

## **Request for Proposal for Data/Video**

**Responses Due: June 20, 2017**

**The Open Door Shelter, Inc.**

**4 Merritt Street Norwalk, CT 06854**

**Contact: Frank Concepcion**

**(203) 866-1057**

**fconcepcion@opendoorshelter.org**

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**Mandatory Pre-Bid Meeting: 4 Merritt Street June 12, 2017 10:00AM - 11:00AM**

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### **Purpose**

The purpose for this request is provide data and video stations at The Open Door Shelter's newly constructed Smilow SoNo Life Center. The site will house offices, training rooms and conference rooms. Approximately 30 stations are required, each connected to servers in a main data closet. Installation of State-of-the-art CAT or other connection as recommended by the vendor.

Vendors will be evaluated in part on their ability to deliver products on time and within budget, their demonstrated understanding of the solution based upon their responses and subsequent interviews.

### **Background**

Our mission is to effectively address the causes and complexities of the homeless and working poor by providing shelter, food, clothing, case management services, treatment services, transitional planning for short and long term goals, subsidized housing, education, employment, and a path towards independence and success.

We provide shelter nightly with over 95 beds in our facility located at 4 Merritt St. From this same facility we operate the Manna House kitchen and pantry. We serve meals three times a day (over 20,000 per month) and provide boxed and canned goods to the working poor to help them make ends meet. Between the kitchen and the pantry, we provide approximately 60,000 meals per month to individuals and families in our community.

We also operate a number of private residences, providing supportive housing to those who are working and earning an income, but unable to afford housing in the area.

The shelter operates primarily from private donations, with less than 40% of our operating budget coming from government funding. 90 cents of every dollar donated goes directly to providing food, shelter and assistance to those in need. Our board is comprised entirely of uncompensated volunteers.

### **Services to be provided**

The major components of the project as identified by The Open Door Shelter, Inc. are detailed below. Vendors responding should recommend a solution to the specified areas and add any additional components deemed necessary to successfully complete the project.

- 24 – 30 Desktop computers including operating systems and network connectivity.

- Installation of all equipment, devices, spliced, terminations, cables, outlets. All equipment shall comply with manufacturer's recommendations.
- 3 electronic white boards for 2 conference rooms and 1 training room.
- Internet plan or recommendation based on anticipated usage including extensive Wi-Fi capabilities.
- Cable and telephone service to 2 locations 2 Merritt Place and 4 Merritt Street.

The selected vendor will:

- Provide any necessary screws, anchors, clamps, tie wraps, wire, grounding and support hardware.
- Provide any and all installation equipment or tools necessary.
- Provide machine printed labels for all cables and cords, distribution frames and outlet locations, punch blocks feed cables etc.
- Provide independent support system for cabling.
- Ensure the maximum pulling tensions of distribution cables are not exceeded and cable bends maintain the proper radius.
- Provide proper grounding.

Please include any other requirements and/or state-of-the-art recommendations to successfully implement this project in a timely manner.

### **Proposal Preparation and Submission Requirements**

The proposal shall clearly address all of the information requested herein. Since the written proposal will weigh heavily in the evaluation process, information submitted should be complete and provide a convincing case that the vendor can perform high quality work within schedule and budget constraints. Proposals should be thorough yet concise. Proposals are to be prepared at your own expense.

Vendors may respond to individual sections of the RFP as appropriate.

The proposal shall be sent to the official contact listed below, to be received no later than 5:00PM EST Tuesday, June 20, 2017.

**Jeannette Archer-Simons  
The Open Door Shelter, Inc.  
4 Merritt Street  
Norwalk, CT 06854**

Questions regarding this RFP must be submitted by e-mail to Frank Concepcion at [fconcepcion@opendoorshelter.org](mailto:fconcepcion@opendoorshelter.org). All questions will be answered promptly. Responses to inquiries that substantially or materially change the RFP will be made available to all prospective vendors that have submitted a formal Letter of Intent.

The proposal shall be organized in the following manner with the subject headings and sequence indicated.

1. Introduction
2. Experience and Past Performance
3. Organization and Personnel
4. Proposed Solution(s) - Based on Description of Services
5. Schedule of Work
6. References
7. Pricing, Hourly Rates and Other Fees

#### **Selection Process Schedule**

The schedule of the selection process is as follows:

- May 26, 2017 – Release of the RFP
- June 12, 2017 – Mandatory Pre-Bid Meeting 10:00 AM-11:00AM
- June 20, 2017 – RFP Responses Due
- June 22, 2017 – Notification of Selection Results
- June 26, 2017 – Contract Start

#### **Cost of Preparing RFP Response**

All costs associated with responding to this RFP are the sole responsibility of the responding company.

#### **Additional Information**

Submitted responses to this RFP become the property of The Open Door Shelter. The Open Door Shelter reserves the right to use any and all ideas included in any response without incurring any obligations to the responding company or committing to procurement of the proposed services.

**The Open Door Shelter is an Affirmative Action/Equal Opportunity Employer**

**MBE/WBE/SBE/DBE Businesses are encouraged to respond.**