

NEW MEXICO MORTGAGE FINANCE AUTHORITY

Request for Qualifications

Grant Writing Services



Expanding the view of affordable housing.

February 9, 2018

**New Mexico Mortgage Finance Authority (MFA)
Request for Proposals
For Grant Writing Services**

Part I: Background & General Information

Introduction

The New Mexico Mortgage Finance Authority (MFA) is a governmental instrumentality, separate and apart from the state, created by the Mortgage Finance Authority Act, N.M. Stat. Ann. Sections 58-18-1 1978 *et seq.* (1978) for the purpose of financing affordable housing for low- and moderate-income New Mexico residents.

Purpose

The purpose of this Request for Qualifications (RFQ) is to solicit proposals, in accordance with the New Mexico Mortgage Finance Authority Procurement Policy, from qualified firms which by reason of their skill, knowledge, and experience are able to furnish MFA with services grant writing services.

Questions and Answers

Questions pertaining to this RFQ must be submitted via the MFA website at <http://www.housingnm.org/rfp> . Under "Current RFP's," select "RFQ to Provide Grant Writing Services." On the Grant Writing Services page, select the "Grant Writing Services FAQs" link. Questions will be checked on a daily basis. The FAQ will open the day after the RFQ issues and will close on March 2, 2018. To submit your questions, scroll down to the "Ask a question" section, enter your name, e-mail address, and type your question in the "Question" box, type in the two words in the CAPTCHA box and click on "Send my question." MFA will make every attempt to answer questions within two business days.

Proposal Submission

An original and three copies of a submission must be received by MFA at our office located at 344 Fourth Street, SW, Albuquerque, NM 87102, no later than March 9, 2018 at 4:00 p.m., Mountain Standard Time. Proposals shall be in sealed envelopes marked "**Response to Grant Writing Services RFQ.**"

Proposal Tenure

All submissions shall include a statement that the proposal shall be valid until contract award, but no more than 60 calendar days from the proposal due date.

RFQ Revisions and Supplements

If it becomes necessary to revise any part of this RFQ or if additional information is necessary to clarify any provision of this RFQ, the revision or additional information will be provided on the MFA website.

Incurred Expenses

MFA shall not be responsible for any expenses incurred by an Offeror in responding to this RFQ. All costs incurred by Offerors in the preparation, transmittal or presentation of any proposal or material submitted in response to this RFQ will be borne solely by the Offerors.

Cancellation of Requests for Proposals or Rejection of Proposals

MFA may cancel this RFQ at any time, for any reason and may reject all proposals (or any proposal) which are/is not responsive.

Evaluation of Proposals, Award Notice and Negotiation

Proposals will be evaluated by an Internal Review Committee of MFA staff using the criteria listed in Part II: Services to be Performed and Part III: Minimum Qualifications and Requirements.

MFA may provide Offeror(s) whose proposals are reasonably likely, in MFA's discretion, to be selected, an opportunity to discuss and revise their proposals prior to award, for the purpose of obtaining final and best offers. Proposals shall be evaluated on the criteria listed in Part V: Evaluation Criteria, below.

The Internal Review Committee shall select the Offeror(s) whose proposal(s) is/are deemed to be most advantageous to MFA and MFA will place those Offeror(s) on a list of approved vendors, provided that payment may not exceed the prices proposed in the Offeror's response to the RFQ. For any given engagement, vendors may be selected on the basis of availability and other relevant factors. The basis for individual selections will be documented by MFA. MFA may require Offeror(s) to enter into a contract with MFA upon engagement.

Award Notice

MFA shall provide written notice of the award to all Offerors within 10 days of the date of the award. The award shall be contingent upon successful negotiations of a final contract between MFA and the Offeror(s) whose proposal(s) is/are accepted by MFA.

Proposal Confidentiality

Offerors or their representatives shall not communicate with MFA staff members regarding any proposal under consideration or that will be submitted for consideration, except in response to an inquiry initiated by the Internal Review Committee or a request from MFA for a presentation and interview. A proposal will be deemed ineligible if the Offeror or any person or entity acting on behalf of Offeror attempts to influence members of MFA during any portion of the RFQ review process, including any period immediately following release of the RFQ.

Until the award is made and notice given to all Offerors, MFA will not disclose the contents of any proposal or discuss the contents of any proposal with an Offeror or potential Offeror, so as to make the contents of any offer available to competing or potential Offerors.

Irregularities in Proposals

MFA may waive technical irregularities in the form of proposal of any Offeror selected for award which do not alter the price, quality or quantity of the services offered. Note especially that the date and time of proposal submission as indicated herein under Part I: Background and General Information, Proposal Submission cannot be waived under any circumstances.

Responsibility of Offerors

If an Offeror who otherwise would have been awarded a contract is found not to be a Responsible Offeror, a determination that the Offeror is not a Responsible Offeror, setting forth the basis of the finding, shall be prepared and the Offeror shall be disqualified from receiving the award. A Responsible Offeror means an Offeror who submits a proposal that conforms in all material respects to the requirements of this RFQ and who has furnished, when required, information and data to prove that his financial resources, facilities, personnel, reputation and experience are adequate to make satisfactory delivery of the services described in this RFQ. The unreasonable failure of an Offeror to promptly supply information in connection with an inquiry with respect to responsibility is grounds for a determination that the Offeror is not a Responsible Offeror.

Part II: Services to Be Performed

MFA is seeking to retain one or more Offeror(s) to provide grant writing services to include researching and identifying potential grants, proposal management, providing general grant writing services, completing and submitting grant applications and product delivery.

Part III: Minimum Qualifications and Requirements

- A. Only those Offerors who meet the following minimum criteria are eligible to submit a proposal pursuant to this RFQ:
1. Track record of successful grant writing for at least three years
 2. Experience with federal grants
- B. Information to be provided by the Offeror(s) in the proposal:
Provide an outline of your experience providing grant writing services, to include at a minimum the following:
1. Number of years firm has been in existence
 2. Summary of firm experience and approach to the services requested
 3. Name and resumes of key staff or project team, indicating which individuals will be assigned to work with MFA.
 4. Information on successful grant writing efforts, including benefitting party, source, year of award, and dollar amount of grant award.
 5. A minimum of three references from governmental or other entities for which you have provided grant writing services. Include the name of the organization, brief description of the project, name of contact person and daytime telephone number.
 6. Indicate city and state where services will be performed.
 7. Fee schedule and basis for compensation.

Part IV. Compensation

Fee basis should be an all-inclusive, hourly fee. Entity must provide an hourly fee breakdown for each staff position it would propose to use and/or make available to MFA for use as needed.

The cost shall be based on the hours of work provided and “out-of-pocket expenses.” Billing on the project should occur on a frequency to be negotiated with successful Offeror(s) and will be based on hours spent on the project and associated costs.

Part V: Evaluation Criteria

MFA shall award the contract for Proposal Management and Writing Services to the Offeror whose proposal is most advantageous to MFA. Proposals shall be evaluated primarily on experience and fees. Proposals shall be scored on a scale of one to 100 based on the criteria listed below. Please note that a serious deficiency in any one criterion may be grounds for rejection regardless of overall score.

Additional Preference Criterion: New Mexico Resident Business

A New Mexico Resident Business, for the purposes of MFA’s Procurement Policies, is defined as one in which the majority of the Offeror’s employees who would perform the services reside in New Mexico. If an Offeror is seeking preference points as a New Mexico Resident Business, the Offeror’s proposal must include: (1) evidence that the Offeror is licensed to do business in New Mexico; and, (2) a representation that the majority of the Offeror’s employees who would perform the services to be performed reside in New Mexico.

| Criteria | Point Range | Maximum Points |
|--|-----------------------------|-----------------------|
| 1. Experience and Capability: Offeror’s skill, knowledge and experience with grant writing, to include researching and identifying potential grants, proposal management, providing general grant writing services, completing and submitting grant applications and product delivery. | 0-35 | 35 |
| 2. Specialized Knowledge: <ul style="list-style-type: none">• Offeror’s experience writing grants for governmental entities such as MFA, which would have similar grant writing needs.• Offeror’s experience with federal grant applications | 0-40 0-20 0-20 | 40 |
| 3. Fees: The Offeror(s) with lowest fees will be awarded 25 points. All other Offeror(s) will receive a lower amount of points proportionate to the difference in the average fees. | 0-20 | 20 |
| 4. New Mexico Resident Business | 0-5 | 5 |
| Maximum Points | | 100 |

Part V: Proposal Format and Instructions to Offeror

Proposals submitted to MFA must, at a minimum, contain the following information and shall be organized as follows:

1. Letter of Transmittal
2. Include at least the following information:
 - A. Name, address and telephone number of Offeror and name of contact person.
 - B. A signature of the Offeror or any partner, officer or employee who certifies that he or she has the authority to bind the Offeror.
 - C. Date of proposal.
 - D. A statement that the Offeror, if awarded the contract, will comply with the contract terms and conditions set forth in this RFQ.
 - E. A statement that the Offeror's proposal is valid for 60 days after the deadline for submission of proposals.
3. A statement disclosing: (1) any political contribution or gift valued in excess of \$250.00 (singularly or in the aggregate) made by Offeror to any elected official of the state of New Mexico in the last three years, (2) any current or proposed business transaction between Offeror and any MFA member, officer or employee, and (3) any other conflict or potential conflict which may give rise to a claim of conflict of interest.
4. A detailed description of Offeror's technical capabilities to provide responsive and professional services to MFA if the contract were awarded to Offeror (e.g., ability to prepare and respond to documents in a timely manner, expertise of administrative support staff, etc.).
5. Offeror's proposal for delivering services, including organization of responsibilities, approach, and the availability of personnel for consultation and discussion, as necessary to serve the needs of MFA.
6. A description of New Mexico clients for which Offeror has worked or performed services, currently or in the last 10 years.
7. The location of Offeror's main office and the locations of any of Offeror's branch offices.
8. Services performed under this RFQ will be provided on an hourly basis. A specific fee schedule for each component portion of the services, as identified in Offeror(s) response, must be included in this proposal. Please include a statement as to whether the Offeror's proposed rates are the best offered by the firm to any client.
9. MFA requires that Offeror be an Equal Opportunity Employer. Please state that Offeror complies fully with all government regulations regarding nondiscriminatory employment practices.
10. Offeror shall provide MFA with written certification that Offeror is eligible to participate in any and all federal- or state-funded housing programs; is not currently facing disciplinary action by any federal, state or local entity; is not suspended, debarred or excluded from participation in any

federal- or state-funded housing program; and is not listed as an excluded party(ies) on the System for Award Management's list of excluded parties accessed at www.sam.gov.

11. Names and contact information for three references for which Offeror has provided federal procurement services, including dates and description of services performed.
12. Please provide any other relevant information which will assist MFA in evaluating Offeror's ability to provide the services as described herein to MFA.

New Mexico Mortgage Finance Authority

Board Members

Chair Dennis Burt—Burt & Company CPAs
Vice Chair Angel Reyes—President, Centinel Bank in Taos
Treasurer Steven Smith—President, R.O.G Enterprises
Member John A. Sanchez—Lieutenant Governor, State of New Mexico
Member Hector Balderas—Attorney General, State of New Mexico
Member Tim Eichenberg—Treasurer, State of New Mexico
Member Randy McMillan—President, NAI First Valley Realty, Inc.

Management

Jay Czar, Executive Director
Gina Hickman, Deputy Director of Finance and Administration
Isidoro Hernandez, Deputy Director of Programs

Staff

| | | |
|--------------------|--------------------|--------------------|
| Al Radicioni | Heather Abramowski | Rene Acuna |
| Alicea Coyne | Jackie Garrity | Rita Riddle |
| Amanda Aragon | Jacobo Martinez | Rob Jones |
| Amy Gutierrez | Janice Shije | Robyn Powell |
| Angel Candelaria | Jeannette Marquez | Rose Baca-Quesada |
| Angelina Martinez | Jeff Payne | Sabrina Su |
| Anita Racicot | Joseph Navarette | Samantha Vigil |
| Barbara Tashkandy | Judy Amador | Sandra Marez |
| Blanca Vasquez | Kathleen Keeler | Sarah Marinelli |
| Carmela Arellano | Kathy Griego | Shannon Tilseth |
| Carol Salazar | Laura Chavez | Sharlynn Rosales |
| Christina Gerwin | Laura Thompson | Shawn Colbert |
| Christine Wheelock | Laura Riehl | Shawn Rasmussen |
| Cynthia Marquez | Leann Kemp | Stacy Havens |
| Dana Gohr | Lisa Romero | Susan Biernacki |
| Debbie Davis | Marjorie Martin | Suzette Chavez |
| Dolores Wood | Melissa Cabrera | Teresa Chiarolanza |
| Dominic Baca | Monica Abeita | Teri Baca |
| Doris Clark | Natalie Michelback | Theresa Garcia |
| Eunice Duran | Pat Rogers | Troy Cucchiara |
| Francina Martinez | Patrick Ortiz | Yvonne Reed |
| Frankie Salcido | Patty Balderrama | Yvonne Segovia |
| George Maestas | Rebecca Sanchez | |
| Gina Bell | | |