Mississippi Home Corporation
Request for Qualifications for Grant Program Software

1. **Introduction**

   The Mississippi Home Corporation ("MHC" or "the Corporation") was created in 1989 as a public body corporate and politic, separate and apart from the State of Mississippi ("the State"). MHC is a legal successor-in-interest to the Mississippi Housing Finance Corporation ("MHFC"). While granting the Corporation a broader set of powers than those possessed by MHFC, the Mississippi Home Corporation Act, Sections 43-33-701 *et seq.*, Mississippi Code of 1972, as amended ("the Act"), vested all property, rights, and powers of MHFC in the Corporation, subject to all pledges, covenants, agreements and trusts made or created by MHFC.

2. **Purpose**

   The purpose of this Request for Qualifications is to solicit responses in accordance with the Mississippi Home Corporation policy from qualified firms to furnish services to MHC as identified in *Scope of Services* of this request.

3. **Board**

   The powers of the Corporation are vested in nine (9) members of the Mississippi Home Corporation Board of Directors ("the Board"), six of which are appointed by the Governor of the State and three (3) by the Lieutenant Governor of the State, all of whom shall be residents of the State. All appointments shall be with the advice and consent of the Senate of the State Legislature.

4. **Administrative Personnel**

   Mr. Scott Spivey is the Executive Director of the Corporation. The Corporation has a staff of 70 employees.

5. **Major Objectives of the Corporation**

   Purchase software for the management of HUD Grant Programs from allocation through compliance monitoring.

6. **Scope of Services**

   The Corporation is seeking proposals from qualified firms to provide a turnkey cloud-hosted software solution to host, maintain, and service the four grant programs listed below. Respondent's submittals shall demonstrate how the proposed software is ready for immediate implementation.

   6.1 The software must support the following grant programs with full functionality as detailed below:

   1. HOME Investment Partnership Program (Housing Rehabilitation)
   2. Emergency Solutions Grant Program

3. HOME-ARP (Supportive Services)
4. HOME-ARP (Tenant-Based Rental Assistance)

6.2   Each program module must include:

- Application intake and processing
- Eligibility determination and documentation
- Participant enrollment and case management
- Document management and storage
- Workflow automation (including multiple approval levels for applications)
- Compliance tracking and monitoring
- Financial tracking and disbursement management

6.3   Functional Requirements

6.31   Core System Capabilities

1. User Management: Role-based access control with customizable permission levels
2. Application Processing: Online application forms with conditional logic and validation
3. Document Management: Secure upload, storage, and retrieval of participant documents
4. Communication Tools: Automated notifications, email integration, and participant communication tracking
5. Audit Trail: Complete system activity logging for compliance purposes
6. Data Security: Encryption at rest and in transit, regular security updates

6.32   Reporting and Analytics
1. Standard reports for each program
2. Report builder functionality
3. Data export capabilities (Excel, CSV, PDF formats)

6.33   Integration Capabilities
1. API availability for third-party integrations
2. Compatibility with common accounting software
3. Email system integration

6.34   System Capabilities
1. The Corporation prefers the software to be web-based and compatible with the current version of all major browsers, such as Edge, Chrome, Firefox, and Safari
2. System shall not require java, plug-ins, or extensions
3. No data shall automatically be deleted or erased
4. The solution must provide native integration with Microsoft Active Director (AD) for user authentication and authorization.
   System shall have the ability to export payment data in a text file format.
5. Email integration with Microsoft Outlook

6.4   Technical Requirements

    6.4.1   Platform Specifications
1. Cloud-hosted solution
2. 99.5% minimum uptime guarantee
3. Mobile-responsive web interface
4. Compatible with the major web browsers (Chrome, Firefox, Safari, Edge)

    6.4.2   Security and Compliance
1. SOC 2 Type II certification or equivalent
2. HIPAA compliance capabilities
3. Data encryption (AES-256 or higher)
4. Regular security assessments and penetration testing
5. Secure data backup and disaster recovery procedures

    6.4.3   Performance Requirements
1. Support for concurrent users, internal access by multiple employees and public facing for application submittal
2. Automated daily backups with point-in-time recovery
3. 24/7 system monitoring

6.5 Support and Maintenance

    6.5.1   Ongoing Support
1. Technical support availability (Monday – Friday, 8 – 5 CST)
2. Response time guarantees by severity level
3. User support (phone, email, chat, ticketing system)
4. Regular system health checks and maintenance

    6.5.2   Software Updates
1. Automatic security updates
2. Feature updates and enhancements
3. Advance notice of planned maintenance

6.6 Pricing Structure

Please provide detailed breakdown including:

    6.6.1   One-Time Implementation Costs
1. Software licensing and setup fees
2. Implementation and configuration services
3. Initial data migration services
4. Training services
5. First-year support and maintenance
6. Any other implementation-related costs

6.6.2 Annual Recurring Costs
1. Annual software licensing (by user type)
2. Technical support and maintenance
3. Data storage and hosting
4. Software updates and enhancements
5. Any usage-based fees

6.6.3 Optional Services
Please list any other optional services offered. These items are for informational purposes only and will not be used for quote comparison.

7. RFQ Instructions

7.1. RFQ Submission and Format

Written responses may be submitted by mail or email and must be signed by an authorized representative of the software provider.

If by mail:
Please submit three (3) copies of your response in the same package clearly marked on the outside "Response to RFQ for HUD Grant Software" addressed to:

Lisa Coleman
Mississippi Home Corporation
735 Riverside Drive
Jackson, MS 39202

If by email:
Please submit with the subject line "Response to RFQ for Grant Program Software" to:

Lisa Coleman
lisa.coleman@mshc.com

The Board desires to minimize submission of superfluous RFQ material. Interested firms are instructed to organize their responses according to the following format:

7.1.1. The narrative answer should be preceded by the question or request for information, limited to one side of a single 8 1/2" X 11" typed page. Supplemental information or background material, if any, must be restricted to Appendices following the responses.

7.1.2. Number each page consecutively and provide a table of contents.

7.1.3. At a minimum, tab responses by RFQ question categories.

8. RFQ Terms and Conditions

The Corporation will make its selection based upon its perception of the need for grant management software, the demonstrated competence, experience, knowledge and qualifications. By this RFQ however, the Corporation has not committed itself to contract with a software provider for any or all of the above described matters, nor does the suggested scope of services or term of agreement require that a software provider be contracted for any of those purposes. MHC reserves the right to make those decisions after receipt of responses, and the Corporation's decision on those matters is final.

8.1 The Corporation reserves the right to negotiate all elements that comprise the information of the respondent(s) to ensure that the best possible considerations are afforded to all the concerned, and to waive any irregularities. The Corporation reserves the right to reject any and all responses to this RFQ.

8.2 The Corporation reserves the right to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of the Corporation's choosing. The Corporation will not permit responses utilizing joint ventures of any two or more firms.

8.3 Board and Staff Communications

Under no circumstances may any members of the Board or staff, excluding staff members named herein, be contacted during this RFQ process by any software provider intending to submit a response to this RFQ. Failure to comply with this requirement will result in disqualification.

8.4 Timetable

The deadline for submission in response to this Request for Qualifications is 4:00 PM CDST, January 15, 2026. Telephone or fax responses will not be accepted for this request.

8.5 Release of Information

The Corporation will not release information submitted in response to this RFQ during the proposal evaluation process or prior to a contract award.

8.6 Proprietary Information

If a respondent does not desire certain proprietary information in their response disclosed, the respondent is required to identify all proprietary information in the response, which identification shall be submitted concurrently with the response. If the respondent fails to identify proprietary information, it agrees by submission of its response that those selections shall be deemed nonproprietary and may be made available upon public request after a contract award.

8.7 Further Information

To obtain information about the Corporation or this RFQ, please contact Lisa Coleman at (601) 718-4757.

8.8 Your firm may be selected to give an oral presentation to the Operations Committee at a later date. Notification will be made to you after responses have been reviewed and evaluated.

8.9 The Corporation reserves the right to:

1. Request an oral interview with, and additional information from, firms prior to final selection of a software provider.
2. Consider information about a firm in addition to the information submitted in the response or interview.
3. Reject any and all responses and waive any irregularities.

9   RFQ Instructions

9.1 Organizational and Personnel Background

1. Provide an overview of your firm, emphasizing its qualifications and major organizational strengths and achievements that would serve the Corporation. Why do you believe you should be selected to provide grant management software?

2. Provide the names and brief resume of the professionals who will be assigned to the Corporation account. Include their level of responsibility. Please designate the percentage of work for which each team member will be responsible.

9.2 Experience

1. Provide a list of all similar agencies for which your company provides grant management software. Provide a list of references from the agencies listed above, including names, addresses, and telephone numbers. Also, how long has the software been in use?

2. MHC may select a software provider based on its ability to perform the listed duties. Discuss your firm's ability to provide the services listed in the Scope of Services and your experience in providing such services. Please provide references.

9.3 Miscellaneous Discussion Questions

1. Will you be able to convert the Corporation's existing data to your unique software package? Please estimate the amount of time required for the conversion and discuss any follow-up conflict resolution that would be included in the software purchase.

2. How often will the software be updated? How will the installations or updates be delivered?

3. Will your software package allow grant allocation and compliance data to be submitted electronically through the Corporation's existing web site?

4. How much access to information will remote users have? Describe how authorized remote users are given access to data pertaining to their properties.

5. How will you work with the Corporation to customize the grant application process on an annual basis? Can you work with the Corporation's existing grant application and compliance forms?

6. Does the allocation portion of your software support HOME Set-Aside units, automatic scoring, deadline and geographical information management?

7. Please detail the reporting functions of the software. Does it automatically update annual income limits? Does your software generate an overall compliance analysis by project and violation?

8. Does the software allocate by unit, building or by development?

9. Does the software support the National Standards for the Physical Inspection of Real Estate (NSPIRE)?

10. Do you provide guaranteed response time to trouble reports? If so, detail your services and fees.

11. Identify your system's hardware and software requirements for optimal performance. What combinations of hardware and software is it currently installed on in operating environments?

9.4 Disclosure

Describe any litigation, arbitration, and/or other actions pending against your firm arising from the firm's involvement in municipal or public purpose debt. Please indicate your willingness to provide additional information or any litigation pending against your firm should the Corporation request it.

9.5 Affirmative Action

MHC prefers that respondents be an Equal Opportunity Employer:

State that the respondent complies fully with all governmental regulations regarding nondiscriminatory employment practices.

9.6 Debarment and Suspension

Respondents must certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs. Respondents must disclose any prior debarment or suspension actions within the past five (5) years.

10 RFQ Review

At a meeting of the Operations Committee, scheduled after such review, certain of the firms that have responded may be asked to make oral presentations. If so, those firms will be given not less than three (3) business days' notice, along with the date, time and place for the oral presentation.

11 Selection Criteria

11.1   MHC reserves the right to select the software provider it deems to offer the best overall Proposal or solution, as detailed in this solicitation. MHC is therefore not bound to accept a proposal based only on lowest price.

11.2   The Corporation will make its selection based upon its perception of the need for services, the demonstrated competence, experience, knowledge and qualifications of the firms. By this RFQ, however, the Corporation has not committed itself to contract with a software provider for any or all of the above-described matters, nor does the suggested scope of services or term of agreement require that software provider should be contracted for any of those purposes.

11.3   The Corporation reserves the right to make those decisions after the receipt of responses, and the Corporation's decision on those matters is final.

11.4   The Corporation will evaluate only those responses meeting the minimum qualifications. Among other things, the evaluation of statements of qualifications will be based on the following criteria:

1. The firm's willingness to follow the guidelines outlined in this RFQ,

2. Experience and qualifications of both the firm and its staff to be assigned to the Corporation's transactions,

3. The firm's experiences as provider of grant management allocation, and compliance monitoring software,

4. Involvement and accessibility of staff to be assigned to transactions,

5. The firm's innovative software solutions,

6. The firm's ability to meet the requirements listed in the Scope of Services.

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Proposals Received After
4:00 PM, CDST, January 15, 2026
Will Not Be Considered

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