

**Alexandria Redevelopment & Housing Authority**

401 Wythe Street

Alexandria, Virginia 22314

[www.arha.us](http://www.arha.us)

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**request for Proposal**

**RFP# P-091925**

**HR Information System**

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**Issue Date:09/19/2025**

**Sealed Proposals Due Date October 20, 2025, no later than 2:00 P.M EST**

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**INTRODUCTION**

The Alexandria Redevelopment and Housing Authority (hereinafter, “ARHA”) is a public entity that was formed in 1939 to provide federally subsidized housing and housing assistance to low-income families within the City of Alexandria, Virginia. The ARHA is headed by a Chief Executive Officer (CEO) and is governed by a nine-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the AIHA's procurement policy dated March 1, 2024.

Currently, the ARHA owns and/or manages the following programs:

* Public Housing – 644 units
* Project Based (Moderate Rehabilitation) Vouchers 109 units
* Project-Based Voucher (Sec. 18/RAD/JB5) 169 units
* Market-Rate Housing 84 units
* Low-Income Housing Tax Credits (LIHTC) 84 units
* Section 8 Housing Choice Voucher Program 1,547 units

For more than 85 years, ARHA has used its resources to eliminate blight and develop affordable housing in the City of Alexandria. ARHA’s mission is to provide decent, safe and affordable housing to low and moderate-income citizens of the City of Alexandria and to implement community development programs.

In keeping with its mandate to provide efficient and effective services, ARHA is now soliciting proposals from qualified, licensed and insured entities to provide **HR Information System**. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

**RFP INFORMATION AT A GLANCE**

**[Table No. 2]**

|  |  |
| --- | --- |
| ARHA CONTACT PERSON | Mohammad Muhsen SultaniEmail : mmuhsen@arha.us |
| HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE | 1. Access ha.internationaleprocurement.com (no “www”). 2. Click on the “Login” button in the upper left side. 3. Follow the listed directions.   If you have any problems accessing or registering on the system, please call **customer support at 1/866-526-9266**. |
| PRE-PROPOSAL CONFERENCE | Thursday, October 2nd, 2025 @ 02.00 P.M EST    **In person** **Location**: 401 Wythe St, Alexandria, VA, 22314  First floor Conference room.  **Virtual via Zoom**: |
| DEADLINE FOR RECEIPT OF QUESTIONS VIA NAHRO E-PROCUREMENT. | Thursday October 9th, 2025@ 2.00 PM |
| DATE OF ADDENDUM FOR RESPONSE TO QUESTIONS | Wednesday October 15th, 2025@ 2.00 PM |
| HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL | As instructed in Section 3.0 of the RFP, all documents must be submitted through the Housing Agency Marketplace.  All files must be uploaded to the Housing Agency Market Place eProcurement through the below link:  ([**https://ha.internationaleprocurement.com**](https://ha.internationaleprocurement.com))   1. Access ha.internationaleprocurement.com (no “www”). 2. Click on the “Login” button in the upper left side. 3. Find the RFP and upload your response.   If you have any problems accessing or uploading your document on the system, please call customer support at **1/866-526-9266.** |
| PROPOSAL SUBMITTAL DEADLINE | **October 20th, 2025, 2.00 PM EST** |
| ANTICIPATED COMMENCEMENT OF WORK | The goal is January 2026 |

1. **ARHA’S RESERVATION OF RIGHTS:**

**1.1** **Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Agency to be in its best interests.

**1.2 Right to Not Award.** Not to award a contract pursuant to this RFP.

**1.3 Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).

* 1. **Right to Determine Time and Location.** Determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this RFP.

**1.5 Right to Retain Proposals.** Retain all proposals submitted and to not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).

**1.6** **Right to Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

* 1. **No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
  2. **Right to Prohibit.** At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the eProcurement Marketplace (hereinafter, the “eProcurement Marketplace” or the “Marketplace”) and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the eProcurement Marketplace, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the Agency, but not the prospective proposer, of any responsibility pertaining to such an issue.
  3. **Right to Reject – Obtaining Competitive Solicitation Documents.** The eProcurement Marketplace is the only official and appropriate venue to obtain the RFP documents (and any other information pertaining to this RFP such as addenda). Accordingly, by submitting a response to this RFP the respondent thereby affirms that he/she obtained all information on the eProcurement Marketplace. Any other group such as an association or a proposal depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the eProcurement Marketplace to obtain the documents. The Agency will reject without consideration any response submitted from a firm that has not obtained the documents from the eProcurement Marketplace.

1. **SCOPE OF WORK/TECHNICAL SPECIFICATIONS.**

ARHA is seeking proposals from qualified professional firms specialized in **Human Resource Information System (HRIS)** to implement a cloud-based HRIS that integrates core HR and finance functions to streamline operations, improve data accuracy, and support strategic decision-making. The system will unify employee lifecycle management with payroll, compensation, and financial reporting.

The contract will be awarded for One (1) base year contract, with the option for renewal for up to four (4) additional one-year options at ARHA’s sole discretion.

The selected firm (hereinafter referred to as the “Consultant”) will be responsible for providing:

1. Automate and streamline HR and finance workflows.
2. Centralize employee and financial data.
3. Improve payroll processing, accuracy, and compliance.
4. Enable real-time labor cost tracking and budgeting.
5. Support strategic compensation and workforce planning.

The Consultant shall possess the necessary qualifications and experience providing expert HRIS consulting services, including but not limited to the following tasks:

| **Module** | **Description** |
| --- | --- |
| Employee Information | Provide centralized employee database with personal details, emergency contacts, beneficiaries, job history, salary history, benefits data, and flexible status options (e.g., active, on leave, terminated, suspended, etc.). Enable secure upload and storage of employee-related documents such as disciplinary records, performance issues, severance agreements, investigation files, and termination justifications. Allow tagging, version control, and keyword search to easily retrieve documents by employee name or case type. |
| Employee Self-Service | Update personal information; view pay statements, tax forms, and benefits information; request time off; and submit expense reports. |
| Manager Self-Service | Approve timecards and leave requests, monitor attendance, and access employee performance data. |
| Time & Attendance | Facilitate scheduling, including pre-populated schedules for salaried employees; clock-in/clock-out tracking for hourly employees; timecard management; leave management (accruals, requests, and approvals); and overtime tracking. Provide Leave of Absence/FMLA tracking and automate eligibility calculations, entitled balances, intermittent leave tracking, required notices, and compliance reporting. Provide dashboards for HR to monitor leave usage and ensure compliance with federal and state regulations. |
| Payroll Management | Process gross-to-net calculations, direct deposit, automated deductions, garnishments, and tax filings. |
| Compensation Planning | View salary structures and calculations, bonus programs, and equity tracking. |
| Benefits Administration | Facilitate enrollment, eligibility, and cost-sharing tracking. Enable direct integrations with benefits carriers (AFLAC, Colonial, Cigna, and MetLife). |
| Recruitment | Facilitate recruitment life cycle: job posting, candidate sourcing, applicant tracking, interview scheduling, and job offer management. |
| Onboarding | Enable onboarding workflows, including new hire paperwork, background check, orientation scheduling, and task checklists. |
| Performance Management | Enable configurable performance reviews and feedback, goal setting and tracking, and merit-based pay adjustments. |
| Learning & Development | Host training programs and certifications (to include integration with existing LMS), compliance training, learning paths, cost tracking. |
| Budgeting & Forecasting | Project labor costs and plan for headcount. |
| Cost Allocation | Assign labor costs to departments, projects, or cost centers. |
| Financial Reporting | Log payroll journal entries, integrate general ledger, and create audit trails. |
| Compliance Reporting | Generate EEO, OSHA, and other regulatory reports. |
| HR Reporting | Generate reports for various HR needs, including census, benefits, and leave balances. |
| Mobile App Access and Integration | Provide full HRIS access on-the-go for Android and iPhone users. |
| Ongoing Technical Support | Provide training for employees/users on the various modules, to include training following major updates to the system. |
| System Migration & Data Conversion | Provide a detailed migration plan from ADP Workforce Now (WFN) to the proposed HRIS platform, including timelines, responsibilities, and milestones. Ensure complete and accurate transfer of employee, payroll, benefits, and historical records. Provide validation and reconciliation reports to confirm accuracy of migrated data. Identify any required ARHA resources (e.g., staff time, data extracts). Provide user testing and training during and after migration. |

**2.0.1 Technical Components**

* Cloud-based architecture (Azure) for Single Sign On (SSO) with mobile access
* Regular backups performed
* Regular application updates performed
* Integration with ERP/GL systems (e.g., SAP, SQL, Oracle, QuickBooks)
* Role-based access and financial data security
* Automated tax compliance and regulatory updates
* Customizable approval workflows for finance transactions
* Continuous employee access to their record after retirement or separation of employment
* E-Verify integration
* Succession planning
* Email integration (Outlook) for reminders (e.g., timecard reminder)

**2.0.2 Previous/Current Contractor(s).** Previous/Current Contractor is **ADP Workforce Now**.

**3.0 PROPOSAL FORMAT.**

* 1. **Electronic Proposal Submittal.** The Agency intends to retain the Contractor based on a “Best Value” selection process rather than a “Low Bid” basis (“Best Value,” meaning the Agency will, as detailed in Section 4.0, consider factors beyond cost in making the award decision).

To ensure a consistent and efficient evaluation process, all proposals submitted in response to this RFP must follow the format outlined in the table below. Each section of the proposal must be clearly labeled with the corresponding section title and number. Proposals must be submitted electronically in **PDF format** via the designated submission platform as specified in Table# 2 of this RFP.

None of the proposed services may conflict with any requirement the Agency has published herein or has issued by addendum.

**[Table No. 3]**

|  |  |  |
| --- | --- | --- |
| **(1)**  **RFP Section** | **(2)**  **Tab No.** | **(3)**  **Submittal Description** |
| **3.1.1** | **1** | **Form of Proposal.** This Form is attached hereto as Attachment A to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal. |
| **3.1.2** | **2** | **Form HUD-5369-C (8/93), *Certifications and Representations of Offerors, Non-Construction Contract*.** This Form is attached hereto as Attachment B to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal. |
| **3.1.3** | **3** | **Profile of Firm Form.** The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal. |
| **3.1.4** | **4** | **Proposed Services.** Explain how proposer will fulfill the requirements of the preceding Section 2.0 herein, including, but not limited to: |
| **3.1.4.1** |  | As detailed within Section 4.1, Evaluation Factor No. 2, the proposer’s **DEMONSTRATED UNDERSTANDING of the AGENCY’S HRIS REQUIREMENTS**, including integration of HR and finance functions, compliance needs, and workforce planning objectives. |
| **3.1.4.2** |  | As detailed within Section 4.1, **Evaluation Factor No. 3**, the **QUALITY of the TECHNICAL APPROACH and the HRIS SOLUTION PROPOSED**, including system architecture, cloud deployment strategy, mobile access, data security, and integration with ERP/GL systems. |
| **3.1.4.3** |  | As detailed within Section 4.1, **Evaluation Factor No. 4**, the proposer’s **TECHNICAL CAPABILITIES (in terms of personnel)** and the **MANAGEMENT PLAN** for implementation, data migration, training, and ongoing support. |
| **3.1.4.4** |  | As detailed within Section 4.1, **Evaluation Factor No. 5**, the proposer’s **DEMONSTRATED EXPERIENCE and SUCCESSFUL PAST PERFORMANCE** implementing similar HRIS systems (including payroll, time & attendance, benefits, and compliance reporting) with emphasis on **public sector and housing authorities**. Past performance should address meeting cost, schedule, and performance requirements. |
| **3.1.4.5** |  | If appropriate, how staff are retained, screened, trained, and monitored. **N/A for HRIS**. |
| **3.1.4.6** |  | A **complete description of the HRIS products and services** proposed, including available functional modules (employee information, self-service, payroll, benefits, performance management, learning & development, compliance, financial reporting, etc.), dashboards, mobile app access, and customization options. |
| **3.1.5** | **5** | **Managerial Capacity / Financial Viability / Staffing Plan.** Provide description of proposer’s financial stability and organizational capacity to implement and support the HRIS. Include organizational chart and resumes of key personnel for project delivery and ongoing support. |
| **3.1.6** | **6** | **Client Information.** The proposer shall submit a listing of former or current clients, including Public Housing Authorities, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include: |
| **3.1.6.1** |  | The client’s name; |
| **3.1.6.2** | The client’s contact name; |
| **3.1.6.3** | The client’s telephone number and e-mail address; |
| **3.1.6.4** | A brief narrative description and scope of the service(s) and the dates the services were/are provided. |
| **3.1.7** | **7** | **Equal Employment Opportunity/Supplier Diversity.**  The proposer must submit its Equal Employment Opportunity (EEO) Policy and explain how it will comply with all applicable anti‑discrimination laws. |
| **3.1.8** | **8** | **Sub-contractor/Joint Venture Information (Optional Item).** The proposer shall identify hereunder whether or not he/she intends to use any sub-contractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture. |
| **3.1.9** | **9** | **Other Information (Optional Item).** The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation. |
| **3.1.10** | **Optional Tabs.** If no information is to be placed under any of the above noted tabs (especially the “Optional” tabs), please place there under a statement such as “NO INFORMATION IS BEING PLACED UNDER THIS TAB” or “THIS TAB LEFT INTENTIONALLY BLANK.” DO NOT eliminate any of the tabs. | |
|  | | |

* 1. **IMPLEMENTATION**

Please describe your implementation methodology and timeline. (you may attached an additional page if needed)

a. Describe the typical implementation project team.

b. What are the typical client roles and responsibilities?

c. What are the keys to a successful implementation?

d. Please share any best practices.

e. What documentation is made available during and after implementation?

f. How do you coordinate the transition from implementation to ongoing customer support?

g. Please describe your available training offerings.

h. Do you have suggested training for employees, managers, administrators?

i. How is training delivered? On-site? Webinar?

* 1. **Support**

Please check all appropriate spaces as indicated to comply or not comply with each requirement listed in the proposal.

**[Table No. 4]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Description | Comply | Non-Comply | Notes by Bidder |
| 1 | The vendor shall provide 24/7/365 support for the system |  |  |  |
| 2 | The vendor shall provide a **dedicated support representative(s)** that ARHA can contact. Call centers and automated attendant telephone support are not considered dedicated support. |  |  |  |
| 3 | What is the experience level of your service and support personnel including the average length of service? |  |  |  |
| 4 | Where are your support offices located? |  |  |  |
| 5 | How do clients submit issues? |  |  |  |
| 6 | The vendor shall have a response time of two hours or less on reported problems |  |  |  |
| 7 | How can clients track the status of support issues? |  |  |  |
| 8 | How are support issues escalated? |  |  |  |
| 9 | Do you offer in-application online help? |  |  |  |
| 10 | Please describe |  |  |  |

* 1. **NOTE:**

**As part of the evaluation process, vendor may be requested to demonstrate the system before a group of staff. Any information gained during the presentation(s) may be used in the evaluation of your proposal. Failure to honor this request may be grounds for rejection of your proposal with no further consideration given to your proposal. The agency is under no obligation or requirement to request vendor presentations or to entertain vendor presentations. Respondents will not be reimbursed for costs that they incur in preparing their RFP responses.**

* 1. **COST PROPOSAL:**

**[Table No. 5]**

|  |  |  |
| --- | --- | --- |
| Section | Description | Amount / Details |
| A. Total Cost of Software | Total cost of all software proposed | $\_\_\_\_\_\_\_\_\_\_ |
| B. Travel Expenses | Travel schedule and associated expenses (travel, lodging, meals, per diem) for staff working in La Vergne | $\_\_\_\_\_\_\_\_\_\_ |
| C. Training Expenses | Training costs assuming all training is held at City of La Vergne | $\_\_\_\_\_\_\_\_\_\_ |
| D. Specialized Equipment | List cost, description, and warranty of specialized equipment; cost to extend warranty; leasing cost of 14 standard time capturing devices; optional devices clearly marked | $\_\_\_\_\_\_\_\_\_\_ |
| E. Subcontractors | Names, addresses, and portion of work assigned (e.g., training) | $\_\_\_\_\_\_\_\_\_\_ |
| F. | **Licensing / Maintenance / Support Fees** |  |
|  | Total implementation fees (One-Time) | $\_\_\_\_\_\_\_\_\_\_ |
|  | Total first-year fees (Excluding implementation) | $\_\_\_\_\_\_\_\_\_\_ |
|  | Total fees for 3-year period | $\_\_\_\_\_\_\_\_\_\_ |
|  | Total fees for 5-year period | $\_\_\_\_\_\_\_\_\_\_ |
| H. Summary of Training Costs | List all training expenses from sections b, c, d, & e | $\_\_\_\_\_\_\_\_\_\_ |

* 1. **Additional Information pertaining to the preceding listed Pricing Items.**
     1. **Realistic Cost for the Pricing Items.** Each proposer is strongly encouraged to enter where provided within the (Table No 5) a realistic cost for the Pricing Item. For example, if the successful proposer enters $1.00 in response to Pricing Item A, the Total Cost (proposers typically do so in an effort to improve their position in regards to Evaluation Factor No. 1, as detailed within the following Table No. 5 herein), then the $1.00/Total Cost is what the successful proposer will charge the Agency for the software that the Agency may retain the successful proposer to provide if the Agency deems such retention is in the Agency’s best interests to do so. Accordingly, it is the Agency’s opinion that it is very much in the best interests of the proposer to propose a realistic fee for the Pricing Item. If, despite this warning, the successful proposer proposes a fee that the Agency deems is not realistic, then the Agency reserves the right to require the successful proposer to, at contract execution, present a cash bond in a suitable amount (i.e., $10,000.00, which the Agency will hold during the term of the ensuing contract period) to ensure that the successful proposer will fulfill his/her obligation in this matter.
        1. **No Post-submittal Deadline Corrections Allowed.** The Agency WILL NOT, after the submittal deadline, negotiate an increase to any unit costs or fees proposed prior to the submittal deadline; accordingly, proposers are strongly cautioned to submit a realistic price for the Pricing Items identified within the (Table No 5).

**3.3.3 Potential Escalation of Rates.** At the discretion of the CO, at the end of the first year contract period, there may be an escalation of rates allowed in the same amount of any escalation that occurs pertaining to the corresponding or most similar State of Virginia City of Alexandria Prevailing Wage Rates ("most similar," as determined by and at the sole discretion of the Agency). For example, if, at the end of the first contract period the listed prevailing wage rates increase 5% as compared with the listed rates on the date of contract execution, then the Contractor will, at the CO’s discretion, be entitled to a 5% increase in the rates that he/she submitted in response to this RFP. Similarly, for ensuing years, the end-date of the previous contract period shall be the base-line date to determine the previously listed rate.

**3.3.3.1 Notification Must Be Received From the Contractor.** The Contractor must notify the CO, in writing, of such desired escalation at least 60 days prior to the end of the noted contract period. Such escalations may occur no more than once in any 12-month period without the express written consent of the CO.

**3.3.3.2 Right to Reject.** As stated within the preceding Section 3.3.3 herein, the Agency reserves the right to reject any such request for an increase in fees if the Agency feels doing so is in its best interests. Similarly, the Contractor has the right to terminate services if the Agency rejects the request for an increase. This will occur in the following manner (procedure):

**3.3.3.2.1 Step No. 1.** The Contractor submits his/her written request for an increase, accompanied by the required documentation, to the Agency CO within the required 60-day period (please see the preceding Section 3.3.3.1 herein);

**3.3.3.2.2 Step No. 2.** The Agency considers the requested increase and, within 10 days of receipt of such, issues a written response to the Contractor as to if the request is approved or rejected;

**3.3.3.2.3 Step No. 3.** If rejected and the Contractor wishes to, as a result, cease providing the services to the Agency, the Contractor has 10 days from the receipt of the written notice of rejection to deliver to the Agency CO a written notice that he/she is hereby invoking his/her right to discontinue the services within 30 days of the date this notice was delivered to the Agency (the specific date 30-days hence shall be written within the notice);

**3.3.3.2.4 Step No. 4.** The Agency will then endeavor to ensure that the Agency makes other arrangements to replace the Contractor (i.e., contract with another firm; do the services in-house; etc.) as the Contractor for the applicable services; further, if such other arrangements are completed by the Agency prior to the aforementioned 30-day date, the Agency shall retain the right to deliver to the Contractor, a 10-day written notice to cease services (meaning, the 30-day period is a maximum additional contract period that the Agency may, at its discretion, shorten with such written notice).

3.4 Proposal Submission.

Go to Housing Agency Market Place eProcurement link:

[**https://ha.internationaleprocurement.com**](https://ha.internationaleprocurement.com)

1. Access ha.internationaleprocurement.com (no “www”).
2. Click on the “Login” button in the upper left side.
3. Find the **RFP# P-091925** and upload your response.

If you have any problems accessing or uploading your document on the system, please call customer support at: **1/866-526-9266.**

The proposal exterior must clearly denote the above, noted RFP number, and must have the proposer’s name and return address.

Proposals will be accepted until the due date and time: October 20, 2025, no later than 2:00 PM.

The Housing Agency Marketplace will be locked exactly at 2:00 PM, and no one will be able to use the upload option after the due date and time.

The Housing Agency Marketplace will keep all proposals secure and inaccessible for opening or downloading until the due date and time, in accordance with competitive sealed processing procedures. Please ensure that all required information is included and that your submission complies with the specifications outlined in this document.

* + 1. **Submission Conditions.** DO NOT MAKE ANY ADDITIONAL MARKS, NOTATIONS, OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the Agency by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the Agency decides that any such entry has not changed the intent of the proposal that the Agency intended to receive, the Agency may accept the proposal and the proposal shall be considered by the Agency as if those additional marks, notations, or requirements were not entered on such. By accessing the eProcurement Marketplace, registering, and downloading these documents, each prospective proposer that does so thereby agrees to confirm all notices that the Agency delivers to him/her as instructed, and by submitting a proposal, the proposer thereby agrees to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

##### 3.4.3 Submission Responsibilities. It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the Agency, including the RFP document, the documents listed within the following Section 3.8, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the Agency requirements contained within the documents may cause that proposer to not be considered for the award.

**3.5 Proposer’s Responsibilities — Contact with the Agency.** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the CO only. Proposers must not make inquiry or communicate with any other Agency staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the Agency to not consider a proposal submittal received from any proposer who may not have abided by this directive.

**3.5.1 Addendums.** All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—”substantive” meaning, when decisions pertaining to the RFP are made—between the Agency and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer’s inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

**3.6 Proposer’s Responsibilities — Equal Employment Opportunity and Supplier Diversity.** Both the Contractor and the Agency have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

**3.6.1** Within **2 CFR §200.321** it states:

**3.6.1.1** Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

**3.6.1.2 (a)** The Non-Federal entity must take all necessary affirmative steps to ensure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

**3.6.1.3 (2)** Affirmative steps must include:

**3.6.1.3.1 (1)** Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

**3.6.1.3.2 (2)** Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

**3.6.1.3.3 (3)** Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

**3.6.1.3.4 (4)** Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

**3.6.1.3.5 (5)** Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

**3.6.1.3.6 (6)** Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

**3.6.2** Within **HUD Procurement Handbook 7460.8 REV 2** it states:

**3.6.2.1** Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the [Agency] shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in [Agency] contracting.

**3.6.2.2** Section 15.5.B, Goals. [The Agency] is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

**3.6.3** Within our **Agency Procurement Policy** it states that our Agency will:

**3.6.3.1 Assistance to Small and Other Business, Required Efforts:**

**3.6.3.1.1** Including such firms, when qualified, on solicitation mailing lists;

**3.6.3.1.2** Encouraging their participation through direct solicitation of proposals or proposals whenever they are potential sources;

**3.6.3.1.3** Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

**3.6.3.1.4** Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

**3.6.3.1.5** Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;

**3.6.3.1.6** Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and

**3.6.3.1.7** Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

**3.6.4 Requirements.** Accordingly, please see the following Section 3.1.7 within Table No. 4 herein, which details the information pertaining to this issue that the proposer must submit in response to this proposal showing compliance, to the greatest extent feasible, with these regulations

**3.7 Recap of Attachments.** It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

**[Table No. 6]**

|  |  |  |  |
| --- | --- | --- | --- |
| **(1)**  **RFP Section** | **(2)**  **Document No.** | **(3)**  **Attachment** | **(4)**  **Attachment Description** |
| **3.7.1** | **1.0** |  | This RFP Document |
| **3.7.2** | **2.0** | **A** | Form of Proposal |
| **3.7.3** | **3.0** | **B** | Form HUD-5369-C (8/93), *Certifications and Representations of Offerors, Non-Construction Contract* |
| **3.7.4** | **4.0** | **C** | Profile of Firm Form |
| **3.7.5** | **5.0** | **D** | Section 3 Explanation |
| **3.7.6** | **6.0** | **E** | Form HUD-5369-B (8/93), *Instructions to Offerors, Non-Construction* |
| **3.7.7** | **7.0** | **F** | *Supplemental Instructions To Proposers & Contractors (SIPC)* |
| **3.7.8** | **8.0** | **G** | Sample Contract Form (please note that this contract and the listed appendices are being given as a sample only—the Agency reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the Agency feels it is in its best interests to do so) |
| **3.7.8.1** | **8.1** | **G-1** | Sample Contract Appendix No. 1: form HUD-5370-C (01/2014), *General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)* |
| **3.7.8.2** | **8.2** | **G-2** | Sample Contract Appendix No. 2: form HUD 50071 (01/14), *Certification of Payments to Influence Federal Transactions* (NOTE: This form will only be completed and included as a part of the ensuing contract if the Agency anticipates that total awards pursuant to the ensuing contract may or will exceed $100,000.) |
| **3.7.8.3** | **8.3** | **G-3** | Sample Contract Appendix No. 3: Standard Form LLL (Rev. 01/14), *Disclosure of Lobbying Activities* (NOTE: This form will only be completed and included as a part of the ensuing contract if the Contractor designates an affirmative answer to Item No. (2) within the immediate identified form 50071.) |
| **3.7.8.4** | **8.4** | **G-4** | Sample Contract Appendix No. 3: *Sworn Statement under Section 287.133(3)(A), Virginia City of Alexandria Statutes, on Public Entity Crimes* |
|  | | | |

* 1. **PROPOSAL EVALUATION.**
  2. **Evaluation Factors.** The following factors will be utilized by the Agency to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within their proposal submittal and online (specifically, the pricing submitted online):

**[Table No. 7]**

|  |  |  |
| --- | --- | --- |
| No. | Description | Weight / Points |
| 1. | **The proposed COST of the services.** | **10 Points** |
| 2. | **Firm Demo Presentation**  a. System Functionality & Ease of Use  b. Alignment with Agency Requirements  c. Integration & Technical Capabilities  d. Innovation & Value-Added Features  e. Implementation & Support Approach | **10 Points** |
| 3. | **Understanding of HRIS Requirements**  **Demonstrated understanding of the agency’s objectives, including integration** of HR and finance functions, employee lifecycle management, payroll, benefits, compliance, workforce planning, and reporting needs. | **15 Points** |
| 4. | **Technical Approach and Quality of Solution**  Quality, feasibility, and clarity of the technical approach, including: • Cloud deployment and system architecture • Mobile access and user interface • Integration with ERP/GL systems • Role-based access and data security • Workflow automation for HR and finance • Compliance with federal/state regulations and reporting requirements | **25 Points** |
| 5. | **Technical Capabilities and Management Plan**  Qualifications and expertise of personnel assigned to the project. • Implementation methodology and project plan • Data migration and system integration strategy • Training, documentation, and support plan • Organizational capacity to deliver the project on schedule | **20 Points** |
| 6. | **Experience and Past Performance**, **Managerial Capacity / Financial Viability / Staffing Plan**  Demonstrated experience and successful past performance implementing HRIS or similar enterprise systems. • Similar projects in scope, size, or industry (public sector / housing authorities preferred) • Meeting cost, schedule, and performance requirements • References verifying quality and success  Financial stability, organizational structure, and staffing plan to support the implementation and ongoing operation of the HRIS. • Resumes of key personnel • Organizational chart • Evidence of managerial capacity for project oversight and risk management | **20 Points** |
|  | **Total Points:** | **100 Points** |
| \*NOTE: Points will be awarded for each Subjective Factor by each of the appointed evaluation committee members based on his/her opinion after a thorough review of the information submitted by each proposer within his/her proposal. | | |
|  | | |

* 1. **Evaluation Method.**
     1. **Initial Evaluation for Responsiveness.**  Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).
     2. **Evaluation Packet.** An evaluation packet will be prepared for each evaluator, including the following documents:
        1. Instructions to Evaluators;
        2. Proposal Tabulation Form;
        3. Written Narrative Form for each proposer;
        4. Recap of each proposer’s responsiveness;
        5. Copy of all pertinent RFP documents.

* + 1. **Evaluation Committee.** The Agency anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive “hard copy” proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. As detailed within Section 3.5 of this document, the designated CO is the only person at the Agency that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.
    2. **Evaluation.** The CO will evaluate and award points pertaining to Evaluation Factor No. 1 (the “Objective” Factor). The appointed evaluation committee, independent of the CO or any other person at the Agency, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3, 4, and 5, (the “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.
       1. **Points Awarded Range.** Pertaining to the Subjective Factors, please note the following range of points awarded (points pertaining to this RFP are shaded—please also see the Evaluation Factors detailed within the preceding Section 4.1):

**[Table No. 8]**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Points Awarded Range** | | | | | | | |
| **Classification\*** | | | **Rating** | **%** | **10** | **15** | **20** | **25** | **100\*\*** |
| **Acceptable** | | | **Excellent** | **95%/+** | **10** | **15** | **19-20** | **24–25** | **95-100** |
| **Acceptable** | | | **Very Good** | **90%/+** | **9** | **14** | **18** | **23** | **90-94** |
| **Potentially Acceptable** | | | **Good** | **80%/+** | **8** | **12-13** | **16-17** | **20–22** | **80-89** |
| **Potentially Acceptable** | | | **Average** | **70%/+** | **7** | **11** | **14-15** | **18–19** | **70-79** |
| **Unacceptable** | | | **Poor** | **<70%** | **0-6** | **0-10** | **0-13** | **0–17** | **0-69** |
|  |  | **\*Pursuant to Section 7.2.N.3 of HUD Procurement Handbook 7460.8 REV 2.**  **\*\*Total available points to be awarded, including cost points.** | | | | | | | |
|  |  |  | | | | | | | |

* + 1. **Potential "Competitive Range" or “Best and Finals” Negotiations.** The Agency reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a “Best and Finals” Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the Agency in as timely a manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.
    2. **Determination of Top-ranked Proposer.** Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings, which is typically forwarded by the CO to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the Agency's option, be conducted prior to or after the BOC approval.
       1. **Minimum Evaluation Results.** To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 100 total possible points detailed within Section 4.1 herein).
       2. **Ties.** In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”
    3. **Notice of Results of Evaluation.** If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:
       1. Which proposer received the award;
       2. Where each proposer placed in the process as a result of the evaluation of the proposals received;
       3. The cost or financial offers received from each proposer;
       4. Each proposer’s right to a debriefing and to protest.
    4. **Restrictions.** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the Agency evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the Agency evaluation committee.

**5.0 CONTRACT AWARD.**

**5.1** **Contract Award Procedure.** If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

**5.1.1** By completing, executing and submitting a proposal, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Agency, either in hard copy or on the Marketplace” including the contract clauses already attached as Attachments G and G-1 through G-4, each attached hereto. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

* 1. **Contract Conditions.** The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this RFP:
     1. **Contract Form.** The Agency will not execute a contract on the Contractor’s form—contracts will only be executed on the Agency form (please see Sample Contract, Attachments G and G-1 through G-4 each attached hereto), and by submitting a proposal the Contractor agrees to do so (please note that the Agency reserves the right to amend this form as the Agency deems necessary). However, the Agency will during the RFP process (prior to the posted question deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the Agency to do so; but the failure of the Agency to include such clauses does not give the Contractor the right to refuse to execute the Agency’s contract form. It is the responsibility of each prospective proposer to notify the Agency, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The Agency will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the Agency’s response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

**5.2.1.1 Mandatory HUD Forms.** Please note that the Agency has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

**5.2.2 Assignment of Personnel.** The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.

* + 1. **Unauthorized Sub-contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.
  1. **Contract Period(s).** The Agency anticipates that it will initially award a contract for the period of 1 year with the option, at the Agency’s discretion, of 4 additional years, with a maximum potential of 5 year.
  2. **Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *Contractor* will be required to provide:
     1. **Workers Compensation Insurance.** An original certificate evidencing the proposer’s current industrial (worker’s compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
     2. **General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of $1,000,000 each occurrence, general aggregate minimum limit of $1,000,000, together with damage to premises and fire damage of $50,000 and medical expenses any one person of $5,000), with a commercially reasonable deductible (i.e., “commercially reasonable,” meaning not greater than 1% of the “general aggregate minimum” of the policy, with a maximum deductible amount of $50,000;
     3. **Professional Liability Insurance.** An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of $1,000,000 each occurrence, general aggregate minimum limit of $1,000,000), with a commercially reasonable deductible (i.e., “commercially reasonable,” meaning not greater than 1% of the “general aggregate minimum” of the policy, with a maximum deductible amount of $50,000;
     4. **Automobile Insurance.** An original certificate showing the proposer’s automobile insurance coverage in a combined single limit of $1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than $100,000/$300,000 and medical pay of $5,000.
     5. **City/County/State Business License.** If applicable, a copy of the proposer’s business license allowing that entity to provide such services within the City of Alexandria, and/or the State of Virginia.
     6. **Certificates/Profile of Firm Form.** Pertaining to the aforementioned (within Sections 5.4.1 through 5.4.5) insurance certificates and licenses, each proposer is required to enter related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the proposal submittal—we will garner the necessary documents from the successful proposer prior to contract execution).
  3. **Right to Negotiate Final Fees.**  The Agency shall retain the right to negotiate the amount of fees that are paid to the Contractor, meaning the fees proposed by the top-rated proposer may, at the Agency’s options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Agency has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, the Agency shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The Agency shall also retain the right to negotiate with and make an award to more than one proposer.
  4. **Contract Service Standards.**  All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
  5. **Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful proposers, shall be provided to the Agency within 10 working days of notification by the Agency.

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