

# REQUEST FOR PROPOSALS

## SOCIAL SERVICE PROGRAMS

Proposals Due by: Thursday, August 27th, 2020 at 10:00 AM

Hackensack Housing Authority  
65 First Street  
Hackensack, New Jersey 07601  
201 342-4280

## REQUEST FOR PROPOSALS

The Housing Authority of the City of Hackensack, New Jersey will accept proposals to administer its social service programs. It is the Housing Authority's desire to retain and employ a duly qualified experienced agency to fulfill the Authority's social service mission:

"To enable its young residents, especially those who may be at-risk, to reach their maximum potential as productive, responsible citizens and to break the generational cycle of public housing dependency." All services must be in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development and all state and local laws governing these services. The term of the contract shall be two (2) years.

The services that are requested will be as follows:

- 1) Administer youth programs that will promote health, social recreational, educational, vocational, character and leadership development:
  - a. Career development program that provides a range of services to assist in developing skills that are essential to be successful in the workforce.
  - b. Delinquency Prevention Program
  - c. Gang Intervention Program
  - d. Alcohol, tobacco, sex & drug intervention programs by age appropriate groupings.
  - e. After School Educational Program that assists with homework, computer skills, SAT preparation, parental

involvement, school collaboration and other areas that reinforce the skills necessary to be successful.

f. Cultural Awareness Program to enable the youth to develop their creativity and cultural awareness and appreciation of the arts.

g. Organized recreation programs using the Keeling Manning gymnasium. The recreation program should be integrated with the educational program to make learning a fun experience.

h. Other programs as agreed upon by the Housing Authority and the vendor.

- 2) Programs shall be administered from the Keeling Manning recreation center and basement areas of Oratam Court. Maintenance of the facility will be performed by the Housing Authority.
- 3) Security personnel shall be provided by the vendor.
- 4) Vendor must provide a certificate of insurance for liability and Workman's Compensation at contract signing. The Housing Authority must be a named insured on the policy.
- 5) The Housing Authority will provide and maintain all facilities for the programs.
- 6) The vendor must provide evidenced based statistical information showing the number of children enrolled in each program. It must be able to chart each participant's success in achieving the program's goal of self-actualization.

- 7) All Housing Authority resident children shall be able to enroll in all on-site programs at no cost to the family. The vendor will be permitted to charge a fee for all other non-residents.
- 8) A Representative of the vendor shall attend the monthly Board of Commissioner meeting upon request.
- 9) Quarterly statistical reports shall be provided to the Housing Authority listing activities, events, programs, participants, ages, etc.

Qualifications:

- 1) Must have a minimum of 5 years experience in administering programs for at-risk youth.
- 3) Must be approvable by the United States Department of Housing and Urban Development.

Proposal Submission:

All firms interested in submitting a proposal for social service programs should submit a proposal based upon a lump-sum fee. Copies of the following should be attached to the proposal:

- 1) New Jersey Business Registration form.
- 2) An insurance certificate indicating that the firm has liability coverage.
- 3) Valid New Jersey Business Registration Form
- 4) A schedule of all activities listing the days/times, curriculum, and program purpose;
- 5) A listing of manpower that will be on-site. The list should

also contain a ratio between the number of children to instructors;

- 6) Copies of resumes of key on-site personnel;
- 7) Written information describing all program details;
- 8) A Listing of all charges to non-resident program participants (Housing Authority residents shall not be charged);
- 9) Non-Collusive Affidavit.

Proposals should be delivered to the office of the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before Thursday, August 27th, 2020 by 10:00 A.M.

The Housing Authority reserves the right to terminate the contract at anytime during its term.

ANTHONY FEORENZO  
Executive Director

**Hackensack Housing Authority  
65 First Street  
Hackensack, New Jersey 07601**

Social Service Programs

**PROPOSAL SUBMISSION SHEET**

- 1) Name/Address of Firm:
  
- 2) Telephone Number:
  
- 3) Contact Person:
  
- 4) Amount of Fee:
  - a. 2020-2021:
  - b. 2021-2022:
  
- 5) Amount of any expected reimbursables:
  
- 6) Other:

Legal Advertisement

**REQUEST FOR PROPOSALS**

The Housing Authority of the City of Hackensack, New Jersey will accept proposals for administration of Social Service Programs for a two (2) year period 10/1/20 through 9/30/22. The Request for Proposals (RFP) may be obtained at the Housing Authority office:

Hackensack Housing Authority

65 First Street

Hackensack, New Jersey 07601

(201) 342-4280

All proposals are due by 8/27/20 by 10:00 AM.

This solicitation is being undertaken in accordance with NJSA 19:44.4 et seq. as a "Fair and Open" competitive process and in accordance with the rules and restrictions set forth by the State's Local Unit Pay-to-Play law.

ANTHONY FEORENZO

Executive Director

**AGREEMENT FOR SOCIAL SERVICES**

THIS AGREEMENT made on the 1st day of October 2020, by and between \_\_\_\_\_, New Jersey (the "Contractor") and the Housing Authorities of Hackensack and Englewood, 65 First Street, Hackensack, New Jersey (the "Authority").

WITNESSETH, that the contractor and the Authority for the consideration stated herein agrees as follows:

Social Service Programs

ARTICLE 1. - Statement of Work

The contractor shall furnish all labor and other items as specified in the attached Request for Proposals relating to Social Service Programs

ARTICLE 2. - Term: 24 Months (10/1/20-9/30/22)

ARTICLE 3. - Contract Price:

\$           1<sup>st</sup> year  
\$           2<sup>nd</sup> year

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the date and year first written above.

\_\_\_\_\_  
Anthony Feorenzo - Executive Director  
Date:

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



State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant)

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

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid  
entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement,  
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in  
connection with the above named project; and that all statements contained in said proposal and in this  
affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_  
\_\_\_\_\_relies upon the truth of the statements contained in said Proposal  
(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

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

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)