

**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 5 months old and the computers are no more than 1 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 PHA-Web 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 updates to software.

**An original and one (1) copy of the proposal must be submitted no later than Tuesday, October 20, 2020 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.

The Authority retains the right to reject any and all proposals or award a contract for performance of the above-cited services to the offeror whose proposal is most advantageous to the Authority, taking into consideration the evaluation factors set in the proposal package.

## **COMPETITIVE PROPOSAL EVALUATION SYSTEM**

### **Professional Services**

**Type of Services:** Computer Maintenance

**Name/Address of Respondent:**

- 1) Demonstrates the experience and competence working with Housing Authorities in the state of New Jersey (25 Points).
- 2) Familiarity with the HUD, New Jersey, and JIF (New Jersey Joint Insurance Fund) rules, regulations, and policies related to computer maintenance and cyber security (25 Points).
- 3.) Provides certificate of insurance (25 points).
- 4.) Provides NJ Business Registration Certificate, Statement of Ownership, and Affidavit of Non-collusion (25 points)
- 4.) Price (15 Points).

**Total Point Score:**

**Narrative Review of Proposal:**