



Massachusetts Housing Finance Agency  
One Beacon Street Boston, MA 02108

Tel: 617-854-1000  
Fax: 617-854-1091

Relay 711  
[www.masshousing.com](http://www.masshousing.com)

## **Capital Needs Assessment Consultants RFQ FAQs**

December 2025

### **1. Will you select/approve one consultant or multiple consultants?**

Multiple

### **2. If we decide not to respond to the RFQ, when will it open again if we reconsider in the future?**

The timing and structure of any subsequent RFQ would be determined at the agency's discretion.

### **3. After the final selection on 1/2/2026, when will project requests commence?**

At any time post selection.

### **4. Will each of the CNA reports additionally require e-Tool filing with HUD?**

No

### **5. Reviewing – are you able to estimate the number of projects and/or buildings overall or for each consultant?**

No specific limits have been established. We are not able to estimate the number of projects or buildings.

**6. What volume do you estimate for 2026?**

Volume varies year by year.

**7. How long will the program run for?**

The program does not currently have a defined end date with potential for adjustments based on operational needs and outcomes.

**8. If we can't meet a specific deadline and decline to bid, would that hurt our standing in the program?**

If an approved vendor is unable to respond to a Request for Proposal (RFP), their approved vendor status will not be affected. However, CNA consultants who do not respond to this RFQ will not be included on MassHousing's pre-approved CNA vendor list and will not be eligible to submit proposals for CNA services.

**9. Page 4 of the RFQ, bullet 5 indicates that reports and cost models consistent with applicable tools and standards, including the HUD CNA e-Tool or other programmatic requirements specified by MassHousing. The question is regarding "other programmatic requirements specified by MassHousing, specifically what platforms does MassHousing utilize, which would require migration and population of CNA data? Are these platforms industry standards (Yardi, RealPage, etc.) or proprietary to MassHousing? If proprietary, which design language/program is the software based upon?**

MassHousing does not mandate a single, MassHousing-specific platform for CNA data migration or population. The goal is to ensure that reports and cost models are compatible with recognized standards and tools used in the field, with particular alignment to HUDs CNA e-tool where applicable. When MassHousing specifies "other programmatic requirements" we expect consultants to demonstrate alignment with widely used industry standards and/ or MassHousing preferred practices. If MassHousing has any intended proprietary workflows or design environments, they would be communicated in Request for Proposal.

- 10. Under Submission requirements, subsection 5- Sample of Work Product: As a company, we do not currently have a work product of a CNA report to submit. However, I would like to emphasize that our staff possesses the requisite expertise and qualifications to meet the necessary technical requirements. Given this context, I am keen to understand how critical the submission of a CNA report is to the likelihood of our selection. We are confident in our ability to deliver quality work, and I would appreciate any guidance you can provide on this matter.**

MassHousing understands that some firms may not currently have a CNA report readily available but may possess the knowledge, methodology, and personnel capable of delivering a CNA report that meets applicable standards. We will not automatically disqualify a firm solely because it does not have a CNA report as a sample, provided the respondent can demonstrate capability through detailed methodology and work samples of similar CNA-like deliverables (cost models, financing plans, capital needs, assessment concepts, or the like), resumes of staff highlighting comparable experience, a clear mapping of how proposed CNA report would be developed.

- 11. Audit Overhead: Will the audited overhead need to be submitted as part of the hourly rate?**

Yes. Consistent with the all-inclusive compensation provision, the hourly rate should include overhead along with all other costs necessary to perform the services.

- 12. Required Forms: Are the listed forms under section 7 required to be submitted with the RFQ or after the selection?**

See section IV., Submission Requirements. Section VII. Schedule and Instructions, does not list out forms.