

## LYNN HOUSING AUTHORITY & NEIGHBORHOOD DEVELOPMENT

### PAYROLL SERVICES - REQUEST FOR PROPOSALS (RFP)

The Lynn Housing Authority & Neighborhood Development (LHAND) is seeking Proposals from qualified vendors to provide Payroll and Human Resource Services for the agency. Specifications will be available on Thursday December 14, 2017 at 10 am and may be obtained from: Jim Finigan – Procurement Manager, 92 Curwin Circle, Lynn, MA. 01905 in person; by e-mail at: [jfinigan@lhand.org](mailto:jfinigan@lhand.org), or mailed upon request by calling 781-598-3434.

Non-price Proposals with all pertinent qualifications and signed Declaration Forms must be submitted in a separate, sealed envelope clearly marked: **QUALIFICATIONS**. A second separate, sealed envelope containing ONLY the Cost Proposal must be submitted at the same time, clearly marked: **COST PROPOSAL**.

**Both Proposal envelopes must be submitted to Jim Finigan, Procurement Manager, 92 Curwin Circle, Lynn, MA. 01905, prior to: Thursday December 28, 2017 at 10 am.**

Declarations regarding Public Contract Debarment under MGL Chapter 29 - Section 29F, Certificate of Non-Collusion - MGL Chapter 40, Section 4B ½ or Chapter 30, as applicable, Attestation Statement of Payment of Taxes - MGL Chapter 62C Section 49A, and the Affirmative Action Plan form must be signed and submitted with original signatures and included with Proposals, or bid will not be considered.

The LHAND reserves the right to reject any and all Proposals and to waive any informalities therein if it is deemed to be in its best interest.

The LHAND Board of Commissioners and Executive Director Charles Gaeta will do the Notice of Award and the actual awarding of this contract.

This is bid under MGL Chapter 30B.

Jim Finigan- LHAND

Procurement Manager