

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF HOUSING AND COMMUNITY RESOURCES  
101 SOUTH BROAD STREET, 5<sup>TH</sup> FLOOR  
POST OFFICE BOX 811  
TRENTON, NEW JERSEY 08625-0811**

## **REQUEST FOR QUOTES**

### **FICO Credit Score Report Services from the three major bureaus**

Submit the following by: **4:00PM FRIDAY JUNE 28, 2019.**

1. Page 2 of this Request for Quote
2. List of court access fees for each State
3. Cover letter on Company letterhead summarizing your quote

PLEASE EMAIL ALL QUOTES TO: Division of Housing and Community Resources,  
HAL HAMILTON 609-292-2528  
HAL.HAMILTON@DCA.NJ.GOV

QUESTIONS CAN BE DIRECTED TO: HAL HAMILTON 609-292-2528  
HAL.HAMILTON@DCA.NJ.GOV

Date: \_\_\_\_\_

## REQUEST FOR QUOTES

### **FICO Credit Score Report Services from the three major bureaus**

Date Prepared: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Telephone: (609) 292-2528

Fax: (609) 984-0386

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Cost Per Report: \_\_\_\_\_  
(Excluding court access fees)

**Attach list of court access fees for all states**

**Company owners' signature:** \_\_\_\_\_  
**Print name and Title**

### **3.0 SCOPE OF WORK**

The New Jersey Department of Community Affairs, Division of Housing and Community Resources (Division) is requesting quotes for the provision of FICO Credit Score reports on all new households seeking program participation. The DCA DHCR needs to secure a vendor to do FICO Credit Score Report Services from the three major bureaus for both the Section 8 Housing Choice Voucher and State Rental Assistance Programs. These services are required while a publicly advertised procurement (RFP) process is undertaken. The term of the contract will be from July 1, 2019 to June 30, 2022. The estimated number of validations/look-ups will be 3,000 annually. The required services are described herein. Successful bidder will be subject to the Standard Terms and Conditions found at: <http://www.state.nj.us/treasury/purchase/forms/wtermss.pdf> and Termination of Contract provisions as follows:

- a) The Director of the Division may terminate the contract at any time, in whole or in part, for the convenience of the State, upon no less than thirty (30) days written notice to the contractor.
- b) Where a contractor fails to perform or comply with a contract or portion thereof, the Director of the Division may terminate the contract, in whole or in part, upon ten (10) days' notice to the contractor.
- c) In the event of termination, the contractor shall be compensated for work performed in accordance with the contract, up to the date of termination.

### **3.1 GENERAL REQUIREMENTS THE FOLLOWING STANDARDS AND PERFORMANCE TIME FRAMES ARE APPLICABLE TO THIS REQUEST FOR QUOTES.**

FICO Credit Score Report Services from the three major bureaus: reports shall be supplied to DCA via e-mail or shall be accessible for download from the web within three (3) business days of the date of order. Reports shall remain available online for a minimum of 12 months. At a minimum, reports shall include:

- a) Date of report
- b) Name and date of birth of individual
- c) Unique report number for invoicing and tracking purposes
- d) List of offense(s) and dates of offense
- e) County and State where the offense occurred
- f) Source of information
- g) Disposition of matter

### **3.2 INFORMATION TRANSMISSION BETWEEN CONTRACTOR AND STATE**

The Bidder must provide a web-based internet portal allowing 24/7 access by the DHCR users to order services. No special equipment or accommodations can be

required for use. The service should be an “off the shelf” (COTS) product. Users should only need secured website access (HTTPS or equivalent) utilizing a standard internet browser from their computer and a login and password. All reports shall be available at the same website for User download.

### **3.2.1 BILLING**

Bidder must be capable of creating separate invoices for Division Programs

**The DHCR will not accept proposals with price mark ups on court access fees.**