



***REQUEST FOR PROPOSAL***

***COMPUTER SOFTWARE SYSTEM WITH  
CLOUD-BASED AND CENTRALIZED  
WEB-BASED CAPABILITIES***

***For Proposal Information***

***Erick Martinez  
Purchasing Agent***

***(201) 892-4313  
[martinez@habcnj.org](mailto:martinez@habcnj.org)***

**June 21, 2021**

# HOUSING AUTHORITY OF BERGEN COUNTY

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## REQUEST FOR PROPOSAL

### COMPETITIVE CONTRACTING

The Housing Authority of Bergen County, in compliance with N.J.S.A. 19:44A-20.4 et seq., N.J.S.A 10:5-31& N.J.A.C. 17-27 et seq. is seeking sealed Proposals for:

## COMPUTER SOFTWARE SYSTEM WITH CLOUD-BASED AND CENTRALIZED WEB-BASED CAPABILITIES

Request for Proposals may be obtained on our website at [www.habcnj.org](http://www.habcnj.org).

**The proposal opening will be held at 9:30 a.m. (prevailing time) on Wednesday, July 14, 2021** in the Conference Room of the Housing Authority of Bergen County, One Bergen County Plaza, Floor 2, Hackensack, New Jersey 07601 at which time they will be opened and publicly read via Zoom as listed below. LATE PROPOSALS WILL NOT BE ACCEPTED. PHOTOCOPIES OR FACSIMILES OF THE PROPOSALS DOCUMENTS WILL NOT BE ACCEPTED IN LIEU OF THE ORIGINALS.

During the COVID-19 pandemic, all proposal packets will only be available electronically on "VendorRegistry". Vendors can register on the following link:

<https://vrapp.vendorregistry.com/Vendor/Register/Index/bergen-county-housing-authority-nj-vendor-registration>

Once registered, a vendor will be able to download and open any requests for proposals on the following link:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=ae35e3d1-5079-4fe0-9688-0d6422c5d4bf>

All documents must be completed as required, and vendor must submit their proposals electronically no later than the date and time outlined in the proposal documents.

Additionally, pursuant to N.J.S.A. 40A: 11-23 a hard copy of each proposal must also be mailed:

- 1) on original forms, as made available electronically, in a sealed envelope no later than the date and time outlined in the proposal documents.
- 2) addressed and mailed to the HABC Purchasing Department as noted below
- 3) bearing the name and address of the proposer on the outside
- 4) clearly marked "PROPOSAL" with the name of the item(s) being proposed

**Housing Authority of Bergen County,  
Purchasing Department  
One Bergen County Plaza, Floor 2,  
Hackensack, NJ 07601**

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It should be noted that electronic proposal submissions will be kept locked and will only be made accessible to the Authority on the prescribed proposal opening date and time herein noted. Additionally, all hard copies mailed to the above address shall be kept sealed and will be received and publicly opened via teleconferencing on the date and time specified below in the conference room of the Housing Authority of Bergen County, One Bergen County Plaza, Floor 2, Hackensack, New Jersey 07601. This proposal opening can be attended by logging into Zoom in the following manner:

Join Zoom Meeting:

Time: Wednesday, July 14, 2021, at 9:30 AM Eastern Time (US and Canada)

<https://us04web.zoom.us/j/9927769002?pwd=bjYUjhBamQySFdyQURyVVRiZjBDdz09>

Meeting ID: 992 776 9002

Password: HABC0828

The Housing Authority of Bergen County reserves the right to reject any or all proposals or to waive any informalities contained therein. No proposal shall be withdrawn for a period of sixty (60) days subsequent to the proposal's due date without the consent of the Housing Authority of Bergen County.

Lynn Bartlett  
Executive Director  
Housing Authority of Bergen County

By: Vincent Bufis, Q.P.A.  
Director of Operations

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## **GLOSSARY**

The following definitions shall apply to and are used in this Request for Proposals:

“Authority” - refers to the Housing Authority of Bergen County.

“Proposal” - refers to the complete responses to this RFP submitted by the Respondents.

“RFP” - refers to this Request for Proposals, including any amendments thereof or supplements thereto.

“Qualified Respondent” - refers to those Respondents who (in the sole judgment of the Authority) have satisfied the qualification criteria set forth in this RFP.

“Respondent(s)” - refers to the list of interested firm(s) who will submit a Proposal.

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## SECTION I

### INTRODUCTION AND GENERAL INFORMATION

#### 1.1 Introduction and Purpose

The Housing Authority of Bergen County (“Authority”) is soliciting proposals from respondents interested in providing proposals for the provision of the purchase of a computer software system that has Cloud Based and Centralized Web-Based compatible features. Through a Request for Proposal process described herein, persons and/or firms interested in assisting the County with the provision of such services must prepare and submit a Proposal in accordance with the procedure and schedule in this RFP. The Authority will review Proposals only from those firms that submit a Proposal which includes all the information required to be included as described herein. The Authority intends to qualify person(s) and/or firm(s) that possess the professional, financial, technical and administrative capabilities to provide the proposed services, and will agree to work under the compensation terms and conditions which provide the greatest benefit, as determined by the Authority.

#### 1.2 Procurement Process and Schedule

The selection of Qualified Respondents is subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-4-1 et seq. The Authority has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Proposal in response to the RFP. Proposals will be evaluated in accordance with the criteria set forth in Section II and IV of this RFP, which will be applied in the same manner to each Proposal received.

Proposals will be reviewed and evaluated by the Authority and its legal and/or financial advisors (collectively, the “Review Committee”). The Proposals will be reviewed to determine if the Respondent has met the minimum professional, administrative, technical, and financial areas described in this RFP. Under no circumstances will a member of the review committee review responses to an RFP for a job which they or their firms submitted a response. Based upon the totality of the information contained in the Proposal, including information about the reputation and experience of each Respondent, the Authority will determine which Respondents are qualified. Each Respondent that meets the requirements of the RFP will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Authority.

All communications concerning this RFP, or the RFP process shall be directed to the Authority’s designated contact person in writing.

**Designated Contact Person:**

Erick Martinez  
Purchasing Agent  
Housing Authority of Bergen County  
One Bergen County Plaza, Floor 2  
Hackensack, New Jersey 07601

**Proposals MUST be submitted to, and be received by the Authority, via mail or hand delivery, by 9:30 a.m. on Wednesday, July 14, 2021. In addition, an electronic copy is to be submitted to “Vendor Registry” BEFORE the submission deadline as outlined in the advertisement. Qualification Statements will not be accepted by facsimile transmission or e-mail.**

#### 1.3 Conditions Applicable to RFP

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Upon submission of a Proposal in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission, review, and consideration of its Proposal:

This document is an RFP and does not constitute a Public Sealed Bid.

This RFP does not commit the Authority to award a contract.

All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.

The Authority reserves the right to reject any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.

The Authority reserves the right to reject any Respondent that submits incomplete responses to this RFP, or a Proposal that is not responsive to the requirements of this RFP.

The Authority reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.

All Proposals shall become the property of the Authority and will not be returned.

All Proposals will be made available to the public at the appropriate time, as determined by the Authority in accordance with law.

The Authority may request Respondents to send representatives to the office of the Authority for interviews.

Any and all Proposals not received by the Authority by 9:30 a.m. prevailing time on Wednesday, July 14, 2021, will be rejected.

Neither the Authority, nor their respective staffs, consultants, or advisors (including but not limited to the Review Committee) shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposals, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Proposal or for participating in this procurement process.

## **1.4 Rights of the Authority**

The Authority reserves, holds and may exercise, at its sole discretion, the following rights, and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

To determine that any Proposal received complies or fails to comply with the terms of this RFP.

To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.

To waive any technical non-conformance with the terms of this RFP.

To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.

To conduct investigations of any or all of the Respondents, as the Authority deems necessary or convenient, to clarify the information provided as part of the Proposal and to request additional information to support



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the information included in any Proposal.

To suspend or terminate the procurement process described in this RFP at any time. If terminated, the Authority may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Authority shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

## 1.5 Term of Contract

A Contract will be awarded for a period of two (2) years, with the option at the sole discretion of the Authority to renew the contract for up to one (1) additional year upon expiration of the original Contract Term of (2) two years.

The Authority shall have the option to address or negotiate adjustment in cost after expiration of the original two (2) year term before renewing the contract.

## SECTION II

### SCOPE OF SERVICES AND SOFTWARE FEATURES

Purchase and Installation of a new Computer Software System compatible with the following features:

1. 24/7 real time access to all stakeholders. User must have access to the database at any time from any Computer/Web enhanced device at any location
2. A centralized Web-Based Solution. A web-based application located on a virtual or physical server on the Authority's network inside the firewall with access on our intranet and internet. All software updates should be automatic and dynamic, and capable of guiding Authority through regulatory procedures, automate workflows and increase staff productivity while improving operational efficiency
3. Data is done in real-time. Data that is entered into the system should be immediately processed and available to all stakeholders
4. Browser and device agnostic
5. Practical Revenue Management
6. Capable of integrating compliance, accounting and property management in a single centralized database
7. Integrated accounting for Tenant Rents, HAPs, URPs, FSS, Portability transactions
8. Financial and operational reporting with drill down capabilities to source documents
9. Integrated general ledger and Accounts Receivable Module with automated resident billing
10. Configurable assessment formats for various State or HUD-specific requirements
11. Scalability. The software system must be scalable. The performance and response time of the software system is critical and should not be hindered due to the increase in data sets of data processing/ reporting
12. State/Federal reporting. The software system must meet all State of New Jersey reporting requirements and all Federal mandates. All changes to data fields and reporting for such reports should be made immediately available to the software system and thus available to all stakeholders.
13. Customize reports. The software system must include licensed reporting software that not only has standard reports but is also fully customizable to report on any field within the data. This must include all New Jersey State and Federal reporting requirements. The reporting module should also include the ability to export data in .csv, .xls, .html and .txt formats as a minimum
14. Queries. The software system should have a simple query system that is easy to use for all stakeholders to

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- be able to access data at any time
15. Login information and security. Each stakeholder should be able to access the software system with a designated and distinguishable username and password to be assigned. Access security should be based upon this login name and security level
  16. Data fields. In addition to all fields in the previous data set from the Authority, and the standard fields in the new software system, the system should allow for user-defined fields as necessary
  17. Print, export and email reports, letters and forms as Word, Excel or PDF documents
  18. Maintenance service requests, work order templates and recurring work orders
  19. Guaranteed business continuity and disaster recovery
  20. Nightly backups and off-site transfer of all data
  21. Battery backups and fully automatic fail-over standby generator to ensure uninterrupted performance in the event of a power failure
  22. Up to date fire-suppression system
  23. Weekly server maintenance
  24. Around the-clock monitoring of server operation
  25. Online portals for clients with direct integration with software
  26. Ability to open and close along with customization an online waiting list
  27. Direct integration of online rental payments
  28. Automatic direct deposit of utility reimbursement payments (URPs) to tenant debit cards
  29. Ability to create application programming interface (API), which is a software intermediary that allows two applications to talk to each other

**All Respondents in their proposals must set forth, in specific detail, the Respondent's experience in each of the aforementioned services and their ability to provide each of these services on behalf of the Authority.**

The Authority is currently using MRI Software LLC cloud-based software system for the aforementioned applications and as such, integration between the new software system and the applications to be used beyond the standard export/import is highly desirable.

- The users/ stakeholders must be able to securely login the software system and access data in appropriate real-time.
- All data should be achievable and retrievable to review, manipulate and report on previous year's data.
- All data backup and recovery procedures must be worked out with the Authority prior to the system going live.
- The vendor must have successfully implemented similar software systems for other Public Housing Authorities.

## SECTION III

### QUALIFICATIONS SUMMARY REQUIREMENTS

The Authority will conduct a comprehensive, fair and impartial evaluation of all the Proposals received in response to this RFP. The Executive Director may appoint a "Review Committee" to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under this RFP. Qualifications to be evaluated may include the items listed below. The review committee may select all, some or none of the Respondents for interviews.

The Qualifications include:

- A. Being licensed to provide these services in the State of New Jersey.

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- B. Having previous documented experience in providing and successfully implementing similar services
- C. Having no actual or potential conflicts of interest with the Authority.

Respondents are expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. **Failure to complete and provide any of the following documents may result in your firm not being considered.**

The Proposal must contain:

1. Description and Summary of Experience - Provide a brief description of your firm or yourself, and the capabilities to provide the services required.
2. General Experience - Describe your experience assisting public housing authorities and other counties, municipalities and governmental agencies.
3. Conflicts - Describe any existing or potential conflicts of interest, or appearance of conflict of interest, you may have, or which reasonably might arise, because of your proposed representation of the Authority.
4. Investigations - State whether you or any other principals in your firm have been (in the past five years) or are currently the subject of any Federal or State investigation or any investigation by any law enforcement agency, and indicate the nature of this investigation.
5. Insurance - Please provide a copy of your Insurance Certificate, in amounts acceptable to the Authority, including, but not limited to, the following categories of insurance: Professional Liability, General Liability, Automobile Liability, and Worker's Compensation, if deemed necessary by the Authority's Risk Manager.
6. Proposed Cost - A completed Proposed Cost Form set out in RFP Attachment 1.
7. Any and all documentation as listed in the Submittal Requirement Checklist.

## VENDOR PROFILE

Please supply a narrative summarizing the following:

- Your firm's ability to configure, install, convert, train and implement the proposed computer software system within the timeline specified
- Describe initial installation and ongoing support mechanisms your firm will make available to the Authority
- Describe the process through which software upgrades are delivered to clients
- Disclose a list of judgments against the firm's officers and employees for the last five (5) years, and a list of any currently outstanding lawsuits.

## GENERAL REQUIREMENTS

- All equipment items shall be guaranteed by the vendor/firm against defects in workmanship and materials for a period of one (1) year from the date of acceptance by the Authority. During this period the vendor/firm shall agree to promptly remedy and defects due to imperfect workmanship or materials found not to comply with the specifications
- The Authority desires a comprehensive solution in a centralized, real-time database environment that does not use proprietary database. The database environment should be built upon tested standards and always provide data import/export with a minimum of .csv and .txt formats

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- The vendor must perform product upgrades, report upgrades, and product release upgrades in a timely fashion as part of the software maintenance or service agreement. The contracted cost for annual ongoing software maintenance must be provided with your RFP

## VENDOR RESPONSIBILITIES

### Pre-Award

- Create a technical infrastructure review
- Provide and install all software/ licenses necessary
- Create project and training requirements
- Conduct a data conversion assessment
- Install and verify the computer software system
- Computer software system setup, configuration and security
- Develop and training schedule for Authority staff
- Provide backup/recovery procedures

### Post-Award

- Provide and install a fully functional computer software system as specified and required in these specifications, by the agreed upon date
- Provide a computer software system implementation plan
- Project manager must provide weekly progress reports
- Provide a timeline for all demographic and schedule data import
- Provide on-site training for the staff identified by the Authority
- Provide an end of project summary report

## AUTHORITY RESPONSIBILITIES

- Provide internal project management
- Coordinate project meetings with vendor/firm project manager
- Perform software/infrastructure review with vendor/firm
- Send a complete sample data file for conversion review
- Provide List of users with security levels
- Provide an internal Data Specialist
- Identify the core team of members for implementation
- Identify staff members for training

## SECTION IV

### EVALUATION CRITERIA

The following criteria will be used to evaluate each proposal submitted. Each respondent is responsible to submit sufficient information in its proposal that will address each and every evaluation criteria point. The review committee will evaluate and will score each proposal that is submitted as a complete response. Responses may receive a maximum score of one hundred (100) points subdivided as follows:

#### I. TECHNICAL CRITERIA

##### *Proposed Methodology*

1. *Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?*
2. *Is the vendor's proposal complete and responsive to the specific RFP requirements?*
3. *Has the past performance of the vendor's proposed methodology been documented?*

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4. *Does the vendor's proposal use innovative technology and techniques?*

**II. MANAGEMENT CRITERIA**

History and Experience in Performing the Work

1. *Does the vendor/firm document a record of reliability of timely delivery and on-time and on-budget implementation?*
2. *Does the vendor/firm demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?*
3. *Demonstrated ability of the Respondent to provide the resources (staffing, equipment, office facilities and other) necessary for the timely and efficient implementation of the Authority's goals and objectives as described in this solicitation.*
4. *Does the vendor/firm document industry or program experience?*
5. *Does the vendor/firm have a record of moral integrity?*

Availability and Experience of personnel, facilities, equipment, and other resources

1. *To what extent does the vendor/firm rely on in-house resources vs. contracted resources?*
2. *Is the availability of in-house and contract resources documented?*
3. *Documentation of experience in performing similar work by employees and when appropriate sub-contractors?*

**III. COST CRITERIA**

*Relative cost: How does the cost compare to other similarly scored proposals?*

1. *Proposed Cost and level of service are reasonable and appropriate in relation to the services requested.*
2. *Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?*

Assurances of Performance

1. *Are Warranties or Guarantees provided?*
2. *Does the proposal include quality control and assurance programs?*

Vendor/Firm's Financial Stability and Strength

1. *Does the vendor/firm have sufficient financial resources to meet its obligations?*

## EVALUATION CRITERIA SCORING FORM

	Category	Value Points
I	TECHNICAL CRITERIA (Value: Maximum 30 Points)	
II	MANAGEMENT CRITERIA (Value: Maximum 40 Points)	
III	COST CRITERIA (Value: Maximum 30 Points)	
	<b>TOTAL SCORE</b>	

It is the intention of the Housing Authority of Bergen County to award the contract to the Respondent that receives the highest total cumulative points on the Evaluation Scoring Form **AND** whose response:

- is the most advantageous to the Authority, price and other factors considered; and

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- will provide the highest quality service at fair and competitive prices

The Authority, at its sole discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions made by the Authority.

The Authority IT Team and Administration may or may not conduct interviews with Respondents.

## SECTION V

### AMENDMENTS TO RFP

During the period provided for the preparation of responses to the RFP, the Authority may issue addenda, amendments or answers to written inquiries. Those addenda will be notices by the Authority and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issues prior to the proposal submission date.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in this RFP, and changes to this RFP, if any, shall be made in writing only as described above.

## SECTION VI

### SUBMISSION REQUIREMENTS SUMMARY

#### 6.1. General Requirements.

The Proposal submitted by the Respondent must meet or exceed the professional, administrative, technical, and financial qualifications set forth in this Section 6 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Proposal. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

#### 6.2. Administrative Information Requirements.

The Respondent shall, as part of its Proposal, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Proposal.
2. Name, address and telephone number of the firm or firms submitting the Proposal pursuant to this RFP, and the name of the key contact person.
3. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
  - (a) Provide the names and business addresses of all Principals of the firm or firms submitting the Proposal. For purposes of this RFP, "Principals" mean persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.

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- (b) If a firm is a partially owned or a fully owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting the Proposal. Describe the approval process.
  - (c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture, or similar organization.
  - (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
- 5. The number of years your organization has been in business under the present name.
  - 6. The number of years the business organization has been under the current management.
  - 7. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
  - 8. Confirm appropriate federal and state licenses to perform activities.

### **6.3. Professional Information Requirements.**

- a. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate to the RFP:
  - 1. Description and scope of work by Respondent.
  - 2. Name, address, and contact information of references.
  - 3. Explanation of perceived relevance of the experience to the RFP.
- b. Describe the services that Respondent would perform directly.
- c. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
- d. A narrative statement of the Respondent's understanding of the Authority's needs and goals.
- e. List all immediate relatives of Principal(s) of Respondent who are Authority employees or elected officials of Authority. For purposes of the above, immediate relative means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.
- f. This RFP will remain open until 9:30 a.m. on Wednesday, July 14, 2021. Respondents are encouraged to submit a Proposal to the address listed in item h of this section.
- g. Electronic copy is to be submitted to "Vendor Registry" BEFORE the submission deadline as outlined in the advertisement.
- h. One (1) hard copy original, and one (1) copy signed in ink, of the Proposal, in a sealed

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envelope, clearly marked “**Proposal for Computer Software System**” and deliver to the Authority at:

Housing Authority of Bergen County  
Purchasing Department  
One Bergen County Plaza, Floor 2  
Hackensack, New Jersey 07601

- i. All submissions shall become the property of the Authority upon receipt and will not be returned. Any information to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, the Authority cannot guarantee that it will not be compelled to disclose all or part of any public record under the New Jersey Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under New Jersey law, or pursuant to a court order. Respondent will be deemed to have submitted all such information with this understanding.

## **6.4 Submission Requirements**

1. Respondent must submit a completed RFP submittal requirement check list (Appendix C) and attach executed copies of all of the documents listed therein.

## **SECTION VII**

### **RESTRICTIONS ON COMMUNICATION**

- A. Except as set out in item B of this section, Respondent shall not contact Authority employees regarding this RFP.
- B. All questions concerning this RFP shall be directed to:  
  
Housing Authority of Bergen County  
One Bergen County Plaza, Floor 2  
Hackensack, New Jersey 07601  
Purchasing Agent  
  
If submitted by fax, send to:  
Attn: Erick Martinez  
Housing Authority of Bergen County  
Fax #: (201) 336-7625  
Email: [martinez@habcnj.org](mailto:martinez@habcnj.org)
- C. The Authority reserves the right to contact any Respondent for clarification after responses are received.
- D. DEADLINE FOR QUESTIONS AND CLARIFICATIONS IS FRIDAY, JULY 2, 2021, AT 10:00 AM EST.

## **SECTION VIII**

### **NON-CURABLE ITEMS**

The following requirements shall be considered mandatory items to be submitted at the time specified by the contracting unit for receipt of the proposal; the failure to submit any one of the mandatory items shall be deemed a fatal defect that shall render the proposal submission unresponsive and that cannot be cured by the



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governing body:

1. **A Statement of corporate ownership pursuant to NJSA 52:25-24.2**
2. **A document for the proposer to acknowledge receipt of any notice or revisions or addenda to the advertisement or proposal documents, or if not applicable, proposer acknowledges same pursuant to NJSA 40A:11-23**

## **9.1. Business Registration Certificate.**

For proposals: Prior to execution of the contract for professional services, the respondent must submit proof of registration. This covers construction work as well as non-construction bids. Respondents are required to submit a copy of the business registration of all subcontractors regardless of the level (tier) named or listed in a construction bid as part of its submission.

“Proof of registration means a copy of the organizations’ “Business Registration Certificate” as issued by the Division of Revenue. A sample is included with this specification. No other form can be substituted; it must be this form.

For information regarding the Business Registration Requirement, you can log on to the State’s Division of Local Government Services (DLGS) procurement website at <https://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html> or call (609) 292-7842 or contact the Division of Taxation, Regulatory Branch at (609) 292-5995.

If you want to file your application online, you may do so by visiting the following website: <https://www.state.nj.us/treasury/revenue/busregcert.shtml>

The Revised Contract Language for BRC Compliance for Goods and Services Contracts (including purchase orders) is as follows: N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: 1) the contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

## **SECTION IX**

### **INSTRUCTIONS TO RESPONDENTS**

#### **10.1. Submission of Proposals.**

Respondents must submit an original and one (1) copy of their Proposal to:

Housing Authority of Bergen County  
Purchasing Department  
One Bergen County Plaza, Floor 2  
Hackensack, New Jersey 07601

# HOUSING AUTHORITY OF BERGEN COUNTY

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Proposals must be received by the Authority no later than 9:30 a.m. (prevailing time) on Wednesday, July 14, 2021, and must be mailed or hand delivered. In addition, electronic copy is to be submitted to "Vendor Registry" BEFORE the submission deadline as outlined in the advertisement. Proposals forwarded by facsimile or e-mail will not be accepted. Proposals received after this time will not be considered. The Authority will not bear responsibility for delays in delivery for any reason.

To be responsive, Proposals must provide all requested information, and must be in strict conformance with the instructions set forth herein. Proposals and all related information must be bound, signed, and acknowledged by the Respondent.

## **10.2 Evaluation.**

The Authority's objective in soliciting Proposals is to enable it to select a firm or organization that will provide high quality and cost-effective services to the Authority. The Authority will consider Proposals only from firms or organizations that, in the Authority's judgment, have demonstrated the capability and willingness to provide high quality services to the Authority in a manner described in this RFP.

Proposals will be evaluated by the Authority based on the most advantageous submission; all relevant factors considered.

# HOUSING AUTHORITY OF BERGEN COUNTY

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

The contractor and the Housing Authority of Bergen County, (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. 5121 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.

# HOUSING AUTHORITY OF BERGEN COUNTY

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## ATTACHMENT -1

### PROPOSAL SUBMISSION FORM

Name of Company: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

Authorized Person: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Housing Authority of Bergen County is requesting proposals for a computer software system which shall include but not be limited to the following comprehensive systems: *General Ledger, Budget Preparation, Accounts Payable, Payroll, Utility Billing, Miscellaneous Billing, Fixed Asset Accounting, Purchasing and Human Resources* applications. The Authority reserves the right to reject all proposals and issue another RFP. Price is an important consideration in this process, but not the only consideration. Other factors include track record of success, identification and understanding of Authority's requirements, experience and qualifications of key personnel and record in providing quality customer support.

Computer Software System Name/ Manufacturer/ Model	Total Cost Includes delivery installation and training

Annual Maintenance Agreement	Cost

Any contract award under this process shall be made by resolution of the Board of Commissioners. The award shall be made within sixty (60) days of the receipt of the proposals, however subject to extension by mutual agreement of both parties.

# HOUSING AUTHORITY OF BERGEN COUNTY

## RFP SUBMITTAL REQUIREMENT CHECKLIST

(PLEASE INITIAL EACH ITEM)

MANDATORY SUBMITTAL REQUIREMENTS	Respondent	HABC
1. Check List (Completed)		
2. RFP Advertisement		
3. Notice of Corporations and Partnerships		
4. Non-Collusion Affidavit & All Other Affidavits		
5. Statement of Ownership Disclosure (MUST return with proposal)		
6. Affirmative Action Documents		
7. Affidavit of Non-Default		
8. Business Registration Certificate for Contractor & All Subcontractors		
9. Acknowledgment of Receipt of Addenda (MUST return with proposal)		
10. Conflict of Interest & Political Contribution Disclosure Certification		
11. Proposal Submission Form (Attachment 1)		
12. W-9 Form		
13. Insurance Requirement and Acknowledgment Form		
14. Mandatory Equal Employment Opportunity Notice		
15. Statement of Compliance		
16. Americans with Disabilities Act of 1990 Language		
17. Disclosure of Investment in Iran		

# HOUSING AUTHORITY OF BERGEN COUNTY

## STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

**Name of Organization:**

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**Organization Address:**

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

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)    Limited Liability Company (LLC)
- Partnership    Limited Partnership    Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

# HOUSING AUTHORITY OF BERGEN COUNTY

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If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #’s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **Authority** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **Authority** to notify the **Authority** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **Authority** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

# HOUSING AUTHORITY OF BERGEN COUNTY

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## AFFIDAVIT OF NON-DEFAULT

1. The undersigned, being duly sworn pursuant to law, deposes and says that, as the party making this Proposal; I certify as follows:
2. That all the statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith.
3. That for the past ten years from the date of this certification, and except as shown by me on the attachment, I have not experienced defaults or noncompliance under any contract for the U.S. Department of Housing and Urban Development, or any other governmental agency with which I have contracts.
4. To the best of my knowledge there are no unresolved findings raised as a result of HUD audits, management reviews or any other Governmental investigations concerning me or work under any of my contracts.
5. There has not been a suspension or termination of payments under any HUD contract in which I have had a beneficial interest attributable to my fault or negligence.
6. I have not been convicted of a felony and am not presently, to my knowledge, the subject of a complaint or indictment charging a felony.
7. I have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of any State Government or the Housing Authority of Bergen County from doing business with such Department or Agency.
8. I have not defaulted on an obligation covered by a bond and have not been the subject of a claim under any fidelity bond.
9. All the names of the parties, known to me to be principals in this contract, in which I propose to participate, are included on resumes submitted with this Proposal.
10. To my knowledge I have not been found by HUD or the State of New Jersey to be in noncompliance with any applicable civil rights laws.
11. I am not a Member of Congress, Resident Commissioner, Trustee nor otherwise prohibited or limited by law from contracting with the Government of the United States of America.
12. I am not an officer or employee or commissioner of the Housing Authority of Bergen County who is prohibited or limited by law from contracting with the Authority.
13. For a period of five years prior to the date of this certification, and except as shown by me on the attachment, I have not been suspended or otherwise disqualified by the U.S. Department of Housing and Urban Development or any other governmental agency with which I have contracted from doing business with any governmental agency.
14. Statements above (if any) to which I cannot certify have been deleted by striking through the words with a pen. I have initialed each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the fact and circumstances which I think helps to qualify me as a responsible principal for participation in this project.



# HOUSING AUTHORITY OF BERGEN COUNTY

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

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

Title: \_\_\_\_\_

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

**MUST BE NOTARIZED**

State of \_\_\_\_\_ )

) ss

County of \_\_\_\_\_ )

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_

\_\_\_\_\_

My Commission Expires:

\_\_\_\_\_, 202\_\_\_\_\_

Notary Public Signature

(Affix Notary Public Seal)

# HOUSING AUTHORITY OF BERGEN COUNTY

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## PROPOSER'S AFFIDAVIT

Name of Proposer: \_\_\_\_\_ being duly sworn, deposes and says that he resides at:

(Address) \_\_\_\_\_,

that he is the \_\_\_\_\_ who signed the above Proposal, that he was  
(Title)

duly authorized to sign and that the Proposal is the true offer of the Firm, that the seal attached is the seal of the Firm and that all the declarations and statements contained in the Proposal are true to the best of his/her knowledge and belief.

\_\_\_\_\_  
(Signature of Firm & Seal)

### **MUST BE NOTARIZED**

State of \_\_\_\_\_ )

) ss

County of \_\_\_\_\_ )

Subscribed and sworn to before me, this \_\_\_\_\_ day of  
\_\_\_\_\_, 202\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_, 202\_\_\_\_\_

Notary Public Signature

(Affix Notary Public Seal)

My Commission Expires:

## Acknowledgment of Receipt of Addenda

Please note that this Form must be returned with your proposal regardless if you received an addenda or not. Failure to return this Form with your proposal is a non-curable fatal flaw which shall cause your proposal to be rejected

The undersigned respondent hereby acknowledges receipt of the following Addenda,(if any)

ADDENDA NUMBER	DATE OF ADDENDA	DATE ADDENDA RECEIVED BY CONTRACTOR

No addenda issued

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

# HOUSING AUTHORITY OF BERGEN COUNTY

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## NON-COLLUSION AFFIDAVIT

I, \_\_\_\_\_, of the City/Town of \_\_\_\_\_,  
in the County of \_\_\_\_\_, and the State of \_\_\_\_\_,  
of full age, being duly sworn according to law on my oath depose and say that:

I am the \_\_\_\_\_ of the firm of \_\_\_\_\_ the bidder making this proposal for the above named project, and that I executed the said Proposal with full authority to do so; that said bidder has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the above named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Housing Authority relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I fully warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by:

\_\_\_\_\_  
Company Name  
\_\_\_\_\_  
\*Signature  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

\*FAILURE TO SIGN THIS AFFIDAVIT BY THE PRESIDENT, VICE PRESIDENT OR DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.

**MUST BE NOTARIZED**

**HOUSING AUTHORITY OF BERGEN COUNTY**

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**AFFIRMATIVE ACTION AFFIDAVIT**

( to be completed by firms with less than 50 employees)

I, \_\_\_\_\_, of the (City, Town, Borough) of \_\_\_\_\_ in the County of \_\_\_\_\_, State of \_\_\_\_\_, of full age being duly sworn according to law on my oath depose and say that:

1. I am (President, Partner, Owner) of the firm of \_\_\_\_\_ a bidder making a proposal upon the above named project.
2. (Name of Firm/Co.) \_\_\_\_\_ does not have 50 employees or more inclusive of all officers and employees of every type.
3. I am familiar with the affirmative action requirements of P.L. 1975 c. 127 and rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.
4. (Name of Firm/ Co.) \_\_\_\_\_ has complied with all the affirmative action requirements of the State of New Jersey, including those required by P.L. 1975 c. 127 and the rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.
5. I am aware that if \_\_\_\_\_ does not comply with P.L. 1975 c. 127 and rules and regulations issued pursuant thereto, that no monies will be paid by the Housing Authority of Bergen County until an affirmative action plan is approved. I am also aware that the contract may be terminated and (Name of Firm/Co.) \_\_\_\_\_ may be debarred from all public contracts for a period of up to five (5) years.
6. In the event my workforce increases to 50 employees, I must contact the State Affirmative Action Office and complete an Employee Information Report.

\_\_\_\_\_  
Signature President, Vice-President or Authorized Representative

\_\_\_\_\_  
Name and Title

**MUST BE NOTARIZED**

# HOUSING AUTHORITY OF BERGEN COUNTY

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## AFFIRMATIVE ACTION REGULATIONS

(To be completed by firms with fifty(50) or more employees

### BIDDER STATES HE HAS FIFTY(50)OR MORE EMPLOYEES: CHECK ONE

YES \_\_\_\_\_ NO \_\_\_\_\_

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

NAME: \_\_\_\_\_

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

TITLE: \_\_\_\_\_

#### **A. CONTRACTORS WITH 50 OR MORE EMPLOYEES NOTE:**

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a procurement contractor with 50 or more employees should present one of the following to the County of Bergen and Housing Authority of Bergen County.

II. Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program;

OR

III. A Certificate of Employee Information Report Approval issued in accordance with Article 4 of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c127;

OR

3. If the bidder cannot present "1" or "2" and the bidder has never applied for "2", the bidder is required to submit to the State Affirmative Action Office (a copy to accompany this bid proposal) a completed Employee Information Report(Form AA302). This form may be obtained at State Affirmative Action Office.

A contractor's bid must be rejected as non-responsive if a contractor fails to submit either "1", "2", or "3" listed above in A, within the time specified after the Housing Authority \_submits the contract to the contractor for signing.

#### **B. CONTRACTORS WITH LESS THAN 50 EMPLOYEES NOTE:**

Bidders with less than 50 employees who are negotiating for a contract, as a precondition to entering into a valid and binding procurement or service contract with the Housing Authority of Bergen County, prior to recommendation of contract award is submitted to the Commissioners of the Housing Authority must complete the following affidavit in accordance with P.L. 1975,C.127.

# HOUSING AUTHORITY OF BERGEN COUNTY

## SAMPLE BUSINESS REGISTRATION CERTIFICATE

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE  
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 322  
TRENTON, N.J. 08646

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT  
TAXPAYER IDENTIFICATION#: 97C-097-362/500  
ADDRESS: 847 ROEBLING AVE  
TRENTON NJ 08611  
ISSUANCE DATE: 07/14/04  
TRADE NAME: CLIENT REGISTRATION  
SEQUENCE NUMBER: 0107230

FOR NJ-BRC(08-01)

This Certificate is NOT assignable or transferrable. It must be conspicuously displayed at above address.

*John S. Kelly*  
Administrator

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT  
Trade Name:  
Address: 847 ROEBLING AVE  
TRENTON, NJ 08611  
Certificate Number: 1092997  
Date of Issuance: October 14, 2004

For Office Use Only:  
20041014112813533

# HOUSING AUTHORITY OF BERGEN COUNTY

## SAMPLE W-9 FORM

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>  ▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	<b>Give Form to the requester. Do not send to the IRS.</b>
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Print or type. See Specific Instructions on page 3.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

<b>Part I Taxpayer Identification Number (TIN)</b>																																																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.																																																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center; font-size: small;">Social security number</td> </tr> <tr> <td style="width: 20%;"> </td> <td style="width: 20%;"> </td> <td style="width: 20%;"> </td> <td style="width: 20%;"> </td> <td style="width: 20%;"> </td> <td style="width: 20%;"> </td> <td style="width: 20%;"> </td> <td style="width: 20%;"> </td> <td style="width: 20%;"> </td> <td style="width: 20%;"> </td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center; font-size: small;">Employer identification number</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Social security number																				or										Employer identification number																			
Social security number																																																			
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Employer identification number																																																			
<b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																			

<b>Part II Certification</b>	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



# HOUSING AUTHORITY OF BERGEN COUNTY

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**INSURANCE REQUIREMENT AND ACKNOWLEDGMENT FORM**  
**And**  
**HOLD HARMLESS / INDEMNIFICATION AGREEMENT**

**Respondents Certificate of Professional Liability coverage shall be filed with the Authority's Office upon award of contract by the Authority.**

**Acknowledgment of Insurance Requirement:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name and Title)

**INDEMNITY:** To the maximum extent permitted by law, the firm/ contractor shall defend, indemnify and hold the Housing Authority of Bergen County and its commissioners, officers, agents and employees harmless from and against all claims, actions, judgments, damages and costs, including reasonable attorneys' fees and all other costs of defense to which the Housing Authority of Bergen County or its commissioners, officers, agents or employees may be subjected, or which they may suffer, that are caused by, or arise out of, any act, error or omission of the firm/ contractor, their subcontractors, affiliates, or anyone retained by or employed by the firm/ contractor in connection with the project/ service or from their failure to comply with any of the provisions of their contracts or of the law. This indemnity shall not apply to the extent of the Housing Authority's or its commissioners, officers, agents, or employees' negligence. The firm/ contractor agrees that it will not implead the Housing Authority or its commissioners, officers, agents or employees into any such claim or action.

# HOUSING AUTHORITY OF BERGEN COUNTY

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**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE**  
**(N.J.S.A. 10:5-31 et seq. and N.J.A.C 17:27 et seq.)**

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

This form is a summary of the successful professional service entity's requirement to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

The successful professional service entity shall submit to the Housing Authority of Bergen County after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

IV. A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one (1) year from the date of the letter);

OR

V. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C 17:27-1.1 et seq.;

OR

VI. A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the \_\_\_\_\_ to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

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

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

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

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

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

# HOUSING AUTHORITY OF BERGEN COUNTY

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## STATEMENT OF COMPLIANCE

This is to certify that all persons employed by the undersigned will be paid full weekly wages earned, less permissible deductions for income taxes, social security, etc., and that no rebates have been or will be made either directly or indirectly to the undersigned from the full weekly wages earned by any person in its employ, and further that all employees will be paid as defined in Regulations, Part 3, (29 CFR Part 3) issued by the Secretary of Labor under the Copeland Act, as amended (43 Stat. 948.63 Stat 108.72 Stat 967; 40 U.S. C. 276c), and described on said payroll; that said payroll is correct and complete; that the wage rates contained in said payroll for laborers, and mechanics pursuant to the Contract under which such work was performed; and that the classification set forth for each laborer or mechanic conforms with the work he performed.

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

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

TITLE: \_\_\_\_\_

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

**HOUSING AUTHORITY OF BERGEN COUNTY**

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**AFFIDAVIT OF EQUAL OPPORTUNITY COMPLIANCE(EOC)**

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

\_\_\_\_\_ being first duly  
sworn deposes and says:(individual's Name)

**THAT** he/she is the party making a certain Proposal dated\_\_\_\_\_and for  
work in connection with **Computer Software System** that such Proposal is submitted with  
full knowledge and understanding of:

- a. The Equal Opportunity Compliance (EOC) requirements of P.L. 1975, C. 127 (N.J.A.C. 17:27); and*
- b. That in submitting such Proposal the Proposer acknowledges that he/she must and will fulfill these requirements and that all statements in said Proposal are true.*

**SIGNATURE**

**OF:**

\_\_\_\_\_  
(Proposer, if the Proposer is an individual, Partner if a Partnership or Officer if the Proposer is a Corporation)

ALL REQUIRED CERTIFICATIONS, LICENSES, AND BUSINESS PERMIT INFORMATION (IF APPLICABLE) MUST BE SUBMITTED

Subscribed and sworn to before me,

this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_ Notary Public

My Commission Expires: \_\_\_\_\_, 202\_\_

# HOUSING AUTHORITY OF BERGEN COUNTY

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## **CONFLICT OF INTEREST and POLITICAL CONTRIBUTION DISCLOSURE CERTIFICATION**

The bidder certified that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

- a) result in an unfair competitive advantage to the bidder; or
- b) impair the bidder's objectivity in performing the contract work.

In the absence of any actual or apparent conflict, I certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

- 1) be awarded contracts by any agency of the United States Government, HUD, or the State of New Jersey, or
- 2) participate in HUD programs pursuant to 24 CFR Part 24.

The certification above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal contract programs.

\_\_\_\_\_  
Signature of Person Authorized to sign for contractor

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# HOUSING AUTHORITY OF BERGEN COUNTY

## **C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM** **Contractor Instructions**

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

\* N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

# HOUSING AUTHORITY OF BERGEN COUNTY

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**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

**Part I – Vendor Information**

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A 19-44A-20.26 and as represented by the Instructions accompanying this form.

Signature	Printed Name	Title

**Part II – Contribution Disclosure**

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

# HOUSING AUTHORITY OF BERGEN COUNTY

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## List of Agencies with Elected Officials Required for Political Contribution Disclosure

N.J.S.A. 19:44A-20.26

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Commissioners

County Clerk

Sheriff

{County Executive}

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM**  
[https://www.nj.gov/dca/divisions/dlgs/resources/poli\\_contri\\_discl.html](https://www.nj.gov/dca/divisions/dlgs/resources/poli_contri_discl.html)  
**A COUNTY-BASED, CUSTOMIZABLE FORM.**



# HOUSING AUTHORITY OF BERGEN COUNTY

## STOCKHOLDER DISCLOSURE CERTIFICATION

**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
- Corporation
- Sole Proprietorship
- Limited Partnership
- Limited Liability Corporation
- Limited Liability Partnership
- Subchapter S Corporation

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

Stockholders:

Name: _____ Home Address: _____ _____	Name: _____ Home Address: _____ _____
Name: _____ Home Address: _____ _____	Name: _____ Home Address: _____ _____
Name: _____ Home Address: _____ _____	Name: _____ Home Address: _____ _____

Subscribed and sworn before me this ___ day of _____, 20____.	_____ (Affiant)
(Notary Public)	_____ (Print name & title of affiant)
My Commission expires:	(Corporate Seal)

# HOUSING AUTHORITY OF BERGEN COUNTY

## DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

**Bid/Proposal Number:** \_\_\_\_\_ **Bidder/Vendor:** \_\_\_\_\_

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

**I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal:**

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

**In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Housing Authority of Bergen County under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

**You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.**

Name: \_\_\_\_\_ Relationship to Proposer: \_\_\_\_\_

Description of Activities: \_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Proposer Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.**

Full Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**INTENTIONALLY BLANK**