

AGENCY REQUEST FOR QUOTES

Request for Quotes (RFQ)
Rent Reasonableness Comparison Services
Section 8 Housing Choice Voucher Program



Division of Housing and Community Resources
Housing Assistance Office

October 2025

SECTION	TABLE OF CONTENTS	PAGE
1.0 Purpose and Intent		3
2.0 Scope of Work		3
3.0 Contract Terms and Payment		4
3.1 Contract Deliverables		4
3.2 Contract Term/Extensions/Transition		4
3.3 Task Orders		5
3.4 Payment		5
4.0 Bidding Process		5
4.1 Question and Answer Period		5
4.2 Contents of Quote		5
4.3 Instructions for Quote Submission		6
5.0 Award Methodology		7
5.1 Evaluation Process		7
5.2 Right to Waive		8

1.0 Purpose and Intent:

This Request for Quotes (RFQ) is issued by the Department of Community Affairs, Division of Housing and Community Resources (“Department”) through the Housing Assistance Program (HAP). The purpose of this RFP is to solicit quotes from qualified Bidders to provide comprehensive rent comparison services to comply with HUD’s rent reasonable standards to ensure that rents being paid are reasonable in relation to rents being charged for comparable unassisted units in the same market in support of all the housing assistance programs administered by the New Jersey Department of Community Affairs.

2.0 Scope of Work:

This RFP is issued with the intent to enter into a contractual agreement with a vendor capable of performing timely, accurate, and well-documented rent reasonableness determinations for housing units supported by NJDCA programs such as the Housing Choice Voucher (HCV) Program, Project-Based Vouchers (PBV), the State Rental Assistance Program (SRAP), and other federal or state-funded rental subsidy initiatives. The selected contractor will be responsible for independently evaluating whether proposed rents are reasonable when compared to similar unassisted units in the private rental market, taking into consideration factors such as unit location, size, type, condition, amenities, and utilities.

The comprehensive rent comparison services provided through this RFQ must include the following services:

- Ensure the fiscal integrity by preventing overpayment of housing subsidies.
- Provide three (3) comparable for each type of unit in the same market area
- Promote unbiased treatment for tenants and landlords by basing rent decisions on market realities.
- Support compliance with HUD rent reasonableness standards and NJDCA regulations governing rent reasonableness standards.
- Assist NJDCA in documenting and justifying rent determinations to auditors, monitoring agencies, and program stakeholders.

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 the 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 ten (10) business days after the posting of the solicitation, or October 17, 2025. Bidders shall send their Questions via email to: Nieisha.Law@dca.nj.gov and Alex.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 complete 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 rent reasonable services in the following manner:

- Source of data
- Real estate advertisements and contacts
- Date of comparison
- Size and type of unit compared

4.3 Instructions for Proposal Submission

Bidder(s) shall submit Quotes no later than **November 3, 2025 4:30pm**, 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 Alex.Ochoa@dca.nj.gov 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.