



Request for Qualifications to Administer a Community Aging in Place Grant Program

SCHEDULE

Issued: [11/4/2024](#)

Deadline for Questions: [11/12/2024](#)

Deadline for Submitting Proposals: [12/16/2024](#)

MaineHousing Contact for this Request for Qualifications: [Kim Ferenc,](#)
[Manager of Housing Services and Compliance](#)

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

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Request for Qualifications to Administer a Community Aging in Place Grant Program

I. INTRODUCTION

Overview

In this **Request for Qualifications to Administer a Community Aging in Place Grant Program** (the “RFQ”), Maine State Housing Authority (“MaineHousing”) is requesting proposals from experienced, qualified, and professional companies (“Partner Agency” or “Partner Agencies”) who can provide client intake and assessments, schedule home repair work for eligible units, and conduct final assessments and inspections in those units.

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.

II. GENERAL TERMS AND CONDITIONS

Review and Compliance

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

Questions and Answers

All Partner Agency questions deemed relevant and material to this RFQ along with the response answers will be posted by MaineHousing at <http://www.mainehousing.org/>, no later than **11/12/2024**.

Any responses or answers provided by MaineHousing to Partner Agency questions will automatically become a part of this RFQ.

Proposal Terms

All proposals submitted by Partner Agencies and received by MaineHousing will be treated as contract offers. A Partner Agency's proposal must remain open from the time of receipt of the proposal by MaineHousing and continue for a minimum of 90 days thereafter, pursuant to this RFQ and may not be unilaterally modified by Partner Agency 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 RFQ issued by MaineHousing.

In the case of any award pursuant to this RFQ, the awarded Partner Agency 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 Partner Agency in the preparation, delivery, or presentation of their proposals.

Costs of developing and delivering proposals pursuant to this RFQ are solely at the expense of the Partner Agency.

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 Partner Agency providing such materials.

Contract Term

The initial term of the contract awarded, pursuant to this RFQ, will be one (1) year. MaineHousing reserves the sole right and option to extend the contract in incremental terms of three (3) months, including the initial contract term not to exceed two (2) years total.

III. REQUIREMENTS

General Requirements/Scope of Work

The purpose of the Community Aging in Place Grant Program (the "Program") is to make safety and functional home modifications and limited repairs to meet the needs of low-income older adult homeowners. The goal of the Program is to enable low-income older adults to remain in their homes through low-cost, low barrier, high impact home modifications to reduce older adults' risk of falling. Partner Agencies conduct client intake and assessments, schedule the work for eligible units, and conduct final assessments and inspections.

At a minimum, MaineHousing's expectation is to select a Partner Agency to provide the following:

- **Client Initial Interview:** conducted by a Partner Agency’s Program Coordinator consisting of a phone intake to determine eligibility, review the client’s goals, and schedule the initial assessment home visit.
- **In-Home Assessment:** Partner Agency’s Program Coordinator and Maintenance Technician or Contractor conduct a thorough in-home assessment using the *Initial Assessment and Initial Home Assessment Forms*. The approach used in the assessment is twofold: the primary purpose of the assessment is to explore how the client currently uses their home and identify improvements that would allow them to use it better. The information gathered during the initial assessment is used to create the scope of work. The secondary purpose is to identify other needs for services to make appropriate referrals.
- **Home Modification Work:** the scope of work is outlined in the *Work Plan* and the home modification work is scheduled. The installation of the measures outlined in the scope of work is completed and revisions to the *Work Plan* are made, if necessary.
- **Client Check-In:** between two and four months, after the modification work is complete, the Partner Agency reaches out to the client for a brief check-in. This is an opportunity to connect with the client and find out how the home modification measures are working.
- **Final Assessment:** six months post installation a Final Assessment home visit is scheduled. The purpose of this visit is to ensure the client’s needs have been met, to identify program improvements, and to evaluate the impact of the completed work.

Proposals must demonstrate the Partner Agency’s understanding of MaineHousing’s needs and expectations as described above, and must demonstrate the Partner Agency’s capability to meet those needs and requirements.

Specific Requirements

Geographic Area to be Served

List the specific areas of the state (Town, County) your organization would like to serve.

Key Personnel

Identify key staff who will administer the Program. For each key staff list their name, title, email, phone number, and a brief narrative describing why the person was selected for the role.

Client Information and Unit Production

The Partner Agency will be required to use a MaineHousing Access Database (version 64 bit) to track client and unit production information. The Partner Agency will be required to upload data from the database to MaineHousing on a regular basis.

IV. PROPOSAL PRICING

Cost Items

The Partner Agency must complete a budget using the budget spreadsheet accompanying this RFQ.

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

Payment

MaineHousing shall, upon submission and approval of the required Budget and Work Plan and execution of a contract, provide an advance of up to 15% of the approved Budget for MaineHousing's State funded Community Aging in Place Grant Program. The advance can be used to pay workers and contractors before MaineHousing reimburses the Partner Agency.

Partner Agencies will submit to MaineHousing on a monthly basis, actual expenses for the time period. MaineHousing will review and provide payment for actual expenditures incurred. The Advance payment will be recouped by the end of the contract period.

V. PROPOSAL SUBMISSION REQUIREMENTS

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

Demonstration of Qualifications

Submit the following:

- a. Qualifications and Experience
 - i. List qualifications and experience
- b. Equal employment opportunity and affirmative action policy
- c. Insurance
- d. Copies of both Certificate of General Liability Insurance and Certificate of Workers Compensation Insurance
- e. Commitment to provide services in the best interest of MaineHousing

Deadlines & Delivery

It is the responsibility of each Partner Agency to ensure a timely submission of their proposal to MaineHousing at EHSRFQ@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 EHSRFQ@mainehousing.org, the email subject line must state:

"RESPONSE TO Community Aging in Place Grant Program RFQ"

Organization/Formatting

Proposals must be presented following the prescribed instructions within this RFQ. The proposal, along

with all supplemental documentation required under this RFQ must be:

Submitted in electronic .PDF format

Pages numbered consecutively

Provided in the sequential order listed below:

1. **Appendix A**
2. **Appendix B**
3. **List of requested service area(s) that includes the town and county**
4. **List of key personnel who will perform work on this grant. Include the information described above in Section III - Requirements**
5. **Completed budget form**

Content

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

References to information submitted to MaineHousing outside this RFQ 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 Partner Agency's proposal submitted in response to this RFQ are acceptable but must reference the specific section number and heading for identification.

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

All proposals must include a completed and signed Partner Agency Certification form attached to this RFQ under Appendix B.

RFQ Point of Contact/Submission

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

Name:	Kim Ferenc
Title/Dept:	Manager of Housing Services and Compliance, Energy and Housing Services Dept.
Address:	MaineHousing, 26 Edison Drive, Augusta, ME 04330
Email:	EHSRFQ@mainehousing.org
Tele#:	207-626-4684

Partner Agency contact with any MaineHousing employee, consultant, or other MaineHousing representative concerning this RFQ 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 RFQ contact email address previously given. Attempting to ask questions in person, or by telephone, will not be allowed and can disqualify a Partner Agency.

Partner Agency will only rely on written statements issued from MaineHousing's designated RFQ point of contact.

VI. PROPOSAL EVALUATION

An evaluation committee consisting of MaineHousing staff will review all proposals. The evaluation committee may also include external partners. The evaluation committee may contact the Partner Agency to clarify any response, and obtain information from any available source concerning any aspect of the proposal. MaineHousing may request any Partner Agency present to the evaluation committee as part of the selection process.

Partner Agency is cautioned that the evaluation committee is not required to ask for clarifications or information that is essential for a complete and thorough evaluation of Partner Agency proposals. Therefore, all proposals should be complete when submitted.

MaineHousing intends to select the proposal or proposals that provide the best value in meeting MaineHousing's business objectives identified in this RFQ. MaineHousing will also take into account the detail and completeness of proposals.

Subject to the reservation of rights and the other terms and conditions of this RFQ, MaineHousing will select the Partner Agency or Partner Agency's whose proposal is most advantageous to MaineHousing. Any award is contingent on successful negotiation of the final contract terms. In no event will any claimed obligations of any kind be enforceable against MaineHousing unless and until MaineHousing and the selected Partner Agency enter into a written contract. This RFQ and any successful Partner Agency's proposal, as may be modified pursuant to this RFQ will be incorporated by reference into and be part of any contract between MaineHousing and the Partner Agency, MaineHousing will determine a detailed work plan with any selected Partner Agency prior to initiating product and/or services to help maximize efficiency for the Partner Agency and MaineHousing.

VII. TERMS AND CONDITIONS

Rights Reserved by MaineHousing

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

1. Adjust the timetable for this RFQ as deemed necessary.
2. Waive informalities and minor irregularities in proposals received.
3. Reject and not consider any or all Partner Agencies who do not meet the requirements of this

RFQ, including but not limited to incomplete responses and/or non-responsive proposals.

4. Reject any or all proposals received and not to award a contract pursuant to this RFQ, or to cancel or terminate this RFQ 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.
5. 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 Partner Agency under this RFQ, MaineHousing may, in its sole discretion, negotiate with another Partner Agency or cancel this RFQ and not award a contract to any Partner Agency.
6. Reject the Partner Agency selected pursuant to this RFQ and to offer a contract to another Partner Agency in the event the selected Partner Agency does not enter into the required contract to provide related services described in this RFQ.
7. Negotiate directly with one Partner Agency if the responses to this RFQ demonstrate a lack of competition.
8. Correct or amend this RFQ. In no case will this RFQ 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 RFQ.

Other Terms and Conditions

Conflict of Interest. The Partner Agency, any principal or affiliate of the Partner Agency, 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 – Partner Agency Information Sheet**.

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

Confidentiality and Nondisclosure. Partner Agency 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. Partner Agency may use such information, documents, and data only to the extent required for the purposes described in this RFQ. Partner Agency 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 Partner Agency 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. Section 401 et seq. ("FOAA"), except as provided therein. Partner Agency acknowledges that MaineHousing is required to comply with FOAA.

Protest Procedures. Protests of any award made pursuant to this RFQ must be submitted in writing to

MaineHousing at the address given on the cover page of this RFQ, 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 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, Partner Agency must follow the steps outlined in 2 CFR 200.321.

APPENDIX A
PARTNER AGENCY INFORMATION SHEET

for

MaineHousing Request for Qualifications to Administer a
Community Aging in Place Grant Program

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 products/services as described in this RFQ:	
Current Company Size:	
Current # Workers and Current # of Customers:	

Evidence of Workforce expertise, experience, qualifications, and knowledge

(Please be sure to include all supplemental qualification documents).

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Summarized Narrative of Partner Agency's ability to provide the services, materials, and labor required under this RFQ:

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List of planned resources to be assigned to meet the obligations of this RFQ:

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Conflict of Interest. Does the Partner Agency, any principal or affiliate of the Partner Agency, 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:

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APPENDIX B
PARTNER AGENCY CERTIFICATION FORM

for

MaineHousing Request for Qualifications to Administer a
Community Aging in Place Grant Program

Partner Agency Name	
Partner Agency Address	

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

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

APPENDIX C
KEY PROPOSAL DATES

for

MaineHousing Request for Qualifications to Administer a
Community Aging in Place Grant Program

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

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

RFQ Issuance:	
Date Issued:	<u>11/4/2024</u>
Questions & Answers:	
Questions:	<p>Questions will be received: From: <u>11/12/2024</u> no later than 5 p.m. EST Questions must be emailed directly to: EHSRFQ@mainehousing.org</p>
Answers:	<p>All questions, and their subsequent answers, will be posted on the MaineHousing website for public viewing. Questions will be answered no later than <u>11/15/2024</u> <i>To locate these postings, go to the MaineHousing website located at:</i> https://www.mainehousing.org/RFQ</p>
Pertinent Proposal Dates:	
Deadline for Proposal Submission:	<p><u>12/16/2024</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 and Demonstration Phase:	From: <u>12/17/2024</u> through <u>12/19/2024</u>
Contract Offering:	<u>12/23/2024</u>