

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

The Housing Authority of the Township of Edison, New Jersey, hereinafter referred to as the “Authority”, will accept proposals for Computer Maintenance Services for (2) years commencing, **December 1, 2021 to November 30, 2023**. The Authority 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 1 years old and the computers are no more than 2 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 Gardens property and Julius C. Engel Garden property sites. The server is in the main office at the Robert E. Holmes Gardens property site. The Authority uses PHA-Web Software Corporation as its housing management software package. This system assists with managing information for 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.
- 7) Manage and ensure cyber security regulations and policies are up to date for the Authority.

An original and one (1) copy of the proposal must be submitted no later than Tuesday, November 16, 2021 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 that can be found on the housing authority's website at www.edisonha.org.

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)
- 5.) Price (15 Points)
- 6.) Certified M/WBE (Minority and/or Women Owned Business or Enterprise. (15 Points)

Total Point Score: