



Housing Authority of the City of Decatur

Request for Proposal

GA-011-2018-15

PAYROLL SERVICES/HR SERVICES

TABLE OF CONTENTS

1.0	INTRODUCTION	3
2.0	RFP INFORMATION AT A GLANCE	4
3.0	DHA’S RESERVATION OF RIGHTS.....	5
3.1	Right to Reject, Waive, or Terminate the RFP	5
3.2	Right to Not Award	5
3.3	Right to Terminate.....	5
3.4	Right to Determine Time and Location	5
3.5	Right to Retain Proposals	5
3.6	Right to Negotiate	5
3.7	Right to Reject any Proposal	5
3.8	Right to Award More than One Contract	5
3.9	No Obligation to Compensate.....	5
3.10	Right to Prohibit	5
4.0	SCOPE OF SERVICES.....	6
4.1	HUMAN RESOURCE INFORMATION SYSTEMS.....	6
4.2	PAYROLL PROCESSING	9
4.3	TIME AND ATTENDANCE	12
5.0	PROPOSAL FORMAT	13
5.1	TABBED PROPOSAL SUBMITTAL.....	14
5.2	PROPOSAL SUBMITTAL BINDING METHOD	17
5.3	PROPOSAL SUBMISSION	17
5.4	SUBMISSION CONDITIONS.....	18
5.5	SUBMISSION RESPONSIBILITIES	18
5.6	CONTACT WITH DHA.....	18
5.7	EQUAL EMPLOYMENT OPPORTUNITY AND SUPPLIER DIVERSITY.....	19
6.0	PROPOSAL EVALUATION	21
6.1	EVALUATION FACTORS.....	21
6.2	PREFERENCE EVALUATION FACTOR.....	22
6.3	EVALUATION METHOD.....	22
7.0	CONTRACT AWARD.....	24
7.1	AN AGREEMENT TO ABIDE	24
7.2	CONTRACT CONDITIONS	24
7.3	INSURANCE REQUIREMENTS	25
7.4	NEGOTIATE FINAL FEES	25
7.5	CONTRACT SERVICE STANDARDS	25

1.0 INTRODUCTION

The Housing Authority of the City of Decatur, GA (hereinafter, “DHA”) was established in 1938, under the laws of the State of Georgia. DHA is a quasi-governmental agency, separate and distinct from the general city or county government.

The primary role of the Housing Authority of the City of Decatur, Georgia (“*Decatur Housing Authority*” or “DHA”) is building and managing quality affordable housing for low to moderate income families. Over the years, DHA has expanded its focus to include the revitalization of the Decatur community as a whole through the renewal and redevelopment of substandard housing, as well as improving facilities in the downtown area. DHA operates several programs to assist low to moderate income families with quality affordable housing alternatives.

- **Public Housing** – Families pay 30% of adjusted income towards rent and utilities in DHA’s 289 units of public housing located in the City of Decatur.
- **Section 8 Substantial Rehabilitation** – Families pay 30% of adjusted income for rent and utilities in 111 units in the City of Decatur
- **Low Income Tax Credit Units** – Families pay set reduced rental rates for 10 units in the City of Decatur.
- **Section 8 Housing Choice Vouchers (HCV)** – Families pay 30% of adjusted income for rent and utilities in private rental housing located in the metro area. Section 8 HCV – 868 and 280 portables.
- **Workforce Housing** – DHA and its related non-profit develops, owns and operates a number of apartments. In most cases, a percentage of units are reserved for low to moderate income residents while other units are available at market rate. Owned Workforce Housing – 74 Units
- **Homeownership** – DHA has developed and rehabilitated numerous homeownership and condominium units since 2000. Ownership – 146 units.

DHA has a professional management and maintenance team. DHA administers an annual budget in excess of \$15 million, which includes capital outlays for comprehensive improvements. Funding sources include the U.S. Department of Housing and Urban Development, rental income, and limited other income. As one of the largest providers of affordable housing in Decatur, DHA has extensive experience in the management and development of residential rental property.

The Housing Authority of the City of Decatur, GA (hereinafter, “DHA”) is seeking written proposals from a qualified professional or firm having extensive experience working directly with public housing authorities (PHA) to provide Payroll Services, including limited Human Resource Services.

REQUEST FOR PROPOSAL (RFP) – GA-011-2018-15 – Payroll Services/HR Services

2.0 RFP INFORMATION AT A GLANCE

Table 1

CONTACT PERSON <i>(NOTE: Unless otherwise specified, any reference herein to "Contracting Officer" or "(CO)" or "Finance Director" shall be a reference to Ms. Bowers.)</i>	Tamera Bowers, Finance Director Decatur Housing Authority 750 Commerce Drive, Suite 400, Decatur, GA 30030 Telephone (404)270-2107 TDD/TYY (800) 545-1833
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	Access DHA's Website at http://www.decaturhousing.org/contractingproposals.html <ul style="list-style-type: none">• Click on the applicable RFP.• Follow the listed directions.• Be sure to download all applicable forms and documents• If you have any problems in accessing or registering on the system, call for customer assistance at (404)270-2107.
DEADLINE TO SUBMIT QUESTIONS	<ul style="list-style-type: none">• Questions due to DHA:<ul style="list-style-type: none">– <u>December 7, 2018 by 3:00 p.m. EST</u>• Answers will be posted on DHA Website no later than:<ul style="list-style-type: none">• <u>December 12, 2018 by 5:00 p.m. EST</u>
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	<ol style="list-style-type: none">1. Submit one (1) ORIGINAL and four (4) copies of your "hard copy" proposal to DHA Central Office.2. Be sure that all documents are executed as required.3. Be sure that all required forms and exhibits have been included.
PROPOSAL SUBMITTAL RETURN & DEADLINE	<u>December 14, 2018 by 3:00 p.m. EST</u> To: Housing Authority of the City of Decatur Attention: Tamera Bowers, Finance Director 750 Commerce Drive, Suite 400 Decatur, Georgia 30030 * NOTE: The "hard copy" proposal must be received in-hand and time-stamped by DHA by no later than 3 p.m. EST on this date
DHA EVALUATION PROCESS	<u>December 17 – 19th, 2018</u>
ANTICIPATED APPROVAL BY DHA BOARD OF COMMISSIONERS	<u>January 2, 2019</u> Decatur Housing Authority 750 Commerce Drive, Suite 400, Decatur, GA 30030
ANTICIPATED "GO LIVE" DATE	<u>February 1st, 2019</u>

3.0 DHA’S RESERVATION OF RIGHTS

DHA reserves the right to:

3.1 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 DHA to be in its best interests.

3.2 Right to Not Award

Not award a contract pursuant to the RFP.

3.3 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)”.

3.4 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.

3.5 Right to Retain Proposals

Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the CO.

3.6 Right to Negotiate

DHA reserves the right to negotiate a contract with the individual(s), firms(s), or organization(s) who provides the greatest benefit to DHA, not necessarily the lowest price.

3.7 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.

3.8 Right to Award More than One Contract

DHA reserves the right to select more than one “Proposer(s)” for this RFP and make more than one award of a contract.

3.9 No Obligation to Compensate

Have no obligation to compensate any “Proposer(s)” for any costs incurred in responding to this RFP.

3.10 Right to Prohibit

At any time during the RFP or contract process to prohibit any further participation by a “Proposer(s)” or reject any proposal submitted that does not conform to any of the requirements detailed herein. By downloading the electronic RFP each prospective “Proposer(s)” is thereby agreeing to all terms and conditions listed within this document and further agrees that he/she will inform the CO in writing within five (5) days of the discovery of any item listed herein or of any item that is issued thereafter by DHA that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve DHA, but not the prospective “Proposer(s)”, of any responsibility pertaining to such issue.

4.0 SCOPE OF SERVICES

DHA is seeking a qualified firm to provide the following Payroll Services:

4.1 HUMAN RESOURCE INFORMATION SYSTEMS

4.1.1 General Information

- *Access* – Configurable security levels for Executive Director / Director / Employee access
- *Accruals* – Capacity to handle multiple types of accruals (annual, fiscal year, monthly) for varied benefits
- *Alerts / Notifications* – Email alerts and notifications when an approval is needed or if a change has been made
- *Asset Management* - Of assigned tools, equipment, etc.
- *Audit Trails*
- *Compliance Reporting* – Monitoring and tracking key information for compliance reporting such as EEO-1, worker’s compensation, workplace accidents, and OSHA forms
- *Integration* – Seamless integration between Payroll, Financial Statements, and Human Resources of data, time and attendance.
- *Navigation* - Easy, intuitive navigation
- *Status Changes* – Capacity to handle status changes for a maximum of 49 employees: regular, temporary, full-time, and part-time.
- *Tracking* – I-9 Tracking and E-Verify
- *Varied Schedules* – Successfully handle varied “standard” (flex-time) hours
- *Workflow Management* – Easily track workflow processes online

4.1.2 Employees

- Online access to view pay stubs, W-2s, and available leave
- Electronic Timesheet entry, with a Director approval process
- Electronic Time-off Request, with a Director approval process
- Select their benefit options through open enrollment
- Entry of own data (i.e. personal data, beneficiary, emergency contact information, Equal Employment Opportunity (EEO) race and ethnicity classifications, etc.) for New Hires and Current Employees
 - Management of employee’s own personal information
- Ability for current employees to apply for positions electronically
- Sign up for training opportunities (i.e. webinars), with a Director approval process
- Access to Company Intranet to access forms, employee handbook, etc.

4.1.3 Executive Director / Department Director

- Access employee records
- Receive notifications of various events that impact employees (i.e. performance review dates)
- Create, run, and access various employee and departmental reports
- Review and approve employee timesheets
- Viewing and reprinting employee pay stubs and W-2s
- Managing security and user access to critical HR data

4.1.4 Historical/Record Keeping

- Unlimited history for each employee
- On-line help screens available for functions and processes
- Ability to make corrections to historical, current, and future records
- Effective accommodation of effective dating for future or past dates
- Effective processing of multiple transactions for an employee when transactions all have the same effective date
- System storage of scanned documents or picture images
- System setup of non-employee or those who are non-paid (Board Members, temporary employees, interns and volunteers)
- Data archiving capabilities for inactive/terminated employees

4.1.5 Benefits Administration

- Ability to upload files to benefit vendor systems for new hires, terminations, and changes
- Administering employee benefits and conducting open enrollment
- Produce census reports
- Customizable reports for census, self-billing
- Must seamlessly integrate with the payroll system such that election changes update payroll deductions

4.1.6 Benefit Plans

- Checks and balances that prohibit employees from making unauthorized changes
- Customizable open enrollment and employee changes
- Automatic premium updates for age and salary benefit calculations
- Adjustment of insurance amounts when a salary increases or decreases
- Group uploads for enrollments
- Ability to handle calendar / fiscal / anniversary based benefit plans
- COBRA Tracking / Billing
- FMLA Tracking
- EAP – Employee Assistance Program
- HAS – Health Savings Account Management

4.1.7 Employee Benefit Statements

- Include both employee and employer costs for all applicable benefits
- Customizable
- Online benefit enrollment

4.1.8 Payroll/HR Reporting

- Ability to handle consolidated reporting across government entities and other organizations
- Ability to print single employee records
- Ability to save queries both “globally” as well as “personally” so that users are not inundated with a barrage of queries in the drop down menu
- Ability to schedule standard reports
- Benefit Premium Reports
- Easy report generation from all fields available across all systems (Payroll, Human Resources, and General Ledger)
- Flexibility for user to define selection criteria, data ranges, sorting and grouping options, and report output, so as to allow customizable reporting
- Government mandated reports
- EEO-1 Reporting
- HIPAA Reporting
- Workers Compensation Reporting
- Provision of an integrated, user friendly, ad hoc report writing tool
- Provision of both “point-in-time” as well as historical reporting capabilities

4.1.9 Training and Education

- Schedule and manage diverse training – required, general, new hire and orientation
- Keep track of participants
- Audit required certifications / licenses / degrees

4.1.10 Performance

- Set up reminders for upcoming or past-due performance reviews
- Create employee performance review templates
- Allow employees to view their performance review history
- Tracking and reporting for employee performance issues / disciplinary actions

4.1.11 Recruitment/Selection

- Tracking from applicant to hire – including source information, process, hiring costs, etc.
- Allow for separate classes – Internships and Volunteers

4.1.12 Position Control / Budgeting

- Manage salaries and pay grades (comparability)
- Entry and tracking of all status changes (i.e. new hires, terminations, leaves, promotions, transfers, and more)
- Production of organizational chart / hierarchy
- Compensation planning tools
- Position control such that system prohibits and employee hire/transfer if a position does not appear as “vacant”
- Position allocation function
- Comparability updates

4.1.13 Compensation

- Tracking employee salary and status changes over time
- Analytical reports for budget and compensation studies and analysis
- Ability to enter and track Supplemental Pay (i.e. Phone Allowance, Deferred Compensation)
- Report showing full cost of pay and benefits

4.2 PAYROLL PROCESSING

4.2.1 Employee Categories

- Provide a time and labor recording system consistent with FLSA that can accurately account for the following employee categories:
 - General employees non-exempt from the overtime rules in FLSA that requires payment of overtime worked in excess of 40 hours in a five-day work week
 - General employees exempt from the FLSA overtime rules
 - General employees may also be categorized as permanent or temporary; full-time or part-time
 - Maintenance staff with required pay of overtime per HUD rules

4.2.2 Payroll Capabilities

- Multiple taxation (Medicare vs. Non-Medicare)
- Section 125 benefit and tracking
- 457 deferred compensation
- Allocate hours at payroll data entry
- Allocate taxes and benefits for each allocation
- Multiple benefit accruals with maximum balance
- ACH
- Compatibility with regards to current HA computer system (TenMast)
- Tax Filing – State and Federal
- Time and Attendance
- **General Ledger**

The proposed software shall provide costs for all benefits associated with employee pertaining to hours worked in a multi-fund and multi-project environment. Therefore, the allocation of benefits would be done by the payroll system as a percentage of time worked per each applicable fund/project or be a predetermined allocation table. The software must be capable of integrating the general ledger system to payroll and cost benefits.

- **Deductions**

The proposed system shall be able to have multiple deductions and shall maintain data necessary to be submitted with benefit providers. The system shall be able to generate the data necessary to pay benefit providers and to list employees who are receiving the benefits. The system shall have the ability to deposit funds in employee selected financial institutions.

- **Pay Rate Changes and Employee Promotions and Transfers**

The system shall be able to provide a history of changes pertaining to employee pay and position changes.

4.2.3 General Processing

- Ability to process mass changes of variable amounts (such as charitable deductions, merit payments, etc.)
- Ability for employees to update electronically W-4 forms, direct deposit, elections, etc.
- Ability to perform year-end corrections/adjustments as needed up to the cut-off time for year-end W-2 generation
- Ability to make one-time, recurring or term (specified number of pay periods) benefit deductions
- Ability to allocate pay and/or hours of an employee between departments
- Automated deduction payments for insurance, retirement, workers comp and other payments by Agency.
- Ability to provide for disaster recover, both for the vendor site and main office
- Hardware requirements and software licenses required by the vendor for each our users must be specified and a cost provided for each license

4.2.4 Payroll Record Keeping

- System must create a “permanent” record for each employee that will include information that does not change from pay period to pay period. The update of this record must be limited and password protected.
- Each employee will be assigned an employee number that will remain unchanged while employed by DHA. The number must be at least capable of 5 digits (99,999 discrete numbers).
- At minimum the permanent file will include items such as personal information (i.e. Name, Social Security Number, Address, Telephone Number, Emergency Contact), and also payroll elections related to withholding (W-4), allotments, deductions and the like.
- It should be index-able by name, employee number and other criteria as defined by DHA.

4.2.5 Payroll Processing

- Accurately and timely process 26 (or 27) bi-weekly payrolls based on timeframe to be designated by DHA.
- Able to seamlessly accept payroll information from DHA by time to be designated by DHA, and deliver earnings and leave statements and checks within 2 days or less
- Direct deposits able to be posted to bank accounts on pay date
- Prepare the quarterly/annual forms and submit to the Federal and State agencies by required deadline
- Remit all payroll taxes to Federal and State agencies on bi-weekly basis within prescribed time frames
- Prepare special checks or accept manual checks for error correction purposes
- Prepare and remit garnishments and tax levies as required as part of each payroll cycle
- Convert DHA from a Wednesday through Tuesday bi-weekly pay period to a more traditional pay period

4.2.6 Payroll Reporting

- Prepare payroll reports and provide to DHA the following information:
 - Leave and earnings report for each employee each pay period
 - Summary and detail leave report by department
 - Summary and detail earnings report by department
 - Summary and detail deduction reports by department
 - As required injury reports
 - Special reports/projects requested by DHA staff
 - Reports must be capable of being downloaded to Excel
 - Provision of reports in electronic storage format required

4.2.7 Time Categories

- Hours Worked
- Paid Leave
 - Administrative Leave
 - Bereavement
 - Comp Time
 - Vacation Leave
 - Executive Leave
 - FMLA Leave
 - Holiday Leave
 - Jury Duty
 - Medical Leave
 - Military
 - Non-Paid Leave
 - On-Call
 - Personal Day
 - Sick Leave

4.2.8 Accruals

- System must be able to handle multiple varieties of accruals
- System must be able to also take on additional classes of employees in the future if DHA desires (i.e. PT employees)

4.2.9 Holidays

- System must account for the following holidays DHA provides for its employees, as well as be able to add or delete holidays as needed:
 - New Year's Day
 - Martin Luther King Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Holiday – 2 days
 - Christmas Holiday – 2 Days

4.2.10 Implementation

- Data conversion of payroll files from DHA/current vendor files:
 - Timeline for conversion and implementation of new systems must be provided
 - List of vendor team that will be assigned to this task, including the designated project manager to include assistance in setting up payroll record for each existing employee.

4.3 TIME AND ATTENDANCE

4.3.1 Module

- An electronic time and attendance module must be provided that will allow the daily posting of time by each employee and the certification of correctness by a member of the supervisor chain of command. This includes all categories of work time and leave time as specified by DHA. The ability to assign employee work schedules through this system is preferable.

4.3.2 Employee/Supervisor Accessibility

- The electronic time and attendance system must be accessible via PC's both at home (For Directors Only) and office. There must be an access system at remote sites that may not have a computer.

4.3.3 General

- Multiple data entry/collection options
- Employee Scheduling
 - Create, view or change employees' schedules
 - Supervisors can create schedules that employees can view by month, week or day
 - Time Sheet Management
 - Data can be reviewed and edited for tracking purposes
- Reports
 - Combination of "canned" and user-generated reports
 - Ease of report writing
 - Manager/Employee Self-Service
 - Managers:
 - Approve requests
 - Enter sick, holiday, jury duty, or other non-work time
 - Comparative between approved time vs. pending requests
 - Management approval hierarchies for review/edit/sign off on time and attendance
 - Employees:
 - Enter, review transfer, and submit time sheets and Paid Time Off requests
 - Balances both on paychecks
 - System access
 - View a wide range of standard reports or generate custom reports
 - Reports of balances for employee/division/department
- Exception Handling

- Input of atypical schedules
- Accruals of atypical Paid Time Off (PTO)
- Customize rules and accruals:
 - Specify our own overtime, rounding, lunch and holiday rules
 - Automate complex rules for accumulating vacation, sick time and other types of benefit accruals
- Labor Distribution
 - Allocate time to different departments/locations
 - System must be able to print a general ledger distribution by pay period, by month and YTD that agrees with General Ledger and financial statements.
 - Detail must include the wages/salary and fringe benefit costs by employee by costs center (Property Code) by the line item general ledger account number show on the financial statements.

4.4 MISCELLANEOUS

4.4.1 Reports

- Master File
- Check register
- Check reconciliation
- Labor distribution
- Detailed summary
- Vacation and sick accruals and balances
- Custom report writing and capability

4.4.2 Additional Features

- All information contained within the system shall be easily downloaded into Microsoft Excel and other Microsoft products
- The proposed system must allow for multiple users
- The system shall perform all tasks regarding governmental reporting (i.e. W-2) 941, workers compensation, State of Georgia Unemployment, etc.) and the information submitted shall clearly and in detail state the proposers warranty and guarantee pertaining to such. Please note that DHA issued approximately 45 W-2's last year.
- Transfer of funds shall be done electronically through agreed upon financial institutions.

4.4.3 Typical Procedure – At a minimum:

- DHA staff will enter all payroll information via an electronic timesheet
- Once the electronic timesheet has been entered it will then be transmitted to the contractor
- The contractor will process all pay checks, including set-up for ACH
- The contractor will prepare bi-weekly and month end reports and deliver such to the HA electronically

5.0 PROPOSAL FORMAT

5.1 TABBED PROPOSAL SUBMITTAL

So that DHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below. Each category must be separated by numbered index dividers (where the number extends so that each tab can be easily located without opening the proposal) and labeled with each tab numbered sequentially as shown below. If no information is to be placed under any of the tabs (including the “Optional” tabs), place 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.**

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

5.1.1 TAB 1 – Form of Proposal

This form is attached hereto as “Attachment A” to this RFP document. This one page form must be fully completed, executed where provided thereon and submitted under this tab as part of the proposal submittal.

5.1.2 TAB 2 – Form HUD-5369-C – Certifications and Representations of Offerors, Non-Construction Contract

This form is attached hereto as “Attachment B” to the RFP document. This two page form must be fully completed, executed where provided and submitted under this tab as a part of the proposal submittal.

5.1.3 TAB 3 – Profile of Firm Form

This form is two pages and attached hereto as “Attachment C” to this RFP document. This form must be fully completed, executed, and submitted under this tab as a part of the proposal submittal.

5.1.4 TAB 4 – Statement of Qualifications

Briefly state the qualifications of the firm. DHA requests that the description be as short as possible. The description should include the following:

- Identify the individual(s) who will manage (individually or collectively, the Manager) this project on a day to day basis.
- Describe the Manager's background.
- Define the Manager's position within the firm and indicate the degree to which the Manager will be able to commit the firm's resources to DHA.
- Describe the Manager's availability and the Manager's other commitments and how those commitments might impact the Manager's availability.
- Identify other professionals and members of your firm who will be assigned to work on this project.
- Describe each member's role and responsibilities and the aspects of each member's background relevant to this request for services.
- Briefly describe your personal or your firm's qualifications, including a short list of relevant services and a list of current and past Housing Authority clients and years of engagement.
- Briefly describe your experience with any Housing Authority Software, specifically TenMast.
- Include any other information that you consider essential to a fair evaluation of your firm's experience and capabilities.
- Include a statement that your personal or firm's key professionals do not have or anticipate having a potential conflict of interest with DHA.
- Include a statement by a person or persons authorized by your firm clearly indicating that this Statement of Qualifications is binding.
- Include a statement binding you or your firm during the term of the Contract to maintain in full force and effect professional liability insurance covering, inter alia, securities and malpractice related claims (the "Insurance"). Please provide a description of the coverage (including amount) of the Insurance.
- Please list any pending claims or disputes relating to prior opinions as counsel in any municipal finance transaction.
- DHA reserves the right to request references after submission of the Response.

5.1.5 Tab 5 – Price Proposal

Briefly submit a proposal that describes the basis for compensation. It is requested that the Price Proposal be as short as possible, preferably no more than one page.

- The Pricing Proposal should include a schedule of fixed hourly rates for each level of staff (if more than one person is proposed) expected to be required to perform the services requested.
- Describe any additional charge that may be expected to be charged in connection with performance of such services. Please specify markup, if any, on reimbursable expenses.
- Prior to the award of the Contract, DHA intends to enter into negotiations concerning a fee structure, which provides the best overall value to DHA. If an agreement cannot be reached with the highest ranked firm, negotiations will be attempted with the other firms.

5.1.6 Tab 6 – Client Information

The Proposer shall submit a listing of former or current clients, including any other Public Housing Authority, for whom the Proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:

- The client's name;
- The client's contact name;
- The client's email address;
- The client's telephone number

A brief narrative description and scope of the service(s) and dates the services were provided, including a description of those specific services, including scope, size, cost, principal elements and special features.

5.1.7 Tab 7 – Equal Employment/Supplier Diversity

The Proposer(s) must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within Section 5.7 herein pertaining to supplier diversity (E.g. small, minority, and women owned businesses). If no hires, suppliers, or vendors are contemplated, the Proposer(s) should so state.

5.1.8 Tab 8 – E-Verify Certification

The Proposer must submit an executed copy of the E-Verify Certification form included in this RFP as "Attachment G-4".

5.1.9 Tab 9 – Subcontractor/Joint Venture Information – OPTIONAL Item

The Proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Such Joint Venture firms or any major subcontractors ("major" meaning a projected 10% or more of the work) must also submit the documentation named herein within Tab Numbers 1, 2, 3, 4 (especially Standard Form 330), 5, 6, 7, 9 and 10.

REQUEST FOR PROPOSAL (RFP) – GA-011-2018-15 – Payroll Services/HR Services

5.1.10 Tab 10 – Section 3 Business Preference Documentation – OPTIONAL Item

For any Proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment D and any documentation required by that form. If no hires, suppliers, or vendors are contemplated, the Proposer should so state.

5.1.11 Tab 11 – Other Information - OPTIONAL Item

The Proposer may include hereunder any other general information that the Proposer believes is appropriate to assist DHA in its evaluation.

NOTE: If no information is to be placed under any of the above noted tabs, especially the “OPTIONAL” tabs, place 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!

5.2 PROPOSAL SUBMITTAL BINDING METHOD

It is preferable and recommended that the Proposer bind the proposal submittals in such a manner that DHA can, if needed, remove the binding or remove the pages from the cover (i.e., 3-ring binder, etc.) to make copies then conveniently return the proposal submittal to its original condition.

5.3 PROPOSAL SUBMISSION

All proposals must be submitted and time-stamped received in the designated DHA office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of ONE (1) original signature copy (marked “ORIGINAL”) and FOUR (4) exact copies (each proposal submittals should have a cover and extending tabs) of the proposal submittal, shall be placed unfolded in a sealed package and addressed to:

Housing Authority of the City of Decatur
Attn: Douglas S. Faust, Executive Director
750 Commerce Drive, Suite 400
Decatur, GA 30030

The package exterior must clearly denote the above noted RFP number and must have the proposer’s name and return address. Proposals received after the published deadline will **NOT** be accepted.

5.4 SUBMISSION CONDITIONS

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 DHA by the Proposer, such may invalidate that proposal. If, after accepting such a proposal, DHA decides that any such entry changed the intent of the proposal that DHA intended to receive, DHA may accept the proposal and the proposal shall be considered by DHA as if those additional marks, notations or requirements were not entered on such. By downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that DHA delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

NOTE: DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED!

5.5 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 DHA, including the RFP document, and the documents listed at the end of this document, 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 DHA requirements contained within the documents may cause that Proposer to not be considered for award.

5.6 CONTACT WITH DHA

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the designated Contracting Officer, Douglas S. Faust, Executive Director, or Tamera J. Boxers, Finance Director ONLY. Proposers must not make inquiry or communicate with any other DHA 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 DHA to not consider a proposal submittal received from any proposer who may not have abided by.

5.7 EQUAL EMPLOYMENT OPPORTUNITY AND SUPPLIER DIVERSITY

Both the Contractor and DHA have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

i. Within 24 CFR 85.36(e) it states:

- a.** *Contracting with small and minority firms, women’s business enterprise and labor surplus area firms.*
- b.** *The grantee and sub grantee will take all necessary affirmative steps to assure that minority firms, women’s business enterprises, and labor surplus area firms are used when possible.*
- c.** *Affirmative steps shall include:*
 - 1)** *Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;*
 - 2)** *Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;*
 - 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;*
 - 4)** *Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women’s business enterprises;*
 - 5)** *Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and*
 - 6)** *Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (e)(2) (i) through (v) of this section.*

ii. Within HUD Procurement Handbook 7460.8 REV 2 it states:

- a.** **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.*
- b.** **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 or full and open competition.*

- iii. Within the DHA Procurement Policy it states that our Agency will:**
- a.** *Assist Small and Other Business, Required Efforts;*
 - b.** *Including such firms, when qualified, on solicitation mailing lists;*
 - c.** *Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;*
 - d.** *Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;*
 - e.** *Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;*
 - f.** *Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;*
 - g.** *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*
 - h.** *Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.*
- iv. Requirements** – The proposer must submit in response to this bid showing compliance, to the greatest extent feasible, with these regulations.

REQUEST FOR PROPOSAL (RFP) – GA-011-2018-15 – Payroll Services/HR Services

6.0 PROPOSAL EVALUATION

6.1 EVALUATION FACTORS

The following factors will be utilized by DHA to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

Table 2

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	20 points	<i>Subjective</i>	PROPOSAL RESPONSE – Responsiveness of the proposal clearly stating an understanding of and addressing the Scope of Services, including all required submission attachments. Demonstrated quality performance in the delivery of the requested services.
2	50 points	<i>Subjective</i>	EXPERIENCE/QUALIFICATIONS – Evidence of the proposer’s capability to provide professional services in a timely manner. Demonstrated record that the respondent has delivered high quality Payroll and Human Resource Services during the past 5 years.
4	20 points	<i>Subjective</i>	OVERALL QUALITY OF THE PROPOSAL – The overall quality and professional appearance of the proposal submitted, based upon the opinion of the evaluators.
5	10 points	<i>Objective</i>	PRICING – The Price Proposal as outlined in Section 5.1.5 and included under <i>Tab 5</i> will be used to score this factor.
100 points			>> TOTAL POINTS – Other Than Preference Points

REQUEST FOR PROPOSAL (RFP) – GA-011-2018-15 – Payroll Services/HR Services

6.2 PREFERENCE EVALUATION FACTOR

The following factors will be utilized by the CO to evaluate each proposal submittal received:

Table 3

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
6			SECTION 3 BUSINESS PREFERENCE PARTICIPATION – A firm may qualify for Section 3 as detailed with <i>Attachments D and D-1</i> (NOTE: A max of 15 points will be awarded)
6a	5 points	Objective	PRIORITY I, CATEGORY 1a – Business concerns that are 51% percent or more owned by residents of the housing development or developments for which the Section 3 – covered assistance is expended.
6b	5 points	Objective	PRIORITY II, CATEGORY 1b – Business concerns whose workforce includes 30% percent of residents of the housing development for which the Section 3 – covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3 – Covered housing development.
6c	5 points	Objective	PRIORITY VII, CATEGORY 4b – Business concerns that subcontract in excess of 25% percent of the total amount of subcontracts to Section 3 business concerns.
15 points			>> TOTAL MAXIMUM PREFERENCE POINTS
115 points			>> MAXIMUM TOTAL POINTS

6.3 EVALUATION METHOD

6.3.1 Initial Evaluation for Responsiveness

Each Proposal received will first be evaluated for responsiveness (i.e. meets the minimum requirements).

6.3.2 Evaluation Packet

An evaluation packet will be prepared for each evaluator, typically including but not required the following documents:

- a. Instructions to Evaluators;
- b. Proposal Tabulation Form;
- c. Written Narrative for each proposer;
- d. Recap of each proposer's responsiveness
- e. Copy of all pertinent RFP documents

6.3.3 Evaluation Committee

DHA 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. The designated CO is the only person at DHA that the proposers shall contact pertaining to this RFP (See Section 5.6). Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

6.3.4 Evaluation

It is anticipated that the CO will evaluate and award points pertaining to Evaluation Factor Number; and that the appointed evaluation committee, independent of the CO or any other person at DHA, will evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 1, 2, 3 and 4 (The “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

6.3.5 Potential “Best and Final” Negotiations

DHA 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 DHA in as timely a manner as possible, but in no case within no longer than five (5) business days after the beginning of such negotiations with the firms deemed to be in the competitive range.

6.3.6 Determination of Top-Ranked Proposer

The “Subjective” points awarded by the evaluation committee shall be combined with the “Objective” points awarded by the CO to determine the final rankings, which shall be 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 DHA Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at DHA’s option, be conducted prior to or after the BOC approval.

6.3.7 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 115 total possible points.

6.3.8 Notice of Results of Evaluation

If an award is completed, all proposers will receive by e-mail or mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

- a. Which proposer received the award;
- b. Where each proposer placed in the process as a result of the evaluation of the proposals received;
- c. The cost of financial offers received from each proposer;
- d. Each proposer’s right to a debriefing and protest

6.3.9 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 DHA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on DHA evaluation committee.

7.0 CONTRACT AWARD

If a contract is awarded pursuant to this RFP, this following detailed procedure will be followed:

7.1 AN AGREEMENT TO ABIDE

By completing, executing, and submitting the Form of Proposal, “*Attachment A*”, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by DHA in hard copy,” including the contract clauses already attached as “*Attachments G, and G-1 through G-4*”. Accordingly, DHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

7.2 CONTRACT CONDITIONS

The following provisions are considered mandatory conditions of any contract award made by DHA pursuant to this RFP:

7.2.1 Contract and Method of Payment

The final form of contract and scope of services will be negotiated between DHA and the top ranked firm after the selection process is complete. Invoices with proper document can be submitted on a monthly basis. Submit separate invoices for each project, or as requested by DHA.

7.2.2 HUD Forms

Please note that DHA 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 part of this RFP.

7.2.3 Assignment of Personnel

DHA shall retain the right to demand and receive a change in personnel assigned to the work if DHA believes that such change is in the best interest of DHA and the completion of the contracted work. Time spent on administrative items should not be billed at the consultant’s rate, but at an appropriate administrative rate.

7.3 INSURANCE REQUIREMENTS

Prior to award, but not as part of the proposal submission, the successful proposer will be required to provide:

7.3.1 Commercial General Liability - \$150,000 per person and \$1,000,000 per occurrence.

7.3.2 Worker's Compensation Insurance – Equal to or at least \$100,000 per employee (if applicable)

7.4 NEGOTIATE FINAL FEES

DHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer during negotiations may, at DHA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after DHA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO, successfully concluded within five (5) business days, DHA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer.

7.5 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.

LIST OF ATTACHMENTS

Attachment A	Form of Proposal – <i>Submit Along with Proposal Submittal</i>
Attachment B	Form HUD-5369-C: Certifications and Representations of Offerors – Non-Construction Contract– <i>Submit Along with Proposal Submittal</i>
Attachment C	Profile of Firm Form– <i>Submit Along with Proposal Submittal</i>
Attachment D	Section 3 – Business Self-Certification Form– <i>Submit Along with Proposal Submittal, if applicable</i>
Attachment D-1	Section 3 – Information Sheet for Contractors/Businesses
Attachment E	Form HUD-5369-B – Instructions to Offerors Non-Construction
Attachment F	Instructions to Proposers & Contractors (ITCP)
Attachment G-1	Form HUD-5370-C – General Conditions for Non-Construction Contracts
Attachment G-3	Section 3 – Sample Contract Appendix
Attachment I	E-Verify Compliance Information
Attachment I-1	E-Verify Affidavit– <i>Submit Along with Proposal Submittal</i>
Attachment K	Company Hiring Policy– <i>Submit Along with Proposal Submittal</i>
Attachment L	Form HUD-50070 – Certification for a Drug-Free Workplace– <i>Submit Along with Proposal Submittal</i>
Attachment M	Contractor’s Certification Concerning EEO– <i>Submit Along with Proposal Submittal</i>

Notes:

1. Attachments A, B, C and G-4 must be completed and included as Tabs 1, 2, 3 and 10 respectively in the respondent’s proposal.
2. Attachments D and D-1 are included in the respondent’s proposal only if applicable.
3. Attachments E, F, G-1, G-3, and I are informational and should not be included in the respondent’s proposal