



Baltimore Regional Housing Partnership

Request for Proposal Retirement Planning: Investment Advisory Consulting Services

Issue Date: Monday, September 14, 2026

Proposal Due Date: Friday, October 9, 2026

Contact Information:

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Baltimore Regional Housing Partnership
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**REQUEST FOR PROPOSAL FOR
RETIREMENT PLANNING: INVESTMENT ADVISORY CONSULTING SERVICES**

The Baltimore Regional Housing Partnership, Inc. requires the services of a retirement program consultant to provide it with services related to reviewing and recommending a nonprofit employer retirement plan for approximately 80 employees. The contract would commence January 2027 through December 2027, with the option to extend services for one (1) additional two (2) year period.

All bidding firms must submit 1 original electronic copy according to the instructions contained in this Request for Proposal for Retirement Planning: Investment Advisory Consulting Services that must be received by BRHP on or before Friday, October 9, 2026 at 5:00 P.M. EST.

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

**Shari Stratton
Vendor and Procurement Specialist
Baltimore Regional Housing Partnership, Inc.
100 North Charles Street, 2nd Floor
Baltimore, Maryland 21201**

**(p): 667-207-2127
(e): sstratton@brhp.org**



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I. OVERVIEW OF BRHP

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 4,300 families access to housing, education, and employment in high opportunity areas. BRHP has a staff of 70+ and an annual budget of more than \$80 million, the vast majority of which goes to direct programmatic costs.

II. GENERAL INFORMATION

The purpose of this Request for Proposal (RFP) is to select the most qualified firm that can provide Retirement Planning: Investment Advisory Consulting Services, who should have at a minimum, the 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. BRHP is seeking the services of one firm for a one-year term with an option to extend for an additional two-year term. Only firms that employ registered investment advisors in the State of Maryland, are in good standing, and maintain an office in the Baltimore/Washington, DC Metropolitan Area, or firms including such employees may respond to this RFP.

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.

Equal Opportunity Policy BRHP does not discriminate against any employee, applicant or sub-contractor because of race, sex, color, religion, age or national origin. BRHP takes affirmative steps to ensure that applicants are employed or sub-contracted, and that employees and sub-contractors are treated fairly during employment or for the term of their contract, without regard to their race, sex, color, religion, age or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfers; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. BRHP encourages responses from small and/or minority owned firms.

III. SCOPE OF SERVICES

BRHP seeks a firm that can provide Retirement Planning: Investment Advisory Consulting Services for the organization. BRHP seeks a firm that can provide consulting services on the current retirement plan for the organization's employees and ensures BRHP is getting the best plan for non-profits in the industry.

The types of services the firm should provide include:

- Fiduciary governance consulting
- Investment consulting, selection and monitoring
- Evaluate underperforming investment funds and recommend replacements if needed
- Participant education
- Possibly look into competitive retirement planning vendor search, procurement and selection

The firm would serve as an independent fiduciary and as an ERISA investment manager. The firm also would conduct an analysis of the organization and prepare a report outlining the different types of retirement plans available to the organization. The report should include detailed information about the types of plans, including advantages and disadvantages for the organization as well as employees for each type of plan. The report should include the firm's recommendation to continue the current retirement plan or move to a better performing one. The firm would discuss these recommendations with BRHP staff as well as the BRHP Board of Directors Finance Committee. If a decision is made to migrate to a new retirement plan, the firm will generate a Request for Proposal as well as a list of vendors who may be interested in responding to the proposal. BRHP will review the draft Request for Proposal, recommend and incorporate edits and release an RFP for vendors to respond to for retirement planning services. The consultant will assist BRHP throughout the RFP process as well as during the initial implementation phase of the retirement plan.

Maryland FAMILI Program Consulting and Carrier Procurement Support

In addition to providing investment advisory and fiduciary support services for the Company's retirement plan, the selected firm shall provide consultative assistance related to the implementation of Maryland's Family and Medical Leave Insurance (FAMILI) program. Services should include:

- Monitoring regulatory developments and implementation requirements associated with the Maryland FAMILI program.
- Assisting the Company in evaluating available compliance and funding options, including state-administered and private-plan alternatives, if applicable.

- Identifying, soliciting, and coordinating discussions with qualified insurance carriers and/or third-party administrators capable of providing FAMLII coverage or administration services.
- Facilitating a competitive review process, including obtaining carrier proposals, comparing pricing, coverage provisions, administrative capabilities, and implementation requirements.
- Providing objective analysis and recommendations to support the Company's carrier selection process.
- Assisting with implementation planning, employee communication considerations, and ongoing carrier relationship management as requested.

Service Level Requirements

BRHP also has expectations of the level of service offered throughout the engagement.

1. Timeliness of response and accessibility to consultants is an important aspect of this service. Accessibility includes the ability to be generally available to attend meetings in person and to be reached promptly by telephone and/or e-mail.
2. Service response is also of high importance. The consultant is expected to provide an estimated time of completion for requested services and keep BRHP apprised of any delays or special considerations in a timely manner.
3. The consultant is expected to always have appropriate insurances and be able to provide proof of coverage upon request
4. Detailed itemized statements should be provided by the firm for work performed and incurred costs on a monthly basis.

IV. CONTRACT ETHICS

1. 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 affect his or her direct or indirect personal or financial interest.
2. 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.
3. The firm shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of BRHP.



4. 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.
5. The firm shall represent BRHP alone. The firm shall have no conflicts of interests with any retirement or investment accounts recommended to the organization.

V. PROPOSAL SUBMISSION

- A.** Closing submission date proposals must be submitted by electronic copy as specified in paragraph D below no later than 5:00 P.M. EST on October 9, 2026. 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 ensure that a proposal is received.

- B. Inquiries.** Inquiries concerning this Invitation for Bid/RFP should be emailed to:

Shari Stratton
Vendor and Procurement Specialist
Baltimore Regional Housing Partnership
(e): sstratton@brhp.org

- C. Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by BRHP.

- D. Instructions to Prospective Bidders.** All Bidders shall provide one (1) electronic copy.

Note, the e-mail subject line for the electronic copy must read "RFP, Retirement Planning: Investment Advisory Consulting Services" to Shari Stratton at sstratton@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.

- E. Right to Reject.** BRHP reserves the right to reject any and all quotes, to waive irregularities and informalities, to request additional information from all Offerors and further reserves the right to select the proposal which furthers the best



interests of BRHP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.

- F. 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. Please note your status in your description.
- G. Consent.** By submitting a proposal to BRHP, Offeror consents to the Scope of Work and General Specifications noted herein. Exceptions desired must be clearly noted in the submitted proposal.
- H. Effective Period.** Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.

VI. 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 sections tabbed:

- 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). Indicate, if appropriate, if the firm is a registered investment advisory firm. Please also indicate if the firm serves provides independent fiduciary services.
 - 2. Date established and years of experience.
 - 3. Indicate ability to start work according to request.
- B. Table of Contents** - Please include a table of contents that identifies the material by section, page number and a reference to the information to be contained in the proposal.
- C. Professional Experience/Qualifications** - Please include the following information:
 - 1. Details of firm's specific work and expertise with directly related projects and the principal's role as related to the required *Scope of Services*.
 - 2. Description of three recent projects that are of similar nature and scope of work detailed within this RFP.
 - 3. Experience working with nonprofit organizations.

4. Include three references where the firm has provided similar work.
5. Include resumes and/or biographies of all principals and key professional members 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.
6. Describes the firm's policy on notifications of changes in key personnel.
7. Provide a listing of the number of professionals in the office who are experienced in nonprofit retirement service consulting.

D. 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, 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 as well as the latest delivery date of the final report.

E. Cost - Provide the following information:

1. Itemized breakdown of cost for all service lines requested, i.e. investment consulting, participant education, Maryland FAMI support, etc.
2. Estimated total hours to complete the initial and final reports.
3. Estimated out-of-pocket expenses.
4. Hourly rate by staff classification.
5. The all-inclusive maximum fee and out-of-pocket expenses, which will not be exceeded.
6. The frequency and timing of the firm's billing process.

F. Required Documents - Please include the following required attachments as a part of your proposal. If it is not applicable, please indicate:

1. **Attachment #1: Cost Proposal.**
2. **Attachment #2: Conflict Check** – In order to assist BRHP in performing a conflict check, Offeror is asked to review its client list and as part of the proposal, advise BRHP of the names of the firm’s clients who might potentially or perceptually pose a conflict of interest in connection with work the firm may perform for BRHP if awarded this contract. If none are known, please state. Proposals that fail to provide a response may be removed from further review and consideration. Discovery of an undisclosed/existing conflict of interest shall be grounds for contract termination.
3. **Attachment #3: Insurance Coverage** – Evidence of all appropriate and applicable insurance coverage carried by the Offeror, including policy coverage periods and limits.
4. **Attachment #4: Form HUD-5369-B**, Instructions to Offerors – Non-Construction.
5. **Attachment #5: Form HUD-5369-C**, Certifications and Representations of Offerors – Non-Construction Contract.
6. **Attachment #6: Form HUD-5370-C**, General Conditions for Non-Construction Contracts.
7. **Attachment #7**: Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters.
8. **Attachment #8**: Conflicts Certification

VII. RFP SCHEDULE AND SUBMISSION REQUIREMENTS

<u>Activity</u>	<u>Date</u>
Issue RFP	9/14/2026
Questions Due	9/25/2026
Proposals Due	10/9/2026
Anticipated Award Date	10/23/2026

A. Closing Submission Date - Proposals must be submitted by electronic copy as specified in line-item C. below no later than **5:00 PM EDT on October 9, 2026**. 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.

B. Inquiries - Any requests for additional information, clarification or questions regarding this RFP may be sent via e-mail to Shari Stratton at ssstratton@brhp.org.



All such communications must be received by **5:00 PM EDT by September 25, 2026**. All questions, as well as responses, will be posted on a rolling basis in the Request for Proposals section of BRHP's website.

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

Note, the e-mail subject line for the electronic copy must read "RFP, Investment Advisory Consulting Services" to Shari Stratton at sstratton@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 will result in disqualification of the proposal.

VIII. EVALUATION CRITERIA AND PROCEDURE

A. Evaluation Criteria BRHP will evaluate all proposals received based upon the following factors with corresponding ranking points:

<u>Evaluation Factor</u>	<u>Maximum Rating Points</u>
Qualifications and Experience: Level of experience and knowledge of the firm and individual(s) identified to work on matters described in Scope of Work.	40
Approach to Scope of Work: Understanding of scope of services, quality of approach to meet scope of work in specified time frames.	15
Cost	20
Nonprofit Experience: Previous experience and similar work related to nonprofit retirement services	25

B. Evaluation Procedure

- 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.

BRHP contemplates award of the contract to one or more responsible firms with the highest total points. BRHP reserves the right to award a contract to more than one firm based upon its current or future needs which may best be met by a specific firm's area of expertise.

2. **Notification of Award** It is expected that a decision selecting the successful Firm will be made within two (2) weeks of the closing date of this RFP. Upon conclusion of the final negotiations with the successful firm, all Offerors submitting proposals to this RFP will be informed, in writing, of the name(s) of the successful firm. It is expected that the contract shall be for a period commencing as of January 2027 and running until December 2027. BRHP shall have the option to renew the contract, upon mutual consent, for one (1) additional two (2) year period. Renewal of the appointment/contract will require reauthorization by BRHP's authorized representative. If both parties cannot agree on prices for a contract renewal, the existing contract will be allowed to expire and the contract work will be rebid.

Attachments

The following pages include information needed to submit the required attachments. Attachment 1 and 2 are created by the offeror. Attachments 3-7 should be completed using the documents in the pages that follow.

1. **Attachment #1: Conflict Check** – In order to assist BRHP in performing a conflict check, Offeror is asked to review its client list and as part of the proposal, advise BRHP of the names of the firm's clients who might potentially or perceptually pose a conflict of interest in connection with work the firm may perform for BRHP if awarded this contract. If none are known, please state. Proposals that fail to provide a response may be removed from further review and consideration. Discovery of an undisclosed/existing conflict of interest shall be grounds for contract termination
2. **Attachment #2: Insurance Coverage** – Evidence of all appropriate and applicable insurance coverage carried by the Offeror, including policy coverage periods and limits
3. **Attachment #3: Cost Proposal**
4. **Attachment #4: Form HUD-5369-B**, Instructions to Offerors – Non-Construction.
5. **Attachment #5: Form HUD-5369-C**, Certifications and Representations of Offerors – Non-Construction Contract.



6. **Attachment #6: Form HUD-5370-C**, General Conditions for Non-Construction Contracts.
7. **Attachment #7**: Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters.
8. **Attachment #8**: Conflicts Certification



Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Per 48CFR 52.209-5)

(1) I, _____, hereby certify on behalf of _____ (insert name of Offeror/Firm) and its key principals, associates and staff, that we:

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property (if offeror checks "have", the offeror shall also see 52.209-7, if included in this solicitation);

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in Section (A) above;

(D) Have not, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied;

(E) Have not, within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal agency; and

(F) Do not have an Active Exclusion on the System for Award Management (SAM).

(2) The Offeror shall provide immediate written notice to BRHP if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(3) The certification in paragraph (1) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, BRHP may terminate the contract resulting from this award for default.

(4) Where the Offeror is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this certification form.

Offeror (Firm): _____ Date: _____

By: _____

Name: Title:



Guidance: (A) Offeror's inability to certify to the items in paragraph (1)(B), (1)(C), (1)(D), and (1)(E) will not necessarily result in withholding of an award. However, this certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as required in paragraph (4) above or as requested by the Contracting Officer may render the Offeror non-responsible. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (1) above. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(B) "Principal", for the purposes of this certification, means an officer, managing member, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity.

(C) Federal taxes are considered delinquent if both of the following criteria apply: (i) the tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted. (ii) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

Examples. (i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights. (ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights. (iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment. (iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).



CONFLICTS CERTIFICATION

The Contractor certifies that neither it nor any of its subcontractors include any person who has an interest, direct or indirect, in this proposed contract and who during his or her tenure, or for one (1) year thereafter, is:

- a) A present or former member or officer of the BRHP's Board of Directors or any member of a director's immediate family.
- b) Any BRHP employee who formulates policy or who influences decisions with respect to BRHP project(s) that are connected to this proposed contract, or any member of the employee's immediate family, or the employee's partner.
- c) Any public official, member of the local governing body, or State or local legislator, or any member of such individuals' immediate family.
- d) A member of or delegate to the Congress of the United States of America or a resident Commissioner (defined as an individual appointed to oversee a territory or possession of the United States of America, such as Guam).

NOTE: "Immediate family" member means the spouse, mother, father, brother, sister, or child of a covered class member whether related as a full blood relative, or as a "half or "step" relative (e.g., half-brother or stepchild).

Offeror (Firm): _____ Date: _____
By: _____

Name:

Title: