

For insertion: Wednesday, September 30, 2015

HOUSING AUTHORITY OF BERGEN COUNTY

REQUEST FOR PROPOSALS

The Housing Authority of Bergen County, on behalf of the Bergen County Housing, Health & Human Services Center (BCHHH) is seeking proposals from qualified firms or individuals to provide the Authority with services for **COORDINATOR FOR VOCATIONAL SERVICES FOR THE BERGEN COUNTY HOUSING, HEALTH & HUMAN SERVICES CENTER (BCHHH) (hereinafter called Center) FOR THE PERIOD OF ONE (1) YEAR, WITH AN OPTION TO RENEW FOR AN ADDITIONAL YEAR, AT THE AUTHORITY'S SOLE DISCRETION, DEPENDING ON AVAILABLE FUNDS.**

The services to be provided shall include, but not be limited to providing vocational screening, assessment, case management and employment assistance to individual guests at the Center to help them navigate the public workforce system. The primary goal is to obtain self-sustaining employment by providing services that assist individuals in securing employment, acquiring learning skills and/or increasing earning potential. Work collaboratively with the Center staff/team and act as a liaison between the Center and the WIB, One-Stop and local businesses. Develop goals and objectives and ensure that they are accomplished within designated timeframes. **Work is required to take place on a flexible schedule that may include some evenings. The position shall be awarded based on an annual retainer not to exceed \$60,000.00.**

Proposals may be obtained at no cost in person at the office of the Housing Authority of Bergen County any business day between 9:00 a.m. and 4:30 p.m. at One Bergen County Plaza, Floor 2, Hackensack, NJ 07601 or by contacting Drew Dorian, Purchasing Assistant at (201) 336-7627 or dorian@habcnj.org.

The services to be provided are regarded as professional services, and selection will be based on the point system. As such, not only price but the qualifications and professional ability and other similar factors may be utilized in awarding the contract involved herein.

This proposal is being solicited through a fair and open process in accordance with the N.J.S.A. 19:44A-20.4 et seq.

To assist the Authority in evaluating proposals, the following information should be included:

1. Degree to which respondent evidences possession of desired qualifications
2. Degree to which respondent evidences possession of desired work related skills
3. Degree to which respondent evidences possession of desired experience and competence in the type of work required under the RFP
4. Degree to which respondent evidences/demonstrates possession of ability to provide required expertise to successfully perform the specified scope of work
5. Degree to which respondent evidences possession of specialized experience in areas related to the specified work scope

6. Degree to which respondent demonstrates his/her/its understanding of the specific services to be provided to the HA
7. Degree to which respondent evidences capability and capacity to accomplish the specified work scope in a timely and satisfactory manner
8. Degree of acceptability of respondent's proposed fee and, if applicable, other charges for performance of the specified work scope
- 9.

Proposals must be submitted in a sealed envelope, bearing the name and address of the proposer, by 1:00 p.m., Thursday, October 29, 2015. Proposals received after the deadline date and time will not be accepted.

Proposals should be mailed to:

Drew Dorian
Purchasing Assistant
Housing Authority of Bergen County
One Bergen County Plaza, Floor 2
Hackensack, NJ 07601

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 due date without the consent of the Housing Authority of Bergen County.

By: Drew Dorian
Purchasing Assistant

Lynn Bartlett
Executive Director
Housing Authority of Bergen County