

GAINESVILLE HOUSING AUTHORITY

Request for Proposal for
Fully Integrated, Web Based
Authority Housing Software

RFP 2017-005

Closing Date and Time – Friday, May 19, 2017 at 3:00 p.m.

Pamela E. Davis

4/26/2017

GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

Request for Proposal, Specifications, and Instructions – for Gainesville Housing Authority.
RFP Number 2017-005 – Gainesville Housing Authority; 1900 S.E. 4th Street; Gainesville, FL 32641.
www.gainesvillehousingauthoriry.org.

Request for Proposal for Fully Integrated, Web Based Authority Housing Software

Proposals will be received by the Gainesville Housing Authority, 1900 S.E. 4th Street; Gainesville, FL 32641 until 3:00 p.m. local time, Friday May 19, 2017. All proposals received will be publicly opened and read aloud for the furnishing of all materials and labor for the following contract service to be provided in Alachua County:

Gainesville Housing Authority Properties–

Fully Integrated, Web Based Authority Housing Software RFP 2017-005.

Any proposal received after 3:00 p.m. eastern standard time will be considered late and will not be considered.

Proposals will be tabulated and evaluated by the Executive Director of the Gainesville Housing Authority (GHA) or member(s) of the staff or other individual(s) designated by her/him. An award recommendation will be made by the Executive Director at the next meeting of the GHA's Board of Commissioners. The proposals, as opened, tabulated and evaluated, will be presented and the lowest, responsible proposer, meeting the requirements of the law, will be recommended. Proposers' qualifications must be satisfactory to the GHA's Board of Commissioners. The Commission reserves the right to waive informalities in any bid and to accept any proposal which is authorized by law to accept and to reject any and/or all bids.

The Contractor shall obtain proposal information and specifications from the Gainesville Housing Authority, 1900 S.E. 4th St., Gainesville, FL 32641. Electronic copies of the bid documents are available at no cost. Hard copies are available for \$10.00 which is non-refundable. To obtain bid documents contact Pamela E. Davis at PamelaD@gnvha.org. All work shall be completed in accordance with this Request for Proposal. No proposer may withdraw their proposal for a period of thirty (30) consecutive calendar days after the date set for opening thereof.

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of the Gainesville Housing Authority's Procurement Policy. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract award or the protest will not be considered. All bid protests must be in writing, submitted to the Executive Director or designee, who shall issue a written decision on the matter. The Executive Director or designee may, at their discretion, suspend the procurement.

Table of Contents

Section I – General Terms and Conditions

Section II – Scope of Work

Section III- Evaluation Factors

Section IV- Proposal Instructions

Section V- Proposal Submittal

Form of Sealed Price Proposal

Attachments: **(All Attachments must be completed and returned with Proposal)**

HUD Instructions to Bidders – Form 5369.....Attachment 1

HUD Representations, Certifications – Form 5369A.....Attachment 2

HUD General Conditions for Non-Construction Contracts Section 1 and 2.....Attachment 3

References..... Attachment 4

Section 3 Business PreferenceAttachment 5

Non Collusive AffidavitAttachment 6

Florida Statutes on Public Entity CrimesAttachment 7

Certification Regarding Drug Free Work PlaceAttachment 8

GHA Insurance Coverage ChecklistAttachment 9

Davis Bacon Act Wage Decision.....Attachment 10



Section I –General Terms and Conditions

Submission Requirements

All proposals shall be marked: **Gainesville Housing Authority Integrated, Web Based Housing Authority Software – RFP 2017-005.**

1.1 **SUMMARY STATEMENT**

The Gainesville Housing Authority in the City of Gainesville, Florida, hereinafter referred to as “Authority,” has a need for a Fully Integrated, Web Based Housing Authority software system. The intent of this Request for Proposal (RFP) is to award a contract to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to the Authority.

Bidders shall make all investigations necessary to thoroughly inform themselves about the Authority's operations. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the RFP, will be accepted as a basis for varying the requirements of the Authority or the compensation to the vendor. Bidders shall be held to have examined Authority's operations and satisfied themselves as to the existing conditions under which they will be obligated to operate in performing their part of the work in the agreement.

Amendments: If it becomes necessary to revise this RFP, amendments will be posted at <http://www.gainesvillehousingauthority.org>. It is the responsibility of the bidder to check this website throughout the open bidding period. The Authority will not be responsible for incorrect bids due to bidder's noncompliance with amendments.

1.2 **PROCUREMENT METHOD**

This contract will be awarded in accordance with the Authority's Procurement Policy. The intent of this RFP is to award a contract to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to the Authority.

1.3 **CONTRACT TYPE**

The contract that results from this RFP will be a fixed price type contract. The Authority reserves the right to make multiple contract awards for all of the services required pursuant to this RFP.

1.4 **INDEPENDENT CONTRACTOR**

It is expressly understood and agreed by both parties hereto that the Authority is contracting with the successful bidder as an independent contractor. The parties hereto understand and agree that the Authority shall not be liable for any claims which may be asserted by any third

party occurring in connection with the services to be performed by the successful bidder under this contract and that the successful bidder has no authority to bind the Authority.

1.5 **CONTRACTOR RESPONSIBILITY**

Procurements shall be conducted only with responsible parties, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity (including a review of the List of Parties Excluded from Federal Procurement and Non-procurement programs published by the U.S. General Services Administration), compliance with public policy, record of past performance (including contacting previous clients of the contractor, such as other Authorities), and financial and technical resources. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the contract file, and the prospective contractor shall be advised of the reasons for the determination.

Contracts shall not be awarded to debarred, suspended or ineligible contractors. Contractors may be suspended, debarred, or determined ineligible by HUD in accordance with HUD regulations when necessary to protect the Authority in its business dealings.

1.6 **CONDITIONS FOR SUBCONTRACTING AND APPROVALS**

The Contractor may not subcontract any portion of the services provided under this RFP without obtaining the prior written approval of the Authority, which approval the Authority may withhold or condition in its sole and absolute subjective discretion. The Authority shall not be responsible for the fulfillment of the Contractor's obligations to their subcontractors.

1.7 **MANDATORY CONTRACTUAL TERMS**

By submitting a proposal in response to this RFP, a bidder, if selected for award, shall be deemed to have accepted the terms of this RFP, and any revisions thereto, and this RFP shall be made a part of the engagement contract with the successful bidder.

1.8 **INDEMNIFICATION**

Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses – including attorney fees – and otherwise hold harmless the GHA, its employees, and agents from any liability of any nature or kind in regard to the delivery of services.

1.9 **INSURANCE COVERAGE AND LIMITS**

The proposer shall furnish to GHA evidence of the following minimum amounts of insurance coverage.

Worker's Compensation to apply to all employees for statutory limits in compliance with applicable state and federal laws.

Business auto policy or similar form shall have minimal limits of \$1MM per occurrence combined single limit for bodily injury and property damage liability. This shall include owned, hired and non-owned vehicles.

Commercial General Liability or similar form shall have minimum limits of \$1MM per occurrence combined single limit for personal injury, bodily injury, and property damage liability. Coverage shall include premises and/or operations, independent contractors, products and/or complete operations, contractual liability and broad form property damage endorsements. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed.

1.10 **SECTION 3**

If the successful bidder or a subcontractor of the successful bidder has the need to hire new persons to complete their contract responsibilities, they are required to direct their newly created employment and/or subcontracting opportunities to Section 3 residents and business concerns. In addition, the successful bidder must notify the recipient agency about their efforts to comply with Section 3 and submit any required documentation.

Section 3 Business Concern means a business concern that is (1) 51 percent or more owned by Section 3 residents; or (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of "Section 3 business concern."

Section 3 resident means: (1) A public housing resident; or (2) An individual who resides in the City of Gainesville and who is: (i) A low-income person, as defined to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by HUD, with adjustments for smaller and larger families; or (ii) *A very low-income person*, as defined to mean families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.

Section II –Scope of Work

2.1 SCOPE OF SERVICES

The Gainesville Housing Authority is a Mid-Size Housing Agency located in Gainesville, Florida and is operated under the U.S. Department of Housing and Urban Development, and has approximately 36 full time employees and manages 635 Public Housing units, 1452 Section Eight Vouchers and operates 1-501(c)3. We also run a large Capital Fund Program and a Program for Family Self Sufficiency. Future conversion to tax credits and Project Based Vouchers are on the horizon. The Authority’s funding is greatly dependent on the US Department of Housing and Urban Development (HUD). HUD’s funding is dependent on annual appropriations from Congress.

The Authority currently utilizes one physical Dell server. Workstations are running Windows 7. For approximately 6 years the software used by the Authority is Lindsey Software.

There are approximately 36 users on the system presently. Virtual private network connectivity is required for offsite employees with a current number of 5 remote sites. The firm will include in their bid all necessary materials, equipment and labor to provide a fully integrated, management system, with a multi-user environment.

It is the Authority’s objective to integrate all Authority property management, financial and time and attendance functions into the new system, thereby minimizing the existence of duplicate systems and eliminating most or all of the stand-alone systems, software and databases. The system needs to support the needs of all Programs and organizations and provide data to support decision-making as the Authority moves to a new operational model. We are interested in the following modules:

<ul style="list-style-type: none"> • Waiting List • Section 8 • Low Income Public Housing • Maintenance Work Order • Mobile Work Orders • Procurement • Materials Inventory • Fixed Assets • Rent Reasonable • Report Generation • Letter Generation • Grant Management • PIC File Generation • Inventory Bar Coding System 	<ul style="list-style-type: none"> • HQS Inspections/HQS Mobile • UPCS Inspections/UPCS Mobile • Online Applications • Applicant Portal • Landlord Portal • Resident Portal • Work Order Resident Portal • Payroll with Self Service Portal • Document Imaging • Accounts Receivable • Accounts Payable • Bank Reconciliation • L.I.T.C. Program • Project Based HCVP
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Please note that the requirements listed above are the minimum acceptable requirements. Any additional system modules or features that are proposed should be listed separately as optional with itemized prices in the Cost Proposal.

As a part of this software implementation project, the Authority expects to re-evaluate and modify its business processes in order to most efficiently incorporate the business logic included in the successful Offeror's system applications. It is expected that the successful Offeror will have resources available to work with the Authority on business process redesign work throughout the implementation process.

Vendor Information (TAB 1)

Please provide general vendor information in the format that you feel best represents your company. Please be sure that each of the following concepts/questions is addressed:

- Identify the individual(s) in your organization who will be our contact(s) throughout the evaluation process. Please include name, title, hours of availability, mailing address, e-mail address and both voice and fax phone numbers as well as a brief bio.
- Describe your primary business. Provide a short history of your business, including when it was founded, any major milestone events.
- Discuss the factors that differentiate your system and service from systems and services offered by other Vendors.
- How many employees does your business have in each functional area that works solely in the HUD industry (sales, customer support, implementation, R&D, etc.)?
- How many customers do you have in total?
- Does your company market strictly to Housing Authorities? If not, what percentage is your company dedicated to HUD. What other markets do you provide services to?
- Does your company have a User Group? Please explain.
- How much does your organization spend annually for New Product Development?
- Are we required to attend any meetings, annual or training? Outline any costs involved, with an estimate for Travel in the Cost Section.
- How many times has your software changed in the past 5 years? Were there costs associated with these updates? Please outline the costs that were charged

Software Requirements (TAB 2)

Please provide information in the format that you feel best represents your company. Please be sure that each of the following concepts/questions is addressed:

- Does your system run on Windows?
- Does your system use Microsoft SQL, if not explain?
- Does the system have import/export capabilities? If so, please explain.
- Who is your closest client to our Agency?
- Does your database support transaction logging in order to quickly restore a full database backup easily?
- Does the system provide flexibility throughout to route inquiry requests directly to the screen, printer, fax, e-mail, file, etc.?
- Does the system provide complete “Drill-Down” capability on-screen (summary level to transaction level) in all areas of the application?
- Do you support import and export capability of data to other commercially available packages such as Microsoft Excel and Word?
- Does your company have a Microsoft certified support team and what is their level of certification?
- System must include capability to attach electronic files, such as digital images and electronic documents, directly to specific entities, (i.e. applicant, landlord, unit, etc.) without using a separate application.
- Please describe system flexibility in adding user-defined fields. How many are available?
- Ability to automatically identify and warn user of similar entity names, aliases, and tax ID numbers as they are entered into the system?
- Does your system offer automatic notifications?
- How will our Agency have a voice in the future development of the product?

- Does the system allow users to continue to work while a check is being processed without disruption?
- Do you have an integrated Accounting Module?

Reporting Requirements (TAB 3)

Please provide information in the format that you feel best represents your company. Please be sure that each of the following concepts/questions is addressed:

- Do any letters or reports come with your system? Are there costs for additional letters or reports?
- What is the cost for each report and letter?
- Can standard users develop reports easily with your report writer or will they require assistance from systems personnel or a “power user”?
- The application must include a data mart-style system for easily collecting information in order to rapidly produce reports.
- Does the data mart have every table linked through a fact table to minimize joins?
- Does your report writer have the capability to export reports to spreadsheets, word processors or desktop publishing packages? Describe, in detail, how this is accomplished and which programs are utilized.
- Using the application, SEMAP indicators must be produced.
- Using the application, PHAS indicators must be produced.
- Do you have a VMS Report?
- Does the system provide reports required by HUD (e.g. 50058, 52580) and other federal programs (e.g. American Disabilities Act)? Please list/describe as appropriate.
- Describe how the HA can customize standard reports/letters in the system.
- Please describe system’s data warehouse or report mart and costs.
- Please describe how your system will allow end users to change canned reports.

Request for Proposal for Fully Integrated, Web Based Authority Housing Software

- The Authority requires Data Models must be present prior to the installation. Does your company provide Data Models and a Data Dictionary? Is there a cost?
- Within any screen in the system the user should have the ability to display field information; this field information should show the tables that make up that field along with the ability to copy the script to the crystal report writer for easy to data for reporting.
- Does your system provide the FDS REAC report?

Hardware / Network / Hosting (TAB 4)

- Provide technical specifications on the preferred hardware configuration including all components (e.g., CPU, disk, memory, workstation, peripherals, virtual, physical, etc.).
- Provide hardware information for Inspections and Work Orders. Provide the brand name and
- Model with the detailed specifications of the device.
- Does your company provide a hosting solution? If so, provide details as to security and locations of servers where data is stored.

Support Services (TAB 5)

- Please provide information in the format that you feel best represents your company. Please be sure that each of the following concepts/questions is addressed:
- Describe in detail the customer support services that are provided by your company.
- Do you depend on a third party to support your software?
- Do I receive a certain amount of Support annually? Is there a cost for additional support?
- How many people are in your support department?
- Define how you calculate maintenance. Do we pay a fee per unit?
- If hosting, do you manage the servers or do you have a third party company do it?
- Who provides security for Hosted Servers?
- Will we be assigned an account representative who will work with us through

implementation?

- Is a hotline telephone service part of your support? During what hours is this service available? Is there an additional charge for this service? How are support calls prioritized? Is there a 1-800 number provided? If so, is there a fee?
- Do you ever charge extra for telephone support if the reported problem is a customer / user problem and not a software problem?
- Does your standard maintenance agreement limit the number of calls or support hours a client may use without being charged additional fees?
- Can you provide 24 hour, 7 days a week support? If so, what is the additional cost?
- Do you provide a Web site with FAQs (Frequently Asked Questions), software patches, device drivers, training videos? Is there a cost for these services?
- Is the documentation available on-line? How thorough is documentation? Do you have quick reference guides?
- Are all documentation updates associated with an enhancement or maintenance release provided as no additional charge?
- Describe your business' policy on modifications that might be made to your system by a customer after initial installation. What impact would such customer modifications have on your system's warranty? On future releases?
- Describe the process of how custom modifications to the software are handled within your organization and distributed to your clients.
- How many Help Desk employees are dedicated solely to PHA issues?
- Are vendor employees, including Help Desk, employees trained in the public housing industry, (outside of software specific)? Please explain:
- Does the vendor have staff dedicated to the understanding of HUD regulations?
- Does your company provide after-hours support? Please provide support hours.
- What is the average number of years your support staff technicians have a) worked for your company and b) been in the HUD arena?
- Describe your support after go-live.

- Is there a “cap” to your Annual Maintenance increases? Please explain and show increases in Cost section.

System Maintenance (TAB 6)

Please provide information in the format that you feel best represents your company. Please be sure that each of the following concepts/questions is addressed:

- Do you apply updates for us?
- Describe how your customers influence and contribute to the content of the enhancement update.
- What is your policy (and charges) for supporting new upgrades?
- Does your standard software maintenance program outline support call response times?
- Does participation with your standard software maintenance program guarantee unlimited lifetime version and platform upgrades of application software licenses, (excluding 3rd party products)?
- Does your standard software maintenance program guarantee e-mailed notification of changing HUD regulations to clients?
- Does your standard software maintenance program guarantee online auditing of all support calls?
- Please provide a copy of your most current Standard Software Maintenance Agreement with this proposal.

Does your website include (check all that apply):

- Comprehensive status of federally Mandated Changes
- Upgrades, Fixes and Enhancements
- Access to status of all events (viewing Licensee specific Support Events real- time and development status events real-time)
- Freely available User Manuals and Documentation
- Frequently Asked Questions page with the associated responses or answers
- Hardware configuration Documentation, including minimum requirements
- Company announcements

Request for Proposal for Fully Integrated, Web Based Authority Housing Software

- List of Application Software Modules and Add-On Software
 - Enhancement request listing including written description of specifications
 - Custom Programming request listing including written description of specifications
 - Free Training Videos
- Are product enhancements included in your support program?
 - What is your policy regarding the support of earlier versions of your software?
 - Was the vendor's standard maintenance agreement written in conjunction with the vendor's user group or by the vendor only?
 - Does the vendor's standard maintenance agreement outline the terms for client enhancements and requests?
 - Does the vendor's standard maintenance agreement guarantee that data conversion utilities will be made available to the HA at no cost should the HA upgrade currently licensed modules?

Implementation / Data Conversion (TAB 7)

Please provide information in the format that you feel best represents your company. Please be sure that each of the following concepts/questions is addressed:

- Describe your company's Data Conversion methodology?
- Describe your company's Implementation methodology?
- Describe your company's Training Plan. Is training onsite or remote? Are there annual fees?
- Provide a sample timeline that will show the steps through the implementation

Cost and Fees (TAB 8)

List in detail and summarize the costs and fees of obtaining and utilizing the system(s) described in your Proposal.

Please provide information and costs for a three (3) year period, for each of the following items:

Request for Proposal for Fully Integrated, Web Based Authority Housing Software

- 1 Software Licensing Fees
- 2 Professional Services (Set-ups, Testing, Training, etc.)
- 3 Annual Maintenance
- 4 Software Installation and System Testing
- 5 Project Management
- 6 Annual Maintenance and any other annually recurring costs
- 7 Show all hours associated with Implementation items

Attachments (TAB 9)

Please provide completed attachments in this area.

Section III –Evaluation Factors**3.1 RATING CRITERIA**

Proposals shall be evaluated only on the criteria stated in this RFP in accordance with the Competitive Proposal procurement method. The criteria will be fairly and thoroughly evaluated. All proposals will be rated on a scale of 0 to 100 points, with criteria weighted as listed below. Vendors must provide a response to each of the Rating Criteria listed in this section: Experience, Software and Support, Data Conversion, Reporting Capabilities, and Cost Effectiveness.

- Experience (30 Points)
 - Demonstrated experience with applicable HUD requirements (20pts.)
 - Demonstrated experience of firm in providing computer systems to agencies of similar size and composition (10pts.)
- Software and Support (20 Points)
 - Compatibility with existing hardware and software (5pts.)
 - Generally accepted security features, including password protection, role based security and account policies (5pts.)
 - Easy to learn interface with readily available access to help and context messages (5pts.)
 - Degree to which vendor can support software systems. (5pts.)
- Data Conversion (10 Points)
 - Ability of firm to provide data conversion with agencies of similar size and composition (5pts.)
 - Familiarity with converting data from current vendor (5pts.)
- Reporting Capabilities (10)

Request for Proposal for Fully Integrated, Web Based Authority Housing Software

Easily and accurately export information from the system to other commercially available software such as Word or Excel (5pts.)
 Ability of end users to develop reports easily with your report writer (5pts)

- Cost Effectiveness (30)
 Price and other factors considered are the most advantageous to the Authority (30pts)

RATING PROPOSALS

The Rating Criteria listed above shall be reviewed and scored by committee as follows:

Evaluation Factors	Maximum Score	Actual Score
Experience	30	
Software and Support	20	
Data Conversion	10	
Reporting Capabilities	10	
Cost Effectiveness	30	
TOTAL	100	

A contract will be awarded to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to the Authority.



Section IV –Proposal Instructions

4.1 **POINT OF CONTACT**

The sole point of contact in the Authority for purposes of this RFP prior to the award of a contract is the Authority’s Executive Director. All contact relative to this RFP should be made in writing and directed to:

Pamela E. Davis, Executive Director
Gainesville Housing Authority
1900 S.E 4th Street
Gainesville, FL 32641
E-mail:
PamelaD@gnvha.org

4.2 **REQUEST FOR INFORMATION**

Any prospective bidder desiring an explanation or interpretation of this RFP must request in writing, e-mail or regular mail, such request for information no later than seven (7) days prior to the proposal due date. Requests shall be directed to Pamela E. Davis, Executive Director at the address listed in Section 4.1, herein. Any information given to a prospective bidder concerning the solicitation will be furnished promptly to all prospective bidders, if that information is necessary in submitting an offer or if the lack of it would be prejudicial to any other prospective bidder. Oral explanations or instructions given before the award of the contract will not be binding on contract performance.

4.3 **FORMAT AND CONTENT OF PROPOSALS**

FIRMS INTERESTED IN RESPONDING TO THIS RFP MUST SUBMIT THE FOLLOWING INFORMATION, IN THE ORDER SPECIFIED BELOW. BE SURE TO ADDRESS ALL R A T I N G CRITERIA (SECTION 3.1) IN YOUR RESPONSE.

TAB 1: Evidence that contractor meets minimum qualifications. Contractor is encouraged to submit relevant and concise information regarding their experience and qualifications to perform the requested services. A minimum of three (3) PHA references must be provided. Names and qualifications of staff persons that will be responsible for providing services to the Authority and identity of the staff person who will be the primary contact. Provide a resume for each staff person who will be working on the project.

TAB 2: A detailed description of the Software that will be provided and information outlining the proposed approach and methodology.

Request for Proposal for Fully Integrated, Web Based Authority Housing Software

- TAB 3:** A detailed description of the Reporting requirements that will be provided and information outlining the proposed approach and methodology.
- TAB 4:** A detailed description of the Hardware required and services that will be provided and information outlining the proposed approach and methodology.
- TAB 5:** A detailed description of the Support services that will be provided and the information outlining the proposed approach and methodology.
- TAB 6:** A detailed description of System Maintenance that will be provided and information outlining the proposed approach and methodology.
- TAB 7:** A detailed description of Implementation and Data Conversion that will be provided and information outlining the proposed approach and methodology.
- TAB 8:** Fixed Price. Total fixed price for services to be provided shall be described including, travel expenses and training and support.
- TAB 9:** Completed Attachment-A: (form 5369-A) Representations, Certifications and other Statements of Bidders.

4.3 GENERAL INFORMATION

- Prepare your proposal in a practical, legible, clear, and straightforward manner.
- Answer each rating factor completely. Refer to Section III, Evaluation Factors, for the rating factors that will be used to evaluate proposals. Any omissions must be completely explained and justified.
- The Proposal shall be signed by an official authorized to bind the company.
- Bids submitted are irrevocable for 90 days following the closing date. This period may be extended at the Authority's request only with the bidder's written consent.
- Unless there is no need for negotiations with any other offerors, negotiations shall be conducted with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors as specified in the RFP. Such offerors shall be

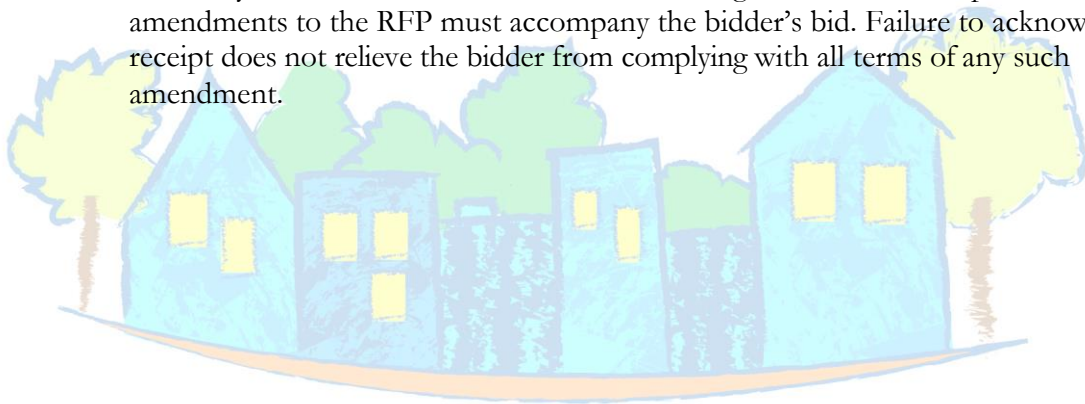
Request for Proposal for Fully Integrated, Web Based Authority Housing Software

accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise solicitors of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of the conformance to the solicitation requirements. No offeror shall be provided any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. Offerors shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt or proposal revisions based on negotiations.

- Any actual or prospective contractor may protest the solicitation or award of a contract for the serious violations of the principles of this Statement. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten calendar days after contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may at his discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.
- Cancellation of solicitations: This Request for Proposal may be canceled before offers are due if: The Authority no longer requires the supplies, services or construction; the Authority can no longer reasonably expect to fund the procurement; proposed amendments to the solicitation would be of such magnitude that a new solicitation would be desirable; or similar reasons.
- A solicitation may be canceled and all bids or proposals that have already been received may be rejected if: the supplies, services, or construction are no longer required; ambiguous or otherwise inadequate specifications were part of the solicitation; the solicitation did not provide for consideration of all factors of significance to the Authority; prices exceed available funds; there is reason to believe that bids or proposals may not have been independently arrived at in open competition, may have been collusive, or may have been submitted in bad faith; or for good cause of a similar nature when it is in the best interest of the Authority.
- The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request to any offeror solicited.
- A notice of cancellation shall be sent to all offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any solicitation or future procurement of similar items.

Request for Proposal for Fully Integrated, Web Based Authority Housing Software

- If all otherwise acceptable bids received in response to an RFP are at unreasonable prices, or only one bid is received and the price is unreasonable, the Authority shall cancel the solicitation and either: a) Re-solicit using a request for proposals; or b) Complete the procurement by using the competitive proposals method (when more than one otherwise acceptable bid has been received), or by using the noncompetitive proposals method (when only one bid is received at an unreasonable price); provided, that the Contracting Officer determines in writing that such action is appropriate, all bidders are informed of the Authority's intent to negotiate, and each responsible bidder is given a reasonable opportunity to negotiate.
- If it becomes necessary to revise this RFP, amendments will be provided to all prospective bidders that were sent this RFP or otherwise are known by the Authority to have obtained this RFP. Acknowledgement of the receipt of all amendments to the RFP must accompany the bidder's bid. Failure to acknowledge receipt does not relieve the bidder from complying with all terms of any such amendment.



GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

Section V –Proposal Submittal

5.1 FORM OF SUBMITTAL

Submit one (1) clearly labeled original and five (5) copies of your proposal and completed Attachment A, in a sealed package, addressed as follows:

Gainesville Housing Authority
1900 S.E. 4th Street
Gainesville, FL 32641
Attention: Pamela E. Davis, Executive Director
PROPOSAL - DO NOT OPEN
FULLY INTEGRATED HOUSING AUTHORITY SOFTWARE
SOLICITATION NO: 2017-005

5.2 DELIVERY OF PROPOSAL

The proposals shall be properly addressed as shown in 5.1, and delivered or mailed so that the proposal is received on or before the response date and time.

Requests for extension of this date or time shall not be granted. Bidders mailing bids should allow sufficient mail delivery time to ensure timely receipt by the Authority; please note that daily mail through the U.S. Post Office may arrive at the Authority after 3:00 PM. Bids received by the Authority after the closing time and date will not be considered, unless conditions apply per Section 6 of form HUD-5369-B, “Instructions to Offerors – Non- Construction.” Bids delivered by e-mail or facsimile shall not be considered. The Authority does not accept responsibility for late or mis-delivered proposals.

5.3 RESPONSE DATE AND TIME

The response date and time is:

Friday, May 19, 2017, at 3:00 PM

PROPOSAL FORM

(To be copied on Proposer’s Business Letterhead)

Ms. Pamela Davis
Executive Director
Gainesville Housing Authority
1900 S.E. 4th Street – Main Office
Gainesville, FL 32641

Dear Ms. Davis:

The undersigned contractor, here-in-after called “Proposer” proposes to furnish all materials and labor for a Fully Integrated and Web Based Housing Authority Housing Software and Services for Gainesville Housing Authority Properties located in Gainesville Florida, in full accordance with RFP 2017-005 documents.

The Proposer submits the following price:

DOLLARS: (\$ _____)

The following documents/forms from the specifications are completed and are attached to this proposal: (1) HUD form 5369; (2) HUD form 5369-A; (3) HUD form 5370-C; (4) References form; (5) Section 3 Business Preferences; (6) Non-Collusive Affidavit; (7) Florida Statutes on Public Entity Crimes; (8) Certification for Drug Free Workplace; (9) GHA Insurance Coverage Checklist.

In consideration of the Agreement by the Owner, the Proposer has agreed and does hereby agree:

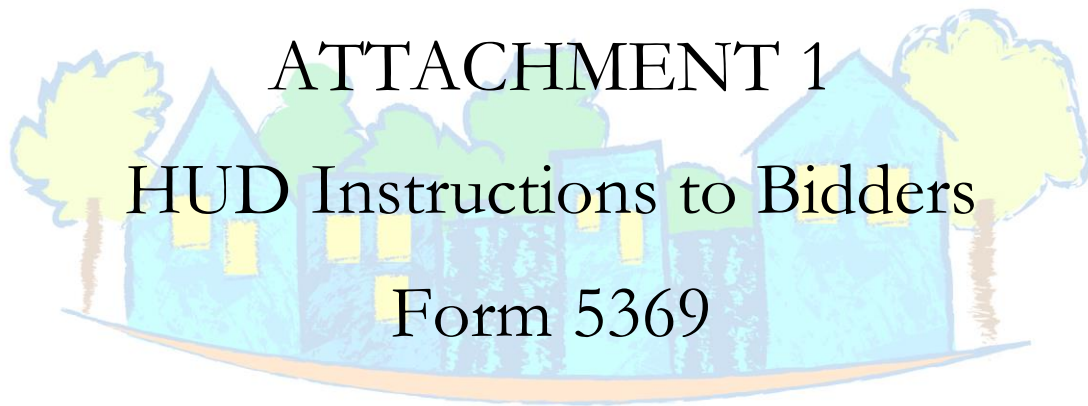
That the above proposal shall remain in full force and effect for a period of forty-five (45) consecutive calendar days after the time of the opening of this proposal, and that the Proposer will not revoke or cancel this proposal or withdraw from the competition within said forty-five (45) day period.

IN WITNESS WHEREOF, the Proposer has hereunto set his/her signature this _____

day of _____, 2017.

By: _____



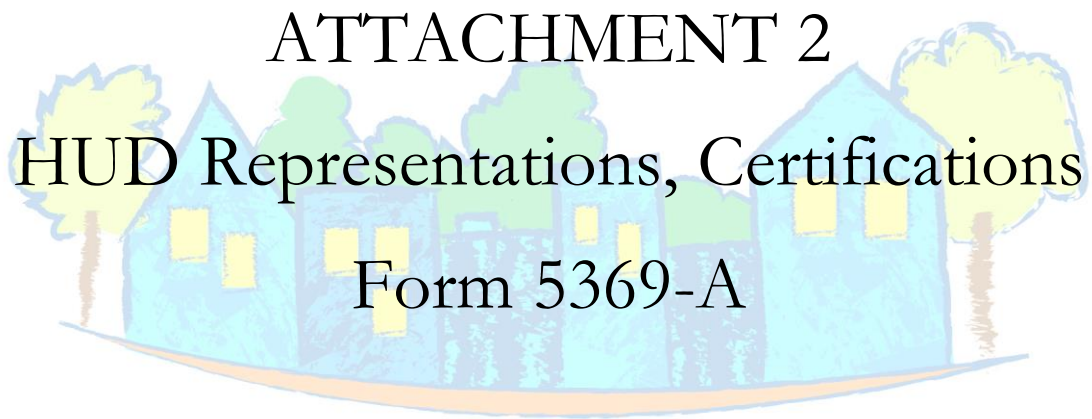


ATTACHMENT 1

HUD Instructions to Bidders

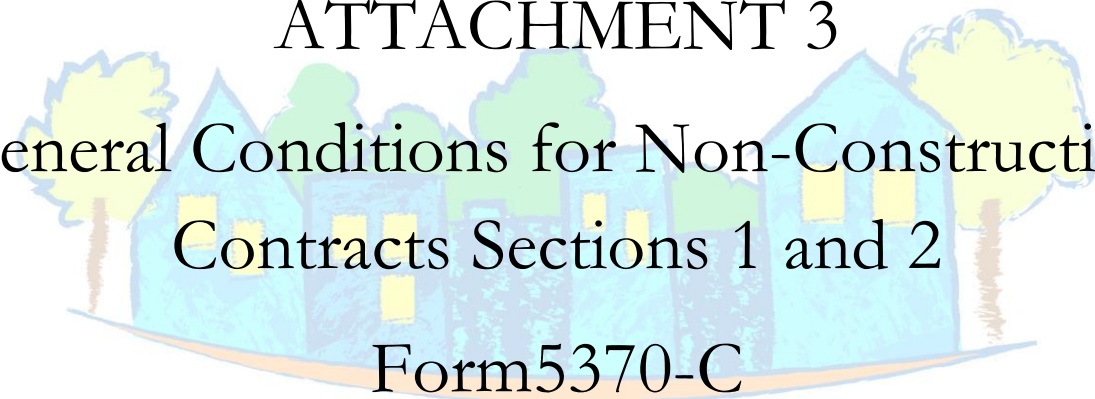
Form 5369

GAINESVILLE HOUSING AUTHORITY
Where Housing Matters



ATTACHMENT 2
HUD Representations, Certifications
Form 5369-A

GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

A stylized illustration of a neighborhood with several houses in shades of blue and green, interspersed with trees in shades of yellow and green. The houses have yellow windows and doors. The entire scene is set on a light blue curved base.

ATTACHMENT 3
General Conditions for Non-Construction
Contracts Sections 1 and 2
Form 5370-C

GAINESVILLE HOUSING AUTHORITY
Where Housing Matters



ATTACHMENT 4
REFERENCE FORM

GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

REFERENCE FORM

Proposer: _____

RFP Title: _____

Proposer must provide references for all contracts performed within the past two (2) years of similar size and scope to this contract.

Reference Contact: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Description and Date(s) of supplies or services provides: _____

Reference Contact: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Description and Date(s) of supplies or services provides: _____

Reference Contact: _____

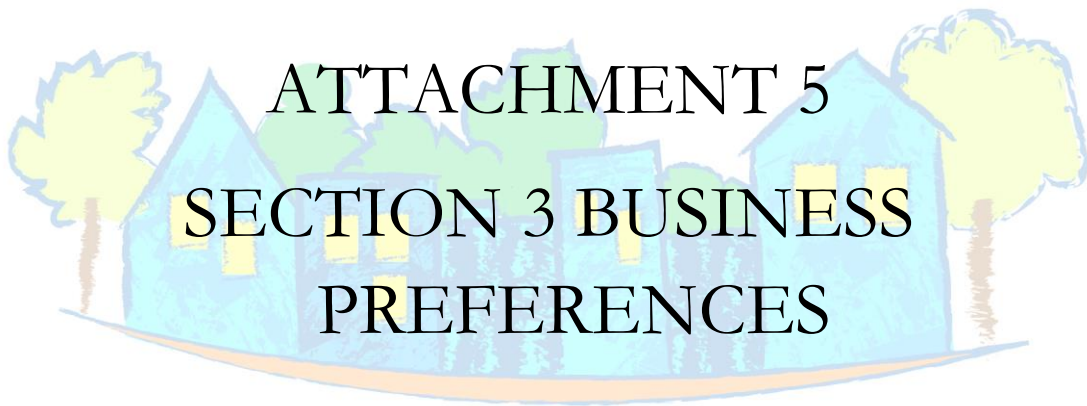
Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Description and Date(s) of supplies or services provides: _____





GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3

PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

Name of Business _____

Address of Business _____

- Type of Business: Corporation Partnership
 Sole Proprietorship Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

- | | |
|---|---|
| <input type="checkbox"/> Copy of resident lease | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of evidence of participation in a public assistance program | <input type="checkbox"/> Other evidence |

For Business entity as applicable:

- | | |
|---|---|
| <input type="checkbox"/> Copy of Articles of Incorporation | <input type="checkbox"/> Certificate of Good Standing |
| <input type="checkbox"/> Assumed Business Name Certificate | <input type="checkbox"/> Partnership Agreement |
| <input type="checkbox"/> List of owners/stockholders and % ownership of each | <input type="checkbox"/> Corporation Annual Report |
| <input type="checkbox"/> Organization chart with names, titles and brief function statement | <input type="checkbox"/> Latest Board minutes appointing officers |
| | <input type="checkbox"/> Additional documentation |

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

- List of subcontracted Section 3 business(es) and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 resident or were Section 3 eligible residents within 3 years of date of first employment with the business:

- | | |
|--|--|
| <input type="checkbox"/> List of all current full-time employees | <input type="checkbox"/> List of employees claiming Section 3 status |
| <input type="checkbox"/> PHA/IHA Residential lease less than 3 than years from day of employment | <input type="checkbox"/> Other evidence of Section 3 status less 3 years from date of employment |

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

Authorizing Name and Signature

(Corporate Seal)

Attested by: _____





ATTACHMENT 6
NONCOLLUSIVE AFFIDAVIT

GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

NON-COLLUSION AFFIDAVIT OF CONTRACTOR

_____, does hereby state:
(Name)
S/He is the _____ of
(Owner, Partner, Officer, or Representative)
_____, hereinafter referred to as Contractor.
(Business Name)

1. S/He is fully knowledgeable of the preparation and contents of the Subcontractors proposals which were submitted to (Contractor) : _____, for the specific work required in connection with a Gainesville Housing Authority (GHA) project titled _____ and located at: _____.
2. Said Contractor's proposal is genuine and is not a collusive or sham proposal;
3. Neither the Contractor nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including myself, has in any way colluded, conspired connived or agreed, directly or indirectly, with any other bidder, firm, or person to submit a collusive or sham proposal in connection with such contractor has in any manner, directly or indirectly, sought by unlawful agreement or connivances with any other bidder, firm, or person to fix the price or prices in said Contractor's Proposal, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against GHA, or any person interested in the proposed Contract; and
4. The price or prices quoted in the Contractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest, including myself.

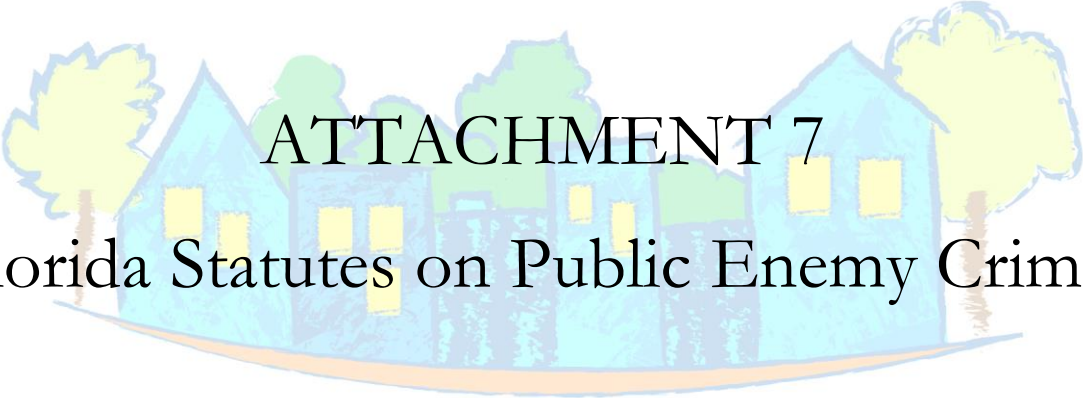
Signed: _____

Title: _____

Date: _____

Witnessed by: _____





ATTACHMENT 7
Florida Statutes on Public Enemy Crimes

GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

SWORN STATEMENT UNDER F.S. SECTION 287.133(3)(A), ON PUBLIC CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal, or Contract # _____.
2. This sworn statement is submitted by (*entity*) _____, whose business address is _____ and (*if applicable*) Federal Employer Identification (*FEIN*) is _____ (If you're a sole proprietor and you have no FEIN, then the last four (4) digits of your Social Security number _____).
3. My name is _____ and the relationship to the entity named above is _____.
4. I understand a "public entity crime" as defined in Paragraph 287.133(a)(g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand "convicted" or "conviction" as defined in Paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Gainesville Housing Authority (GHA) ownership by one of the shares constituting income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under the length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

Request for Proposal for Fully Integrated, Web Based Authority Housing Software

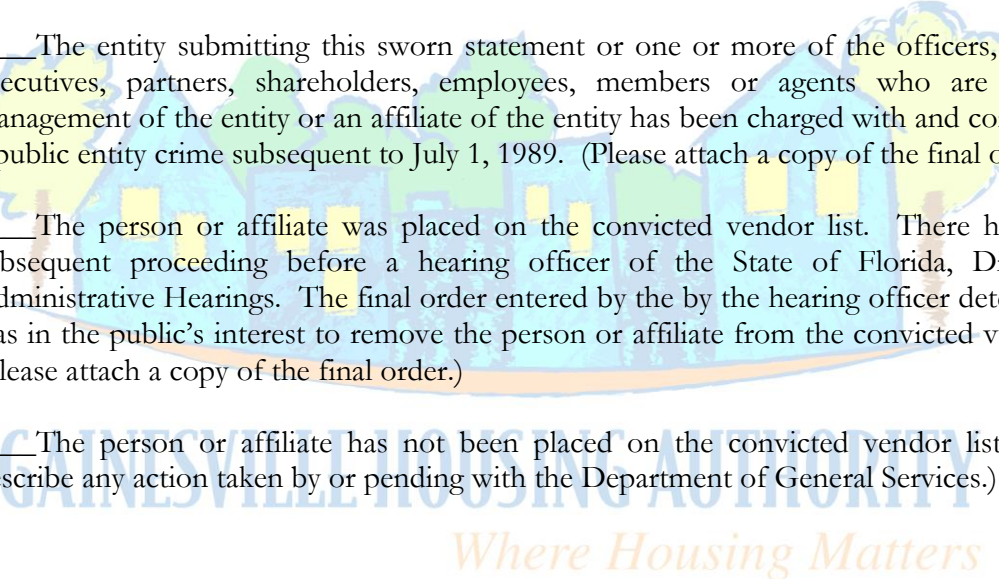
- 7. I understand a “person” as defined in Paragraph 287.133(1)(e), Florida Statute, means any natural person or entity organized under the laws of the state or the United States with the legal power to enter into a binding contract for provision of goods or services led by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- 8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

____Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in neither management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____The entity submitting this sworn statement or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

____The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the by the hearing officer determined it was in the public’s interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)



(Signature) (Date)

STATE OF FLORIDA
COUNTY OF _____

_____, PERSONALLY
APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature at the space provided above on this _____ day of _____, 201____, and is personally known to me, or has provided _____ as identification.

(Notary Signature)
NOTARY STAMP



A stylized illustration of a neighborhood with several houses in shades of blue and green, interspersed with trees in shades of yellow and green. The houses have yellow windows and doors. The entire scene is set against a light blue background with a curved orange line at the bottom, suggesting a horizon or a path.

ATTACHMENT 8
CERTIFICATION REGARDING
DRUG-FREE WORKPLACE
REQUIREMENTS

GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

FOR CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Name of Contractor _____

Contract _____

Contractor _____

Date _____

The contractor acknowledges that the site(s) expected to be used for the performance of work under this contract are covered under the statement of a Drug-Free Workplace.

Place of Performance:

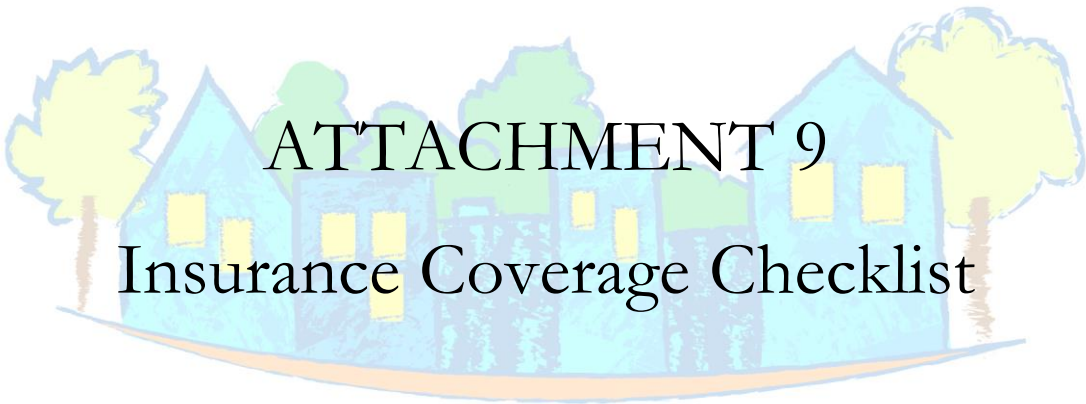


Total estimated number of employees expected to be engaged in the performance of the contract at the site(s) noted above _____.

(Contractor's Signature)

(Date)





ATTACHMENT 9
Insurance Coverage Checklist

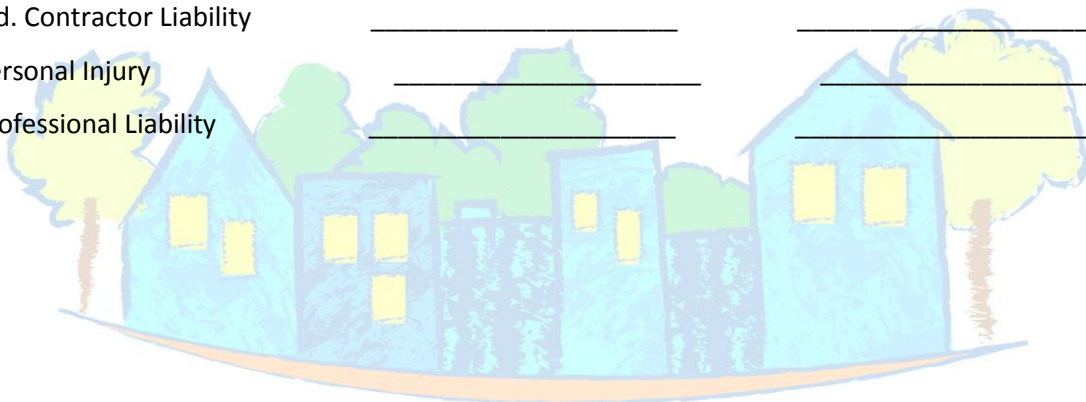
GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

INSURANCE COVERAGE CHECKLIST

TO THE PROPOSER:

Please list the amount of insurance coverage that your firm currently carries.

INSURANCE COVERAGES	LIMITS	NAME OF COMPANY
1.0 Workers Compensation	_____	_____
2.0 Employers Liability	_____	_____
3.0 General Liabilities	_____	_____
4.0 Automobile Liability	_____	_____
5.0 Ind. Contractor Liability	_____	_____
6.0 Personal Injury	_____	_____
7.0 Professional Liability	_____	_____



GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

Please provide a contact person and phone number for each type of insurance carried by your firm.

PROPOSER'S STATEMENT

I understand the insurance requirements and will comply in full if awarded the contract.

 (Signature)

 (Date)

 Name (Printed or Typed)





ATTACHMENT 10

Davis Bacon Act Wage Decision

GAINESVILLE HOUSING AUTHORITY

Where Housing Matters