

REQUEST FOR PROPOSALS FOR INFORMATION TECHNOLOGY AND SECURITY SUPPORT SERVICES FOR THE ORANGE HOUSING AUTHORITY

The Housing Authority of the City of Orange, New Jersey (HACONJ) invites qualified and experienced vendors to submit proposals to provide comprehensive Information Technology and Security Support Services. The selected vendor will deliver endpoint management, help desk support, cybersecurity, network administration, website support, Microsoft 365 security management, and a strategic data migration plan.

The ideal vendor will resolve computer systems and network issues in accordance with standard and acceptable maintenance and support benchmarks. The successful vendor will be expected to organize HELP DESK service calls efficiently and to ensure that there is NO significant computer downtime during normal working hours, generally 8:00 AM to 5:00 PM, Monday through Friday. The vendor is expected to report on the status of technology issues and communicate effectively with HACONJ departments.

HACONJ seeks a technology partner who can not only maintain the current IT environment but also guide the organization through a modernization effort, including the migration of on-premises file server data to Microsoft SharePoint within Microsoft 365. The contract for services will specifically include the following:

- 1) Initial assessment
- 2) Endpoint Support (Approximately 25 Windows 11 Endpoints)
- 3) File Server to Sharepoint Migration Project
- 4) Network Support (Including Wi-Fi and Local Networking)
- 5) Website Support
- 6) Microsoft 365 Environment Security
- 7) Cybersecurity Services
- 8) Cyber Risk Certification Services
- 9) Strategic IT Planning

A copy of the contract documents may be requested via email at info@haconj.org or in person at the Orange Housing Authority, from Dawn Edmond, 973-677-4577, 340 Thomas Blvd., Orange, NJ. A non-refundable fee in the amount of \$100.00 is required prior to receiving documents, checks must be payable to the Orange Housing Authority.

An original paper and one digital (thumb drive) copy of the RFP response must be received by mail no later than Wednesday, September 30, 2026, at 2:00 p.m. The proposal should include a detailed background of the company and all appropriate information, detailing the company's ability to do business in State of New Jersey and included all appropriate insurance certificates.

All proposals must be submitted to:

Housing Authority of the City of Orange
Attn: Walter D. McNeil Jr., Executive Director
340 Thomas Boulevard
Orange, New Jersey 07050