



Housing Authority of New Haven

AD-25-IFB-2026
Invitation for Bids

Microsoft Licenses

Issue Date: June 25, 2025

Shenae Draughn
President



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Part I. Cover Page

A. Overview

The Housing Authority of the City of New Haven d/b/a Elm City Communities (HANH/ECC) is seeking the services of an experienced contractor to provide routine, emergency and preventive pest control services for our Low- Income Public Housing Development Agency Wide.

B. Important Due Dates/ Locations/ Time

| Schedule | |
|------------------------|---------------------------|
| Event | Date |
| IFB Issued | June 25, 2025, at 3:00 PM |
| Pre-Bid Conference | N/A |
| Questions Due | July 7, 2025, at 12:00 PM |
| IFB Submittal Deadline | July 16, 2025, at 3:00 PM |
| Public Bid Opening | July 16, 2025, at 3:15 PM |

All questions concerning this IFB must be submitted in writing no later than July 7, 2025 at 12:00 p.m. EST and submitted via the Housing Authority of the City of New Haven's Vendor/Contractor Collaboration Portal, <https://newhavenhousing.cobblestonesystems.com/gateway>.

Answers to questions will be responded to after the close of the questions period and answered via an Addendum posted on the Housing Authority of the City of New Haven's Vendor/Contractor Collaboration Portal. Prior to submission of bid, please check the Vendor/ Client Collaboration Portal for any addendums posted. All Addenda's must be acknowledged with a signature and timely submitted as part of this solicitation. Bids will be rejected if the addendum is not timely submitted as stated.

A bid opening is scheduled for July 16, 2025, at 3:15 p.m. EST via video conference call. Attendance is not mandatory. Conference call link is attached in a separate document.



C. Preparation of Submission:

The bids must substantially conform to the IFB checklist.

Sealed Bids must be uploaded via the Housing Authority of the City of New Haven's Collaboration Portal website:

<https://newhavenhousing.cobblestonesystems.com/gateway>.

YOU MUST BE A REGISTER VENDOR TO SUBMIT A BID

Caution: Late Proposal submission will be handled in accordance with the provisions contained in HUD Form HUD 5369-B Titled "LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF OFFERS".

By submission of a bid, the bidder agrees, if its bid is accepted, to enter into a contract with HANH/ECC in the form included in the contract documents to complete all work specified or indicated in the contract documents for the contract price and within the contract time indicated in the attached IFB.

The bid shall remain valid for the period specified in the IFB, must be independently arrived at, and shall be prepared in accordance with the Instructions to Bidders (HUD Form HUD-5369). Additionally, all required certifications and other applicable documents, as shown on the "Index of Submittal Documents Required for Sealed Bids," must be completed and submitted as part of the bid.

The bid prices shall be included as provided for in the attached IFB. Unless otherwise specified in the IFB, all prices shall be on a firm-fixed-price basis and are not subject to adjustment based on costs incurred.

Unless indicated otherwise, Bidders must submit a lump sum firm-fixed-price bid consistent with a cost/price analysis prepared by HANH/ECC. Price bids that are inconsistent with the HANH/ECC's cost/price analysis may be deemed non-responsive.

Bidders must provide HANH/ECC with the appropriate discount percentage that would apply, if applicable, to prompt payments and the number of days HANH/ECC must make those prompt payments to be able to take advantage of the discount.



HANH/ECC reserves the right to negotiate bid prices with the lowest bidder.

HANH/ECC reserves the right to reject any and all submitted bids or to waive any informality in the solicitation process.

No bid shall be withdrawn for a period of **One Hundred and Twenty (120) calendar days** subsequent to the opening of the submittals without the consent of HANH/ECC.

Bidders should be advised that, prior to the award of any contract, HANH/ECC reserves the right to conduct a pre-award survey for the purpose of determining the bidder's responsibility and capacity to perform the contract. This survey may include review of subcontracting agreements, financial capacity, and quality of work performed on other contracts.

The following information is vital to the submission process and should be read through carefully.

RELEVANT AND PAST EXPERIENCE

Bidder(s) must complete the Contractor's Bid Qualification Form, Reference and Past Performance Form, HUD Form HUD-2530 (Previous Participation Certification), and HUD Form HUD 50071 (Certification of Payments to Influence Federal Transactions) if applicable. NOTE: The Contractor's Bid Qualification Form must be notarized.

REQUIRED CERTIFICATIONS

All Certification documents shown on the "Index of Submittal Documents Required for Sealed Bids" must be prepared and submitted with Bidder's proposal for the bid to be considered responsive to HANH/ECC's Invitation for Bid (Sealed Bid)/Solicitation requirements. **The minimum amount of time that Bidder's proposal must remain valid is ONE HUNDRED AND TWENTY (120) calendar days from the bid submittal date.**

MANDATORY CLAUSES

HUD FORM HUD-5370-C (General Conditions of the Contract for Non-Construction) and HANH/ECC's Supplemental Conditions to HUD Form HUD-5370-C and HANH/ECC's Special Conditions to the HUD General Conditions include all clauses mandated by 24 CFR 85.36.

Part II. Bid Protest

Disagreements over the award of a HANH/ECC contract, referred to as protests, may occasionally arise between the PHA and an offeror. Usually, the protestor asserts that he/she should have received the contract award and alleges that HANH/ECC did not conduct the competition appropriately. (Note: While protests are commonly referred to as bid protests, any type of contract award, including small purchase, competitive proposal, or sealed bid, may be protested by an unsuccessful offeror.) HANH/ECC, in accordance with sound business judgment, is responsible for the settlement of protests arising from the procurement process.

1. Designation of Protest Officials. The Contracting Officer shall be responsible for the receipt of any form bid protest in writing and with conducting the initial bid protest hearing. Bid protest must be submitted within ten (10) days of the award of contract by the Authority.

The Contracting Officer shall render an impartial decision regarding any bid protest.

2. Appeal of Initial Bid Protest Decision. If the Contracting Officer denies the bid offeror's bid protest, the protestor must request an appeal of said finding in writing no later than ten (10) days of the date of receipt of the decision of the Contracting Officer. The appeal hearing will be conducted by no less than two (2) members of the Board of Commissioners (i.e., the Service Committee or the Planning and Development Committee.) The request for an appeal hearing shall be directed to the Contracting Officer.

3. Requirements for Written Protests. Protestors shall submit a bid protest in writing to the Contracting Officer within ten (10) days of the award of the subject contract by the Authority to the following address. **Protest against terms of the solicitation must be made prior to the due date of solicitation.**

Contracting Officer
360 Orange Street
3rd Floor
New Haven, CT 06511



The bid protest must clearly state the basis for the protest. Protests should include, at a minimum, the following information:

- a. Name, address, and phone number(s) of the protestor;
- b. Solicitation number and project title;
- c. A detailed statement of the basis for the protest;
- d. Supporting evidence or documents to substantiate any arguments;
and
- e. The form of relief requested (e.g., reconsideration of their offer).

4. Submission Time Period. Generally, the offeror shall submit bid protest no later than ten (10) days of date the award of subject contract is made by the Board of Commissioners. **Protests against the terms of a solicitation should be considered late if submitted after the due date for offers.**

5. Time Period for Formal Protest Hearing. The Contracting Officer, or his/her designee, shall conduct a protest hearing, if the written request warrants within ten (10) calendar days of receipt of the writing request by the protestor. The Contracting Officer may deem, based upon the evidence presented by the protestor, that a hearing is not warranted, and that an unbiased and impartial initial decision can be rendered without the need of a face to face hearing.

6. Remedial Action. If a protest is decided in favor of the protestor, HANH/ECC may consider, inter alia, the following remedies:

If the contract has not been awarded, the HANH/ECC may cancel or revise the solicitation or proposed contract award, or

If the contract has been awarded, the contract may be terminated for convenience and awarded to the protestor, or the procurement may be canceled and offers re-solicited.

7. Emergencies or Unusual and Compelling Circumstances. HANH/ECC may allow a contract to remain in place despite a successful protest in cases of emergency or unusual or compelling need for the supplies or services. However, if the HANH/ECC determines, based on compelling circumstances



such as an emergency or serious disruption of its operations, that termination or re-solicitation would not be in the best interest of HANH/ECC, then HANH/ECC may allow the award to stand and pay the successful protestor costs associated with preparing the bid along with the cost of filing and pursuing the protest and other damages determined.

8. Denials. HANH/ECC shall notify the protestor in writing of its decision and state the basis for the denial. The notification shall apprise the protestor of any appeal rights in accordance with our protest procedures.

9. Appeal Procedures. As stated above, appeal of the Contracting Officer's initial decision shall be heard by no fewer than two members of the Board of Commissioners (i.e., the Service Committee or the Planning and Development Committee). The request for an appeal must be made in writing as stated above and must include, but not be limited to:

1. A statement of the factual and legal grounds on which reversal or modification of the decision is deemed warranted, specifying any errors of law made or information not previously considered.

10. Documentation. The Contracting Officer shall fully document the protest decision in writing in the contract file. Documentation shall include but not be limited to:

1. A copy of the subject solicitation and supporting documentation, including the copy of the advertisement of the bid.
2. A copy of the protestor's written protest.
3. A copy of the written finding of the Contracting Officer and that of any appeal officer(s).
4. Copy of documentation used by HANH/ECC to make its decisions that was protested by the protestor.

11. Informal Resolution Processes. Protestor may request an informal review of their protest either in writing or by phone.

EQUAL EMPLOYMENT OPPORTUNITIES REQUIREMENTS

All Equal Employment Opportunities including Section 3 (EEO) forms are provided in this package. The contractor/vendor must review all EEO forms,



Housing Authority of New Haven

complete and submit the required EEO forms at the time of submission of bid or proposal. Bids/Contracts at all dollar values are subject to Section 3/MBE/WBE requirements.

After a Contract has been awarded, the contractor must attend a mandatory meeting with HANH/ECC's Director of Procurement. If there are any questions regarding the completion of the EEO forms please contact the Director of Procurement, at 203-498-8800 ext 1200.

Staff is available at 360 Orange Street, 3rd floor, to assist persons with disabilities. The TTY/TDD number is (203) 497-8434. HANH/ECC is an equal opportunity housing agency.

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN

Shenae Draughn

By:
Shenae Draughn
President

Date: 6/24/2025 2:01:46 PM

Part III. Index of Submittal Documents

The INDEX OF SUBMITTAL DOCUMENTS shown below is provided to assist all Bidders in correctly preparing and submitting a responsive Bid to HANH/ECC in accordance with the requirements of the Invitation for Bid (Sealed Bid). The Index contains a listing of all required submittal items.

Please review this index and submit all documents that are checked **“REQUIRED SUBMITTAL”** with your sealed bid. Documents that are checked **“SIGNATURE REQUIRED”** must be properly executed. Documents that are checked **“NOTARY/CORPORATE SEAL REQUIRED”** must be notarized and/or have the Bidder’s corporate seal affixed.

Please view/ download the below listed documents from:

<https://newhavenhousing.cobblestonesystems.com/gateway/DocumentLibrary.aspx>

| INDEX OF SUBMITTAL DOCUMENTS | | | | | |
|---|--|-----------------------|-----------------------|--|-----------------------|
| DOCUMENT | | REQUIRED SUBMITTAL | SIGNATURE REQUIRED | NOTARY/ CORPORATE SEAL REQUIREDAS APPLICABLE | FOR YOUR REVIEW |
| ALL PROJECTS | | | | | |
| Cover Sheet (Attached) | | X | | | |
| Bid Sheet (Attached) | | X | X | | |
| Required Acknowledgements and Certifications: | | | | | |
| HUD-5369 Instructions to Bidders | | | | | X |
| HUD-5369-B Instruction to Offerors Non-Construction | | | | | X |
| Reference and Past Performance Form | | X | | | |
| Acknowledgement of Addenda Form | | X | X | | |
| Section 3 Application | | X | | | |
| Contractor Highlight Section 3 | | | | | X |
| HANH/ECC Section 3 Clause | | | | | X |
| General Conditions for Non- Construction- HUD 5370-C | | | | | X |
| HUD Form 50071- Certification of Payments to Influence Federal Transactions | | X | X | | |
| Non-Collusive Affidavit | | X | X | X | |

Part IV. Specifications

Scope of Services for Office 365 and Related Microsoft Licenses

1. Introduction

Elm City Communities is soliciting bids for the procurement, deployment, and ongoing management of Microsoft Office 365 licenses and related services for the agency. This Scope of Services outlines the tasks, deliverables, and responsibilities required to fulfill the license requirements detailed in the attached bid sheet.

2. Objectives

- Procure and provision the specified Microsoft licenses in accordance with the minimum quantities and license editions outlined in the Bid Sheet.
- Ensure seamless integration of licenses into the agency's existing IT infrastructure.
- Provide ongoing administration, support, and reporting to optimize license usage and cost efficiency.

3. Scope of Work

3.1 License Procurement and Provisioning

- Order and purchase the following licenses in the quantities specified:
 - MS Project Plan 3 GCC – 30 seats
 - Visio Plan 2 – 20 seats
 - Microsoft 365 E3 Productivity Suite – 320 seats
 - Power BI Pro – 80 seats
 - Power BI Premium – 20 seats
 - Teams Room Pro – 8 seats
 - Teams Premium – 20 seats
 - Microsoft 365 CoPilot – 25 seats
 - Software Stack Clustered Chart License – 40 seats
 - Skykick Backup – 400 seats
- Coordinate with Microsoft or authorized reseller to activate licenses under the agency.
- Assign licenses to user accounts and groups according to the agency's policies.

3.2 Ongoing Support and Administration

- Monthly license inventory reconciliation to ensure accurate seat counts and prevent overspend.
- Quarterly reporting on license utilization, cost per user, and recommendations for rightsizing.
- Helpdesk support for licensing issues, including user assignment, revocation, and license transfers.

4. Deliverables

- License Procurement Confirmation: Order receipts and activation confirmations.
- Monthly License Report: Dashboard and data export showing seat counts, utilization metrics, and cost analysis.

5. Contract Terms

The contract term is for One (1) Year.



Part V. Procurement Process

1. *Bid Evaluation/Contract Award*

The low bid will be evaluated in accordance with the requirements of the IFB. The low bid will be evaluated to determine the responsiveness to the requirements of the IFB. If the bid does not conform to the solicitation, it must be rejected, and bid will be examined for responsiveness.

The contract will be awarded based on the best interest of the Authority.

HANH/ECC will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to HANH/ECC, cost or price and other factors, specified elsewhere in this solicitation, considered. HANH/ECC reserves the right to request additional information which may include an interview.

HANH/ECC may

1. Reject any or all offers if such actions are in HANH/ECC's interest,
 2. Accept other than the lowest offer,
 3. Waive informalities and minor irregularities in offers received, and
- Award more than one contract for all or part of the requirements stated.



Housing Authority of New Haven

Invitation for BIDS

AD-25-IFB-2026
Microsoft Licenses

Company Name: _____

Address: _____

City, State & Zip Code: _____

Telephone: _____

Fax Number: _____

Contact Person Name: _____

Email Address: _____

Date Submitted: _____

Shenae Draughn
President

| Office 365 Licenses | | | | | |
|---------------------------------|-------------------------------|----------|------------------|-----------------|------------------------|
| License | Description | Quantity | Price/User/Month | User Cost/Month | Total Annual Cost/Item |
| MS Project, Plan 3 GCC | MS 365 Project Plan | 30 | \$ | \$ | \$ |
| Visio Plan 2 | MS 365 Visio Plan | 20 | \$ | \$ | \$ |
| MS 365 G3 | MS 365 Productivity Suite | 320 | \$ | \$ | \$ |
| MS 365Power BI Pro | MS 365 Power BI Pro | 80 | \$ | \$ | \$ |
| MS 365 Power BI Premium | MS 365 Power BI Premium | 20 | \$ | \$ | \$ |
| MS Teams Room Pro | MS Teams Room Pro | 8 | \$ | \$ | \$ |
| MS Teams Premium | MS Teams Premium | 20 | \$ | \$ | \$ |
| MS 365 CoPilot | MS 365 CoPilot | 25 | \$ | \$ | \$ |
| Software | Stack Clustered Chart License | 40 | \$ | \$ | \$ |
| MS Skykick Backup | MS Skykick Backup | 400 | \$ | \$ | \$ |
| TOTAL | | | \$ | \$ | \$ |
| Vendor Name _____ | | | | | |
| Authorized Name and Title _____ | | | | | |
| Authorized Signature _____ | | | | | |