



NEW YORK CITY DEPARTMENT OF CORRECTION
Joseph Ponte, Commissioner
Ava B. Rice, ACCO
Central Office of Procurement

Bulova Corporate Center
75-20 Astoria Boulevard, Suite 160
East Elmhurst, NY 11370

Office: 718 546-0690
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**NOTICE OF SOLICITATION – REQUEST FOR PROPOSALS (RFP)
ADMINISTRATIVE TELEPHONE SYSTEM MAINTENANCE AND SERVICES
PIN 072201512MIS / EPIN 07215P0001**

Vendors can download a copy of the RFP solicitation from the Department’s website at
<http://www.nyc.gov/html/doc/html/contracting/contracting.shtml>

The New York City Department of Correction is seeking an appropriately qualified vendor to provide all the labor and material to effect as-needed maintenance, repair, software upgrades, phone system administration services and MAC’s (Moves, Adds, Changes) to its Teltronics PBX and Cisco IP Telephone Systems located at various Department of Correction facilities on Rikers Island and throughout the five boroughs.

The RFP solicitation can also be picked up in person with a \$25.00 Check or Money Order Payable to: Commissioner of Finance; from Thursday, **April 23, 2015** until Thursday **May, 14, 2015**, 9:00AM – 3:00PM at: NYC Department of Correction, 75-20 Astoria Blvd., Suite 160 (Bulova Corporate Center), East Elmhurst, NY 11370.

PRE-PROPOSAL CONFERENCE: Date/Time/Location:

Tuesday, May 5, 2015 @ 2:00 PM

NYC Department of Correction, Bulova Corporate Center
75-20 Astoria Blvd, Suite 160, Conf. Rm. 1-SW-B
East Elmhurst, New York, 11370

(Optional but Highly Recommend) ***Site Visit will follow Pre-Proposal Conference***

For ADMISSION onto Rikers Island, interested bidders must execute a “Security Clearance Form”. Photo IDs will be required of all parties who wish to attend the Site Visit. **The Security Clearance Form MUST BE RECEIVED no later than Friday May 1, 2015 by 3:00PM. Please email the completed Security Clearance Form at the email address shown below.**

PROPOSAL OPENING DUE DATE: Date/Time/Location:

Friday, May 15, 2015 @ 11:00 AM

NYC Department of Correction, Bulova Corporate Center
75-20 Astoria Blvd, Suite 160, Conf. Rm. 1-SW-B
East Elmhurst, New York, 11370

For questions pertaining to this solicitation, please contact Ms. Cassandra L. Dunham, Procurement Analyst (718)546-0766/email cassandra.dunham@doc.nyc.gov. In Cassandra’s absence, please contact Agency Chief Contracting Officer, Mrs. Ava B. Rice (718) 546-0690 Ava.Rice@doc.nyc.gov