REQUEST FOR PROPOSALS
Statement Rendering Services

INSTRUCTIONS

1. Each proposal, excluding exhibits, should be no longer than 10 pages. A brief (1 page) executive letter should accompany each submission. Please provide five (5) copies of your proposal, including all exhibits.

2. Proposals are due to Diana Stricklett, Customer Service & Escrow Supervisor, by 5:00 p.m., Friday, June 10, 2011. Proposals may be mailed or delivered to the offices of Rhode Island Housing, 44 Washington Street, Providence, RI 02903-1721.

3. Respondents are advised that all submissions (including those not selected) may be made available to the public on request upon completion of the process and award of a contract.

BACKGROUND

Rhode Island Housing invites all interested and qualified Statement Rendering vendors to submit proposals to provide these services to the corporation’s Loan Servicing Division.

Rhode Island Housing is a self-sustaining public agency created in 1973 to address the housing needs of low- and moderate-income Rhode Islanders. Its statutory purpose is to encourage the investment of private capital, to stimulate the construction and rehabilitation of housing for low- and moderate-income Rhode Islanders, to provide construction and mortgage loans, and to make provision for the purchase of mortgage loans and otherwise as is necessary to accomplish its purposes.

Rhode Island Housing works to ensure that all people who live or work in Rhode Island can afford a safe, healthy home that meets their needs. Our belief is that a home encompasses much more than four walls and a roof. A good home provides the foundation upon which families can thrive, children can learn and grow, and communities can prosper.

To achieve our mission, we do the following:

- Offer fair, affordable and innovative lending programs.
- Educate homebuyers, homeowners and housing developers.
- Advocate for and finance sensible development that builds vibrant, well-balanced communities.
- Provide grants and subsidies to Rhode Islanders with the greatest need.
- Work with partners to improve everything we do.

As a self-sustaining public agency, Rhode Island Housing generates its own operating income, without state funding. Everything we earn is reinvested to provide safe, healthy homes for Rhode Islanders.
SCOPE OF WORK

Rhode Island Housing is seeking the services of a statement rendering vendor to produce and mail monthly mortgage statements for both the multi-family and single family mortgage portfolios. This includes statements for mortgage loans, equity line of credit products, escrow account disclosures and IRS 1098 and 1099 statements.

The statement rendering vendor must be able to interface with Lender Processing Services (LPS) formerly, Fidelity National Information Services, to accept receipt of electric file transmissions via EDI, transcribe payment logic and transaction descriptions.

The vendor must have the capacity to meet the Servicing Division’s delivery deadlines, and comply with the Real Estate Settlement Procedures Act (RESPA), the Dodd-Frank Wall Street Reform and Consumer Protection Act and IRS 1098 and 1099 year-end reporting requirements.

The vendor must have the capability to include inserts, supplied by Rhode Island Housing, in both the monthly and annual mailings. The mortgage statements must contain an area to include free form messages that can be adjusted by Rhode Island Housing for borrower notifications. The vendor would be requested to provide monthly statements and annual IRS forms on encrypted disks for archival storage by Rhode Island Housing.

Rhode Island Housing intends to engage a vendor for a two-year service contract term for FY 2012 and 2013.

PROPOSAL REQUIREMENTS

A. GENERAL INFORMATION

- Provide a brief description of your company, including but not limited to the following: Name, address, phone number, fax number and email address of the company’s contact person.
- Please provide a copy of your company’s financial reports for the last three years.
- Rhode Island Housing encourages the participation of persons of color, women and members of other federally and State-protected classes. Describe your firm’s affirmative action program and activities. Include the number and percentage of members of federally-and state-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally-and state-protected classes in your firm who will work on Rhode Island Housing’s account and, if applicable, a copy of your Minority-or Women-Owned Business Enterprise state certification.
- Identify any material litigation, administrative proceedings or investigations which i) currently names your firm or any principal, Partners, Associates, Agents or support staff as a party, ii) have been threatened against your firm or any Principal, Partners Associates, Agents or support staff; iii) have been settled within the past two (2) years and involved your firm’s or Principal, Partners, Associates, Agents or support staff, as a party.
B. EXPERIENCE AND RESOURCES

- Identify which Partners, Associates and contracted Agents would be involved in providing services to Rhode Island Housing. Provide appropriate background information on each and identify what their responsibilities would be in serving Rhode Island Housing.
- Provide a complete listing of all services provided by your firm.
- Provide a current client roster, including a lead contact name and telephone number of those organizations or businesses that you service, where you provide similar services.
- Provide a vendor profile describing the history of your company and its relationship with any mortgage lenders, mortgage companies and Housing Finance Agencies.
- Provide a listing of memberships in professional organizations, professional designations and Rhode Island State license number.

C. PROPOSED IMPLEMENTATION PLAN

- Provide an outline of procedures you will follow to complete the Scope of Work.
- Provide the anticipated time schedules required to perform each required element in the Scope of Work.
- Identify a contact person responsible for coordinating process with Rhode Island Housing.

D. FEE STRUCTURE

The cost of statement rendering services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

- Describe your proposed fee structure for all duties listed in the Scope of Work. Please be as specific as possible. Please include fees to insert statement stuffers to the monthly statements on a per statement basis.

E. MISCELLANEOUS

- Discuss any topics not covered in the Request for Proposals, which you would like to bring to the attention of Rhode Island Housing.
F. CERTIFICATIONS

- Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires that State Vendors entering into contracts for the aggregate sum of $5,000 or more with a state agency must file an affidavit with the State Board of Elections concerning reportable political contributions. If you are awarded a contract under this RFP you must comply with this provision. Additional information regarding this affidavit is available from the Board of Elections or at:

https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx.

- Indicate whether any Rhode Island “Major State Decision-maker”, as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major state decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes”, please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.
• Include a letter from your Chief Executive Officer or Firm Managing Partner certifying that i) no member of your firm has made inquiries or contact with respect to this Request for Proposal other than in a written communication to Diana Stricklett, Customer Service and Escrow Supervisor from the date of this Request for Proposals through the date of your proposal, ii) no member of your firm will make any such inquiry or contact until after July 1, 2011, iii) all information in your proposal is true and correct to the best of his/her knowledge, iv) no member of your firm gave anything of monetary value or promise of future employment to a Corporation employee or Commissioner, or a relative of the same, based on any understanding that such person’s action or judgment will be influenced and v) the firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

G. PROPOSAL REVIEW AND SELECTION CRITERIA

A selection committee composed of Rhode Island Housing staff (the “Committee”) will evaluate the proposals and recommend one or more statement rendering vendors for engagement. Proposals will be evaluated under the following factors:

• Contract cost and fee schedule
• Professional capacity to undertake assignments
• Professional experience
• Work samples
• Review of client list
• Demonstrated ability to carry out the Scope of Services in the State of Rhode Island
• Previous work experience with Rhode Island Housing
• Recommendations by references
• Other pertinent information submitted

The Committee may invite one or more finalists to make presentations.

Rhode Island Housing has not committed itself to undertake the work set forth in this RFP. Rhode Island Housing reserves the right to reject any and all bids, and to enter into negotiations with one or more bidders. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing’s decision on these matters is final.