



Utah Community Action™
1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | utahca.org

REQUEST FOR PROPOSAL – ENTERPRISE LAPTOP AND MONITOR

PART 1: INTRODUCTION AND INSTRUCTIONS

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Utah Community Action (UCA) is seeking competitive proposals to provide enterprise laptop computers including docking stations (Product A), monitors (Product B), keyboards, mice, video cables with guaranteed pricing for one year. This document provides detailed specifications required and establishes 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. The agency has approximately 500 employees, and annual revenues of approximately \$50M.

Services are delivered through six core programs:

- **Workforce Development** – Helps adults gain job skills, training, and certifications.
- **Head Start** – Provides high quality early childhood education, health and family support services for children age 0-5.
- **HEAT** – Assist households with utility, and emergency energy needs.
- **Case Management & Housing** – Supports families in finding and maintain safe, affordable housing.
- **Nutrition** – Provides meals, food assistance, and nutrition education.
- **Weatherization** – Improves home energy efficiency and safety for households.

Utah Community Action complies with the required federal regulations on procurement, as set forth in the Uniform Guidance 2 CFR Part 200.

PROPOSAL SUBMISSIONS OVERVIEW

By submitting a proposal, interested Parties acknowledge and agree that the scope of work and evaluation process outlined herein is 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 received after the deadline will not be accepted. Proposals must be submitted according to the directions outlined in this RFP. Any proposal not meeting the requirements of this RFP may be rejected. All materials submitted will become the property of Utah Community Action.



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PROPOSAL KEY DATES

RFP Released	April 3, 2026
Questions on RFP Due	April 17 2026
Response to RFP Questions Posted	April 21, 2026
Proposal Due Date	April 30, 2026, 5:00pm
Award Notice	May 6, 2026

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

WRITTEN QUESTIONS

Questions regarding the RFP must be received in writing by April 17, 2026, by 5:00 pm. Questions may be submitted to Stacy Weight, CAO (stacy.weight@utahca.org). All questions will be answered in writing and will be made available to all proposers.

SUBMISSION DEADLINE

Deadline for Submission: May 6, 2026 by 5:00 PM MST

Submission Format: Proposals should be submitted electronically in PDF format to Stacy Weight, CAO (stacy.weight@utahca.org). Hard copies may be provided if preferred.

CONTRACT TERMS

All contracts will begin immediately upon receiving the signed contract. Contract will end June 30, 2027, but will have an option for 2 one-year extensions. All contracts must contain a 30-day escape clause. Pricing may be negotiated at the beginning of each contract year.

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



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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 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 will begin immediately upon receiving the signed contract. Contract will end Juen 30, 2027, but will have an option for 2 one-year extensions.

Product pricing will be negotiated at the beginning of each one-year extension.

All contracts must contain a 30-day escape clause.



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4. Product Pricing

The pricing proposed should be all-inclusive and stated in both per unit and annual total based on an annual minimum order of total units specified below for each product group. Any shipping costs should be stated separately. Please also indicate the basic warranty included with the purchased equipment. Itemize any optional warranties or support available and list the costs of warranty options separate from other pricing.

Product A: Enterprise Laptop Computer, Docking Station, and Sleeve

The bid is to have pricing for a minimum of 45 (forty-five) enterprise laptop computers; however, we could purchase as many as 100 units annually.

Minimum Specifications:

- **Processor Requirements:** Intel processor with at least 8 physical cores and at least 12 MB cache
- **Operating System:** Windows 11 Pro
- **Memory:** At least 16 GB RAM with at least 5600 MT/s
- **Hard Drive:** At least 256 GB NVMe SSD
- **LCD:** 14"-15" with at least 250 nits brightness with 1920x1080 resolution
- **Camera:** At least 780p resolution built-in webcam with shutter and IR
- **Keyboard:** Must be backlit
- **Ports:** Must have HDMI port, at least one type-A USB 3.2 Gen 1 (or better) port, one Thunderbolt 4 port, and one RJ45 Ethernet port
- **Wireless:** Must have at least Wi-Fi 6 compatibility, 802.11ax. Must also have Bluetooth 5.3 compatibility or greater
- **Battery:** At least 55 WHr Battery
- **AC Adapter:** Must have USB-C charging, preferably 65 W
- Must have capability for pushing manufacturer driver updates via CLI
- Vendors must notify the Agency 60 days in advance if the manufacturer makes changes to the machine specifications

Options:

Please indicate the weight of each laptop. The laptops must also have a driver catalogue available so that they can be easily imaged.

Other Requirements:

4 Year Parts Warranty including Accidental Damage is required. If there is a sealed battery, please also provide details of the warranty for the battery.

Product B: Monitors



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The bid is to have pricing for a minimum of 45 (forty-five) monitors; however, we could purchase as many as 100 units annually.

Minimum Specifications:

- 27" Screen Size
- 2560x1440 Resolution
- Must have DisplayPort 1.2 or above (In) and DisplayPort 1.2 or above (Out) that support Multi Stream Transport (MST)
- 1 x USB-C (DP 1.4 or above, with Power Delivery up to 90W) upstream port
- 2 USB-A 3.2 downstream ports
- 1 x USB-C (USB 3.2 Gen 1 or above, up to 15W charging) downstream port
- VESA Mount Compatible
- 1 x RJ45 Port
- Vendors must notify the Agency 60 days in advance if changes are being made to the specifications of the machine
- Basic hardware warranty

PART 3: SELECTION PROCESS

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

Total Annual Cost	40 points
Product quality	20 points
Product warranties	10 points
Overall Service convenience	20 points
Adherence to RFP instructions	5 points
Small Business / Labor Surplus	5 points
Total	100 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.