



NORTH HUDSON
COMMUNITY ACTION CORPORATION

REQUEST FOR PROPOSAL

FOR

EqualLogic server
RFP No. 2018-OP-3

October 17, 2018

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I. INTRODUCTION AND PROJECT DESCRIPTION

North Hudson Community Action Corporation (NHCAC) is a cornerstone of health and human services in New Jersey, serving more than 84,000 low-income residents at eleven locations spread across three counties. An award-winning leader in its field for more than 40 years, NHCAC has played a vital role in creating much-needed services such as ob-gyn and prenatal care, emergency food and shelter, transitional housing, and mental health and addiction services.

One of NHCAC's core services is the provision of primary and other health care services to the underserved and uninsured members of several communities within New Jersey. As a Federally Qualified Health Center, NHCAC is committed to its mission of delivering health care to patients without regard to the ability to pay.

North Hudson Community Action Corporation is in the process of selecting a vendor that can address the computing equipment and hardware needs of the North Hudson Community Action Corporation. We invite responsible proposers to respond to our request for desktop computers, scanners and tablets and similar products including upgrade components for any of the above.

The RFP responses will provide NHCAC with proposals to evaluate and select a vendor to provide the required services. This RFP outlines the overall objectives and expectations of the contract and will provide NHCAC with the required information such that NHCAC can make an informed and prudent decision for the acquisition of the services and products described herein.

As a recipient of Federal funds under Section 330 of the Public Health Services Act, NHCAC is required to adhere to all applicable Federal procurement rules and regulations as described in 45 CFR Part 74, and other program expectations of the Federally Qualified Health Center program. Respondents are encouraged to become familiar with any special procurement rules that may affect their response to this RFP.



II. GENERAL CONDITIONS

By submitting a response to this RFP the Respondent agrees to all of the following:

- A. NHCAC reserves the right to award or cancel or change this procurement process at any time.
- B. NHCAC 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.
- C. Failure to meet the response delivery date may be basis for disqualification of the Respondent proposal.
- D. Respondents are fully responsible for all costs, both direct and indirect, of development and submission of their response to this RFP, including, but not limited to, any supplementary documentation, information, travel, and presentation expenses.
- E. NHCAC will open all proposals and submitters may attend.
- F. NHCAC will maintain sole ownership of responses after submission.
- G. The successful applicant may also be required to present additional documentation/or information necessary to determine financial and programmatic capability.

Efforts will be made by NHCAC to utilize small business, women and/or minority owned businesses. An applicant qualifies firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR § 121.201)



III. LOCATION OF SITES

NHCAC consists of 11 community health center sites throughout New Jersey that vary in square footage and layout. The following are the locations of the NHCAC sites that will require vendor/contractor services described in this RFP.

North Hudson Community Action Corporation Health Center
At West New York
5301 Broadway West New York, New Jersey 07093

North Hudson Community Action Corporation Health Center
At Union City
714-31st Street Union City, New Jersey 07087

North Hudson Community Action Corporation Health Center
At Union City
2500 Kennedy Blvd. Union City, New Jersey 07087

North Hudson Community Action Corporation Health Center
At North Bergen
1116-43rd Street North Bergen, New Jersey 07047

North Hudson Community Action Corporation Health Center
At Jersey City
324 Palisade Avenue Jersey City, New Jersey 07307

North Hudson Community Action Corporation Health Center
At Passaic
220 Passaic Street Passaic, New Jersey 07055

North Hudson Community Action Corporation Health Center
At Harrison
326 Harrison Avenue Harrison, New Jersey 07029

North Hudson Community Action Corporation Health Center
At Garfield
535 Midland Avenue Garfield, New Jersey 07026

North Hudson Community Action Corporation Health Center
At Hackensack
25 East Salem Street Hackensack, New Jersey 07601

North Hudson Community Action Corporation Health Center
At Englewood
197 South Van Brunt Street Englewood, New Jersey 07631



IV. REQUIRED SERVICES AND PRODUCTS

NHCAC is seeking the following services and products from one or more vendors. All work must be performed to state and local codes. Any work that requires licensure or certification must only be performed by qualified individuals. Licenses, certificates or other required documents are to be included in vendor\contractors' response according to Section VI. Instruction to Vendors contained in this RFP. Selected vendor\contractor is required to obtain all necessary work and/or site permits, inspections and approvals, as necessary.

****CONTRACTOR IS RESPONSIBLE FOR ALL MATERIAL NEEDED TO PROVIDE THE REQUIRED SERVICES AND PRODUCTS.**

Products

- 1 EqualLogic PS6610X, Mainstream Performance 10K SAS 2.5" Drives (210-ADRD) Dell - Part#: 731070241 EqualLogic PS6610X, Mainstream Performance 10K SAS 2.5" Drives (210-ADRD)
1 Documentation and Shipping for 5U Arrays (340-AMWR)
1 Dell Hardware Limited Warranty Extended Year (802-4675)
1 Dell Hardware Limited Warranty Initial Year (802-4676)
1 EqualLogic Advanced Software Warranty and Service, 7x24 Access, 3 Years (802-4677)
1 ProSupport Plus: 7x24 HW/SW Tech Support and Assistance, 3 Years (802-4679)
1 ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, 2 Years Extended (802-4681)
1 ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, Initial Year (802-4682)

North Hudson Community Action Corporation is seeking to replace/add servers, desktop computers at applicable workstations at the above mentioned sites in order to avoid complications due to technology obsolescence. Servers will add data storage capacity to the few existing servers almost out of memory. Scanners will be placed in our registration stations in need. Laptops will be used only by clinical staff. This is a materials-only proposal. No installation services are being solicited at this time.



V. TIMELINES

The procurement process will be guided by the following timeline. All dates are subject to change at the sole discretion of NHCAC.

<u>Milestone</u>	<u>End of Due Date</u>
RFP Issued	October 17, 2018
Call – Optional Vito Veneruso (after 3pm) 201-741-5980	October 18, 2018
Contractor\Vendor Responses Received by NHCAC Representatives	November 1, 2018
Responses Evaluated including clarifications	November 1, 2018
Contractor\Vendor Selected	November 1, 2018
All work complete and accepted by NHCAC	January 15, 2019



VI. SPECIFIC REQUESTS /REQUIREMENTS

Equipment	Description	Quantity
1 Equal logic	EqualLogic PS6610X, Mainstream Performance 10K SAS 2.5" Drives (210-ADRD) Dell - Part#: 731070241 EqualLogic PS6610X, Mainstream Performance 10K SAS 2.5" Drives (210-ADRD)	1



VII. . Health Insurance Portability and Accountability Act (“HIPAA”).

Obligations and Activities of Provider

1. Vendor (provider), shall not use or further disclose Protected Health Information other than as required by agreement with NHCAC or as required by Law.
2. Provider shall use appropriate safeguards to prevent the use or disclosure of Protected Health Information not provided for by agreement with NHCAC.
3. Provider shall ensure that any agent of the Provider, including subcontractor, to whom it provides Protected Health Information received from, or created or received by Provider on behalf of third party agrees, in writing to the same restrictions and conditions that apply through Provider’s agreement with NHCAC.
4. Provider shall implement and maintain safeguards necessary to ensure that all Protected Health Information is used or disclosed only as authorized under the HIPAA Standards. Provider agrees to assess potential risks and vulnerabilities to Protected Health Information in its possession and develop, implement and maintain administrative, physical and technical safeguards required by the HIPAA standards that protect the confidentiality, availability and integrity of the Protected Health Information that provider creates, receives, maintains or transmits on behalf of the third party.
5. Provider acknowledges that if it violates any of the requirements provided by the HIPAA standards or its agreement with NHCAC, provider will be subject to the same civil and criminal penalties that third party would be subject to if such Covered Entity violates the same requirements.

VIII. VENDOR AGREEMENT AND CERTIFICATION

By signing below, the vendor representative expressly certifies and warrants that all information that has been provided in this RFP response is accurate. The individual further acknowledges that all services and products described in this RFP response is immediately available and warrants that the vendor is able to deliver, install and complete all expected services within the required timeframes.

Furthermore, if it appears or becomes known that information provided in this RFP response is not true, or there are products or services that NHCAC has been assured it would receive but do not exist, or there will be additional charges not included in the proposal, then NHCAC reserves the right to terminate all discussions, negotiations, and/or implementation with an immediate and full refund of any fees paid by NHCAC.

All signatories to this document agree and warrant that they have made no changes or altered this RFP in any way, and are authorized to make all commitments set forth in this RFP response. Representatives signing below also agree that all responses to this RFP, and any documentation submitted, may be referenced in any final purchase agreement or contract between NHCAC and the vendor as an addendum and become legally binding.

Our response is for the following services and products described in the NHCAC RFP dated October 17th, 2018.

Name of Company

_____ **Date:** _____

Signature

Printed Name and Title

Address: _____

Telephone Number: _____



IX. EVALUATION AND SUBMISSION INSTRUCTIONS

NHCAC will convene a selection group to review the proposals and information received in response to this RFP. During this review process, additional information may be required of the respondent/vendor and some respondents will be invited to NHCAC in order to clarify any responses and further discuss the vendor's offer. All contact and any questions between respondent and NHCAC should be routed through the NHCAC point of contact (contact information below). NHCAC expects completion of the evaluation process and identifying its contractor choice for the required services within the timeframes outlined in Section V. above.

Responses will be evaluated based on price and experience.

All responses should be sent to the Point of Contact by the Due Date.

NHCAC Point of Contact

Vito Veneruso
Director of Operations
North Hudson Community Action Corporation
800 31st Street Union City, NJ 07087
E-mail: vitov@nhcac.org
Telephone: 201-210-0100 ext. 10108

Sealed bids should be provided in both electronic and hardcopy formats by November 1, 2018. Please place three (3) copies of your RFP in a sealed envelope and clearly label in the lower left corner " EqualLogic server" Include 3 references.

Late proposals will not be accepted.

Thank you for your interest in North Hudson Community Action Corporation.

