

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

**Home Improvement Program (HIP)  
Request for Qualifications (RFQ) for  
General Contractors and Trade Contractors**



Original: September 1, 2023

Revised: July 8, 2025

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**PART I: GENERAL INFORMATION**

**Purpose and Objectives**

New Mexico Mortgage Finance Authority (Housing New Mexico | MFA) (“Housing New Mexico”) is seeking Statements of Qualifications (SOQ) from qualified and experienced individuals or companies in accordance with the federal procurement requirements outlined in 2 CFR 200. Respondents must demonstrate the skills, trade knowledge, licensing, and experience necessary to provide single-family residence rehabilitation and repairs.

Qualified Respondents will be considered for inclusion on Housing New Mexico’s list of “Approved Providers.” Respondents who successfully meet the evaluation criteria and are approved by Housing New Mexico will be eligible to receive solicitations of project opportunities funded by federal and/or state housing programs. Minimum Qualifications and Requirements are outlined in Part III of this RFQ and must be fully addressed in the SOQ submission.

Procurements must be conducted in a manner providing full and open competition and in compliance with MFA’s written procurement policy.

**Background**

Housing New Mexico 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’s Home Improvement Program (HIP) provides critical home repairs, address health and safety concerns, and provide accessibility modifications for homeowners who lack the resources to do so independently. Services can include but are not limited to:

- ✓ Hazard reduction measures (e.g., bathroom grab bars, handrails, ramps).
- ✓ Accessibility modifications (e.g., doorway widening, ramp installations).
- ✓ Major systems repairs or replacement (e.g., furnaces, ducting, water heaters).
- ✓ Essential property improvements, excluding luxury items (e.g., roof or mobile home replacement).
- ✓ Code compliance work per state/local codes or HOME Rehab standards.
- ✓ Energy-efficiency upgrades to improve heating/cooling and lower utility costs.

Projects will primarily be located in eight counties in Northern New Mexico, including Guadalupe, Quay, Harding, Union, Rio Arriba, San Juan, McKinley, and Los Alamos. Additionally, Housing New Mexico will procure projects on behalf of San Felipe Pueblo. In certain circumstances, particularly emergency cases, Respondents may be invited to perform services in other parts of the state.

This program is funded through a combination of HUD HOME Investment Partnerships Program (24 CFR Part 92) and New Mexico Housing Trust Funds, which require compliance with applicable federal and state procurement regulations. The program may also use other state funding as applicable.

### **Questions and Answers**

Questions pertaining to this RFQ must be submitted to the HIP Program Manager via email at [bcoats@housingnm.org](mailto:bcoats@housingnm.org) with "RFQ Contractors" in the subject line of the email. Housing New Mexico will make every effort to answer questions within two business days.

### **Proposal Submission**

There will be no end date, as the acceptance period will remain open. Please submit one (1) electronic PDF copy via email to:

HIP Program Manager  
[bcoats@housingnm.org](mailto:bcoats@housingnm.org)

If there are issues with submitting via email, please call 505-767-2233.

Electronic submissions must include completed and signed forms as outlined in Part IV. Electronic signatures (e.g., digitally signed PDFs or scanned ink-signed documents) are acceptable. All documents must be legible and submitted in a single consolidated PDF file, if possible.

### **Equal Opportunity and Affirmative Outreach**

Housing New Mexico encourages participation by small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms and will take affirmative steps to ensure their inclusion in procurement opportunities, in accordance with 2 CFR § 200.321. Qualified firms from historically underrepresented communities are strongly encouraged to apply.

### **Approved Provider List Duration**

Once accepted, Respondents will remain on the list of Approved Providers unless they request removal, fail to comply with program requirements, or are removed for cause. There is no automatic annual requalification process; however, Housing New Mexico may periodically request updated documentation (e.g., licensing, insurance) to maintain active status.

### **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-rfqs>

### **Incurred Expenses**

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

**Cancellation of Requests for Qualifications 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 staff using the criteria described in Part III. This RFQ is non-competitive and will only be evaluated to meet the minimum requirements to be placed on a list of Approved Providers to provide home rehabilitation and repairs as needed for individual projects.

### **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.

## **PART II: SERVICES TO BE PERFORMED**

Upon successful evaluation of all submitted proposals by Offerors under this RFQ, services to be provided by the Respondent under this RFQ may include, but are not limited to:

### **Project Proposals:**

The Respondent may submit bids for individual projects via the scope of work outlined by the HIP Project Manager. The bidding process for each unique and individual project will be competitive and bidding opportunities will be presented to multiple qualified contractors.

### **Project bidding opportunities will be shared with all contractors eligible for that service area.**

After the period to bid on a project closes, Housing New Mexico will evaluate all submitted proposals in accordance with 2 CFR 200 Procurement Standards and select the lowest responsive and responsible bidder. The selected contractor will then be presented to the homeowner for concurrence.

### **Planning:**

For each individual rehabilitation and repair project, Respondent must develop a project plan based on the agreed upon scope of work to ensure it is completed on time and within budget.

### **Hiring, Training and Managing Personnel:**

The Respondent must manage, hire and if necessary, train employees and subcontractors. The Respondent must provide support and guidance and supervision to onsite employees and subcontractors. Additionally, the Respondent must ensure that all subcontractors are properly licensed and in compliance with all applicable New Mexico Construction Industries Division (CID) and Housing New Mexico requirements.

### **Applying for Permits:**

The Respondent must apply for the necessary licenses and building permits for each individual awarded project. The Respondent must communicate with the HIP Project Manager on any delays with permitting that may affect the completion date of the project.

For properties rehabilitated on tribal lands state inspection and permitting requirements do not apply. Instead, Respondent must follow applicable tribal regulations and coordinate with tribal authorities

to ensure compliance with tribal codes and standards and respect tribal traditions and cultural practices.

**Managing Materials and Personnel:**

The Respondent must purchase all materials for each individual awarded project. These expenses will only be reimbursed with itemized documentation (e.g., receipts, invoices) and must fall within the agreed-upon project budget as outlined in the Three-Party Agreement. The Respondent is also responsible for the purchase and maintenance of equipment required for each individual project and for keeping materials and equipment in good condition. Any expenditures exceeding the approved budget must receive prior written authorization from the HIP Project Manager, via Change Order in order to be eligible for reimbursement.

**Inspecting and Project Monitoring:**

The Respondent must inspect the property prior to the project start date and before signing off and agreeing to the project scope of work. The Respondent must continue to monitor the project progress throughout the construction period until completion. During inspections, the Respondent must ensure the work quality of employees and subcontractors are in compliance with program and state specific standards and codes. Additionally, the Respondent must ensure that each individual project scope of work is being completed in a timely manner and within the required 180 days allotted. The Respondent must log construction progress and regularly update the HIP Project Manager and homeowner of all progress and delays for each individual awarded project.

**Advising on Changes:**

The Respondent must advise the HIP Project Manager and homeowner on project change orders, to include the reasons for the change order including any deviation, addition, or deletion made to the original job specification even if there is no cost change. Change orders must be in writing and approved by the Homeowner and Housing New Mexico.

**Financial Responsibilities:**

The Respondent must keep accurate financial records for each awarded project including, but not limited to, keeping, and tracking receipts for materials and equipment, as well as employee time sheets and subcontractor invoicing. Supporting documentation (receipts, invoices, etc.) will be required for all invoices submitted by the Respondent.

While the above summarizes work that could be done with Housing New Mexico, the specific work for each project will be memorialized in a Three-Party Agreement between Housing New Mexico, the homeowner, and the contractor which will include an agreed upon scope of work for each unique and individual project.

**Local, State and Federal Requirements:**

The Respondent must adhere to Housing New Mexico's written rehabilitation standards and along with all applicable local, state codes and federal requirements, including but not limited to the safe handling and removal of Lead Based Paint (LBP) and Asbestos. Additionally, when LBP removal is required, the Respondent must have the appropriate LBP practices certification.

**Domestic Preference Requirement**

To the greatest extent practicable and economically feasible, Housing New Mexico encourages the use of goods, products, and materials produced in the United States, in accordance with 2 CFR § 200.322.

### **PART III: MINIMUM QUALIFICATIONS AND REQUIREMENTS**

This RFQ is a non-competitive process and is only to serve as a means to generate a list of approved contractors that can be utilized for the Home Rehabilitation and Repair programs. Responses must be complete and legible and meet the minimum criteria outlined below in order to qualify for further consideration.

Responses must be complete, legible, and meet all the minimum criteria outlined below in order to qualify for further consideration. Serious deficiencies in any one area may be grounds for rejection of the submission.

Only those Respondents who meet the following minimum qualifications are eligible pursuant to this RFQ and may be placed on the list of Approved Providers:

Criteria
<p><b>1. Completed Application Packet</b></p> <ul style="list-style-type: none"><li>• Respondent must submit a fully completed application, including the following signed documents:</li><li>• Exhibit A: Application</li><li>• Exhibit B: Conflict of Interest Certification</li><li>• Exhibit C: Third-Party Code of Conduct Acknowledgment</li><li>• Exhibit D: Tribal Entity Licensure &amp; Alternative Qualification Documentation (for Tribal entities only)</li></ul>
<p><b>2. New Mexico Contractors License</b></p> <ul style="list-style-type: none"><li>• Respondent must hold a valid and current construction contractors license as applicable (e.g. General Contractor or Specialty Trade) in the state of New Mexico and be in good standing pursuant to the relevant licensing laws.</li><li>• To accommodate tribal sovereignty and ensure equitable access to procurement opportunities, tribal respondents performing work within their own jurisdictions who do not possess a New Mexico GB-98 General Contractor license or equivalent may submit alternative documentation in lieu of state-issued licensure. <b>This exception applies only to projects located on tribal land and only when the respondent is a tribal entity authorized by the tribal government to perform construction services within that jurisdiction.</b></li></ul> <p>Qualified tribal respondents must submit documentation demonstrating their ability to meet all applicable program, safety, and procurement standards. Required documentation includes:</p> <ul style="list-style-type: none"><li>○ A statement or certification from the tribal government confirming the respondent is authorization to operate and perform construction services within the tribal jurisdiction.</li><li>○ A narrative or statement of qualifications describing the respondent's experience with federally funded housing rehabilitation or construction projects, particularly those funded by HUD;</li><li>○ A signed statement confirming that all specialty trade work (e.g., electrical, plumbing, roofing) will be subcontracted to firms or individuals who hold active New Mexico professional licenses for the respective trade</li><li>○ Copies or descriptions of prior or current contracts with public agencies, Tribes,</li></ul>

<ul style="list-style-type: none"> <li>○ or HUD programs;</li> <li>○ Project examples showing adherence to applicable building codes and inspection procedures</li> <li>○ Documentation of subcontracting arrangements with NM-licensed trade contractors (if applicable);</li> <li>○ Written internal procedures or policies addressing procurement, subcontractor oversight, or quality control aligned with 2 CFR Part 200 standards;</li> <li>○ Proof of SAM.gov registration and good standing</li> <li>○ New Mexico business licensure or equivalent authorization to conduct business</li> </ul>
<p><b>3. Insurance Bonds</b></p> <p>The Respondent must provide evidence of active:</p> <ul style="list-style-type: none"> <li>• General Liability Insurance</li> <li>• Workers' Compensation Insurance</li> <li>• Auto Insurance (if applicable)</li> </ul>
<p><b>4. Form W-9</b></p> <p>Respondent must submit a current signed IRS Form W-9 listing the business name and Tax Identification Number (TIN)</p>
<p><b>5. Additional Requirements</b></p> <ul style="list-style-type: none"> <li>a) Financial Capacity – Respondent must demonstrate access to capital or a line of credit sufficient to cover upfront project costs until reimbursed.</li> <li>b) Service Area Coverage – Respondent must identify the county or counties in which they are available to perform work: <ul style="list-style-type: none"> <li>• Guadalupe, Quay, Harding, Union, Rio Arriba, San Juan, McKinley, Los Alamos, San Felipe Pueblo, or "Statewide."</li> </ul> </li> <li>c) Respondents may also indicate their ability to respond to emergency projects outside their primary service area.</li> </ul>
<p><b>6. Professional References</b></p> <ul style="list-style-type: none"> <li>• Respondents must provide three (3) professional references who can speak to the quality, timeliness, and reliability of past work involving manufactured housing supply and/or installation. Include: <ul style="list-style-type: none"> <li>○ Contact name</li> <li>○ Organization</li> <li>○ Phone number and/or email</li> <li>○ Brief description of the project or relationship</li> </ul> </li> </ul>
<p><b>7. Federal Eligibility</b></p> <p>Selected Respondents must not be debarred, suspended, or otherwise excluded from participation in federally funded programs and must comply with 2 CFR § 200.214. Housing New Mexico may verify Respondent status through the federal SAM.gov system prior to award.</p>

#### **PART IV: RESPONDENT SUBMISSION INSTRUCTIONS AND FORMAT**

At a minimum, submissions must contain the following information and shall be organized as follows:

1. A fully completed and signed Application (**Exhibit A**)
2. Disclosures and Certifications

- a) A signed Conflict of Interest statement (**Exhibit B**)
  - b) A signed Housing New Mexico Anti-Harassment Policy – Third-Party Code of Conduct (**Exhibit C**)
- 3. New Mexico Contractors License
  - a) Evidence that the Respondent is licensed to do business in New Mexico
- 4. Insurance Bonds
  - a) Evidence that the Respondent is properly insured with commercial general liability insurance policy.
  - b) Evidence that the Respondent is properly insured with Workers Compensation and Auto Insurance.
- 5. Completed IRS Form W-9
  - a) <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- 6. References
  - a) Please provide Housing New Mexico with the names of at least three references who you have worked with during the past seven (7) years. Or, provide three letter of reference that includes contact the referrers information.

## **PART VI. BIDDING PROPOSALS/COMPENSATION**

Respondents approved through this RFQ may be invited to submit competitive bids for individual manufactured housing projects in the counties where they have indicated service availability.

For each bidding opportunity, Respondents must submit an all-inclusive project proposal that includes the total cost for the provision, transportation, delivery, and complete setup of the manufactured home. Bids must also include the cost of any site preparation, utility connections, skirting, stairs, inspections, and any other services specified in the project scope.

### **Proposal Requirements:**

Each project bid must include:

- The total hard cost of the manufactured home unit
- Transportation and delivery fees
- Labor and setup costs, including subcontractor compensation
- Permitting fees, if applicable
- Any applicable travel or mobilization costs
- Other allowable direct or out-of-pocket costs

All bids must include a line-item cost breakdown and must comply with federal cost principles and prevailing wage requirements where applicable.

### **Selection Process:**

Project bidding opportunities will be distributed to all eligible Approved Providers in the designated service area. Once the bid deadline has passed, Housing New Mexico will evaluate all proposals in accordance with the federal procurement standards under 2 CFR § 200 and select the lowest responsive and responsible bidder.



During evaluation, Housing New Mexico reserves the right to request clarification or justification of any proposed costs. Housing New Mexico also reserves the right to conduct cost or price analysis as needed, in accordance with 2 CFR § 200.324.

**Project Awards and Contracting:**

If awarded a project, the Respondent will enter into a written agreement memorialized in a Three-Party Agreement between Housing New Mexico, the contractor, and the homeowner. The agreement will reflect the total, all-inclusive cost proposed in the Respondent's bid, and may outline deliverables in phases, including but not limited to:

- Site preparation and foundation
- Unit delivery and placement
- Utility connections
- Final inspection and occupancy readiness

Housing New Mexico may also consider contractor availability, performance history, and capacity when awarding projects.

All contracts issued under this RFQ will include applicable provisions required under 2 CFR § 200.327 and Appendix II to Part 200

**Payment and Reimbursement:**

Payments will be made according to the terms outlined in each individual project agreement. Contractors may invoice weekly or according to milestones (e.g., delivery complete, setup complete, final inspection). Invoices must be complete, accurate, and include:

- Detailed billing of work performed
- Receipts for materials or subcontracted services
- Required inspection forms or photos, as applicable

Invoices submitted by Monday at 5:00 PM will be processed for payment by Friday of the same week, provided all documentation is complete.

Respondents may choose to receive payments via ACH direct deposit. To enroll, contractors must coordinate with Housing New Mexico's Accounting Department and submit:

- An ACH Enrollment Form
- A voided check or bank letter verifying routing and account details

**New Mexico Mortgage Finance Authority Management**

Isidoro Hernandez, Executive Director/CEO

Arundhati Bose, Chief Financial Officer

Donna Maestas-De Vries, Chief Housing Officer

Jeff Payne, Chief Lending Officer

Kellie Tillerson, Director of Community Development

**Appendix A :**  
**Addendum No. 1 – Tribal Contractor Licensing Clarification.**

**New Mexico Mortgage Finance Authority**

**Request for Qualifications (RFQ)**

*General and Trade Contractors for the Home Improvement Program (HIP)*

**RFQ Release Date:** September 1, 2023

**Addendum No. 1**

**Date Issued:** July 8, 2025

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**Purpose of Addendum**

This addendum is issued to clarify and revise the RFQ requirements concerning contractor licensing for entities operating within tribal jurisdictions.

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**Revision**

**Original Language (Implicit or Assumed):**

Contractors are expected to hold a valid contractor's license to be eligible for participation under this RFQ.

**Revised Language:**

In recognition of tribal sovereignty and local regulatory structures, tribal entities may submit alternative documentation in place of a contractor's license, provided that:

- The tribal jurisdiction does not require contractor licensing; and
- The entity submits an official statement or certification from the tribal government confirming that the entity is authorized to operate or perform construction services within tribal lands.

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**Effective Date of Change:**

This revision is effective immediately and applies to all respondents submitting qualifications under this RFQ.

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**All Other Terms Remain Unchanged**

All other provisions, terms, and conditions of the original RFQ remain unchanged and in full effect.

**Exhibit A**  
**Application**  
**Request for Qualification for**  
**General Contractors and Trade Contractors for**  
**Home Rehabilitation and Repair Programs**

Respondent must complete and submit the Application form with all required documents included in the *Respondent Application Checklist*. Housing New Mexico staff will evaluate the application using the Minimum Qualifications and Requirements outlined in the RFQ. Upon approval, the Respondent will be added to a list of Approved Provider and will be eligible to receive individual bidding opportunities for mobile home replacement or repairs.

Each project opportunity will be competitively bid and presented to multiple qualified contractors. After the bid period closes, the lowest bidder will be selected per 2 CFR 200 requirements.

Housing New Mexico staff may contact Respondents for clarification of the information provided in the application process.

Business Name \_\_\_\_\_

Location of Respondent' Main Office: \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Business Type:**

- ☐ General Contractor
- ☐ Electrical Contractor
- ☐ Plumbing Contractor
- ☐ Heating Contractor
- ☐ Roofing Contractor
- ☐ Other: \_\_\_\_\_

**Which counties are you available to work in:**

- ☐ Guadalupe
- ☐ Quay
- ☐ Harding
- ☐ Union
- ☐ Rio Arriba
- ☐ San Juan
- ☐ McKinley
- ☐ Los Alamos
- ☐ Statewide

I hereby attest that I/we have the ability to pay initial project costs, to be reimbursed no more than weekly. The below signature certifies that all information is true and correct and the individual signing has the authority to sign on behalf of the company.

Respondent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## CONSTRUCTION AND REHABILITATION EXPERIENCE

Please provide the names and years of experience for individuals that will be managing the Home Rehabilitation and Repair Projects.

Name	Years of Experience	Capacity/Role

## REFERENCES

Please provide a minimum of three (3) references for work performed involving manufactured home installation or related housing projects. In lieu of contact information, you may provide signed letters of reference.

Clients Name	Clients Address	Year Construction/ Rehab was completed

## PROJECT HISTORY

Please list relevant projects completed by your business in the last **three (3) years**.

Project Location/Description	Date Completed

**Exhibit B**  
**Conflict of Interest**

- a. No Board member or employee of Housing New Mexico shall have any direct financial interest in any contract with the Respondent, nor shall any contract exist between Respondent or its affiliate with any Housing New Mexico 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 and the Respondent for which Housing New Mexico determines that a conflict of interest exists as herein described unless that contract is approved by Housing New Mexico's Board of Directors after full disclosure.
- b. 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's Board of Directors in the last three (3) years.
- c. Respondent shall at all times conduct itself in a manner consistent with Housing New Mexico's Third-Party Code of Conduct and Housing New Mexico's Anti-Harassment Policy. A copy of Housing New Mexico's Third-Party Code of Conduct and Housing New Mexico's Anti-Harassment Policy is posted on the Housing New Mexico website for review at <http://www.housingnm.org/rfp>. Upon request by Housing New Mexico, Respondent shall disclose information relating to conflict or potential conflicts of interest.
- d. Respondent shall be an Equal Opportunity Employer and comply fully with all government regulations regarding nondiscriminatory employment practices.

By signing the below, I certify that I am in compliance with the above statements.

Applicant Signature: \_\_\_\_\_

Application Date: \_\_\_\_\_

**Exhibit C**  
**Housing New Mexico Anti-Harassment**  
**Third-Party Code of Conduct**

- A. Preamble.** The New Mexico Mortgage Finance Authority (“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/CEO, Chief Housing Officer, Chief Financial Officer, Chief Lending Officer 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/rfps/rfps-rfq>
  - 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 expect 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 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.

By signing the below, I am certifying that I am in compliance with the above statement.

Respondent Signature: \_\_\_\_\_

Application Date: \_\_\_\_\_



## Exhibit D

### **Tribal Entity Licensure & Alternative Qualification Documentation**

*(Required only for respondents operating under tribal jurisdiction who do not hold a New Mexico GB-98 or equivalent contractor license)*

In recognition of tribal sovereignty, Housing New Mexico allows tribal respondents operating within tribal jurisdictions to submit alternative documentation in lieu of a New Mexico GB-98 license. Please complete the section below and attach all required documentation.

#### **1. Tribal Jurisdiction**

Name of Pueblo or Tribe under which your organization operates:

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#### **3. Tribal Government Authorization**

☐ Attach statement or certification from the tribal government confirming the entity's authorization to operate and perform construction services within the tribal jurisdiction.

#### **2. New Mexico Business License**

☐ Attached copy of valid New Mexico business license or operating authorization

License Number (if applicable): \_\_\_\_\_

Issuing Entity: \_\_\_\_\_

#### **3. SAM.gov Registration**

☐ Attached copy or screenshot of active SAM.gov registration

SAM UEI (Unique Entity ID): \_\_\_\_\_

#### **4. Specialty Trade Subcontracting**

Provide a general plan or process description for your process in vetting licensed subcontractors and how compliance with 2 CFR 200 local code and oversight requirements will be accomplished.

Subcontracting Plan Attached: ☐ Yes ☐ No

If no, explain: \_\_\_\_\_

#### **5. Narrative of Capacity**

Attach a narrative (1–2 pages) describing your organization's experience with:

- Federally funded housing rehabilitation or construction projects (especially HUD-funded),
- Adherence to building codes and inspection protocols,
- Oversight of subcontractors and quality assurance.

☐ Narrative attached

#### **6. Supporting Documentation Checklist**

Attach any of the following as available:

☐ Descriptions of past or current contracts with public agencies, Tribes, or HUD programs

- ☐ Project examples showing compliance with applicable building codes and inspections
- ☐ Internal procurement or quality control procedures aligned with 2 CFR Part 200
- ☐ Any letters of reference or relevant tribal regulatory documentation

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**Note:** All alternative documentation submitted under this section will be reviewed in accordance with HUD procurement standards (2 CFR Part 200) to determine if the respondent demonstrates the qualifications and capacity to successfully perform construction and rehabilitation services under the HOME and VHRMP programs.

**Certification**

I certify that, if awarded a contract under this RFQ, I/we will subcontract all specialty trade work (e.g., electrical, plumbing, roofing etc.) to individuals or firms who hold active New Mexico contractors licenses for those respective trades. The below signature certifies that all information is true and correct and that the individual signing has the authority to sign on behalf of the company.

**Respondent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

### Respondent Application Checklist

Required documents need to be submitted with the Application. Failure to provide all required documentation affects eligibility.

✓	Required Document	Description
<input type="checkbox"/>	<b>Completed Exhibit A – Application Form</b>	All fields filled, signed, and dated
<input type="checkbox"/>	<b>Copy of current New Mexico General or Trade License</b>	Issued by NM Regulation & Licensing Department (RLD), in good standing
<input type="checkbox"/>	<b>Proof of General Liability Insurance</b>	Must name your business as the insured party
<input type="checkbox"/>	<b>Proof of Workers' Compensation Insurance</b>	Required if you employ workers or subcontractors
<input type="checkbox"/>	<b>Proof of Auto Insurance</b>	Valid coverage for all vehicles used in business operations
<input type="checkbox"/>	<b>Signed IRS Form W-9</b>	Must be current and include TIN and business name
<input type="checkbox"/>	<b>Signed Conflict of Interest Certification (Exhibit B)</b>	Form must be completed and signed
<input type="checkbox"/>	<b>Signed Third-Party Code of Conduct Acknowledgment (Exhibit C)</b>	Form must be completed and signed
<input type="checkbox"/>	<b>List of Service Areas</b>	Indicate the counties where you are available to work
<input type="checkbox"/>	<b>Three (3) Client References or Letters</b>	
<input type="checkbox"/>	<b>Tribal Entity Licensure &amp; Alternative Qualification Documentation (Exhibit D)</b> <i>[Required only for tribal respondents operating under tribal jurisdiction who do not hold a New Mexico GB-98 or equivalent contractor license]</i>	All fields filled, signed, dated and with supporting documentation as required