



Appendix A: RFP Template for Server Upgrade

Request for Proposals for:

Server Upgrade for the Strengthening Community Colleges Training Grants.

RFP Issue Date: 6/7/21

Response **Due Date:** 7/7/21

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Invitation

REQUEST FOR PROPOSALS

Northwest State Community College is extending an invitation for proposals to upgrade our server. This project is funded by the U.S. Department of Labor Strengthening Community Colleges Training Grants program, Grant # MI-35894-21-60-A-39.

NOTICE!

In order to receive any addenda or supplemental information, you MUST register with the Grants Office of Northwest State Community College, either by mail at 22600 State Route 34, Archbold, OH 43502; by telephone at 419-267-1368; or by email to acox@northweststate.edu .

The following information is required:

- Name of Organization
- Contact Name
- Street Address
- City, State Zip
- Telephone
- Fax Phone (optional)
- Email address

Background Information

Northwest State Community College (NSCC) seeks bids from qualified applicants to upgrade our server. This procurement is part of a federally-supported initiative called the Strengthening Community Colleges Training Grants. The U.S. Department of Labor (USDOL) awarded \$40 million dollars to Community Colleges across the nation to address the skill development needs of employers, supporting workers in gaining skills and to transition quickly from unemployment to employment. The grants also build the capacity of community colleges to address challenges associated with the pandemic, such as expanding online and technology-enabled learning. The NSCC Strengthening Community Colleges Training Grant project will help to address the workforce deficit and skills gap in Northwest Ohio’s advanced manufacturing industry. With the grant funds, NSCC will increase advanced manufacturing short-term accelerated programs, single-credit stackable courses, and industry recognized credential offerings, with expanded remote and hybrid learning options. They will further collaborate with the workforce development system to attract, place, and retain new entrants into advanced manufacturing programs and occupations, and create an Advanced Manufacturing Steering Committee to guide the development and alignment of curriculum.

Overview

NSCC aims to build its training capacity, increase program and credential offerings, and expand collaboration with the workforce development system, while engaging the local advanced manufacturing industry under the Strengthening Community Colleges Training Grants program. Items are requested to support the continued and expanded use of the virtual computer farm that allows for distance learning technical simulations. The \$60,000 package to upgrade the servers and networking equipment includes a chassis, CPUs, RAM, Boot drives, Storage Drives, and Network Cards. The successful bid will agree to and provide the following items:

Part	Model #	Manufacturer	Description	Number	Notes on amounts
Server Chassis	Super Micro A+ Server 2124BT-HTR	SuperMicro	4 node EPYC Server	1	
Processor	AMD Epyc 7502	AMD	32core 2.5 ghz	8	2 per node
RAM	64GB PC4-25600 3200Mhz DDR4 ECC	Any		32	8 per node
SSD	3.84 Intel Solid-State Drive D3-S4510	Intel	Main Storage	26	6 Per node + 2 spare
m.2 PCI-E	AOC-SLG3-2M2	SuperMicro	m.2 Riser for cache NVME drives	4	1 per node
128GB SATADOM	SSD-DM128-SMCMVN1	SuperMicro	OS Drives	5	1 per node + 1 spare
NVME storage	Samsung 983 DCT MZ-1LB960NE	Samsung	NVME Cache drives	9	2 per node + 1 spare
SIOM	AOC-M25G-m4SM	SuperMicro	4x SFP28GBe NIC	4	1 per node

Submittal Requirements

(1) Inquiries and Information Requests Prior to Submission

Northwest State Community College's Grants Office will act as the clearinghouse for all inquiries and information requests.

All inquiries and information requests must be submitted electronically to Ashlynn Cox, Grants Accountant: acox@northweststate.edu .

The answers to all inquiries will be provided to all registered parties by the Grants Office. All answers will be electronically distributed to all those registered as being in receipt of the RFP documents. Addendums will also be posted on the Northwest State Community College website with the original Proposal document. Any other responses to questions not via the Grants Office are considered casual and not binding.

(2) Timeline

The tentative schedule for evaluation, product selection and implementation is as follows:

- | | |
|--|---------|
| • Issuance of RFP | 6/7/21 |
| • Last day for question submittal | 6/14/21 |
| • Final Addendum issued | 6/18/21 |
| • Submittals Due | 7/7/21 |
| • Notification of Vendor/Vendors Selection | 7/12/21 |
| • Commence work | 7/19/21 |

Key dates may be altered by Northwest State Community College; registered parties will be updated via Addendum should any alteration occur.

(3) Proposal Instructions:

Each bid should be completed entirely, should not exceed 10 pages, and be typed in 12-point font, single-spaced, 1" margins on all sides. Bids should include page numbers and table of contents. The cover page, table of contents, and attachments will not count against the 10-page limit.

Proposals will clearly and concisely define the processes, skills, and tools to be used toward project requirements. Proposals will include project plans with specific milestone dates, action items, outcomes measurements and costs of the project while demonstrating:

- Plans for carrying out the work, including staffing, major milestones, and timelines if applicable
- Explanation of budget, which must not exceed \$60,000. Budget description may include tiered pricing options, if necessary.

Please have your proposal organized in the following manner for each component:

- Attachment A: Cover Page
- Attachment B: Conflict of Interest Form
- Attachment C: Budget Form & Justification
- Proposal (scope of work)

(4) Complete Submittals: Respondents shall electronically submit their proposal containing all the requested information to the Northwest State Community College Business Office: Ashlynn Cox at acox@northweststate.edu by 7/7/21 by 5:00 PM, Local Time.

- a) Late responses may be deemed unresponsive. At its sole discretion, Northwest State Community College reserves the right to reject any proposal not deemed satisfactory and to waive any and all irregularities in the procedure. Omission, inaccuracy, or misstatement may be sufficient cause for a proposal to be deemed unresponsive and/or irresponsible.
- b) There will be NO public opening; submittals may be viewed by appointment with Northwest State Community College.

The Selection Process

(1) Evaluation of Proposals

Scoring by the evaluation committee will be via the Evaluation form included in the Appendix.

(2) Evaluation/Selection Committee

Name/Title	Institution	Contact Information
Ashley Pere, Director of Grants	Northwest State Community College	apere@northweststate.edu
Ryan Hamilton, Dean of STEM and Industrial Technologies	Northwest State Community College	rhamilton@northweststate.edu
Sarah Stubblefield, Project Manager	Northwest State Community College	sestubblefield@northweststate.edu
Industry partners	TBD	

Disclaimers and Disclosures

Disclaimers

In its sole discretion, Northwest State Community College may withdraw the RFP either before or after receiving submissions, may accept or reject submissions, and may accept submissions which deviate from the RFP as it deems appropriate and in Northwest State Community College's best interest. In its sole discretion, Northwest State Community College may determine the qualifications and acceptability of any party or parties submitting in response to this RFP.

Following submission of a RFP, the respondent agrees to deliver such further details, information and assurances, including financial and disclosure data, relating to the response and/or the respondent, including the respondent's affiliates, officers, directors, shareholders, partners and employees, as requested by Northwest State Community College in its discretion.

Northwest State Community College and its advisors shall have no obligation or liability with respect to this RFP, the selection and award process contemplated hereunder, or whether any award or recommendation will be made. All costs incurred by a respondent in preparing and responding to this RFP are the sole responsibility of the respondent. Any recipient of this RFP who responds hereto, fully acknowledges all the provisions of this disclosure and disclaimer and agrees to be bound by the terms hereof. Any response submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such response.

Respondents are advised that participation in the design of evaluation strategies might result in exclusion or restriction from participation in other phases.

Disclosures

Northwest State Community College is governed by the Ohio "Open Records Law" and all responses and supporting data shall be subject to disclosure as required by the law.

All submittals will be available for review by the U.S. Department of Labor Employment and Training Administration. Northwest State Community College complies with all USDOL regulations in purchasing equipment.

Selected vendor, in accepting a Purchase Order or entering into an agreement with Northwest State Community College, agrees to comply with USDOL regulations and cost principles as per the Strengthening Community Colleges Training Grants agreement.

Appendix

Evaluation Matrix

Budget	Possible
Reasonable Price	35
Shipping	10
Justification of Cost	5
Payment options	5
Quality	
Meets technical specifications	35
Timeline	
Delivery schedule	10
Total	100

Attachment A: Cover Sheet

Please complete this **mandatory** cover sheet accordingly.

Organization Name				
Address				
Phone Number				
Number of Years in Business				
DUNS #				
Acknowledgement that Proposing Entity is up-to-date on taxes and not currently debarred or suspended.		YES		NO
Type of Organization (check all that apply)	<input type="checkbox"/>	Higher Education	<input type="checkbox"/>	Private
	<input type="checkbox"/>	Community-Based Org.	<input type="checkbox"/>	Business Organization
	<input type="checkbox"/>	Government Agency	<input type="checkbox"/>	Other (explain)
	<input type="checkbox"/>	Labor Organization		
	<input type="checkbox"/>	Non-Profit		
	<input type="checkbox"/>	Employment Service State Agency (Wagner-Peyser)		
Contact Person's Email Address				
Signatory Authority Signature				

Attachment B: Conflict of Interest Form

By submitting a proposal, the authorized signatory authority of the bidding entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if Northwest State Community College awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. Northwest State Community College reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process.

Signatory Authority Name and Title	Signature	Date
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*Note: This form is a **mandatory** required document to be considered for either component. Bidders should only complete this form once per entry.*

Attachment C: Budget

Please complete the **mandatory** budget form and justification explanation below. In creating a budget, the applicant should provide per unit costs by completing the following table and providing a justification for cost.

Budget Line Item	Cost
	\$
	\$
	\$
	\$
TOTAL	\$

*Additional lines may be added as needed