



# Federal Housing Finance Agency

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[www.fhfa.gov](http://www.fhfa.gov)

DATE: APRIL 19, 2023  
 TO: PROSPECTIVE VENDORS  
 SUBJECT: REQUEST FOR QUOTATION (RFQ) – FHF-23-Q-0057  
 PROJECT: REAL ESTATE DATA

This is a combined synopsis/solicitation and request for quotes (RFQ) for commercial items in accordance with the procedures of Federal Acquisition Regulation (FAR) part 12 - Acquisition of Commercial Items and FAR part 13 - Simplified Acquisition Procedures, with FAR part 12 taking precedence per FAR 13.500(b)'s reference to FAR 12.102(c). This announcement constitutes the only solicitation with quotes requested.

This requirement is considered unrestricted under the North American Industry Classification System (NAICS) code 531390 – Other Activities Related to Real Estate – with a standard size of \$17M.

FHFA is seeking to obtain historical, current, and ongoing property data to evaluate real estate market price and volume trends for homes with alternative types of financing. Specifically, FHFA is seeking data that may be used to improve the existing and future house price indexing methodology, evaluating home price trends in different market segments, analyzing transactional issues related to home equity, and conducting research related to housing or mortgage finance.

The anticipated period of performance is for one (1) 12-month base period with nine (9), 12-month option periods, if exercised.

While not guaranteed, award is anticipated by July 7, 2023. The period of performance is anticipated to be:

Base Year	1 August 2023 – 31 July 2024
Option Year One (1)	1 August 2024 – 31 July 2025
Option Year Two (2)	1 August 2025 – 31 July 2026
Option Year Three (3)	1 August 2026 – 31 July 2027
Option Year Four (4)	1 August 2027 – 31 July 2028
Option Year Five (5)	1 August 2028 – 31 July 2029
Option Year Six (6)	1 August 2029 – 31 July 2030
Option Year Seven (7)	1 August 2030 – 31 July 2031
Option Year Eight (8)	1 August 2031 – 31 July 2032
Option Year Nine (9)	1 August 2032 – 31 July 2033

Attachment A addresses the work requirements as a Statement of Work for the required services.

## **Questions, Suggested Alternate Terms, and Answers**

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Quoters are invited to submit any questions or suggested alternate terms (including changes to the solicitation, contract clauses, statement of assumptions, or other terms). FHFA will consider all input and attempt to balance the needs of all parties.

The Contracting Officer is the sole point of contact for this procurement. Questions regarding the solicitation or other concerns are to be submitted electronically to the Contracting Officer via e-mail to [Jennifer.Sellers@fhfa.gov](mailto:Jennifer.Sellers@fhfa.gov). Questions are to be submitted no later than **2:00 PM Eastern Time on April 24, 2023**. Vendors are requested to use the question format included as Attachment D to this solicitation.

### **FAR References**

Any FAR clauses or provisions referenced may be obtained at [www.acquisition.gov/far](http://www.acquisition.gov/far). Also, any reference to offeror or offer has the same meaning as quoter or quote for this solicitation. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular (FAC) 2023-02, March 16, 2023.

### **Submission Instructions**

Quoters shall be registered in the System for Award Management as stated in FAR 52.204-7(b)(1).

Therefore, FAR 52.204-7 and FAR 52.204-16 are hereby incorporated by reference into the solicitation.

**A Quoter that is not actively registered in the System for Award Management at the time of quote submission will not have its quote considered and will not be eligible for award.**

This is a multi-step submission process with an advisory down-select.

All quotations must include a cover page (which is not included in page limitations) with the following information:

1. RFQ Number
2. Quoter's Name
3. Subcontractor Name(s), If Applicable
4. Quoter Tax Identification Number (TIN)
5. Quoter System for Award Management (SAM) Unique Entity Identifier (UEI)
6. Contact Name
7. Contact Email address
8. Contact telephone number
9. Complete business mailing address
10. The following statement "The Quoter takes no exception and completely accepts all the terms and conditions in the RFQ and subsequent amendments."

### ***1) Step 1 – Corporate Experience Submission (Evaluation Factor 1)***

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The quoter shall, in no more than three (3) pages, provide sufficient information for the Government to determine its level of confidence in the ability of the quoter to perform the requirements of the RFQ based on an assessment of relevant experience. The quoter shall provide a summary of the quoter's overall corporate experience performing relevant work.

At a minimum, the quoter shall provide background materials evidencing its knowledge of the industry and data capabilities. Background materials may include descriptions of current data systems, testing protocols, staff qualifications, and any other relevant information.

The three (3) page limitation for the Corporate Experience Submission shall be treated as a maximum. If exceeded, the excess pages will not be considered in the evaluation of the quotation. The excess electronic pages will not be reviewed.

### ***2) Step 2 – Written Technical Quotation Submission (Evaluation Factor 2)***

The quoter shall, in no more than twenty-five (25) pages, provide sufficient information for the Government to determine its level of confidence in the ability of the quoter to perform the requirements of the RFQ, including the requirements of the Statement of Work, based on an assessment of its written technical quotation. The quoter shall provide a summary of its understanding of delivering historical, current, and ongoing property data to evaluate real estate market price and volume trends for homes with alternative types of financing. The quoter's written technical proposal shall describe, in narrative form, the quoter's proposed overall capability to fulfill the overall requirements of Attachment A. Specifically, Quoters shall describe and demonstrate the soundness of their approach, methodology, technique, or plan to accomplish each task identified in Attachment A. Quoters shall separately address each task.

The twenty-five (25) page limitation for the Written Technical Quotation submission shall be treated as a maximum. If exceeded, the excess pages will not be considered in the evaluation of the quotation. The excess electronic pages will not be reviewed.

**Step 1 and Step 2 quotation submissions are due no later than 2:00PM Eastern Time, on May 5, 2023.** Late submissions, modifications, and revisions will be managed in accordance with FAR 52.212-1(f).

Each Vendor shall submit an electronic quotation to [Jennifer.Sellers@fhfa.gov](mailto:Jennifer.Sellers@fhfa.gov).

Each email quotation including attachments cannot exceed 50 MB because it may be rejected by FHFA's server. If your entire proposal exceeds 50MB in size, please divide your quotation into appropriate smaller emails.

If a Quoter chooses to submit a quotation, the quote must remain valid for a minimum of 120 calendar days.

*FHFA's Contracting Officer reserves the right to reject the quotation as non-compliant if the quotation takes exception to any of the terms of the RFQ, includes assumptions, or does not conform to the RFQ's submission instructions.*

***3) Step 3 – Advisory Down Select***

After the Government completes evaluation of Step 1 – Corporate Experience and Step 2 - Written Technical Quotation submissions, Quoters will receive an advisory notice. Quoters rated most highly for Factor 1 and Factor 2 will be advised to proceed to oral presentations. However, FHFA reserves the right to invite additional quoters to proceed if the Contracting Officer determines it to be in the best interest of the Government. While we are unsure how many oral presentations will be conducted, we anticipate no more than three (3) firms will be advised to proceed. Quoters who were not among the most highly rated will be advised that they are unlikely to be viable competitors, along with the general basis for that opinion. The intent of this advice is to minimize quotation development costs for those quoters with little chance of receiving an award. However, the Government's advice will be a recommendation only, and those quoters may elect to continue their participation in the acquisition. The Government does not intend to provide brief explanations after the completion of Step 1 and Step 2.

Failure to participate in Step 1 and Step 2 precludes further consideration of a quote. Quoter submissions will not be accepted from quoters who have not submitted both Step 1 – Corporate Experience and Step 2 - Written Technical Quotation submissions by the due date and time stated in this solicitation.

***4) Oral Presentation Down Select***

Within two (2) business days of the Government's issuance of the advisory notice under Step 3, quoters wishing to participate in oral presentations shall provide to the Contracting Officer via email at [Jennifer.Sellers@fhfa.gov](mailto:Jennifer.Sellers@fhfa.gov), the names of the people who will attend the presentation, their current employers, their intended roles on the contract, and whether they are proposed as key personnel.

Upon the timely submission of the information above, the Contracting Officer will provide the following:

- An assigned date and time of oral presentations: this date will be approximately one (1) week from receipt of the offeror's technical quotation. The presentations will take place via video-teleconference (VTC).
- A set of instructions on how to access FHFA's VTC system and instructions to coordinate a time with FHFA for the offeror to test-run the system prior to the presentation.
- A due date for the price quotation and oral presentation slides. This due date will be at least twenty-four (24) hours prior to the scheduled oral presentation.

**5) *Step 4 – Submission of Price Quotation and Oral Presentation Slides***

Prior to oral presentations, by the due date provided, the quoter shall submit the following:

**Price Quotation Instructions**

Each Quoter shall submit a price quotation separate from the technical quotation.

The price quotation shall include the following: Completion of all unit prices as stated in Attachment C – Pricing Worksheet, including any stated options.

**Oral Presentation Slides**

Offerors must submit presentation slides containing the substantive aspects of their presentation. There is no limit on the number of slides that an offeror may use. However, when reviewing and evaluating the oral presentations, FHFA will not evaluate any slide that was not projected and fully addressed during the presentation. The production and use of an excessive number, overly elaborate, or small font slides may result in them not being considered in the evaluation process.

**6) *Step 5 – Oral Presentations (Evaluation Factor 3)***

The quoter's attendees at the oral presentation may include up to five (5) persons.

The Government intends for the oral presentation to proceed as follows:

FORTY-FIVE (45) MINUTES. The quoter will provide its prepared presentation to address its technical approach. Specifically, Quoters shall describe and demonstrate the soundness of their approach, methodology, technique, or plan to accomplish each task identified in Attachment A.

At a minimum, the offeror's oral presentation should address the following elements:

- Query a set of results from their database in real-time with screen shared. Drill down on record counts and percentages of county coverage and display completeness of records.
- Demonstrate how transactions are linked (properties or borrowers) across datasets.
- Explain what does not work well or where there is less confidence in merges (and why).
- Demonstrate how to correctly identify whether the occupant is an owner or renter.
- Demonstrate or describe specific services or information that would facilitate the transition from the incumbent to a new vendor.

Quoters may not record their presentations using audio or videotape or any other method/medium.

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FHFA will not discuss any quote attribute that either increases or decreases FHFA's confidence in the provided quote and will not conduct negotiations or discussions during the oral presentation. Statements made by the quoter or FHFA during the oral presentation will not become a part of any agreement or contract resulting from this solicitation unless FHFA and the quoter agree in writing to make it a part of the contract.

### **Evaluation and Selection Process**

Since this award is made under the policies of FAR part 12 in conjunction with FAR part 13 procedures, the evaluation process is streamlined, and FHFA has considerable flexibility in its award decision. FHFA will evaluate the quotation considering positive attributes, negative attributes, and potential risk of the overall quotation.

During the evaluation process, FHFA may or may not conduct exchanges. If FHFA conducts exchanges, such exchanges may be with one, several, or all Quoters. Exchanges may vary based on FHFA's need to understand or give Quoters an opportunity to improve their quotations, but all exchanges will be fair and equitable.

### **Basis of Award**

The Government shall evaluate each quotation against the following factors:

Factor 1: Corporate Experience

Factor 2: Written Technical Approach

Factor 3: Oral Presentation (Technical Approach)

Factor 4: Price

Factors 1, 2, and 3 are referred to as technical factors. Factor 1 is less important than Factors 2 and 3. The technical factors (when combined) are significantly more important than Factor 4, Price. However, where quotations are evaluated as relatively equal in technical merit, price becomes more important in making the award determination. Award may be made to other than the lowest priced quotation if the Government determines that a price premium is warranted due to technical merit. The Government may also award to other than the highest technically rated quotation, if the Government determines that a price premium is not warranted.

After the Government identifies the apparent successful quoter using the procedures specified above, the Contracting Officer may request from the apparent successful quoter a Small Business Subcontracting Plan. If the Government finds this plan unacceptable, the Government may request these plans from other quoters. This request does not constitute discussions (as that term is defined in FAR subpart 15.3).

### **Price**

The Government will evaluate the total proposed price for reasonableness. FHFA reserves the right to conduct a price realism analysis to assess whether the proposed prices are unrealistically

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low. Unrealistically low prices may be considered a negative attribute to the extent that they reflect a lack of technical understanding or a risk inherent in the proposed approach.

### Rating System for Factors 1, 2, and 3

The tables below show the ratings the Government will assign in its evaluation of quotes when evaluating Factors 1, 2, and 3. The Government will consider the quoter's approaches and the risks associated with those approaches to arrive at a confidence assessment of the quoter's likelihood of successfully performing the work and meeting FHFA's objectives.

#### Factor 1 Confidence Ratings

High Confidence	The Government has high confidence that the quoter has the ability to perform the requirements and will be successful in performing the work.
Confident	The Government is confident that the quoter has the ability to perform the requirements and will be successful in performing the work.
Some Confidence	The Government has some confidence that the quoter has the ability to perform the requirements and will be successful in performing the work.
Low Confidence	The Government has low confidence that the quoter has the ability to perform the requirements or will be successful in performing the work.

#### Factors 2 and 3 Confidence Ratings

High Confidence	The Government has high confidence that the quoter understands the requirements, proposes a sound approach, and will be successful in performing the work.
Confident	The Government is confident that the quoter understands the requirements, proposes a sound approach, and will be successful in performing the work.
Some Confidence	The Government has some confidence that the quoter understands the requirements, proposes a sound approach, and will be successful in performing the work.
Low Confidence	The Government has low confidence that the quoter understands the requirements, proposes a sound approach, or will be successful in performing the work.

**Conformance with Information and Communication Technology (ICT) Accessibility Requirements (Section 508).**

**Development Services w/COTS/SaaS proposed for use in the quote:**

1. Provide an Accessibility Conformance Report (ACR) for each commercially available Information and Communication Technology (ICT) item offered through this contract, including third party software, plug-ins, widgets, or applications proposed for inclusion in a finished deliverable.
2. Create the ACR using the Voluntary Product Accessibility Template (VPAT®) Version 2.1 or later, located at <https://www.itic.org/policy/accessibility/vpat>.
3. Complete each ACR in accordance with the instructions provided in the VPAT® template. Each ACR must address the applicable Section 508 requirements referenced in the Work Statement.
4. Address each standard individually and with specificity, and clarify whether conformance is achieved throughout the entire ICT Item (for example - user functionality, administrator functionality, and reporting), or only in limited areas of the ICT Item. Each ACR shall state exactly how the ICT meets the applicable standards in the remarks/explanations column, or through additional narrative. All "Not Applicable" (N/A) responses must be explained in the remarks/explanations column or through additional narrative.

There is no page limitation for the ACR submission.

**LIST OF ATTACHMENTS**

Attachment A	Statement of Work
Attachment B	FAR and FHFA Specialty Clauses and Provisions
Attachment C	Pricing Worksheet
Attachment D	FHFA Subscriber Addendum
Attachment E	Solicitation Question Template