

AGENCY REQUEST FOR QUOTES

Request for Quotes (RFQ)
Training Services and Operational Guidance for HOTMA and
NSPIRE Compliance
Section 8 Housing Choice Voucher Program



Division of Housing and Community
Resources Housing Assistance Office

September 23, 2026

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1.0 Purpose and Intent:

The New Jersey Department of Community Affairs (NJDCA) administers several federally and state-funded rental assistance programs that provide rental assistance and housing support services to households in New Jersey. Due to recent federal regulatory changes issued by the U.S. Department of Housing and Urban Development, mandates the implementation of HOTMA and NSPIRE no later than February 2027, the agency is seeking a HOTMA & NSPIRE training service to ensure that staff understand the new HUD regulations and that NJDCA meet compliance standards. Through this Request for Proposal (RFP), NJDCA seeks to engage qualified vendors to provide training services and technical assistance services related to Housing Opportunity through Modernization Act (HOTMA) and NSPIRE (National Standards for the Physical Inspection of Real Estate)

This RFP is issued with the intent of entering into a contractual agreement with a qualified vendor specializing in HUD housing program administration, occupancy regulations, inspections, compliance management and implementation to provide training services for NJDCA staff. The selected vendor will provide training, implementation guidance, operational support and technical assistance.

The purpose of these services is to:

- Ensure NJDCA staff are fully trained on HOTMA and NSPIRE regulatory requirements
- Support successful implementation of new HUD policies and procedures
- Improve inspection quality, occupancy processing and documentation standards
- Reduce compliance risk associated with federal monitoring and audits
- Assist NJDCA in updating operational procedures, workflows and internal controls

The New Jersey Department of Community Affairs (NJDCA) plans to award a contract to a company that shows strong technical expertise in HUD housing programs. Experience delivering HOTMA and NSPIRE training and the ability to provide practical implementation guidance for large scale housing operations. Additionally, the vendor must have experience working with Public Housing Authorities and state housing agencies and must be capable of providing high quality training services both virtually and in person.

2.0 Scope of Work:

- The contractor shall provide detailed training regarding HUD's revised HOTMA definitions of annual income and the impact of eligibility determinations and rent calculations.
- The contractor shall address HUD requirements for mandatory and discretionary interim re-examination including operational guidance and implementation support.
- Training shall include HOTMA requirements related to excluded earned income sources including operational guidance and implementation.
- The contractor shall provide detailed instructions regarding HOTMA asset limitations requirements, calculation methodologies, self-certification allowances, treatment of retirement and pension related assets including operational guidance and implementation.
- The contractor shall explain HOTMA requirements regarding student financial assistance calculations, treatment of nonrecurring income sources, including operational guidance and implementation.
- The contractor shall provide comprehensive training regarding HOTMA verification requirements and compliance standards, inclusive of operational guidance. Comprehensive

explanation of verification hierarchy, imputed income calculations and establish documentation requirements for compliance reviews and audits. Training shall address HUD documentation retention requirements.

- The training shall cover Recertification procedures, interim adjustments, effective dates.
- Training shall explain how HOTMA affects daily occupancy functions, operational guidance related to system workflow, review operational policies impacted by HOTMA.
- The contractor will establish staff procedures, compliance monitoring, and quality assurance standards for HOTMA compliances.
- The contractor will evaluate NJDCA's existing inspection scheduling practices and provide operational recommendations to improve efficiency, tracking, inspection timeliness and overall program performance under NSPIRE.
- The contractor shall assess, develop and recommend implementation guidance and provide sample deliverables.
- The contractor shall provide technical guidance and operational support to ensure inspectors consistently interpret and apply NSPIRE deficiency standards. The contractor shall assist NJDCA in developing consistent statewide inspection standards and deficiency interpretation procedures.
- The contractor shall assist NJDCA in developing consistent statewide inspection standards and deficiency interpretation procedures.
- The contractor shall conduct staff readiness assessments to evaluate NJDCA's preparedness for implementation of HOTMA and NSPIRE requirements.
- The contractor shall provide ongoing technical assistance and operational support following completion of formal training sessions.
- Ongoing Operational Support Services include Supervisors consultation sessions, follow-up implementation meetings, regulatory interpretation guidance.
- The contractor may assist NJDCA staff with HOTMA and NSPIRE related questions.

3.0 Contract Terms and Payment

3.1 Contract Deliverables

The Contractor shall complete the required comprehensive rent reasonable services as outlined in Section 2.0 Scope of Work.

The Contractor shall participate in quarterly status calls with the HAP to review tasks completed.

3.2 Contract Term/Extensions/Transition

The term of this Contract shall be for one-year. At the end of the one-year period HAP will determine whether the contract can be extended with updated terms or if HAP will release a new RFQ.

Within seven (7) days of award, the Contractor(s) shall conduct a kick-off meeting with the Housing Assistance Program to finalize task and deliverables and complete any outstanding

administrative items. The State expects the Contractor to be ready to begin work on tasks after two (2) weeks of award.

3.3 Task Orders

The Housing Assistance Program will issue a Notice to Proceed letter reflecting the authorized scope of work and deliverables authorized for each Task Order. Any work undertaken without such authorization is at the Contractors' risk.

3.4 Payment

The State will pay the Contractor(s) on a monthly or quarterly basis as the Contractor(s) has completed the required deliverables. Total costs per year for this RFQ has yet to be determined.

4.0 Bidding Process

4.1 Question and Answer Period

The State will accept questions for up to (1) business days after the posting of the solicitation, or September 23, 2026. Bidders shall send their Questions via email to: Nieisha.Law@dca.nj.gov and Alexander.Ochoa@dca.nj.gov

The Department will post the questions and answers on the DCA website in an Addendum to the RFQ on a rolling basis. Any Addendum to this RFQ will become part of this RFQ and part of any subsequent Contract.

4.2 Contents of Quote

The Quote shall include a discussion of the Bidder(s)' approach and plans for accomplishing the work outlined in Section 2.0, Scope of Work. In narrative form, the Bidder must set forth its understanding of the requirements of this solicitation and its approach to successfully complete the Contract. Mere reiterations of the tasks and deliverables in the solicitation are strongly discouraged since this does not provide insights into the Bidder(s)' approach to completing the Scope of Work.

The Bidder(s) shall identify the key personnel who will manage this project and perform the Scope of Work and include their resumes with the Quote. The narrative shall also include the Bidder(s)' relevant experience, along with a comprehensive listing of contracts of similar size and scope that it has successfully completed, as evidence of the Bidder's ability to successfully complete the work required by this RFQ.

The Bidder(s) must provide price quotes for comprehensive and reasonable services in the following manner:

- Clearly identify all costs
- Include itemized pricing
- Identify any recurring fees
- Identify any optional costs

- Include assumptions and limitations
- Remain valid for a minimum of 180 days from proposal submission

4.3 Instructions for Proposal Submission

Bidder(s) shall submit Quotes no later than **3:00 pm** on **September 28 2026** , and include, at minimum, the plan to accomplish the Scope of Work provided in Section 2.0, relevant experience of the firm and the staff who will perform the Scope of Work, expected expenses and pricing rates.

Bidders may submit quotes via email to Nieisha.Law@dca.nj.gov or deliver “hard copies” to:

Nieisha Law
 Department of Community Affairs
 Division of Housing and Community Resources, 5th Floor
 101 South Broad Street
 Trenton, New Jersey 08625

5.0 Award Methodology

The Department will award the Contract to one or more Contractor(s) that receive the highest point total from the Evaluation Committee and whose Quotes, conforming to this RFQ, are the most advantageous to the State, price and other factors considered, including organizations that reside in the State of New Jersey and service areas that are regional or statewide. The State intends to conduct a comprehensive, fair, and impartial evaluation of all Quotes received. All Quotes will first be reviewed to determine responsiveness, and non-responsive Quotes will be rejected without Evaluation. The State may also reject any Quote that is incomplete or where there are significant inconsistencies or inaccuracies.

The State reserves the right to negotiate price reductions or request Best and Final Offers with the Bidder(s).

5.1 Evaluation Process

Quotes will be evaluated by the Evaluation Committee, composed of members from the Department and the Housing Assistance Office. For evaluation purposes, Bidders will be ranked from lowest to highest according to the total Quote price.

In addition to price, the Evaluation Committee will evaluate Quotes based on the following technical factors, according to the pre-determined weight below:

- Personnel: The qualifications and experience of the Bidder’s management and key personnel assigned to this project (up to 20 points);
- Experience of the Contractor(s): The Bidder’s documented experience in successfully completing projects of a similar size and scope (up to 50 points); and
- Ability of the Contractor(s) to complete the Scope of Work: The Bidder’s demonstration in the Quote that the Bidder understands the requirements of the Scope of Work and presents an approach that indicates the technical requirements of the Contract could be met successfully (up to 30 points).

5.2 Right to Waive

The Evaluation Committee reserves the right to waive minor irregularities. The Committee also reserves the right to waive a requirement provided that the failure to comply with the mandatory requirement does not materially affect the procurement of the State's interests associated with the procurement.