

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

**Request for Qualifications (RFQ) for
Administrative Services for HOME Investment Partnerships Program and
Veterans Housing Rehabilitation and Modification Program
Homeowner Rehabilitation Programs**



7425 Jefferson Street NE, Albuquerque NM 87109
505-767-2233
bcoats@housingnm.org

Release Date: May 28, 2025
Response Due Date: June 11, 2025

REQUEST FOR QUALIFICATIONS (RFQ)

ADMINISTRATIVE SERVICES FOR HOME INVESTMENT PARTNERSHIPS PROGRAM and VETERANS HOUSING REHABILITATION AND MODIFICATION PROGRAM HOMEOWNER REHABILITATION PROGRAMS

PART I: GENERAL INFORMATION

Purpose and Objectives

New Mexico Mortgage Finance Authority (Housing New Mexico | MFA) is seeking qualifications from experienced individuals or firms to provide administrative services for the HOME Investment Partnerships Program for Single-Family Owner-Occupied Rehabilitation (HOME Rehab Program) and Veterans Home Rehabilitation and Modification Program (VHRMP). These services are essential to the Home Improvement Program (HIP) for the effective delivery and regulatory compliance of federally funded housing rehabilitation activities within the sovereign nation of the San Felipe Pueblo.

The selected contractor will perform a range of administrative functions, including eligibility determination for homeowners and properties, completion of HUD environmental and historic review requirements, documentation management, and coordination with Tribal stakeholders. All work must be conducted in accordance with 2 CFR Part 200, 24 CFR Part 92, and the terms of the VHRMP grant. The primary objective is to ensure timely, accurate, and culturally respectful program implementation that supports housing stability and upholds Tribal customs and sovereignty.

Background

The New Mexico Mortgage Finance Authority (Housing New Mexico | MFA) is a governmental instrumentality, separate and apart from the state, created by the Mortgage Finance Authority Act, N.M. Stat. Ann. §§ 58-18-1 et seq. (1978). Housing New Mexico's mission is to finance affordable housing for low- and moderate-income New Mexico residents through innovative products, education, and services. Its vision is that all New Mexicans will have quality affordable housing opportunities.

Housing New Mexico administers both HOME and VHRMP funds to provide critical home repairs, address health and safety concerns, and improve accessibility for low-income homeowners who lack the resources to do so independently. Housing New Mexico is the Participating Jurisdiction (PJ) for HOME and the grantee for VHRMP. Both programs are subject to federal procurement and programmatic requirements. As the PJ and grantee, Housing New Mexico retains full responsibility for program implementation and seeks administrative support through this procurement to assist in program delivery within the Pueblo of San Felipe.

Schedule of Events

Event	Date
RFQ Release Date	May 28, 2025
Deadline for Questions	June 11, 2025
Response Submission Due Date	June 11, 2025
Notice of Intent to Award Date	June 25, 2025
Protest Period	June 25, 2025 – June 30, 2025
Final Award Date	July 1, 2025 - July 7, 2025 *depending on protest(s)

Questions and Answers

All questions regarding this RFQ must be submitted via email to the Home Improvement Program (HIP) Program Manager at bcoats@housingnm.org with "SFPHA Admin RFQ" in the subject line. Housing New Mexico will make every effort to respond within two business days.

Proposal Submission

Statements of qualifications will be accepted from May 28, 2025, through June 11, 2025, and must be submitted via email to:

HIP Program Manager

bcoats@housingnm.org

RFQ Revisions and Supplements

Any revisions or supplemental information related to this RFQ will be posted on the Housing New Mexico website: <https://housingnm.org/rfps/rfps-rfq>

Incurred Expenses

Housing New Mexico is not responsible for any expenses incurred by Respondents in the preparation, submission, or presentation of proposals or related materials. All such expenses are the sole responsibility of the Respondent.

Cancellation or Rejection of Proposals

Housing New Mexico reserves the right to cancel this RFQ at any time or reject any or all proposals that do not meet the requirements or objectives of the procurement.

Evaluation of Submission

Submissions will be evaluated by Housing New Mexico's Community Development Department staff and leadership using the criteria described in PART III: MINIMUM QUALIFICATIONS AND REQUIREMENTS. The HIP program manager will present recommendations to Housing New Mexico | MFA management and Housing New Mexico | MFA's Policy Committee as required under Housing New Mexico | MFA's Delegations of Authority. Final selections will be made by Housing New Mexico | MFA's Policy Committee at a regularly scheduled weekly meeting. This is a competitive procurement; only submissions meeting the minimum requirements will be considered for award.

Housing New Mexico | MFA does not guarantee and is not obligated to make a selection. Selections will be based on availability of funds, respondents demonstrated need, respondents RFQ score, and for any of the other reasons set forth herein.

Deficiency Correction Period

Upon receipt of all submissions, Housing New Mexico | MFA staff members will review all submissions to verify that they are completed in accordance with the requirements of this RFQ. Should any submission be missing a required item under Minimum Qualifications and Requirements, it will be deemed incomplete. Housing New Mexico | MFA will notify the respondent if any information is required for respondent to correct a deficiency related to an item required under PART III: MINIMUM QUALIFICATIONS AND REQUIREMENTS. The deficient item(s) must be submitted before the RFQ can be scored. The deficiency may not be used to increase the score. Items eligible for correction or submission include only missing or incomplete items required in the Minimum Qualifications and Requirements section of this proposal. All missing documents must be submitted within 7 calendar days of notification.

Intent to Award Notice

Following evaluation and ranking of qualifications, Housing New Mexico will issue a Notice of Intent to

Award to all respondents. This notice will identify the top-ranked respondent and will initiate the five (5) calendar day protest period. Only after the protest period has closed or any protest has been resolved will Housing New Mexico proceed to negotiate a contract.

Protest Procedure

Any Respondent who is aggrieved in connection with this RFQ or the notification of preliminary selection under this RFQ may protest to Housing New Mexico | MFA. A protest must be based on an allegation of the failure of Housing New Mexico | MFA to adhere to the evaluation process as designated in the RFQ. The protest must be e-mailed to Housing New Mexico | MFA's contact person shown below:

Community Development Department Program Coordinator

CDDprogramcoordinator@housingnm.org

505.767.2219

The protest must be submitted to Housing New Mexico | MFA within (5) five calendar days after the preliminary Notice of Intent. Upon the timely filing of a protest, the Program Manager shall give notice of the protest to all Respondents who appear to have a substantial and reasonable prospect of being affected by the outcome of the protest. The Respondents receiving notice may file responses to the protest within (5) five business days of notice of protest. The protest process shall consist of review of all documentation and any testimony provided in support of the protest by the Policy Committee of Housing New Mexico | MFA which shall thereafter make a final determination regarding the disposition of the protest.

Respondents or their representatives shall not communicate with Housing New Mexico | MFA's Policy Committee or any Housing New Mexico | MFA staff member regarding any proposal under consideration, except when specifically permitted to present testimony to the Policy Committee. A proposal will be deemed ineligible if the Respondent or any person or entity acting on behalf of the Respondent attempts to influence members of the Policy Committee or Housing New Mexico | MFA staff during any portion of the RFQ review process or does not follow the prescribed proposal and protest process.

Responsibility of Respondent

A "Responsible Respondent" is one that submits a complete and compliant qualifications package and provides sufficient evidence of qualifications, experience, and capability. If a respondent fails to provide the required information or otherwise demonstrates an inability to perform, they may be disqualified from consideration.

If a respondent who was likely to be selected is later found to be unqualified or incapable of doing the work, a written explanation will be prepared, and that person or firm will no longer be considered.

Code of Conduct

No board member, employee or management of Housing New Mexico | MFA shall have any direct or indirect interest in any contract with the Respondent, nor shall any contract exist between Respondent or its affiliate and any Housing New Mexico | MFA Board member or employee that might give rise to a claim of conflict of interest. Any violation of this provision will render void any contract between Housing New Mexico | MFA and the Respondent for which Housing New Mexico | MFA determines that a conflict of interest exists as herein described, unless that contract is approved by a majority of all the Board of Directors of Housing New Mexico | MFA after full disclosure, in accordance with Housing New Mexico | MFA's Conflict of Interest Policy.

Respondent shall provide a statement disclosing any political contribution or gift valued in excess of \$250 (singularly or in the aggregate) made by Respondent or on Respondent's behalf to any elected official of the

state of New Mexico currently serving or who has served on Housing New Mexico | MFA's Board of Directors in the last three years.

Respondent shall warrant that it has no interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the performance agreement entered into with Housing New Mexico |MFA pursuant to this NOFA. Respondent shall at all times conduct itself in a manner consistent with Housing New Mexico | MFA's Third-Party Code of Conduct. A copy of Housing New Mexico | MFA's Third-Party Code of Conduct is included as Exhibit J to this NOFA and can also be found at the Funding Opportunities tab and Requests for Proposals, Requests for Qualifications, Notices of Funding Availability section. Upon request by Housing New Mexico | MFA, Respondent shall disclose information Housing New Mexico | MFA may reasonably request relating to conflicts or potential conflicts of interest.

After selection, all submissions and supporting documents will be open to the public for inspection and copying pursuant to Housing New Mexico | MFA's Request to Inspect Documents policy.

PART II: SCOPE OF SERVICES TO BE PERFORMED

The selected contractor will assist Housing New Mexico with the following administrative services:

A. Application and Waitlist Management

- Intake and eligibility review of homeowner applications for participation in the VHRMP and HOME rehabilitation programs.
- Establish and maintain program waiting lists based on eligibility and chronological submission date criteria.

B. Homeowner and Property Eligibility Determination

- Determination and verification of household income and assets in accordance with HOME and/or VHRMP eligibility requirements.
- Determination and verification of homeownership status and principal residency.
- Collection and review of title search documentation or equivalent verification (e.g., letter from Tribal Governor confirming ownership rights in trust lands or assignment from the Pueblo).
- Perform additional verifications as needed, including identity, citizenship, mortgage status, and property tax standing.

C. Environmental and Historic Review Coordination

- Prepare Environmental Review Records (ERR) per 24 CFR Part 58 for HOME funded projects and 24 CFR Part 50 for VHRMP funded projects.
- Completion of TIER II Environmental Review, Project Abstract and Field Contamination forms, along with supporting documentation.
- Provide proof of completed hazard testing for Lead Based Paint, Asbestos and Radon, as applicable for HOME and/or VHRMP projects.
- Coordination with State Historic Preservation Officer (SHPO) or Tribal Historic Preservation Officer (THPO) for Section 106 consultation and clearance.

D. Property Value and Affordability Analysis

- Determine and document the after-rehabilitation property value for HOME projects using Housing New Mexico's methodology.
- Ensure compliance with HUD's 95% median purchase price value limit for HOME projects.

E. Project Approval Documentation

- Facilitate execution of the Tribal Land Agreement, securing the required signatures from homeowners and contractors.
- Complete the IDIS Set Up form for projects that are deemed eligible with an accepted and cost-reasonable bid.

F. Documentation and Reporting

- Maintain complete and accurate records of all eligibility verifications and determinations.
- Submit required Integrated Disbursement and Information System (IDIS) Set up Form, as applicable for HOME funded projects.
- Maintain detailed and accurate records of staff time on individual projects as well as expenditures for verifying project eligibility and feasibility for billing to this contract for reimbursement.
- Maintain records of all funding sources utilized on all projects, when applicable.

G. Affirmative Marketing Requirement

Affirmative marketing in the [HOME Investment Partnerships Program](#) ensures that all HOME-assisted housing is marketed to all eligible persons without discrimination based on race, color, national origin, sex, religion, familial status, or disability. It involves actively reaching out to and attracting eligible individuals in the housing market area, who are less likely to apply.

In accordance with 24 CFR § 92.351, the selected respondent must comply with Affirmative Marketing procedures to ensure that marketing outreach and communication efforts are inclusive and nondiscriminatory. This includes:

- Conducting outreach to individuals and groups that are least likely to apply without special outreach efforts, including racial and ethnic minorities, persons with limited English proficiency, and persons with disabilities;
- Displaying the Equal Housing Opportunity logo in outreach and communication materials;
- Maintaining records of marketing efforts and outcomes;
- Reporting to Housing New Mexico on the effectiveness of affirmative marketing actions and any proposed improvements.

Affirmative marketing is a condition of participation in the HOME Program and must be demonstrated in all aspects of program administration.

H. Additional Funding Sources

Depending on project needs or funding availability, other federal, state, or Tribal funding sources may be introduced or layered into individual rehabilitation projects. If additional funding is applied, the selected contractor will be responsible for complying with the applicable regulatory requirements associated with those sources, in addition to the requirements outlined in this RFQ.

PART III: MINIMUM QUALIFICATIONS AND REQUIREMENTS

Respondents must demonstrate:

- At least two (2) years of experience administering federally funded programs.
- At least two (2) years of experience administering home rehabilitation programs.
- At least two (2) years of experience determining and calculating household income.
- At least two (2) years of experience and familiarity with Scope of Services including HUD environmental and historic review processes.
- At least two (2) years of experience managing waiting lists for federally funded programs.
- At least two (2) years of experience or compliance with Lead-Based Paint testing.
- At least two (2) years of experience with HUD funded programs such as HOME and/or VHRMP.
- Demonstrated ability to manage confidential client information and ensure regulatory compliance; including but not limited to contracts, document management, and reporting expertise for federally funded programs.
- General understanding of Tribal governance and land ownership considerations (preferred but not required).
- Comprehensive Affirmative Marketing Strategies per: § 92.351 to include proactive outreach efforts designed to ensure fair housing access for all eligible individuals, especially those least likely to apply without targeted outreach.
- Proof of clear record on SAM.gov
- Proper classification of employees per Compliance with Fair Labor Standards Act (FLSA) (e.g. *IRS Form SS-8, job descriptions, payroll reports, or third-party audits for full documentation*)
- Satisfactory past performance record on federally funded contracts.
- Adequate financial resources to support contract performance for upfront costs, to be reimbursed with project delivery.
- Adequate software, equipment and staff expertise to administer services.

Contract Term and Negotiation of Cost

Housing New Mexico intends to negotiate a cost-reimbursement contract based on actual time and materials. Billing and payment terms will be negotiated after the selection of the most qualified respondent.

The initial contract will be for a period of 12 months, with the option to renew or extend based on funding availability and satisfactory performance.

PART IV: SUBMISSION REQUIREMENTS

Statements of Qualifications must include:

- Cover Letter – to include general agency background and description of relevant experience
- Approach to completing the Scope of Services (outlined in PART II: SCOPE OF SERVICES TO BE PERFORMED.)
- Key personnel name, roles, duration of employment at agency, and years of experience
- Three (3) letters of reference related to Scope of Services in Part II
- Appendix A: Agency Information Form – complete and include this form as the first page of your SOQ.

Evaluation Criteria

Proposals will be evaluated based on:

Criteria	Weight
Relevant core program experience and qualifications	40%
Technical and Compliance Expertise	30%
Business Responsibility & Performance Standards	20%
Business Registration and Certifications	10%

Compliance and Terms

All work must comply with applicable federal regulations, including:

- **2 CFR Part 200** (Uniform Administrative Requirements)
- **24 CFR Part 92** (HOME Investment Partnerships Program)
- **VHRMP Grant Agreement**

Appendix A: Agency Application Form

Respondents must complete this Agency Application Form and include it as the first page of their Statement of Qualifications submission. Incomplete forms may result in disqualification under the minimum requirements.

A. Agency Overview

Field	Response
Legal Entity Name	
DBA/Program Name (if different)	
Headquarters Address	
City, State, Zip	
Primary Contact Name and Title	
Primary Contact Phone and Email	
Date Established (Years in Business)	
Number of Staff Assigned to This Contract	

B. Core Program Experience

Field	Response
Years of experience administering federally funded housing rehabs	
Years of experience determining and calculating household income	
Years of experience preparing Environmental Review Reports (24 CFR 58/50)	
Years of experience managing waiting lists for federally funded programs	
Years of experience with Lead-Based Paint testing or compliance	
Years of experience with HOME or VHRMP funding programs	

***Please attach resumes of key personnel that demonstrate their relevant experience with the scope of Scope of Services described in PART II: SCOPE OF SERVICES TO BE PERFORMED. Feel free to include any other relevant supporting documentation (e.g., audit reports, performance evaluations, certifications etc.).**

C. Technical and Compliance Expertise

Describe the agency's capacity and timeline for service delivery:

Describe experience determining homeownership on tribal land:

Describe experience and approach with contracts, document management, and reporting as it pertains to Federally Funded Programs:

Method(s) of approaching affirmative marketing as well as frequency of program outreach, per § 92.351:

D. Business Registration and Certifications

Field	Response
Unique Entity ID (UEI) (previously DUNS Number)	
SAM Registration Active (attach printout)	
Minority/Women-Owned/Veteran Owned Business Status (if applicable)	

E. Contractor Responsibility and Compliance

Respondents must provide the following information in accordance with 2 CFR Part 200 requirements for contractor integrity and responsibility:

Summary of contractor integrity and ethical standards (*e.g., debarment status*)

Confirmation of public policy compliance (e.g., policies on nondiscrimination, evidence of adherence to the Fair Labor Standards Act (FLSA))

Evidence of proper classification of employees under Fair Labor Standards Act
(e.g., IRS Form SS-8 determination letters, internal policy manuals, job descriptions aligned with exempt/non-exempt status, payroll records, or third-party compliance audit results)

Summary and evidence of past performance record on similar federally funded contracts (e.g., audit reports, performance evaluations)

Description of available financial resources to support contract performance

Description of technical resources and capacity (e.g., software, equipment)

