



REQUEST FOR LETTERS OF INTEREST OPIOID USE DISORDER SUPPORTIVE HOUSING CAPITAL PROGRAM CONSULTATION SERVICES

July 19, 2024

New Hampshire Housing Finance Authority (NH Housing) seeks letters of interest to provide Consultancy Services for its Opioid Use Disorder Supportive Housing Capital Program (the Program). Attached Exhibit A provides the general Scope of Work (SOW).

Consultancy Services to be provided under this SOW are for:

1. The Program planning phase (expected to last two to four months);
2. The Program implementation phase (expected to last three to four months);
3. The first one to three years of the Program's ongoing administration, as needed; and
4. As needed, on-demand technical assistance.

SUBMISSION PROCESS FOR LETTERS OF INTEREST

Contents of the Letter

Qualified companies/organizations shall submit a Letter of Interest that includes the following information:

- A description of the company/organization.
- A description of the services being offered with reference to the components in the SOW.
- A description of the company/organization's experience with the proposed work.
- The names and resumes of the key people who will work on the project.
- A link to the company/organization's website.
- Reference materials and/or description of similar services performed.
- Contact information.
- A preliminary project timeline showing all major steps for launching of the service(s) to be provided.
- Budget for service(s) to be provided and/or hourly rates of individual(s) who will provide services. If seeking to provide multiple services, the budget should be broken down by individual services to be provided.

How to Submit the Letter

Letters shall be submitted in PDF format. All documents included with the letter shall be included as an indexed attachment to the letter.

Letters shall be emailed to:
Emily Boisvert, Program Manager
Multifamily Development
New Hampshire Housing
eboisvert@nhhfa.org

With a copy to:
Rebecca Griswold, Administrative Assistant
New Hampshire Housing
rgriswold@nhhfa.org

Deadline to Submit the Letter

To be considered, letters must be submitted to New Hampshire Housing no later than 11:59 pm EDT, August 9, 2024.

SELECTION PROCESS

The decision of which company/organization, if any, to hire is solely that of NH Housing. The decision will be based primarily upon NH Housing's determination of cost, service, experience, qualifications, innovation, and/or other factors considered relevant by NH Housing. Seeking Letters of Interest does not in any way create an offer by NH Housing to hire for any services. New Hampshire Housing reserves the right to engage with more than one company/organization for the services herein.

After receiving proposals, NH Housing may:

1. Conduct due diligence to review the respondent and its submission;
2. Discuss the submission with the respondent;
3. Require additional information;
4. Negotiate directly with respondents on terms relating to price, staffing, travel, and technology requirements; and
5. Waive or modify RFI requirements, provided such waivers are consistent with the RFI's goals and are fair to all respondents.

Other Provisions

The following applies to all submissions:

1. Late proposal submission will be returned without being reviewed or evaluated.
2. All materials submitted by respondents may be subject to New Hampshire's right-to-know law, RSA Chapter 91-A.
3. NH Housing reserves the right to reject any submission on the basis of being unresponsive to the RFI requirements or for failure to fully comply with the RFI.
4. NH Housing is not liable for any costs incurred by respondents, including, without limitation, costs related to the preparation of submissions or oral interviews.
5. NH Housing in its sole discretion retains the right to waive any minor irregularity in any respondent's response to these or other RFI requirements, should it be judged to be in the best interest of NH Housing.
6. NH Housing may reject any and all submissions, may seek correction or clarification and may negotiate the terms of the submissions with respondents.
7. NH Housing is not required by law to employ the services sought in this RFI, and therefore, NH Housing may cancel or withdraw this RFI, or any part of it, at any time and for any reason.
8. This RFI, the submissions, any negotiations or other communications do not constitute an offer, commitment or contract in any way. The only binding agreement will be a contract executed between NH Housing and the successful respondent. The contract will be in the form prescribed by NH Housing.

Questions

Any questions regarding this RFI, or the selection process, may be made only in writing to:

Emily Boisvert, Program Manager, Multifamily Supportive Housing

New Hampshire Housing
eboisvert@nhhfa.org

ABOUT NEW HAMPSHIRE HOUSING

New Hampshire Housing is a self-supporting public corporation that promotes, finances and supports affordable housing. New Hampshire Housing operates rental and homeownership programs designed to assist low- and moderate-income persons with obtaining affordable housing.

Opioid Use Disorder Supportive Housing Capital Program Scope of Work

Introduction

New Hampshire Housing Finance Authority is a self-supporting public corporation that promotes, finances and supports housing solutions for people of New Hampshire. One of NH Housing's goals is to help people of vulnerable populations find and maintain stable housing through the development of supportive housing. This scope of work (SOW) focuses on delivering advisory services for the Opioid Use Disorder Supportive Housing Capital Program (the Program).

The Program will provide capital funding to projects that create new supportive housing for households with a member who has experienced an opioid use disorder and other co-occurring disorders and conditions. The Program will be funded by the New Hampshire Opioid Abatement Trust Fund as administered by the Fund's Advisory Commission. The Fund and Commission were established in 2020 under House Bill 1639 to oversee the use of the State's Opioid Settlement funds to support programs associated with the prevention, treatment, and recovery from Opioid Use Disorder and other co-occurring disorders. The New Hampshire Department of Health and Human Services (DHHS) provided a NH Opioid Abatement Trust Fund & Advisory Commission [website](#), including the Opioid Abatement Trust Fund [Administrative Laws](#) and [Statute](#).

Project Overview/Objectives

NH Housing will contract with DHHS to administer the Program. NH Housing will receive \$6,000,000 per year for three years, with the possibility of continuing the program for another three years with an allocation of \$6,000,000 per year. NH Housing estimates it will be able to provide financing for up to six projects per year through the Program.

NH Housing will establish an advisory committee comprised of stakeholders and subject matter experts who will participate in the Program design and ongoing Program administration guidance. NH Housing seeks to implement the Program through the issuances of a Notice of Funding Opportunity by October 18, 2024. NH Housing is seeking Letter of Interest for advisory services related to planning, implementation, and ongoing program operations, compliance, and reporting through the first one to three years of the Program.

Services to be Provided

NH Housing seeks advisory services for the following areas of the Program.

- ☐ Advisory services for work completed during the Program Design phase, including;
 - Identifying eligible supportive housing models and identifying best practices in housing for people in recovery from substance use disorders;
 - Identifying possible Program priorities including certain housing types, target populations, geographic locations, etc.;
 - Drafting/reviewing Program materials including Program Guidelines, Notice of Funding Opportunity, and application materials;
 - Planning and participation in community listening sessions; and
 - Identifying Program outcomes and reporting measures.
- ☐ Plan, coordinate and lead focus groups comprised of community stakeholders to help inform program priorities, design, etc.
- ☐ Advisory services for work completed during the Program Implementation phase, including;
 - Developing marketing strategies and materials;
 - Conducting community outreach events and information sessions; and
 - Communication with community partners and potential Program applicants.
- ☐ Advisory services for work completed throughout the ongoing Program Administration, including;
 - Review of project financing applications, as needed;
 - Generating reports for submission to NH DHHS and the Commission.
 - Ensuring selected projects meet all identified Program standards and requirements prior to loan closing; and
 - Develop metrics to evaluate Program outcomes and efficacy to identify areas of Program improvement.

During all phases of the Program, the contracted consultant will:

- ☐ Participate in Advisory Committee meetings at least monthly; and
- ☐ Consider the Program's compliance with the Fair Housing Act, 42 U.S.C. §§ 3601-3619 and HB 1639-FN (Ch. 39 Laws of 2020).

Timeframe

NH Housing seeks to contract with a qualified consultant starting August 19, 2024. The contract will be for a period of one year with an option to renew annually for up to two additional years.

Decision Making and Project Management

NH Housing will be reviewing options and making decisions for the Program. As defined in the contract with NH DHHS, NH Housing will consult with NH DHHS.

The primary contacts at NH Housing for the company/organization(s) selected by NH Housing to provide the Consultancy Services outlined in this SOW through this RFI (Selected Consultant) will be the Associate Program Manager, Multifamily Development, Senior Program Manager, Multifamily Development and the Director, Multifamily Development and Finance. All decisions shall be made by NH Housing.

The following provides an overview of certain aspects of this work.

- NH Housing will establish an Advisory Team comprised of stakeholders and subject matter experts to advise the Program. As requested by NH Housing, the Selected Consultant shall participate on that team.
- NH Housing has internal project management resources that will likely be used in the Program. Selected Consultants will work with the Senior Program Manager and Associate Program Manager as warranted to coordinate the timely completion of tasks and deliverables.
- NH Housing is working with NH DHHS to administer the Program on behalf of the New Hampshire Opioid Abatement Trust Fund Advisory Commission. NH Housing may share the information gained through that work with the Selected Consultant to ensure good communication and coordination.

Other Terms

- NH Housing and the Selected Consultant shall sign a contract and this SOW shall be part of that contract.
- The Selected Consultant shall primarily work from the Selected Consultant's own office. However, the Selected Consultant shall attend meetings at NH Housing's office and other meetings as requested by NH Housing.
- The Selected Consultant shall sign NH Housing's confidentiality and security agreement.
- The Selected Consultant shall work independently on assigned aspects, keeping NH Housing informed at all times of the work, including providing weekly progress reports and such other reporting requested by NH Housing.