

RESOLUTION 2021-04-13

**RESOLUTION AWARDING CONTRACT FOR SOFTWARE SERVICES
TO THE HOUSING AUTHORITY TOWN OF DOVER**

WHEREAS, the Board of Commissioners of the Housing Authority Town of Dover has determined that there is a need to obtain the services of a software contractor to provide new software since existing software is outdated; and

WHEREAS, the Housing Authority is required by the Department of Housing and Urban Development to submit data in a required format; and

WHEREAS, this software contract is awarded without competitive bidding as “Specialized Goods and Services” under the provision of the Local Public Contracts Law; and

WHEREAS, based on the evaluation from the Executive Director and the Housing Authority Staff upon reviewing all submittals and associated costs; it was determined that **PHA-Web** had the best software for housing authority needs; and

WHEREAS, the Housing Authority wishes to accept the proposal from **PHA-Web with a start-up cost of \$16,990 and an annual support cost of \$3,240.**

NOW THEREFORE BE IT RESOLVED that **PHA-Web** is hereby awarded the contract for software services.

Original Signed By:

Maria Tchinchian, Director/Secretary

4/6/2021

Date Adopted

EVALUATION CRITERIA – PHA-Web

CRITERIA	WEIGHT
Strength and Expertise of Vendor	
The software meets the function requirements listed without requiring modification or future development and/or the vendor has the strength and experience to design and build the software.	25
Cost	
Cost includes cost of software, installation, implementation, project management and training. The cost of ownership will be evaluated and considered.	15
Support Services and Service Level Agreement	
Support services included ongoing maintenance, new releases; support of HUD mandated changes and service level agreement related to issue resolution and overall responsiveness. Other factors include change management and documentation.	25
Implementation Methodology and Conversion Services	
Ability to deliver and install software within an acceptable timeframe.	10
Training Services	
Training services include training approach, education options and training with like or test system.	10
Housing Authority Experience	
Evidence of past performance. Detail of all Public Housing work both current and past. Include costs and status of work.	15
TOTAL	100

Start-Up Cost: \$16,990

Annual Support Cost: \$3,240