

**Request for Action  
By  
Board of Commissioners**

**Approval of Engagement of Post-Closing Quality Control Vendor**

**I. SUMMARY**

This Request for Action seeks authorization for Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) to enter into a multi-year contract with TENA Companies, Inc. (“TENA”) to provide post-closing quality control audits for its single-family loan portfolio.

**II. DISCUSSION**

To comply with investor and insurer requirements, RIHousing engages a quality control vendor to perform audits on a sample of loans originated by both RIHousing and its correspondent lenders. These services are currently performed by a third-party quality control vendor.

In February 2021, RIHousing issued a Request for Proposal (“RFP”) seeking responses from qualified vendors to provide the aforementioned services. The RFP was posted on RIHousing’s website and the website maintained by the State of Rhode Island Department of Administration, Division of Purchases. Four (4) vendors submitted proposals in response to the RFP.

A selection committee comprised of RIHousing staff reviewed and evaluated the written proposals in accordance with the criteria set forth in the RFP and employed a weighted average scoring model to compare them. The committee assigned TENA’s proposal a weighted average score of 9 out of 10.

TENA’s test scripts meet the requirements of Federal Housing Administration (“FHA”), Veterans Benefit Administration (“VA”), United States Department of Agriculture-Rural Development (“USDA-RD”), Federal National Mortgage Association (“Fannie Mae”), Freddie Mac (“FHLMC”) and state and federal requirements. TENA also maintains an in-house Legal Department and a dedicated Rules and Compliance team to ensure that its content reflects current investor, insurer, and regulatory requirements. For these reasons, RIHousing seeks approval to engage TENA as its quality control vendor for a term of three (3) years, with an option to renew the contract for an additional two (2) years.

**2. RECOMMENDATION**

Staff recommends that the attached resolution authorizing RIHousing to engage TENA as its quality control vendor be approved.

**3. ATTACHMENTS**

- A. Resolution of the Board of Commissioners of RIHousing
- B. Scoring Matrix

## Attachment A

### Resolution of the Board of Commissioners of Rhode Island Housing and Mortgage Finance Corporation

- Whereas,** Rhode Island Housing and Mortgage Finance Corporation's ("RIHousing's") enabling act provides it with all of the power to make and execute contracts for the exercise of the powers and functions provided to it under the act (R.I. Gen. Laws §42-55-5(6)); and
- Whereas:** RIHousing seeks to engage a quality control vendor to perform post-closing quality control audits for its single-family mortgage loan portfolio; and
- Whereas,** in February 2021, RIHousing issued a Request for Proposals ("RFP") for quality control services; and
- Whereas:** a selection committee comprised of RIHousing staff reviewed the proposals and evaluated them in accordance with criteria outlined in the RFP.

#### **NOW THEREFORE, IT IS HEREBY:**

- Resolved:** That RIHousing be, and hereby is authorized, to engage TENA Companies, Inc. to provide post-closing quality control audits for RIHousing's single-family mortgage loan portfolio;
- Resolved:** That the Executive Director, Deputy Executive Director, and Chief Operating Officer, each acting singly, be, and hereby are, authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolutions, including without limitation the authority to negotiate terms of the engagement and approve change orders as he or she may determine are in the best interests of RIHousing, and to execute any and all agreements or documents as he or she deems necessary to carry out the foregoing.

**Attachment B**  
**Scoring Matrix**  
**(attached)**