

**HOUSING AUTHORITY CITY OF DANBURY
REQUEST FOR PROPOSALS
MANAGED INFORMATION TECHNOLOGY SERVICES**

The Housing Authority City of Danbury (HACD) is seeking proposals from qualified, licensed and insured firms (Proposers) for ongoing Information Technology (IT) Support Services provided in a proactive method through Help Desk support as well as approximately eight (8) hours per week of onsite support. This solicitation is being conducted as an emergency procurement in accordance with HACD's Procurement Policy. The initial term of the Professional Service Contract (Contract) shall be two (2) years with an additional three (3) one year options.

The HACD also seeks proposals for a Network Upgrade Installation to create a seamless computer network that is user friendly, simple to use and easy to add to or modify, as needed, to incorporate new users and newly attained hardware and software by utilizing the latest technology appropriate to our needs. The existing computer network was established over the last five (5) years and the HACD has determined that the technology infrastructure needs to be evaluated and upgraded to support the growth and security of the agency. This solicitation is being conducted as an emergency procurement in accordance with HACD's Procurement Policy. The initial term of the Professional Service Contract (Contract) shall be two (2) years with an additional three (3) one year options.

CONTACT PERSON: **Mary C. Sistrunk, Executive Director,**
(203) 744-2500 ext. 128 (office)
(203) 790-2334 (facsimile)

RFP ISSUANCE DATE: **Monday, July 9, 2018**
Hard copies of proposal and specification information will be available at 2 Mill Ridge Road Danbury Connecticut, 06811-5231. ,

Electronic copies will be made available upon request and/or downloaded from HACD's website at www.hacdct.org.

LAST DAY FOR QUESTIONS: **Monday, July 16, 2018 3:00 p.m. (EST).**

Questions must be sent in writing and can be sent by first-class mail, fax or e-mail using the RFP Contact Information provided above. Any response to questions shall be in writing provided to all firms that requested a proposal via email.

SUBMISSION DEADLINE: **Monday, July 23, 2018 @3:00 p.m. (EST)**

SUBMISSION ADDRESS: Attn: Executive Director – RFP - Managed IT Services
Housing Authority of the City of Danbury
2 Mill Ridge Road
Danbury Connecticut, 06811-5231

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Proposals will be tabulated and evaluated by the Executive Director of the HACD or staff designees. An award recommendation will be made by the Executive Director at the next meeting of the HACD's Board of Commissioners. The contract award shall be conditioned on successful negotiation between the Proposer(s) and the HACD and is subject to the approval of the HACD Executive Director and the HACD Board of Commissioners. The HACD expressly acknowledges that the contract may be awarded to a Proposer/s who do not submit the lowest Fee Proposal. Proposals will be held in confidence and not released in any manner until after contract award.

The HACD reserves the right to reject any and all proposals and to accept the proposal it deems to be in the best interests of the HACD.

The HACD is an Equal Opportunity/Affirmative Action Employer, including Minority and Woman Business Enterprises.