WARREN HOUSING AUTHORITY

Request for Proposals
IT Services including Wireless and Cameras

Proposal Opening: November 25, 2026, at 12:00PM

Proposal Opening Location:
Warren Housing Authority
20 Libby Lane, Warren, RI 02885

Contact:
Virginia Dutra
Executive Director
401-245-7019 ext. 11

WARREN HOUSING AUTHORITY

Request for Proposal
IT Services including Wireless and Cameras

Notice is hereby given that Warren Housing Authority, Warren, Rhode Island hereinafter called the "Owner" or "WHA", will receive sealed Proposals for **"IT Services including Wireless and Cameras"** for Kickemuit Village, Warren Housing Authority, Warren, Rhode Island. Kickemuit Village is a Public Housing development comprised of 8 two-story dwelling structures, a main office and a maintenance garage.

Interested parties are invited to submit Proposals in sealed envelopes labeled "**IT Services including Wireless and Cameras".** The sealed proposals shall be delivered before 12:00PM, local time, on November 25, 2026, to the Warren Housing Authority, at which time the bids will be opened publicly. Proposals received after the above time will not be accepted. Qualifying candidates may be interviewed prior to final selection.

Sealed proposals may be submitted via USPS mail or via the Document Drop-Box located in the Main Office vestibule at 20 Libby Lane, Warren, RI.

Proposal Specifications will be available on or after November 11, 2026 by email request to Virginia Dutra, Executive Director, at vdutra@warrenhousing.org or via the Warren Housing Authority website https://www.warrenhousing.org/opportunities/ .

Individuals requesting interpreter services for the hearing impaired must notify the Warren Housing Authority at (401) 245-7019 seventy-two (72) hours prior to the bid opening.

"Warren Housing Authority is an Equal Employment Opportunity Provider and Employer"

Virginia Dutra
Executive Director

Warren Times Gazette: November 11, 2026
Solicitation Number: 20261111c
State of Rhode Island: Division of Purchases

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The criteria for evaluating these proposals will be based on the items set forth in the Request for Proposals. If an award is made based on this solicitation, it will be made to the top rated responsive and responsible offeror which in the judgment of the Agency, best meets the factors presented in this RFP and the needs and long-term goals of the Agency. Additionally, other requirements or restraints that may be imposed by the U.S. Department of Housing and Urban Development will be weighed in the decision.

Warren Housing Authority:

1. Reserves the right to reject any or all proposals, to waive informality in the RFP process, or to terminate the process at any time, if deemed to by the WHA to be in its best interest.
2. Reserves the right not to award a contract pursuant to this RFP.
3. Reserves the right to terminate a contract award pursuant to this RFP, at any time for its convenience upon 1 0 days written notice to the successful proposer(s).
4. Reserves the right to determine days, hours, and locations that the successful
    a. proposer(s) shall provide services called for in this RFP.
5. Reserves the rights to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the WHA Contracting Officer (CO).
6. Reserves the right to negotiate the fees proposed by the proposer entity.
7. Reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
8. Shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

Warren Housing Authority
Virginia Dutra
Executive Director
Date: November 11, 2026
(401)245-7019 ext. 10

WARREN HOUSING AUTHORITY

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20 Libby Lane ● Warren, RI 02885 ● Phone: 401-245-7019 ● Fax: 401-245-1392

WARREN HOUSING AUTHORITY

1.0 INTRODUCTION

The purpose of this Request for Proposals is to seek the services from a qualified firm to provide IT Support to maintain and provide technical service to the existing Network Infrastructure including Wireless and Cameras for a three-to-five-year period.

2.0 BACKGROUND

The Warren Housing Authority is the public entity within Warren, RI that provides subsidized housing assistance to low income, elderly and disabled residents. The Warren Housing Authority (WHA) consists of 8 buildings, 153 units of public housing; and administers approximately 190 housing vouchers under the Section 8 Choice Voucher program. The WHA network consists of: 10 PCs, 7 Printers, 2 Switches, 1 Video Server, and 51 Cameras.

3.0 SCOPE OF SERVICES

3.1 Vendor will be responsible for support and maintenance of the following infrastructure components.

3.1.1 Switches and Routing – Ensuring network speeds meet expectations

3.1.2 Wireless Connectivity – Support and expansion of wireless network

3.1.3 Client/Server Systems – Review current Desktop and Server systems with suggestions for Decommissioning Server to move to Cloud based systems

3.1.4 Security Surveillance Systems – Support and expansion of Security Surveillance system, with a focus on network layout and design

3.2 Strategic review- Meet with key stake holders for WHA to discuss the future expansion of the network with a goal towards potential switching and segmentation requirements, business continuity, and managed services

3.3 Recommendations for implementation of services

3.3.1 Vendor will work with WHA and vendors to develop a proactive monitoring and alerting plan for all systems critical to the core infrastructure. This will include switches, routers, firewall, wireless hardware, online backup, antivirus, and camera infrastructure

3.3.2 Vendor will work with WHA to utilize Open Source Architecture wherever possible, with a focus on security and cost savings

3.4 Vendor Requirements

3.4.1 Qualified vendors must supply sample resumes and/or qualifications for senior level technical leadership and key organizational stake holders

3.4.2 Vendors must be able to demonstrate technical proficiency (via certification) for major vendors in switching, wireless, and core infrastructure. Examples include: Dell, HP, Axis, and Ubiquity systems

3.4.3 Vendors must provide evidence of relevant certifications and training

3.4.4 Vendors must be able to provide case studies, and reference customers for similar systems and management scale

3.4.5 Vendors must document experience **working with other Housing Authorities** and demonstrate familiarity and knowledge of Housing Authority software

4.0 PROPOSAL FORMAT AND EVALUATION FACTORS

4.1 Proposal must be submitted in a sealed envelope labeled "**IT Services including Wireless and Cameras"**. Sealed proposal should be made to the attention of:

Virginia Dutra, Executive Director
Warren Housing Authority
20 Libby Ln, Warren RI 02885

Proposals must be received in the WHA office by ***12:00pm, November 25, 2026***.

4.2 Entry of Proposed Fees. The proposed fees shall be submitted by the proposer and received by the WHA in a **separate, sealed envelope** clearly labeled "Proposed Fees".

4.3 Format - The submittal shall be arranged in the following format and sequence and will be evaluated using the four factors and assigned values listed below:

4.3.1 Letter of Interest - The letter should identify the proposer's interest in the project, show complete understanding of WHA's needs and briefly explain why the proposer feels it is best qualified to undertake this engagement. Identify the principal staff who would be assigned to this engagement.

4.3.2 The Technical Approach and the Response Plan(s) - A detailed description of the approach and proposed work plan; and expected timeframes for completion of project work.

4.3.3 Demonstrated Experience in Similar Engagements - The prior experience identified by the proposer in similar engagements. The proposer will provide

contact information on references for prior clients with similar engagements and provide a brief description of the role the proposer played in each engagement.

4.3.4 Proposed Fees - Proposed cost for equipment, installation, configuration, training, and maintenance/support shall be submitted by the proposer in separate sealed envelope clearly labeled "Proposed Fees". Fees shall be broken into a Monthly Flat Fee for support and hourly fees for projects falling outside the standard scope of support.

4.4 Evaluation Factors. The following factors will be utilized by the WHA to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal and online ("online," specifically, the pricing submitted online):

FACTOR DESCRIPTION

1 - **20 points** – Objective - The PROPOSED COSTS submitted by the proposer in response to this RFP.

2 - **20 points** – Subjective (Technical) -The proposer's DEMONSTRATED UNDERSTANDING of the WHA'S REQUIREMENT.

3 - **15 points** – Subjective (Technical) - The APPROPRIATENESS of the TECHNICAL APPROACH and the QUALITY of the SERVICES PROPOSED.

4 - **15 points** – Subjective - (Technical) The proposer's TECHNICAL CAPABILITIES (in terms of personnel) and the MANAGEMENT PLAN (including the ability to provide the services detailed herein).

5 - **30 points** – Subjective - (Technical) The proposer's DEMONSTRATED EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.

Total Possible Points: 100

4.5 Initial Evaluation for Responsiveness. Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum requirements).

4.6 Evaluation. The committee will evaluate and award points pertaining to Evaluation Factors No. 2 through 5. Upon final completion of the proposal evaluation process, the evaluation committee will review factor No. 1 (Pricing) to make a final recommendation

4.6.1 Evaluation Committee. The WHA anticipates that it will select a minimum of a three-person committee to evaluate each of the proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation

committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

4.7 Negotiations. The WHA reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a "Best and Finals" Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the WHA in as timely a manner as possible, but in any case, within no longer than 10 days, after the beginning of such negotiations with the firms deemed to be in the competitive range.

4.8 Ties. In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by "drawing lots or other random means of selection."

4.9 Restrictions. All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the WHA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the WHA evaluation committee.

5.0 Cost Incurred in Responding

5.1 All costs directly or indirectly related to preparation of a response to the Request for Quotation, or any oral presentation required to supplement and/or clarify the submittal which may be required by the WHA shall be the sole responsibility of and shall be borne by Offeror.

5.2 Each firm by submitting its Proposal waives any claim for liability against the WHA as to loss, injury and costs or expenses, which may be incurred as a consequence of its response to this document.

6.0 INQUIRIES

6.1 Questions submitted in writing on Offeror's letterhead and properly signed will be accepted until 2:00pm EST on November 18, 2026. Responses to written inquiries will be mailed, electronically transmitted or faxed to Offeror. Direct all questions to:

Michael J. Abbruzzi
Warren Housing Authority
20 Libby Ln, Warren RI 02885

7.0 SUBMISSION DEADLINE

November 25, 2026 at 12:00 pm eastern standard time. Warren Housing Authority is located at 20 Libby Ln, Warren RI 02885.

8.0 REJECTION

8.1 WHA reserves the right to reject any and all submittals and/or to waive any informality in the solicitation process or parts thereof and to re-solicit.

8.2 WHA does not guarantee that a contract will be awarded as a result of this Request for Proposal.

9.0 CONTRACT COMPLIANCE STATEMENT

9.1 The Offeror shall state his/her compliance with all applicable rules and regulations of Federal, State and Local governing entities and that they are not excluded from Federal Procurement Programs. Offeror must state his compliance with terms of this Request for Proposal (see attachments).

9.2 The Offeror must demonstrate that the Proposal meets all applicable rules, regulations, permitting, registration and licensing requirements, whether Local, State or Federal. It is the responsibility of the potential Contractor to determine the applicability of any rule, regulation or other requirement.

10.0 TERMS AND CONDITIONS

The following shall be essential terms and conditions of any agreement resulting from this solicitation:

10.1 Termination. The WHA shall have the right to terminate the Agreement at any time. WHA reserves the right to terminate this Agreement for its convenience or in the event it shall abandon or indefinitely postpone the program. Such termination shall be accomplished by written notice delivered to the Contractor. Payment to the Contractor shall be made for work performed prior to receipt of the termination notice, together with the Contractor's cost for closing down its work, and the Contractor shall have no claim for loss of anticipated profits or any additional compensation.

10.2 Breach of Agreement. If the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner or if it shall violate any of the terms of this Agreement, the WHA shall have the right to immediately terminate such contract and withhold payments in excess of fair compensation for work completed. The term "breach of agreement" specifically includes, but is not limited to, failure to comply with any applicable Federal, State or Local laws or regulations.
Notwithstanding the above, the Contractor shall not be relieved of liability to the WHA for damages sustained by virtue of any breach by the Contractor.

10.3 Modification of Agreement. Such Agreement may be modified only by written amendment executed by all parties.

10.4 Partnerships/Joint Ventures. Such Agreement shall not in any way be construed or intended to create a partnership or joint venture between the parties or among any of the parties. None of the parties of such Agreement shall hold itself out in a manner contrary to the terms of this. No party shall become liable for any representation, act or omission of any other party contrary to the terms of this.

10.5 Waiver. No waiver of any provision of such Agreement shall affect the right of the WHA thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.

10.6 Gratuities and Kickbacks.

10.6.1 Gratuities. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

10.6.2 Kickback. It shall be a breach of ethical standards for any payment gratuity or offer of employment to be made by or on behalf of a sub consultant under a contract to the prime contractor or any person associated therewith, as an inducement for the award of a subcontract or order.

10.6.3 Indemnification. The Contractor shall agree to indemnify and hold the WHA, its officers, agents and/or employees harmless from and against any and all lawsuits, damages and expenses, including court costs and attorney's fees, by reason of any claim and/or liability imposed, claimed and/or threatened against the WHA, its officials, agents and/or employees for damages because of bodily injury, death and/or property damages arising out of or in consequence of the performance of services under this Agreement to the extent that such bodily injuries, death and/or property damages are attributable to the negligence of the Contractor and/or the Contractor's servants, agents and/or employees.

10.6.4 Assignment-Consent Required. The provisions of such Agreement shall be to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Such Agreement nor any of the rights and obligations of the Contractor hereunder shall not be assigned, subcontracted or transferred in whole or in part without the prior written consent of the WHA. Any such assignment transfer or subcontract shall not release the Contractor from its

obligation hereunder. Any approved assignee shall assume each and every obligation of the Contractor hereunder and WHA may contract with or reimburse any such assignee without waiving any of its rights against the Contractor.

10.6.5 Entire Agreement. Such Agreement shall set forth the entire Agreement between the parties with respect to the subject matter hereof, and shall govern the respective duties and obligations of the parties until and unless a more formal Agreement is entered into between the parties.

10.6.6 Force Majeure. No party to such Agreement shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by any act of God, force majeure, storm, fire, casualty, civil disturbance, riot, war, national emergency, act of Government, act of public enemy or other cause of similar nature beyond its control.

11.0 MISCELLANEOUS PROVISIONS

The Contractor and the WHA mutually agree as follows:

A. Ownership of Documents. All data prepared or obtained under this Agreement shall be made available, upon request, to the WHA without restriction or limitation on their use.

B. Personnel. The Contractor represents that he/she has or will secure at his/her own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the WHA.

C. Interest of Other Local Public Officials. No member of the governing body of the locality in which the area of the Project is situated and no other public official of such locality who exercises any functions or responsibilities in the review or approval of the carrying out of the Project to which this Agreement pertains shall have any personal interest, direct or indirect, in the Agreement.

D. Access to Records. The Contractor shall maintain books, records, documents and other evidence directly pertinent to performance of work under this Agreement in accordance with accepted professional practice and appropriate accounting procedures and practices. Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards and formally established audit regulations, procedures and guidelines of the reviewing or audit agency.

12.0 INSURANCE

A. Worker's Compensation Insurance. Providing coverage in compliance with the laws of the state in which any part of the work is to be performed, and if appropriate, Employer's Liability Coverage in the minimum amount of $100,000 for each occurrence.

B. Automobile Liability Insurance. Bodily injury and property damage combined single limit in the minimum amount of $250,000 for each occurrence, $500,000 aggregate.

C. Consultant's Professional Liability Insurance. Bodily injury and property damage combined single limit in the minimum amount of $250,000 each occurrence, $500,000 aggregate.

13.0 LICENSING & BUSINESS REQUIREMENTS

The Offeror is responsible to comply with all licensing requirements and associated business regulations whether Local, State or Federal. It is the responsibility of the potential Contractor to determine the applicability of any rule, regulation or other requirement.

14.0 EQUAL EMPLOYMENT OPPORTUNITY

The Offeror shall affirm that it does not subscribe to any personnel policy which permits or allows for discrimination in the employment promotion, demotion, dismissal or laying off of any individual due to his/her race, creed, color, national origin, age, gender or physical handicap.

15.0 DIVERSITY BUSINESS ENTERPRISE PROGRAM REQUIREMENTS

Consistent with Presidential Executive Orders 11625, 12138, and 12432, the proposer shall make efforts to ensure that minority, women and small business enterprises businesses are utilized when possible. Efforts to achieve minority, women and small business participation shall include, but shall not be limited to:

a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

b) Ensuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;

c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;

d) Establishing delivery schedules, where the requirements of the contract permit, which encourage participation by small and minority businesses and women's business enterprises; and

e) Using the services and assistance of the U.S. Small Business Administration, the Minority Business Development Agency of the U.S. Department of Commerce, and State and local governmental small business agencies.

f) Firms submitting proposals are encouraged to consider subcontracting portions of the engagement to small audit firms or audit firms owned or controlled by socially and economically disadvantaged individuals. If this is done, that fact and the name of the proposed subcontracting firms must be clearly identified in the Proposal. Following the award of the audit contract, no additional subcontracting will be allowed without the prior express written consent of the WHA.

16.0 TITLE VI

The Warren Housing Authority prohibits discrimination in all of its programs and activities on the basis of race, color or national origin. The agency will comply with all statutes and regulations of Title VI of the Civil Rights Act of 1964. No person should be excluded from participation in or be denied the benefit of or be subjected to discrimination under any program or service provided by or affiliated with WHA on the basis of non-merit reasons. To file a complaint of discrimination, write or call Virginia Dutra, Executive Director, Warren Housing Authority 20 Libby Ln, Warren RI 02885.

WARREN HOUSING AUTHORITY

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Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this, the undersigned certifies under penalties or perjury that this bid or proposal has been made and certification the word "person" shall mean any natural person, business, partnership, corporation, union committee club or other organization, entity, or group of individuals.

_____

Signature of Person Signing Proposal

_____

Printed Name of Person Signing Proposal

_____

Name of Business

_____

Date

WARREN HOUSING AUTHORITY

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Conflict of Interest Statement

RESPONDENT:_____

The owner(s), corporate members, or employees of [_____], shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Warren Housing Authority. Each individual shall disclose to the Warren Housing Authority any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member or employee of [_____] who is an officer, board member, a committee member or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with the Warren Housing Authority, he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.
At this time, I am a Board member, a committee member, or an employee of the following organizations/companies:

_____
_____
_____

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:
1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the Warren Housing Authority which has resulted or could result in personal benefit to me.
2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Warren Housing Authority.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Warren Housing Authority.

_____ _____
_____ _____
_____ _____

Date: _____

Signature: _____

Printed name: _____

Respondent: _____

Address: _____

Telephone: _____