

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Previous Contract/Project No.

Re-Bid
 Other

LIVING WAGE APPLIES: YES NO

Requisition/Project No: RFP 899

TERM OF CONTRACT: Up to 1 year or project completion

Requisition/Project Title: Fire Station IP Alerting System

Description: Provide and install IP Alerting Systems at MDRF fire stations (65)

User Department(s): MDRF

Issuing Department: ISD/PMSD

Contact Person: Simmons Phone: 305-375-4259

Estimated Cost: \$1.8M

Funding Source: FEMA Grant, General Fund, and Impact Fees, if needed.

REVENUE GENERATING: N/A

ANALYSIS

Commodity/Service No: 725-15		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input checked="" type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: Fred Simmons, Jr.

Date to SBD: November 6, 2013

Date Returned to DPM: _____

RECEIVED
 DEPT. BUSINESS DEV.
 2013 NOV -5 PM 6:13

REQUEST FOR PROPOSALS (RFP) No. 899
FOR
IP Alerting System for Miami-Dade Fire Rescue

PRE-PROPOSAL CONFERENCE TO BE HELD:

_____, 2013 at __:00 AM (local time)
111 NW 1st Street, 13th Floor, Conf. Rm. __, Miami, Florida

ISSUED BY MIAMI-DADE COUNTY:

Internal Services Department, Procurement Management Division

for

Miami-Dade Fire Rescue Department

COUNTY CONTACT FOR THIS SOLICITATION:

Name: Fred Simmons, Jr., CPPO
Title: Senior Procurement Contracting Officer
Address: 111 NW 1st Street, Suite 1300, Miami, Florida 33128
Telephone: (305) 375-4259
E-mail: _____@miamidade.gov

PROPOSALS ARE DUE AT THE CLERK OF THE BOARD NO LATER THAN:

_____, 2013 at 2:00 PM (local time)
at
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street, 17th Floor, Suite 202
Miami, Florida 33128-1983

The Clerk of the Board business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County.

All proposals received and time stamped by the Clerk of the Board prior to the proposal submittal deadline shall be accepted as timely submitted. The circumstances surrounding all proposals received and time stamped by the Clerk of the Board after the proposal submittal deadline will be evaluated by the procuring department in consultation with the County Attorney's Office to determine whether the proposal will be accepted as timely. Proposals will be opened promptly at the time and date specified. The responsibility for submitting a proposal on or before the stated time and date is solely and strictly the responsibility of the Proposer. The County will in no way be responsible for delays caused by mail delivery or caused by any other occurrence. All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the Proposer(s).

The submittal of a proposal by a Proposer will be considered by the County as constituting an offer by the Proposer to perform the required services at the stated prices. A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date. The County will only consider the latest version of the proposal.

Requests for additional information or inquiries must be made in writing and received by the County's contact person for this Solicitation. The County will issue responses to inquiries and any changes to this Solicitation it deems

necessary in written addenda issued prior to the proposal due date. Proposers who obtain copies of this Solicitation from sources other than the County's Internal Services Department website at www.miamidade.gov/dpm or the Vendor Assistance Unit risk the possibility of not receiving addenda and are solely responsible for those risks.

1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITIONS

1.1 Introduction

Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Fire Rescue Department (MDFR), is soliciting proposals for a fully automated Turnkey Fire Station IP Alerting System ("System") at its 65 fire station across the county. The System shall interface with the County's existing Motorola CAD system (Premier CAD v7, formally Printrak), Motorola and Harris radio systems. Through these interfaces, the System shall be able to activate station alerting without dispatcher intervention. The System shall be warranted for at least a two-year period. The County reserves the right to negotiate additional warranty period(s).

This System is being partially funded by a FEMA Assistance for Firefighters Grant ("Grant"). The vendor must be able to install, and/or deliver equipment for county-installation expeditiously upon award. The Grant requires that the System be installed by June 2014. While the County seeks proposals for a Turnkey System, in order to meet the Grant deadline, the County reserves the right to install, in part or fully, components of the System. The Proposer shall provide fire station configurations for each of the 65 fire stations, including equipment to be installed and pricing, installation, and testing, as detailed in Section 2.0 of this solicitation.

The County anticipates awarding a contract to a single Proposer for the System. A project schedule identifying installation milestones and project duration will be negotiated and included in a contract with the Selected Proposer. The Scope of Work required for the System is detailed in section 2.0 of this Request for Proposals (RFP).

The anticipated schedule for this Solicitation is as follows:

Solicitation issued:

Pre-Proposal Conference:

See front cover for date, time and place. Attendance at all site visits is **mandatory** in order to submit a proposal. If you need a sign language interpreter or materials in accessible format for this event, please call the ADA Coordinator at (305) 375-2013 or email hjwrig@miamidadegov at least five days in advance.

NOTE:

Fire station site visits by the Proposer is a requirement of the RFP. The County will host site visits prior to the deadline for submission of proposals in response to this RFP. A site visit schedule is provided as Appendix C to this solicitation.

Deadline for receipt of questions:

Proposal due date:

See front cover for date, time and place.

Evaluation process:

Projected award date:

1.2 Definitions

The following words and expressions used in this Solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

1. The word "Contractor" to mean the Proposer that receives any award of a contract from the County as a result of this Solicitation, also to be known as "the prime Contractor".
2. The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
3. The word "Proposer" to mean the person, firm, entity or organization, as stated on Form A-1, submitting a response to this Solicitation.
4. The words "Scope of Services" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
5. The words "Selected Proposer" to mean _____.
6. The word "Solicitation" to mean this Request for Proposals (RFP) document, and all associated addenda and attachments.

7. The word "Subcontractor" to mean any person, firm, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Services to the County, whether directly or indirectly, on behalf of the Contractor.
8. The words "Turnkey System" or "IP Alerting System" or "Fire Station Alerting System (FSAS)" or "System" to mean _____.
9. The words "Work", "Services", "Program", or "Project" to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services and the terms and conditions of this Solicitation.

1.3 General Proposal Information

The County may, at its sole and absolute discretion, reject any and all or parts of any or all responses; accept parts of any and all responses; further negotiate project scope and fees; postpone or cancel at any time this Solicitation process; or waive any irregularities in this Solicitation or in the responses received as a result of this process. A proposal shall be the Proposer's firm commitment to provide the goods and services solicited in the manner requested in the Solicitation and described in the proposal. In the event that a Proposer wishes to take an exception to any of the terms of this Solicitation, the Proposer shall clearly indicate the exception in its proposal. No exception shall be taken where the Solicitation specifically states that exceptions may not be taken. Further, no exception shall be allowed that, in the County's sole discretion, constitutes a material deviation from the requirements of the Solicitation. Proposals taking such exceptions may, in the County's sole discretion, be deemed nonresponsive. The County reserves the right to request and evaluate additional information from any respondent regarding respondent's responsibility after the submission deadline as the County deems necessary.

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to the County contact person for this Solicitation, prior to the proposal due date or upon the expiration of 180 calendar days after the opening of proposals.

Proposers are hereby notified that all information submitted as part of, or in support of proposals will be available for public inspection after opening of proposals, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law". The Proposer shall not submit any information in response to this Solicitation which the Proposer considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this Solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to Proposer. In the event that the Proposer submits information to the County in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the proposal as protected or confidential, the County may, in its sole discretion, either (a) communicate with the Proposer in writing in an effort to obtain the Proposer's written withdrawal of the confidentiality restriction or (b) endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. Under no circumstances shall the County request the withdrawal of the confidentiality restriction if such communication would in the County's sole discretion give to such Proposer a competitive advantage over other proposers. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

Any Proposer who, at the time of proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be found non-responsible. To request a copy of any ordinance, resolution and/or administrative order cited in this Solicitation, the Proposer must contact the Clerk of the Board at (305) 375-5126.

1.4 Cone of Silence

Pursuant to Section 2-11.1(t) of the Miami-Dade County Code, as amended, a "Cone of Silence" is imposed upon each RFP or RFQ after advertisement and terminates at the time a written recommendation is issued. The Cone of Silence prohibits any communication regarding RFPs or RFQs between, among others:

- potential Proposers, service providers, lobbyists or consultants **and** the County's professional staff including, but not limited to, the County Mayor and the County Mayor's staff, County Commissioners or their respective staffs;
- the County Commissioners or their respective staffs **and** the County's professional staff including, but not limited to, the County Mayor and the County Mayor's staff; or
- potential Proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs **and** any member of the respective selection committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Assistance Unit, the responsible Procurement Agent or Contracting Officer, provided the communication is limited strictly to matters of process or procedure already contained in the solicitation document;
- oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting; or
- communications in writing at any time with any county employees, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFP or RFQ with the Clerk of the Board, which shall be made available to any person upon request. The County shall respond in writing (if County deems a response necessary) and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at clerkbcc@miamidade.gov.

1.5 Public Entity Crimes

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

1.6 Lobbyist Contingency Fees

- a) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.
- b) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

1.7 Collusion

In accordance with Section 2-8.1.1 of the Code of Miami-Dade County, where two (2) or more related parties, as defined herein, each submit a proposal for any contract, such proposals shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership,

control and management of such related parties in preparation and submittal of such proposals. Related parties shall mean Proposer or the principals thereof which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principals thereof of one Proposer have a direct or indirect ownership interest in another Proposer for the same contract. Proposals found to be collusive shall be rejected. Proposers who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

1.8 Expedited Purchasing Program

Intentionally Omitted

1.9 Contract Measures

This Solicitation includes contract measures for Miami-Dade County Certified Small Business Enterprises (SBE's) as follows.

Set-aside:

This Solicitation is set-aside for SBE's.

Subcontractor Goal:

_____ % SBE subcontractor goal is applicable. The purpose of a subcontractor goal is to have portions of the work under the prime contract performed by available subcontractors that are certified SBEs for contract values totaling not less than the percentage of the prime contract value set out in this Solicitation. Subcontractor goals may be applied to a contract when estimates made prior to solicitation advertisement identify the quality; quantity and type of opportunities in the contract and SBEs are available to afford effective competition in providing a percentage of these identified services. Proposers shall submit a completed Schedule of Intent Affidavit (Form SBD 504) at the time of proposal identifying all SBEs to be utilized to meet the subcontractor goal. The Schedule of Intent Affidavit shall specify the scope of work and commodity code the SBE will perform. The Schedule of Intent Affidavit constitutes a written representation by the Proposer that to the best of the Proposer's knowledge the SBEs listed are available and have agreed to perform as specified, or that the Proposer will demonstrate unavailability.

The participating SBE firms (or joint ventures) must have a valid Miami-Dade County SBE certification by the proposal submittal deadline of this Solicitation, as well as, meet all other requirements. Additional information regarding Miami-Dade County's Small Business Enterprise Program, including new amendments to the program, is available on the Small Business Development's website <http://new.miamidade.gov/business/business-development.asp>.

(If Selection Factor, use Section 4.4 and delete above section.)

2.0 SCOPE OF SERVICES: APPENDIX A

Computer Aided Dispatch (CAD) Interface and Manual Alerting

2.1 Background

The County seeks a Fire Station IP Alerting System ("System") for the Miami-Dade Fire Rescue department (MDFR) fire stations. The System will be an automated dispatching system that interfaces with the County's current Computer Aided Dispatch (CAD) system, and will be deployed at 65 fire stations across the County.

The new System will assist MDR in adhering to National Fire Protection Association (NFPA) 1710 Standards for Response Time as well as NFPA 1221, Standards for Communication Centers. The System will increase operational efficiency by providing the capability to dispatch multiple fire units at different stations across the County simultaneously, and has the potential to save lives.

The County desires to acquire a Fire Station Alerting System ("System") that will interface with the County's Motorola CAD system (Premier CAD v7, formally Printrak), Motorola and Harris radio systems. Via these interfaces, the System shall be able to activate the alerting without dispatcher intervention.

A. GENERAL RESPONSIBILITIES

1. The Selected Proposer shall provide all equipment, materials, station installation (optional), and supervision to provide a turnkey Fire Station Alerting System.
2. The Selected Proposer shall follow all national, state, and local applicable electrical and/or building codes.
3. The Selected Proposer shall be responsible for fully cooperating with Motorola CAD to implement a CAD Interface.
4. Selected Proposer's personnel who install and or access the FSAS will be subject to a law enforcement background check.

B. SYSTEM REQUIREMENTS

1) FIRE STATION IP ALERTING SYSTEM REQUIREMENTS:

The County requires the following of a Fire Station IP Alert System ("System"):

- a. The System shall be designed specifically for use as a fire station alerting system.
- b. The System shall have features such as escalating audio and subdued lighting at night. Vendors shall highlight their features that limit a startling effect.
- c. The System shall be compliant to the latest edition of National Fire Protection Association (NFPA) Standard 1221 regarding installation, maintenance, and use of emergency services communications systems.
- d. The System shall be able to handle a minimum of 100 individual Fire Stations and facilities and provide for future expansion.
- e. The System shall be capable of being activated directly from the county's Motorola CAD system.
- f. The System shall interface to the County's CAD system, and shall support emergency alerts and non-emergency alerts.
- g. The System shall provide a means of notifying dispatchers that all components are properly operating; self-diagnosis, system health-check.
- h. A manual alerting application shall be provided for dispatcher use to alert stations and units and groups in the event the CAD system is not available.
- i. An uninterruptible power supplies as an option for critical components of the System or as deemed necessary.

- j. The System shall include a portable system that can be used in a temporary fire station or shelter.
- k. The System shall be capable of alerting by group, station, Unit, etc.
- l. Proposer shall provide four (4) spare sets of station equipment, including the all parts necessary for operation of the proposed System.

2) ALERTING CIRCUITS

Requirements for Altering Circuits:

- a) The System shall include primary dispatch circuits that shall be monitored, and a prompt warning shall be provided in the event that a situation that will impact reliability occurs, as per NFPA 1221. (System Requirement)
- b) The primary alerting circuit shall be over Miami-Dade County's Wide Area Network.
- c) The proposed System shall be capable of secondary connectivity via USB cellular modem (modem will be pre-routed with static IP).

3) DISPATCH ALERTING – GENERAL

General Requirements for Dispatch Alerting:

- a) The ability to control, at each station, the following functions: audible tones, lighting, relay activation, and printer interface.
- b) The ability to provide a zoning capability such that portions of the station can be alerted without alerting the entire station.
- c) The System shall provide a means to silence all station speakers manually, with the System allowing the silenced speakers to be overridden by the receipt of a call for service.
- d) The System must be able to process multiple alarms that may be generated during peak times in very rapid succession.

4) DISPATCH ALERTING – AUDIBLE

Requirements for Dispatch Alerting – Audible:

- a) The System shall provide an audible alert over the speaker system of the station. This alert shall be escalating to increase the volume from low to high over a specified amount of time.
- b) The System shall include its own audio amplifiers with full remote volume control capability on a per speaker basis.
- c) The System shall be able to integrate with amplified speakers already installed in fire stations and offer zone control for those speakers.
- d) The System shall provide the ability to amplify building auxiliary audio such as intercom paging, telephone ringer audio, and doorbell audio through a standard type auxiliary input connection.
- e) The System shall provide the ability to mute in building auxiliary audio during dispatch alerts.

- f) The System shall include a radio interface for redundant station alerting. Each dispatched run shall have the capability to be broadcast over both the in-station alerting network and/or over the dispatch radio channel (on a per dispatch channel basis).
- g) For purposes of secondary monitoring, the System shall be able to broadcast using the dispatcher console, via either radio system, active dispatches, grouped by one or more channels. This shall be independent and in addition to any dispatches on operational channels or in station alerting.
- h) The dispatcher console radio interface shall be equipped to detect channel traffic and wait until the channel is free to begin automated dispatching.
- i) The System shall provide an audible escalating alert tone that clearly identifies to the units the type of call that is being dispatched. The alert tone shall immediately precede the dispatch announcement (per NFPA 1221). The System must support the use of customized tones so that different tones can be used to indicate the type of call during the alert notification.

5) DISPATCH ALERTING - AUTOMATED VOICE (TEXT TO SPEECH)

Requirements for the Dispatch Alerting – Automated Voice:

- a) The System shall have the capability, for any incident, to create voice dispatch alerts that announce simultaneously in multiple stations
- b) Should the need arise, live dispatcher voice shall be used in addition to any of or in lieu of the automated voice announcement (on 1 – 4 dispatch channels, in addition to secondary monitoring and back-up consoles).
- c) There will be a minimum of eight consoles that shall be capable of automated voice alerting in both the primary and back-up dispatch centers. Four will be active dispatch, two as dispatch hot back-ups and two for secondary monitoring. The System shall be configured such that at any time, any combination can be used for dispatcher alerting and automated voice (dispatchers must be able to choose if they will use text to speech independent of the other consoles). These consoles may be any combination of Motorola MCC7500's and Harris Maestro IP's.
- d) Automated voice announcements supported shall include: dispatch announcements, announcements of move-ups/station fill-ins, and non-emergency messages.
- e) The automated voice dispatch announcement shall include detailed dispatch information, including apparatus to respond, incident type, street address, and common place name.
- f) Automated voice dispatch announcements shall immediately follow the audible alert tone as per NFPA 1221.

6) DISPATCH ALERTING - RELAY CONTROLS AND INPUTS

Requirements for Dispatch Alerting – Relay Controls and Inputs:

- a) The System shall provide multiple relay contacts at each station for the purpose of controlling external switched functions. At a minimum, the contacts shall be able to be energized for a configurable period of time upon receipt of a CAD dispatch message. The outputs shall be configurable as normally open or normally closed contact closures. Additionally, the system shall easily expand the number of relay contacts. The vendor should explain how their system works with contacts, including quantity and expandability.

- b) The System shall provide multiple isolated DC inputs for the purpose of monitoring status of external actions and functions.

7) DISPATCH ALERTING - PRINTING

System Requirements for Dispatch Alerting - Printing:

- a) The fire station alerting system shall be capable of providing a dispatch printout with the same information that is announced upon receipt of a CAD dispatch announcement. The printout must also include user comments if this information is provided to the system over the CAD interface.
- b) The System shall be compatible with our current printers and expandable to laser printers.
- c) The fire station alerting system shall support simultaneous printing and audible alerting.

8) DISPATCH ALERTING – VISUALS

Requirements for Dispatch Alerting - Visuals:

The System shall include lighting capability that is designed to have little impact on the building occupant's night vision when a call is received. This will include red LED lights in the ceiling in the bunkroom area that are bright enough to light the area around the firefighters bunk area and provide a safe amount of light to make their way to the apparatus bay.

9) Configuration and Software Updates

Requirements for Configuration and Software Updates:

The System shall be centrally managed. Both the Selected Proposer and MDFR's administrators shall have full, secure control access.

10) SYSTEM MONITORING REQUIREMENTS

Requirements for System Monitoring:

- a) Each component in this System shall be monitored for online and offline status.
- b) The System shall be capable of alerting support staff of critical events that occur within the alerting system via visual and email.
- c) Error and status logs shall be generated for all traffic between the CAD system and any controllers, between any controllers and the fire stations, and between all network components in the fire stations.
- d) Error and status logs shall be available to system administrators and technicians via a log viewer application.
- e) Secure remote system monitoring from a client application residing on the network (and having appropriate permissions) shall be supported.
- f) System status information shall be capable of being displayed in the County's communication center and Command and Control, in a small and large screen format.

11) INSTALLATION

- a) Miami-Dade County technical personnel reserves the right to be in the presence of each installation, system activation and cutover.
- b) Where an existing station is under renovation or a new station is under construction, the Selected Proposer shall work closely with the General Contractor to install the System.
- c) The Proposer shall submit a timeline for project installations and completion.

12) TRAINING

Training Requirements:

- a) Training shall be provided to the dispatchers and their supervisors. The training schedule shall be completed on site as coordinated with Miami-Dade Fire Rescue.
- b) System maintenance, programming and troubleshooting training shall be provided for the County's technical staff.
- c) The Proposer shall submit, with its proposal, a training plan that details training effort/schedule.

13) SECURITY

System Security Requirements:

- a) The System shall have the ability to provide encrypted data transmitted over public networks.
- b) The proposed system should have an audit trail of changes to include at least, but not limited to:
 - i. what changed,
 - ii. who made the change and when the change was made,
 - iii. User access to audit trail based on security level (role)

2.2 Payment Schedule

Payment will be in accordance with Form B-1: Price Schedule.

3.0 RESPONSE REQUIREMENTS

3.1 Submittal Requirements

In response to this Solicitation, Proposer should **return the entire completed Proposal Submission Package** (see attached). Proposers should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required.

The proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the proposed services. However, overly elaborate responses are not requested or desired.

3.2 Minimum Qualification Requirement

The minimum qualification requirement for this Solicitation is

4.0 EVALUATION PROCESS

4.1 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this Solicitation. A responsive proposal is one which follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

4.2 Evaluation Criteria

Proposals will be evaluated by an Evaluation/Selection Committee which will evaluate and rank proposals on criteria listed below. The Evaluation/Selection Committee will be comprised of appropriate County personnel and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the Evaluation/Selection Committee is balanced with regard to both ethnicity and gender. The criteria are itemized with their respective weights for a maximum total of one hundred (100) points per Evaluation/Selection Committee member.

<u>Technical Criteria</u>	<u>Points</u>
1. Proposer’s relevant experience, qualifications, and past performance.	10
2. The Proposed System a) System Requirements	35
3. Relevant experience and qualifications of key personnel, including key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors	05
4. Proposer’s approach to providing the product and services requested in this Solicitation a) Project and Installation Schedule b) Testing d) Training	20

<u>Price Criteria</u>	<u>Points</u>
5. Proposer’s proposed price	30

4.3 Oral Presentations

Upon completion of the evaluation criteria indicated above, rating and ranking, the Evaluation/Selection Committee may choose to conduct an oral presentation with the Proposer(s) which the Evaluation/Selection Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. (See **Form A-2** regarding registering speakers in the proposal for oral presentations.) Upon completion of the oral presentation(s), the Evaluation/Selection Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

4.4 Selection Factor

This Solicitation includes a selection factor for Miami-Dade County Certified Small Business Enterprises (SBE's) as follows. A SBE/Micro Business Enterprise is entitled to receive an additional ten percent (10%) of the total technical evaluation points on the technical portion of such Proposer’s proposal. An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Proposer provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://new.miamidade.gov/business/business-development.asp>. The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award, and for the duration of the contract to remain

eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

OR

A Selection Factor is not applicable to this Solicitation.

OR

(If no points are assigned to evaluation criteria, include the following in addition to above paragraph):

Whenever there are two best ranked proposals that are substantially equal and only one of the two so ranked proposals is submitted by a Proposer entitled to a selection factor, the selection factor shall be the deciding factor for award.

4.5 Local Certified Service-Disabled Veteran's Business Enterprise Preference

This Solicitation includes a preference for Miami-Dade County Local Certified Service-Disabled Veteran Business Enterprises in accordance with Section 2-8.5.1 of the Code of Miami-Dade County. A VBE is entitled to receive an additional five percent (5%) of the total technical evaluation points on the technical portion of such Proposer's proposal. If a Miami-Dade County Certified Small Business Enterprise (SBE) measure is being applied to this Solicitation, a VBE which also qualifies for the SBE measure shall not receive the veteran's preference provided in this section and shall be limited to the applicable SBE preference.

4.6 Price Evaluation

After the evaluation of the technical proposal, the County will evaluate the Price proposals of those Proposers remaining in consideration.

The price proposal will be evaluated subjectively in combination with the technical proposal, including an evaluation of how well it matches Proposer's understanding of the County's needs described in this Solicitation, the Proposer's assumptions, and the value of the proposed services. The pricing evaluation is used as part of the evaluation process to determine the highest ranked Proposer. The County reserves the right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of the County.

4.7 Local Preference

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses (see **Form A-4**). If, following the completion of final rankings by the Evaluation/Selection Committee, a non-local Proposer is the highest ranked responsive and responsible Proposer, and the ranking of a responsive and responsible local Proposer is within 5% of the ranking obtained by said non-local Proposer, then the Evaluation/Selection Committee will recommend that a contract be negotiated with said local Proposer.

4.8 Negotiations

The County may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint.

The Evaluation/Selection Committee will evaluate, score and rank proposals, and submit the results of their evaluation to the County Mayor or designee with their recommendation. The County Mayor or designee will determine with which Proposer(s) the County shall negotiate, if any, taking into consideration the Local Preference Section above. In his sole discretion, the County Mayor or designee may direct negotiations with the highest ranked Proposer, negotiations with multiple Proposers, or may request best and final offers.

Notwithstanding the foregoing, if the County and said Proposer(s) cannot reach agreement on a contract, the County reserves the right to terminate negotiations and may, at the County Mayor's or designee's discretion,

begin negotiations with the next highest ranked Proposer(s). This process may continue until a contract acceptable to the County has been executed or all proposals are rejected. No Proposer shall have any rights against the County arising from such negotiations or termination thereof.

Any Proposer recommended for negotiations shall complete a Collusion Affidavit, in accordance with Sections 2-8.1.1 of the Miami-Dade County Code. (If a Proposer fails to submit the required Collusion Affidavit, said Proposer shall be ineligible for award.)

Any Proposer recommended for negotiations may be required to provide to the County:

- a) Its most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.
- b) Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or has been involved within the last three years.

4.9 Contract Award

Any contract, resulting from this Solicitation, will be submitted to the County Mayor or designee for approval. All Proposers will be notified in writing when the County Mayor or designee makes an award recommendation. The Contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the County to be in the best interest of the County. Notwithstanding the rights of protest listed below, the County's decision of whether to make the award and to which Proposer shall be final.

4.10 Rights of Protest

A recommendation for contract award or rejection of all proposals may be protested by a Proposer in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Implementing Order No. 3-21.

5.0 TERMS AND CONDITIONS

The anticipated form of agreement is attached. The terms and conditions summarized below are of special note and can be found in their entirety in the agreement:

a) Vendor Registration

Prior to being recommended for award, the Proposer shall complete a Miami-Dade County Vendor Registration Package. Effective June 1, 2008, the new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavit form), must be completed. The Vendor Registration Package, including all affidavits can be obtained by downloading from the website at <http://www.miamidade.gov/procurement/vendor-registration.asp> or from the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL. The recommended Proposer shall affirm that all information submitted with its Vendor Registration Package is current, complete and accurate, at the time they submitted a response to the Solicitation, by completing an Affirmation of Vendor Affidavit form.

b) Insurance Requirements

The Contractor shall furnish to the County, Internal Services Department, Procurement Management Division, prior to the commencement of any work under any agreement, Certificates of Insurance which indicate insurance coverage has been obtained that meets the stated requirements.

c) Inspector General Reviews

According to Section 2-1076 of the Code of Miami-Dade County, as amended by Ordinance No. 99-63, Miami-

Dade County has established the Office of the Inspector General which may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts, except as otherwise indicated. The cost of the audit, if applicable, shall be one quarter (1/4) of one (1) percent of the total contract amount and the cost shall be included in any proposed price. The audit cost will be deducted by the County from progress payments to the Contractor, if applicable.

d) User Access Program

Pursuant to Section 2-8.10 of the Miami-Dade County Code, any agreement issued as a result of this Solicitation is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this Solicitation and the utilization of the County contract price and the terms and conditions identified therein, are subject to the two percent (2%) UAP.

6.0 ATTACHMENTS

- Form of Agreement
- Proposal Information – Appendix D
- Form B-1: Price Schedule - Appendix B
- Appendix D: Site Visit Schedule

7.0 PROPOSER INFORMATION

See Appendix D

Walters, Vivian (RER)

From: Clark, Veronica (RER)
Sent: Tuesday, November 05, 2013 5:30 PM
To: Johnson, Laurie (RER); Walters, Vivian (RER)
Subject: FW: Draft RFP for IP Alerting System 11-5-13 Rev 1
Attachments: Input Doc-Project Measure Worksheet for IP Alerting System.doc; Draft RFP for IP Alerting System 11-5-13 Rev 1.docx

Importance: High

Please expedite per request below. Thanks

Veronica Clark, Assistant to the Director
Department of Regulatory and Economic Resources
Small Business Development
111 N.W. 1 Street 19th Floor
Miami, FL 33128-1906
Phone: 305-375-4770
Fax: 305-375-3160
Email: vmg@miamidade.gov
"Delivering Excellence Every Day"

miamidade.gov

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E-mail messages are covered under such laws and thus subject to disclosure.

Please consider the environment before you print this email

From: Simmons Jr., Fred (ISD)
Sent: Tuesday, November 05, 2013 4:58 PM
To: Clark, Veronica (RER)
Cc: Garcia, Allan M. (ISD)
Subject: Draft RFP for IP Alerting System 11-5-13 Rev 1
Importance: High

Good Afternoon Ms. Clark:

Attached is a 95% draft of a solicitation for the MDR department to purchase a Fire Station IP Alerting System for its 65 fire stations. The scope of work is in section 2.0 of the document. Also attached is the Input Document Worksheet. I hesitate to ask, but can you fast track this request. As you'll read in the RFP, MDR has a FEMA Grant which requires the project to be completed and installed by June 2014. Please let me know if anything additional is needed.