



Baltimore Regional Housing Partnership

Request for Proposals Board Development Services

Issue Date: 05/09/2022

Proposal Due Date: 06/03/2022

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I. INTRODUCTION

The Baltimore Regional Housing Partnership, Inc. (BRHP) is a private nonprofit organization committed to opening pathways to a better future for low-income families in Baltimore City. As Regional Administrator of the Baltimore Housing Mobility Program (Program) since 2013, BRHP has supported thousands of families in finding housing in high opportunities areas throughout the Baltimore region. Uniquely, BRHP is one of the few agencies who administer the Housing Choice Voucher Program on a regional scale and provide housing mobility counseling services to families. The program currently provides over 4,000 families access to housing, educational, and employment in high opportunity areas.

In addition to the rental assistance and counseling program, BRHP is responsible for development services pursuant to a HUD grant, including approximately 120 project-based units throughout the Baltimore region plus a scattered site development program.

BRHP is guided by an experienced Board of Directors made up of 23 community leaders and program participants. The board is optimistic about BRHP's future growth and current opportunities to continue providing much needed services to the greater Baltimore region, and accordingly, we are seeking a comprehensive solution for board development.

II. OVERVIEW

BRHP is looking for a consultant to advise the executive director, the board governance committee, in leading the full board of directors through a series of board development sessions. The purpose is to develop capacity on the board around governance practices, structure, and succession planning in 2022. This board development is important as the board grows and stewards the organization in a complex and dynamic environment. This development work also aligns with the lifecycle stage of the organization with new board members who are interested in exploring ways to undertake their role more effectively.

The purpose of this Request for Proposals (RFP) is to select the most qualified vendors who should have at a minimum, qualifications, and experience necessary to perform the scope of work as described herein and shall be able to provide the services described in this RFP within the time frame required by BRHP.

BRHP strongly encourages locally owned, minority-owned, and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to submit a proposal, in response to this RFP.

III. SCOPE OF WORK

BRHP seeks a consultant that can professionally and thoughtfully facilitate board development. The consultant will:

- Support the board to engage in a board development process that results in staff/board consensus about:
 - Term limits
 - Attendance at and participation in meetings of the board, committees, events, and other activities
 - Financial contributions and fundraising
 - Review of executive director performance
 - Committee structure and goals
 - Board composition (including succession planning, officer elections, cultivating leadership paths)
 - Boards self-evaluation (of the group and individual members)
 - Any recommended changes in the bylaws and other aspects of the board's function and responsibilities as the board may deem necessary or desirable
- Review the legal responsibilities of a board and the specific purpose of the BRHP board in comparison to staff roles
- Present best practices and other resources to build awareness and understanding
- Work closely with executive director and board governance committee members to prepare for sessions with the full board of directors

Additionally, the consultant will provide the following deliverables resulting from the board development process:

- Summary of conversations, without attribution, from select sampling of board members representing a variety of length of time of board service and from executive staff
- Proposed agenda for the board development process at the outset and an agenda for each session with resource materials on best practices (agendas may be amended, depending on the outcome of each meeting of the board)
- Notes of each session highlighting key agreements/consensus reached
- Draft language for any recommended bylaw changes
- Consultant's recommendations by topic area for next steps and timeline

IV. PROPOSAL CONTENTS.

In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below, pages numbered (where applicable), and in electronic form:

A. Letter of Introduction. Proposal shall include one to two pages that include the following information:

1. Brief description of firm including its principals, organization, size, structure, areas of practice and office location(s).
2. Date established and years of experience.
3. Indicate ability to start work according to request.

B. Professional Experience/Qualifications. Please include the following information:

1. Details of firm’s specific work, expertise, and outcomes with directly related projects and the principal’s role as related to the required Scope of Services.
2. Description of two recent projects that are of similar nature and scope of work detailed within this RFP and any prior history of engagement with BRHP.
3. Experience working with nonprofit or for-profit board development, organizational management, nonprofit management, and creating diverse, inclusive and equitable organizational cultures.
4. Include resumes and/or biographies of all principals and key professional members including sub-contractors who will be assigned to this engagement which specifically outlines extent of their involvement in referenced experience along with anticipated percentage of work performed by principals.
5. Include two references where the firm has provided similar work.

C. Scope of Services and Proposed Project Schedule. Briefly describe the firm’s understanding of the scope of services to be provided. Indicate a proposed time schedule for completing the work, including availability for two to three, four-hour Saturday sessions, assuming the contract will be issued on the date given in the cover letter, including the approximate dates the firm would perform field work, office review, and report preparation.

D. Cost. Provide the following information:

- a. Estimated total hours to complete.
- b. Estimated out-of-pocket expenses.
- c. Hourly rate by staff classification.
- d. The all-inclusive maximum fee and out-of-pocket expenses, which will not be exceeded.
- e. The frequency and timing of the firm’s billing process.

V. RFP SCHEDULE AND SUBMISSION REQUIREMENTS.

A. RFP Schedule.

Activity	Date
Issue RFP	05/09/2022
Questions Due	05/16/2022

Answers to Questions Posted	05/20/2022
Proposals Due	06/03/2022
Anticipated Award Date	06/10/2022

B. Closing Submission Date. Proposals must be submitted by electronic copy as specified in paragraph D below **no later than 5:00 PM EDT on June 3, 2022**. Proposals received after the deadline will not be accepted. It is neither BRHP’s responsibility nor practice to acknowledge receipt of any proposal. It is the Offeror’s responsibility to assure that a proposal is received.

C. Inquiries. Any requests for additional information, clarification or questions regarding this RFP may be sent via e-mail to Blaine Getachew at bgetachew@brhp.org. **All such communications must be received by 9:00 AM EDT by May 16, 2022**. All questions, as well as responses, will be posted on the Request for Proposals section of BRHP’s website, no later than close of business on May 20, 2022.

D. Instructions to Offerors. All Offerors shall provide one (1) electronic copy.

Note, the e-mail subject line for the electronic copy must read “RFP, Board Development Services” to Blaine Getachew at bgetachew@brhp.org.

In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with BRHP staff or members of the Board of Directors regarding the proposal. Failure to comply with this request may result in disqualification of the proposal.

VI. EVALUATION CRITERIA AND PROCEDURE.

A. Evaluation Criteria. BRHP’s Executive Director and staff will evaluate all proposals received based upon the following factors with corresponding ranking points:

Evaluation Factor	Maximum Rating Points
Qualifications and Experience: Level of experience and knowledge of the firm and individual(s) identified to work on matters described in Scope of Work.	30
Approach to Scope of Work: Understanding of scope of services, quality of approach to meet scope of work in specified time frames.	50
Cost	20

B. Evaluation Procedure.

1. Review Process. BRHP may, at its discretion, request presentations by, or a meeting with, any or all firms, to clarify or negotiate modifications to the firm's proposal. However, BRHP reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose.
2. Notification of Award. It is expected that a decision selecting the successful firm will be made by June 10, 2022. Upon conclusion of the final negotiations with the successful firm, all Offerors submitting proposals to this RFP will be notified of BRHP's final decision awarding the contract.

VII. CONDITIONS OF PROPOSAL

- A. Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by BRHP to be in its best interests.
- B. Right to Determine Time and Location.** Determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this RFP.
- C. No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- D. Right to Not Award.** Not to award a contract pursuant to this RFP.
- E. Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- F. Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
- G. Contract Ethics.** No employee of BRHP who exercises any responsibilities in the review, approval or implementation of the proposal or contract shall participate in any decisions which affects his or her direct or indirect personal or financial interest.

It is a breach of ethical standards for any person to offer, give or agree to give any BRHP employee or board member, or for any BRHP employee or board member to

solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

The firm shall not accept any client or project that places it in a conflict of interest with its representation of BRHP. If such a conflict is subsequently discovered, BRHP shall be promptly notified.

- H. Minority-Owned Businesses.** BRHP strongly encourages small, locally-owned, minority-owned, women-owned, socially and economically disadvantaged and service-disabled veteran-owned businesses to submit a proposal, in response to this RFP. Efforts will be made by BRHP to utilize these types of businesses.
- I. Consent.** By submitting a proposal to BRHP, Offeror consents to the Scope of Work and general requirements of this RFP noted herein. Exceptions desired must be clearly noted in the submitted proposal.
- J. Assignment.** Offeror shall not assign, sublet or transfer its interest, obligations or rights in any contract entered into with BRHP without BRHP's prior written consent.
- K. Retention Policy.** All submitted proposals become the sole and exclusive property of BRHP.
- L. Effective Period.** Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.
- M. Expenses.** BRHP shall not be liable for any expenses, including travel expenses, related to the preparation of the proposal and contract negotiation process.
- N. Media.** Written consent from BRHP must be obtained for any media releases or any other public disclosure regarding an award of the contract by BRHP and any work resulting from that award.

VIII. CONTRACT CONDITIONS

The following provisions are considered mandatory conditions of any contract award made by BRHP pursuant to this RFP:

- A. Jurisdiction.** The Contract shall be governed by and construed in accordance with the laws of the State of Maryland applicable to contracts made and performed therein.

- B. Key Personnel.** BRHP shall retain the right to demand and receive a change in personnel assigned to the work if BRHP believes that such change is in the best interest of BRHP and the completion of the contracted work.

- C. Compliance with Law.** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.