REQUEST FOR PROPOSALS FOR
COMPUTER MAINTENANCE SERVICES
FOR THE TOWNSHIP OF EDISON HOUSING AUTHORITY

The Housing Authority of the Township of Edison, New Jersey is seeking an experienced computer consulting company to monitor and maintain our computer system. The Edison Housing Authority has 9 Dell desktop computers that utilize an up to date Dell server to connect all of the computers. The server is four years old and the computers are no more than five years old. The Housing Authority is seeking the advice of a company that will monitor our system to ensure that there are minimal interruptions in service. The Authority currently has a staff of 10 end-users. Computers are used at Robert E. Holmes Dev. and Julius C. Engel Dev. sites. The server is in the main office at the Robert E. Holmes Dev. site. The Authority uses Tenmast Software Corporation as its housing management software package. This system assists with managing information on our 394 public housing residents and approximately 375 Section 8 vouchers.

The contract for services will specifically include the following:

1) Assessing the computer system and making recommendations for improvements
2) Developing a back-up regiment for our system
3) Preparing a usage manual with the assistance of internal staff
4) Track and fix daily problems
5) Communicate with our housing management software provider when required and other related companies
6) Install up dates to software

An original and one (1) copy of the proposal must be submitted no later than **Monday, October 15, 2018 at 10:00 a.m.** The proposal should include a detailed background of the company and all appropriate information, detailing the company's ability to do business in the State of New Jersey and include all appropriate insurance certificates.

All proposals must be submitted to Deborah Hurley, Executive Director at the Housing Authority of the Township of Edison, 14 Rev. Samuel Carpenter Blvd., Edison, New Jersey 08820.