400 Doansburg Road, Box 719
Brewster, NY 10509-0719
845.279.2995
www.greenchimneys.org

REQUEST FOR BIDS (RFP): Information Technology Assessment and Strategic Planning

ISSUING AGENCY:

Green Chimneys Childrens Services, Inc.
400 Doansburg Road
Brewster, NY 10509
Contact Person: Michael Conrad, Purchasing Agent
Email: mconrad@greenchimneys.org | Phone: 845-279-2995 ext 1191

NOTICE TO BIDDERS & SUBMISSION INSTRUCTIONS
1. Submission Deadline & Opening

Sealed proposals for Information Technology Assessment and Strategic Planning will be received until February 12, 2027 at 5:00 PM EST. Bids must be submitted via BidNet Direct or received in mail before deadline. Bids received after the designated date and time will not be considered.

2. Scope of Purchase

Green Chimneys is seeking proposals from qualified vendors to assess the current technology infrastructure, systems, staffing, and platform integrations across the organization to evaluate effectiveness, identify gaps, redundancies, and opportunities for improvement. The assessment should include a review of interdepartmental workflows, data exchange processes, and system interoperability. Based on findings, provide strategic recommendations to optimize integration, streamline operations, enhance collaboration across departments, and improve overall organizational efficiency. Strategic recommendations include both solution architecture and an implementation methodology in the form of a 4-year IT strategic plan.

3. Public Opening
Sealed packages will be publicly logged and opened on 2/16/2027 at 10 AM at 400 Doansburg Road, Brewster, NY 10509.

4. Required Documents for Submission

To be considered a responsive bidder, your submittal packet must include the following completed forms:

[x] Completed Bidder Information Sheet & W-9 Form

[x] Completed Bidder RFP Proposal

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[x] Signed Non-Collusive Bidding Certification (NYS General Municipal Law § 103-d)

[x] Signed Iranian Energy Sector Divestment Certification

5. Questions & Addenda

All administrative questions regarding this solicitation must be submitted via BidNet's Q & A forum later than January 15, 2027 at 5:00 PM EST. Any interpretations or changes to the bid specifications will be issued as a formal written Addendum to all registered bidders.

6. Award Basis

Award will be made to the bidder providing best value to the agency based on the evaluation criteria. The agency reserves the right to reject any or all bids, or to accept the bid that best serves the operational needs of Green Chimneys Childrens Services, Inc.

7. Addenda Acknowledgment

Bidders must acknowledge the receipt of any formal Addenda issued during the solicitation process. Failure to acknowledge issued Addenda may result in the rejection of the bid as non-responsive.

Bidders shall complete the confirmation section below:

Addendum Acknowledgment:

The undersigned bidder hereby acknowledges receipt of the following Addenda (if applicable):

Addendum No. _____ Date Received: _____ Signature: _____

Addendum No. _____ Date Received: _____ Signature: _____

(If no addenda were issued, leave blank).

BIDDER SIGNATURE & AUTHORIZATION

Company Name: _____

Authorized Representative Name: _____

Title: _____

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Signature: _____

Date: _____