

**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

**Software System for Housing Vouchers**  
for the

**HIGHLAND PARK  
HOUSING AUTHORITY**

 June 2020 

**Proposals due no later than 2:00 PM on Tuesday, June 30, 2020**

# **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 124 units of Project Based Vouchers 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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# **REQUEST FOR PROPOSAL HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK Software System for Housing Vouchers**

## **I. INTRODUCTION**

The Housing Authority of the Borough of Highland Park (HPHA), New Jersey will accept proposals from qualified contractors for the supply and installation of a new software system for public housing and section 8 housing voucher programs. All services must be provided in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development, local and state laws governing this work.

The services that are requested are as follows:

1. Install selected software system.
2. Train all staff in the operations of the selected software.
3. Maintain and troubleshoot all software related problems.
4. Install all software upgrades when applicable.
5. Respond to all software emergencies within 24 hours.
6. Provide all services and equipment necessary to ensure that the HPHA's software program provided by the selected vendor is operating effectively and efficiently.
7. Other computer services as directed by the HPHA.
8. Familiarity with HUD and State direct reporting systems (MTCS, TRACS, Department of Labor, etc.)

### **ALTERNATE 1**

Elective services (not a required part of this proposal) – Conversion cost of current tenant data to selected software program.

## **II. QUALIFICATIONS**

1. Must be duly qualified and authorized to provide all computer software services.
2. Must have demonstrated experience in performing the required services.
3. Must be approvable by the United States Department of Housing and Urban Development.

## **III. PROPOSAL SUBMISSION**

Interested parties shall submit a proposal for the cost of each proposed software program. Interested parties shall also submit a proposal for Alternate 1 Services based upon an hourly or fixed rate.

Proposals shall be submitted either by mail to the HPHA, 242 So. Sixth Ave., Highland Park, NJ 08904 or via email to [cs@WoodbridgeHousingAuthority.org](mailto:cs@WoodbridgeHousingAuthority.org).

All persons submitting a proposal are encouraged to contact the HPHA in an effort to personally review existing operations. Email [cs@WoodbridgeHousingAuthority.org](mailto:cs@WoodbridgeHousingAuthority.org) with initial questions in order to schedule a phone appointment with the HPHA's appropriate personnel.

The HPHA reserves the right to award or reject any and all combination of proposals.

Proposal format: All proposals must include:

1. A completed and signed proposal form (included herein)

2. Certificate(s) of Insurance
3. Listing of references
4. Copies of the relevant licenses to provide the necessary services

Proposal Ranking: Proposals will be ranked in accordance with the following criteria:

- |   |           |
|---|-----------|
| 1. Certificate(s) of insurance and relevant licenses              | 10 points |
| 2. References:  | 10 points |
| 3. Understanding of services to be provided:                      | 15 points |
| 4. Previous experience with HUD and/or housing authority software | 35 points |
| 5. Ability to respond and complete work in a timely manner        | 25 points |
| 6. Price of software program.                                     | 5 points  |

***End of RFP Package***

# NOTICE

## REQUEST FOR PROPOSALS HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK SOFTWARE SYSTEM FOR HOUSING VOUCHERS

The Housing Authority of the Borough of Highland Park (HPHA), New Jersey will accept proposals from qualified contractors for the supply and installation of a new software system for public housing and section 8 housing voucher programs. All services must be provided in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development, local and state laws governing this work. Interested parties submitting proposals to the RFP must be licensed to do business in the State of NJ.

The complete RFP may be downloaded from [www.HighlandParkHousing.org](http://www.HighlandParkHousing.org). Proposals in response to this "RFP" are **due no later than 2:00 pm on Tuesday, June 30, 2020** and shall be addressed as requested in the RFP.

The HPHA 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 HPHA reserves the right to reject any and all proposals.

Advertised: Home News – 6/9/20

**MANDATORY AFFIRMATIVE ACTION LANGUAGE**

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

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

The contractor and the Housing Authority of the Borough of Highland Park, (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.



# Highland Park Housing Authority

## BUSINESS REGISTRATION CERTIFICATE

Contractor must provide State Division of Revenue issued Business Registration Certificate with the bid submission.

**FAILURE TO SUBMIT YOUR BUSINESS REGISTRATION CERTIFICATE  
BEFORE CONTRACT AWARD *WILL* RESULT IN THE DISQUALIFICATION OF  
YOUR BID!**

# Highland Park Housing Authority Proposal Form

The undersigned, having fully familiarized themselves with all aspects of the proposal/contract and the Invitation, hereby proposes the following cost to supply and install the proposed software program as per the Request for Proposals dated June 30, 2020:

Lump sum: \$\_\_\_\_\_ (\$\_\_\_\_\_.)

*Words*

Alternate 1: Should the HPHA elect to have the contractor convert all current tenant data to the new software system, the contractor shall charge (please describe below if a lump sum fee shall apply or an hourly rate and indicate the values of each):

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**FIRM NAME** \_\_\_\_\_

**Federal ID#** \_\_\_\_\_

**Address** \_\_\_\_\_

**Signature of Authorized Agent / Title** \_\_\_\_\_

**Print or Type Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

# Highland Park Housing Authority

## STOCKHOLDER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid 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                       Limited Liability Corporation                       Corporation                       Sole  
Proprietorship

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 \_\_\_\_\_, 2020.

(Notary Public)

My Commission expires:

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

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

(Corporate Seal)

# SAMPLE AGREEMENT

## AGREEMENT FOR SOFTWARE SYSTEM FOR HOUSING VOUCHERS

This AGREEMENT made this \_\_\_\_ day of \_\_\_\_ in the year 2020 by and between

Firm Name  
Address

hereinafter called the "Contractor," and the

Housing Authority of the Borough of Highland Park  
242 So. Sixth Ave., Highland Park, NJ 08904

hereinafter called the "Authority".

**WITNESSETH:** that the Contractor and the Authority for the consideration stated herein agree as follows:

Article 1.- Statement of Work – The Contractor shall furnish all materials and other items as specified in the Request for Proposals dated June 30, 2020 for the supply and installation of a software system for housing vouchers which is fully incorporated herein by reference and made a part hereof.

Article 2.-Time of Completion – TBD

Article 3.- Contract Price –

(a) The Contractor shall be entitled to a fixed price of \_\_\_\_\_  
(\$\_\_\_\_\_.\_\_) for the supply and installation of the selected program and an hourly rate of  
\_\_\_\_\_ (\$\_\_\_\_\_.\_\_) for additional services.

(b) The Contractor shall be entitled to \_\_\_\_\_ (\$\_\_\_\_\_.\_\_) per hour  
or a fixed rate of \_\_\_\_\_ (\$\_\_\_\_\_.\_\_) for the  
alternate 1 services.

**IN WITNESS WHEREOF**, the Authority and the Contractor have hereunto caused this instrument to be executed as of the date as of the date and year first written above.

CONTRACTOR

HOUSING AUTHORITY OF THE  
BOROUGH OF HIGHLAND PARK

BY: \_\_\_\_\_  
Signature

BY: \_\_\_\_\_  
DONNA F. BRIGHTMAN  
Executive Director

\_\_\_\_\_  
Print Name/Title

ATTEST:

\_\_\_\_\_  
Seal