

HAINES BOROUGH
HAINES, ALASKA

PUBLIC NOTICE

REQUEST FOR PROPOSALS

IT/COMPUTER SERVICES



The Haines Borough invites interested individuals or businesses to submit written proposals to provide IT/ Computer Support services to the borough. Successful respondents must have the capability to provide comprehensive technical computer and network support. It is possible for a contractor to provide a significant portion of support services remotely, but periodic onsite visits would be required and such a proposal should address possible onsite solutions such as a subcontractor or oversight of a designated borough staff person. Note: The borough is simultaneously seeking applicants for its System Administrator position and will select the most appropriate solution to fulfill its IT support requirements.

The successful respondent will provide information technology and computer support primarily to the borough administration building (13 users) but will also provide on-call and maintenance support for all other departments (25 users), excluding the library and museum. The overall network consists of 4 physical servers, 12 virtual servers, and approximately 40 computers.

Proposals will be received until **4:00 p.m. AST, December 3, 2012**. Proposals are acceptable only by mail or hand-delivery and must be sealed. Late proposals will not be accepted. A postmark does not constitute receipt by the Clerk's Office.

All inquiries regarding this RFP and recent technical services of the borough should be directed to Julie Cozzi, Borough Clerk. In order to ensure that you receive any addenda on the RFP, please provide your contact information, as soon as possible. The borough reserves the right to reject any and all proposals, to waive any irregularities in the proposal process, or to negotiate with the low bidder.

A proposal packet containing submission requirements and more information is available from the Borough Clerk: 103 Third Ave; P.O. Box 1209, Haines, Alaska 99827; Phone 907-766-2231, ext. 31; email: jcozzi@haines.ak.us; or online at www.hainesalaska.gov.