between MaineHousing and the Vendor providing such materials.

Contract Term

The initial term of the contract awarded, pursuant to this RFP, will be for a minimum of three (3) years and a maximum of five (5) years from the date the contract is executed between the Vendor and MaineHousing. MaineHousing reserves the sole right and option to extend the contract in incremental terms of one (1) year each which, including the initial contract term, will not exceed a total of five (5) years.

III. REQUIREMENTS

General Requirements

MaineHousing's expectation is to select a software solution which will provide the breadth of functionality necessary to support the full life cycle of multiple State and Federal funded grants.

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

Detailed Functional Requirements

Proposals must describe specific features of Vendor's software and how the software meets each of the detailed functional requirements listed in Appendix C.

Security Requirements

The Vendor must describe how the software solution will maintain the highest level of security protection of all sensitive, protected, and/or confidential data and materials throughout the contracted relationship.

At a minimum, the software solution must:

- Have the ability to enable two factor authentication for any cloud hosted modules
- Enforce password complexity controls
- Capture audit trail of database activity and produce reports of audited activity
- Utilize currently supported encryption methods for data at rest and in transit

Any Vendor that is invited to the demonstration phase of the selection process will be required to complete the MaineHousing Vendor Security Survey prior to the software demonstration. If you would like a copy of the MaineHousing Vendor Security Survey please make that request via email to gsoucy@mainehousing.org. The findings of the security survey may disqualify the Vendor from moving forward in the selection process.

Business References

Vendors must provide a minimum of three (3) business references from clients who have Vendor's proposed software solution in production for at least two years using the table format in Appendix E. MaineHousing reserves the right to contact and verify any or all references provided.

IV. PROPOSAL PRICING

Cost Items

The Vendor must provide:

A detailed, **itemized firm pricing** for all costs associated with this RFP.

Include all necessary labor, hardware, software, configuration and programming and the selection of the proper type and quantities of the system components to assure a complete and operational solution.

A fee schedule for one time or monthly recurring costs, including any extra costs necessary to support software upgrades, incident response, scalability of services or off hours access or services.

The basis of the price and any underlying assumptions must be included in the Vendor's cost proposal.

Payment

Generally, payment by MaineHousing will be tied to specific milestones, which may include satisfactory acceptance testing, and/or deliverables.

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

VII. PROPOSAL SUBMISSION

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

RFP Point of Contact

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:

| | |
|--------------------|--|
| Name: | Genevieve Soucy |
| Title/Dept: | Manager of Fiscal Compliance, Energy and Housing Services Department |
| Address: | MaineHousing, 26 Edison Drive, Augusta, ME 04330 |
| Email: | gsoucy@mainehousing.org |

Vendor 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 a Vendor.

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

Deadlines & Delivery

It is the responsibility of each Vendor to ensure a timely submission of their proposal to MaineHousing at gsoucy@mainehousing.org. See Appendix A 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 gsoucy@mainehousing.org, the email subject line must state:

"RESPONSE TO FISCAL GRANT MANAGEMENT SOFTWARE RFP "

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. Vendor Information Sheet (see Appendix B) |
| 2. Vendor Proposal Response – include Detailed Requirements from Appendix C |
| 3. Itemized Costs |
| 4. Company W-9 |
| 5. Current Certificate of General Liability Insurance |
| 6. Current Certificate of Workers Compensation Insurance |
| 7. Business References (see Appendix D) |
| 8. Copy of Organizations Service Level Agreement |
| 9. Vendor Certification Form. (see Appendix E) |

Content

All information requested by this RFP must be submitted as part of Vendor'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 a Vendor'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 Vendor Information Sheet (Appendix B) included in this RFP. The Vendor Information Sheet must be placed at the front of the proposal.

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

VI. PROPOSAL EVALUATION

An RFP Evaluation Committee, consisting of MaineHousing employees, will review all proposals. This Evaluation Committee may contact any of the references provided by the Vendor, contact any Vendor for clarification of response, and/or seek information from any other sources concerning any aspect of this RFP.

Subject to the selection factors, reservation of rights, and other terms and conditions of this RFP, MaineHousing will select the proposal most advantageous to MaineHousing. The Evaluation Committee will be evaluating the detail, completeness, and accuracy of each proposal and will select the proposal(s) that provide the best value in meeting MaineHousing's business objectives. Final selection will be based on the Vendor's ability to demonstrate how their solution will meet the requirements presented in this RFP. Vendor will be provided an agenda to follow during the software demonstration.

Vendors are cautioned the Evaluation Committee is in no way obligated to make inquiries for clarification or request omitted information regarded essential to complete a thorough evaluation of a Vendor proposal. Proposals at the time of submission that are not complete, accurate or concise, or contain discrepancies or omissions may not be considered.

Any award is contingent upon the successful negotiation of finalized contract terms. In no event will any claimed obligations of any kind be enforceable against MaineHousing, unless and until such time MaineHousing and the selected Vendor have entered into a written contract.

This RFP and the successful Vendor's proposal, as may be modified pursuant to this RFP, will be incorporated by reference into, and be a part of, any contract between MaineHousing and the Vendor.

RFP award scores will be based on both technical and financial evaluations through a comprehensive review and analysis by the Evaluation Committee.

| Evaluation Scoring | Points |
|--|---------------|
| Qualifications and experience of entity / persons assigned | 10 |
| Ability of proposed services to meet requirements outlined in RFP | 40 |
| Completeness of proposal; all required documentation submitted | 15 |
| Methodology/Work Plan and Time Line | 15 |
| Proposal Pricing - Costs covered under this proposal are exempt from all Federal and State Taxes. Prices must be clear, accountable, and auditable, covering the full spectrum of services required. Costs and compensations must be consistent with current market rates. | 20 |
| Maximum Award Points: | 100 |

VII. 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 Vendors 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 a contract 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 contract with the successful Vendor under this RFP, MaineHousing may, in its sole discretion, negotiate with another Vendor or cancel this RFP and not award a contract to any Vendor.

Reject the Vendor selected pursuant to this RFP and to offer a contract to another Vendor in the event the selected Vendor does not enter into the required contract to provide related services described in this RFP.

Negotiate directly with one Vendor 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 Vendor, any principal or affiliate of the Vendor, or anyone who will be paid for work on the Contract, 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 B - Vendor Information Sheet**.

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

Confidentiality and Nondisclosure. Vendor 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. Vendor may use such information,

documents and data only to the extent required for the purposes described in this RFP. Vendor 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 a Vendor 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. Vendor 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: Deputy Director. To be considered, protests must be received by MaineHousing within fifteen (15) calendar days from the date of notification of the contract 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, Vendor must follow the steps outlined in 2 CFR 200.321.

APPENDIX A
KEY PROPOSAL DATES

for

MaineHousing RFP for Fiscal Grant Management Software

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

All proposal documents, correspondence, and/or questions must be emailed to: gsoucy@mainehousing.org.

| | |
|-----------------------------------|--|
| RFP Issuance: | |
| Date Issued: | <u>Friday, March 11th 2022</u> |
| Questions & Answers: | |
| Questions: | <p>Questions will be received: From: <u>Monday March 14^h 2022</u> to <u>Friday, March 25th 2022</u> no later than 5 p.m. EST</p> <p>Questions must be emailed directly to: gsoucy@mainehousing.org</p> |
| Answers: | <p>All questions, and their subsequent answers, will be posted on the MaineHousing website for public viewing.</p> <p>Questions will be answered no later than Wednesday, March 30th 2022.</p> <p><i>To locate these postings, go to the MaineHousing website located at: http://www.mainehousing.org/. Click on Search and type: "RFP".</i></p> |
| Pertinent Proposal Dates: | |
| Deadline for Proposal Submission: | <p><u>Monday, April 18th 2022</u> no later than 5:00 p.m. EST <i>**Please be sure emailed proposal is in PDF format, as well as all supplemental documentation.</i></p> |
| Proposal Evaluation Review : | From: <u>Wednesday, April 20th 2022</u> to <u>Friday April 22nd 2022</u> |
| Contract Offering: | <u>Prior to September 30, 2022</u> |

APPENDIX B
VENDOR INFORMATION SHEET

for

MaineHousing Request for Proposals for Fiscal Grant Management Software

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

| General Information | |
|--|--|
| Company Name: | |
| Federal Tax ID: | |
| Street Address: | |
| City, State, Zip: | |
| Telephone#: | |
| Contact Person for Questions | |
| Name: | |
| Title: | |
| E-mail Address: | |
| Telephone#: | |
| Business Description | |
| # Years in Business: | |
| # Years providing Fiscal Grant Management Software of similar scale and composition as described in this RFP: | |
| Current Company Size: | |
| Current # Workers and Current # of Customers: | |
| Evidence of Workforce expertise, experience, qualifications, and knowledge | |

| | |
|---|--|
| | <i>Please be sure to include all supplemental qualification documents.</i> |
| Summarized Narrative of Vendor’s ability to provide the services, materials, and labor required under this RFP: | |
| List of planned resources to be assigned to meet the obligations of this RFP: | |
| Conflict of Interest. Does the Vendor, any principal or affiliate of the Vendor, or anyone who will be paid for work on the contract 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 C

DETAILED FUNCTIONAL REQUIREMENTS

Background; Existing System

EHS currently uses various spreadsheet based systems as well as data extraction from multiple programmatic software systems to support the fiscal tracking and payments. EHS currently manages multiple funding sources, both State and Federal mandatory and discretionary grants, with varying program start and end dates, reporting requirements and program lengths. Some of the funding sources that are managed are looked at as a 'Parent/Child' relationship with multiple sub-programs being run out of one primary funding source. EHS reports information to MaineHousing Finance for tracking in their Accounting Software, this software package is not able to be expanded on to allow for the fiscal management detail necessary for the management of the grants at the department level.

Program Setup

1. Ability to set the Start and End dates of the various programs and make adjustments to the End date if program periods are extended.
2. Ability to set program guidance restrictions for usage of the grant funds. As an example, no more than 10% of the grant award can be used for Administrative functions.
3. Enter Grant Award amounts, there could be multiple separate funding awards made during the course of the grant.
4. Set up 'Parent/Child' relationships for Grant.
 - a. Example: LIHEAP Grant (Parent) is used to run the following components (Child); Weatherization, CHIP, Heat Pump, Program Delivery, MaineHousing Administration, Fuel Assistance Payments, Emergency Crisis Intervention Payments and Assurance¹⁶. All of these are both treated individually and as part of the complete grant award.

Budgeting

1. Ability to create Program Budgets (for Parent) and Sub-Budgets (for Child) for each Program. Sub-Budgets feed into the Program Budget which then feeds into a Department Budget.
 - a. Program Budgets and Sub-Budgets are prepared by Program Period
 - b. Department Budget is by Calendar year
 - i. Department Budget may include 3 months from Program Year #1 budget and 9 months from Program Year #2 budget.
 - c. Sub-Budgets could contain general information from Partners such as "Printing", for a MaineHousing Sub-Budget there would be more detail about specific printing items.
 - d. Ability to track but exclude certain items from the Department Budget.
 - i. Example, Check printing fees are an item that we need to account for in the Program Budgets but it is not included in the Department Budget.
 - e. Flexibility for Budget amendments during the Program Period.

Tracking

1. Contract and Amendment workflow – ability to track contracts by Program amounts, program periods, end dates and status of signatures.
 - a. Contracts will be signed and kept outside of Software system for Agency access.
2. Expenditure Tracking
 - a. Manually enter MaineHousing expenditures from reporting provided from Finance Department against specific budget details

- b. Partners able to enter their monthly expenditures against their Sub-Budgets for reimbursement requests (see User Setup and Audit Trails)
- 3. Ability to track payment dates (actual payments will not be made using the system, they will be transmitted to Finance for processing (see Reporting).
- 4. Ability to record receipt of funds for reimbursements received against Program Budget or Sub-Budgets.

Reporting

- 1. Customizable – ad hoc reporting
 - a. Availability to print or export data.
- 2. Items remaining unpaid
- 3. Federal SF-425 reporting – Cash Receipts, Disbursements, Expenditures and Obligations.
- 4. Reporting both by Program funding year and all funds used during a specified time period.
- 5. Items authorized for payment
 - a. This will be based off of the tracking of expenditures

Multiple Program Period usage of funds

- 1. Flexibility to record if a payment being issued is using funds from multiple program years.
 - a. Carryover is allowed from program year 2020 to be used against program year 2021 expenditures. Would need to be able to reflect expenditures in 2021 but the usage of 2020 funding.

Importing and Exporting of Data

- 1. Ability to import transaction data when needed from multiple systems.
 - a. Currently we are exporting from software programs to excel for manual manipulation, CSV is easily accessible but open to other options.
- 2. We have 3 systems that are used on the programmatic level and 2 federal reporting sites which contain payment information.
- 3. The use of this would be dependent upon the Software solution presented but we do anticipate that this will be a feature needed in the future if not currently.

Partner Portal

- 1. Secure site for Partners to log in and submit their expenditures for reimbursement, view payments made, budget balances remaining etc.
 - a. Partners should have access restricted and only be able to perform certain functions.
- 2. This may not need to be a separate interface for Partners dependent upon how user security roles are established.

User Experience and Audit trails

- 1. Multiple user group security roles for both internal and external partners.
- 2. Intuitive and efficient workflow that maximizes the usability of the System.
- 3. Guided workflow that identifies and prompts user to complete fields based on program rules.
- 4. Ability to upload and view documents.
- 5. Accessible by multiple users.

APPENDIX D
BUSINESS REFERENCE

Using the following table format, Vendors must provide up-to-date, accurate, and complete contact information for each of the three (3) business references:

| MaineHousing RFP for Fiscal Grant Management Software | |
|---|--|
| Business Name: | |
| Business Reference Contact Information | |
| Name: | |
| Street Address: | |
| City, State, Zip: | |
| Phone, including area code: | |
| Email address: | |
| Alternate Contact Information | |
| Name: | |
| Street Address: | |
| City, State, Zip: | |
| Phone, including area code: | |
| Email address: | |
| Project Information | |
| Brief description of vendor's software modules being used in production for this reference. | |
| How long have you partnered with this reference? | |
| What federal or state housing programs are tracked using this software solution? | |

APPENDIX E
VENDOR CERTIFICATION FORM

for

MaineHousing Request for Proposals for Fiscal Grant Management Software

| | |
|-----------------------|--|
| Vendor Name | |
| Vendor Address | |

The undersigned Vendor 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 Vendor or potential Vendor.
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. Vendor 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. Vendor acknowledges that MaineHousing will determine whether a conflict of interest exists and that MaineHousing reserves the right to disqualify any Vendor on the grounds of actual or apparent conflict of interest.
5. Vendor has not employed or retained any person or entity to solicit or obtain any contract 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 contract.
6. Vendor understands and acknowledges that the representations in its proposal are material and important and will be relied on by MaineHousing in evaluating the proposal. Vendor 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 Vendor will disqualify Vendor from further consideration in connection with this RFP.
7. The undersigned individual is legally authorized to sign this Vendor Certification Form for and on behalf of Vendor and to bind Vendor to the statements made herein.

| Name, Title and Signature of Individual with Authority to Bind Vendor | |
|---|--|
| Name | |
| Title | |
| Signature | |
| Date | |