



**Utah Community Action™**

1307 South 900 West Salt Lake City, Utah 84104  
(801) 977-1122 | [utahca.org](http://utahca.org)

## REQUEST FOR PROPOSAL – ENTERPRISE HYPER-V SERVERS

### PART 1: INTRODUCTION AND INSTRUCTIONS

#### **PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

Utah Community Action (UCA) is seeking competitive proposals to provide four (4) Hyper-V servers with guaranteed pricing for one year. The purpose of this document is to provide detailed specifications required and establish the basis for an agreement between UCA and the provider.

#### **AGENCY BACKGROUND**

Utah Community Action's mission is to empower individuals, strengthen families and build communities through self-sufficiency and education programs. Utah Community Action is a multi-faceted agency that helps low-income individuals and families overcome barriers to self-sufficiency. The agency has approximately 600 employees, and annual revenues of approximately \$50M.

Utah Community Action helps remove these barriers through six core programs:

**Adult Education** – Helps adults with low- to moderate-income levels get access to courses and certifications that can help them work toward self-sufficiency.

**Head Start** – Provides education and health services to young children who would otherwise not be prepared for Kindergarten.

**HEAT** – Helps struggling households pay their utility bills. Both yearly application and emergency need services are available.

**Case Management & Housing** – Helps families find and maintain safe, affordable housing.

**Nutrition** – Helps feed households in need, provides meals for Head Start classrooms, and offers educational programs to teach better eating habits.

**Weatherization** – Helps low-income households reduce energy costs and increase comfort and safety in their homes.

Utah Community Action complies with the required federal regulations on procurement, as set forth in the Uniform Guidance 2 CFR Part 200. Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by UCA to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms when possible. A firm 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, Subsector 541512) by having average annual receipts for the last three fiscal years not exceeding \$27.5 million.



## Utah Community Action™

1307 South 900 West Salt Lake City, Utah 84104  
(801) 977-1122 | [utahca.org](http://utahca.org)

### **PROPOSAL SUBMISSIONS REQUIREMENTS**

By submitting a proposal, interested Parties acknowledge and agree that the scope of work, and evaluation process outlined herein are fair, equitable, and understood. Interested Parties further acknowledge that they have read this RFP, along with any attached or referenced documents.

All costs incurred by Interested Parties in the preparation and submission of a proposal, including any costs incurred during interviews, presentations, or demonstrations are the responsibility of the Interested Parties and will not be reimbursed.

Proposals must be received by June 17, 2022. Proposals received after the deadline will not be accepted. Proposals must be submitted to the address provided below. Any proposal not meeting the requirements of this RFP may be rejected. All materials submitted will become the property of Utah Community Action.

### **PROPOSAL KEY DATES**

RFP Released	June 6, 2022
Questions on RFP	June 10, 2022
Response to RFP Questions Posted	June 13, 2022
Proposal Due Date	June 17, 2022 5:00pm
Award Notice	June 21, 2022

Utah Community Action may request interviews or meetings with any of the proposers to clarify any proposals.

### **SUBMISSION INSTRUCTIONS AND CONTACT INFORMATION**

The preferred method of submitting your proposal is via electronic copy. When providing a hard copy, one (1) original and one (1) copy must be submitted prior to deadline at the following address:

Utah Community Action  
Attn: Stacy Weight, CAO  
1307 South 900 West  
Salt Lake City, UT 84104

General Contact: Stacy Weight, Chief Administration Officer, [stacy.weight@utahca.org](mailto:stacy.weight@utahca.org)



**Utah Community Action™**

1307 South 900 West Salt Lake City, Utah 84104  
(801) 977-1122 | [utahca.org](http://utahca.org)

## PART 2: SCOPE OF WORK AND PROPOSAL REQUIREMENTS

To ensure a competitive and consistent review process each proposal submitted should include the following items and be organized with the outline provided below.

### 1. Letter of intent

A letter outlining the general overview of the business information and individuals who will be involved in the RFP process. This letter should be a maximum of 1 page and clearly identify the contact information for the authorized representative. It should also include a date through which the proposal is valid (recommended 90 days).

### 2. Profile of Proposer

Please include an overview of the scope of the company (local, national, international) and size. Also indicate if the company is a minority-owned business, women's business enterprise, or located in a labor surplus area. Also indicate the ability to do business in the state of Utah.

The profile should also address the following questions:

- Your Company name and address:
- Year founded
- Provide a brief history of your company.
- This section should also include at least 3 references.

### 3. Contract Terms

All contracts must contain a 30-day escape clause.

### 4. Product Pricing

The pricing proposed should be all-inclusive and stated in both a price per unit and total units specified below for the product group. Any shipping costs should be stated separately. Please also indicate the warranty included with the purchased equipment. Itemize any optional warranties or support available and list the costs of warranty options.

**Product:** Four (4) Enterprise 1U Hyper-V Servers



## Utah Community Action™

1307 South 900 West Salt Lake City, Utah 84104  
(801) 977-1122 | [utahca.org](http://utahca.org)

The bid is to have pricing for four enterprise servers to replace our Hyper-V environment. All four servers must have the exact same specifications. Currently, we are hosting 40 virtual machines, and will continually expand over the usable life of the server cluster.

### Minimum Specifications:

- **Chassis:** 1U with minimum 8 2.5" bays, NVMe compatible.
- **Processor Requirements:** 2x Xeon 12-core (24-cores), minimum 2.5GHz, 3GHz+ preferred, such as the Xeon Gold 5317.
- **Memory:** 256GB RDIMM, Dual Rank, highest MT/s available, with the ability to expand in the future.
- **Networking:** 2x25Gbe SFP28 + 2x modules and 2x 3m optic cables, dedicated remote management RJ45 port, 1+ RJ45 ports.
- **OS Drives:** 480+GB NVMe SSD.
- **Storage Drives:** 8x800+GB NVMe drives, mixed use. ~1TB preferred.
- **RAID:** NA - Servers will be using Storage Spaces Direct.
- **PSU:** Dual redundant/hot-swappable. Platinum or Titanium rated.
- **Operating System:** Windows Server 2022 Standard.
- **Warranty:** Maximum available (up to 7 years) with next business day onsite service.
- **Security:** TPM 2.0, Lockable Front Bezel (LCD preferred).
- **Management:** Remote management over ethernet with virtual console.
- **Rack Rails:** Toolless sliding rails.
- Vendors must notify the Agency 60 days in advance if changes are being made to the specifications of the machine by the manufacturer.

### Options:

Please provide a good and best option of each server configuration.

### Other Requirements:

Indicate the estimated shipping date of each server. While any NVMe solution is sufficient for the OS drives, there is an emphasis on speed and endurance for the NVMe storage drives, while still being cost-effective. PCI-e Gen4 is preferred.

Servers will be installed by the Agency.



# Utah Community Action™

1307 South 900 West Salt Lake City, Utah 84104  
(801) 977-1122 | [utahca.org](http://utahca.org)

## **PART 3: SELECTION PROCESS**

Evaluation will be completed using a weighted scale with the specified factors below.

Total Cost	40 points
Product quality	20 points
Product warranties	10 points
Overall Service convenience	10 points
Adherence to RFP instructions	10 points
Time to ship	10 points
Small and minority-owned businesses, women's business enterprises, and labor surplus area firms	5 points
Total	105 points

Selection will be made to the proposer who is the most advantageous to Utah Community Action based on the selection criteria outlined above. UCA reserves the right to not select any proposer. Following the closure of the RFP all proposers will be notified of the selection.

## **PART 4: WRITTEN QUESTIONS**

Questions regarding the RFP must be received in writing by June 10, 2022 by 5:00 pm. Questions can be submitted to Stacy Weight, CAO ).[stacy.weight@utahca.org](mailto:stacy.weight@utahca.org) All questions will be responded to in writing and may be made available to all proposers.