

**Small Purchase Solicitation**  
**Cloud Productivity Licensing Solicitation**  
**Housing Authority of the City of Hartford**  
**180 John D Wardlaw Way**  
**Hartford, CT 06106**

**General Information**

The Housing Authority of the City of Hartford (HACH) is located at 180 John D Wardlaw Way in Hartford, CT. The Agency's primary mission is to provide safe and affordable housing to those in need throughout the City of Hartford. This mission is primarily funded by the U.S. Department of Housing and Urban Development (HUD). The agency currently services over 3,000 households each month through various programs.

**Purpose of this Solicitation**

HACH is seeking licensing for a cloud-based email and productivity software solution.

**Important Dates for the Solicitation**

1. Issue Date: September 2, 2020
2. Deadline for Submittal of Proposals: September 9, 2020 2 PM

**Scope of Services**

High level features of the requested licensing solution include:

1. Minimum 50 GB Exchange Online mailbox (or equal) per user
2. Anti-spam, Anti-phishing, Anti-malware, Anti-spoofing protection
3. Compliance functionality including record retention, e-discovery, legal hold, archiving
4. Email encryption capability; TLS and message based
5. Data Loss Prevention for email capability forcing emails to be encrypted, or blocking them from being sent if PII is detected in a message
6. Message recovery of items outside the retention plan for up to 30 days.
7. Mobile Device Management for Windows and Mobile Devices, or equal
8. 1 TB of storage for files per user
9. Collaboration platform providing instant messaging, location services for frontline workers, audio/video conferencing and file collaboration.
10. Full version of Office for Windows, Mac, and mobile devices, or equal. Each user is entitled to 5 copies of Office, or equal, for work devices (to replace currently utilized Office box copies).
11. Windows 10 Professional subscription desktop licensing, or equal.
12. Multifactor authentication securing accounts with second factor of authentication such as a push notification or SMS message.

13. Self-service password reset- Allows passwords to be reset without involving the help desk. Requires multifactor authentication and a mobile device.

### **Proposal Submission Requirements**

Questions must be directed to [bids@hartfordhousing.org](mailto:bids@hartfordhousing.org). No questions will be accepted after 5 pm on September 5, 2020.

All proposals must be submitted electronically to [bids@hartfordhousing.org](mailto:bids@hartfordhousing.org).

Proposals must contain Pricing information broken down on a per license/per month basis for up to a five (5) year term. Any pricing differentiation based on term length should be clearly presented.

### **Selection Process**

Each proposal received will be evaluated and a determination will be made if it meets the minimum requirements. Failure to meet these requirements will be a cause for eliminating the proposal from further consideration.

HACH reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all or part of the proposal, and to be the sole judge of the suitability of the proposals offered.

Proposals will be evaluated as to price and respondent responsibility with award being made to the lowest responsible respondent.

All submittals in response to this solicitation are public records and available for inspection and copying upon request.

HACH reserves the right to reject any and all proposals submitted in response to the solicitation. HACH is under no obligation to award a contract as a result of this solicitation.

The contract resulting from this solicitation will be a HACH purchase order with this solicitation (including the HUD required terms attached hereto) and the respondent's quote attached and made a part of the contract.

### **Affirmative Action**

The HACH strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, Section 3 businesses, Section 3 individuals and small businesses to submit proposals, to participate as partners, or to participate in other business activity in response to this solicitation.

## **THE ATTACHED PURCHASE ORDER IS SUBJECT TO THE FOLLOWING:**

The following contract clauses are required in contracts pursuant to **24 CFR 85.36(i) and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act**. United States Department of Housing and Urban Development (“HUD”) is permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy. The Housing Authority of the City of Hartford (the “PHA”) and the vendor identified on the attached purchase order (the “Contractor”) are also subject to other Federal laws including the U.S. Housing Act of 1937, as amended, Federal regulations, and state law and regulations. The purchase order and this attachment are referred to herein as the “Contract.”

**Examination and Retention of Contractor’s Records.** The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under this Contract, have access to and the right to examine any of the Contractor’s directly pertinent books, documents, papers, or other records involving transactions related to this Contract for the purpose of making audit, examination, excerpts, and transcriptions.

**Right in Data and Patent Rights (Ownership and Proprietary Interest).** The PHA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by Contractor pursuant to the terms of this Contract, including, but not limited to, reports, memoranda or letters concerning the research and reporting tasks of the Contract.

**Energy Efficiency.** The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this Contract is performed.

### **Procurement of Recovered Materials**

In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price. (b) Paragraph (a) of this clause shall apply to items purchased under this Contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this Contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

### **Termination for Cause and for Convenience (contracts of \$10,000 or more).**

(a) The PHA may terminate this Contract in whole, or from time to time in part, for the PHA’s convenience or the failure of the Contractor to fulfill the Contract obligations (cause/default). The PHA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the PHA all information, reports, papers, and other materials accumulated or generated in performing the Contract, whether completed or in process.

(b) If the termination is for the convenience of the PHA, the PHA shall be liable only for payment for services rendered before the effective date of the termination.

(c) If the termination is due to the failure of the Contractor to fulfill its obligations under the Contract (cause/default), the PHA may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the PHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract of otherwise, and the Contractor shall be liable for any additional cost incurred by the PHA; and (3) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the PHA by the Contractor. In the event of termination for cause/default, the PHA shall be liable to the Contractor for reasonable costs incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.

### **Indemnification – PHA Required Contract Term**

Contractor shall indemnify PHA against all losses arising out of any claim against PHA by a non-party to this Contract ("Claim"), except to the extent that PHA negligently or intentionally caused those losses. To assume the defense of a Claim, Contractor must notify PHA that it is doing so and shall retain independent legal counsel that is reasonably acceptable to PHA. PHA is entitled to participate in the defense of a Claim. Contractor shall pay any litigation expenses that PHA incurs in connection with defense of any Claim.

**Training and Employment Opportunities for Residents in the Project Area** (Section 3, HUD Act of 1968; 24 CFR 135)  
(Applies to contracts for work to be performed only, not for the mere purchase of supplies or materials)

(a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

(b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

(c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

(d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

(e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

(f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.