



**415 EAST INDEPENDENCE
TULSA, OKLAHOMA 74106**

**REQUEST FOR PROPOSALS
FOR
TELEPHONE SERVICE
FOR THE HOUSING AUTHORITY OF THE CITY OF TULSA**

**DEADLINE:
PROPOSALS ARE DUE JUNE 1, 2018, AT 2:00 P.M.
AT
HOUSING AUTHORITY OF THE CITY OF TULSA
415 EAST INDEPENDENCE
TULSA, OK 74106**

Housing Authority of the City of Tulsa

REQUEST FOR PROPOSALS FOR TELEPHONE SERVICE FOR THE HOUSING AUTHORITY OF THE CITY OF TULSA

BACKGROUND

The administrative office (“Central Office”) of The Housing Authority of the City of Tulsa (“THA”) is located at 415 East Independence, Tulsa, Oklahoma. THA operates offices at nineteen (19) locations throughout the Tulsa metropolitan area.

INTENT

The objective of this Request for Proposals to solicit the services of one qualified provider to provide THA with Local Network Access for two (2) Primary Rate Interface (PRI) utilizing twenty-three (23) channels, Direct Inward Dialing (DID) numbers, and fifty (50) Plain Old Telephone System (POTS) lines while retaining current telephone numbers and DIDs.

TERMS

The Contract will be for an initial period of one (1) year and may be renewed for up to four (4) additional one (1) year periods with a written agreement from both parties and the availability of continued funding. Contract award may be subject to THA Board of Commissioner approval.

GENERAL REQUIREMENTS

The Service Provider must have previous experience in performing services similar to those requested. The Service Provider must furnish a certificate of Workers’ Compensation and Liability Insurance. THA requires that Service Provider have a minimum of \$1,000,000.00 each occurrence, of general liability and automobile liability insurance and THA be a named insured on all insurance policies. Service Provider must indemnify and hold THA harmless from all claims, causes of actions, and judgments for personal injury, loss of life or property damage suffered in, upon and about THA’s property, by a third party or parties as a result of the negligence of personnel employed by Service Provider. In the event the Service Provider is a non-profit organization, THA requires proof of non-profit status.

SCOPE OF SERVICES

A. Service Provider will provide POTS lines at the following site locations.

Location	Address	# POTS Lines
Central Office	415 E Independence St	2
E Seminole Warehouse	7522 E Seminole St	1
Seminole Hills	1624 E Virgin St	2
Whitlow Townhomes	1818D N Rockford Ave	2
Comanche Park	3608 N Quaker Ave	2
Apache Manor	2402 N Marion Ave	2
Pioneer Plaza	901 N Elgin Ave	5
Mohawk Manor	3637 N Birmingham Ave	2
Hewgley Terrace	420 S Lawton Ave	3
Riverview Park	2212 S Jackson Ave	2
Sandy Park	6301 W 11 th PL	2
Parkview Terrace	1615 W 59 th St S	1
LaFortune Tower	1725 SW BLVD	4
South Haven Manor	4012 W 56 th PL	2
East Central Village	12330 E Archer St	4
Scattered Sites	40 N Atlanta Ave	2
Murdock Villa	828 S Wheeling Ave	5
Inhofe Plaza	6565 S Newport Ave	3
Meadows Apartments	2820 S 116 th E Ave	2
Towne Square	1607 E Young PL	2
Wheatley Warehouse	3303 W Charles Page Blvd	1

B. Service Provider will provide the following services, which THA’s ShoreTel VoIP telephone system will utilize:

1. Two (2) PRI utilizing 23 channels each for voice
2. 378 DID Numbers
3. Caller ID Service
4. Long Distance Service - must identify the number of long distance minutes included in the proposal.

C. PS/ALI (e911) Service. THA prefers that PS/ALI service be included with the Service Providers proposal. THA's current provider of phone service has an agreement with West (formerly known as Intrado) for PS/ALI services.

PAYMENT

The Housing Authority of the City of Tulsa and the selected Contractor will agree upon the method of payment.

PROPOSAL CONTENT

Three (3) copies of each proposal shall be submitted for review. Interested parties should address by written narrative their expertise and experience with regard to the selection criteria listed below and in the body of this Request for Proposal.

1. **Price** – Proposal shall include detailed pricing schedule of regular monthly fees and also for any charges that will be incurred as a special fee, additional fee, or fees for setup and initialization of service.
The number of POTS lines required may fluctuate prior to the end of the current contract. Provide the pricing for POTS lines with a per/line cost to allow for calculation of expected cost on finalized number of lines.
As a course of THA's ongoing business, there will be a plausible need for the addition and termination of lines. Please describe in detail any activation fees, termination fees, and/or other special fees related to a change in lines on an ongoing basis.
2. **Reliability** – Proposal shall include the Service Level Agreement (SLA) attached to the Telephone Service being quoted.
3. **References** –List at least three (3) references that can verify the following regarding your organization:
 - A. Business references that are currently utilizing Telephone Service which are required as set forth in the body of this Request for Proposals.
 - B. Provide evidence of current business references which indicate the ability of the Service Provider to meet the requirements as requested by THA in the body of this Request for Proposals.

EVALUATION OF PROPOSALS

THA will evaluate each proposal using set criteria. Although cost is important, it is not the sole determining factor. Evaluation factors that will be considered in selection of the successful Service Provider are as follows:

Evaluation Criteria	Points
General Responsiveness to RFP and Completeness of Proposal	5
Price	50
Reliability	25
References	5
Section 3	15
Total Points	100

THA will evaluate all of the proposals received against the evaluation factors set forth above and select the most qualified Contractors and rank them in numerical order, based on the aggregate of the evaluation factors. Once the proposals are received and opened, THA **may** invite individual Contractors for a personal interview to aid in clarification of services, terms of service, or pricing. THA may then arrange for additional meetings to allow for evaluation and modification of the proposal, if necessary. Qualified Contractors may be given the opportunity to clarify any portion of their proposal and to submit their best and final offer to THA. At THA's discretion, after conducting a thorough review and cost analysis, the highest-ranking Contractor shall be selected. **Contract award may be subject to THA Board of Commissioners approval. THA reserves the right to reject any or all proposals.**

INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

All proposals are due June 1, 2018, by 2:00 p.m. in the Contracting Department of the Housing Authority of the City of Tulsa, 415 E. Independence, Tulsa, Oklahoma 74106. **Proposal must be clearly marked “PROPOSAL FOR TELEPHONE SERVICE.”** Proposals received after the deadline will be returned to the respective providers unopened. Technical inquiries should be directed to Steve King, (918) 581-5766 or Steve.King@TulsaHousing.Org, while general inquiries about the procurement process should be directed to Denise Brinker, (918) 581-5921 or Denise.Brinker@TulsaHousing.Org.

NOTE: Please reference HUD Form 5369 – Instructions to Bidders for Contracts Public and Indian Housing Programs, page 2 of 4, Item #5 Late Submissions, Modifications, and Withdrawal of Bids; regarding use of the U.S. Postal Service for bid submissions. Bids submitted in unmarked envelopes WILL NOT be opened.

Bids submitted by FedEx or UPS should be submitted in an interior SEALED ENVELOPE with the outside of the envelope plainly marked "BID DOCUMENTS" SHOWING CLEARLY, Item to be Bid, Date and Time to be opened. Bids submitted by FedEx or UPS that are not contained in a SEALED envelope will be placed back in the FedEx or UPS folder and deemed Non-Responsive.

ATTACHMENTS

Attachment “A”: CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 BUSINESS PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

(Attachment A)

CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 BUSINESS PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

NAME OF BUSINESS: _____

ADDRESS OF BUSINESS: _____

TYPE OF BUSINESS: Corporation Partnership Sole Proprietorship Joint Venture

Attached is the following documentation as evidence of status:

For business claiming status as a Section 3 resident-owned Enterprise:

- Copy of resident lease Other evidence Copy of evidence of participation in a public assistance program

For the business entity as applicable:

- Copy of Articles of Incorporation Certificate of Good Standing
- Assumed Business Name Certificate Partnership Agreement
- List of owners/stockholder and % of each Corporation Annual Report
- Latest Board minutes appointing officers Additional documentation
- Organization chart with names and titles and brief functional statement

For business claiming Section 3 status by subcontracting 25% of the dollar awarded to qualified Section 3 business:

- List of subcontracted Section 3 business and subcontract amount

For business claiming Section 3 status, claiming at least 30% of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

- List of all current full time employees List of all employees claiming Section 3 status
- PHA Residential lease (less than 3 years from date of employment) Other evidence of Section 3 status (less than 3 years from date of employment)

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement List of owned equipment
- Statement of ability to comply List of all contracts for the past 2 years with public policy

Corporate Seal

Authorizing Name and Signature

Notary

Title

My term expires: _____

Signature

Date

Printed Name

(Attachment A)

SUGGESTED AFFIRMATIVE ACTION PLAN FOR UTILIZATION OF PROJECT AREA BUSINESSES

Number Of All Contracts Proposed: _____

Name Of Company: _____

Dollar Value Of All Contracts Proposed: _____

Project: _____

To The Greatest Extent Feasible, Contracts Will Be Awarded Through Negotiation Or Bid To Qualified Project Area Businesses.

Goal Of These Contracts For Project Area Businesses:

PROPOSED TYPE OF CONTRACT	APPROX. COST	PROPOSED TYPE OF CONTRACT	APPROX. COST

Outline The Program To Achieve These Goals For Economically And Socially Disadvantaged:

NOTE: To Complete The Affirmative Action Plan, Follow Steps Outlines In Attached Exhibit.

(INSERT THIS DOCUMENT IN BID DOCUMENTS AND WITH BID)

DATE: _____

Signature

Date

Printed Name

(Attachment A)

**SUGGESTED AFFIRMATIVE ACTION PLAN FOR UTILIZATION OF PROJECT AREA BUSINESSES
(con'd)**

SUGGESTED SECTION 3 PRELIMINARY WORKFORCE STATEMENT UTILIZATION OF LOWER INCOME PROJECT AREA RESIDENTS AS REGULAR, PERMANENT EMPLOYEES, TRAINEES, APPRENTICES.

COMPANY NAME: _____

ADDRESS: _____

PROJECT: _____

	PRESENT PERMANENT EMPLOYEES (At Time of Contract Signing)	SECTION 3 WORKFORCE PROJECTION (Residents)	TOTAL PROJECTED WORKFORCE INCREASE
TRAINEES			
APPRENTICES			
JOURNEYPERSONS			
LABORERS			
SUPERVISORY			
SUPERINTENDENT			
PROFESSIONAL			
CLERICAL			

NOTE: RESIDENTS ARE THOSE LOWER INCOME PROJECT AREA RESIDENTS WHO HAVE BEEN QUALIFIED AS ELIGIBLE.

Signature

Date

Printed Name

SECTION 3 BUSINESS PREFERENCE CLAUSE

(Attachment A)

This contract is subject to the following conditions under Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3).

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor or organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprise. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

PREFERENCE FOR SECTION 3 BUSINESS CONCERNS IN CONTRACTING OPPORTUNITIES

(Attachment A)

The Housing Authority of the City of Tulsa has established the following priority for preference when providing contracting opportunities to Section 3 Businesses:

Priority I

Category 1a Business

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.

Priority II

Category 1b Business

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.

Priority III

Category 2a Business

Business concerns that are 51 percent or more owned by residents of any other housing development or developments.

Priority IV

Category 2b Business

Business concerns whose workforce includes 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.

Priority V

Category 3 Business

Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.

Priority VI

Category 4a Business

Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.

Priority VII

Category 4b Business

Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns.

Eligibility for Preference

A business concern seeking to qualify for a Section 3 contracting preference shall certify or submit evidence that the business concern is a Section business concern.

(Attachment A)

HUD directs within 24 CFR 135 that the THA may make award to qualified Section 3 business concern with the highest priority ranking and with the lowest responsive bid if that bid is:

- (a) within the maximum total contract price established by the THA; or
- (b) not more than “X” higher than the total bid price of the lowest responsive bid from any responsible bidder. “X” is determined as follows:

“X” = LESSOR OF:	
When the lowest responsive bid is less than \$100,000	10% of that bid, or \$9,000.00
When the lowest responsive bid is at least:	
\$100,000.00, but less than \$200,000.00	9% of that bid, or \$16,000.00
\$200,000.00, but less than \$300,000.00	8% of that bid, or \$21,000.00
\$300,000.00, but less than \$400,000.00	7% of that bid, or \$24,000.00
\$400,000.00, but less than \$500,000.00	6% of that bid, or \$25,000.00
\$500,000.00, but less than \$1,000,000.00	5% of that bid, or \$40,000.00
\$1,000,000.00, but less than \$2,000,000.00	4% of that bid, or \$60,000.00
\$2,000,000.00, but less than \$4,000,000.00	3% of that bid, or \$80,000.00
\$4,000,000.00, but less than \$7,000,000.00	2% of that bid, or \$105,000.00
\$7,000,000.00, or more	.5% of the lowest responsive and responsible bid with no dollar limit