STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

Governor Mikie Sherrill **Commissioner Jacquelyn A. Suárez**

AGENCY REQUEST FOR QUOTE

2027 New Jersey Point-in-Time Count: Planning, Coordination, Training, Data Analysis, and Reporting

Publication Date: 11/6/2026
Quotes Due: 11/20/2026
Anticipated Contract Term: 12/18/2026–6/30/2027
Maximum Contract Amount: $200,000

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§1.0 PURPOSE AND INTENT

This Request for Quote ("RFQ") is issued by the New Jersey Department of Community Affairs, Division of Housing and Community Resources ("Department"), to solicit Quotes from qualified Bidders to support the 2027 New Jersey Point-in-Time ("PIT") Count. The Department anticipates awarding one Contract with total payment not to exceed $200,000 for the anticipated term of December 18, 2026, through June 30, 2027.

The PIT Count provides a snapshot of the number and characteristics of people experiencing sheltered and unsheltered homelessness on a designated night in January. Information collected by New Jersey's 16 Continuums of Care ("CoCs"), covering 21 counties, forms the basis for statewide and local PIT findings. These findings support understanding of homelessness across New Jersey, local planning and coordination, and applicable U.S. Department of Housing and Urban Development ("HUD") reporting and funding application requirements.

The successful Bidder ("Contractor") shall provide survey preparation and training, CoC and stakeholder coordination, data collection support, data input, deduplication, quality assurance, analysis, HUD reporting and submission support, and preparation of statewide and local PIT reports. The reports shall present summary and detailed findings, including comparisons with recent PIT counts and explanations of limitations affecting those comparisons.

The Contractor shall work under the direction of the Department of Community Affairs ("DCA") in coordination with NJ HMIS staff and the CoCs. Each CoC retains responsibility for conducting its local count and ensuring completion of required HUD reporting.

Final reports shall be provided in printed and electronic formats suitable for distribution to CoCs and other stakeholders and publication as a web-based resource. All reports and public releases are subject to Department review and approval.

Reference

U.S. Department of Housing and Urban Development, Office of Community Planning and Development. (2014). *Point-in-Time Count Methodology Guide.* https://files.hudexchange.info/resources/documents/PIT-Count-Methodology-Guide.pdf

The Contractor shall follow applicable HUD requirements, data collection instructions, reporting specifications, and submission deadlines for the 2027 PIT count, including updates issued during the Contract term.

§2.0 SCOPE OF WORK

The Contractor shall perform the following services in accordance with applicable HUD requirements for the 2027 PIT count, including 24 CFR §§ 578.3 and 578.7(c)(2), HUD Notice CPD-2023-11 as applicable, and any superseding or supplemental HUD guidance. The PIT Count Methodology Guide is a reference for implementation.

A. Implementation and CoC Coordination

The Contractor shall:

1. Develop a statewide implementation workplan identifying activities, deliverables, staffing, responsibilities, dependencies, and completion dates.
2. Identify the PIT lead, NJ HMIS contact, Collaborative Applicant, and HUD reporting contact for each CoC.
3. Coordinate with each CoC on local PIT preparation, implementation, data collection, review, and reporting.
4. Support local count methodologies and geographic coverage plans, including approaches to locations and populations that may be missed.
5. Provide technical assistance to CoCs and participating stakeholders throughout preparation, implementation, data validation, and reporting.

The workplan shall account for the sheltered and unsheltered components of the 2027 count, the applicable HUD count-date requirements, and deadlines for local data delivery, validation, and HUD submission.

B. Stakeholder Coordination

In coordination with CoC leads, the Contractor shall identify stakeholder partners relevant to survey training, count coverage, and data collection. Partners may include:

- CoC members;

- Nonprofit organizations;
- County governments;
- Local municipalities;
- Local advisory boards of people with lived experience and expertise of homelessness ("PWLEE");
- Shelter and transitional housing providers;
- Victim service providers;
- Street outreach teams;
- Healthcare providers;
- Youth-serving organizations; and
- Other partners relevant to local count coverage and implementation.

The Contractor shall support CoCs in sharing survey materials, training opportunities, and collection instructions with participating partners and addressing gaps that may affect count participation or completeness.

C. PWLEE Advisory-Board Engagement

The Contractor shall support engagement of relevant local PWLEE advisory boards, in coordination with CoC leads, to obtain input on survey materials, respectful survey administration, and locations or populations that may be missed.

Engagement may occur through existing advisory-board meetings or other practical opportunities for input. The Contractor shall briefly summarize the input received and how it informed survey preparation or implementation. Where a relevant advisory board is unavailable or declines participation, the Contractor shall consult DCA regarding an alternative opportunity for PWLEE input.

D. Survey Instruments and Training

The Contractor shall:

1. Review and update the statewide PIT survey instrument and instructions, as needed, in consultation with DCA, NJ HMIS staff, CoCs, and PWLEE advisory boards.
2. Ensure that the survey and collection procedures support applicable HUD-required data elements and counting standards. Additional State or local questions shall be distinguished from HUD-required information.
3. Provide survey and count-procedure training for CoC leads, direct service providers, outreach teams, volunteers, and other count participants.
4. Address eligibility for inclusion, count-night sleeping location, household composition, survey administration, duplicate prevention, privacy, data security, participant and volunteer safety, language access, and accessibility.
5. Provide training materials, maintain attendance records, and offer follow-up technical assistance.
6. Establish procedures for paper and electronic collection tools, reconciliation across collection methods, and secure delivery of local data.

E. Data Collection, Input, and Quality Assurance

The Contractor shall:

1. Coordinate receipt and input of sheltered and unsheltered PIT information from participating CoCs and providers.
2. Coordinate with NJ HMIS staff to extract sheltered count-night data for participating emergency shelter, Safe Haven, and transitional housing projects, as applicable.
3. Obtain required information from eligible projects outside NJ HMIS and secure necessary CoC and provider permissions before accessing data.
4. Obtain required PIT counts from victim service providers in aggregate form through an approved reporting process. Do not request personally identifying information from victim service providers or enter their client-level records into NJ HMIS.
5. Review and deduplicate records the Contractor is authorized to access and use for that purpose across data sources and collection methods to prevent individuals and households from being counted more than once.
6. Review data for accuracy, completeness, missing information, inconsistent responses, household errors, and eligibility for inclusion.
7. Coordinate corrections with CoCs and providers and document material adjustments, unresolved discrepancies, estimation methods, and limitations.
8. Support documentation of geographic coverage and explanations for excluded areas.
9. Provide each CoC an opportunity to review and validate its findings before finalizing data for HUD reporting and publication.

F. HUD Reporting and Submission Support

The Contractor shall prepare the PIT reports, tables, and data outputs required to support each CoC's HUD submission, including applicable reporting generated from NJ HMIS. The Contractor shall coordinate with NJ HMIS staff and CoCs to confirm that the bed inventory used to validate the sheltered PIT count accurately reflects count-night inventory, reconcile discrepancies with the relevant CoC, and document any unresolved issues. PIT and Housing Inventory Count (HIC) data are submitted in separate HDX modules in accordance with HUD's applicable deadlines. Each CoC retains responsibility for its HIC preparation and submission.

The Contractor shall:

1. Produce and validate required PIT reporting outputs using applicable HUD specifications.
2. Coordinate with each CoC's Collaborative Applicant, HDX Primary Contact, and authorized submitter regarding data review, entry, and submission responsibilities.
3. Assist with validation errors, warning explanations, corrections, and HUD data-review questions during the Contract term.
4. Complete reporting and submission-support activities in sufficient time to meet HUD-established deadlines, independently of the Department's narrative-report deadlines.
5. Notify DCA promptly of unresolved issues affecting complete, accurate, or timely reporting.

The Contractor shall submit data on behalf of a CoC only with express authorization and appropriate access.

G. Data Analysis and PIT Reports

The Contractor shall prepare a summary and detailed analysis of aggregated statewide and CoC-level PIT data concerning the number of people and households experiencing sheltered and unsheltered homelessness and the characteristics identified through the survey instrument used for the 2027 PIT count.

The reporting package shall include:

1. A statewide PIT report and local reports for participating CoC jurisdictions, clearly distinguishing CoC and county geographies.
2. Written narrative, tables, and charts presenting statewide and local findings.
3. Comparisons with recent PIT counts, including explanations of material changes affecting comparability.
4. Data sources, methodology, geographic coverage, quality-assurance procedures, and limitations.
5. A brief summary of stakeholder and advisory-board input and recommendations for improving future counts.

The Contractor shall provide technical assistance explaining how CoCs may use PIT findings in local planning and applicable HUD CoC funding applications.

The first complete draft reporting package shall be submitted to DCA and designated NJ HMIS staff for Department review by **June 1, 2027**. The Contractor shall incorporate Department-requested revisions and submit the final reporting package for Department approval by **June 30, 2027**.

Final products shall include printed and electronic reports, editable source files, and a format suitable for publication as a web-based resource. The Contract shall specify the required local reports and the number of printed copies.

Department approval is required before printing, distribution, publication, or public announcements. Subject to Department approval, the final statewide PIT report is expected to be made publicly available and shared with Continuums of Care and other stakeholders in **July 2027**.

H. Confidentiality and Final Materials

The Contractor shall protect confidential information, restrict access to authorized personnel only, and follow Department-approved procedures for secure transfer, storage, retention, and disposal.

Work products prepared under the Contract shall be Department-owned, subject to applicable data-sharing restrictions and State contract terms. Public reports shall contain aggregate information and shall not disclose protected individual-level information.

At closeout, the Contractor shall provide approved reports, reporting tables, survey instruments, training materials, data dictionaries, analytical documentation, and final datasets the Department is authorized to receive. Security incidents and required return or destruction of information shall be handled under applicable Contract requirements.

§3.0 CONTRACT TERMS AND PAYMENT

The Department anticipates awarding one Contract. Total payment shall not exceed **$200,000**, inclusive of all authorized labor, expenses, administrative and indirect costs, and subcontractor costs.

§3.1 CONTRACT DELIVERABLES

The Contractor shall complete the deliverables described in Section 2.0. The Contract shall establish interim deadlines, reporting quantities, review periods, and acceptance requirements.

Deliverable	Required timing
Survey package and trainings	Before the count, according to the approved workplan
Data input, deduplication, validation, and HUD reporting outputs	According to the workplan and applicable HUD deadlines
First complete draft reporting package	June 1, 2027
Final reporting package incorporating Department revisions	June 30, 2027
Final data and work-product handoff	June 30, 2027

The Contractor shall participate in DCA status calls and provide brief progress updates at intervals established in the workplan. Updates shall address completed work, upcoming deadlines, and issues requiring Department assistance.

§3.2 CONTRACT TERM/EXTENSIONS/TRANSITION

The anticipated Contract term is December 18, 2026, through June 30, 2027. Work shall begin only after the Contract is effective and the Department issues a Notice to Proceed.

The Contract shall consist of this RFQ, issued Addenda, applicable State Standard Terms and Conditions and supplements, and the successful Bidder’s Quote as accepted by the Department. Applicable State provisions shall govern the order of precedence.

Any extension or modification requires written Department authorization under applicable procedures. The Contractor shall cooperate with closeout and transfer of authorized work

products. Any anticipated HUD follow-up extending beyond June 30, 2027, shall be brought to DCA's attention before closeout.

§3.3 NOTICE TO PROCEED

The Department will issue one written Notice to Proceed authorizing the Contractor to begin work under the full scope of the Contract. The Contractor shall complete the work in accordance with the deliverables, deadlines, and other requirements established in the Contract.

Changes to scope, pricing, or completion dates require prior written Department approval. Work undertaken without authorization is at the Contractor's risk.

§3.4 PAYMENT AND PROPOSED BUDGET

Payment shall be made in accordance with applicable State Standard Terms and Conditions and the payment terms established in the Contract following Department acceptance of the applicable work and deliverables.

Bidders shall submit an itemized budget and budget narrative identifying all-inclusive labor rates, estimated hours, subcontractor costs, expected expenses, and total pricing by task or cost category.

Proposed costs may include personnel, subcontractors, CoC coordination, survey preparation, training, advisory-board compensation and participation supports, interpretation and accessibility, approved travel, survey technology, printing, data processing, analysis, and reporting.

Combined administrative and indirect costs shall not exceed **10% of the awarded Contract amount** and shall be included within that amount. Such costs shall be separately identified, including costs embedded in labor rates. Direct performance of the Scope of Work is not administration solely because it involves coordination or project management. Costs shall not be charged both directly and indirectly or billed to more than one funding source.

Equipment purchases, survey-participant incentives, and expenses outside the approved budget require express Department approval.

Invoices shall identify the Contract number, billing period, completed work, labor charges, approved expenses, and supporting documentation required by the Department.

§4.0 BIDDING PROCESS

§4.1 QUESTION AND ANSWER PERIOD

The State will accept questions through 11:59 p.m. on **November 16, 2026.** Bidders shall send questions via email to:

HMIS@dca.nj.gov

The Department will share written responses to questions and any addenda with all directly solicited vendors and any other prospective bidders who request the RFQ or submit questions. Any addenda shall become part of this RFQ and the resulting Contract.

Questions regarding the State Standard Terms and Conditions ("SSTC"), specifically incorporated herein, and exceptions to mandatory requirements must be posed during the Question and Answer period and should contain suggested changes. Quotes submitted with terms that conflict with this RFQ, the SSTC, or the applicable Waivered Contracts Supplement will be deemed non-responsive.

§4.2 CONTENTS OF QUOTE AND SUBMISSION REQUIREMENTS

The Quote shall demonstrate the Bidder's understanding of the requirements and ability to complete the Scope of Work on time and within budget. Mere reiterations of RFQ tasks and deliverables are strongly discouraged. Bidders shall include the following:

1. Technical Narrative

Describe the proposed approach to completing Section 2.0, including CoC coordination, stakeholder and PWLEE advisory-board engagement, survey preparation and training, data collection support, data input, deduplication, quality assurance, analysis, HUD reporting and submission support, and preparation of statewide and local PIT reports.

2. Workplan and Timeline

Provide a proposed workplan identifying activities, deliverables, staffing responsibilities, and completion dates. The timeline shall account for count preparation and training, applicable HUD reporting deadlines, the first complete draft reporting package due June 1, 2027, and the final reporting package incorporating Department revisions due June 30, 2027.

3. Bidder Qualifications and Relevant Experience

The Bidder shall demonstrate:

- Knowledge of New Jersey's CoCs and applicable HUD PIT data collection and reporting requirements.
- Experience collecting, entering, deduplicating, validating, and analyzing homelessness data, including NJ HMIS data.
- Capacity to work with participating CoCs to prepare statewide and local PIT findings and reports.
- Experience providing survey training and technical assistance to providers, volunteers, and CoC representatives.

- Experience coordinating with community stakeholders and engaging people with lived experience and expertise of homelessness.
- Sufficient staffing and technical resources to complete the Scope of Work within the required deadlines.

The Quote shall include a brief description of the Bidder's organization and a listing of successfully completed contracts of similar size and scope, identifying the services provided and demonstrating the Bidder's qualifications to perform this work.

4. Personnel and Subcontractors

Identify key personnel who will manage the project and perform the Scope of Work, describe their responsibilities, and include their resumes. Identify proposed subcontractors and the services they will provide.

5. Pricing and Proposed Budget

Submit an itemized proposed budget and accompanying budget narrative consistent with Section 3.4. Identify all-inclusive labor rates, estimated hours, subcontractor costs, expected expenses, and total costs by task or cost category. Separately identify PWLEE advisory-board compensation and participation supports, *if proposed*, and administrative/indirect costs.

The budget narrative shall explain the basis for each cost and its relationship to the Scope of Work. The total proposed budget shall not exceed $200,000.

6. Required Forms and Documentation

Bidders shall complete and submit the following forms and documentation with their Quotes. Forms are available at:

https://www.state.nj.us/treasury/purchase/forms.shtml

- Ownership Disclosure Form.
- Disclosure of Investigations and Other Actions Involving Bidder Form.
- Disclosure of Investment Activities in Iran Form.
- Source Disclosure Certification Form.
- MacBride Principles Certification Form.
- Chapter 271 Vendor Certification and Political Disclosure Form.
- Two Year Chapter 51/Executive Order 333 Vendor Certification and Disclosure of Political Contributions for Non-Fair and Open Contracts, if applicable.
- Affirmative Action Form — A New Jersey Certificate of Employee Information or a copy of the Federal Letter of Approval verifying the Contractor is operating under a federally approved or sanctioned Affirmative Action program.
- State of New Jersey Standard Terms and Conditions.
- Proof of NJ Business Registration.

- Proof of Insurance (ACORD form), as indicated by the New Jersey Standard Terms and Conditions for DPAs.
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus.
- Waivered Contracts Supplement to the State of New Jersey Standard Terms and Conditions.

The Bidder is subject to the SSTC and the Waivered Contracts Supplement to the SSTC incorporated into this RFQ.

§4.3 INSTRUCTIONS FOR QUOTE SUBMISSION

Bidders shall submit Quotes by email to **HMIS@dca.nj.gov** no later than 11:59 p.m. on **November 20, 2026.** Quotes shall include all materials specified in Section 4.2. Quotes received after the deadline will not be accepted.

§5.0 AWARD METHODOLOGY

The Department will award the Contract to one Contractor that receives the highest point total from the Evaluation Committee and whose Quote, conforming to this RFQ, is most advantageous to the State, price and other factors considered.

The State intends to conduct a comprehensive, fair, and impartial evaluation. The Department will first review each Quote to determine whether it meets the mandatory requirements of this RFQ. Quotes that do not meet those requirements will not proceed to evaluation. The State may also reject incomplete Quotes or Quotes containing significant inconsistencies or inaccuracies.

The State reserves the right to negotiate price reductions or request Best and Final Offers.

§5.1 EVALUATION PROCESS

Quotes will be evaluated by an Evaluation Committee composed of Department representatives. For evaluation purposes, the Committee will evaluate price and the technical factors listed below. Bidders will be ranked based on their total evaluation scores.

In addition to price, the Committee will evaluate the following technical factors:

- **Personnel:** Qualifications and experience of management and key personnel assigned to the project.
- **Contractor Experience:** Documented successful completion of projects of similar size and scope, including PIT data collection, NJ HMIS data analysis, training, and HUD reporting.
- **Ability to Complete the Scope of Work:** Demonstrated understanding of the requirements and a feasible approach to survey training, CoC and stakeholder coordination, data accuracy and completeness, HUD reporting support, and timely completion of reports.

§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 failure to comply does not materially affect the procurement or the State's interests associated with the procurement.

§5.3 PUBLIC DISCLOSURE

In submitting its Quote, a Bidder may designate specific information as not subject to disclosure. The Bidder must have a good-faith legal or factual basis to assert that the designated portions are proprietary and confidential financial or commercial information or trade secrets or must not be disclosed to protect the personal privacy of an identified individual.

The location of any designation shall be stated in a cover letter, and a redacted copy shall be provided. Failure to designate information as confidential when submitting the Quote shall result in waiver of that claim.

The State reserves the right to determine what is proprietary or confidential. The State will not honor an attempt to designate an entire Quote as proprietary or confidential or a claim of copyright protection for an entire Quote. If a confidentiality designation is challenged and the State does not concur with the designation, the Bidder shall be responsible for defending it.