

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

**Home Improvement Program (HIP)
Request for Qualifications (RFQ) for
Manufactured Home Dealers and Installers**



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 Manufactured Home Dealers 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 and install new HUD-compliant manufactured homes, including full delivery and setup services, across eligible service areas.

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 Housing New Mexico’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.

Through its Home Improvement Program (HIP) Housing New Mexico seeks to expand housing options by replacing deteriorated or unsafe manufactured homes with new manufactured housing units where rehabilitation is not feasible. The program serves homeowners who lack the financial resources to obtain safe, sanitary, and decent housing.

Services under this RFQ include, but are not limited to:

- ✓ Supplying new, HUD-certified manufactured homes
- ✓ Delivery and transportation of units to specified locations
- ✓ Demolition and removal of existing manufactured home
- ✓ Site preparation, including leveling, blocking, and tie-downs
- ✓ Utility connections, including water, sewer/septic, electric, and gas
- ✓ Installation of skirting, stairs, and any required accessibility modifications
- ✓ Final trim-out and coordination for local inspection and occupancy

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 with "RFQ Manufactured Home Dealers" 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:

Brittany Coats
HIP Program Manager
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 minimum qualifications 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 of deficiencies will be prepared, and that person or firm will no longer be considered.

PART II: SERVICES TO BE PERFORMED

Upon successful evaluation of all Statements of Qualifications submitted under this RFQ, services to be provided by Respondents may include, but are not limited to, the full provision, demolition and removal of existing manufactured home, as well as delivery, and setup of new HUD-compliant manufactured home for eligible homeowners under the Home Improvement Program (HIP).

All work and expectations for each project will be formalized in a Three-Party Agreement between Housing New Mexico, the selected Respondent, and the homeowner.

Project Proposals:

Approved Providers may be invited to submit bids for individual manufactured housing replacement projects. Each project will include a detailed scope of work prepared by the HIP Project Manager. The bidding process will remain competitive, and opportunities will be made available to all qualified Approved Providers operating in the relevant service area.

Following the bid period, Housing New Mexico will evaluate all submissions in accordance with 2 CFR Part 200 Procurement Standards and will select the lowest cost and responsible bidder. The selected dealer will then be presented to the homeowner.

Planning and Pre-Installation Coordination:

For each awarded manufactured housing project, the Respondent will be responsible for:

- Conducting a pre-installation site evaluation
- Collaborating with the HIP Project Manager to confirm utility access and placement logistics
- Developing a site-specific installation and delivery plan aligned with the project schedule and budget

Permitting and Coordination:

The Respondent must:

- Apply for all necessary installation permits as required by local jurisdiction and the New Mexico Construction Industries Division (CID)
- For projects on tribal land, coordinate with tribal housing officials to meet all applicable tribal permitting and inspection requirements to ensure compliance with tribal codes and standards.
- Immediately notify Housing New Mexico's HIP Project Manager of any permitting issues or anticipated delays

Delivery and Setup Services:

Each project will require the Respondent to provide complete manufactured home delivery and setup, which includes but is not limited to:

- Demolition and removal of existing manufactured home
- Transportation of the home unit to the site
- Site preparation, including grading, leveling, blocking, anchoring, and tie-down
- Connection to all utilities, including water, sewer or septic, electric, and gas
- Installation of HUD-compliant skirting, stairs/ramps, and final exterior finishes
- Trim-out and final adjustments to ensure the home meets state and HUD installation standards
- Arranging for final inspections and certificates of occupancy where required

Managing Personnel and Subcontractors:

Respondents must:

- Hire and manage employees or subcontractors qualified in manufactured home demolition, removal and installation
- Ensure all workers and subcontractors are properly licensed and meet Housing New Mexico and CID requirements
- Supervise onsite work and maintain workforce standards for safety, code compliance, and professionalism

Procurement of Materials and Equipment:

Respondents must:

- Provide or procure all necessary materials and installation supplies for each project
- Maintain accurate records and submit itemized receipts or invoices for any reimbursable expenses
- Ensure all purchases remain within the scope and budget approved in the Three-Party Agreement
- Request written approval from Housing New Mexico for any budget increases or scope changes, prior to incurring the cost

Project Oversight and Monitoring:

Respondents are expected to:

- Conduct a pre-delivery inspection of the home and building site
- Monitor progress and compliance throughout the delivery and installation phases
- Coordinate with the HIP Project Manager and homeowner on any issues or delays
- Complete all work within 180 days of project award, unless otherwise approved

Change Orders:

Any deviations, additions, or deletions to the originally approved project scope must be submitted as a formal Change Order. All change orders must:

- Be in writing
- Include justification for the change
- Be approved by both the homeowner and Housing New Mexico before any work proceeds

Financial Responsibilities:

Respondents must maintain accurate financial records for each project, including:

- Receipts for materials and equipment
- Subcontractor invoices
- Time sheets, if applicable

All financial documentation may be requested as part of the submission for reimbursement and must match the project budget and any approved change orders.

Compliance with Local, State and Federal Requirements:

Respondents must comply with:

- Housing New Mexico's Manufactured Housing Installation Standards
- All applicable local and state building codes
- Applicable tribal codes and procedures (for tribal land installations)
- Federal environmental and safety requirements, including proper handling of Lead-Based Paint (LBP) or asbestos, where applicable (e.g., during demolition or disposal of an existing unit).

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 establish a pool of Approved Providers who are qualified to supply and install manufactured homes under the Home Improvement Program (HIP). Approved Providers may be invited to submit bids on a project-by-project basis.

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 minimum qualifications listed below will be eligible for inclusion on Housing New Mexico's list of Approved Providers.

Minimum Qualification Criteria	
1. Completed Application Packet	
	<ul style="list-style-type: none">• Respondent must submit a fully completed application, including the following signed documents:• Exhibit A: Application• Exhibit B: Conflict of Interest Certification• Exhibit C: Third-Party Code of Conduct Acknowledgment

<p>2. New Mexico Manufactured Housing License Respondent must hold a valid and current MHD-3 New Mexico Manufactured Housing Division Installer License and/or Dealer License, as applicable, and be in good standing with the New Mexico Regulation and Licensing Department (RLD) and the Manufactured Housing Division (MHD).</p>
<p>3. Proof of Insurance Bonds The Respondent must provide evidence of active:</p> <ul style="list-style-type: none"> • General Liability Insurance • Workers' Compensation Insurance • Auto Insurance (if applicable) • Surety bond as required for licensed manufactured housing dealers/installers in New Mexico
<p>4. IRS Form W-9 Respondent must submit a current signed IRS Form W-9 listing the business name and Tax Identification Number (TIN)</p>
<p>5. Additional Requirements</p> <ol style="list-style-type: none"> Financial Capacity – Respondent must demonstrate access to capital or a line of credit sufficient to cover upfront project costs until reimbursed. Service Area Coverage – Respondent must identify the county or counties in which they are available to perform work: <ul style="list-style-type: none"> • Guadalupe, Quay, Harding, Union, Rio Arriba, San Juan, McKinley, Los Alamos, Sandoval (San Felipe Pueblo), or "Statewide." • Respondents may also indicate their ability to respond to emergency projects outside their primary service area.
<p>6. Professional References Respondent 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:</p> <ul style="list-style-type: none"> • Contact name • Organization • Phone number and/or email • Brief description of the project or relationship
<p>7. Federal Eligibility 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 Manufactured Housing 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.
 - c) Evidence that the Respondent is properly insured with Surety Bond Requirements for manufactured housing dealers/installers in New Mexico
- 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 letters of reference that include contact information.

PART V. 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 for the demolition and removal of existing manufactured home units and installation of new manufactured home.
- 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 cost 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:

- Demolition and removal of existing manufactured home
- 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

Exhibit A
Application

**Request for Qualification for
Manufactured Home Dealers and Installers**

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 Manufactured 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 _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Email _____ Phone _____

Business Type:

- ☐ Manufactured Home Dealer
- ☐ Manufactured Home Installer
- ☐ Both Manufactured Home Dealer & Installer

Counties where available to work:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Guadalupe | <input type="checkbox"/> McKinley |
| <input type="checkbox"/> Quay | <input type="checkbox"/> Los Alamos |
| <input type="checkbox"/> Harding | <input type="checkbox"/> San Felipe Pueblo |
| <input type="checkbox"/> Union | <input type="checkbox"/> Rio Arriba |
| <input type="checkbox"/> San Juan | <input type="checkbox"/> Statewide |

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: _____

MANUFACTURED HOUSING EXPERIENCE

Please list individuals who will manage or oversee manufactured home delivery, installation, and setup 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 Completed

PROJECT HISTORY - MANUFACTURED HOME INSTALLATION OR REPLACEMENT

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 MFA.
- "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 a 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: _____

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"/>	Completed Exhibit A – Application Form	All fields filled, signed, and dated
<input type="checkbox"/>	Copy of current New Mexico Manufactured Housing Dealer License and/or Installer License	Issued by NM Regulation & Licensing Department (RLD), in good standing
<input type="checkbox"/>	Proof of General Liability Insurance	Must name your business as the insured party
<input type="checkbox"/>	Proof of Workers' Compensation Insurance	Required if you employ workers or subcontractors
<input type="checkbox"/>	Proof of Auto Insurance	Valid coverage for all vehicles used in business operations
<input type="checkbox"/>	Proof of Surety Bonding	Surety bond for manufactured housing activity (as required by NM MHD)
<input type="checkbox"/>	Signed IRS Form W-9	Must be current and include TIN and business name
<input type="checkbox"/>	Signed Conflict of Interest Certification (Exhibit B)	Form must be completed and signed
<input type="checkbox"/>	Signed Third-Party Code of Conduct Acknowledgment (Exhibit C)	Form must be completed and signed
<input type="checkbox"/>	List of Service Areas	Indicate the counties where you are available to work
<input type="checkbox"/>	Three (3) Client References or Letters	