REQUEST FOR PROPOSAL (RFP)
SOLICITATION NO. 2017-01

COMPUTER HARDWARE AND SOFTWARE

Nevada Rural Housing Authority
Carson City, Nevada

Request for Proposal Issued November 9, 2017
Deadline to submit is 11:00 A.M. PST on November 20, 2017
INTRODUCTION

The Nevada Rural Housing Authority (hereinafter, “NRHA or agency”) is a quasi-public entity established in 1973 under the laws of the State of Nevada to address affordable rural housing needs throughout the state. NRHA is headed by an executive director and is governed by a five-person Board of Commissioners appointed by the Nevada League of Cities & Municipalities and the Nevada Association of Counties.

NRHA administers a variety of successful housing programs, including Housing Choice Voucher and other rental assistance, single-family mortgage programs, weatherization assistance, real estate development and community planning services and affordable rental housing with multiple owned U.S. Department of Housing and Urban Development, United States Department of Agriculture and Low-Income Housing Tax Credit assisted housing developments. NRHA works with a consortium of public and private partners, including state and federal housing agencies and local community service groups. NRHA has a strategic alliance with Nevada Rural Housing Inc. (NRHI), a Nevada non-profit corporation subject to Section 501(c) 3 of the Internal Revenue code.

In keeping with its mission to promote, provide and finance affordable housing opportunities for all rural Nevadans, NRHA is soliciting proposals from qualified firms to procure computer equipment and software to the agency. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachment in their entirety.

RFP INFORMATION AT A GLANCE

<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
<th>Stacey Sept, <a href="mailto:ssept@nvrural.org">ssept@nvrural.org</a></th>
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<tbody>
<tr>
<td></td>
<td>Office: 775-887-1086 Fax: 775-887-1838</td>
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<tr>
<th>HOW TO OBTAIN RFP INFORMATION</th>
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<tr>
<td>1. Access <a href="http://www.nvrural.org/RFP">www.nvrural.org/RFP</a></td>
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<tr>
<td>2. Click on Computer Hardware and Software RFP</td>
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<tr>
<th>HOW TO RESPOND TO THIS RFP</th>
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<tr>
<td>Submit original plus 2 copies of your “hard copy” proposal as instructed in Section 3 of RFP document</td>
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<th>DEADLINE FOR QUESTIONS</th>
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<tr>
<td>Questions must be submitted via email no later than 5:00 P.M. PST November 15, 2017. Questions and answers will be made available to all interested parties by end of day November 17, 2017</td>
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<th>RFP SUBMITTAL DEADLINE</th>
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<tr>
<td><strong>Monday, November 20, 2017 at 11 A.M. PST</strong></td>
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<tr>
<td>Nevada Rural Housing Authority</td>
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<tr>
<td>Attn: Stacey Sept</td>
</tr>
<tr>
<td>3695 Desatoya Drive Suite 106</td>
</tr>
<tr>
<td>Carson City, NV 89701</td>
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<tr>
<td>The proposal must be received by NRHA no later than 10 A.M. on this date.</td>
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<th>APPROVAL BY NRHA BOARD OF COMMISSIONERS</th>
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<td><strong>Friday, December 8, 2017 at 10:00 A.M. PST</strong></td>
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<tr>
<th>ANTICIPATED COMMENCEMENT OF WORK</th>
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<tr>
<td>January 8, 2018</td>
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1. NRHA RESERVATION OF RIGHTS

1.1. NRHA reserves the right to reject any or all proposals or parts therein, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the NRHA to be in its best interests.

1.2. NRHA reserves the right to request oral information, additional written documentation, presentations, and/or interviews to supplement any or all written proposals.

1.3. NRHA reserves the right to require firms to submit financial statements.

1.4. NRHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

1.5. NRHA shall have no obligation to compensate any firm for any costs incurred in responding to this RFP.

1.6. NRHA shall reserve the right to, at any time during the RFP or contract process; prohibit any further participation or reject any proposal submitted that does not conform to any of the requirements detailed herein, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. By accessing the internet site and downloading this document or otherwise obtaining this document, each prospective firm is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will immediately inform the NRHA contact person, in writing, of the discovery of any item listed herein or of any item that is issued thereafter by NRHA that he/she feels needs to be addressed by the deadline for questions given above.

1.7. NRHA reserves the right to negotiate the fees proposed.

1.8. NRHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 90 days subsequent to the deadline for receiving proposals.

1.9. NRHA prefers to award one contract to the responsible respondent submitting the proposal which is most advantageous to the NRHA, but reserves the right to make a partial award, split award, or no award.

1.10. NRHA reserves the right to retain all submitted material.

1.11. NRHA reserves the right to determine the days, hours and locations that the successful firm(s) shall provide the services called for in this RFP.

1.12. NRHA reserves the right to demand and receive a change in personnel assigned to the work if the agency believes such change is in the best interest of NRHA and the completion of the contracted work.

1.13. NRHA reserves the right to require firms to sign a non-disclosure agreement.

1.14. NRHA reserves the right to terminate any contract awarded pursuant to this RFP at any time, in part or in whole, for its convenience upon ten (10) days’ written notice to the successful firm(s).

1.15. NRHA reserves the right to negotiate a contract with another firm responding to this RFP if, at any point, services of the initial awardee are deemed unacceptable and the contract is terminated.

2. SCOPE OF WORK

NRHA desires respondents to provide the following:

**Desired Hardware or comparable – See Computer Specs below – 35 Each**

- Business Laptop (HP)
- Intel Core i5 2.5 GHz Dual Core CPO
- 2 USB 3.1 Ports
- 8 GB DDR4 2133 MHz Memory
- 256GB SSD – Increased Performance
- Built in Video, surround, Webcam, and Network
- 14” 1920x1080 LED-Backlit HD+ Anti-Glare Screen
- 802.11 a/b/g/n/ac Wireless – Bluetooth 4.2
- Size: 13.3” x 9.3” x 0.7” Weight: 3.26 lbs.
- Windows 10 Professional 64 bit
NRHA anticipates it will award a contract for equipment that will begin on or about December 11, 2017. NRHA will collaborate with the successful respondent regarding a work schedule after contract award. At a minimum, the plan must include the following elements:

2.1. Coordinate a date and time for receipt of new computers
2.2. NRHA desires the respondent to advise on, provide technical support for set up of all new computers.
2.3. Image computers to specifications of each recipient.
2.4. Specify computer/hardware warranty duration.

3. SUBMISSION REQUIREMENTS

Proposals must be submitted no later than 11:00 a.m. PST, Monday, November 20, 2017. Proposals will be accepted by email (PDF format), standard mail or hand delivery at the following location:

Nevada Rural Housing
Authority Attn: Stacey Sept
3695 Desatoya Drive, Suite 106
Carson City, NV 89701
ssept@nvrural.org
Phone: 775-887-1086
Fax: 775-887-1838

The package must clearly denote Computer Hardware and Software RFP. Proposals submitted after the published deadline will not be accepted.

Proposals must be organized according to the following format and must address each of the points detailed below:

3.1. PART ONE – Technical Proposal is to include five (5) sections numbered consecutively and clearly marked, consisting of the following:

1) **Letter of Transmittal:** This letter of transmittal, signed by a company official authorized to bid on behalf of the firm, must identify all parties to the proposal. Include name, address, telephone number, and email address of the person(s) authorized to submit and discuss the proposal. The letter must clearly state the intention of the respondent, if selected, to provide the services at the proposed prices and within any specified time frame. **Do not include the dollar amount of your proposal in this section; this must be provided as a separate document, see item 3.**

2) **Firm Profile and Experience:** Provide a description of the firm’s prior experience in the procurement of computer equipment and software, including any experience in providing these services to public housing authorities, state and/or federal organizations. Include the number of years the firm and its staff have been in the business of providing these services.

3) **Outline of Proposal:** Provide a comprehensive outline of the goods and/or services to be provided. Please provide a price breakdown in line item format, by the cost of each deliverable good and/or service. Please list any bulk discount rate as a separate line item.

4) **References:** Provide the company name, contact name, phone number, and email address of a minimum of three (3) clients that have used your services similar to those requested in this RFP.
4. EVALUATION CRITERIA:

NRHA intends to select the successful firm pursuant to a “Best Value” basis, not a “Low Bid” basis (“Best Value” means that NRHA will consider factors other than just cost in making its award decision). This section describes the process to be used by NRHA in evaluating proposals.

4.1. All proposals will be evaluated by a selection committee appointed by the Executive Director and approved by the Board of Directors.

4.2. NRHA will make a presentation before the Board of Commissioners on December 8, 2017 at 10:00 A.M. PST for final review and decision.