



HoustonWorks
USA

REQUEST FOR PROPOSAL

SAN (Storage Area Network) Hardware

**ISSUED: October 27, 2011
9am**

**PROPOSAL DUE DATE & TIME:
November 16, 2011 3pm**

BACKGROUND INFORMATION

HoustonWorks USA is a private, non-profit organization, which provides training and employment services to persons living within the City of Houston. These services are funded through the Workforce Solutions-Gulf Coast Workforce Development Board and additional federal sources. Under this contract, HoustonWorks USA operates Workforce Solutions offices throughout the Greater Houston Area. HoustonWorks USA also provides programming for youth related activities.

Nationally, the U. S. Department of Labor administers Workforce Investment Act funds. In Texas, the Texas Workforce Commission administers these funds, through The Houston-Galveston Area Council and the Gulf Coast Workforce Development Board. HoustonWorks USA also secures support from private, corporate and individual donations.

HoustonWorks USA Board of Directors is composed of volunteer representatives of business and industry, organized labor, community-based organizations, economic development agencies, educational agencies, and public-interest group representatives, with private sector representatives constituting a majority of the membership.

Issuance of this RFP is coordinated by:

Larry V. Green, Esq., Chief Executive Officer
HoustonWorks USA
Procurement Department
2118 Smith Street
HOUSTON, TEXAS 77002
www.houstonworks.org

OVERVIEW

HoustonWorks USA is soliciting invitations for bids on a storage area network (SAN) device that will provide a virtualized pool of storage resources to deliver functionality that enhances virtual environments, simplifies management and reduces costs. The device will work with customized software designed as a document management system to be utilized in our Workforce Solutions Centers. A storage area network (SAN) is a dedicated network that provides access to consolidated, block level data storage. SANs are primarily used to make storage devices, such as disk arrays, and tape libraries, accessible to servers so that the devices appear like locally attached devices to the operating system. A SAN typically has its own network of storage devices that are generally not accessible through the local area network by other devices.

SCOPE

- * Starting capacity of 14.4TB of Storage, with hard drives included
- * Minimum of 12 GB RAM Included
- * Support for LFF Dual-port ENT SAS hard drives

- * Utilizes LFF SAS
- * At least (4) 1-GbE iSCSI Ports
- * Redundant, hot plug power supplies
- * Redundant fans
- * Redundant, hot plug hard drives
- * Integrated storage controller with 1024MB battery-backed cache
- * Support for RAID 5,6, and 10
- * Support for hyper-redundant clustered storage: network RAID levels (per volume) 0,5,6,10,10_1, and 10+2
- * Support for thin provisioning of LUN's included
- * Support for snapshots included
- * Support for remote copy asynchronous replication to another SAN
- * Support for total remote management, similar to the HP Integrated Lights-Out technology
- * Support for HP ProLiant DL family of servers, G4 and above
- * 4-Year warranty covering on site labor and parts with 4-hour response time, 24x7 service hours, phone support, and software updates

CONTRACT TERMS AND CONDITIONS

The following conditions are required but not limited to:

- Maintain a solvent business that is able to secure adequate financing to perform work.
- Maintain appropriate insurance policies (i.e. worker's comp, general liability)
- Comply with HoustonWorks USA Substance Abuse, Conflict of Interest, Disclosure of Information Content, Debarment and Suspension policies, will not willfully misrepresent, defraud or attempt to deceive HoustonWorks USA.
- Selected Proposer will be required to deliver copies of all documents/notes pertaining to specified work done for HoustonWorks (guides, manuals are included)
- Upon delivery, proposer will assist HoustonWorks USA IT staff through implementation in our environment and resolve any conflicts.
- Proposer will be available to answer questions about the new/upgraded system.

SUBMISSION OF PROPOSALS

Responses to this RFP must be submitted to the Executive Offices of HoustonWorks USA located at 2118 Smith Street, Houston, Texas 77002 by 3:00pm on November 16, 2011. Provider must submit one (1) original and three (3) copies (all with signatures). All documents must be legible and all forms specified in this RFP must be completed, signed and included in the proposal submission. No email responses will be accepted.

Any modifications to the original proposal must be received by HoustonWorks USA before additional services or products can be purchased or performed. NO EXCEPTIONS WILL BE MADE. The proposer assumes all responsibility for submission of the proposal.

All questions must be submitted to rfi@houstonworks.org. Questions and answers will be shared with all interested proposers.

HISTORICALLY UNDERUTILIZED BUSINESSES

HoustonWorks USA is required by Federal and State Law to competitively procure goods and services. In the competitive process, affirmative steps shall be taken to minority and women owned businesses (historically underutilized businesses). HoustonWorks USA will accept copies of minority certification from Federal, State, City of Houston and/or Harris County. If there is other State certifications, please list and submit a copy and HoustonWorks USA will take it into consideration. Certification copies must be included in proposers' response to this RFP.

HoustonWorks USA is committed to providing opportunities for minority and women owned businesses to participate in the provision of goods and services for its activities. To this end, HoustonWorks USA will seek new minority and women owned businesses through advertisements in minority and neighborhood media for service providers. Technical assistance in participating in the procurement process will be provided.

HoustonWorks USA's policy is to make a good faith effort that the proportion of total dollars contracted in a 2-year planning cycle will be at least 30% to women and /or minority owned businesses (as certified – City, State, County, Metro or other reciprocally accepted certified or individually identified by contractor.

PROVISIONS AND LIMITATIONS

- A. A response to this RFP does not commit HoustonWorks USA to award a contract or to pay any costs incurred in the preparation of a response. HoustonWorks USA reserves the right to accept, or reject any or all responses received as a result of this request, to negotiate with any qualified source, or to cancel in part or its entirety this RFP. HoustonWorks USA also reserves the right to conduct a pre-award survey of any firm responding to this RFP.
- B. Proposers shall not, under penalty of law, offer or exchange any gratuities, favors or

anything of monetary value to or with any consultant, employee or board member of HoustonWorks USA for the purpose of or having the effect of influencing favorable disposition toward their own proposal submitted hereunder.

- C. Proposers shall not engage in any activity with respect to this RFP or any other(s) identified in B above, which will restrict or eliminate competition. This does not preclude joint ventures or subcontracting.

PROPOSER REQUIREMENTS/QUALIFICATIONS

Proposers shall meet the following criteria in order for their response to be considered responsive to this RFP (in addition to whatever other requirements, if any, stipulated elsewhere within this RFP).

1. Proposers must have been engaged in similar activities for a minimum of two continuous years immediately prior to the date of this RFP with a history of successful performance outcomes.
2. Proposers must furnish three (3) customer references including email addresses. Proposers should inform their clients of the possibility of being contacted by HoustonWorks USA staff by phone, email or a site visit if deemed necessary at the discretion of HoustonWorks USA. References should be people who have actually used the product the proposer is recommending.
3. By responding to this RFP, Proposers assume the responsibility of meeting with evaluation staff to discuss the services proposed under this RFP if requested by HoustonWorks USA.
4. Proposers must list primary and secondary contact persons (and information) on the RFP Cover Sheet.
5. Proposers must complete the attached cost summary sheet detailing the costs which should include support, warranties and licenses. Prices should be good for 90 days from the date on which the bid is due.

EVALUATION INFORMATION

Responses will be evaluated to determine which providers will best meet the needs of HoustonWorks USA. Evaluation consideration will include cost of services, ability to respond to calls for service or delivery, quality of products/services, program design, responsiveness to specifications, willingness to maintain an account for payment and prior experience in the proposed area of expertise.

HoustonWorks USA reserves the right to reject any or all proposals for legitimate, non-discriminatory reasons in the best interest of the services it operates, to waive any irregularities or technicalities in the proposal, and to accept or reject any item or combination of items in any proposal.

No proposal shall be excluded from consideration or subjected to discrimination because of an individual's race, color, religion, sex, national origin, age, disabilities, handicap or political affiliation or belief.

A. Information Required

In response to this RFP, HoustonWorks USA requires that the following information be submitted for consideration:

Proposer Information:

- a) Describe how the proposers' organization will be able to provide the hardware and services specified in the RFP.
- b) Provide company name, address, and nature of the business and/or service
- c) Provide name of Contact Person and Secondary Contact Person, Phone Number, e-mail & fax number. (On Cover Sheet Page)
- d) On the Cover Sheet Page, list **3 client/references for whom you have provided service within the past 3 years**. Please state your client's name, address, phone number and email address. HoustonWorks USA will contact each reference.

Proposer Experience: **(On Narrative Page(s))**

- a) Provide description of the Proposers' Organization and describe experience in providing these products/services – How many years, types of companies receiving products/services, etc.
- b) Indicate if proposer has prior experience in providing services to HoustonWorks USA.
- c) Proposer should explain their delivery practices such as delivery and installation, turnaround for each item proposed.

Costs: **On the "Cost Summary Sheet" attached, please:**

- a) Provide all costs for all specifications listed in this RFP.
- b) Provide assembly and delivery charges
- c) Provide justification for the costs listed.
- d) Proposer should indicate any discounts and/or adjustments.

Other:

- a) Proposer must complete, sign and return all forms included in this RFP.
- b) If certified minority, please provide a copy of the certification.

B. Evaluators

The Selection Committee will consist of HoustonWorks USA staff and can include others as determined by HoustonWorks USA. Evaluators will be given guidelines to facilitate and promote comparable considerations for independent ratings. The committee will then meet for discussion in the interest of achieving consensus for selection.

C. Proposer's Site Visit/Meeting/Certification

This particular requirement can be utilized, at the option of HoustonWorks USA, to assist in determining final selection.

D. Evaluation criteria

Evaluation criteria will include, but is not limited to, the following:

- A. Description of Proposing Organization

- B. Relevant Experience
- C. Customer References
- D. Reasonableness and justification of cost

Proposers should make an effort to adhere as closely as possible to the requirements being solicited.

PROTESTS

- A. A written protest must be received by the Procurement Department within five (5) business days from the date the non-award notification letter is received. The document must contain specific details as to what is being protested. Failure to file a written protest will result in the protest being deemed untimely and the protest will not be considered.
- B. All protests must be submitted to the following address:

HoustonWorks USA
Attn: Procurement Department
2118 Smith Street
Houston, TX 77002
- C. Upon receipt of all protest documentation, the procurement officer at HoustonWorks USA will:
 - 1) Notify HoustonWorks USA Procurement Committee of the protest.
 - 2) Send the protesting party an acknowledgment letter within two (2) business of the date the protest was received. The acknowledgement may be transmitted by facsimile, electronic mail, overnight courier, certified mail, or personal delivery. The protesting party will be notified that HoustonWorks USA will respond within 30 days of receipt of the protest letter.
 - 3) The Procurement Committee will analyze the protest and documentation provided by the protesting party and any other documentation or information the Procurement Committee deems relevant to the disposition of the protest, including but not limited to, documents or information requested from or provided by third parties.
- D. The Procurement Committee may also meet informally with a protesting party to better understand the claim or attempt to resolve the protest.
- E. Following review of a protest, HoustonWorks USA is empowered to:
 - 1) Deny the protest on either procedural or substantive grounds, or
 - 2) Grant the protest.

The Procurement Committee decision will state the basis of the decision and will be provided to the protesting party and other interested parties by facsimile, electronic mail, overnight courier, certified mail, or personal delivery.

SAMPLE EVALUATION FORM

The rating is multiplied by the value assigned of the criteria being evaluated to yield the points awarded. Points are totaled by section to yield total points awarded.

Space is provided to discuss any strengths and/or weaknesses the reader finds in the proposal. Any rating 1 or 5 should be explained.

VALUE SCALE: Proposer Information = Overall possible total of 150
 Proposer Experience = Overall possible total of 150
 Product = Overall possible total of 650
 HUB Bonus Points = Overall possible total of 50

RATING SCALE: 0 = Non-responsive 3=Fair
 1 = Very Poor 4=Good
 2 = Weak 5=Excellent

Value x Rating = Points

I.	Proposer Information (150 points)	(30)		
	A. Organized to Accomplished Proposed Work	10		
	B. Relevant Business Experience/Qualifications, Quality of service, Inspection and Emergency Response time.	10		
	C. Customer References listed and verified	10		
II.	Proposer Experience: (150 points)(Narrative Pg)	(30)		
	A. Prior Related Experience	5		
	B. Quality of Prior Experience with HoustonWorks	15		
	C. Quality of service, Inspection and Emergency Response time.	10		
III.	Product (650 points)	(130)		
	A. Reasonableness of Product	50		
	B. Reasonableness of Warranty	30		
	C. Cost	50		
IV.	Bonus Points: (50 points)	10		
	A. Historically underutilized business (Provide Copy of certification and certification number)			
		Total Points		

DISCUSSION NOTES:

DISCLOSURE OF PROPOSAL CONTENTS

Proposals will be received and maintained consistent with the Texas Open Records Act. In general, proposals will be exempt from disclosure until the evaluation and selection process has been completed.

If a proposal contains any information that the bidder does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement, as contained within the Proposal Response Format:

"The information contained on pages , , , , shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, HoustonWorks USA has the right to duplicate, use or disclose all information subject to disclosure under the Texas Open Records Act. This restriction does not limit the agency's right to use information contained therein if obtained from another source."

DEBARMENT AND SUSPENSION

Executive Order 12549 "Debarment and Suspension", signed on February 18, 1986, extended the concepts of government-wide debarment, suspension and ineligibility of potential award recipients to include Federal assistance programs (grants). Persons suspended or barred from doing non-procurement business with one agency of the Executive Branch would be suspended/barred from doing business with all Federal agencies.

The Office of Management and Budget (OMB) issued final guidelines to the agencies for non-procurement debarment in May, 1987. All agency regulations were required to be consistent with these guidelines. The Department of Labor and 26 other Federal agencies participated in the development of the COMMON RULE, which was published in the Federal Register on May 26, 1988, and codified at 29 CFR, Part 98.

ASSIGNMENT

Proposer shall not assign or subcontract any of their responsibilities without the express permission of HoustonWorks USA.

HOUSTONWORKS USA CONFLICT OF INTEREST POLICY

No HoustonWorks Board or Staff Member may take part in discussions or selection (except to answer questions at Board of Directors and committee meetings) if they represent an organization whether as an employee, officer or director that receives compensation or business for services rendered to the organization or have direct or indirect interest in a proposal whether through salary, consulting arrangement or through family relation which includes any person related within the first degree of affinity and first degree of consanguinity to the person involved or business ties. Any action by the Board of Directors, including but not limited to approval or disapproval of proposed contracts, subcontracts, grants or sub grants which result in the award

of a contract, grant, etc., to an organization in which a director or staff member has an interest as stated, shall be set aside and nullified in the event that this provision is violated. This Conflict of Interest Policy, which is expressed, shall apply to all other transactions wherein a director or staff member has a private or business interest which conflicts or may conflict with the best interest of the corporation. It is the duty of all directors and staff to report all possible or apparent conflicts to the Executive Director and to refrain from taking any corporate action with regard thereto.

The Conflict of Interest statement binds the HoustonWorks USA Board and staff. If a proposer is aware of any potential conflict of interest, disclosure must be made as part of this proposal. Proposers must clearly state the reason for the Conflict of Interest. Failure to disclose a conflict of interest may result in rejection of the proposal.

**PLEASE COMPLETE AND RETURN
ALL FORMS
FOLLOWING THIS PAGE**

HOUSTONWORKS USA = RETURN THIS FORM**RFP RESPONSE FORMAT****COVER SHEET*******NOTE: RESPONSES SHOULD BE TYPED *******GENERAL INFORMATION:**

COMPANY NAME	
ADDRESS	
PHONE NUMBER, FAX # & WEBSITE ADDRESS	

PRIMARY AND SECONDARY CONTACT PERSON(S)

	NAME	TITLE	PHONE # & (ext)	EMAIL ADDRESS
PRIMARY CONTACT INFO.				
SECONDARY CONTACT INFO.				

THREE (3) REFERENCE(S) INFORMATION:

COMPANY NAME	CONTACT PERSON	EMAIL ADDRESS	TELEPHONE NUMBER & EXT.

Classification of Business (Mark (x) each classification that applies) (TYPED "X" Responses)

Private not for profit		Community Based Organization	
Public/Government		Incorporated	
Private Owned		Sole Proprietorship	
Minority Owned		Female Owned	

***Minority Certified?** Yes _____ (attach copy) No _____**Federal I.D. #** _____ **TWC Account/I.D.#** _____**Print or Type Name & Title of Authorized Signatory:**

Signature: _____ **Date:** _____

*Certified by the City of Houston Affirmative Action and Contract Compliance Division, Harris County, Federal or State Certification.

HoustonWorks USA is an equal opportunity employer, and selects the best matched individual based on job related qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected group under state, federal or local Equal Opportunity Laws.

NARRATIVE PAGE – Return this page

Use this page to provide a brief narrative about your organization and the products/services you provide.

COST SUMMARY SHEET
RETURN THIS FORM

COMPONENT	PRICE
SAN Device	
Support	
Installation	
Training	
Other Fees (please provide details)	
Total	

Prices should be good for 90 days from the date on which the bid is due

DISCLOSURE OF INFORMATION CONTENT – RETURN THIS FORM

The attached statement is an optional form. Information remains confidential only until the contracts have been awarded. The Texas Open Records Act allows for distribution of information upon request.

Information shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a result of or in connection with the submission of such information.

HoustonWorks USA has the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the agency's right to use information contained therein if obtained from another source.

We are aware that the Information Cover Sheet, Narrative Page, and the information submitted in this package is not to be restricted by this certification. All other material concerning program design and curriculum are included in this provision.

Certified By: _____

Signature

Typed Name

Title

Date

SUBSTANCE ABUSE POLICY – RETURN THIS FORM

_____ is committed to providing a safe workplace and an alcohol-free and drug-free environment for its employees. The use of alcohol and drugs can undermine productivity and the quality of the company's image. We ask for the help and cooperation of all employees in promoting our commitment to providing an alcohol-free and drug-free workplace. Such an effort requires each employee to accept his or her share of responsibility in complying with this Substance Abuse Policy.

The use, manufacture, purchase, sale, distribution, taking, carrying, transfer, handling, being under the influence of, or other involvement with controlled substances, inhalants, illegal drugs, legal drugs illegally used (not taken as directed by the individual's physician) by any employee is strictly prohibited. The presence of any of the above-prohibited substances in an employee's system is strictly prohibited. Alcohol abuse is also prohibited. Reporting to work or working under the influence of alcohol is prohibited. The possession or use of alcohol on company premises is prohibited.

Any violation of this policy will result in disciplinary action, up to and including immediate termination.

The company recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees experiencing problems resulting from drug or alcohol abuse may be required to seek assistance from the designated treatment center as provided under the Group Health Care Plan. If any employee has questions, concerning available assistance, he or she should contact the Human Resource Department.

An employee who is convicted under any criminal drug statute for a violation occurring while conducting company business must notify the proper corporate authority.

This policy pertains to all employees (including part-time and contract) of _____
_____. Employees must abide by the terms of this policy.

Signature: _____ Date: _____

CERTIFICATION – RETURN THIS FORM

The information contained in this Proposal accurately represents the entity/organization to receive this contract and its proposed operating plans and budget for proposed project.

I acknowledge that I have read and understand the requirements and provisions of the Invitation to Bid (RFP) and that my entity/organization is prepared to implement the activities as specified in this proposal.

I understand that I will be held accountable for the information provided by my organization in this proposal and that this information may become the terms and conditions of the contract.

I acknowledge and agree to abide by the complaint procedure identified in the General RFP Overview.

I certify that the governing provisions regarding independent pricing and open competition has been upheld; that all work unless otherwise noted represents an original work product and that all legally responsible persons in the bidder's organization have upheld same.

I certify that no person(s) that are parties to and/or that are associated with, financially or non-financially, with the proposed program and/or its financial and/or non-financial or other benefits, if any, are not presently classified within the intent and/or meaning of Executive Order 12549.29 CFR Part 98 (Federal Register 53.19188) as per the Debarment and Suspension subsection of this RFP.

No WIA funds may be used in any way to attempt to influence in any manner a member of Congress to favor or oppose any legislation or appropriation by Congress, or for lobbying with State or local legislators. Proposers will comply with the requirements of Restrictions on Lobbying; Certification and Disclosure Requirements imposed by 29 CFR 93 dated February 26, 1990, and clarified by Notice in the Federal Register, Vol. 55, No. 116, dated June 15, 1990.

As a condition to the award of financial assistance under WIA from the Department of Labor and the State of Texas, the grant applicant assures, with respect to operation of the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act (WIA) 1982, as amended including the Nontraditional Employment for Women Act of 1991; Title IV of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 34. The United States has the right to seek judicial enforcement of this issuance.

I certify that I am authorized to sign this Proposal on behalf of the above referenced entity/organization.

(Signature)

(Date)

(Print or Type Name)

(Title)

DEBARMENT AND SUSPENSION – RETURN THIS FORM

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 and 93, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, / Federal Register/ (pages 19160-19211).

1. The prospective recipient of Federal assistance funds certified, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any statements in this certification, such prospective participants shall attach an explanation to this proposal.

Name of Organization

Address of Organization

Name and Title of Authorized Representative

Signature

Date

HoustonWorks USA

Declaration of Freedom of Conflict of Interest - RETURN THIS FORM

To ensure that the no conflict of interest exists as set forth in provisions established to assure the integrity of the Texas Workforce System, I certify that I do not have any relationship by blood or marriage, or as substantial financial interest in the not-for-profit Texas corporation known as HoustonWorks USA.

I understand that substantial financial interest is defined as:

- a. Owns 10% or more of the stock, shares, fair market value of HoustonWorks USA;
- b. Owns more than \$5,000 of the fair market value of HoustonWorks USA;
- c. Owns real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more used for HoustonWorks USA;
- d. Receives funds from HoustonWorks USA that exceed 10% of my gross income for the previous year;
- e. Is a compensated member of the board of directors, staff member or other governing board of HoustonWorks USA;
- f. Serves as an elected officer of HoustonWorks USA; or
- g. Is related to a person in the first degree by consanguinity or affinity, who has substantial financial interest in HoustonWorks USA, as listed in subparagraphs (a) through (f) of this section. First degree of consanguinity or affinity means parent, child, adopted child or spouse.

Affirmed this _____ day of _____, _____(year)

Signature