

Hackensack Housing Authority

Purchase Order – Technical Assistance

3/18/2025

BETWEEN the Owner:	Hackensack Housing Authority (HHA) 65 First Street, Hackensack, NJ 07601
and the Contractor:	Pure Source Consulting, LLC (Pure Source) 373 S. Willow St, D1-1 #453, Manchester, NH 03103

**THE OWNER AND THE CONTRACTOR AGREE AS SET FORTH BELOW:**

ARTICLE 1.	SCOPE OF THE WORK
	<p>The Contractor will furnish all the labor and services; and perform, complete all work as noted below:</p> <ol style="list-style-type: none"><li>1) Pure Source will assist HHA in obtaining a subscription agreement to receive savings through the New Jersey Community Solar Program, otherwise known as Community Distributed Generation of Community Solar (CS) program, by issuing a request for proposals (RFP) on HHA’s behalf. Upon obtaining proposals, Pure Source will assist HHA in reviewing them, and will provide recommendations on which, if any, provider to enter into an agreement with. Pure Source will use its expertise in the field to foster a competitive procurement environment by following the competitive purchase methodology laid out in Chapter 5 of the U.S. Department of Housing and Urban Development’s (HUD) procurement handbook and NJ procurement laws. The following factors will be considered when making recommendations to HHA.<ol style="list-style-type: none"><li>a) The financial benefit to HHA, based upon the percentage of annual savings.</li><li>b) The ability to offer an agreement with a 5-year term, with optional extension periods, not to exceed 20-years in totality.</li><li>c) The resulting projected cash flow post subscription.</li><li>d) The ability to offer an agreement with a cancellation for convenience clause, in accordance with HUD Form 5370-C, Appendix II of 2 CFR Part 200, HUD required Indemnification and Conflict clauses, and incorporation of these forms and as addendums to the subscription agreement(s)/PPA(s)</li><li>e) Identify financial or other risks (related to the EPC) associated with entering into a CS savings subscription agreement, if applicable.</li></ol></li></ol>

	<p>f) When the proposed projects will reach their commercial operation date (COD), which directly ties to when HHA can expect to begin receiving the savings.</p> <p>g) Prior experience of working with low to moderate income housing providers, specifically public housing authorities and their LIHTC/RAD affiliates.</p> <p>h) Whether the prospective provider will use the HHA’s account to qualify their project for the NJ LMI Solar Adders, and if so approved, will they share the additional funds with the HHA by increasing the proposed bill credit discount.</p> <p>2) Prior to the expiration of the initial 5-year term, RW will assist the HHA in completing a new RFP, so that the HHA can either renew its existing agreement to keep its current savings percentage in place or re-procure agreements to increase the bill credit discount percentage.</p>

ARTICLE 2.	COMPENSATION:
	<p>Award of this contract will be on an “fixed fee” basis such that if the Contractor is required to produce the scope of work at their own risk.</p> <p>1) Completion of the scope of work shall be defined as providing recommendation and delivery of Community Solar Agreement(s) for HHA’s signature. All fees paid to Pure Source will be paid by RFP respondents, assuming the HHA awards contracts after RFP completion. The fee will be based on reasonable market conditions within the State of New Jersey, and will be disclosed within the RFP document.</p>

ARTICLE 3.	OTHER PROVISIONS:
	<p>1) Attachment A – Procurement Handbook 7460.8, Rev 2, Table 5.1</p> <p>2) Method of Procurement: Micro-Purchase, reference 2 CFR 200.67</p>

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

Executive Director, HHA	Contractor Pure Source
<i>Anthony Ferris</i> Signature	<i>Chad Whittaker</i> Signature
3/24/2025 Date	3/24/2025 Date