



COMMUNITY ACTION CORPORATION OF SOUTH TEXAS

Physical Data Center Buildout

PROPOSALS DUE:
12/7/2018

Attn: Jason Muller, IT Manager
Community Action Corporation of South Texas
204 E. First St.
Alice, TX 78332
jason.muller@cacost.org

REQUEST FOR PROPOSAL (RFP)
Physical Data Center Buildout

INTRODUCTION

CACOST is a private non-profit organization established in 1971 and funded through federal, state and local grants. Our mission is to continuously improve the lives of South Texans by providing high-quality health care, education, housing, and economic opportunities to reduce poverty through services and partnerships. CACOST programs include Head Start, Community Health Centers, Community Services, Early Childhood Intervention, and Congregate & Home Delivered Meals.

GENERAL CONDITIONS

Purpose

Community Action Corporation of South Texas (CACOST) is seeking Request for Proposals (RFP) from qualified contractors with demonstrated competence and experience to provide **Physical Data Center Buildout** for Non-Profit agencies.

Submission Information

Closing date: RFP must be submitted no later than **5 p.m., December 7, 2018**.

Inquiries & Contact Person: All questions concerning this RFP packet should be directed to Jason Muller, Information Technology Manager at jason.muller@cacost.org. Correspondence with individuals other than those listed herein will not be allowed. From the issuance date of this RFP, until a firm/individual is selected and the selection is announced, firms are not allowed to communicate regarding this RFP with any CACOST director, employee, or consultant. Any inquiry regarding this RFP must be directed to the contact listed above. CACOST reserves the right to disqualify any Proposer who is found in violation of this provision. No questions other than written via email will be accepted, and no response other than written will be binding upon CACOST.

Costs of Submission Preparation: All costs incurred in the preparation of responding to this RFP will be the sole responsibility of the Vendor and will not be reimbursed by CACOST. Unless otherwise stated, all materials submitted by Vendor in response to this RFP shall become the property of CACOST.

Submission Instructions to Vendors: To be considered responsive and receive an evaluation, RFP must fully address all sections of the RFP. Your RFP should be addressed as follows:

Community Action Corporation of South Texas
RFP for Physical Data Center Buildout
ATTN: Jason Muller, Information Technology Manager
204 E. First St.
Alice, Texas 78332
OR via email to jason.muller@cacost.org

It is the responsibility of the Contractor to ensure that the proposal is received by the date and time specified above. **LATE PROPOSALS WILL NOT BE CONSIDERED.** Confirmation of receipt is the sole responsibility of the Contractor. RFP submissions may include value-added alternatives and any relevant information in addition to the information requested in the RFP. RFPs will be reviewed promptly at 5:00 p.m. on December 7, 2018

Notification of Award: CACOST anticipates but does not guarantee that a contract or multiple contracts will be awarded on around the week of December 17, 2018. Award will be made to the Contractor(s) based on the listed evaluation criteria and the responses that are most compatible with CACOST's needs. CACOST will be the sole judge in making this determination.

CACOST is not bound to accept the lowest bid, nor any proposal submitted. A contract for the accepted proposal will be drafted based upon the factors described in this RFP. CACOST is not bound to purchase all items specified on bid.

Expected Timelines:

Event	Date(s)
RFP Notification Posting	October 13, 2018
Responses Due	December 7, 2018 by 5 p.m.
The Announcement of Intent to Award	Week of December 17, 2018
Estimated Contract Date	December 31, 2018

ADDITIONAL TERMS & CONDITIONS

Confidentiality

The Contractor agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to CACOST, the Contractor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Contractor's possession, to these employees on the Contractor's staff who must have the information on a "need-to-know" basis. The Contractor agrees to notify immediately, in writing, CACOST's authorized representative in the event the Contractor determines or has reason to suspect a breach of this requirement.

Limitations and Reservations

CACOST reserves the right to negotiate the terms and conditions of the contract with any of the evaluated Contractors. Should the successful Contractor and CACOST fail to come to an agreement, CACOST may at its sole discretion award work to any of the remaining Contractors. The Contractor to whom the contract is awarded shall be required to enter into a written contract with CACOST. This RFP and the proposal, or any part thereof, shall be incorporated into and made a part of the final contract.

This RFP does not commit CACOST to award a contract, to pay any costs incurred for the preparation of proposals or to procure or contract for any services.

CACOST specifically reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such variance is deemed to be in the best interest of the needs of CACOST.

If selected for negotiations, Contractor may be required to prepare and submit additional information prior to final vendor(s) selection, in order to reach terms for the provision of services, which are agreeable to both parties.

Small, Women and/or Minority-Owned Business

Efforts will be made by CACOST to utilize small businesses, women and minority-owned business, with the consideration that the primary responsibility is the most favorable return to CACOST. A Contractor qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

Equal Opportunity

It is the policy of CACOST not to discriminate on the basis of race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation or belief or any other consideration made unlawful by applicable federal, state or local laws. Contractor agrees not to discriminate against any employee or applicant for employment to be

employed in the performance of this Agreement, with respect to hire, tenure, terms, conditions, and 5 privileges of employment, or a matter directly or indirectly related to employment, because of age or race, color, creed, gender, religion, marital status, age, national origin, or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation or belief. Contractor further agrees that every subcontractor entered into for the performance of the Agreement shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of the covenant may be regarded as a material breach of the Agreement.

Modification and Renewals

CACOST reserves the right to negotiate a modification or renewal for Physical Data Center Buildout Equipment, and Related Services in connection with any executed agreement/contract funded through this RFP without repeating the RFP process for a period of up to four (4) years from the original proposal initiation.

Contractor modifications and renewals shall be considered based on the Contractor's ability to meet CACOST needs.

Insurance Requirements

The contractor, at the contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed to do business in the State of Texas with policies and forms satisfactory to the Agency.

All insurance required herein shall be maintained in full force and effect until all work required to be performed under the terms of the Contract is satisfactorily completed and formally accepted; failure to do so may, at the sole direction of the Agency, constitute a material breach of this Contract.

The contractor's insurance shall be primary insurance, and any insurance or self-insurance maintained by the Agency shall not contribute to it.

Any failure to comply with the claim reporting provisions of the policies or any breach of an insurance policy warranty shall not affect coverage afforded under the policy to protect the Agency.

All policies, except Workers' Compensation, shall contain a waiver of transfer rights of recovery (subrogation) against the Agency, its agents, representatives, directors, officers, and employees for any claims arising out of the contractor's work or service.

The insurance policies may provide coverage which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the Agency under such policies. The contractor shall be solely responsible for the deductible and/or self-insured retention and the

Agency, at its option, may require the contractor to secure the payment of such deductible or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The Agency reserves the right to request and to receive, within ten (10) working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The Agency shall not be obligated, however, to review same or to advise the contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve the contractor from, or be deemed a waiver of the Agency's right to insist on, strict fulfillment of contractor's obligations under this Contract.

The insurance policies, except Workers' Compensation, required by this Contract shall name CACOST, its agents, representatives, officers, directors, officials, and employees as Additional Insured.

Required Coverage

A. General Liability

The contractor shall maintain and cause any subcontractor to maintain Commercial General Liability insurance with a limit of not less than \$300,000 for each occurrence with a \$300,000 Products and Completed Operations Aggregate and \$300,000 General Aggregate Limit. The policies shall include coverage for bodily injury, broad form property damage, personal injury, products/completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract, which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 000211093 or any replacement thereof. The coverage shall not exclude X, C, U.

Such policies shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision that would serve to limit third-party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s, Additional Insured, Form B, CG20101185, and shall include coverage for the contractor's operations and products and completed operations.

B. Workers' Compensation

The contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of the contractor's employees engaged in the performance of the work; and, Employer's Liability insurance of not less

than \$300,000 for each accident, \$300,000 disease for each employee, and \$300,000 disease policy limit. In case any work is subcontracted, the contractor will require the Subcontractor to provide Workers' Compensation and Employer's Liability to at least the same extent as required of the contractor.

C. Automobile Liability

Contractor shall maintain and cause any subcontractors to maintain Commercial/Business and Automotive Liability insurance with a combined single limit for bodily injury and property damage of not less than \$300,000 each occurrence with respect to the Contractor's owned, hired, and non-owned vehicles assigned to or used in the performance of the Contractor's work. Coverage will be at least as broad as coverage code 1, "any auto," (Insurance Service Office, Inc. Policy Form CA 00011293, or any replacements thereof). Such insurance shall include coverage for loading and off-loading hazards. If hazardous substances, materials or wastes are to be transported, MCS 90 endorsement shall be included and \$300,000 per accident limits for bodily injury and property damage shall apply.

D. Certificates of Insurance

Prior to commencing Services under this contract, the contractor shall furnish the CACOST with Certificates of Insurance, or formal endorsements as required by the Contract, issued by contractor's insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Contract are in full force and effect.

In the event any insurance policy(ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the contractor's work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the contract, a renewal certificate must be sent to CACOST thirty (30) days prior to the expiration date.

All Certificates of Insurance required by this Contract shall be identified with a bid or proposal serial number and title.

E. Cancellation and Expiration Notice

Insurance evidenced by these certificates shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to CACOST.

F. Steven's Amendment

This Project is/was supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number H80CS02323 and Health Center Program for \$3,110,475. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.

SCOPE OF SERVICES

Background

CACOST is currently requesting proposals for Physical Data Center Buildout, due to the destruction from Hurricane Harvey in the South Texas Region.

Goals and Objectives

CACOST's goal of this RFP process is to obtain quotes for Physical Data Center Buildout equipment as necessary for Community Action Corporation of South Texas. The equipment must be new non-refurbished with five year 24x7x365 warranties included.

PROPOSAL SUBMITTAL GUIDELINES

Proposals should be as brief and concise as possible, providing relevant information and excluding marketing materials. Responses are preferred to **7** letter size pages, single sided; product specifications are not included in page limit. Each proposal must include all of the following content in each of the following sections:

- **Cover Letter:** Cover letter should include the name, address and telephone number of the proposer and all key personnel that will assist in providing the requested equipment and service. The letter should be signed by an individual authorized to submit the required information to CACOST. **Page limit: 1.**
- **Individual/Company Experience and Qualifications:** Provide a brief history of experience, including the number of years in business, bonding information (if applicable), and the number of years providing the type of proposed services. **Page limit: 1.**

- A statement warranting that all persons providing services to CACOST are legally authorized to work in the United States. **Page limit: 1.**
- **Cost per Item:** Provide a cost per item that outlines all expenses associated with that item as noted in Attachment A. **Page limit: 2.** May use table format as presented in Attachment A. *Please send Individual Specifications per equipment piece as quoted.* **Page limit: None**

At a minimum, the following information should be included in Cost per Item:

- Item Description
 - Quantity
 - Cost per item (may send quotes with 2-3 grades of similar equipment)
 - Specifications (may be included as attachment)
 - Total cost if quantity is more than 1
 - Warranty (as applicable)
 - Any other additional costs associated with delivery, installation (if applicable), disposition of old equipment as necessary, warranty, or any other cost associated with equipment purchase.
- **Timeline:** Provide a Timeline that outlines the completion of tasks provided in Attachment B. **Page limit: 1.**
- At a minimum, the following information should be included in the Work Plan:
- Task
 - Person Responsible
 - Time frame for completion
- **References:** Provide the names and contact person(s) of your firm's three (3) most relevant references for which your firm has provided services comparable to the services described herein over the past three years. **Page limit: 1.**
- At a minimum, the following information should be included for each reference:
- Name, address, and contact information, including email address
 - Description and scope of work

ATTACHMENT A

SCOPE OF SERVICES

Overview

Community Action Corporation of South Texas is currently seeking a vendor or vendors to provide quotations for purchase for physical hardware servers, application load balancers, power distribution units, uninterruptible power supply/battery backup unit, and charity licensing for Windows server operating systems.

Requirements

Proposals must meet the following minimum requirements:

- All components must be factory new, not reconditioned or refurbished. All components must be an available commodity and supported by the vendor.
- All expenses must be tax exempt
- Advanced product support, warranty, and replacement shall be provided for a minimum of 5 years after installation on all products
- All equipment line items should have the maximum discount applied. CACOST reserves the right to purchase items ala carte and from multiple vendors at their discretion.

Server requirements

Server Group A (Quantity 10) Must be Equal or Greater

- 1U rack mount capable with rails

- Qty.#1 per server - Intel® Xeon® E5-2630 v4 2.2GHz,25M Cache
- Qty.#4 per server - 8gb memory sticks
- Qty.#8 Per server - 300gb 15k RPM SAS 12GBPS Hot Swap, Self Encrypting
- Qty.#2 Per server - 750w Power supply, additional for redundancy
- Qty.#1 Per server - Raid controller with the ability to provide
 - Raid 0, 1, 5, 6, 10, 50, 60
- Qty.#1 Per Server - Front Bezels with locking barrel keys
- Qty.#1 Per Server - 5 Year 24x7 support
 - Additional emergency dispatch.
- Qty.#1 Per server - Two or four port 1gb onboard network interface card

Server Group B (Quantity 1)

- 1U rack mount capable with rails
- Qty.#2 per server - Intel Xeon E5-2630 v4 @ 2.2ghz 25m cache
- Qty.#4 per server - 16gb memory sticks
- Qty.#8 Per server - 300gb 15k RPM SAS 12GBPS Hot Swap, Self Encrypting
- Qty.#2 Per server - 750w Power supply, additional for redundancy
- Qty.#1 Per server - Raid controller with the ability to provide
 - Raid 0, 1, 5, 6, 10, 50, 60
- Qty.#1 Per Server - Front Bezels with locking barrel keys
- Qty.#1 Per Server - 5 Year 24x7 support
 - Additional emergency dispatch.
- Qty.#1 Per server - Two or four port 1gb onboard network interface card

Load Balancer Requirements

The application load balancer must meet the minimum requirements below and support Co-Location

- Quantity#2 for High Availability
- Application load balancer with SSL offloading
- Connections per Second: 280k
- Concurrent Connections: 1M
- Throughput: 3.5Gbps
- SSL Transactions Per Second: 2k
- SSL Concurrent Connections: 140k
- SSL Throughput 1.5Gbps

Un-interruptable Power Supply & Power Distribution Unit

- Qty.#4 - Rack mount Power Distribution Unit with 16 Plugs Ea.
- Qty.#2 - Rack Mount UPS to run 24 servers for 120 minute run time.

Miscellaneous equipment

- Qty#2 - Environmental Monitoring with alerting
 - Temperature, Humidity, Power
- Qty#2 - Network KMM for up to 24 Servers
- Qty#6 - IP Video Cameras with Audio
- Qty#1 - 42U Rack mount Enclosure
- Qty#2 - 42U Four Post Open Frame Network Rack

Miscellaneous Software

- Qty# (24 Channels) – Dialogic Brooktrout SR140

Operating System

- Qty#11 - Charity Licensing for Windows Server 2016 Standard
- Qty#160 – User Cals for 160 users

Networking Equipment Requirements

- Qty#2 - Edge Firewall
 - 4GB/s Firewall Throughput
 - 1GB/s VPN Throughput

Evaluation and Award of Proposals

Evaluation of each proposal will be based on the factors identified below:

Factors	Points
Understanding the scope of work and approach	20
Detail of Equipment and pricing. Equipment line items should have the maximum discount applied and should not reflect discount as a bulk purchase. CACOST reserves the right to purchase items ala carte at their discretion.	35
Equipment Specification should match the minimum requirements detailed in the Scope of Services section. Oversizing hardware specifications will be accepted if pricing aligns with budgetary allocation.	30
Strength of Vendor and References - Financial soundness, stability, qualifications, and depth of knowledge of the equipment being solicited.	15

Cost/Price Proposed

NOTE: CACOST does not pay sales or use taxes. The bid amount submitted by the Contractor will not be negotiable after acceptance by CACOST. Accepted proposal amounts shall be reflected in the awarded contract and shall be negotiable during the term of the contract unless a material change in the business operations or service obligations of the parties occurs.