



353 Water Street
Augusta, ME 04330-4633
www.mainehousing.org



PO Box 949, 5 Community Drive
Augusta, ME 04332-0949
www.famemaine.com

Request for Proposal (RFP)

For

Disaster Recovery Plan Development

Background

Maine State Housing Authority (MaineHousing) is the State of Maine's housing finance agency, an independent state agency that combines public and private housing finance to benefit Maine's low and moderate-income people. MaineHousing brings millions in new private and federal housing funds to invest in Maine for the creation of, and to help Mainers obtain, quality safe, affordable housing and services suitable to their housing needs.

The Finance Authority of Maine (FAME) is the business finance agency for the State of Maine. Established in 1983, FAME was charged with supporting the start-up, expansion and growth plans of Maine's business community. To meet the financing needs of Maine's businesses, FAME offers a wide array of assistance programs, ranging from traditional loan insurance programs for both small and larger businesses to investment tax credits. In 1990, the mission of FAME was significantly expanded when it assumed responsibility for administering the State's higher education programs. Through a variety of loan, grant and scholarship programs, FAME helps Maine students and families meet the costs associated with higher education. FAME is also the administrator for the State's Section 529 Plan – the NextGen College Investing Plan®.

The headquarters of MaineHousing and FAME (together, the Agencies) are located about two miles apart in Augusta, Maine. Given that the Agencies have similar business needs and look to establish a new and robust Disaster Recovery Plan, it is the express intent of this Request for Proposal (RFP) to realize economies of scale by working together in developing the final product.

Purpose of RFP

The purpose of this RFP is for the Agencies to solicit proposals from professional, qualified sources interested in competing to conduct a complete Business Impact Analysis and to develop a Business Continuity Plan which will result in both Agencies realizing a robust Disaster Recovery Plan.

The current Disaster Recovery Plans for both Agencies are outdated and have remained untested for a long period of time, and neither has had a Business Impact Analysis conducted within the last 12 years. As a result, both Agencies' business activities and critical operations are vulnerable to potential disruption should a disaster or other indeterminate loss of activities affect either headquarters in Augusta.

General Selection Criteria

General criteria upon which proposals will be evaluated include, but are not limited to, the following:

- Demonstrated ability to provide services required in the RFP
- Experience in similar projects
- Completeness of submitted proposal
- Realization of economies of scale for both Agencies
- Ability of firm to provide adequate staff for project
- Overall price

Selection Process

The selection process includes review by MaineHousing's Disaster Recovery Committee and by FAME staff.

Selection and Contracting Timeline

November 7, 2016:	RFP sent to qualified organizations.
December 1, 2016, 5:00 p.m. EST	Deadline for questions and inquiries
December 28, 2016, 5:00 p.m. EST:	Deadline for RFP proposal submissions
January 4 - January 17, 2017:	Review RFP proposals
January 20, 2017:	Complete selection process
February 8, 2017:	Deadline for executing contract

Contract Term

The Agencies desire to enter into a contract with the successful consultant effective no later than February 8, 2017. The length of contract shall be determined by the timeline provided by the successful consultant, as approved by the Agencies during the selection process. If the Agencies and the successful consultant are unable to negotiate and sign a contract by February 8, 2017, the Agencies reserve the right to seek an alternative consultant.

Information Contact

All questions and inquiries relating to this RFP must be submitted to MaineHousing in writing by mail, facsimile or e-mail and include the name of the questioner and his/her telephone number, fax number and/or e-mail address. The MaineHousing contact for all questions about the RFP is:

Name:	Michael D. Baran
Organization:	MaineHousing
Title:	Special Projects Coordinator
Address:	353 Water Street, Augusta, ME 04330-4633
Telephone:	207-624-5774
Fax:	207-624-0856
E-mail:	mbaran@mainehousing.org

MaineHousing shall not be bound by, and responders may not rely on, information regarding RFP requirements obtained from non-authorized persons. Anonymous inquiries will not be answered. Specific questions must be sent to Michael Baran via e-mail or fax by 5:00pm on December 1, 2016. All answers will be posted on the MaineHousing website, www.mainehousing.org, no later than 5:00 p.m. on December 14, 2016.

Proposal Requirements

All proposals must include the following:

1. Examples of similar services provided by responder for other clients.
2. References including contact information for at least three organizations for which responder has provided comparable services.

3. Resumes and related work histories of all responder's key personnel who would participate in the project.
4. Details regarding how economies of scale will be realized in the project and their projected monetary value.
5. A proposed plan and timeline for the provision of tasks a – d below, which are considered by the Agencies as essential to the development of a robust Disaster Recovery Plan:
 - a. Business Impact Analysis – strategies and measures to diminish vulnerability to incidents that could lead to major losses or disruptions; provision of a plan to ensure the continuity of services in case of a significant loss or disruption and increasing staff's ability to face worst-case scenarios.
 - b. Hazard and Risk Assessment - Identification of potential hazards, probability of occurrence and analysis of what could happen if a hazard occurs
 - c. Business Continuity Strategies – Planning and preparation to ensure that the Agencies can continue to operate in case of serious incidents or disasters and can recover an operational state within a reasonably short time.
 - d. Development of a robust Disaster Recovery Plan which utilizes the components contained in numbers a-c above.
 - e. An internet based website solution that is capable of hosting disaster recovery plans, business impact analysis, risk assessment tools and provides a platform for testing plans and risk assessments.
6. A projection of the testing, exercise and maintenance requirements of the plan.
7. An all-inclusive fixed price that covers all labor, materials, and travel.
8. Completion of the following Conflict of Interest question:
 - a. Identify any potential conflicts of interest that could exist between the Agencies and i) other client interests, or ii) that may result from consulting services provided by your firm or affiliated organizations. Additionally, does the responder, any principal or affiliate of the responder, or anyone who will be paid for work on the contract have business ties, familial relationships, or other close personal relationships with a current Agency employee or commissioner or anyone who was an employee or commissioner within the past two years? Describe your firm's policies and procedures designed to prevent conflicts from occurring.

The Agencies agree to provide the personnel necessary to assist the consultant and access to the organizations' activities for purposes of observing their functions. In return, the successful respondent agrees to provide all equipment necessary to accomplish the scope of work.

Proposals must be submitted to Michael D. Baran by email at mbaran@mainehousing.org, faxed to Attn: Michael D. Baran at 207-624-0856, or mailed Attn: Michael D. Baran to 353 Water Street Augusta, Me 04330-4633. In case of proposals sent via fax or mail, a copy must be sent via e-mail as well. **DEADLINE FOR SUBMISSION – DECEMBER 28, 2016, 5:00 P.M. EST.**

Based on the quantity of responses received, the materials provided and the level of interest in our project, the Agencies reserve the right to request follow-up interviews with responders to this RFP, who will be notified if it is determined that this step is necessary.

Additional Terms and Conditions

This RFP is subject to the following terms and conditions:

1. The Agencies expressly reserve the right to modify or withdraw this RFP at any time, whether before or after any responses have been submitted or received.
2. The Agencies reserve the right to adjust the timetable for this RFP as they may deem necessary.
3. In the event the successful respondent does not enter into the required contract to deliver the services described in this RFP, the Agencies reserve the right to reject that respondent and to offer a contract to another respondent.
4. In no event will any obligations of any kind be enforceable against the Agencies unless and until a written agreement is entered into.
5. The Agencies reserves the right to waive informalities and minor irregularities in proposals received.
6. The Agencies reserves the right to negotiate price or other factors included in any proposal submitted to the Agencies. If the Agencies are unable to negotiate a mutually satisfactory arrangement with the successful respondent under this RFP, the Agencies may, in their sole discretion, negotiate with another respondent or cancel this RFP and not select any proposal or the Agencies may select another proposal.
7. Each respondent bears all costs and expenses of its response and there will be no reimbursement for any costs and expenses relating to the preparation of responses submitted or for any costs or expenses incurred during any negotiations.
8. Information submitted in any proposal becomes public information, and is subject to disclosure in accordance with the Maine Freedom of Access Act, 1 M.R.S.A. Section 401 et seq. ("FOAA").

The Agencies do not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, the Agencies do not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability or genetic information. The Agencies will provide appropriate communication auxiliary aids and services upon sufficient notice. The Agencies will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711. FAME has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Lisa Brown, Finance Authority of Maine, PO Box 949, 5 Community Drive, Augusta, Maine 04332-0949, Telephone Number 1-800-228-3734 or (207) 623-3263.