

**HOUSING AUTHORITY OF THE CITY OF SUMMIT**

**"REQUEST FOR PROPOSALS"**

**FOR**

**DEBT COLLECTION LEGAL SERVICES**

**# 24-002**

PROPOSALS ARE DUE

NO LATER THAN

1:30 PM (Prevailing Time) ON TUESDAY, NOVEMBER 14, 2023

The proposal shall be submitted to [procurement@summitnjha.org](mailto:procurement@summitnjha.org)  
and clearly titled **"Debt Collection Legal Services"**.

**Background:**

The Housing Authority of the City of Summit (the Authority) owns and manages 195 units of housing at three (3) development sites: Vito A. Gallo Senior Building, a 125-unit high rise building; Glenwood Place, a 40-unit family site; and Weaver Street, a 30-unit family site.

Operational funds are provided through an Annual Contributions Contract (ACC) between the Authority and the U.S. Department of Housing and Urban Development.

The Authority successfully converted all of its public housing units to Project Based Housing Vouchers under the Rental Assistance Demonstration Program (R.A.D.) effective January 1, 2018. A cooperation agreement has been executed with the Madison (NJ) Housing Authority to administer the Housing Choice Voucher subsidy payments.

**Scope of Service:**

It is the intent of this Request for Proposal (RFP) to secure a qualified firm who specializes in recovering tenant debt to provide collection services including but not limited to civil judgement, credit reporting and wage garnishment for overdue accounts for the Authority beginning on or about January 1, 2024 and continuing for 12-months thereafter.

**Selection Criteria:**

The Authority will evaluate proposals based on the following criteria:

A: Qualifications/Experience: 0 to 45 points

Firm’s experience with similar projects.

B: Cost of Service: 0 to 40 points

The offeror’s proposed fee.

C: Compliance: 0 to 15 points

Offeror’s compliance with all specifications and/or other requirements contained in this RFP.

---

TOTAL

up to 100 points

## Requirements:

### A. Document Requirements

The following is a description of the minimum information that must be supplied by firms in their proposals. It is open to all firms to give such supplementary facts or materials that they consider may be of assistance in the evaluation of the proposal submitted. Proposals that omit critical elements may be considered non-responsive.

### B. Table of Contents

### C. Executive Summary

Provide a brief summary of your firm's approach to the work associated with the requested services, to include an understanding of the scope of services required and unique or innovative approaches to be utilized in performing these services.

### D. References and Examples of Prior Work

Three (3) references must be submitted with each proposal. For each reference include:

- The term (beginning and ending dates) of your contract agreement(s)
- A brief description of the scope of work
- The name, address, and telephone number of the individual that administered your contract(s)

### E. List of project lead and all key members of the firm and any consultant who will be committed to this project. Indicate the level of effort and function of each member of the project. Prepare organization structure to show how the key members will be involved. Include resumes of these individuals.

### F. Offeror's fee for performing the services must be firm fixed prices (inclusive of all incidental expenses) which are not subject to adjustment based upon actual costs incurred. The offeror's firm fixed prices shall be negotiable.

### G. If the offeror intends to use subcontractors in the performance of the work, the subcontractor name(s) and description of the work to be subcontracted must be provided with the offeror's proposal. The percentage of work to be performed by each should also be listed.

### H. Statement that the firm is financially sound and has financial resources sufficient to successfully execute this prospective Summit Housing Authority agreement in the time frame outlined. Provide a financial statement of the firm upon request of Summit Housing Authority.

### I. Evidence of all appropriate and applicable insurance coverage carried by the firm, including policy coverage periods. Offerors shall furnish the Authority with certificates of insurance showing that the following insurance is in force and will insure all operations under this RFP, and name Summit Housing Authority as an additional insured. Required insurance levels are as follows:

- Workers' compensation in accordance with NJ rules and regulations

- General liability insurance with a single limit for bodily injury of \$1,000,000 per occurrence and property damage limit of no less than \$1,000,000 per occurrence. The insurance may have a combined aggregate of coverage amounting to no less than \$1,000,000. Such insurance shall protect offeror against claims of bodily injury or death and property damage to others. The insurance shall cover the use of all equipment, hoists and vehicles used on the site(s) not covered by offeror's automobile liability.
- Automobile liability on owned and non-owned motor vehicles used on the site(s) or in connection herewith for a combined single limit of bodily injury and property damage of not less than \$1,000,000 per occurrence.

All insurance shall be carried with companies that are financially responsible and admitted to do business in the State of NJ. Offeror shall not permit the insurance policies required to lapse during the period for which the Agreement is in effect. All certificates of insurance shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least thirty (30) day's prior written notice has been given to the Authority.

J. Execution Plan

Offerors must supply a proposed project execution plan for delivery of services. This plan shall be updated, as necessary, in the event of contract award and maintained throughout the project as deemed necessary. This plan shall include but not be limited to the following:

- A general description of the services and timeframe that the offeror anticipates will be required to complete the project described in this RFP.

K. Non-Collusive Affidavit

L. Basis of Proposal

The successful offeror(s) will be expected to execute a standard professional service contract with the Authority.

Offerors are advised to check that all parts of this RFP package have been received. Offerors shall be responsible for informing themselves with respect to all conditions, which might in any way affect the cost or performance of any of the work. Failure to do so shall be at the sole risk of the offeror and no relief shall be given for errors or omissions by the offeror.

Partial or incomplete proposals will not be accepted. An authorized representative of the offeror must sign proposals.

## **Proposal Submissions:**

Responses to the Request for Proposals are to be submitted no later than 1:30 PM (prevailing time) on Tuesday, November 14, 2023 to [procurement@summitnjha.org](mailto:procurement@summitnjha.org) and clearly titled **“Debt Collection Legal Services”**. Interested firms should contact [procurement@summitnjha.org](mailto:procurement@summitnjha.org) to request the RFP package for this contract or download the solicitation at [www.summitnjha.org](http://www.summitnjha.org).

No proposal shall be withdrawn for a period of sixty (60) days without the written consent of the Authority. The Authority reserves the right to reject any or all proposals and to waive any informalities in the proposal process.

No late proposals will be accepted.