COUNTY DEPARTMENT AGENDA REQUEST

Department:	911 Communications	Presenter(s):	Cheryl Rogers
Meeting Date:	Thursday, May 27, 2010	Type of Request:	Consent

Wording for the Agenda:

Approval of a request from 911 Communications to issue a request for proposals for services (Proposal #P750) of a technology specialist to assist in the selection and acquisition of a new Computer Aided Dispatch (CAD) System.

Background/History/Details:

911 Communications would like permission to issue requests for proposals for the services of a qualified technology planning and assessment specialist to assist in the acquisition of a new Computer Aided Dispatch (CAD) System. Fayette County's 911 Communications Center serves all the public safety agencies in the County.

The current Computer Aided Dispatch (CAD) was purchased and installed in December, 1999. This CAD platform is currently operating at full capacity and does not interface with current and/or future technology requirements. Fayette County approved $400,000.00 for the purchase of a replacement CAD system. To ensure these approved funds are efficiently spent, the Communications Board wishes to engage a consultant to provide technical assistance and direction to purchase a turnkey CAD system. This consultant will be required to oversee the evaluation of all responses to the CAD purchase RFP, give expert advice to the selection of a short list of companies from which a final company will be selected and provide oversight on implementation of the selected system. A copy of #P750 is attached for your reference. Please note the dates specified in P750 are not the correct dates and were input for format purposes only.

Members of the Communications Committee met with the Board of Commissioners at the Workshop Meeting on November 4, 2009 to discuss this issue.

What action are you seeking from the Board of Commissioners?

911 Communications is seeking approval to advertise Proposal #P750 for services of a qualified planning and assessment specialist to assist in the selection and acquisition of a new Computer Aided Dispatch (CAD System).

If this item requires funding, please describe:

Has this issue come before the Commissioners in the past?	Yes	If so, when?	Wednesday, November 4, 2009
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

Fayette County
GEORGIA

Where Quality Is A Lifestyle

April 5, 2010

PROPOSAL #P750

Gentlemen:

You are requested to submit a proposal for computer aided dispatch consultant as per the specifications, and information contained herein. All required information shall be included with your proposal. Any exceptions to the specifications shall be listed in the space provided. An original and five (5) copies of your proposal should be submitted.

All questions and inquires concerning this request for proposals or the specifications shall be addressed to Trina C. Barwicks, Contract Administrator of Purchasing, 140 Stonewall Avenue West, Suite 101 in Fayetteville, Georgia 30214 from 8:00 a.m. to 5:00 p.m. The phone number is (770) 305-5420, Fax: (770) 719-5515 and/or Email Address: tbarwicks@fayettecountyga.gov. Deadline for all questions is 10:00a.m., Wednesday, April 14, 2010. **Any deviations from this procedure for questions or information pertaining to request for proposals may result in your proposal being rejected.**

Your proposal should be on the attached pricing sheet. All prices shall be F.O.B. Destination, Fayette County. Be sure to include the **proposal number** and **reference** along with your company's name and address on the **sealed** envelope in which the proposal is returned.

PROPOSAL MUST BE SUBMITTED TO:
FAYETTE COUNTY PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, SUITE 101
FAYETTEVILLE, GEORGIA 30214
PROPOSAL **#P750**
REFERENCE: COMPUTER AIDED DISPATCH CONSULTANT

Proposals will be received at the above address until 3:00 p.m. Thursday, April 22, 2010 in the **Purchasing Department, Suite 101.** Proposals will be opened at approximately 3:00 p.m., March 3 April 22, 2010 and the names of the companies that responded will be read. Proposals must be signed to be considered. Late proposals will not be considered. Faxed/Emailed proposals will not be considered.

If this request for proposal is downloaded from our web site, it is the responsibility of the individual or company that downloads this request for proposal to continue to check the Fayette County web site for any addenda that might come out for this request for proposal and are posted on the Fayette County web site. Fayette County shall not be responsible for any information that any individual or company fails to get in an addendum that is posted on the Fayette County web site but is not downloaded. However, if the Fayette County Purchasing Department mails the request for proposal to a company or individual, we will keep a record of who we mailed that request for proposal to and all addenda for that request for proposal will also be mailed to those companies or individuals.

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Note: The name of the companies that respond to this request for proposals will be posted on the Fayette County website within 3 business days after the proposal opening.

There is no set time for an award to be made, as the proposals have to be evaluated, some presentations may be required, and a recommendation has to be prepared and then scheduled to go before the Board of Commissioners for consideration by the Board. If an award is not made within 60 days of the proposal opening, an update will be posted on the Fayette County website.

If the Board awards this proposal, once everything has been received by that company and the award has been completed, that information will also be posted on the Fayette County website. Please keep this procedure in mind.

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The County reserves the right to reject or accept any or all proposals and to waive technicalities, Informalities and minor irregularities in proposals received.

Sincerely,

Tim Jones, CPPO
Director of Purchasing

TJ/tcb

GENERAL TERMS AND CONDITIONS

1. **Preparation of Offers**

   1A. Offeror shall examine the drawings, specifications, schedule and all instructions. Failure to do so will be at the offeror's risk.

   1B. Each offeror shall furnish all information required. Erasures or other changes must be initialed by the person signing the offer. Offers must be signed by an authorized agent of the company.

2. The term "contractor" as used herein and elsewhere in these specifications shall be used synonymously with the term "successful offeror." The term "County" shall mean Fayette County.

3. **Submission of Offers**

   3A. Offers and amendments shall be enclosed in sealed envelopes, addressed to the office specified in the request for proposal with the name and address of the offeror, the reference and proposal number on the face of the envelope.

   3B. The offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening of the proposals as set out in the request for proposal unless specifically excepted to in your offer.

   3C. Samples of items, when required, must be submitted within the time specified and, unless otherwise specified, at no expense to the County. Unless otherwise specified, samples will be returned at the offeror's request and expense if items are not destroyed by testing.

   3D. Fayette County shall not be responsible for the premature opening of a proposal not properly addressed and identified by proposal number and reference and/or delivered to an improper destination.

   3E. In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

4. **Evaluation of Offers**

   The evaluation of offers and the determination as to acceptability of products or services offered shall be the responsibility of the County. Accordingly, to insure that sufficient information is available, the offeror may be required to submit literature, samples, references or other information prior to award.

5. **Non-Collusion**

   Offeror declares that the offer is not made in connection with any other offeror submitting an offer for the same services, and that the offer is bona fide and is in all respects fair and without collusion or fraud.

6. **Default**

   The contract may be cancelled or annulled by the Purchasing Director in whole or in part by written notice of default to the contractor upon non-performance or violation of contract terms. An award may be made to the next lowest satisfactory offeror, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting Contractor (or his surety) shall be liable to the County for cost to the County in excess of the defaulted contract prices provided, however, that the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the Contractor to deliver materials or services within the time stipulated on his offer, unless extended in writing by the Purchasing Director, shall constitute contract default.

7. **Patent Indemnity**

   The Contractor guarantees to save the County, its agents, officers, or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the Contractor is not the patentee, assignee or licensee.

8. None of the various County agencies, either individually or collectively, will be required to purchase any minimum amount during the term of this contract, nor will they be limited, either individually or collectively, to any maximum amount during the term of this contract.

9. The County reserves the right to increase or decrease quantities shown without penalty.

10. **Ability To Perform**

    The offeror may be required, upon request, to provide to the satisfaction of the County that he/she has the skill, experience and the necessary facilities as well as sufficient financial and human resources to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the County, then the offer of such offeror may be rejected.

11. **Rejection of Offers**

    Failure to observe any of the instructions or conditions in this request for proposal shall constitute grounds for rejection of the offer.

12. All of the specifications and information contained in this request for proposal, unless specifically accepted to in writing and included with the offer, will form the basis of the contract between the successful offeror (the Contractor) and the purchaser. Caution should be taken by the offeror that all questions are answered in the spaces provided and all requested information is submitted.

13. Assignment of any contract resulting from this request for proposal will not be authorized.

14. This contract may be cancelled by either party upon submitting thirty (30) days written notice of intent to cancel to the other party.

15. The proposal opening is open to the public. After the process is completed and an award has been made, information may be obtained on the Fayette County website (www.fayettecountyga.gov) or in the Purchasing Department at .25 per page. Prices and other information will not be given out over the telephone.

16. **If your Company has not previously applied to get on the Fayette County Bidders List, to insure your company is not omitted from participation in future bidding, it is important that you contact The Purchasing Department at 770-305-5420 immediately to find out how to be placed on the Bidders List. Participation in this request for proposal does not automatically place a Company on the Master Bidders List.**

ADDITIONAL INFORMATION AND INSTRUCTIONS

1. Proposals will not be accepted from any person, firm, or corporation who is in arrears in any debt or obligation to Fayette County.

2. The proposal made by any company or firm must be signed in a legal manner in the name of such company or firm by a duly authorized officer, member or representative, whose name and representative capacity shall be stated, and the address of the principal place of business must be shown.

3. If the work described in this request for proposal is for roadway improvements and the proposed price is $5,000.00 or greater or if the proposed price for any other type work is $20,000.00 or greater, then a contract performance bond and a payment bond, each equal to 100% of the contract price with surety company satisfactory to the County, must be provided by the successful respondent by a surety company qualified to do business in Georgia. Bond given shall meet the requirements of Georgia Code Section 36-82-100 to 105. The bond shall be submitted in the name of the Fayette County Board of Commissioners prior to the work being commenced.

4. Include with your proposal a list of three (3) jobs that your company has done that is of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, valid telephone number and the date job was completed.

5. Successful company/contractor shall be insured.

6. **In compliance with Georgia Code Section 13-10-91, the attached Bidder's Affidavit of Compliance with the Georgia Security and Immigration Compliance Act must be completed, signed, notarized and returned with your bid.**

PLEASE FILL OUT AND RETURN WITH YOUR BID THE BIDDER'S AFFIDAVIT OF COMPLIANCE AND THE LAST PAGE OF THIS INVITATION FOR BID. IT IS CALLED THE INFORMATION PAGE.

INSURANCE REQUIREMENTS

The successful respondent shall, without expense to the County, carry the following to be in effect throughout the term of the contract:

1. Third party property damage insurance in such amounts as are deemed adequate by the County and Board of Commissioners against all losses, cost, damages, claims, expenses, or liability whatsoever because of accidental injury or damage to person or property occurring in the course of or as a result of performing the duties of this contract, and any and all matters incidental thereto. A minimum amount of coverage in the amount of $500,000.00 is required; although, additional coverage may be required depending on the nature of the work to be performed. The successful respondent shall also carry adequate Workman's Compensation Insurance covering all employees engaged in performing the duties and responsibilities of this contract.

2. Public Liability and Property damage insurance coverage including, but not limited to, the liability assumed in the indemnification provisions as specified in this request for proposals fully insuring the successful respondent for liability for injury to or death of county employees and third parties, extended to include personal injury liability coverage, and damage to property of third parties, with a minimum combined coverage for each occurrence of $500,000.00 with an umbrella policy in the amount of one million dollars, $1,000,000.00.

3. Comprehensive automobile and truck liability insurance to include coverage of owned, hired, and non-owned vehicles with minimum limits of $300,000.00 each occurrence for bodily injury and $100,000.00 each occurrence for property damage. Such insurance is to include coverage for loading and unloading hazards.

A copy of the certificate of insurance for the aforementioned shall be submitted with your proposal. A request will be sent to the agent or the insurance company of the successful respondent to notify Fayette County 30 days prior to cancellation of or upon any material change in coverage of the aforementioned insurance coverage prior to the work being completed. No award will be made until proof of the insurance coverage is submitted.

FAILURE TO PERFORM

It is important to note that if a company is awarded all or part of this request for proposal, Fayette County expects the successful company to totally fulfill the contract and perform all duties hereunder satisfactorily, for the duration of the contract. Failure to so perform will result in said company being removed from the Fayette County Bidders list for that commodity.

Fayette County, GA, hereinafter referred to as "the County" is soliciting the services of a qualified technology planning and assessment specialist to assist the County in the acquisition of a COMPUTER-AIDED DISPATCH (CAD) SYSTEM to support consolidated Fayette County public safety dispatching operations, hereinafter referred to as "CAD."

The CAD will be used to dispatch police, fire and medical units to 9-1-1 emergency calls, manage police, fire and emergency medical resources, provide communications between multiple resources, and interface with national and state criminal justice information systems, mobile data systems, records management systems and imaging systems.

The objectives for this project are to:

Acquire the services of a company and/or consultant that:

- Demonstrates a thorough knowledge of technology and technological trends associated with CAD systems.
- Establishes a clear understanding of 9-1-1 dispatch industry standards.
- Is responsive to integration needs between CAD and Records Management, Mobile Data, Criminal Justice Information Systems and Imaging systems.
- Provides an elevated level of customer service.

Submission or Receipt of the Proposal
Prospective vendors are invited to submit proposals in accordance with the requirements outlined in this document. Five (5) sealed copies of the proposal should be submitted, including one (1) original master copy, signed in ink, to:

Fayette County Purchasing Department

140 Stonewall Avenue W., STE. 101

Fayetteville, Georgia 30214

All proposals will be publicly opened at the same address, and the names of those companies that submitted proposals will be read. All pages should be numbered and organized as defined in this RFP.

Proposals will be received until 3:00 p.m. local time (EST), on Thursday, April 22, 2010.
Proposals received after this deadline will not be considered. There will be no exceptions to this procedure. Failure to follow the instructions in the RFP is cause for rejection of offer.

Summary of the Project
The County seeks a consultant to provide technical assistance and direction with a review of the RFP written by County staff specifically for a turnkey CAD system. In addition to the review, the consultant will be required to oversee the evaluation of all responses to the RFP and give expert advice to the selection of a short list of companies from which a final company will be selected by the County. The project will also include oversight on implementation of the selected system.

The Fayette County E 9-1-1 Center serves as the primary Public Safety Answering Point (PSAP) for the County, and provides dispatching for all entities throughout the County. This includes the call-taking and dispatching services for the Sheriff, Fayette County Fire and Emergency Services, Fayette County Marshal Office, Fayetteville Fire Department, Fayetteville Police Department, Peachtree City Fire and Emergency Services, Peachtree City Police Department and the Tyrone Police Department. The 9-1-1 Center also monitors the Board of Education, City and County Public Works Departments and City and County Water Departments as well as several State agencies.

Experience Requirements and References.
To qualify for this project, consultants must have successfully assisted with the selection and implementation of CAD systems that are currently in operation within the continental United States. Consultants must describe at least three similar projects installed in the continental United States in the past 5 years on which they consulted. Client contacts must be current and willing to discuss their system with the County's representatives. Repeated difficulty in establishing contact with prior clients will render that reference invalid.

Selecting and Rejecting Proposals
In selecting or rejecting proposals, the County reserves the following rights:

- The identity of acceptable proposals will not be determined at the time of the proposal opening.
- The County reserves the right to obtain the opinion of legal counsel on the legality and sufficiency of all proposals.
- The County reserves the right to reject any and all proposals and to waive irregularities in any proposal.
- The County reserves the right to accept or reject any and all proposals, or any part of the proposal; to waive minor defects or technicalities; or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project, as the County may deem necessary. The County's waiver of a deviation shall in no way modify the proposal document or excuse the successful company from full compliance with the proposal specifications if awarded the contract.

Evaluation Criteria

1. The responding companies understanding of the technological aspects of computer aided dispatch and how it relates to 9-1-1 centers including industry standards.
2. Customer support, customer service and staff expertise.
3. Team members, percentage of time dedicated to this project and experience on similar projects.
4. Ability to acquire other outside, expert technical resources to assist with this project as needed.
5. Overall cost of the project.

C. Tyrone Police Chief Brandon Perkins, representing the Communications Board, would like to discuss the possibility of issuing requests for proposals that would provide for a consultant to do a needs assessment and provide information about available CAD systems for the 911 Communications Center.

Tyrone Police Chief Brandon Perkins, representing the Fayette County 911 Communications Board, made a presentation, asked the Board to consider authorizing the issuance of requests for proposals (RFP) that would provide for a consultant who would conduct a comprehensive needs analysis of and provide information about possible future Computer Aided Dispatch (CAD) systems for the 911 Communications Center, and answered questions from the Board. Additional explanation was provided by Director of Communications Cheryl Rogers, Assistant Director of Communications Peggy Glaze, and Peachtree City Police Chief H.C. "Skip" Clark. Discussion followed.

The Board authorized County Administrator Jack Krakeel to discuss the funding of a CAD system with the municipalities and authorized him to work with Chief Perkins in order to develop a proposal for the system detailing "needs" versus "wants" based on the funds agreed to between the municipalities and the County. A copy of the request and a Request for Information document provided by Chief Perkins, identified as "Attachment 2", follow these minutes and are made an official part hereof.