



# MaineHousing

MAINE STATE HOUSING AUTHORITY

## INVITATION TO SUBMIT PROPOSALS FOR RAPID RESOLUTION/HOUSING PROBLEM SOLVING TRAINING CONSULTANT

### SCHEDULE

Issued: January 18, 2023

**Proposals Due: February 3, 2023 5:00PM Local Time**

**MaineHousing Contact Person: Michael Shaughnessy**

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

### NONDISCRIMINATION NOTICE:

*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, physical or mental disability, age, 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, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.*

## I. PURPOSE OF THIS INVITATION

Maine State Housing Authority (MaineHousing) is an independent quasi-state agency. The mission of MaineHousing is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. Additional information concerning MaineHousing can be found at [www.mainehousing.org](http://www.mainehousing.org).

Among its many roles, MaineHousing administers various programs to serve people experiencing homelessness in Maine, providing state and federal funding as well as programmatic and training support to partner agencies throughout the State.

Acting in this capacity, MaineHousing is inviting qualified individuals and entities to submit proposals to provide training services in the area of Rapid Resolution and Housing Problem Solving. Rapid Resolution is defined as *a housing intervention that seeks to assist households to maintain their current housing situation or identify an immediate and safe housing alternative to emergency shelter or the streets within their own network of family, friends and social supports. Working alongside people facing a housing crisis in an empowering manner, Rapid Resolution assists them at the very beginning of that crisis or shortly after they have entered the homeless system.*

*Through Rapid Resolution households are engaged in an immediate, deep conversation about safe, alternative housing options so that shelter or other situations of literal homelessness might be avoided. The housing option could be returning to a previous place with family or friends or finding another temporary housing location. That temporary housing location might turn into a permanent location or it may not. The household might stay in the temporary housing location for one night, several nights, a month, or longer. Rapid Resolution also ensures that those households who do not have alternative housing options are quickly connected to existing emergency or crisis housing services in their community to ensure their immediate health and safety needs are met.*

The specific work will entail providing trainings to staff from MaineHousing and partner agencies on the topics of how to conduct Rapid Resolution interventions, particularly conducting Housing Problem Solving conversations. Trainings may occur virtually or in person. Minority businesses, small businesses and women's business enterprises are encouraged to respond.

**MaineHousing will make a total of not more than \$75,000 available for this training contract.**

## II. SCOPE OF SERVICES

### Primary Duties and Responsibilities

- Provide trainings on Rapid Resolution and Housing Problem Solving to approximately 200-250 staff from homeless service agencies across Maine's nine Homeless Service Hubs. Trainings should include methodologies and best practices for diverting people away from homelessness, as well as rapidly resolving homelessness. Training modality should include some element of small group/interactive instruction.
- Communicate with MaineHousing regarding how the training will be conducted and maintain open communication throughout the training process.
- Conduct ongoing monthly Community of Practice meetings with trained staff from conclusion of initial trainings to the end of the contract term. Community of Practice meetings will be a facilitated forum in which Rapid Resolution practitioners can ask questions, voice concerns, and gain feedback from the trainer(s) and their colleagues.
- At the conclusion of the contract term, meet with MaineHousing to present feedback/recommendations for future training needs.

### **Desired Skills and Experience**

- Ability to communicate effectively, both orally and in writing.
- Experience in utilizing Rapid Resolution/Housing Problem Solving approaches with individuals experiencing homelessness
- Experience in providing trainings on the topics of Rapid Resolution and Housing Problem Solving, including experience in delivering virtual trainings.
- Experience in facilitating Community of Practice meetings.

### **III. TERM OF CONTRACT**

Any contract awarded pursuant to this Invitation to Submit Proposals (Invitation) will be for a term beginning as early as feasible after the award of the contract and will end on December 31, 2023. The contract may be renewed for one (1) subsequent one-year period, at MaineHousing's sole option.

### **IV. PROPOSAL CONTENT**

All Applicants must submit the following:

- Applicant Information Sheet in Appendix A.
- Applicant Certification Form in Appendix B.
- Simple breakdown of proposed rates with budget.
- A statement regarding Respondent's commitment to equal opportunity, diversity and inclusivity in internal hiring practices and policies, and regarding working relationships with women- and minority-owned firms, if applicable.
- Names and contact information of three references (other than MaineHousing) for which you have provided services similar to those described in this Invitation.

### **V. FORMAT AND DEADLINE FOR PROPOSALS AND QUESTIONS**

All proposals must be submitted electronically to Michael Shaughnessy, Homeless Initiatives Program Coordinator, by email at [mshaughnessy@mainehousing.org](mailto:mshaughnessy@mainehousing.org), no later than 5:00 p.m. local time on February 3, 2023. Please include in the subject line of the email "Response to Invitation to Submit Proposals for Rapid Resolution Training Consultant."

Questions concerning this Invitation must be directed to Michael Shaughnessy by email as noted above, no later than 5:00 p.m. local time on January 25, 2023. Questions and responses will be posted to the MaineHousing webpage for the Invitation as received.

Respondent contact with any other MaineHousing employee, consultant or representative concerning this Invitation may be grounds for rejection of Respondent's proposal.

### **VI. SELECTION CRITERIA**

No formal scoring of proposals will be done. Submissions will be reviewed and evaluated by MaineHousing based on its assessment of each Respondent's capacity to meet the Scope of Services outlined herein. Upon such review, MaineHousing may schedule interviews with select Respondents. Price will be a selection factor. Any contract awarded by MaineHousing will be based on a proposal or proposals deemed by MaineHousing to be most advantageous, taking into account the desired skills and experience described in this Invitation.

## VII. ADDITIONAL TERMS AND CONDITIONS

This Invitation is subject to the following terms and conditions:

- MaineHousing expressly reserves the right to modify or withdraw this Invitation at any time, whether before or after any responses have been submitted or received, to correct or amend the Invitation, including to adjust the timetable for this Invitation, as deemed necessary.
- MaineHousing reserves the right to reject and not consider any or all Respondents who do not meet the requirements of this Invitation, including but not limited to incomplete responses and/or responses offering alternate or non-requested services.
- MaineHousing reserves the right to waive informalities and minor irregularities in proposals received.
- MaineHousing reserves the right to negotiate price or other factors included in any proposal submitted.
- MaineHousing reserves the right to reject any or all Respondents and not to award a contract pursuant to this Invitation, or to terminate the Invitation process at any time, if deemed to be in its best interest.
- MaineHousing reserves the right to select, and enter into a contract with, more than one Respondent to perform work under this Invitation, and to negotiate directly with one Respondent if responses to this Invitation demonstrate a lack of competition.
- In the event a Respondent selected does not enter into the required contract to deliver the services described in this Invitation, including due to unsuccessful negotiation of mutually satisfactory terms, MaineHousing reserves the right to reject a Respondent and negotiate with another Respondent or cancel the Invitation. The contract will contain standard terms of MaineHousing's professional services contract, including confidentiality provisions and provisions concerning the protection of PII.
- In no event will any obligations of any kind be enforceable against MaineHousing unless and until a written contract is entered into.
- Each Respondent agrees to bear all costs and expenses of his or her response and there will be no reimbursement for any costs and expenses relating to the preparation of responses submitted or for any costs or expenses incurred during negotiations.
- All proposals submitted will be treated as offers to contract, must remain open for a minimum of 90 days after receipt, including but not limited to throughout any contract negotiations in the case of an award, and may not be unilaterally modified by Respondent during that period.
- In no event will any claimed obligations of any kind be enforceable against MaineHousing unless and until MaineHousing and the selected Respondent enter into a written contract.
- This Invitation and the successful Respondent's proposal, as may be modified pursuant to this Invitation, will be incorporated by reference into and be part of any contract between MaineHousing and the Respondent.
- Information submitted by a Respondent 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. Respondent acknowledges that MaineHousing is required to comply with FOAA.
- The Respondent, any principal or affiliate of the Respondent, 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 A – Respondent Information Sheet**.

- As a mandatory requirement of this proposal, all Respondents must complete and submit the Respondent Certification Form attached to this Invitation as **Appendix B**, along with their proposal submission.
- Respondent 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. Respondent may use such information, documents and data only to the extent required for the purposes described in this Invitation. Respondent 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.
- Protests of any award made pursuant to this Invitation must be submitted in writing to MaineHousing at the address herein to the attention of: the 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.

APPENDIX A

**RESPONDENT INFORMATION SHEET**

*for*

MaineHousing Invitation for Proposals for Rapid Resolution Training  
Consultant

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 Rapid Resolution training services as described in this Invitation	

<p><b>Current Company Size:</b></p>	
<p><b>Current # Workers:</b></p>	
<p><b>Evidence of expertise, experience, qualifications, and knowledge</b></p>	<p><i>Please be sure to include all supplemental qualification documents.</i></p>
<p><b>Summarized Narrative of Respondent’s ability to provide the services required under this Invitation:</b></p>	
<p><b>List of planned resources to be assigned to meet the obligations of this Invitation:</b></p>	
<p><b>Conflict of Interest. Does the Respondent, any principal or affiliate of the Respondent, 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:</b></p>	

**APPENDIX B**

**RESPONDENT CERTIFICATION FORM**

*for*

MaineHousing Invitation for Proposals for Rapid Resolution Training  
Consultant

<b>Respondent Name</b>	
<b>Respondent Address</b>	

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

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