

HOUSING AUTHORITY OF NEW ORLEANS
REQUEST FOR QUOTES

PROVIDE MICROSOFT OFFICE 365 G3 LICENSES
FOR THE HOUSING AUTHORITY OF NEW ORLEANS

REQUEST FOR QUOTES #22-910-35

4100 TOURO STREET
NEW ORLEANS, LA 70122
PHONE # (504) 670-3249
FAX # (504) 286-8224
DATE: TUESDAY, JUNE 7, 2022

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME: _____

CONTACT PHONE # _____ FAX # _____ EMAIL _____

CONTRACT ADMINISTRATOR: DIANNE WILTZ-HUNLEY

QUOTE DUE BY: TUESDAY, JUNE 21, 2022 @ 2:00P.M.

SCOPE OF SERVICES:

This project shall be awarded to a qualified, vendor experienced in the provision of the services contained in this RFQu.

PROJECT SCOPE OF WORK AND SPECIFICATIONS: SEE ATTACHED

SPECIAL INSTRUCTIONS:

1. All quotes shall be delivered to the attention of Bejide Legania, Procurement Manager, or emailed to blegania@hano.org.
2. Provide proof of insurance sufficient for the provision of services required.
3. All questions shall be forwarded in writing no later than three days before quote due date and time to Dianne Wiltz-Hunley, Contract Administrator at dwiltz@hano.org.

QUOTE VALID UNTIL: _____

QUOTE SUBMITTED AND AUTHORIZED BY:

_____ ON _____ 20_____

HANO reserves the right to execute a Contract/Purchase Order with the responsible individual(s), firm(s), or organization(s), which provide the greatest benefit to the agency, not necessarily the lowest price.

THIS IS NOT AN ORDER REQUEST

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SCOPE OF WORK

The Housing Authority of New Orleans (HANO) is seeking to procure Microsoft Office 365 G3 licenses for one hundred fifty (150) agency users. The requested licensing will provide the agency with the features and capabilities of Office 365 services in a segmented government cloud community that will enable the HANO to meet U.S. compliance and security standards. The G3 version includes Word, Excel, and Outlook as well as personalized search and discovery, self-service business intelligence, enterprise management of apps, eDiscovery tools, and other services.

COST PROPOSAL

DESCRIPTION	QUANTITY	PRICE	TOTAL
M365 Licenses – E#GCC	150	\$	\$
Cost per additional license	1	\$	\$

(Company Name)

Respondent's Name/Title (Printed)

By: _____
(Signature)

Date

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Respondent has received the following Addenda, receipt of which is hereby acknowledged:

Addendum Number: _____

Date Received: _____

(Respondent)

(Signature)

(Printed or Typed Name)