



Montgomery Housing Authority

525 South Lawrence Street
Montgomery, Alabama 36104

REQUEST FOR PROPOSALS (RFP) 2020-14

SECURITY VIDEO SURVEILLANCE MONITORING AND MAINTENANCE SERVICES

DATE ISSUED: Wednesday, September 9, 2020

TYPE OF PROJECT: The Montgomery Housing Authority (MHA) is seeking proposals from qualified firm(s)/individual(s) to provide security video surveillance monitoring and maintenance services agency-wide.

CONTACT PERSON: Sheila Brown, Interim Procurement/Contract Administrator
sbrown@mhatoday.org

LAST DAY FOR QUESTIONS: Wednesday, September 23, 2020 at 3:00 p.m. (CST)

SUBMISSION DEADLINE: Tuesday, October 6, 2020 at 12:00 p.m. (CST)

SUBMISSION ADDRESS: Sheila Brown, Interim Procurement/Contract Administrator
Montgomery Housing Authority
525 South Lawrence Street
Montgomery, Alabama 36104

To request a copy of this RFP please visit our procurement page at www.mhatoday.org/procurement or you may request it in writing by emailing sbrown@mhatoday.org.

Separate sealed proposals will be accepted at the MHA's, Procurement/Contract Office, 525 South Lawrence Street, Montgomery, Alabama 36104, until the date and time noted above. Proposals will be held in confidence and not released in any manner until after contract award.

The responsibility for submitting a response to this RFP at the MHA on or before the stated time and date will be solely and strictly the responsibility of the respondent. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

TABLE OF CONTENTS

PART I – GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Method of Solicitation
- 1.3 Obtain Copies of this Solicitation

PART II – SUPPLEMENTAL INSTRUCTIONS TO RESPONDENTS

- 2.1 Submission of Proposals
- 2.2 Interpretation/Questions
- 2.3 Addendum and Update Procedures for the RFP
- 2.4 Proposal Format
- 2.5 Submittal Forms
- 2.6 Acceptance of Proposals
- 2.7 Time for Reviewing Proposals
- 2.8 Withdrawal of Proposals
- 2.9 Award of Contract
- 2.10 HUD Debarment and Suspension List
- 2.11 Certification of Legal Entity
- 2.12 Cost Borne by Respondent
- 2.13 Best Available Data
- 2.14 Contact with MHA, Staff, Board Members and Residents
- 2.15 Licenses and Insurance
- 2.16 Respondent Responsibilities
- 2.17 No Claim Against MHA

PART III – SUBMISSION REQUIREMENTS

- 3.1 Tabbed Proposal Submitted
- 3.2 Proposal Cost
- 3.3 Required Certifications/Forms

PART IV – SCOPE OF SERVICES

PART V – PROCUREMENT PROCESS

- 5.1 Proposal Evaluation/Contract Award
- 5.2 Evaluation Criteria
- 5.3 Summary of Evaluation Criteria

PART I – GENERAL INFORMATION

1.1 Introduction

MHA is soliciting competitive proposals from qualified firms with a documented track record of providing the required services through a formal Request for Proposal (RFP) process. Proposals should demonstrate detailed plans on how the respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal should demonstrate the respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with MHA. Finally, the proposal should include evidence of the respondent's previous experience and qualifications relative to the provision of such services. The Montgomery Housing Authority (MHA) is interested in enhancing its security camera solutions for the following MHA properties: Central Office, The Terrace, Tulane Gardens, Parks Place, Gibbs Village East, Gibbs Village West, and Paterson Ct. The Contractor selection will be determined in part by evaluation of the ability of the supplier to deliver products on time and within budget, along with their demonstrated understanding of the solution required and their responses during possible subsequent interviews. The decision to interview one (1) or more respondents will be at MHA's sole discretion based on the evaluation of each respondent's proposal.

MHA anticipates that it will initially award a contract for a period of two (2) years with the option, at the MHA's discretion, to renew for one (1) additional year.

1.2 Method of Solicitation

MHA is soliciting competitive proposals from qualified firms with a documented record of accomplishments of providing the required services, preferably for public housing authorities or other agencies through a formal RFP process.

1.3 Obtain Copies of this Solicitation

Single copies of the RFP package may be obtained, at no cost by:

1. Visiting the MHA's website at: www.mhatoday.org/procurement
2. Requesting via email to sbrown@mhatoday.org
3. Copies may also be picked up in person at:

Montgomery Housing Authority
Procurement/Contract Office
525 South Lawrence Street
Montgomery, Alabama 36104

Persons wishing to be emailed copies of the RFP may submit their request via email to: sbrown@mhatoday.org.

PART II – SUPPLEMENTAL INSTRUCTIONS TO RESPONDENTS

2.1 Submission of Proposals

Respondents should submit **one (1) original, two (2) copies and one (1) electronic device copy** of their proposal, dated and signed by an authorized official of the company. Proposals must be submitted in a

sealed envelope that shows the firm's name and address, and **clearly** written on the outside of the sealed envelope must be the words **“Security Video Surveillance Monitoring and Maintenance Services – (RFP 2020-14) - Tuesday, October 6, 2020 at 12:00 p.m. (CST)”**. **The electronic device must be labeled with the RFP number ‘RFP 2020-14) and the individual/firm name and enclosed in the sealed envelope.**

Proposals received after the deadline date and time may be determined unacceptable. Refer to form **HUD 5369-B, Section 6**, regarding late submissions and withdrawals.

All proposals must be submitted in accordance with the conditions and instructions provided herein and must remain open for acceptance for one hundred and eighty (180) days from the due date. Proposals should demonstrate detailed plans on how the Respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal should demonstrate the Respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with MHA. Finally, the proposal should include evidence of the Respondent's previous experience and qualifications, relative to the provision of such services.

2.2 Interpretation/Questions

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective respondent. Requests for interpretation must be made, in writing, at least ten (10) days before the submission due date and time to: Email: sbrown@mhatoday.org.

2.3 Addendum and Update Procedures for the RFP

During the period of advertisement for this RFP, MHA may wish to amend, add to, or delete from, the contents of this RFP. In such situations, MHA will issue an addendum to the RFP setting forth the nature of the modification(s). MHA will email (or send via regular postal mail or fax upon written request) any addenda to Respondents of this RFP solicitation. Interested parties may also view addenda on MHA's website www.mhatoday.org. It shall be the responsibility of each Respondent to ensure they have any/all additional addenda relative to this RFP.

2.4 Proposal Format

All proposals shall be submitted in 8 ½ x 11-inch format, preferably in three (3) ring binders. Larger size pages or inserts may be used, provided they fold into 8 ½ x 11 inches. All copies of the submittal must be identical in content and organization. The format of the respondent's proposal should be structured the same as the format of the RFP. Proposals should be organized into sections and tabbed for ease of review. Respondents must provide a comprehensive Table of Contents at the front of the proposal. The proposal also must be organized in response to the Submission Requirements. The front cover of the proposal should bear the name and number of the RFP, the date, and the Respondent's name, address, phone number and email address. The electronic copy shall be organized in the same format as the hard copy three ring binders. **The organization of the electronic copy shall have all attachments and/or tabs as one (1) PDF ensuring ease of review.**

2.5 Submittal Forms

Provided, as a part of the proposal, all required certifications and HUD forms, licenses and proof of insurance. All forms that require a signature or initials must bear an original initial or signature.

2.6 Acceptance of Proposals

Proposals must be signed, sealed, and received in completed form at MHA, no later than the proposal closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason and maybe returned unopened to the originator.

MHA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFP.

MHA reserves the right to reject the proposal of Respondents, who have previously failed to perform properly or to complete on time, a contract of similar nature. MHA also reserve the right to reject proposals of Respondents who habitually, without just cause, neglect the payment of bills or disregard their obligations to subcontractors, providers of materials, or employees.

2.7 Time for Reviewing Proposals

Proposals received prior to the closing date and time will be securely kept, unopened until the closing date and time. Proposals received after the closing date and time may not be considered. MHA's Evaluation Committee, appointed by the President/CEO, will evaluate all proposals properly received.

The Evaluation Committee will analyze proposals within the 180 days of the date and time due and make a recommendation for award of contract or not to award, to the MHA President/CEO.

2.8 Withdrawal of Proposals

Proposal may be withdrawn by written notice received any time before the contract award. Proposals may be withdrawn in person by Respondent or its authorized representative if the identity of such representative is established and a signed receipt of the withdrawn proposal is received by MHA prior to the contract award.

2.9 Award of Contract

Contract shall be awarded to the Respondent submitting a proposal according to the evaluation criteria contained herein, provided the proposal is in the best interest of MHA. The Respondent to whom the award is made will be notified at the earliest practical date.

2.10 HUD Debarment and Suspension List

The Respondents and all subcontractors' names or businesses must not appear on the HUD's Debarment and Suspension list.

2.11 Certification of Legal Entity

Prior to execution of the contract agreement, the Respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under the Alabama State Law and the City of Montgomery, Alabama.

2.12 Cost Borne by Respondent

All cost related to the preparation of this RFP and any related activities are the responsibility of the Respondent. MHA assumes no liability for any costs incurred by the Respondent throughout the entire selection process.

2.13 Best Available Data

All information contained in this RFP is the best data available to MHA at the time the RFP was prepared. The information given in the RFP is not intended as representation having binding legal effect. This information is furnished for the convenience of Respondents and MHA assume no liability for any errors or omissions.

2.14 Contact with MHA Staff, Board Members and Residents

Beyond the above referenced written communications, Respondents and their representatives may not make any other form of contact with MHA staff, Board members, or residents. Any improper contact by or on behalf of Respondents may be grounds for disqualification.

2.15 Licenses and Insurance

The awarded individual/firm shall have and maintain all required licenses necessary to conduct business in the City of Montgomery and the State of Alabama. All licenses must be kept up to date for the duration of any ensuing contract. Copies of all licenses must be in the Procurement/Contract office prior to contract execution.

Prior to contract award and for the duration of the contract, the successful proposer will be required to provide proof of insurance (as outlined) and the MHA shall be named as an additional insured.

Professional Liability (and/or Errors & Omissions) Coverage	\$1,000,000 each occurrence
General Liability Coverage	\$1,000,000 each occurrence
Comprehensive Automobile Liability Coverage	\$1,000,000 each occurrence
Worker's Compensation with Statutory Limits of the State of AL	

2.16 Respondent Responsibilities

Each Respondent is presumed by MHA to have thoroughly studied this RFP and become familiar with the contents, locations, and nature of requests. Any failure to understand completely any aspect of this RFP is the responsibility of the Respondent.

2.17 No Claim Against MHA

The Respondent shall not obtain, by submitting a proposal in response to this RFP, any claim against MHA or MHA's property for reason of all or any part of any of the following: the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter any agreements; any statement, representations, acts or omissions of MHA or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

PART III – SUBMISSION REQUIREMENTS

3.1 Tabbed Proposal Submittal

The Agency intends to retain the Contractor pursuant to a "Best Value" basis, not a "Low Bid" basis ("Best Value," in that the Agency will, as detailed within the following Section 5.2, consider factors other than cost in making the award decision). Therefore, so that the Agency can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted within the table below. Each category must be separated by numbered index

dividers, which number extends so that each tab can be located without opening the proposal and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the Agency has published herein or has issued by addendum.

RFP Section	Tab No.	Description
3.1.1	1	Form of Proposal. 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 Certifications and Representations of Offers Non-Construction, Form HUD SF-LLL Disclosure of Lobbying Activities, Form HUD 50071 Certification of Payments to Influence Federal Transactions, Form HUD 50070 Certification for a Drug-Free Workplace, and Form HUD 2530 Previous Participation Certification. These forms 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. 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 Cost/Proposed Services. The proposer will include a firm total cost and a detailed itemized breakdown of the total cost. The proposer shall place under this tab documentation further explaining the proposer’s services and showing how the proposer intends to fulfill the requirements of the Scope of Work listed in the preceding Section Part IV herein, including, but not limited to:
3.1.4.1		The proposer’s DEMONSTRATED UNDERSTANDING of the AGENCY’S REQUIREMENTS .
3.1.4.2		The APPROPRIATENESS of the TECHNICAL APPROACH and the QUALITY of the SERVICES PROPOSED .
3.1.4.3		The proposer’s TECHNICAL CAPABILITIES (in terms of personnel) and the MANAGEMENT PLAN (including the ability to provide the services detailed herein).
3.1.4.4		The proposer’s DEMONSTRATED EXPERIENCE in performing similar work and the proposer’s DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
3.1.4.5		If appropriate, how staff are retained, screened, trained, and monitored.
3.1.4.6		The proposed quality control program.
3.1.4.7		An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written; fax; Internet; etc.).
3.1.4.8		A complete description of the products and services the firm provides.

3.1.4.9		Proposed Engagement Letter. A copy of the proposer’s proposed engagement letter. Please note that the Agency WILL NOT accept this engagement letter as the eventual contract, but will consider including the proposed engagement letter as an appendix to the eventual contract that is executed. The Agency retains the right to (and most likely will) require certain revisions to the engagement letter, especially of proposed terms that either, in the Agency’s opinion, conflict with the terms listed within the contract.
3.1.5	5	Managerial Capacity/Financial Viability/Staffing Plan. The proposer’s entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of the, <i>Profile of Firm Form</i> . Such information shall include the proposer’s qualifications to provide the services; a description of the background and current organization of the firm (including a current organizational chart).
3.1.6	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:
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 email address;
3.1.6.4		A brief description and scope of the service(s) and the dates the services were provided.
3.1.7	7	Equal Employment Opportunity/Supplier Diversity. The proposer 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 the following Section 3.6 herein pertaining to supplier diversity (e.g. small, minority-, and women-owned businesses).
3.1.8	8	Subcontractor/Joint Venture Information. 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. Please remember that all information required from the proposer under the preceding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
3.1.9	9	Section 3 Business Preference Documentation. For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Submittal Form, Section 3 Business Preference Certification Form and any documentation required by that form.
3.1.10	10	Other Information. The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation.
3.1.11		No Information Placed under a Tab. If no information is to be placed under any of the above noted tabs, please place there under a statement

	such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." <u>DO NOT</u> eliminate any of the tabs.
3.1.12	Proposal Submittal Binding Method. It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the Agency can, if needed, remove the binding (i.e. “comb-type;” etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies, and then conveniently return the proposal submittal to its original condition.

3.2 Proposal Cost

Respondents shall provide a firm total cost along with a detailed itemized breakdown of total cost. This information shall be placed under **Tab 4 Proposed Cost**. Please show all expected expenditure to include all anticipated travel. Total cost must be all-inclusive.

3.3 Required Certifications/Forms

Each proposal shall contain a copy of the following HUD forms, which may be downloaded from the Procurement page of the MHA website: www.mhatoday.org.

- Section 3 Submittal Form
- Form of Proposal
- Profile of Firm Form
- Form HUD-5369-B Instructions to Offerors – Non-Construction
- Form HUD 5369-C Certifications and Representations of Offerors – Non-Construction Contract
- Form HUD SF-LLL Disclosure of Lobbying Activities
- Form HUD 50071 Certification of Payments to Influence Federal Transactions
- Form HUD 50070 Certification for a Drug-Free Workplace
- Form HUD 2530 Previous Participation Certification

PART IV - SCOPE OF SERVICES

The Montgomery Housing Authority (MHA) currently has 139 cameras deployed on 7 sites and desires cameras to be replaced by camera stations with simultaneous quad-stream recording and a reasonable cost system that will be capable of satisfying its security needs for an extended period of time. All proposed systems must be NEW equipment of high quality with extended warranty periods. Proposed systems and equipment must comply with all Federal, State, City and local laws and ordinances. The proposed system should be expandable and as best possible “future proofed” to minimize additional costs over the course of time.

Unlike current camera locations, MHA is unable to provide any power sources for any additional camera locations, to be mounted on poles. The contractor will be required to independently provide a power source from the local utility. MHA tenants/units are also excluded from providing power sources for cameras.

MHA is requesting proposals for a video security system solution at the following locations:

SITE NAME	PHYSICAL ADDRESS	NO. OF CAMERAS
Central Office	525 South Lawrence Street, Montgomery, AL	16
The Terrace	1301 Adams Ave, Montgomery, AL	18
Tulane Gardens	1101 Victor Tulane Circle, Montgomery, AL	16
Parks Place	660 Cleveland Court, Montgomery, AL	33
Paterson Ct.	609 Winnie St., Montgomery, AL	9
Gibbs Village East	1701 Terminal Road, Montgomery, AL	27
Gibbs Village West	2025 Terminal Road, Montgomery, AL	20
TOTAL UNITS:		139

The awarded contractor will receive Site maps with camera locations marked.

A. TECHNICAL SECTION:

The Offeror’s proposal must include a description of the product. The Offeror providing and installing the Digital Surveillance System must be an authorized installer. The system proposed is required to have the following minimum features or better:

1. System

- Self-contained mobile system requiring 120-240v power
- Simultaneous Quad-stream recording:
 - Live View in both high- and low- definition
 - Recording in both high- and low- definition
- Must use on-board storage, worldwide video streaming, and camera control over the Internet via its own independent internet source.
- Digitally recording, storing and reviewing video from multiple digital cameras within a single unit.
- Armor-plated interior storage system for bullet-resistant protection.
- Remote troubleshooting, configuration, system health monitoring, and notifications.
- Use standard connection methods 4G and Wi-Fi. Must be capable of Direct Network Cable if needed:
 - Wireless 802.11 transmission (Wi-Fi connection)
 - Wireless cellular connection

- Hot swappable hard drives for ease of maintenance and add on storage capability.
- Minimum 15 days of 24/7 playback storage for all cameras (storage must include high and low definition formats).
- Must not require remote server room or any office space within each community.
- Designed for outdoor use, vandal-resistant, and designed to be weather-proof.
- On board E-mail server.
- On board Web server.

2. Cameras

- 360-degrees of constant viewing with (4) IP cameras of 8 million pixels each, totaling 32 million pixels, or comparable:
 - Each sensor must have a field of view no greater than 110-degrees
 - An 8MP stretched/warped image is not acceptable
 - Four 2MP camera sensors totaling 8MP is not acceptable. Each individual sensor must be a minimum of 8MP
- Include additional pan/tilt/zoom (PTZ's) devices that can be controlled remotely:
 - 360-degree, endless panning, tilt, and zoom with minimum 25X magnification capabilities
- Infrared night-vision and/or low light capability

3. Reviewing Footage

- View live and recorded video without interrupting the recording process. Requesting video should be easy and intuitive by using simple mouse-click commands.
- Must be viewable from mobile device.
- User Authentication - Multi-level user with encrypted log-in and password entry. Must allow for multiple users to log in simultaneously.
- Recommended minimum of 20 frames per second in live viewing to ensure smooth playback.

- Court-Approved time and date & water mark stamp overlay for video authentication.
- Support forward, pause, slow motion, and 1X to 8X playback speed options,
- Motion detection indication during playback.

B. Other Proposal Needs:

- Design of both the infrastructure and network configurations of the installation:
 - Describe ease of use for system to be moved between locations as needed.
 - Installation Note: Final approval of work completed is required from MHA Project Manager for the project to be considered contractually complete.
- Description of power deployment plans.
- Configuration of the system for access by local police authority (RPD).
- DVR or NVR or other recommended recording/storage system including features of each specific system and differences between them.
- Listing/description of the different camera types available including a brief feature set for each.
- Certificates and references for the vendor on previous camera security system installations must be presented and experience deploying security solutions in a public housing or multi-family housing environment will be given added consideration.
- The Offeror will be required to provide expert-to-expert training for up to ten designated personnel from MHA or Montgomery Police Department (MPD). MHA staff must be able to access the system internally and externally through a secure web interface.
- Detailed written description of how the vendor will address guaranteed continuous connectivity through redundancy, placement of the security cameras, and system design and management.
- Electrical contractor must be insured pursuant to state requirements.
- The Offeror is required to provide at least 1 (one) paper copy schematic per site to be left at the site and at least one paper copy and one electronic format

copy of the same schematic for the central office staff indicating where cameras are located.

- Describe how the system is “future-proof” to minimize additional costs over the course of time.

Contract Terms

MHA is offering a two (2) years contract, with the option to renew for one (1) additional year, at the MHA's discretion.

PART V – PROCUREMENT PROCESS

5.1 Proposal Evaluation/Contract Award

Proposals received in response to this solicitation will be evaluated using the following evaluation process.

- a. The evaluation process will be used to determine the firms that will comprise the short list, from which final selection for contract award will ultimately be made.
 - (1) During the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee.
 - (2) Each member of the Evaluation Committee will score each proposal.
 - (3) Scoring will be based on predetermined Evaluation Criteria. The available points associated with each area of consideration are shown below in Item 5.2.
 - (4) The results of the evaluation, of both technical and cost proposals, will be used to determine those proposals to be considered in the competitive range.
 - (5) Proposals will be considered acceptable if they have a minimum score of 85 points and above.
 - (6) The Authority may request that proposers, whose submittals are in the competitive range, make oral presentations concerning their qualifications to the Authority's Evaluation Committee.
 - (7) Cost proposals will be considered acceptable if the proposed cost is clearly not excessive compared to the proposed costs of other Respondents with acceptable technical proposals.
 - (8) Respondents with acceptable technical and cost proposals may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the timeframe established by MHA will result in disqualification of Respondents proposals.
- b. Scoring will be based upon how well the proposal meets the criteria established in this RFP.

- c. MHA reserves the right to make no award or decline to enter negotiations should it believe that no Respondent to this RFP would be capable of delivering the necessary level of service within an acceptable price range and/or the time period.
- d. The Evaluation Committee will evaluate the merits of proposals received in accordance with the evaluation criteria stated in the RFP and formulate a recommendation. However, while a numerical rating system may be used to assist the Evaluation Committee in selecting the competitive range (if necessary) and making an award recommendation decision, the award decision is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposal using the criteria and their relative weights disclosed in the RFP.
- e. The Evaluation Committee, prior to final selection (s), shall engage in individual discussions/interviews with one or more Applicants; based on the initial responses to the RFP. During the discussions/interviews, Applicants are encouraged to elaborate on their qualifications, performance data, staffing expertise, and previous security video surveillance projects.

5.2 Evaluation Criteria

a. Organizational Capacity: 30 Points

- (1) Respondent's organizational capacity will be evaluated through an assessment of the Respondent's staff, specialists', and consultants' experience and qualifications. In addition, the Respondent's ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.
- (2) Maximum consideration will be given to those Respondents having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely, given current and projected workload

b. Relevant Experience and Past Performance: 25 Points

- (1) Relevant experience and past performance will be evaluated through an assessment of previous similarly related projects completed to date.
- (2) Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a documented track record of successfully completing projects of the same type required by this RFP.
- (3) Maximum consideration will also be given to those Respondents who exhibit a successful track record of performing similar services for public housing authorities.

c. Respondent's Approach/Engagement Related to the Scope of Service: 25 Points

- (1) The Respondent’s approach and response to the Scope of Service will be evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Service.
- (2) Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe, if applicable.

d. Proposal Cost: 20 Points

- (1) Proposal cost will be evaluated through a careful analysis of cost compared to the other Respondents proposals.
- (2) Maximum consideration will be given to those Respondents, who demonstrate through their submittals, the ability to perform the required work at minimum cost to MHA.

Additional Points:

Disadvantaged Business Enterprise (DBE), Minority/Women Business Enterprise (M/WBE): 5 Points
Section 3 Participation Plan: 5 Points

- (1) The level of Disadvantage Business Enterprise (DBE), Minority/Women Business Enterprise (M/WBE) and Section 3 participation will be evaluated through an assessment of action plans and participation schedules submitted.
- (2) Maximum consideration will be given to those Respondents, who demonstrate through their submittals, that MHA’s state participation goals, in terms of DBE, M/WBE and Section 3 business enterprise contracting, and Section 3 resident employment and training, will be met.

5.3 Summary of Evaluation Criteria

Evaluation Criteria Points

Technical:

Organizational Capacity	30 Points
Relevant Experience and Past Performance	25 Points
Respondent’s Approach/Engagement Relative to the Scope of Service	25 Points
Proposal Cost	20 Points
Total	100 Points

ADDITIONAL POINTS:

DBE and M/WBE Participation Plan	5 Points
Section 3 Participation Plan	<u>5 Points</u>
Total	10 Points

Total Possible Points

110 Points

**THIS SECTION
LEFT BLANK
INTENTIONALLY**

The Montgomery Housing Authority

525 South Lawrence Street
Montgomery, Alabama 36104

REQUEST FOR PROPOSALS (RFP) 2020-14 SECURITY VIDEO SURVEILLANCE MONITORING AND MAINTENANCE SERVICES

COST PROPOSAL FORM

TYPE OF PROJECT: The Montgomery Housing Authority (MHA) is seeking proposals from qualified firm(s)/individual(s) to provide security video surveillance monitoring and maintenance services agency-wide.

DATE ISSUED: Wednesday, September 9, 2020

CONTACT PERSON: Sheila Brown, Interim Procurement/Contract Administrator
sbrown@mhatoday.org

LAST DAY FOR QUESTIONS: Wednesday, September 23, 2020 @ 3:00 p.m. (CST)

SUBMISSION DEADLINE: Tuesday, October 6, 2020 @ 12:00 p.m. (CST)

FILL IN BELOW AND SIGN. PRICES ARE GUARANTEED FOR A MINIMUM OF 180 DAYS FROM PROPOSAL DEADLINE DATE.

COMPANY NAME: _____

BY: _____
Signature Written Name Title Date

ADDRESS: _____
Street / PO Box City State ZIP

PHONE: _____

FAX: _____

EMAIL: _____

ATTACH A COST BREAKDOWN SHOWING EXPENDITURES