



REQUEST FOR QUALIFICATIONS

The City of Albuquerque Department of Health, Housing & Homelessness (DHHH) is seeking qualified, not-for-profit organizations to administer Permanent Supportive Housing voucher programs using a housing first approach.

Permanent Supportive Housing (PSH) is rental assistance and supportive services that help households experiencing homelessness or at high risk of homelessness obtain and maintain housing. PSH is not time limited. At least one member of the households must have a disability, which includes a verified physical or behavioral health disability.

PSH can be scattered site, meaning that households select their own apartment from the private rental market. For this RFQ, PSH may also be project-based, meaning the voucher would be attached to specific rental units.

Available Funding

For Fiscal Year 2026, the Department will seek to allocate up to \$12 million in Permanent Supportive Housing programs. These programs will commence at the start of the Fiscal Year, July 1, 2025. If necessary, awardees may need to accept participants from PSH programs that are concluding. The Department will assist with this coordination.

Funding for this RFQ is subject to City Council approval and availability of City General Funds.

DHHH will use a Request for Qualifications (RFQ) process to contract with not-for-profit agencies to administer a PSH program. DHHH Procurement Rules for Social Services Contracts allows DHHH to procure social services through prequalification of potential Offerors in order to move expediently when opportunities arise.

Required Qualifications

Qualified not-for-profit organizations must:

- 1) Have experience successfully administering supportive housing programs (RRH and/or PSH) and/or providing supportive services to households experiencing homelessness and at high risk of homelessness; and
- 2) Have the organizational capacity to administer a supportive housing program and comply with the City's Administrative Requirements¹, including adequate financial and administrative oversight systems and staffing; and
- 3) Must be able to operate a PSH program with reasonable project costs, including staffing and administrative costs.
- 4) A completed financial audit with no major deficiencies identified in the report. The financial audit must be recent – within the last two years.

Exceptions to the requirements stated above will be reviewed on a case by case basis.

Timeline

Applications for qualifications will be accepted on a rolling basis. Interested organizations are encouraged to submit their applications promptly, so that DHHH may begin allocating the funds.

To guarantee funding and a July 1, 2025 start date, applicants are encouraged to apply before December 31, 2024.

Review Process

An Ad Hoc Committee, comprised of DHHH staff, will review and qualify applicants as applications are received. The Committee will rank-order qualified applications, based on extent to which they meet the criteria listed in this RFQ. The results of this process will be a pool of qualified applicants that are rank ordered. From this pool, DHHH will negotiate and enter into contracts with qualified organizations to administer PSH programs. DHHH will use rank-order information when selecting agencies to contract for these services.

¹ <https://www.cabq.gov/health-housing-homelessness/partner-resources/administrative-requirements>

Submission Process

Interested not-for-profit organizations must:

1) Submit a narrative that addresses the following questions. The narrative should be limited to eight (8) pages and use 12-point font on 1-inch margins. Please address each question in the order listed below with a clear heading title.

A. Experience with Supportive Housing: Describe the organization’s experience administering supportive housing programs. Indicate whether the organization’s experience is administering RRH, PSH or both. Provide quantitative housing outcome data for the last three years. Outcome data should include the number of households who remained in the program or exited to another type of permanent housing. If the organization has not administered supportive housing programs, describe any similar programs that you have operated (i.e., transitional housing).

B. Experience with Supportive Services for Households Experiencing Homelessness or At Risk of Homelessness: Describe the organization’s experience providing supportive services to people experiencing homelessness and/or at risk of homelessness. Include information regarding any evidence-based best practices that are routinely used by the organization (e.g., motivational interviewing, individualized service plans).

C. Organizational Capacity: Describe your organization’s organizational capacity to administer supportive housing vouchers. Describe the staff and administrative structure that would be used to administer the supportive housing vouchers, including both rental assistance and case management /supportive services components. Describe the financial systems and staffing your organization has in place to administer supportive housing vouchers. Describe your agency’s experience, if any, in adhering to the City’s Administrative Requirements. Describe the agency’s capacity to utilize Medicaid and third-party insurances for applicable supportive services.

D. Subpopulations: Describe any expertise and experience your organization has in serving specific subpopulations (i.e., domestic violence survivors, youth ages 16-24, families with young children).

E. Program Capacity: Indicate how many households the organization is able to serve with the proposed funding amount. Include justification how the number was calculated such as FMR, staffing, etc.,.

2. Complete the following annual budget estimate for costs to operate the PSH program. If DHHH contracts with the organization to provide PSH programs, the organization will develop a more detailed project proposal and budget at that time. The purpose of these charts is to provide a basic overview of estimated project costs. The form can be found under the “[Permanent Supportive Housing RFQ](#)” section of the URL below. An example of the form can be found at the end of this document.

3) Most recently completed financial audit

4) Documentation of not-for-profit status



Complete applications with narrative, estimated annual budget, financial audit and documentation of not-for-profit status should be submitted via email to HPI@cabq.gov.

Questions regarding the RFQ may be sent in writing to HPI@cabq.gov. Questions and answers to all inquiries will be posted at <https://www.cabq.gov/health-housing-homelessness/partner-resources>

Applications for qualifications will be accepted on a rolling basis until funds are allocated. Applicants are encouraged to apply before December 31, 2024.

All notices, forms and supporting documents of the RFQ will be posted [BELOW](#):

<https://www.cabq.gov/health-housing-homelessness/partner-resources>

BUDGET SUMMARY

Number of households being housed:

Population Served (youth, adults, families, etc.):

Expenditure Category	Program Total
Personnel Costs	
Salaries & Wages	
Payroll Taxes and Employee Benefits	
Total Personnel Costs	\$ -
Operating Costs - Direct	
Contractual Services	
Audit Costs	
Consumable Supplies	
Telephone	
Postage and Shipping	
Occupancy (rent, utilities, other)	
Equipment Lease/Purchase	
Equipment Maintenance	
Printing & Publications	
Travel (local, out of town)	
Conferences, Meetings, Etc.	
Direct Assistance to Beneficiaries	
Membership Dues	
Equipment, Land, Buildings	
Insurance	
Fuel and Vehicle Maintenance	
Total Operating Costs	
Total Direct Costs (Personnel & Operating)	\$ -
Indirect Costs	
TOTAL PROGRAM EXPENSES	\$ -