

NOTICE TO OFFERORS/PROPOSERS/BIDDERS

SEALED PROPOSALS WILL BE RECEIVED by the Town of Hempstead Housing Authority, (“Housing Authority”) 760 Jerusalem Avenue, Uniondale, New York, 11553, until 1:00 p.m. local time on April 1, 2026, for:

Management Software and Data Migration, in order to transition from the Housing Authority’s existing paper application process, involving submission and review of paper / hardcopy applications for housing, and convert to an electronic (and internet) based notice, filing and review system. This includes necessary software upgrades along with related management, training, integrated inventory tracking, consulting and support services.

The solicitation / RFP Documents may be obtained at the office of the Town of Hempstead Housing Authority, 760 Jerusalem Avenue, Uniondale, New York, 11553, by calling 516-485-9666 or by email. Email requests to lschwab@tohha.org. There will be a public opening of proposals. The opening shall be solely for the purpose of recording the names of each Offeror.

[For purposes of this solicitation, the terms “Offeror,” “Proposer” and “Bidder” are used interchangeably and have the same meaning.]

Proposals should identify:

- * the software to be provided;
- * method and manner of transitioning the application process from the hardcopy paper system currently used by the Housing Authority to the electronic / internet-based system;
- * support services to be provided;
- * training to be provided;
- * integrated inventory tracking system to be provided;
- * consulting services to be provided

Proposals should also identify the costs for the software and the services as well as the proposed duration of the services and related costs for each proposed term for the proposed services.

The Housing Authority reserves the right to waive all informalities in any proposal, or to accept or reject any or all proposals, and to accept the proposal most favorable to the interests of the Housing Authority, after all proposals have been examined and checked. The Housing Authority reserves the right to negotiate with each offeror and to award one contract for all services and items; or separate contracts, to one or more offerors, to the extent most favorable to the Housing Authority. By submitting a proposal, the offeror agrees that it shall not withdraw its proposal within sixty (60) days after the date set for receipt of proposals or any extensions thereof, without the consent of the Housing Authority, which consent may be withheld at the sole discretion and option of the Housing Authority.

All costs incurred by each offeror in connection with, or associated with, this RFP or in preparing the proposals, negotiating the terms or otherwise, shall be borne by and are the sole responsibility of such offeror. The Housing Authority shall not be liable or responsible for any such costs or expenses under any circumstances.

Attention is directed to the enclosed instructions and scope of work / specifications which are made a part of this Request for Proposals (“RFP”). All proposals must be submitted triplicate and shall be based upon and be in conformity with the scope of work / specifications and instructions attached. Proposals should be submitted in a sealed envelope with the word “PROPOSAL” clearly printed and highlighted on the front of the envelope.

Enclosed and forming a part of this RFP are the documents set forth in the Table of Contents, including the forms, documents and information referenced in those items. They are collectively referred to as the “Bid Documents” or “Proposal Documents.”

Town of Hempstead Housing Authority