

1. PURPOSE

HACL is seeking proposals from qualified and experienced firms who have a demonstrated record of accomplishment in successfully providing security camera system. The purpose of this Invitation for Bid (IFB) is to evaluate custom security camera systems/solutions based on the criteria outlined in this IFB. We expect each Offeror to demonstrate their uniqueness in fulfilling this request while meeting the requirements stated in this IFB.

2. BACKGROUND

The Lumberton Housing Authority was chartered by the City of Lumberton, North Carolina in 1949 as a government unit to provide low-income citizens with safe, clean, and affordable housing and help improve their quality of life. The City Mayor appoints the Board of Commissioners; we currently have a seven (7) member board. The Housing Board governs the hiring of the Executive Director and has ultimate responsibility to ensure that the agency operates in compliance with HUD and Federal Government policies. The HACL is responsible for the administration of 729 public housing units dispersed in 12 communities throughout the city, The Authority is also the primary manager of Robeson County's Housing Choice Voucher / Section 8 voucher program, which consists of 596 residents. In total, the Lumberton Housing Authority provides support for over 1,330 families in the Robeson County and City of Lumberton area.

In 2016, Hurricane Matthew devastated the Authority through the 100% loss of its administrative operations files and facilities, and 34% (267 units) of our 729-unit inventory.

3. SMALL, PHA RESIDENT-OWNED, WOMEN-OWNED, MINORITY-OWNED AND SECTION 3 BUSINESSES AND INDIVIDUAL PARTICIPATION

HACL is committed to providing quality housing and economic opportunities for our residents and the neighborhoods we serve. One of the major requirements for this is Section 3 of the HUD Act of 1968, which requires that HUD funds provide low-income individuals with a springboard for economic empowerment through direct participation in construction and other activities that are designed to physically improve and revitalize the communities in which they live.

It is the policy of the HACL to contribute to the establishment, preservation, and strengthening of small businesses, businesses owned by women, minorities and Section 3 businesses and individuals to encourage their participation in procurement activities. HACL encourages contractors to provide for the participation of small businesses, businesses owned by women, minorities, and Section 3 businesses and individuals through partnerships, joint ventures, subcontracts, or other contractual opportunities. If you are not a Section 3 business concern then a plan for involvement of these types of businesses is required.

By submitting a bid, the Offeror certifies that all information provided in response to this RFP is true and accurate.

4. GENERAL REQUIRMENTS

1. Performance and Payment bonds, must be issued in accordance with Article 3 of the Chapter 44A of the General Statutes, each having a penal sum in the full amount of the contract sum, will be required on such contract(s) as may be awarded.
2. Shop drawings, product data and samples
 - a. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the work. Does not include machinery and equipment used for preparation, fabrication, conveying and erection of the work. Products may also include existing materials or components required for reuse.
 - b. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract Documents.
 - c. Provide equipment and personnel to handle products by method to prevent soiling, disfigurement, or damage.
3. Transportation and Handling
 - a. Transport and handle products in accordance with manufacturer's instructions.
 - b. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.
 - c. Provide equipment and personnel to handle products by method to prevent soiling, disfigurement, or damages.
4. Storage and Protection
 - a. Contract is responsible for securing all materials and tools. The Authority is not in a position to provide such storage in existing structures.
 - b. Store and protect products in accordance with manufacturer's instructions, with seal and labels intact and legible. Store sensitive products in weather-tight, climate-controlled enclosures.
 - c. For exterior storage of fabrication products, place on sloped supports, above ground.
 - d. Provide off-site storage and protection when site does not permit on-site storage protection.
 - e. Cover products subject to determination with impervious sheet covering. Provide ventilation to avoid condensation.
 - f. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
 - g. Arrange storage of products to permit access for inspection. Periodically inspect to assure products are undamaged and are maintained under specified conditions.
5. Product Options
 - a. Products Specified by Reference Standards or by Description Only: Any product meeting those standards or description.
 - b. Products Specified by Naming One or More Manufacturers: Products of manufactures named and meeting specifications, no options or substitutions allowed.
 - c. Products Specified by Naming One or More Manufacturers with a Provision for Substitutes or Approved Equal: Submit a request for substitution for any manufacturer not named.

Submittal Rejection: Lumberton Housing Authority has the right to reject any and all submittals and waive any irregularities therein if it is found to be in the best interest of Lumberton Housing Authority. Submittals not received by the required deadline are ineligible for consideration and will not be opened. Lumberton Housing Authority may change the deadline at any time in order to assure adequate review of the submittals.

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Contract and Method of Payment: The final form of contract and scope of services will be negotiated between Lumberton Housing Authority and the top ranked firm after the selection process is complete. Invoices with proper documentation can be submitted on a monthly basis.

Insurance Requirements: Generally, the following coverage is required:

- o Commercial general liability--\$150,000 per person and \$1,000,000 per occurrence.
- o Worker's Compensation Insurance--equal to or at least \$100,000 per employee
- o Automotive Insurance--\$100,000/\$300,000 for bodily injury and \$50,000 for property damage.
- o Errors and Omissions Insurance

Federal Fair Housing Laws: Lumberton Housing Authority does business in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). It is illegal to discriminate against any person because of race, color, religion, sex, handicap, family status, national origin, or sexual orientation.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of sixty (60) days.

5. THE CONTRACTOR

1. HACL requires the observance of minimal acceptance standards of conducting business by the "Contractor" and his employees, in the execution of this contract and that the "Contractor" agrees to the adherence of said standards which are set forth as follows:
2.) Uniforms shall properly identify all employees with the name of the firm prominently displayed, on/or, at a minimum, they shall have picture identification cards prominently displaying the employee's name and company name. Regardless of the method of identification, the employee shall be properly dressed in a professional manner at all times.
3. The "Contractor" shall insure proper supervision of personnel at all times. Any complaints or problems with employees shall be settled within twenty-four (24) hours. The "Contractor" will provide a contact telephone number, at her/his/their business location, which will allow the Authority to contact the Contractor regarding complaints or problems. This number shall remain connected and active at all times during the life of the contract.
4. The Contractor shall certify that products used during the execution of the contracts are of a good quality and are approved for the use intended.
 - a. Inspection of work performed may be conducted, as HACL deems necessary. During these inspections, an HACL representative shall identify all areas that have substandard conditions. Failure of the "Contractor" to correct the problems within twenty-four (24) hours or the recurrence of the problem on the future inspections shall be grounds for immediate cancellation of the "Contractor" for just cause.
 - b. The "Contractor's" employees shall exercise care at all times when performing the requested work on the grounds of HACL. Negligent damages to resident and HACL property shall be the responsibility of the "Contractor".
 - c. Automotive type vehicles (i.e. passenger cars, trucks, etc.) are prohibited from operating in areas other than streets and parking lots.
 - d. The "Contractor" shall be responsible for the equipment. HACL shall not be liable for any damage to the equipment used by the "Contractor" in performing this contract regardless if the equipment is leased or owned by the "Contractor".

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- e. Subject to the power and authority of HACL as provided by law in this contract, HACL shall be in all cases determine the quality, quality and acceptability of the work, materials and supplies for which payment is to be made under this contract. HACL shall decide the questions that may arise relative to the fulfillment of the contact of the obligations of the contractor hereunder.
- f. The work to be performed under this Agreement by the "Contractor" shall be for a period of 120 days.
- g. The "Contractor" shall not pay less than the Davis Bacon Wage Rates, construction type residential in the locality to all employed on the job as specified by the Department of Labor, General Decision Number: Service Contract Act WD # 2015-4401, Published:05/29/2020, State: North Carolina, County: Robeson (copy attached).
- h. The "Contractor" shall comply with the Contract Work Hours Safety Standards Act, by paying to laborers and mechanics (including watchman and guards) no less than one and one half (1.5) times the basic rate of pay for all hours worked over forty (40) in any work week.
- i. The "Contractor" shall be responsible for all damages to HACL that may be caused by or result from defective or improper services or from the failure of the "Contractor" to deliver such services in accordance to the terms of the proposal.
- j. The "Contractor" shall be responsible for and required to make good at its expense any and all damages arising during the period of this Agreement caused by carelessness, neglect or want of due precaution on the part of the "Contractor" and/or it's agents, employees and workmen.
- k. The "Contractor" shall complete all work required under this contract within 120 calendar days of the effective date of the contract.
- l. If job conditions (i.e. extreme heat or wet weather) prohibits the "Contractor" from performing the duties under the contract and meeting the schedule, notification must be given to the Authority's contract monitor.

6. SCOPE OF WORK

HACL needs to install an integrated security camera solution that can be designated as needed in two (2) designated housing communities, and one (1) warehouse office location, to include installation and successful setup of signal transmission media, network video recorders, and all hardware required for a complete security camera solution. Outdoor cameras shall be mounted on existing poles in a manner to provide maximum coverage of neighborhood areas. Any existing cameras prior to the contract shall be removed in accordance with the below.

Contractor selection will be determined in part by evaluation of the ability of the supplier to deliver products on time and within budget, along with their demonstrated understanding of the solution required and their responses during possible subsequent interviews. The decision to interview the respondents will be at the HACL's sole discretion based on evaluation of each respondent's proposal.

HACL, through the Electric Utilities of the City of Lumberton, is able to provide power source for any camera locations that are to be mounted on power poles. The point of contact is 910-671-3800, Electric Utilities of the City of Lumberton. The contractor will be responsible for all for coordinating access to all power at these locations and is responsible for coordinating the electric utility application through the City of Lumberton. HACL tenants/units are also excluded from providing power sources for cameras. Headend power is provided by localized outlets at rack location. UPS will be provided by Authority for each headend location.

HACL desires a reasonable cost system that will be capable of satisfying its security needs for an extended period of time. The requested systems and components must be NEW equipment of high-quality materials as

indicated in the specifications, and all items required to furnish a complete, finished and working system. Proposed systems and equipment must comply with all Federal, State, City and local laws and ordinances.

HACL is requesting quotes for a video security system solution at the following locations:

1. Eastwood Terrace, 1965 McPhail Dr, Lumberton, NC
2. Lumbee Homes, 801 McDougald St, Lumberton, NC
3. Maintenance Warehouse, 120 Eden Ave, Lumberton, NC

The Authority is providing a listing of locations for each camera location that includes an approximate pole location at each site, the pole identification number that is posted on each pole by the City of Lumberton Electric Utility, and the required degree of camera view at each location (ex: 360 degree to view 360 degrees around camera location).

The following is a number of camera installation points expected at each site (shown on provided map as well):

1. Eastwood Terrace – 7 Wireless Camera Locations
 - a. Pole 10031
 - b. Pole 7112
 - c. Pole 7114
 - d. Pole 7116
 - e. Pole 9899
 - f. Pole 9896
 - g. Pole 9904
2. Lumbee Homes – 8 Wireless Camera Locations
 - a. Pole 4460
 - b. Pole 4449
 - c. Pole 4422
 - d. Pole 4435
 - e. Pole 4426
 - f. Pole 4436
 - g. Pole 4440
 - h. Pole 4416
3. 120 Edens - Maintenance Warehouse – 3 Wired Camera Locations
 - a. One exterior attached to building
 - b. Two interior (wired)

Prior to completion of each site, the Contractor shall ensure that all camera angles and views are approved by the HACL Project Manager.

The following is a number of existing camera REMOVALS required at each site (shown on provided map as well):

1. Lumbee Homes – 8 Camera Locations
 - a. Pole 4449
 - b. Pole 4422
 - c. Pole 4431
 - d. Pole 4440

A. TECHNICAL SECTION

The Offeror's proposal must include a description of any product deviating from the below preferred materials. The Offeror providing and installing the digital surveillance system must be an authorized Original Equipment Manufacturer (OEM authorized installer). The system identified is required to have the following minimum features or better. Description of system includes, but is not limited to the following:

1. PRODUCT MATERIAL

- a. The following items are “No substitutions.” The material below is already installed in six (6) other locations and we currently have a stock of equipment as redundancy.
 - i. Network Video Recorder (NVR)
 1. Manufacturer: Exacq Technologies, Inc.
 2. Model: Z-Series IP
 3. General: Include 10-year SSA, RAID 6 storage, 2 backup drives with failover
 - ii. Outdoor Cameras
 1. Manufacturer: Axis Communications
 2. Model: P3719-PLE
 3. General: 15MP Multi-directional
 - iii. Indoor Camera
 1. Manufacturer: Axis Communications
 2. Model: P3719-PLE
 3. General: 15MP Multi-directional
 - iv. Pole Mount
 1. Manufacturer: Axis Communications
 2. Model: T91b67
 3. General: Pole mount for network camera – White
 - v. Pendant Kit
 1. Manufacturer: Axis Communications
 2. Model: T94N01D
 3. General: Pendant for network camera - White
 - vi. Radio
 1. Manufacturer: Ubiquiti
 2. Model: Rocket5ac Lite BaseStation
 3. General: Pendant for network camera - White
 - vii. Antenna
 1. Manufacturer: Ubiquiti
 2. Model: AMO-5G13 AirMax Dual Omni
 3. General: 13dBi w/ Rocket Kit
 - viii. Bridge
 1. Manufacturer: Ubiquiti
 2. Model: 5G PowerBeam AC, Gen 2
 3. General: 13dBi w/ Rocket Kit
- b. The following items are required; however, are not specified by make/model:
 - i. Surge Suppressors
 - ii. 8-Port Managed POE Switches
 - iii. 14x12x7 UL Listed 120 VAC Weatherproof Enclosure w/ Terminal Block
 - iv. Enclosure Pole Mounting Kit – Pole Diameters 7-9 inches

2. PROJECT DESIGN

- a. The schematics, utility drawings, and satellite photographs provided are intended to convey the scope of the work and to indicate the general arrangements and approximate sizes of the areas where work is to be performed.
- b. Contractor shall determine the exact locations of equipment and the exact routing of cabling to best fit the layout of each area. Documents provided may not adequately reflect the topography and/or environment necessary for determining this layout.
- c. Where job conditions require reasonable changes in indicated arrangements and locations, such changes shall be made by the Contractor at no additional cost to the Owner.
- d. If an item is either called for in the specifications or required for proper operation of the system, it shall be considered sufficient for including same in this contract.
- e. The determination of quantities of material and equipment required shall be made by the Contractor based on the site visit and the Contractor's project design. Contractor shall include provide to provide up to three (3) spares of each camera type and five (5) hard drives.
- f. Prior to ordering any materials, this Contractor shall verify all pertinent dimensions at the job site and be responsible for their accuracy.
- g. Field conditions that will result in the complete blockage or that severely limit camera coverage shall be brought to the attention of the HACL prior to installation. The Project Manager will determine the action to be taken.
- h. A detailed bill of materials shall be submitted with the Contractor's proposal.

3. SYSTEM

- a. Cameras shall be set for continuous recorded/data transmission with minimum of 12 fps.
- b. Headend equipment shall be capable of retaining a minimum of thirty (30) days' video with RAID and hot swappable hard drives.
- c. System shall be user friendly and not require any outside service provider to retrieve video data and information. All information shall be easily transferable to USB storage for sharing of data appropriate agencies.
- d. Connectivity between headend equipment and cameras shall be via wireless connection.
 - i. Media converters and appropriately rated patch cords may be included if required
 - ii. Connectivity terminations shall be made with fusion type splice on connectors.
- e. All cameras shall have a number applied which is easily visible from ground level. Camera location using an identical number shall be included in documentation.
- f. All associated electrical backboxes, conduit, miscellaneous cabling, and power supplies required for proper system installation and operation.

4. INSTALLATION REQUIREMENTS

- a. General:
 - i. All aspects of the installation are to be governed by industry safety and technology standards.
 - ii. It is the Contractor's responsibility to survey the site and include all necessary costs to perform the installation as specified.
 - iii. All programming, testing and certification services to be performed by a factory trained technician.
 - iv. Due to the propensity for severe weather in the area, particular care should be taken to ensure all parts of the system are adequately grounding and bonded.
 - v. The Contractor will be responsible for lift rental (if required), plan review fees (if required), low voltage permitting (if required), and coordination of at-pole power requirement coordination with the City of Lumberton.

- vi. NVRs shall be configured to allow for access to each of the communities without having to access multiple cloud based systems to access, view, record, and save video.
 - vii. Where there has been an existing camera and wiring identified for removal by this document, the Contractor shall:
 - 1. Remove identified existing camera and supporting structure from the pole as identified in the documents provided. All shall be provided to the HACL Project Manager.
 - 2. The Contractor shall evaluate if existing electrical wiring and electrical equipment is able to support any new camera equipment if new installation of equipment has been identified. If the power equipment is still usable to support new installation (if identified) then the Contractor shall use existing. If the electrical equipment is not usable and need to be replaced only to support new installation then the Contractor shall notify the HACL Project Manager.
 - viii. At each pole location where camera(s) will be installed, the Contractor shall run the electrical wire and install a GFCI breaker reset at a height of 10ft above ground level at each pole where a camera is installed. Each GFCI shall be enclosed in an NFPA approved (ex: Square D type) weatherproof enclosure that is lockable via an Authority provided lock. The proposed NFPA approved weatherproof enclosure shall be identified in bid submittal.
- b. Transmission media
- i. Connectivity between headend equipment and camera locations shall be via the best-known wireless means to maintain the highest rate of connection and efficiency, unless otherwise listed as a hardwired solution.
- c. Cameras
- i. Shall be installed as high as is feasible based on environmental conditions, ideally at a minimum of at a height not easily reachable from the ground.
 - ii. Cameras and associated equipment, connections shall be reasonably protected from vandalism. HACL Project Manager to approve setup.
 - iii. Antennae shall be of the building and pole mounted variety. Non-protruding mounts are preferred where equipment will withstand Category 2 hurricane winds without damaging the building/pole.
- d. Headend equipment
- i. Shall be installed in a secure space designated by the HACL Project Manager with a controlled environment. Each location is environmentally controlled and has secure access.
 - ii. The Authority will provide the server racks to support each location's headend equipment.
 - iii. The Authority will provide direct hardwired internet access for the NVR at each headend location.

5. MAINTENANCE SERVICE PLAN (MSP)

- a. Annual system inspection.
- b. One (1) annual training on software/system.
- c. Licensed software version upgrades and software service releases.
- d. Annual camera cleaning services on video surveillance.
- e. Remote assistance via WebEx, Microsoft Teams, etc.

- f. One (1) business day response to system malfunction.
- g. All components that fail under normal usage will be repaired or replaced on a priority basis.
- h. Initial term of three (3) years with optional renewals.

6. OPERATION AND MAINTENANCE INSTRUCTIONS

- a. Submit three (3) properly indexed and bound copies, in "D" ring style notebooks, of the Operations and Maintenance Instructions to the HACL Project Manager for approval. Make all corrections and additions required.
- b. Submit one (1) copy of the Operations and Maintenance Instructions on a portable external hard drive.
- c. Operation and Maintenance Instructions shall include:
 - i. Prepare binder covers (front and spine) with printed title "Operation and Maintenance Instructions", title of project, and subject matter of binder when multiple binders are required.
 - ii. Title page with project title, Project Manager, Contractor, and Subcontractor(s) with addresses, telephone numbers, and email.
 - iii. Table of Contents describing all index tabs.
 - iv. Index tabs diving information by specification section, major equipment, or systems. All tab titles shall be clearly printed under reinforced plastic tags.
 - v. Copies of all warranties.
 - vi. Copies of all final approved shop drawings and submittals.
 - vii. Copies of all factory inspection and/or equipment start-up reports.
 - viii. Detailed parts list with list of suppliers including contact information and website where applicable.
 - ix. Operating procedures for each system.
 - x. Maintenance schedule and procedures. Include maintenance chart that lists routine maintenance requirements and frequency over one (1) year period.
 - xi. Instruction books, cards, and manuals furnished with the equipment.
 - xii. Provide at least one (1) paper and one (1) electronic copy schematic for each location that shows the location of each camera, wireless relay points, power sources, and antennae.

6. WARRANTY

- a. Contractor shall provide a manufacturer's warranty covering labor and material of at least twenty-five (25) years for all data transmission media (fiber optic/copper cables, terminating hardware, etc.).
- b. Contractor shall provide a manufacturer's warranty of at least three (3) years for cameras and headend equipment.
- c. The warranty period for the entire installation described shall commence on the date of substantial completion unless a whole or partial system or any separate piece of equipment or component is put into use for the benefit of any party other than installing contractor with prior written authorization. In this instance, the warranty period shall commence on the date when such whole system, partial system or separate piece of equipment or component is placed in operation and accepted in writing by the Owner or their representative.
- d. Warranty requirement shall extend to correction, without cost to the final user, of all work and/or equipment found to defective or nonconforming to the contract documents. The Contractor shall bear the cost of correcting all damage resulting from such defects or nonconformance with contract documents exclusive of repairs required as a result of improper maintenance or operation, or of normal wear as determined by the Architect/Engineer.

7. BASIS OF CONTRACT AWARD

Following the evaluation of proposals, HACL shall award a contract to the responsible Responder whose proposal will be most advantageous to HACL, considering price, remuneration and any other factors specified in this RFP.

Subject to the availability of funds, HACL may negotiate a contract with the successful Responder(s). Any contract awarded pursuant to this RFP shall be made to the responsible Responder(s) whose proposal is determined to be the most advantageous to HACL, price and technical factors considered. Award will not necessarily be made to the Responder(s) submitting the lowest price.

HACL does not guarantee (a) any minimum amount of a contract awarded hereunder; nor (b) the extent, quantity or portion of any services to be performed or items to be provided pursuant to an award to any one or all the successful Responder(s). Further, HACL may: (c) reject any and all proposals received; (d) accept other than the lowest priced proposal; (e) waive any minor irregularities or technicalities in proposals received; (f) make a single award or multiple awards under this RFP for the performance of any, all or any combination of the items delineated under the Scope of Services; (g) accept any item or combination of items proposed unless precluded elsewhere in the solicitation; (h) amend this solicitation as permitted by applicable law; or (i) cancel this solicitation in its entirety or any portion thereof.

8. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

8.1 RFP Response

In order to be considered for selection, offerors must submit a complete response to this RFP. Electronic submittals will be accepted through Housing Agency Marketplace in accordance with instructions. Electronic submittals will not be accepted via email or fax. Offerors assume sole and full responsibility for the timely delivery of the proposals in both the Housing Agency Marketplace and in paper format. Late proposals will not be considered. All proposals will become a part of HACL's official files and will not be returned to the offeror.

8.2 Proposal Preparation

- a. The Offeror's proposal must include all parts, materials, labor, travel, lodging, taxes, and shipping.
- b. Proposal shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in HACL requiring prompt submission of missing information.
- c. Proposals which are substantially incomplete or lack key information may be rejected by HACL or given lowered evaluation of the proposal. Mandatory requirements are those required by law or regulation or are such that they cannot be waived or subject to negotiation.
- d. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP.
- e. The Offeror must quote price as a "Total Base Bid" so that HACL can use the appropriate funding designation.

8.3 Oral Preparation

Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to HACL. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. HACL will schedule the time and location these presentations. Oral presentations are an option of HACL and may or may not, be conducted.

8.4 Specific Proposal Instruction

Proposals should be as thorough and detailed as possible so that the HACL may properly evaluate your capabilities to provide the required goods/services. Offerors are required to submit the following items as a complete proposal:

- a. The RFP cover sheet and all addenda(s) acknowledgment(s), if any, signed and filled out as required. Provide information that the person signing the RFP is authorized to bind the firm(s).
- b. All HUD Forms, Statement of Offeror's Qualification, attachments to the RFP, and other specific items or data requested in the RFP.
- c. A complete detailed resume of the Offeror and other relevant information which would demonstrate the capacity, resources, experience and expertise of the Offeror in performing the above-described services.

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d. References (3) of current/previous, similar work to this proposal request.

e. Cost of the Proposal. All costs incurred, directly or indirectly, by the Respondent in response to and in preparation of this RFP shall be the sole responsibility of the Respondent and shall be borne by the Respondent. Proposers shall not include any such expenses as part of their proposals.

f. References. Interested firms shall submit their qualifications along with at least three (3) references of like statements for work for consideration.

5) The HACL informs all prospective contractors of the following:

a. Clarification to Proposals. The HACL reserves the right to obtain clarifications of any point in a company's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the company's response or responses. HACL may conduct interviews with one or more agencies for such purposes.

b. Cancellation of the RFP. The HACL reserves the right to cancel this RFP at any time, for any reason, and without liability if cancellation is deemed to be in the best interest of the HACL. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

c. Identification. The Contractor agrees to identify, defend and hold harmless HACL and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this RFP or subsequent contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by HACL on account of any claim therefore, except where such indemnification is prohibited by law.

d. Suspension/Debarment. The Contractor shall provide a certification statement that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or Local agency.

e. Americans with Disabilities Act. Proposer must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes.

f. Choice of Law. The resulting contract will be entered into within the State of North Carolina and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that is applicable to public contracts within Robeson County and the state of North Carolina shall be followed with respect to the contract.

g. Choice of Contract. A committee of staff selected by the Executive Director will evaluate the proposals that are received. All proposals will be evaluated on the evaluation criteria and responsiveness to the Scope of Work as stated in this RFP.

9. EVALUATION FACTORS

The proposal should address the factors outlined under each Project, below:

9.1 Qualifications of assigned personnel, including a list of all key members of the firm who will be committed to this project and indicate their job function(s) and title(s). Indicate the level of effort, area of expertise and function of each member assigned to the Agency. Submit an organizational chart to show how the key members will be involved. Include résumés for each member, highlighting the education, work experience, professional licenses/registrations that are relevant to the scope of work in this RFP.

9.2 Experience in and demonstrated success providing information technology services to Public Housing Authorities.

9.3 Capacity to provide information technology services in a timely manner with limited notice and within a confined time line. Describe the human and technical resources available to you for rendering the services requested in this RFP, including the geographic location of offices and support staff that will be committed to the Agency. Respondent should provide a chart, which clearly describes quantities and duration of time commitment for members of the team.

9.4 Responsiveness of Proposal: The proposal will be evaluated for clarity; for the fee structure in relation to the services to be provided; and for completeness of the submission including required certifications and documentation. The Responder must demonstrate in the proposals, an understanding of the requirements set forth in this solicitation. The Responder is advised that the proposal may not merely offer to provide services in accordance with the requirements of PBCHA’s Scope of Services or specifications.

9.5 Price Reasonableness: List the hourly billing rate of each individual who will be committed to this Agency, relative to the scope of services. The proposed fees must be reasonable. The proposal fees are not subject to increase during the effective period of the Notice of Award through the term of the proposed Contract.

SELECTION CRITERIA	MAXIMUM POINTS
Qualifications of assigned personnel, including a list of all key members of the firm and any consultant(s) or subconsultants(s) who will be assigned to the Agency.	25
Experience in and demonstrated success in completing the services described in the Scope of Services in collaboration with Public Housing Authorities.	25
Capacity - ability to provide information technology services in a timely manner with limited notice and within a confined time-frame.	25
Responsiveness – Completion, clarity and correctness of all RFP Requirements.	25
TOTAL	100