ECKAN
East Central Kansas Economic Opportunity Corporation

IT Services
Request for Proposal

This RFP is for IT Services for East Central Kansas Economic Opportunity Corporation (ECKAN).

Responses Due:	October 24, 2025
Send any questions on the RFP to:	Jillian Oberly, Director of Finance
Send proposals to:	Jillian Oberly C/O ECKAN PO Box 40 Ottawa, KS 66067
Goal for IT service partnership start:	January 1, 2026

Project Overview

ECKAN invites you to respond to this Request for Proposal (RFP). The purpose of the RFP is to solicit bids for maintaining our current Information Technology (IT) system, providing support and technical support when issues arise, updating and installing new programs or hardware, general maintenance and monitoring services, and emergency support in case of unforeseen situations.

East Central Kansas Economic Opportunity Corporation (ECKAN) Introduction
ECKAN is a Not-for-Profit Community Action Agency located in East Central Kansas. Our agency's mission statement is "ECKAN builds connections and provides program services in East Central Kansas to support the stability, health, and engagement of low-income individuals and families." ECKAN was founded in 1966 and has been fighting poverty for 59 years. We are located in several counties (Anderson, Allen, Bourbon, Chase, Coffey, Douglas, Greenwood, Franklin, Linn, Lyon, Johnson, Miami, Morris, Osage, Woodson, and Wyandotte). We have eighteen centers in our service area with multiple offices in Franklin County.

Existing Technical Environment Overview

- 2 Servers
- Computers and tablets for all positions (90 - 120 devices) Primarily Windows operating system with a few Mac tablets
- VoIP phone system (Nextiva)
- Security cameras in classes and office areas. Exterior cameras at central office.
- Firewall
- Specific software for certain business functions (example, Sage Intacct, Paylocity, Promis, GoEngage, Hancock Software, DMS Weatherization Management and Reporting System, Lindsey), Microsoft Office 365, 1Password

Service Requirements

As part of this RFP the following services are priority items for **ECKAN:**

- Installing, maintaining, and repairing hardware & software components of the organization's computers and technology infrastructure. Repairs and replacements can be outsourced as needed.
- Supporting these systems through remote access or site visits as needed.
- Improving and maintaining agency-wide security camera infrastructure.
- Providing Mobile Device Management (MDM), internally or through a third-party product
- Other IT-related items as they occur.
- Quarterly check in meetings with CEO and potentially monthly team check in with leadership members.

Company Requirements

Our Central Office is in Ottawa, Kansas, where most equipment is located. We also have community centers in Lawrence, Ottawa, Garnett, Olathe, Louisburg, Burlington, Emporia, and Osage City with cameras, VoIP phones, and laptops/printers. Our Head Start centers are located in Ottawa, Garnett, Osawatomie, Lawrence and two locations in Emporia each of which have cameras, several laptops, printers, and a VoIP phone system linked to the central office.

Budget Details

While we prefer the most cost-effective solution, all proposals will be reasonably considered and weighed based on their merits. All invoices for this project must be billed on a monthly basis with a breakdown of location and services provided.

ECKAN encourages respondents to indicate whether they are willing to provide in-kind goods or services that could support Head Start program needs or otherwise offset costs to the agency. While not required, consideration may be given to proposals that include such contributions as part of the overall value offered to the agency.

Length of Contract

The contract will be for 1 year, with the option to renew for 2 years, a 30-day option to renew for 2 years, and a 30-day termination clause.

Proposal Requirements

For ECKAN to fully understand your company and assess your ability to fulfill our IT service needs please include detailed responses in a sealed envelope with “Bid for IT Services” written in the bottom left-hand corner of the envelope to the following:

ECKAN
C/O Jillian Oberly
PO Box 40
Ottawa, KS 66067

Proposals will be opened and reviewed on October 27th, at 2:00 p.m.

We will notify all participants in writing of our decision after October 27, 2025.

Thank you for your interest in responding to this RFP with a proposal for IT services. We look forward to your response.

If you have any questions, please contact Jillian Oberly at 785-242-7450 ext. 7200 or at joberly@eckan.org.