Request for Proposal (RFP)

NM Energy$mart Multifamily Weatherization Assistance Program

Program Years 2027-2032

September 16, 2026

Housing New Mexico | New Mexico Mortgage Finance Authority (MFA)

7425 Jefferson St. NE, Albuquerque, NM 87109 | *housingnm.org* | 505-843-6880

EQUAL HOUSING OPPORTUNITY

Thank you for your interest in responding to Housing New Mexico's NM Energy$mart Request for Proposal (RFP). Housing New Mexico is committed to choosing the best qualified Offerors and this information will provide the best opportunity to do so.

Part I – General information

The general information part of the RFP provides background information about Housing New Mexico, general proposal requirements, and RFP standards.

Part II – Program-Specific Criteria

Part II of the RFP requires responses from the Offeror. It is designed to provide specific criteria such as program background; purpose of the RFP; RFP training; Questions and Answer information; performance agreement terms; timelines; minimum qualifications; geographic area to which the RFP would apply; evaluation criteria; program standards, compliance with federal requirements, and RFP forms.

To provide clarification or answers to questions to this RFP, a Frequently Asked Questions link will be available on Housing New Mexico's website after the tentative RFP training. Please refer to the timeline noted in Part II for the training date.

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PART I: GENERAL INFORMATION

1 BACKGROUND INFORMATION

1.1 INTRODUCTION

The New Mexico Mortgage Finance Authority (Housing New Mexico | MFA) ("Housing New Mexico") 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, et seq. (1978) for the purpose of financing affordable housing for low- and moderate-income New Mexico residents. Housing New Mexico will endeavor to ensure, in every way possible, that small, women-owned business enterprises and/or labor surplus area firms (collectively Disadvantaged Business Enterprises [DBE]) shall have every opportunity to participate in submitting proposals and providing services. DBE businesses are encouraged to submit proposals. Housing New Mexico will not discriminate against any business on grounds of race, color, religion, gender, national origin, age or disability. It is Housing New Mexico's policy that suppliers of goods or services adhere to a policy of equal employment opportunity and demonstrate an affirmative effort to recruit, hire and promote regardless of race, color, religion, gender, national origin, age, or disability.

1.2 PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals, in accordance with Housing New Mexico's Procurement Policy, from qualified applicants, which by reason of their skill, knowledge, and experience are able to furnish services for Housing New Mexico in connection with the program for which they are applying ("Offerors").

Pursuant to Housing New Mexico's Procurement Policy, all procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in Uniform Guidance, 2 CFR Part 200.317 through 200.326 as well as Part 200.327 which addresses contract provisions.

2 GENERAL PROPOSAL REQUIREMENTS

2.1 PROPOSAL SUBMISSION

All Offeror proposals must be received for review and evaluation by Housing New Mexico by 4 p.m. Mountain Time on the deadline of the proposal outlined in **Part II Section 9, Timeline of the RFP**. Proposals will only be accepted by email and shall include "Proposal to Offer Services/NM Energy$mart Program" in the subject line. Proposals which are not received by the deadline will not be accepted.

Submit proposals to Justin Smith, the Housing New Mexico Program Coordinator for the Community Development Department at: jsmith@housingnm.org. Proposals received after the due date outlined in the timeline will not be considered for funding.

2.2 PROPOSAL TENURE

All proposals shall include a statement that the proposal shall be valid until performance agreement award, but no more than ninety (90) calendar days from the proposal due date.

2.3 PROPOSAL FORMAT

This Request for Proposals and forms may be downloaded from Housing New Mexico's website: https://housingnm.org/funding-opportunities/rfps-rfqs.

- Offeror(s) must submit the agency's most recent financial audit, FY2024 or FY2025, or a letter from Housing New Mexico indicating that we have already received and approved Offeror's most recent audit.
- Offeror(s) must submit a copy of the proposal along with all required schedules and attachments.
- Proposals must include all program-specific forms attached to this proposal package, and all schedules and attachments pertaining thereto.

2.4 IRREGULARITIES IN PROPOSALS

Housing New Mexico 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 that the date and time of proposal submission as indicated herein, in Part II Section 9, Timeline, cannot be waived under any circumstances.

2.5 EVALUATION OF PROPOSALS

Responses will be evaluated by an internal review committee comprised of Housing New Mexico staff using the scoring criteria as described in **Part II Section 12, Evaluation Criteria**. A member of the review committee will present award recommendations to Housing New Mexico management and Housing New Mexico's Board of Directors. Final selection(s) will be made by Housing New Mexico's Board of Directors at a regularly scheduled monthly meeting.

Housing New Mexico does not guarantee and is not obligated to make an award. Awards will be based on availability of funds, Offeror's demonstrated need, and Offeror's score on the scoring criteria and/or for any of the other reasons set forth herein or in Housing New Mexico's Policies and Procedures. Offerors whose proposals are the most advantageous to Housing New Mexico, in its sole discretion, taking into consideration the evaluation criteria set forth in the RFP will be selected.

2.6 DEFICIENCY CORRECTION PERIOD

Upon receipt of all timely submitted proposals, Housing New Mexico staff members will review all proposals to verify that they are complete in accordance with the requirements of this RFP. Should any proposal be missing a threshold requirement in the RFP, it will be deemed incomplete. Housing New Mexico will notify Offerors if any corrections are needed during the deficiency period. The deficiency correction period may not be used to increase the Offeror's score. Items eligible for correction or submission during the deficiency correction period include missing or incomplete items required in **Part II, Section 10, Minimum Qualifications and Requirements**.

Housing New Mexico shall communicate proposal deficiencies to each Offeror's designated contact person via email pursuant to the timeline outlined in **Part II, Section 9, Timeline** of this RFP. Applicants must correct all deficiencies within the deficiency correction period outlined in **Part II, Section 9, Timeline** of this RFP. **All items must be submitted no later than 4 p.m. Mountain Time on the due date.** The response due date will be noted on the deficiency notice. If the information requested is not provided within the timeframe provided or is submitted, but remains deficient, the proposal will be rejected without any further review.

Upon expiration of the deficiency correction period, Housing New Mexico will not accept Offeror's submission of any items still missing from the proposal.

3 RFP STANDARDS

3.1 PROTEST

Any Offeror who is aggrieved in connection with this RFP or the notification of preliminary selection to this RFP may protest to Housing New Mexico. A protest must be based on an allegation of a failure to adhere to the evaluation process as designated in the RFP, including Housing New Mexico's evaluation of proposals. The protest must be submitted by email to Justin Smith, Housing New Mexico Program Coordinator for the Community Development Department at:
jsmith@housingnm.org

The protest must be delivered to Housing New Mexico within five (5) business days after notification of award. Upon the timely filing of a protest, the Program Coordinator shall give notice of the protest to all Offerors who appear to have a substantial and reasonable prospect of being affected by the outcome of the protest. The Offerors receiving notice may file responses to the protest within five (5) business days of notice of protest. The protest process shall consist of the review of all documentation and any testimony provided in support of the protest by Housing New Mexico Policy Committee. If Policy Committee determines that the appealed matters set forth in the protest may be proven, or justified, solely on the basis of the materials submitted with the initial proposal, then the protest will heard by the applicable Contracted Services Committee. If Contracted Services Committee's recommendation needs further discussion, then the protest may then be taken to the full Board for approval. Housing New Mexico will issue a notice of determination relating to the protest within a reasonable period of time after submission of the protest. The determination by Housing New Mexico shall be final. No appeal of the determination of the protest shall be allowed.

Offerors or their representatives shall not communicate with Housing New Mexico's Board of Directors or staff members regarding any proposal under consideration, except when specifically permitted to present testimony to the Board of Directors. A proposal will be deemed ineligible if the Offeror or any person or entity acting on behalf of the Offeror attempts to influence members of the Board of Directors or staff during any portion of the RFP review process or does not follow the prescribed proposal and protest process. Housing New Mexico Board of Directors and Management are in Exhibit C1 in Section 15 Forms.

3.2 RFP REVISIONS AND SUPPLEMENTS

Should revisions or additional information be necessary to clarify any provision of this RFP, a notice of revisions or request for additional information, as applicable, will be provided to all Offerors via Housing New Mexico's website

and via email to each person who attends the mandatory RFP Training at the email Offeror uses to sign up for the training.

3.3 INCURRED EXPENSES

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

3.4 RESPONSIBILITY OF OFFERORS

If an Offeror, who otherwise would have been awarded a contract, is found not to be a responsible Offeror, a determination 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 RFP and who has furnished, when required, information and data to prove that the Offeror's financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in this RFP. The failure of an Offeror to promptly supply information in connection with an inquiry with respect to responsibility is a basis for determination that the Offeror is not a responsible Offeror.

If Offeror's situation changes to not reflect what is stated in this RFP, or if the Offeror needs to remove, replace, or add key personnel, Housing New Mexico must be notified in writing within 10 days.

In addition to the terms of the services to be performed, the contract between Housing New Mexico and the successful Offeror(s) shall include, but may not be limited to, terms substantially similar to the following.

Indemnity. Offeror accepts full responsibility and liability for the Scope of Work and for the proper obligation and expenditure of Program Funds under this Agreement and shall defend, hold harmless and indemnify Housing New Mexico and its funders against any and all claims or liabilities, including attorneys' fees and costs of litigation, arising out of Offeror's performance of or failure to perform the Scope of Work or arising out of any Project developed under the Scope of Work or for which Program Funds have been expended.

Subcontracting Prohibited. The Offeror shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of Housing New Mexico. If approved by Housing New Mexico, the Offeror shall be solely responsible for the performance of any subcontractor under such subcontract(s). Use of a subcontractor shall not relieve Offeror of any obligation under this Agreement for any reason, including but not limited to a subcontractor's bankruptcy, insolvency or other inability to perform the services required under any subcontract.

Required Records. The Offeror will maintain adequate financial accounting, program, and project records for no less than five (5) years after the expiration date or termination date of the agreement, whichever is later.

Cost Reimbursements/Budget. Payment under cost reimbursable contract provisions shall be made upon Housing New Mexico's receipt from the Offeror of certified and documented invoices for actual expenditures allowable under the terms of this Agreement. Reimbursements will be made in accordance with the Budget.

Commercial General Liability Insurance. A commercial general liability insurance policy with combined limits of liability for bodily injury or property damage will be required with the limits below:

$1,000,000	Per Occurrence
$2,000,000	Policy Aggregate
$1,000,000	Products Liability/Completed Operations (if applicable)
$1,000,000	Personal and Advertising Injury
$50,000	Damage to Rented Premises (if applicable)
$5,000	Medical Payments
25% of Grant	Fidelity Bond or Employee Dishonesty Insurance

Said policy or policies of insurance must include coverage for all operations performed for Housing New Mexico by the Offeror and contractual liability coverage shall specifically insure and hold harmless provisions of this Agreement. Furthermore, workers compensation insurance must be included and Housing New Mexico to be listed as additional insured.

Termination. In the event of Offeror's uncured breach, Housing New Mexico may terminate the entire Agreement or any part of the Agreement.

Termination for Convenience. In accordance with 2 CFR 200.326 and 2 CFR Part 200, Appendix II, Required Contract Clauses, Housing New Mexico may terminate this Agreement for convenience, upon ninety (90) days written notice to Offeror. In the event of termination for convenience, Subrecipient shall be reimbursed for all costs incurred up to the effective date of the termination, provided that such costs are eligible for reimbursement hereunder.

3.5 CANCELLATION OF RFP OR REJECTION OF PROPOSALS

This RFP may be canceled and any or all proposals may be rejected when it is in the best interest of the state of New Mexico and/or Housing New Mexico. In addition, Housing New Mexico may reject any or all proposals which are not responsive. Offerors may also cancel their proposal at any time during the proposal process.

3.6 AWARD NOTICE

Housing New Mexico shall provide written notice of the award to all Offerors within ten (10) business days of the date of the award. The award shall be contingent upon successful negotiations of a final contract between Housing New Mexico and the Offeror whose proposal is accepted by Housing New Mexico.

3.7 PROPOSAL CONFIDENTIALITY

Until awards are determined and notice given to all Offerors, Housing New Mexico will not disclose the contents of any proposal or discuss the contents of any proposal with an Offeror or potential Offeror, to ensure the information does not become available to competing or potential Offerors. Offeror(s) that attempt to discuss or retrieve the contents of proposals will be ineligible for this award. After award all proposals will be open to the public for inspection and copying pursuant to Housing New Mexico's Request to Inspect Documents policy. Offeror must redact all confidential and personal identifier information from proposal if not specifically required by Housing New Mexico.

3.8 CODE OF CONDUCT

Offeror shall always conduct itself in a manner consistent with the Housing New Mexico Third-Party Code of Conduct. The Third-Party Code of Conduct is attached for review as Exhibit B1 in Section 15 Forms. Upon request by Housing New Mexico, Offeror shall disclose information Housing New Mexico may reasonably request relating to conflicts or potential conflicts of interest.

3.9 CONFIDENTIAL DATA

Offerors may request, in writing, nondisclosure of confidential data. Such data shall accompany the proposal and shall be readily separable from the proposal to facilitate public inspection of non-confidential portions of the proposal. After the award, all proposals and documents pertaining to the proposals will be open to the public. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret under the Uniform Trade Secrets Act, §57-3A-1 *et seq*. NMSA 1978.

If a citizen of this state requests disclosure of data for which a request for confidentiality is made, Housing New Mexico shall examine the request for confidentiality and make a written determination that specifies which portions of the proposal it has determined should be disclosed and will provide the Offeror with written notice of that determination and the date it shall disclose such information.

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PART II: PROGRAM-SPECIFIC CRITERIA

4 PROGRAM BACKGROUND

Housing New Mexico operates the NM Energy$mart Program "NME$ Program", a Weatherization Assistance Program "WAP" funded by the U.S. Department of Energy "DOE" and other funding sources through which Service Providers weatherize homes for income-eligible homeowners, renters and multifamily development owners. The mission of the WAP program is to reduce energy costs for low-income families, particularly for the elderly, people with disabilities and young children, by improving the energy efficiency of their homes while ensuring their health and safety. The Program uses the most advanced technologies and testing protocols available in the housing industry. In addition to the comfort, health benefits and energy savings for the household, energy conservation resulting from the efforts of state and local agencies helps our country reduce its dependence on foreign oil and our carbon footprint.

5 PURPOSE OF RFP

The purpose of this Request for Proposals "RFP" is issued pursuant to Housing New Mexico's Procurement Policy to solicit proposals from qualified Offerors capable of providing program services from 2027-2032 in accordance with 10 CFR 440, the NM Energy$mart Standards, the NM Energy $mart Administrative Handbook and all applicable Generally Accepted Accounting Principles "GAAP". The cited references are available at https://housingnm.org/funding-opportunities/rfps-rfqs.

Housing New Mexico is the direct grantee for the U.S. Department of Energy "DOE" Weatherization Assistance Program "WAP" and will submit a grant application (State Plan) for New Mexico to DOE for program year "PY" 2026-2027 WAP funding which can be located for review at https://housingnm.org/programs/home-rehabilitation-and-weatherization/energymart-weatherization-assistance/learn-more/state-plans.

Funding will be made through a competitive process for eligible Offerors. Under the DOE WAP, Housing New Mexico's RFP process is intended to procure for weatherization service providers. Housing New Mexico will enter a weatherization contract for the PY 2026-2027 for training purposes and PY 2027-2028 for weatherization implementation with the successful Offeror. During the Offeror's training process, units are allowed to be completed within PY 2026-2027. Any remaining funding and associated units to be completed will be carried over into PY 2027-2028.

2026/2027RFP NM Energy$mart Service Territory		
Geographical Area Option	**Budget**	**Units**
Multifamily Statewide Territory	$395,000	31

Estimated 2027/2028 RFP NM Energy$mart Service Territory		
Geographical Area Option	**Budget**	**Units**
Multifamily Statewide Territory	$1,000,000	80

Future funding will be based on service provider performance, and availability of funds. Estimated number of units vary based on funding sources particular to each territory.

Please refer to Section 11 – "Geographic Area to which this RFP applies", which also provides a table that details the approximate amount of funding for the Multifamily Territory areas based on estimated funding available from federal, state, and utility funding.

Please refer to Section 12 – "Evaluation Criteria", which provides detailed requirements for the multifamily requirements.

Utility funding is based on the service territory that each utility company serves, and therefore the allocations can vary for each territory in this RFP. Upon selection of successful Offeror(s), additional utility funding may be added to the total award in addition to the federal and state funding to be used as leverage funding. In addition, LIHEAP funding is excluded from the Multifamily budget for PY 2026-2027; however, LIHEAP funding can be available for future program years based on the Offeror(s) first year performance review.

It is important to note that all successful Offerors may receive funding for training as well as have access to vehicles and equipment necessary to perform weatherization services per the requirement set by the DOE.

As funding becomes available to Housing New Mexico during the contract period for activities similar to the work performed under the Program, additional funding may, at the option of Housing New Mexico, be offered to the successful Offeror(s) without a new RFP. Housing New Mexico retains sole discretion to make the judgment as to the need for additional RFPs. Satisfactory performance will be a prerequisite for consideration of additional funding.

Offerors may not obligate funds, incur expenses, or otherwise implement program services prior to the execution of a contract with Housing New Mexico. Funding is anticipated to be available for future program years at similar levels but is subject to change. Funding is not guaranteed to any given Offeror in any given amount.

6 RFP TRAINING

All interested Offerors may attend a tentative RFP training session. The training is scheduled for **October 20, 2026, from 10:00 am to 12:00 pm** in Housing New Mexico's boardroom located at 7425 Jefferson St. NE Albuquerque, NM 87109. A virtual option will be provided to attend and will be recorded for Offerors that cannot attend in person. The date is posted on Housing New Mexico's website and is also located in Section 9, Timeline of this proposal. Pre-registration is required. To register, visit https://housingnm.org/funding-opportunities/rfps-rfqs. After the RFP training, questions will only be answered through Housing New Mexico's formal RFP Q & A process detailed in Section 7 of this RFP.

7 RFP Q&A

Questions pertaining to this RFP and application must be submitted via Housing New Mexico's website at https://housingnm.org/funding-opportunities/rfps-rfqs. Select the NM Energy$mart RFP and scroll down to the bottom of the website page to submit your inquiry along with your contact information. The FAQ will open on October 1, 2026, and will close November 16, 2026. Housing New Mexico will make every attempt to answer questions within two (2) business days.

8 PERFORMANCE AGREEMENT TERM

Successful Offerors will enter a half-year contract with an option of four, one-year renewals with Housing New Mexico for services to be performed. The half-year contract consists of training only and will be further explained in the RFP

training mentioned in **Section 6, RFP Training.** All renewals will be subject to the amount and availability of funding. Therefore, upon funding availability, there is a possibility that an agency can hold a contract from February 1, 2027, through June 30, 2032. The term of the first half-year contract is scheduled to begin on February 1, 2027, and end on June 30, 2027. The term of the first one-year contract is scheduled to begin on July 1, 2027, and end on June 30, 2028.

DOE formula grant funding for the non-established Offerors will be awarded in program year 2026/2027 for training and all other applicable funding sources will be awarded effective July 1, 2027.

9 TIMELINE

Activity	Date
Housing New Mexico to Publish RFP	9/21/2026
RFP Training	10/20/2026
RFP FAQs on Website	10/1/2026 through 11/16/2026
Deadline for receipt of RFP responses	11/20/2026
Deficiency Correction Period begins	11/30/2026
Deficiency Correction Period ends	12/4/2026
Preliminary Award Notice sent to offerors	12/22/2026
Protest Period begins	12/22/2026
Protest Period ends	1/5/2027
Present Award Recommendations to Housing New Mexico Board of Directors	1/20/2027
Final Notification of Awards upon Housing New Mexico Board Approval	1/20/2027
Final award letters will be sent to selected Offeror(s)	1/20/2027

10 MINIMUM QUALIFICATIONS AND REQUIREMENT

Offerors must meet the basic eligibility criteria specified in the "Minimum Qualifications and Requirements" section of this RFP. In addition, responses to the RFP must meet the criteria listed below. Criteria must be met by Offerors to be considered for funding. All Housing New Mexico forms released with this application under Section 15 "RFP Forms" must be used. No substitution will be accepted. Applications and forms may be obtained from Housing New Mexico's website at: https://housingnm.org/funding-opportunities/rfps-rfqs.

The following criteria must be met by Offerors to be considered for selection to provide services for the NM Energy$mart Program:

- Must be able to provide three consecutive years of COROS registration.
- Offerors must submit an application form specifying the service territory for which they are applying. (Form provided in Section 15 "RFP Forms").
- Offerors must submit proof of status as a non-profit agency, Community Action Agency (CAA), or other public entity (e.g., unit of local government).

- Offerors must submit proof of current registration as a charitable organization with the New Mexico Attorney General's Office, covering the fiscal year ending in 2025 or proof of exemption therefrom. Information can be submitted online, and verification obtained via https://secure.nmag.gov/coros/. Verification should be in the form of the first page of the "NM Charitable Organization Registration Statement."

- Offerors must provide proof of GB-98 license held in the name of the offeror for Multifamily homes.

- If Offeror has been a Service Provider of Housing New Mexico and received funding from Housing New Mexico in the past, they must be in "good standing" with Housing New Mexico as of the date of this RFP. To be in good standing Offeror must have no unresolved findings from prior Housing New Mexico monitoring(s).

- Offerors must not have a "suspended," "debarred" or HUD "Limited Denial of Participation" status conferred upon it by Housing New Mexico and/or other state or federal funding sources. Offeror must provide a print screen from https://sam.gov/content/home as proof of compliance within 30 days of the application date.

- Offerors must describe any material, current or pending litigation, administrative proceedings or investigations that could impact the reputation or financial viability of the firm. (Form provided in Section 15 "RFP Forms").

- Offerors must certify that all information provided in the RFP response is true and correct, and that the individual signing has the authority to bind the Offeror to the Assurances (Form provided in Section 15 "RFP forms").

- Offerors must ensure that multifamily weatherization work performed will not increase the rent on current low-income residents for a period of at least one year.

- Offerors must ensure that multifamily weatherization work performed will not increase the value of the rental to an undue or excessive amount.

- Offerors must ensure that multifamily weatherization work performed will benefit the resident and not just the owner of the property.

- Must have at least one staff member that is certified as a Home Energy Professional Energy Auditor (EA) and Quality Control Inspector (QCI). If the agency does not have one staff member that is certified as a QCI, the agency must demonstrate that at least two staff members have completed an Energy Auditor/QCI class by the Santa Fe Community College or an Interstate Renewable Energy Council (IREC) Accredited Institution and have enrolled in the online training for exam practice. In addition, the agency must prove through online pre-exam scores that the candidate(s) are on track to successfully pass the HEP QCI exam by December 1, 2027.

- Must certify capability and capacity to obtain DOE approval to use energy modeling software.

- Independent Audits (most current or 2025). Offerors not subject to the audit requirements of 2 CFR 200 must obtain independent yellow book audit prepared by a third-party CPA in accordance with Generally Accepted Government Auditing Standards (GAGAS) covering financial and compliance audits. Agencies must provide either an independent CPA's auditors report (Audit) or audited financial statements conducted in accordance with Government Auditing Standards (GAS). The GAS Audit or audited financial statements must include the following:

- ✓ An independent auditor's report of financial statements;
- ✓ An independent auditor's report of internal control over financial reporting and compliance;
- ✓ Auditor's management letter if appropriate and the Offeror's response to any audit or audited financial statement findings.
- ✓ Schedule of Expenditures of Federal Awards

- If Offeror received federal funding equal to or over the amount of $1,000,000 in the fiscal year ending in 2025, a Single Audit is required pursuant to 2 CFR 200.500.250 Subpart F. The following types of audits or audited financial findings may disqualify Offeror from funding:

  - ✓ Repeat and unresolved audit findings, as determined by Housing New Mexico;
  - ✓ If Offeror has received greater than $1,000,000 in the fiscal year ending in 2025 and the single audit did not meet the requirements of the 2 CFR 200 Subpart F;
  - ✓ For Single Audit, no proof of federal audit clearinghouse submission (FORM SF-SAC);
  - ✓ If governmental entity, proof is not included of current audit submission to the Office of the New Mexico State Auditor;
  - ✓ If referenced in audit as a separate communication, no submission of management response letter and management response to concerns noted in the management letter;
  - ✓ If there is not a submission of management response to audit findings.

- For offerors that did not receive funding from Housing New Mexico in PY 2025/2026, an audit to the aforementioned standards or an independent CPA's review of financial statements must be provided.

Beginning February 1, 2027, the successful Offeror will be required to provide proof of insurance to include a commercial general liability insurance policy with combined limits of liability for bodily injury and property damage as listed in the table below. Housing New Mexico must be listed as additional insured. Further details will be provided on the RFP training date in Section 6.

$1,000,000	Per Occurrence
$1,000,000	Policy Aggregate
$1,000,000	Products Liability/Completed Operations (if applicable)
$1,000,000	Personal and Advertising Injury
$50,000	Damage to Rented Premises (if applicable)
$5,000	Medical Payments
$1,000,000	Builder's Risk Insurance (Applicable Construction Practices)
25% of Grant	Fidelity Bond or Employee Dishonesty Insurance

11 GEOGRAPHIC AREA TO WHICH THIS RFP APPLIES

Geographic Areas

The NM Energy$mart program is a state-wide program covering all 33 counties. The total multifamily program funding for the 2027-2028 PY is estimated to be over $1,000,000.

The service territory map applicable to this RFP is attached as Exhibits A1 in Section 15 Forms. The Offeror who scores the highest from Multifamily service territory will be the only Offeror who is funded for that area. This will be revealed and explained further in the RFP training date in Section 6.

2026/2027 RFP NM Energy$mart Service Territory		
Geographical Area Option	**Budget**	**Units**
Multifamily Statewide Territory	$395,000	31

Estimated 2027/2028 RFP NM Energy$mart Service Territory		
Geographical Area Option	**Budget**	**Units**
Multifamily Statewide Territory	$1,000,000	80

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12 EVALUATION CRITERIA

Standard Criteria	Maximum Score
Submission of complete application	**5**
Organization Capacity	**20**
Weatherization Program Management Experience	**10**
Financial Strength	**20**
Existing Weatherization Service Provider Compliant with 10 CFR 440.15	**20**
Energy Efficiency/Construction	
Multifamily Energy Efficiency Experience	**80**
NM Energy$mart Program Implementation Plan	
Multifamily Territory Implementation Plan	**80**
Total Maximum Points	**235**
In the event of a tie, the Housing New Mexico scoring panel will conduct a telephone and/or virtual interview with each Offeror to further discuss the Offeror's capacity, to administer the weatherization program. The Housing New Mexico scoring panel will then make their decision on the successful Offeror.	

Organization Capacity – 20 Possible Points

Experience of management of personnel – outline the experience of Offeror's management staff with federal grant-funded program. Provide an organizational chart and the administrative and financial management capacity form provided in Section 15 "RFP Forms". Provide resumes for each of the key positions listed below.

Provide a list of Board of Directors (Form provided in Section 15 "RFP Forms") **(5 points)**

Executive Director experience
Less than 2 years (1 point)
2 to 5 years (3 points)
More than 5 years **(5 points)**

Fiscal Manager experience
Less than 2 years (1 point)
2 to 5 years (3 points)
More than 5 years **(5 points)**

Administrative staff responsible for reporting, invoicing, intake and outreach
Less than 2 years with Offeror Agency (1 point)
2 to 5 years with Offeror Agency (3 points)
More than 5 years with Offeror Agency **(5 points)**

Weatherization Program Management Experience – 10 Possible Points

Experience of Weatherization Program Management personnel – outline the experience of Offeror's Weatherization management staff with federal grant-funded programs. Provide an organizational chart and the administrative and financial management capacity form provided in Section 15 "RFP Forms". Provide resumes for each of the key positions listed below.

Program/Construction Manager Weatherization experience
Less than 2 years (1 point)
2 to 5 years (3points)
More than 5 years **(5 points)**
OR
Program/Construction Manager Energy Efficiency experience
Less than 2 years (1 point)
2 to 5 years (2 points)
More than 5 years **(3 points)**

Field Operations Weatherization experience
List staff, with years of experience in terms of project or program management in general construction:
Less than 2 years (1 point)
2 to 5 years (3 points)
More than 5 years **(5 points)**
OR
Field Operations Energy Efficiency experience
List staff, with years of experience in terms of project or program management in general construction:
Less than 2 years (1 point)
2 to 5 years (2 points)
More than 5 years **(3 points)**

Financial Strength – 20 Possible Points

External Audit – a maximum of 5 points will be awarded based on the results of Offeror's independent audit or audited financial statements for their most recent completed fiscal year not ending earlier than 2024.

Audit materials must include a management response to any findings and corrective action to clear the finding or provide details on the current status of a finding.

0 Current Findings **(5 points)**
Previous Years Findings cleared (3 points)
Unresolved Findings (0 points)

Financial Management (up to 15 points)

- Provide agency budget assumptions for the Offeror's NM Energy$mart Program. Form provided in Section 15 "RFP Forms" **(5 points)**
- Provide the policy for the Offeror's system of internal controls for fiscal management as documented in a policies and procedures manual approved by the Offeror's Board of Directors **(5 points)**
- Offeror's by-laws requiring Board of Director's fiscal oversight **(5 points)**

Energy Efficiency/Construction *Multifamily* Experience – 80 Possible Points

Provide a summary of no more than two (2) pages detailing the experience and performance in construction for energy efficiency upgrades and/or housing renovation activities in Multifamily projects. **(5 points)**

Provide an organizational chart and resumes of field staff that would be directly performing the work on the homes. In addition, complete the Field Experience and Capacity form provided in Section 15 "RFP Forms". **(5 points)**

Years of Personnel Experience
25 years of combined experience in Multifamily projects **(5 points)**
15 to 24 years of combined experience in Multifamily projects (4 points)
Less than 15 years of combined experience in Multifamily projects (3 points)

Multifamily Completed Projects
Provide a list of names and addresses of multifamily projects that Offeror has provided rehabilitation, energy efficiency upgrades, and/or new green construction services in Multifamily projects in the past three years.
10 projects or more **(5 points)**
5 to 9 projects (4 points)
Less than 5 projects (3 points)

Energy Audit Modeling
Experience with NEAT/MHEA/WA Web/MULTEA **(5 points)**
Experience with other multifamily energy modeling software **(4 points)**
Experience with TREAT **(3 points)**

Managing Energy Efficiency Programs
5 or more years of experience managing DOE WAP funding in Multifamily projects. **(5 points)**
2-5 years of experience managing DOE WAP in Multifamily projects. (4 points)
2 or less years of experience managing DOE WAP in Multifamily projects. (3 points)
OR
5 or more years of experience running Energy Efficiency in Multifamily projects. **(3 points)**
2-5 years of experience running Energy Efficiency in Multifamily projects. (2 points)
2 or less years of experience running Energy Efficiency in Multifamily projects. (1 point)

Field Certifications **(50 points)**

Not all of the certifications listed below are required at the time of application for this RFP. If the Offeror currently has any of the certifications listed below, they will be eligible for the points for each certification listed.

*The certifications noted with an *asterisk will be required within 1 year of contract execution. Training will be provided by the NM Energy$mart Training Academy.*

Lead Based Paint Certifications **(6 points)**

- *Lead Renovator Certification **(1 point)**
- *Lead Inspector Certification **(2 points)**
- Lead Abatement Supervisor Certification **(3 points)**

Building Performance Institute Certifications **(29 points)**

- *Retrofit Installer Technician **(2 points)**
- *Crew Leader **(3 points)**
- *Energy Auditor **(4 points)**
- *Quality Control Inspector **(5 points)**
- Building Science Principles **(1 point)**
- Building Analyst Technician **(1 point)**
- Building Analyst Professional **(2 points)**
- AC/Heat Pump **(1 point)**
- Air Leakage Control Installer **(1 point)**
- Heating Professional **(1 point)**
- Healthy Home Evaluator **(1 point)**
- Infiltration and Duct Leakage **(1 point)**
- Manufactured Housing **(1 point)**
- Multifamily Building Analyst **(2 points)**
- Multifamily Building Operator **(3 points)**

NM Licensing **(10 points)**

MHD-03 Mobile Home Contractor License **(2 points)**
EE-98- Electrical Contractor License **(3 points)**
MM-98- Mechanical Residential or Commercial License **(5 points) OR**

- MM-01- Plumbing License **(1 point)**
- MM-02- Natural Gas Fitting License **(1 point)**
- MM-03- Heat, Vent, and Air Conditioning License **(1 point)**
- MM-04- Heat, Cooling, and Process Pipe License **(1 point)**

Additional Certifications **(5 points)**

- Infrared Thermographer Certification **(1 point)**
- Asbestos related certifications **(1 point)**
- *OSHA 10 **(1 point)**
- *OSHA 30 **(2 points)**

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Multifamily Program Implementation Plan – 80 Possible Points

Provide an executive summary of the agency detailing their mission and how this mission is applicable to a Multifamily Weatherization Program (up to 2 pages) **(5 points)**

Provide an overview of the Offeror's vision for the NM Energy$mart Multifamily program (up to 1 page) **(5 points)**

Provide a step-by-step Multifamily program implementation plan that includes the items below (up to 5 pages)

- The Offeror's experience in administering low-income programs for Multifamily **(5 points)**
- Outreach/marketing plan for obtaining multifamily properties/projects for the NM Energy$mart Multifamily Program **(5 points)**
- The Offeror's capacity to administer a timely and effective multifamily weatherization program. This should detail the agency's implementation plan that includes a **schedule of training and unit completions** throughout the year. Provide detailed examples of the agency's process for securing multifamily properties/projects and implementing the weatherization work performed throughout the year for the specified projects. **(5 points)**
- Quality assurance process/plan that thoroughly describes how Offeror will ensure the highest level of service for multifamily projects. **(5 points)**
- Pipeline of Projects: 2 points per project. Projects must be properties where the tenants pay for the utilities. **(10 points max)**
- Familiarity with DOE approved multifamily energy audits. Provide examples of completed energy audits for input and recommended measures reports. **(10 points)**
- Access and ability to leverage additional annual funding sources with a multifamily project: 2 points per $100,000. **(20 points max)**
- Ability to aid in Housing New Mexico to apply and obtain DOE approval for utilizing another multifamily energy audit software, MULTEA, in addition to or as a replacement to the TREAT software. Such items to generate, but not limited to, will include completed energy audits and evidence of capturing energy savings from installed measures. **(10 points)**
- **(Note: Use of subcontractors must be clearly explained in the proposal and quality assurance monitoring must be detailed. The Offeror will be wholly responsible for the entire performance. DOE Standard Work Specifications are required whether using or not using subcontractors)**

13 PROGRAM STANDARDS

The DOE, WAP reduces heating and cooling costs for low-income families who fall under the DOE income guidelines of 200 percent of the poverty income level, particularly for the elderly, people with disabilities, and children, by improving the energy efficiency of their homes while ensuring their health and safety. Households receiving SSI or TANF automatically qualify for the NM Energy$mart Program. The NM Energy$mart Program weatherizes single family

homes, mobile homes, and multifamily structures for income qualified households. The program is governed through federal code 10 CFR 440. Details of the rules and regulations can be accessed in the link below: https://www.ecfr.gov/current/title-10/part-440

For multifamily structures an audit using the Targeted Retrofit Energy Auditing Tool (TREAT) software must be performed. In October 2027, Housing New Mexico will be applying for another audit software, MULTEA to be approved by DOE in addition to or as a replacement to the TREAT software. A separate source of funding for training is provided by the DOE to ensure the accuracy of audits and the quality of work that is performed in the homes. Upon completion of the audit and weatherization on a home/unit a certified final inspector is responsible for ensuring that the assessment and work completed, meet the DOE standards.

In addition to the technical aspect of the program, a Service Provider must have the capability of providing, at a minimum, the scope of work for the programmatic/administration activities listed below:

- Sound and solid fiscal resources
- Budget approved by Housing New Mexico for program funds
- A production schedule of the units required to be weatherized
- Ability to provide outreach to target income group to be served
- Staff capable of completing applicant intake procedures
- Adequate field capacity to meet production goals

There are several program standards for the NM Energy$mart Program. All information can be obtained in the documents listed below:

- DOE Weatherization Federal Regulations: 10 CFR 440: https://www.ecfr.gov/current/title-10/part-440
- WAP Program Notices: https://www.energy.gov/eere/wap/weatherization-program-notices-and-memorandums
- New Mexico State Plan for DOE weatherization: https://housingnm.org/programs/home-rehabilitation-and-weatherization/energymart-weatherization-assistance/learn-more/state-plans
- Housing New Mexico's Administrative Program Manual: Housing New Mexico will provide upon request.

Technical standards and specifications for the program are found in the NM Energy$mart Technical Standards, and the Standard Work Specifications.

- NREL Standard Work Specifications (SWS): https://sws.nlr.gov/
- NM Energy $mart Technical Standards: Housing New Mexico will provide upon request.

Offerors are expected to be familiar with the compliance codes below:

- IRC: https://www.constructionbook.com/store/category/icc-codes
- ASHRAE 62.2-2016: https://www.techstreet.com/standards/ashrae-62-2-2016?product_id=1912839
- ANSI Uniform Mechanical Code: https://epubs.iapmo.org/2021/UMC/
- BPI Technical Standards: https://www.bpi.org/resources/standards/
- NFPA: http://www.nfpa.org/

Please note that the use of subcontractors must be clearly explained in the proposal and quality assurance monitoring must be noted. The Offeror will be fully responsible for the entire performance, which will be required to follow the NREL's Standard Work Specifications whether or not subcontractors are used.

14 COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS

Offerors must comply with all applicable federal, state, and local codes, statutes, laws and regulations which include, but are not limited to the following and others that can be found at https://www.energy.gov/management/articles/national-policy-assurances-be-incorporated-award-terms:

- 10 CFR 440
- Standards for Financial and Program Management (2 CFR 200.300-200.309)
- Cost Principles (2 CFR 200 Subpart E)
- Financial Internal Controls (2 CFR 200.303)
- Protected Personally Identifiable Information (2 CFR 200, 200.1, and 200.338)
- Buy American Act, Pub. L. 117-58
- Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d, et seq. and 24 CFR Part 1)
- Fair Housing Act (42 USC 3601 et seq.)
- Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12892 and 24 CFR Part 107)
- Age Discrimination Act of 1975, as amended (42 USC 6101 et. seq.)
- American with Disabilities Act (42 USC 12101 et seq.)
- Equal Employment Opportunity, Executive Order 11246, as amended (24 CFR 570.607)
- Fair Labor Standards Act of 1938, as amended (29 USC 201, et seq.)
- Contract Work Hours and Safety Standards Act, as amended (40 USC 3701 et seq.)
- Anti-Kickback Act of 1986 (41 USC 8701-8707)
- Section 3 of the Housing and Urban Development Act of 1968 (12 USC 1701u)
- Minority/Women's Business Enterprises, Executive Orders 11625, 12138 and 12432
- Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794)
- Lead-Based Paint Poisoning Act (42 USC §4822 and 24 CFR Part 35)
- Environmental Reviews (24 CFR Part 92.352)
- National Environmental Policy Act (NEPA) of 1968 (24 CFR Parts 50 and 58)
- Property Inspections (Housing Quality Standards) (24 CFR Part 982.401)
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended by 42 USC 4601 and the regulations at 49 CFR Part 24, Subpart C
- Debarment & Suspension (Executive Order 12549, 51 Fed. Reg. 6370)
- Affirmative Outreach (24 CFR 576.407)
- Participation in HUD programs by Faith-Based Organizations (24 CFR 5.109)

Should any federal regulations be changed during and/or after the release of the RFP, Housing New Mexico will update those regulations (citations) promptly. An addendum to those changes, if applicable, will be provided to offerors.

NM Energy$mart
Request for Proposals
FORMS
Program Years 2027-2032

As outlined in section 2.3 Proposal Format

- Proposals and forms may be obtained from Housing New Mexico's website: https://housingnm.org/funding-opportunities/rfps-rfqs
- Proposals must include the program-specific forms attached to this proposal package and all schedules and attachments pertaining thereto.
- Housing New Mexico forms released with this proposal must be used when provided by Housing New Mexico. No substitutions will be accepted.

List of Forms:

- ☐ Submission Checklist
- ☐ Application/General Information
- ☐ Current Board Members
- ☐ Administrative and Financial Management Capacity
- ☐ Field Experience and Capacity
- ☐ Offeror Reputation Certification
- ☐ Offeror Certification
- ☐ Campaign Contribution Disclosure Form
- ☐ Agency Budget Assumptions
- ☐ Disclosure of Contributions by Prospective Offeror

List of Exhibits:

- ☐ Exhibit A1 – **NM Energy$mart Multifamily Territory**
- ☐ Exhibit B1 – **Third-Party Code of Conduct**
- ☐ Exhibit C1 – **Housing New Mexico Board of Directors and Management**

SUBMISSION CHECKLIST
NM Energy$mart PROGRAM PROPOSAL

AGENCY: _____

By initialing on this list, Offeror is certifying that you have enclosed the following items as defined in this RFP. Items should be attached in the order listed.

*****Submit one application package with all items below*****

MINIMUM QUALIFICATIONS AND REQUIREMENTS - Please provide the following:
Forms provided in Part 2 – Program Specific Criteria, Section 15 "RFP Forms"

Allowable Deficiency Correction items

Initial	Item Required
	Proposal submitted as outlined in Part 1- General Information, Section 2 "General Proposal Requirements"
	☐ Application form Offeror must specify the territory for which they are applying
	☐ Provide proof of GB-98 held in the name of the offeror for Multi Family homes
	☐ Proof of status as a non-profit or other public entity (e.g., unit of local government)
	☐ Proof of current registration as a charitable organization with the New Mexico Attorney General's office
	☐ Offeror must be in "good standing" with Housing New Mexico as of the date this RFP. In order to be in good standards Offeror must have no unresolved findings from Housing New Mexico monitoring's
	☐ Proof that Offeror has not been "suspended," "debarred" or HUD's Limited Denial of Participation
	☐ Describe any material, current or pending litigation, administrative proceedings or investigations that could impact the reputation or financial viability of the firm. ☐ Offeror Reputation Certification form ☐ Offerors certification form
	☐ Copy of agency's most current independent audit or audited financial statements
	☐ Proof of insurance coverage
	☐ Proof of Energy Auditor and QCI certification
	☐ Capacity to obtain DOE energy audit approval

Other Requests for Information (Please provide the following)

Initial	Item Required
	☐ Board of Director list
	☐ Resumes of key staff
	☐ Organization chart of field staff, administrative staff, and financial staff
	☐ Copy of all field staff certifications
	☐ Agency Budget Assumption
	☐ Cost Allocation Plan
	☐ Internal Controls for Fiscal Management
	☐ By-laws (Fiscal Oversight)
	☐ Description of construction services experience (up to 2 pages)
	☐ Executive Summary/Mission Statement (up to 2 pages)
	☐ Company vision (up to 1 page)
	☐ Implementation plan for the NM Energy$mart program (up to 5 pages)
	☐ Names and addresses of projects the offeror have provided similar services as outlined in this RFP. This may include, but is not limited to home rehabilitation, energy efficiency upgrades or new green construction

Application / General Information

Date of Application:

Agency Name _____

Entity Type
☐ Nonprofit
☐ Local Unit of Government
☐ Tribal Government
☐ CAA
* For Profit Agencies are NOT Eligible

Federal Tax ID Number _____ UEI Number _____

Contact Person _____ Title _____

Telephone Number _____ Ext. _____ Fax Number _____

E-Mail Address _____

Mailing Address _____

City _____ NM Zip _____

2026/2027 RFP NM Energy$mart Multifamily Service Territory			
Geographical Area Option	**Budget**	**Units**	**Select**
Multifamily Statewide Territory	$395,000	31	

Estimated 2027/2028 RFP NM Energy$mart Multifamily Service Territory			
Geographical Area Option	**Budget**	**Units**	**Select**
Multifamily Statewide Territory	$1,000,000	80	Included with above

_____
Signature of Authorized Official on behalf of Offeror Date

_____
Printed Name

_____
Title

Current Board Members

Name	
Home Address	
Employer	
Position on Board	
Area of Expertise/Qualification	
Years on Board	
Term Expire Date	
Name	
Home Address	
Employer	
Position on Board	
Area of Expertise/Qualification	
Years on Board	
Term Expire Date	
Name	
Home Address	
Employer	
Position on Board	
Area of Expertise/Qualification	
Years on Board	
Term Expire Date	
Name	
Home Address	
Employer	
Position on Board	
Area of Expertise/Qualification	
Years on Board	
Term Expire Date	
Name	
Home Address	
Employer	
Position on Board	
Area of Expertise/Qualification	
Years on Board	
Term Expire Date	

Administrative and Financial Management Capacity

Program/Staff Name	Title	Years of Experience	Capacity/Role/Services Offered

Field Experience and Capacity

Names and years of experience for individuals that will be doing the work on the homes	Years of Experience

Offeror Reputation Certification

_____
Offeror Name

Offeror must describe any material, current or pending litigation, administrative proceedings or investigations that could impact the reputation or financial viability of the firm.

_____
_____
_____
_____
_____

No _____ (There is no material, current or pending litigation, administrative proceedings or investigation that could impact the reputation or financial viability of the firm.

Yes _____ (explain)

_____ _____
Signature of Authorized Official on behalf of Offeror Date

_____
Printed Name

_____
Title

OFFEROR CERTIFICATION

("Offeror") is submitting a proposal to Housing New Mexico to be a Service Provider under the NM Energy$mart Program.

Offeror certifies that:

It will abide by all applicable federal and state of New Mexico laws and all applicable statutory, regulatory, and judicially created rules and guidelines.

It understands that Housing New Mexico will monitor its performance and compliance.

It is in good standing with all its funding sources.

It complies with Equal Employment Law and complies fully with all government regulations regarding nondiscriminatory employment practices.

It understands and represents that any contract it enters into with Housing New Mexico will be binding in all respects.

It has a current registration with the New Mexico Attorney General's Registry of Charitable Organizations, if applicable.

This proposal shall be valid until contract award or 90 calendar days from the proposal due date, whichever is longer.

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THE PROPOSAL IS TRUE AND CORRECT, AND THAT I HAVE THE AUTHORITY TO BIND THE OFFEROR TO THE ASSURANCES, AS WITNESSED BY MY SIGNATURE BELOW.

_____ _____

Signature of Authorized Official on behalf of Offeror Date

_____

Printed Name

_____

Title

Campaign Contribution Disclosure Form

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars ($250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1 -181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.
The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

This form must be included in the Request for Proposal and must be filed by any prospective contractor whether or not they, their family members, or their representatives has made any contribution subject to disclosure.

The following definitions apply:

“Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.
"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.
Name(s) of Applicable Public Official(s) if any: _____

(Completed by State Agency or Local Public Body)

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Agency Budget Assumptions

Provide a list of sub-contractors you will use in your Program. Example: plumbing, insulation, windows, etc.

Agency	Contractor Type

Note: Training is provided from a different source of funding managed by Housing New Mexico. The training funding pays for the costs of the courses, provided by the Santa Fe Community College, wages for staff in attendance and per diem. Therefore, training costs should not be included in the field staff proposed budget.

Provide an estimated cost breakdown of your PY 2026/2027 and PY 2027/2028 insurance costs. Estimate must be detailed in the categories below:

Insurance Costs PY 2026/2027	Existing Budget	Proposed NM Energy$mart budget
Contractual Commercial General Liability Insurance		
Worker's Compensation		
Pollution Control		
Auto Insurance		
Other Insurance Costs		

Insurance Costs PY 2027/2028	Existing Budget	Proposed NM Energy$mart budget
Contractual Commercial General Liability Insurance		
Worker's Compensation		
Pollution Control		
Auto Insurance		
Other Insurance Costs		

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE OFFEROR

Contribution Made By:_____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s)_____

Nature of Contribution(s)_____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

_____ _____

Signature Date

_____

Printed Name

_____

Title

--OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLAR ($250) WERE MADE to an applicable public official by me, a family member or representative.

_____ _____

Signature Date

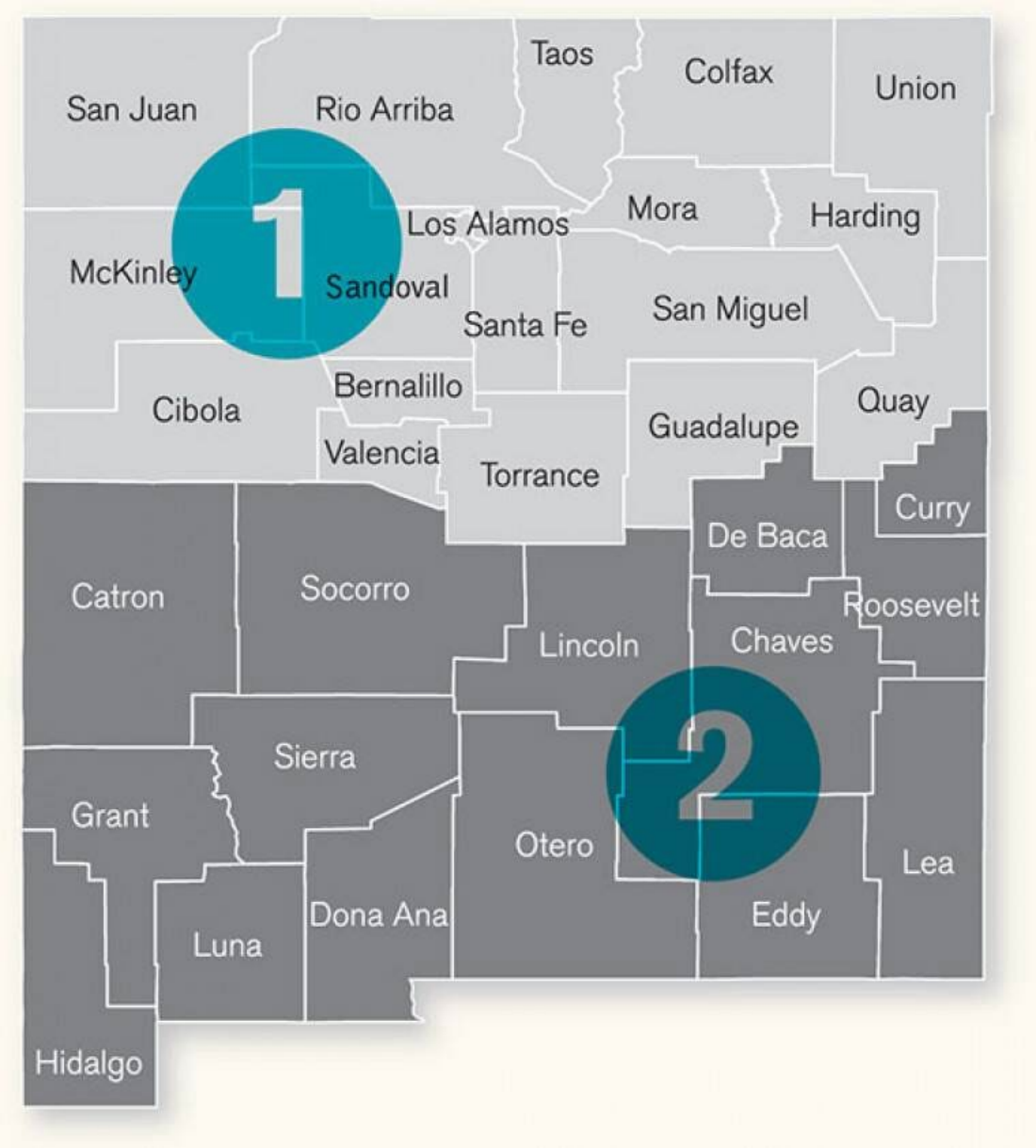
_____

Printed Name

_____

Title

EXHIBIT A1 - NM ENERGY$MART MULTIFAMILY TERRITORY



Territory	Location
Multifamily	1+2

EXHIBIT B1 – THIRD-PARTY CODE OF CONDUCT

NEW MEXICO MORTGAGE FINANCE AUTHORITY

THIRD-PARTY CODE OF CONDUCT

A. **Preamble.** The New Mexico Mortgage Finance Authority (Housing New Mexico | MFA) ("Housing New Mexico"), an instrumentality of the state government, exists to serve the citizens of the State of New Mexico. To maintain the respect, trust, and confidence of the public, and consistent with Housing New Mexico's commitment to conduct its business in an ethical and legal manner, Housing New Mexico requires that all Third Parties doing business with Housing New Mexico comply with this Third-Party Code of Conduct and otherwise uphold the highest standards of ethics and behavior.

B. **Purpose.** The purpose of this Code of Conduct is to provide general guidelines and a minimum standard of conduct for Third Parties doing business with Housing New Mexico.

C. **Definitions.** For the purpose of this Third-Party Code of Conduct, the following words and phrases shall have the following meanings:

> **"Housing New Mexico Employee"** means any person employed directly by Housing New Mexico and any person employed through a staffing agency or by contract and for whom Housing New Mexico has the right to direct and control the work performed**.**
>
> **"Housing New Mexico Member"** means a Member, and with respect to an ex-officio Member, his or her proxy, of the Board of Directors of the Housing New Mexico.
>
> **"Housing New Mexico Management"** means the Executive Director, Deputy Director of Programs, Deputy Director of Finance and Administration, and Director of Human Resources employed by the Housing New Mexico.
>
> **"Transaction"** means any transaction including, but not limited to any sale, purchase, or exchange of tangible or intangible property or services; any loan, loan commitment or loan guarantee; any sale, purchase, or exchange of mortgage loans, notes, or bonds; or any other business arrangement or contract therefor.

D. **Conflicts of Interest.** Third Parties should avoid engaging in any activity that would conflict, interfere, or even create the appearance of a conflict with their business with Housing New Mexico. Third Parties must disclose any potential conflicts to Housing New Mexico in writing as soon as practicable upon discovery or recognition. Examples of potential conflicts include, but are not limited to:

- Engaging in a conflict-of-interest transaction prohibited by Section F of Housing New Mexico's Code of Conduct, which can be found at: https://housingnm.org/uploads/documents/Section_F_of_MFA_Code_of_Conduct.pdf
- Providing gifts and entertainment to any Housing New Mexico Employee, Housing New Mexico Management or Housing New Mexico Member in an attempt to improperly influence Housing New Mexico business decisions.

Housing New Mexico shall not enter into any Transaction with a former Housing New Mexico Member or former Housing New Mexico Management for a period of one (1) year after such person ceases to be an Housing New Mexico Member or Housing New Mexico Management, except with prior approval of a disinterested majority of all current Housing New Mexico Members.

To the extent applicable, Third-Party shall disclose conflicts of interest required pursuant to state or federal law, including but not limited to 2 CFR 200.112.

E. **Anti-Discrimination and Anti-Harassment Policy.** Housing New Mexico is committed to maintaining an employment environment in which all individuals are treated with respect and dignity and expects the same from Third Parties doing

business with Housing New Mexico. Housing New Mexico expects that Third Parties will maintain a workplace where employment-related decisions are based on performance, ability, or other legitimate, non-discriminatory bases and are never based on race, color, national origin, ancestry, citizenship status, religion, sex, sexual orientation, gender identity, age, physical or mental disability, serious medical condition, marital status, status with regard to public assistance, veteran status, or any other legally-protected status.

Housing New Mexico also maintains and expects Third Parties to maintain a workplace that is free of unlawful harassment. This includes harassment based upon any of the above legally-protected status (such as age, sex, religion, national origin, etc.) and which creates an intimidating, hostile, or offensive working environment. This also includes sexual harassment which is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidated, hostile, or offensive working environment.

Housing New Mexico will also not tolerate any form of unlawful discrimination or harassment of an Housing New Mexico Employee by any Third-Party including by its employees, owners, managers, members, directors, agents, or representatives.

F. **Confidential Information and Intellectual Property.** Third Parties doing business with Housing New Mexico must protect any confidential or proprietary information that belongs either to Housing New Mexico or any other third-party with whom Housing New Mexico does business, if such other third-party has provided Housing New Mexico with confidential or proprietary information. Confidential or proprietary information includes, but is not limited to, any non-public financial information, business processes and systems, intellectual property, personally identifiable information of Housing New Mexico's customers, and personally identifiable or private information about any Housing New Mexico Employee, Housing New Mexico Member, Housing New Mexico Management, third-party, or customer, such as identity, medical, employment, or financial information.

   To the extent necessary for a Third-Party to share Housing New Mexico's confidential or proprietary information with a sub-contractor, Housing New Mexico's expects the Third-Party to implement adequate controls at a level no less than those set forth in this Third-Party Code of Conduct with such sub-contractor.

   Third Parties must not infringe upon the intellectual property rights of other companies or organizations.

   Third Parties must return all confidential and proprietary information in their possession to Housing New Mexico when the contractual relationship between Housing New Mexico and the Third-Party has terminated, unless otherwise specified by contract. The obligation to protect Housing New Mexico's confidential and proprietary information continues even after any business relationship between Housing New Mexico and the Third-Party ends.

   Housing New Mexico may require that Third Parties sign a separate confidentiality and non-disclosure agreement.

G. **Onsite Visitor Requirements.** While on Housing New Mexico's premises, Third Parties must comply with all Housing New Mexico rules and procedures, including security measures and requests. These may include but are not limited to:
   - Registering with reception.
   - Accessing only authorized areas unless accompanied by an Housing New Mexico Employee.
   - Promptly reporting known security violations and property loss or damage.
   - Complying with all Housing New Mexico facility requirements, including maintaining a substance-free and violence-free workplace.
   - Any public health and safety policies in effect, including wearing a face mask.

H. **Compliance with Laws, Regulations, Policies and Procedures and Contracts.** All Third Parties must comply with all applicable state and federal laws, codes, and regulations and Housing New Mexico's policies and procedures to the extent applicable to the Third-Party and must not violate any terms and conditions established by contract with Housing New Mexico.

I. **Business Integrity.** Any and all forms of illegal or inappropriate activity by a Third-Party doing business with Housing New Mexico, including, but not limited to, corruption, misrepresentation, extortion, embezzlement, or bribery, are strictly prohibited and may result in termination of any or all agreements with Housing New Mexico.

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EXHIBIT C1 – Housing New Mexico BOARD OF DIRECTORS AND MANAGEMENT

New Mexico Mortgage Finance Authority

Board Members

Chair Angel Reyes – President, Centinel Bank in Taos

Vice Chair Derek Valdo – Chief Executive Officer, AMERIND Risk

Treasurer Rebecca Wurzburger – Strategic Planning Consultant

Member Howie Morales – Lieutenant Governor, State of New Mexico

Member Raul Torrez – Attorney General, State of New Mexico

Member Laura Montoya – Treasurer, State of New Mexico

Member Randy Traynor – Traynor Associates

Management

Isidoro Hernandez, Executive Director/Chief Executive Officer

Donna Maestas-De Vries, Chief Housing Officer

Jeff Payne, Chief Lending Officer

Jessica Franco, Chief Financial Officer

[END]