



INTERIOR REGIONAL HOUSING AUTHORITY
828 27TH AVENUE
FAIRBANKS, AK 99701
907-452-8315

REQUEST FOR QUOTE
Information Technology and Telecommunication Services

Proposal Date: January 20, 2023

Owner: Interior Regional Housing Authority

Contact: LaVerne Huntington, Chief Financial Officer

Scope: Interior Regional Housing Authority (IRHA) invites a qualified and experienced candidate to submit quotes for Information Technology (IT) and Telecommunication services for IRHA.

The successful candidate will:

- Purchase, install, and maintain new Phone system, update and replace phone equipment as needed, monitor warranty, and phone equipment management and tracking, to include phone conversation recording capability, and
- Information Technology (IT) support, IT security, data protection, IT management, and maintenance of the Network, Server, and IT equipment, and tracking, and
- IT employer and employee work order tickets, with a turnaround time of 24 hours, and
- Computer and electronics management, purchasing and tracking, and
- Computer programs and licensure management, purchasing and tracking, and
- Creative digital services such as development of semiannual newsletter, Webpage management and design, and social platform management and development, and
- Creative digital services such as design, development, and print of flyers, posters, pamphlets, etc., and
- Provide manuals and training and/or tutorials documents for phone system, computer, and computer equipment use, and
- Provide a sample design of the new IRHA logo, and
- Provide monthly and annual schedule and reports to include: software, programs and equipment replacement, licensures, warranties, and updates; to include recommendations of upgrades when needed.

Term: Awarded contract will begin on or around March 1, 2023 and end on December 31, 2023. IRHA will have the sole option of extending the award up to two additional fiscal years (January 1, 2024 through December 31, 2024 and January 1, 2025 through December 31, 2025), which will be initiated with a Contract Amendment.



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Selection Process: An Information Technology business will be selected through a competitive process based on the most responsive bid with the qualifications indicated below. Final selection is planned on or by March 1, 2023.

IRHA retains the right to postpone or cancel the RFQ process at any time, if it is in IRHA's best interest. IRHA also reserves the right to reject any or all proposals for budgetary, conflict of interest, past performance, federal contract disbarment, or other reasons.

Note: All contractors are required to comply with Alaska Native and American Indian Preference in accordance with Public Law 93-638.

Submittal Requirements: Proposals must be received by 4:00 p.m., February 20, 2023.

Please submit proposals to: Interior Regional Housing Authority
LaVerne Huntington, Chief Financial Officer
828 27th Avenue, Fairbanks AK 99701
or via email to lhuntington@irha.org

Statements of Qualifications and Proposals should include the following:

- Request for Quote – Will include
 - Point of contact, title, phone and e-mail address.
 - Brief history and size of firm, including its form as a sole proprietorship, partnership, or corporation.
 - The firm's expertise and success rate for Information Technology Services.
 - References and contact information for previous related projects.
 - List of available staff assigned to project.
 - The proposed prices/rates with consideration of the term of the award (see term above).