

**Borough of Highland Park Housing Authority  
242 South 6<sup>th</sup> Avenue Highland Park, NJ 08904**

Phone: (732) 572-4420 Fax: (732) 985-6485

Donna Brightman, Executive Director

# **Request for Proposals**

for

# **Computer Technician**

for the

# **HIGHLAND PARK HOUSING AUTHORITY**

 **October 2017** 

**Sealed Proposals due no later than 2:00 PM on Tuesday, October 24, 2017**

# **Welcome to the Highland Park Housing Authority**

*In 1937 Congress passed the US Housing Act to “alleviate unemployment and to remedy unsafe and unsanitary housing conditions and the acute shortage of decent, safe and sanitary dwelling for families of low income.” The legislation was designed to encourage construction, create employment opportunities, and provide shelter for low-income families and clear sub-standard housing. Emphasizing local control of its programs, the Housing Act provided for housing in which rents would relate to the tenant’s ability to pay.*

*The Highland Park Housing, New Jersey, was created on May 15, 1956.*

*The Authority is composed of 24 units of family public housing, 100 units of senior citizen public housing and 145 units of Section 8 housing.*

*The purpose of the Highland Park Housing Authority is to create and maintain safe, decent and sanitary housing for those individuals of low to moderate income.*

## **Mission Statement**

Our aim is to ensure safe, decent and affordable housing; create opportunities for residents’ self-sufficiency and economic independence; and assure fiscal integrity by all program participants.

In order to achieve this mission, we will:

- Recognize the residents as our ultimate customer.
- Improve PHA management and service delivery efforts through oversight, assistance, and selective intervention by highly skilled, diagnostic, and results-oriented field personnel.
- Seek problem-solving partnerships with PHA, resident, community, and government leadership.
- Act as an agent for change when performance is unacceptable and we judge that local leadership is not capable or committed to improvement.
- Efficiently apply limited HUD resources by using risk assessment techniques to focus our oversight efforts

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# **HIGHLAND PARK HOUSING AUTHORITY REQUEST FOR PROPOSALS COMPUTER TECHNICIAN SERVICES**

## **I. PURPOSE:**

The Housing Authority of the Borough of Highland Park (Authority), New Jersey will accept proposals for general computer services from a qualified firm or individual to service the Authority's computers and servers on an as needed basis, including software, hardware and programming issue for a two-year period from December 1, 2017 through November 30, 2019. The contract shall be renewable at the agreement of both parties for one additional two-year period.

## **II. QUALIFICATIONS:**

1. Must be licensed to do business in the State of NJ.
2. Must have a valid Business Registration Certificate to be submitted on the bid due date.
3. Must show through references the ability to service all of the Authority's software, hardware and network issues as outlined in the scope of services.
4. Must hold a Microsoft Certified Systems Engineer Certificate and a Hewlett-Packard Certified System Engineer Certificate.

## **III. SCOPE OF SERVICES**

The Authority utilizes Happy Software as their main software for tenant administration and Peachtree for accounting. Proposers are not responsible for being familiar with these software systems, but must be familiar with, or show full knowledge of, network issues which may arise with the installation of new hardware or users to either. The scope of work shall be all inclusive of general knowledge of computers, servers, networks, software and hardware, etc., and includes, but may not be limited to, the following:

1. Correct any technical issues pertaining to network, hardware or software issues as they arise, including slow internet access and machine lock-ups.
2. Verify that all PCs and servers are up to date with automatic update settings, anti-virus, adware and spyware software, backup configurations, automatic desktop maintenance settings, etc.
3. Provide assistance with email settings through Outlook when needed.
4. Provide as needed on-site training for all aspects of the scope of work.
5. Provide recommendations for upgrading software, hardware or other areas as the need arises.
6. All work, when feasible, will be done from 8:30 AM to 4:30 PM, unless special arrangements are made with the contractor and authorized Authority personnel to perform services at another time. The same hourly rate shall apply to any hour. The response time will be an evaluating factor in this RFP, but a two hour response time is strongly encouraged.

## **IV. PROPOSAL SUBMISSION**

1. Interested firms shall submit one original copy of their proposal to Donna Brightman, Highland Park Housing Authority, 242 So. Sixth Ave., Highland Park, NJ 08904 no later than 2PM prevailing time on Tuesday, October 24, 2017 by mail or delivery. The proposals must be sealed in an envelope clearly marked "Computer Technician Services" with the Respondent's name, address, telephone number and fax number.
2. Detailed support of evaluation factors 1-4 under section V below.
3. A signed Stockholder Disclosure Certification.

4. A signed Non-Collusion Affidavit.
5. A Business Registration Certificate.
6. A signed form HUD-5369-A, Representations, Certifications and Other Statement of Bidders, included herein.

**V. PROPOSAL REVIEW**

Proposals will be determined considering price and other relevant factors and shall be awarded to the most advantageous proposal submitted to the Authority. All proposals will be reviewed according to the “Competitive Proposal” process outlined in the HUD Procurement Handbook 7460.8 and HUD Notice PIH 90-47. The proposal’s responsiveness to the above qualifications will be used to evaluate all proposals received in response to the RFP, and the criteria and point values are as follows:

<b><u>CRITERIA:</u></b>	<b><u>POINTS</u></b>
1. Qualifications and Certifications - Proposer demonstrates complete knowledge of all aspects of general computer services as requested in this RFP through resumes, references and past experience.	50
2. Comprehensiveness/responsiveness of proposal – All documents as requested have been submitted, and all aspects of the scope of services have been addressed.	10
3. Fee schedule	20
4. Response time	20

**END OF RFP PACKAGE**

Please be sure you have:

- ✓ read all instructions
- ✓ completed forms as required
- ✓ supplied all required documentation
- ✓ accurately address and label/identify your submission
- ✓ assure timely delivery of completed RFP

Thank you for your interest in the  
Housing Authority of the Borough of Highland Park

**LEGAL NOTICE-REQUEST FOR PROPOSAL  
HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK  
COMPUTER TECHNICIAN**

The Housing Authority of the Borough of Highland Park (Authority), New Jersey will accept proposals for Computer Technician services on an as needed basis commencing December 1, 2017 through November 30, 2019. The Request for Proposals (RFP) may be downloaded from [www.HighlandParkHousing.org](http://www.HighlandParkHousing.org). **SEALED PROPOSALS** in response to this RFP are **due no later than 2:00 PM on Tuesday, October 24, 2017** and shall be address to Highland Park Housing Authority, 242 So. Sixth Ave., Highland Park, NJ 08904 and clearly labeled "Do Not Open-Proposal Enclosed for Computer Technician"

The Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the employment or procurement of services. Bidders are required to comply with the requirements of P.L 1975 Chapter 127 (N.J.A.C. 17:27). The Authority reserves the right to reject any and all proposals.

Advertised: Home News –

# STOCKHOLDER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Proposal Submission

**Name of Business** \_\_\_\_\_

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

Partnership  
Proprietorship

Limited Liability Corporation

Corporation

Sole

Limited Partnership

Limited Liability Partnership

Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_.

(Notary Public)

My Commission expires:

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Print name & title of affiant)

(Corporate Seal)

# AFFIRMATIVE ACTION COMPLIANCE NOTICE

**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

## **GOODS AND SERVICES CONTRACTS (INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder’s requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

a. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

b. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

c. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.



The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPENDIX A**  
N.J.S.A. 10:5-31 and N.J.A.C. 17:27  
**(MANDATORY AFFIRMATIVE ACTION LANGUAGE)**  
**(MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE)**  
**Goods, Professional Service and General Service Contracts**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the public agency compliance officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual

orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**APPENDIX B**  
**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The contractor and the Highland Park Housing Authority, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to

comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.