

## **Advertisement**

Proposals for following will be received by the Housing Authority of the City of Long Branch (“Housing Authority”), 2 Hope Lane, Long Branch, New Jersey 07740, until January 15, 2025 at 10:00 a.m.:

### **Request for Proposals:**

Hosted VOIP Services 20260115a

HR Consultant Services 20260115b

The Request for Proposals (“RFP”) can be obtained from the Housing Authority’s Procurement Manager, Allison Toy, via email to [atoy@lbhousing.org](mailto:atoy@lbhousing.org).

All proposals shall be submitted in a sealed envelope, labeled “Request for Proposal Name and Number” and including the respondent’s company name and return address. Respondents must ensure that their proposal is received at the address and by the deadline specified above. Proposals received after the deadline for any reason shall not be considered and will be returned to the sender.

All responses submitted are subject to these instructions and to the Instructions to Offerors, Non-Construction form HUD-5369-B. The failure to abide by these instructions in any way, including but not limited to the failure to submit all required documentation, may lead to the proposal being rejected as non-responsive.

The Housing Authority reserves the right to reject any and all proposals and/or to waive any informality in the responses. No proposals may be withdrawn within sixty (60) days after the submission deadline.

In accordance with the criteria included in the RFP, the contract shall be awarded to the respondent who submits the proposal most advantageous to the Housing Authority, cost and other factors considered. The successful respondent will be required to execute the Housing Authority’s contract within seven (7) days of receiving the notice of award.

This RFP is being issued pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.