

H O U S I N G



N E T W O R K

Request for Proposals

Housing Stability Task Force Meeting Facilitator

Project Overview

The Housing Network of Rhode Island (HNRI) is looking to hire a highly skilled facilitator to support the convening of a high-level Housing Stability Task Force.

HNRI is a 501(c)(3) organization that is composed of 17 nonprofit community development agencies who develop, maintain, and operate affordable housing and economic development programs across the state. HNRI also serves as the backbone for Homes RI, a coalition of organizations working to increase the supply of safe, healthy, and affordable homes. The current scope of work is funded through the National Low Income Housing Coalition's ERASE (Ending Rental Arrears to Stop Evictions) project, an effort to increase visibility, accessibility, and preventative measures of state and local Emergency Rental Assistance (ERA) Programs.

Housing Stability Task Force

HNRI recognizes that ERA is a short-term approach to the systemic problem of rising housing costs, which can lead to evictions when renters are unable to afford their rent. As part of advocating for long term strategies to solve the affordable housing crisis, HNRI, in partnership with United Way of Rhode Island, is seeking to convene and staff a stakeholder Task Force to advance housing stability and eviction prevention that would include representatives from the judiciary, attorneys, tenants/tenant advocates, landlords, and other policymakers. We anticipate the final membership of the Task Force to be about 20 individuals.

Tasks and Deliverables:

The objective of the Task Force is to provide a structured forum to examine eviction and displacement among Rhode Islanders and to propose practical and implementable policy, programmatic and legislative changes to reduce evictions and promote stable tenancies.

Overview of Major Tasks:

1. Facilitate engaging and productive in-person and virtual meetings/workshops with Task Force members to design strategies and outcomes focused on eviction diversion and promoting stable tenancies. Engage oral and written contributions from all participant

groups, to ensure equal sharing of ideas and proposals from different interests. Any in-person meetings will follow applicable COVID-19 safety protocols (masking, distancing).

2. Design meeting agendas and exercises/activities in consultation with project staff and Task Force implementation team, and review meeting minutes prior to dissemination.
3. Support the development of a work plan to keep the Task Force focused and making forward progress.
4. Contribute to the Housing Stability Task Force final report.

Timeline

Below is an outline of prospective Task Force meetings and objectives. The meeting objectives are subject to change depending on conditions and needs of the project and input from participants.

Meeting Objectives	Timeline
Meeting #1: Participants are introduced to the Housing Stability Task Force, understand the core goals and objectives of the task force, review and discuss causes of housing instability and consequences of not having eviction prevention measures in place.	December 2021
Meeting #2: Review leading examples from across the country.	January 2022
Meeting #3: Participants identify systems strategies which relate to housing instability, set and prioritize strategies to combat instability and eviction.	February 2022
Meeting #4: Participants will affirm strategies, affirm outcomes, and begin to think about targets and progress measures for housing stability and eviction prevention outcomes.	March 2022
Meeting #5: Participants agree to performance measures and indicators and begin drafting a work plan for the final set of recommendations.	April 2022
Meeting #6: Participants review and make edits to the final set of recommendations.	May 2022
Meeting #7: Final set of recommendations to achieve housing stability and prevent evictions is presented to members and strategies are discussed about how to present them to the general assembly (if applicable, final recommendations might be targeted towards programmatic changes, which don't require legislation). Final report is published online and made public for partners and supporters to share widely.	June 2022

Proposal Considerations & Submission Guidelines

To respond to this RFP, please submit a proposal and supplementary documents to Rachel Flaherty, rflaherty@housingnetworkri.org by **5:00PM ET on Wednesday, November 17, 2021**. If you have any questions related to the RFP, please send them by Friday November 12, 2021. Proposals should include the following:

1. Name of Consultant / Organization if applicable and principal contact information: name, email, and telephone
2. Resume, short biography, or CV for the consultant.
3. A letter of interest describing the consultant's interest and ability to execute the project, relevant experience, and any pertinent subject matter expertise. In the narrative the consultant should describe their experience / approach to facilitating sensitive topics and resolving conflicts among teams, and any anticipated challenges to the current scope of work.
4. Consultant fee to complete the described scope of work with a brief budget narrative and cost breakdown. If the fee is based on a per hour rate, please provide the anticipated number of hours related to each task. The anticipated maximum budget for this scope of work is \$5,000.
5. Copies of at least three (3) client testimonials or references with contact information for similar scopes of work provided within the past five (5) years.

Proposals will be evaluated based on the consultant's relevant experience, including facilitation of similar multi-stakeholder groups, and described ability to initiate and execute the scope of work within the proposed timeline.

Respondents will be notified of a decision by close of business on Monday, November 22. Upon selection, a contract with consultant will be executed with the Housing Network of Rhode Island. The anticipated date for the Task Force kick-off meeting is Wednesday December 1, 2021.