

REQUEST FOR PROPOSAL

This is an invitation to submit a proposal to the Housing Authority of Georgetown for information technology to provide service to our security needs, help reduce and control costs, increase efficiency and decrease downtime. The proposal shall be referred to as “IT Services” and include the following:

- End-User Support, including:
 - Desktop, laptop and mobile device support, individual workstations
 - Endpoint & patch management
 - Removal of viruses
 - Website management/design as needed
 - Server management & maintenance
- Networking
 - Security management
 - VPN support
 - Network administration
 - Internet monitoring
 - Cyber security, including routine network audits
- IT Support
 - Backup management; disaster recovery
- Software Support
 - Business desktop & web-based software
- Service guarantees of a timely manner, including remote and online support
 - Critical & non-critical issues must be provided weekdays between the hours of 9:00 a.m. and 5:00 p.m. or more. Additional charges may be assessed.
 - Emergency support must be available 24/7. Additional charges may not be assessed.

Housing Authority of Georgetown approval process may require approval by Housing Authority of Georgetown Board of Commissioners.

All vendors/contractors submitting proposals must be registered and licensed with the State of Kentucky. Contractors must be insured at a minimum of: public liability with bodily injury and property damage limits of not less than \$1,000,000/\$500,000/\$50,000 to protect the Vendor/Contractor and each Subcontractor against claims for personal injury or death and damage to the property of others. This shall cover the use of all equipment/vehicles on the site(s). Davis-Bacon Labor Standards apply. Section 3 Guidelines are required as follows:

Proposals should be labeled “IT” and are due by November 6th, 2026, by 12:00 p.m. at Housing Authority Administrative Office, 139 Scroggins Park Drive, Georgetown KY 40324 addressed to: Meliha Cavkusic, Executive Director

Vendors/contractors may submit proposals via email to mcavkusic@gtownha.org; drop off or mail to: Housing Authority of Georgetown 139 Scroggins Park Drive, Georgetown, KY 40324.

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