

**REQUEST FOR PROPOSAL (RFP)**

**IT NETWORKING INFRASTRUCTURE PROCUREMENT**

**KENNEWICK HOUSING AUTHORITY (KHA)**

**1915 W 4<sup>th</sup> Place, Kennewick WA 99336**

**Response Deadline: Thursday, June 15<sup>th</sup> 2026 (5:00 P.M.)**

Project Name: KHA IT Network Infrastructure Procurement

Project Location: KHA Admin Sunnyslope Homes Development:  
1915 W. 4<sup>th</sup> Place \* Kennewick, WA 99336

Owner: Kennewick Housing Authority (KHA)  
1915 W 4<sup>th</sup> Place, Kennewick WA 99336  
(509) 378-5439  
Michael Lukson, Director of Finance / mlukson@kennewickha.org

Project Contact: Michael Lukson, Director of Finance  
1915 W 4<sup>th</sup> Place, Kennewick WA 99336  
(509) 378-5439

**REQUEST FOR PROPOSAL (RFP):**

Kennewick Housing Authority (KHA) is soliciting Requests for Proposals (RFPs) from qualified Information Technology (IT) service providers to furnish, install, and configure cost-effective and appropriately scaled network infrastructure solutions for its Kennewick office locations. The scope of work includes replacement and configuration of firewall hardware, evaluation and potential replacement of existing unmanaged network switches, and implementation of a secure wireless access point (WAP) system. KHA seeks solutions that provide strong security, reliability, ease of management, and long-term value while remaining appropriate for the size and operational needs of the agency. Hardware should support future growth and evolving operational needs. Responders (vendors/firms) will address issues of concern relating to all systems as outlined in the **'Scope of Services'** section incorporated in this Request for Proposal (RFP).

Kennewick Housing Authority (KHA) is soliciting Requests for Proposals (RFPs) from qualified Information Technology (IT) service providers to procure, install, configure, and support updated network and infrastructure solutions for KHA operations across five locations serving approximately 22 staff members.

KHA's existing networking equipment is approximately ten years old and requires review, modernization, and potential replacement. Through this RFP, KHA seeks proposals for networking equipment, firewall and VPN solutions, secure wireless access point (WAP) systems, network cabling review, and associated implementation services. Current company equipment includes unmanaged switches, small SOHO class firewall and no wireless AP. KHA currently has no on-premises applications used for business activities. All applications used for business services are SaaS cloud-based solutions. VPN is only needed for File Share and office printer access.

Emphasis shall be placed on modernization of firewall and network security infrastructure to strengthen protection against unauthorized external access, cybersecurity threats, and network intrusion attempts.

KHA currently has limited wireless network infrastructure in place, and the proposed solution should include recommendations and implementation of secure and reliable wireless connectivity across applicable KHA facilities that emphasize options for Single Sign-On (SSO) and the use of authentication and authorization protocols for hard end user connections.

At a minimum, proposed solutions should address the following objectives:

- Replace outdated hardware and software with secure, scalable alternatives that support future growth.
- Upgrade and improve secure wireless connectivity across KHA locations
- Evaluate existing firewall infrastructure and recommend next generation firewalls and/or VPN capabilities as appropriate
- Improve and harden edge security to include Managed Detection and Response (MDR) services and automated Threat Detection platforms. Security should protect against unauthorized external access, cybersecurity threats, and intrusion attempts
- Review existing network switching and structured cabling infrastructure for adequacy and reliability
- Identify any recommended cable upgrades, trenching requirements, or inter-building connectivity improvements necessary to support the proposed solution
- Improve overall network security, manageability, scalability, and long-term operational reliability

The selected vendor shall provide all equipment, software, licensing, labor, configuration, testing, implementation, documentation, and support necessary to complete the project. Services may include firewall installation and configuration, wireless access point deployment, network equipment installation, switching configuration, cabling assessment, connectivity testing, cybersecurity hardening, staff orientation, and post-implementation support.

KHA seeks practical, maintainable, and cost-effective solutions appropriate for a small-to-mid-sized public housing authority environment with primarily cloud-hosted software systems. Proposals should prioritize long-term value, security, ease of management, cybersecurity protection, and operational fit while avoiding unnecessary complexity or oversized enterprise solutions.

Following is a **Scope of Services** to be provided:

The objectives of the project are to:

A. Review, modernize, secure, and improve KHA's existing network infrastructure, wireless connectivity, firewall/security systems, across KHA locations.

B. Replace outdated or unsupported networking and security equipment with secure, supportable, and scalable alternatives appropriate for KHA's operational size and technology environment.

C. Improve network reliability, wireless coverage, cybersecurity protections, and overall system manageability while supporting future organizational growth.

D. Evaluate existing inter-building connectivity, structured cabling, and switching infrastructure and identify recommended upgrades, replacement needs, trenching requirements, or connectivity improvements necessary to support the proposed solution.

E. Improve network perimeter security through firewall modernization and related cybersecurity enhancements intended to reduce exposure to unauthorized access, external intrusion attempts, ransomware, and other cybersecurity threats.

## Key Requirements

The proposal should include, but not necessarily be limited to, the following features and services:

- Highly available, secure, maintainable, and scalable network infrastructure
- Secure firewall and network perimeter protection solutions
- Secure wireless access point (WAP) deployment and configuration
- Evaluation of VPN capabilities and secure remote connectivity options
- Review and assessment of existing switching, cabling, and network topology
- Complete installation, configuration, setup, testing, and documentation of all proposed equipment and software
- Applicable manufacturer warranties and licensing documentation for all proposed hardware and software
- Manufacturer documentation and support information for all installed systems
- Recommendations for backup, redundancy, failover, and business continuity as appropriate
- Staff orientation and basic operational training following implementation
- Advanced product support and warranty coverage for a minimum of three (3) years after installation

## General Proposal Requirements

Proposals must meet the following minimum requirements:

- All components must be factory new and not reconditioned or refurbished
- All proposed equipment must be commercially available and fully supported by the manufacturer and vendor
- Proposals must include all equipment, licensing, labor, configuration, implementation, travel, freight, shipping, and associated project expenses
- KHA shall incur no additional costs outside the submitted proposal unless approved through a written change process
- Vendors must provide all installation, configuration, testing, and necessary cabling associated with the proposed solution
- All proposed solutions must be appropriate for a small-to-mid-sized public housing authority environment with primarily cloud-hosted software systems
- Proposals should prioritize practical, cost-effective, and maintainable solutions while avoiding unnecessary complexity or oversized enterprise systems
- KHA is exempt from applicable Federal excise, transportation, and Washington State sales taxes. Tax exemption documentation will be provided upon award if necessary

## Infrastructure and Security Requirements

Proposals should address the following infrastructure and security considerations as applicable:

- Firewall replacement and cybersecurity hardening
- Secure wireless access deployment across all applicable facilities
- Evaluation and replacement of unmanaged switches where appropriate
- Network segmentation and security best practices recommendations
- Secure remote access and VPN recommendations if appropriate
- Review of existing cabling and structured wiring infrastructure
- Evaluation of inter-building connectivity methods and requirements
- Recommendations for trenching, conduit, fiber, or other connectivity improvements if necessary
- Redundancy, failover, and backup recommendations as appropriate
- Proper environmental and physical security considerations for installed equipment

### Cost Proposal Requirements

To support KHA funding allocation and budgeting requirements, vendors must separately identify and itemize all costs associated with the following locations and project areas:

1. Main Office
2. Community Center
3. Maintenance Shop
4. Nueva Vista I & II (VPN Only)
5. Lilac (VPN Only)
6. Bubble on Gum (VPN Only)

VPN Only sites do not require cost proposals but are listed for impacted location purposes.

Cost proposals should clearly identify:

- Equipment costs
- Licensing/subscription costs
- Labor and installation costs
- Cabling and trenching costs
- Optional or recommended enhancements
- Ongoing maintenance or support costs

KHA reserves the right to award all or portions of the project based upon available funding and operational priorities.

### Submittal Requirements

Proposal Applicants must schedule an onsite visit to review the main KHA Kennewick office prior to submitting the bid. The following information must be submitted for a proposal to be considered complete:

#### General Information

- a. Length of time in business
- b. Length of time providing managed or flat-rate IT services
- c. Total number of clients currently supported
- d. Number of full-time local personnel located within the Tri-Cities region
- e. Location of headquarters and field offices
- f. Company-wide technical certifications and manufacturer partnerships

## Technical Response

1. Describe how the proposed solution fulfills the requirements outlined in this RFP.
2. Provide a summary of experience delivering similar network infrastructure, firewall, wireless, or cybersecurity projects.
3. Identify key personnel who will perform the work and summarize their experience, certifications, and project responsibilities.
4. Provide an estimated implementation timeline and identify any anticipated service interruptions or downtime requirements.
5. Identify any assumptions, exclusions, or optional recommendations included in the proposal.

### **Cost of Service:**

Define any other possible charges (e.g. travel expenses)

### **Applicable Rules, Guidelines & Requirements:**

KHA) are public municipal Housing Authorities, are “*tax exempt*”. All work must be completed to standard and code as required by the State of Washington and U.S. Dept. Housing and Urban Development (HUD). All prevailing wage requirements, including applicable **Davis-Bacon Act (DBA) provisions and Washington State Wage Determinations, apply to this project.** It is the policy of KHA to take positive steps to maximize inclusion of minority and women enterprises, particularly business owned and operated by low-income residents, in all KHA administered contract activity per Section 3 (HUD) and equal employment opportunity regulations and reporting requirements are also applicable, the use of materials and appliances manufactured in the United States, per “Buy American” and KHA is also committed to using EE and Energy Star rated materials as defined in the HUD “Green” legislation. All work must be completed to finish, must comply with all applicable Housing Authority, HUD, Federal, State and Local laws, regulations and policies.

### **Request For Proposal (RFP) “Submittal Requirements”:**

Submit one (1) copy of your proposal and qualifications on your business/firm’s letterhead, stating your interest in the project, experience and knowledge of working and complying with federally assisted programs, minimum of three (3) professional references outlining your experience and qualifications in initiating and completing related projects, proof of bond and licensing, and any other information regarding project specific abilities. Please submit the requested information by or no later than **Thursday June 15<sup>th</sup> 2026 by 5:00 P.M.**

### **Request For Proposal (RFP) “Evaluation Factors”:**

In accordance with 24 CFR 85.36(d)(3)(iii) all submittals will be evaluated using the following criteria.

- a) Demonstrated understanding of the required services;
  - b) Appropriateness of technical approach including labor categories, ability to meet time frame, and demonstration of skills/capabilities;
  - c) Quality of the work plan;
  - d) Quality of management and technical plan;
  - e) Experience in performing similar work;
  - f) Demonstration of past performance (references directly relating to the work type requested by the RFP).
- All of the above evaluation criteria will be assigned a point value for each category and scored accordingly.

### **Request For Proposal (RFP) “Must Be Submitted To”:**

Kennewick Housing Authority

Attention: Michael Lukson, Director of Finance

1915 W 4<sup>th</sup> Place  
Kennewick WA 99336  
(509) 378-5439

**Request For Proposal (RFP) “Delivery Method”:**

Proposal submissions will be submitted by email to [mlukson@kennewickha.org](mailto:mlukson@kennewickha.org) in PDF format.

Vendors may also request a secure SharePoint upload link by contacting [mlukson@kennewickha.org](mailto:mlukson@kennewickha.org) prior to the submission deadline.

Final selection for the firm to provide services will be made **on or before Thursday, June 22nd, 2026.**

For questions and additional information please contact Michael Lukson, KHA Director of Finance at (509) 378-5439.

**WALKTHROUGH’S WILL BE CONDUCTED ON AN INDIVIDUAL BASIS UPON REQUEST. TO SCHEDULE A WALKTHROUGH, CONTACT: MICHAEL LUKSON. VENDORS REQUESTING WALKTHROUGH’S MUST DO SO IN A TIMELY MANNER. THE DEADLINE FOR SUBMITTALS WILL NOT BE ALTERED OR EXTENDED FOR THOSE VENDORS REQUESTING A WALKTHROUGH.**