



## Berkeley Housing Authority

**BHA RFP 26-01**

### **CONTRACTUAL SERVICES FOR IT NETWORK INFRASTRUCTURE & SYSTEMS**

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The Berkeley Housing Authority (BHA) is seeking the services of an experienced, licensed, and qualified contractor/vendor to provide IT network infrastructure design, deployment, configuration, and related services.

The contractor/vendor will work with BHA to implement a secure, scalable, and fully operational IT environment aligned with the Authority's current and future operational needs.

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#### **SCOPE OF WORK**

The selected contractor/vendor shall provide services including, but not limited to, the following:

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##### **1. Network Infrastructure Design**

- Design and implement a secure, enterprise-grade network architecture
  - Configure firewall systems, including advanced threat protection and monitoring
  - Design and deploy wired and wireless (WiFi) network infrastructure
  - Perform WiFi optimization and coverage validation
  - Configure network segmentation, redundancy, and failover capabilities
  - Ensure network supports cloud-integrated and hybrid environments
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##### **2. Systems & Cloud Platform Deployment**

- Configure and deploy systems including, but not limited to:
  - Microsoft 365 environment (Entra ID, Azure, Defender, Intune, Teams, SharePoint) or equivalent

- Identity and access management systems
  - File storage and sharing platforms
  - Configure communication systems, including:
    - VoIP phone systems
    - Conferencing platforms
    - eFax or equivalent communication tools
  - Configure software platforms including, but not limited to:
    - Adobe Admin Console
    - DocuSign or equivalent tools
  - Ensure full integration across all platforms and services
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### **3. Hardware Installation & Configuration**

- Install and configure all network hardware, including:
    - Firewall appliances
    - Network switches
    - Wireless access points
  - Install and configure:
    - End-user devices and workstations
    - Printers, copiers, and shared equipment
    - Postage or specialty office equipment (if applicable)
  - Install and configure power systems, including:
    - UPS systems
    - Power distribution systems
  - Perform full system configuration and operational validation
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### **4. Security Implementation & Monitoring**

- Configure and deploy cybersecurity systems, including:

- Firewall monitoring and management
  - Endpoint protection systems
  - Threat detection and response tools
  - Implement security patching and system hardening
  - Configure and support physical security systems, including surveillance system integration
  - Ensure systems are configured for continuous monitoring and alerting
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## **5. Network Devices & Infrastructure Configuration**

- Configure and deploy network devices, including:
    - Network switches and controllers
    - Access points
    - Network management systems
  - Configure monitoring tools for:
    - Network performance
    - Device health
    - System uptime
  - Ensure full operational integration across all devices
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## **6. Cabling & Physical Infrastructure**

- Install structured cabling systems (data/network)
  - Configure network racks, closets, and infrastructure layouts
  - Ensure all installations comply with applicable building codes and safety standards
  - Label and document all cabling and infrastructure
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## **7. Testing, Quality Assurance & Performance Validation**

- Perform system-wide testing and validation
- Validate network performance, connectivity, and security configurations

- Identify and resolve all deficiencies prior to acceptance
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## **8. Documentation & Deliverables**

- Provide complete documentation, including:
    - Network diagrams
    - Equipment and asset inventory
    - System configurations and administrative credentials
  - Provide documentation sufficient to support ongoing IT management and troubleshooting
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## **9. Go-Live Support & Transition**

- Provide on-site and/or remote support during deployment and go-live
  - Troubleshoot and resolve system issues in real time
  - Ensure full operational readiness at go-live
  - Configure systems for transition to ongoing managed services
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## **10. Managed Services Readiness**

- Ensure all systems are configured to support:
    - 24/7 monitoring and alerting
    - Backup monitoring and validation
    - Performance optimization
    - Vendor coordination and system support
  - Establish baseline system performance and monitoring configuration
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## **MINIMUM QUALIFICATIONS**

- Valid business license and required certifications
- Demonstrated experience with IT infrastructure and network deployment projects
- Experience working with public agencies or similar organizations preferred

- Qualified personnel with relevant technical certifications
  - Ability to deliver projects of similar scope and complexity
  - Proof of [Berkeley Business License](#) or obtaining license prior to commencement of work
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## **INSURANCE REQUIREMENTS**

The contractor/vendor must provide proof of insurance, including:

- General Liability Insurance
- Workers' Compensation Insurance
- Professional Liability (Errors & Omissions)
- Cyber Liability Insurance (if applicable)

Proof of insurance must be submitted with the proposal and maintained throughout the contract period.

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## **PROPOSAL SUBMISSION REQUIREMENTS**

Proposals must include:

- Company overview and qualifications
  - Relevant project experience and references
  - Description of approach to scope of work
  - Proposed project timeline
  - Cost proposal (itemized: labor, materials, equipment, services)
  - Key personnel and roles
  - Proof of insurance
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## **SUBMISSION INSTRUCTIONS**

Interested contractors/vendors shall submit proposals as follows:

### **Electronic Submission:**

Submit proposals via email to:

Rhonda Willis, HR Consultant

rawillis@willconsult.org

**Hard Copy Submission:**

Submit three (3) physical copies in sealed envelopes to:  
Berkeley Housing Authority  
1947 Center Street, 5th Floor  
Berkeley, CA

Sealed submissions will be retained for official review and evaluation purposes.  
Electronic and hard copy submissions must be identical in content.

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**SUBMISSION DEADLINE**

Friday, April 24, 2026 at 10:00 AM (PST)

Late submissions may not be accepted.

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**PROCUREMENT TIMELINE**

RFP Release Date: On or before March 24, 2026

Proposal Submission Deadline: April 24, 2026 at 5:00 PM (PST)

Proposal Review Period: Late April 2026

Interviews (if applicable): Following initial review

Anticipated Award Date: Early May 2026

Estimated Project Start Date: To be determined based on operational needs

NOTE: BHA reserves the right to deviate from this timeline and/or modify the Scope of Service at any time.

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**EVALUATION PROCESS**

Proposals will be reviewed and evaluated by BHA.

The Authority's CEO will conduct in-person meetings with contractors/vendors selected for further consideration following the initial review.

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**EVALUATION CRITERIA (100 POINTS TOTAL)**

Proposals will be evaluated using the following criteria:

**1. Cost Proposal – 25 Points**

Evaluation of total project cost, clarity of pricing structure, and overall value to the agency

## **2. Experience with Similar Network Infrastructure Projects – 25 Points**

Demonstrated experience completing comparable office network infrastructure or structured cabling projects, particularly within office, government, or institutional environments

## **3. Technical Approach & Project Methodology – 20 Points**

Quality and clarity of the proposed approach to designing and installing the network infrastructure, including coordination with the general contractor and proposed equipment or materials

## **4. Project Timeline & Availability – 15 Points**

Ability to meet the anticipated construction schedule and complete installation in coordination with the office build-out timeline

## **5. Compliance & Qualifications – 10 Points**

Vendor licensing, insurance, certifications, and compliance with applicable building codes, safety standards, and industry best practices

## **6. Completion of Proposal Submission – 5 Points**

Proposers must ensure all required items are included, including submission of both electronic and sealed hard copy proposals

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## **QUESTIONS**

All questions regarding this RFP must be submitted in writing to the contact listed above.

Unauthorized contact with BHA staff regarding this RFP may result in disqualification.

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## **GENERAL CONDITIONS**

- BHA reserves the right to reject any or all proposals
- BHA may request additional information or clarification
- All proposal preparation costs are the responsibility of the proposer
- The selected contractor/vendor must comply with all applicable laws and regulations