



Somerset Community Action Program  
REQUEST FOR PROPOSAL TRAINING CENTER OUTFITTING

Proposals will be received by Somerset Community Action Program (SCAP). Interested vendors should submit one original and 1 copy of their proposal response documentation in an envelope marked as follows: SCAP TRAINING CENTER

Please submit bids to:

Mark Harris  
Executive Director  
Somerset Community Action Program  
155 Pierce Street, Suite F  
Somerset, NJ 08873-4173

Formal proposals must be received by **Monday, May 17, 2021, at 4:00 PM.**  
Please direct all inquiries to Mark Harris, Executive Director at  
mharris@somersetcap.org

SCAP is requesting a proposal for the outfitting of a computer lab to be used as a training center. Vendors are required to provide as much detail as possible in this proposal, regarding scope of services, approach to securing and installing the technology used by SCAP users, and their capability and experience. SCAP reserves the right to reject any or all proposals or to accept any proposal considered most advantageous to the organization.

REQUEST FOR PROPOSAL TRAINING CENTER

1. INTRODUCTION

SCAP is requesting proposals from qualified, professional technology vendors for Information Technology equipment and installation. Project is to be completed no later than July 9, 2021

The following are the services requested under this proposal

1. Twenty trainee computers
2. Necessary network cabling for all computers
3. Installation of computers and necessary cabling

## 2. SUBMISSION REQUIREMENTS

Due to the nature of this proposal, it may be necessary for vendors to see the space to be used as the training center. Pictures of the space will be available upon request and in person visits may be scheduled. Visitors will be limited to 2 per bidding company and all Covid-19 safety procedures must be followed at all times including masks and social distancing.

- Profile: Provide a short profile of the firm including at a minimum:
  - Company name, address, telephone number(s), and website.
  - Length of time in business
  - Length of time in providing proposed services.
  - Name, title, email address, and telephone number of the person(s) to contact and who are authorized to represent the firm and to whom correspondence should be directed.
  - A statement indicating that the proposal and cost schedule will be valid and binding for ninety (90) days following the proposal due date and will become part of the contract negotiated with SCAP.
  - A brief statement of your understanding of the services to be performed and make a positive commitment to provide services as specified.
- Terms and Conditions Agreement: All bidders must meet the mandated requirements outlined in Attachment D set forth by the Federal Housing and Urban Development (HUD) Community Development Block Grant (CDBG)

## 3. EVALUATION CRITERIA

A selection committee, appointed by the SCAP board will review the vendors qualifications. From this review, an evaluation and selection process will be completed using the following criteria as a benchmark for making a recommendation. SCAP will award the contract and inform the winning bidder by May 31, 2021. Project is to be completed by July 9, 2021.

The Criterial are shown below:

- A. Approach and Methodology
- B. Experience of the Firm
- C. Project Staffing and Experience
- D. Pricing

A rating system based on pre-defined points and percentages will be used to evaluate the proposals. The award of the contract will be made to the firm whose proposal receives a favorable evaluation and recommendation from the evaluation committee, and the board of trustees, should it receive a favorable evaluation.

## 6. Miscellaneous

The SCAP Board and committee reserve the right to reject any or all proposals for failure to meet the requirements contained wherein, to waive any technicalities, and to select the proposal which, in SCAP's sole judgement, best meets the requirements of the organization.

The RFP creates no obligation on the part of SCAP to award a contract or to compensate the Bidder for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews.

SCAP reserves the right to award a contract based on proposals received without further discussion or negotiation. Vendors should not rely upon the opportunity to alter their qualifications during any discussions.

SCAP further reserves the right to make such investigation as it deems necessary, to determine the capability of the vendors to furnish required services, and vendors shall furnish all such information for this purpose as SCAP may request.

Vendors must specifically identify any portions of their submittals, deemed to contain confidential and proprietary information, or trade secrets. The vendors may be required to justify why SCAP should not, upon written request, disclose such materials.

All requests from the vendor for additional information must be made in writing (includes email), and this information provided will be made available to all vendors at the discretion of SCAP.

Examinations of the existing systems can be arranged by contacting the Executive Director.

**Deadline May 17, 2021 4 PM**

**ATTACHMENT D – Bidders  
GENERAL TERMS AND CONDITIONS**

Bidders are advised that Federal Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds are being provided for this project, and that compliance with the following mandated requirements is necessary:

**1. COMPLIANCE WITH FEDERAL REGULATIONS**

The Contractor agrees to comply with all federal regulations governing the use of funds under which this project is made available as they apply as of the date of the Contract and as such regulations may be amended by the Federal Government or agencies.

**2. COMPLIANCE WITH FEDERAL LABOR STANDARDS REQUIREMENTS**

The Contractor agrees that, except with respect to the rehabilitation of residential property designed for residential use for less than eight (8) families, the Contractor and all subcontractors engaged under contracts in excess of \$2,000 for the construction, prosecution, completion or repair of any building or work financed in whole or in part with assistance provided under this Agreement, shall comply with HUD requirements pertaining to such contracts, and the applicable requirements of the regulations of the Department of Labor under 28 CFR Parts 3 and 5 and 5a governing the payment of wages and the ratio of apprentices and trainees to journeyman provided, that if wage rates higher than those required under the regulations are imposed by State or local law, nothing hereunder is intended to relieve the Contractor of its obligation, if any, to require payment of the higher rates. The Contractor shall cause, or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of 29 CFR 5.5 and, for such Agreements in excess of \$10,000, 29 CFR 5a.3.

No award of the contract covered under this Section of the Agreement shall be made to any contractor who is at the time ineligible under the provisions of any applicable regulations of the Department of Labor to receive an award of such contract.

**3. COMPLIANCE WITH HOURS AND WAGE REQUIREMENTS**

The Contractor agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended (40 U.S.C. 276A - 276A-5) and to comply with the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327-28) and all regulations issued pursuant to the above acts, and with all other applicable Federal laws and regulations pertaining to labor standards in so far as these acts apply to the performance of this Agreement.

**4. COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS**

In Regard to Contracts Subject to Executive Order 11246, as Amended.

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability, marital status or family status. The Contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, disability, marital status or family status. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provision of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor state that all qualified applicants will receive consideration for employment without regard to race color, religion, sex, national origin, disability, marital status or family status.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining Agreement, or other Agreement or understanding, a notice to be provided by the contract compliance officer advising said labor union or workers representative of the Contractor commitment under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor,

issued pursuant thereto, and will permit access to all books, records and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- (6) In the event of the Contractors noncompliance with the nondiscrimination clauses of the Agreement, or with any of such rules, regulations, or orders, this Agreement may be canceled, terminated or suspended, in whole or in part, and the Contractor may be declared ineligible for further government Agreements or federally assisted construction Agreement procedures authorized in Executive Order 11246 or September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event a Contractor becomes involved in, or its threatened with, litigation with a contractor or vendor as a result of such direction by the Department, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

**5. NONDISCRIMINATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED**

The Contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and HUD regulations with respect thereto, including the regulations under 24 CFR Part 1.

**6. COMPLIANCE WITH TITLE VII OF THE CIVIL RIGHTS ACT OF 1968, AS AMENDED**

The Contract is subject to the requirements of Title VII of the Civil Rights Act of 1968 (P.L.90-284) as amended.

**7. COMPLIANCE WITH AFFIRMATIVE ACTION**

The Contractor agrees that it shall be committed to and carry out an affirmative action program in keeping with the principles as provided in Executive Order 11246, as amended.

**8. INTEREST OF CERTAIN FEDERAL OFFICIALS**

No member of or delegate to the Congress of the United States of America, and no Resident Commissioner, shall be admitted to any share or part of this Contract to any benefit to arise from the same.

**9. DRUG FREE: "Drug Free Workplace"** --The Contractor will or will continue to provide a drug-free workplace by:

**A.** Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

**B.** Establishing an ongoing drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the grantee's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1; and making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A and B.