Request for Proposals (RFP)

MaineHousing's First Generation Homebuyer Education Classes

SCHEDULE

Issued: Monday , November 9, 2026

Questions Due: Monday, November 16, 2026 5:00PM ET

Proposals Due: Monday November 23, 2026 5:00PM ET

MaineHousing Contact Person: Patricia Harriman , Director of Homeownership

E-mail: pharriman@mainehousing.org

NON-DISCRIMINATION NOTICE:

Maine State Housing Authority ("MaineHousing") does not discriminate on the basis of protected classes under the applicable federal and state nondiscrimination laws, in the admission or access to, or treatment in, its programs and activities and in employment. 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: Kelley Stonebraker, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice), Maine Relay 711, or Email EqualAccess@mainehousing.org .

I. PURPOSE OF THIS RFP

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.

MaineHousing's First Generation Homebuyer Program is a mortgage program for borrowers who have never lived in a home owned by their biological parents or legal guardians. The program is also available to borrowers who have been in foster care at some point in their childhood.

MaineHousing is seeking qualified agencies to provide education classes to meet the financial literacy and/or homebuyer educational requirements, including home financing, the home purchase process, and home maintenance for applicants of the First Generation Homebuyer Program.

Providers must be able to offer translation services for class content and post-class counseling for those students with English as their second language, and must be able to evaluate and instruct students at their level of understanding and adapt their instruction methodology with sensitivity for national, cultural and/or religious diversity.

II. POPULATION TO BE SERVED

First time homebuyers across the state who have a goal of homeownership in the future. These clients must meet one of the following:

A. Borrower has never lived in a home owned by their biological parent or legal guardian during the borrower's lifetime, or
B. Borrower is an individual who was in foster care at some point during their childhood.

III. SCOPE OF SERVICES

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

A. Financial Literacy Classes offered in a variety of languages
B. Hands on Homebuyer Education Classes offered in a variety of languages
C. One-on-One support counseling sessions as follow up to class

IV. TERM OF CONTRACT

Any contract awarded pursuant to this RFP will be for a term beginning as early as feasible after the award of the contract for a minimum of three(3) years from the contract date. MaineHousing has the sole discretion to extend the contract for up to two (2) additional one (1) year terms.

V. FORMAT AND DEADLINE FOR APPLICATIONS AND QUESTIONS

All Applicants must submit the following:

- **Applicant Information Sheet in Appendix A.**
- **Applicant Certification Form in Appendix B.**
- **Scope of Work and Fee Proposal as Appendix C.**

All applications must be submitted electronically to Patricia Harriman, no later than 5:00PM ET on November 23,2026 Please include in the subject line of the email "First Generation Homebuyer Education Classes".

Questions concerning this RFP must be directed to Patricia Harriman by email as noted above no later than 5:00PM ET on November 16, 2026 Responses will be provided via email no later than 5:00 PM ET on November 19, 2026.

VI. SELECTION CRITERIA

No formal scoring of applications will be done. Submissions will be reviewed and evaluated by MaineHousing based on its assessment of each Applicant's capacity to meet the Scope of Services outlined herein. Upon such review, MaineHousing may schedule interviews with select Applicants. Any contract awarded by MaineHousing will be based on applications deemed by MaineHousing to be most advantageous, taking into account the factors described in this RFP.

VII. ADDITIONAL TERMS AND CONDITIONS

This RFP is subject to the following terms and conditions:

- MaineHousing expressly reserves the right to modify or withdraw this RFP at any time, whether before or after any applications have been submitted or received, to correct or amend the RFP, including to adjust the timetable for this RFP, as deemed necessary. MaineHousing will not be liable for any costs incurred as a result of changes to this RFP.
- MaineHousing reserves the right to reject and not consider any or all Applicants who do not meet the requirements of this RFP, including but not limited to incomplete applications and/or applications offering alternate or non-requested services.
- MaineHousing reserves the right to waive informalities and minor irregularities in applications received.
- MaineHousing reserves the right to negotiate price or other factors included in any application submitted.
- MaineHousing reserves the right to reject any or all applications and not to award funding pursuant to this RFP, or to terminate the RFP process at any time, if deemed to be in its best interest.
- MaineHousing reserves the right to negotiate directly with one Vendor if the responses to this RFP demonstrate a lack of competition.
- In no event will any obligations of any kind be enforceable against MaineHousing unless and until a written contract is entered into.
- Each Applicant agrees to bear all costs and expenses of his or her application and there will be no reimbursement for any costs and expenses relating to the preparation of applications submitted or for any costs or expenses incurred during negotiations.
- This RFP and the successful applications, as may be modified pursuant to this RFP, will be incorporated by reference into and be part of any contract between MaineHousing and the Applicant. Information submitted by an Applicant in any application 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. Applicants acknowledge that MaineHousing is required to comply with FOAA.
- The Applicant, any principal or affiliate of the Applicant, 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 – Applicant Information Sheet.**

- As a mandatory requirement of this RFP, all Applicants must complete and submit the Applicant Certification Form attached to this Notice as **Appendix B**, along with their application submission.
- Applicants 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. Applicants may use such information, documents and data only to the extent required for the purposes described in this RFP. Applicants 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 RFP must be submitted in writing to MaineHousing at 26 Edison Drive, Augusta, ME 04330, Attn: 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.
- Applicants may 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.
- 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

APPLICANT INFORMATION SHEET

for

First Generation Homebuyer Education Classes

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

General Information	
Applicant Name:	
Federal Tax ID:	
Street Address:	
City, State, Zip:	
Telephone#:	
Contact Person for Questions	
Name:	
Title:	
E-mail Address:	
Telephone#:	

APPENDIX B

APPLICANT CERTIFICATION FORM

for

First Generation Homebuyer Education Classes

Applicant Name	
Applicant Address	

The undersigned Applicant represents and certifies as follows:

1. The prices in this application have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other Applicant or potential Applicant.

2. No attempt has been made at any time to induce any firm or person to submit any intentionally high or noncompetitive application or to otherwise submit or refrain from submitting an application for the purpose of restricting competition.

3. Applicant 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. Applicant acknowledges that MaineHousing will determine whether a conflict of interest exists and that MaineHousing reserves the right to disqualify any Applicant on the grounds of actual or apparent conflict of interest.

5. Applicant 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. Applicant understands and acknowledges that the representations in its application are material and important and will be relied on by MaineHousing in evaluating the application. Applicant certifies that, to the best of its knowledge, all of the information contained in its application is true, correct and complete and acknowledges that any intentional misrepresentation by applicant will disqualify applicant from further consideration in connection with this RFP.

7. The undersigned individual is legally authorized to sign this Applicant Certification Form for and on behalf of Applicant and to bind Applicant to the statements made herein.

Name, Title and Signature of Individual with Authority to Bind Applicant	
Name	
Title	
Signature	
Date	

APPENDIX C

SCOPE OF WORK AND PRICE PROPOSAL

for

First Generation Homebuyer Education Classes

1. Please provide a description of how your organization will provide the services as requested in Section III.

2. Please provide a price proposal broken down by the elements of your plan.

3. Please provide evidence of prior experience conducting financial literacy classes for Homebuyers.

4. Please provide 3 references.