

Hall of Justice-Basement
312 SW 1ST Avenue
Kelso, Washington 98626

COWLITZ 911

Police • Fire • Medical

Fax: 360-414-5529
www.Cowlitz911.org

**COWLITZ 911 PUBLIC AUTHORITY
REQUEST FOR QUALIFICATIONS**

911 EMERGENCY COMMUNICATION CENTER TECHNICAL SERVICES CONSULTANT

NOTICE

The Cowlitz 911 Public Authority (Cowlitz 911 PA) is requesting Qualifications (RFQ) from qualified individuals and or firms for professional Information Technology Consulting Services.

SUBMISSION OF PROPOSAL

To receive consideration, responses must be submitted in accordance with the following instructions:

1. All response submittals shall delivered to:

Cowlitz 911 Public Authority
Attention Executive Director Phil Jurmu
312 SW 1st, AVE.
Kelso, WA. 98626;
jurmup@co.cowlitz.wa.us

2. Respondents are responsible for ensuring delivery. For more information, contact Deanna Wells in writing at, wellsd@co.cowlitz.wa.us. Answers to questions may be shared with other consultants participating in the RFQ process.

3. *RFQ closing date:* Either submit three (3) copies of the response by July 30th, 2020 at 2:00 p.m. or send by email with the proposal attached as a PDF file.

4. Any envelope or email must be clearly marked "Cowlitz 911 Professional Information Technology Consulting Services"; and

5. The Public Authority reserves the right to reject any and all responses, and has the right, at its sole discretion, to accept the submittal it considers most favorable to the Cowlitz 911 PA's interest and the right to waive minor irregularities in procedures.

6. RFQ posting July 1st, 2020

Phil Jurmu, Executive Director Cowlitz 911 PA

COWLITZ 911 PUBLIC AUTHORITY
PROFESSIONAL INFORMATION TECHNOLOGY CONSULTING SERVICES
INSTRUCTIONS TO SUBMITTERS

I. INTRODUCTION AND BACKGROUND

The Cowlitz 911 PA is in the planning stages of transitioning from its current location, to a soon to be under construction, facility in west Longview. In an effort to ensure a smooth technological transition, Cowlitz 911 is requesting Qualifications (RFQ) from individual's and/or firms for Professional Information Technology Consulting Services.

II. SCOPE OF SERVICES

A. Services – Generally

The selected consultant/s will be responsible for consulting services, engineering, design, development and deployment of the public safety network and private business network over the next sixteen to twenty four (16-24) months, or until Cowlitz 911 goes live at the new facility, whichever occurs first.

B. Project Goals

Plan, develop, design, and engineer two (2) robust and redundant networks. One private public safety network that meets Criminal Justice Information system (CJIS) regulatory compliance, and a second private business network which includes business, email and the ability to archive email and business records. In addition, the Information Technology Consultant will plan and coordinate with other public safety entities, Washington State and County entities, Public Safety Answering Point (PSAP) vendors, partners, contractors, construction/project manager (PM) and Cowlitz 911 staff, to transition all 911 operational technical equipment hardware, applications and services to the new facility.

Plan, develop and deploy a small business multiline phone system that is compatible and will integrate with our Emergency 911 Call Works CPE, with an integrated facility wide audio paging/intercom system.

C. Knowledge, Skills, Experience

Planning and execution of 911 ESInet (or similar), fiber connectivity, fiber cabling, State IGN, facility wide AV solutions, surveillance, phone paging intercom systems, monitors, PC's hardware, National Institute of Standards and Technology (NIST) cyber security, security and systems remote monitoring, redundancy, reliability, regulatory restrictions, keycard entry, Computer Aided Dispatch (CAD) servers and networks.

- For purposes of your response consider that the project will begin September 2020, with a scheduled completion date by March 2022.

III. PROPOSAL REQUIREMENTS

Following the voluntary pre award meeting on July 9th starting at 2:00 p.m., each proposal should include the following:

A. Cover Letter

All proposals must include a cover letter to the attention of Phil Jurmu, Cowlitz 911 Executive Director, signed by a person legally authorized to bind the applicant to its proposal. The letter shall include a brief overview of your approach to the project.

B. Experience

Specialized experience and technical competence of proposer and their team in similar project scope. Identify recent experience and expertise with similar type of project including:

1. Engineering design, maintenance or deployment of a multiline call center, public safety answering point, CJIS or business network, including a 911 Center and/or Emergency Operations facility; experience in remote management, networks engineering, network design and maintenance, firewalls, cyber security, CJIS, NENA, APCO standards, servers, storage area network devices, Ethernet & fiber cabling, multi-factor authentication, business continuity, disaster recovery, radio IP, encryption, NIST, ACCESS, IGN, SGN, VOIP.
2. Experience with various city, county, police, fire agencies, boards, councils, or public safety entities;
3. A list of memberships in professional organizations, special training, licenses, certifications, and experience shall be included in the submittal.
4. The Contractor must be licensed in WA State.

C. Project Team

1. Describe the proposed project team. Identify the key contacts and leaders of the team and discuss the individuals who will interact with the Cowlitz 911 PA. Please provide résumés of all key personnel who will conduct any work on this project.
2. Please provide the proposed staffing or total number of persons you plan to have available to assist with regard to this proposal. Include their level of education and any relevant licenses, qualifications or experience they have related to the project.
3. Summarize the relevant experience of your Project Manager and other key personnel. Discuss the ways in which the experience and qualifications of these individuals would benefit the Cowlitz 911 PA during the transition.

4. Identify any subconsultants on the team and how you have worked together on past projects.
5. Selected respondents may be invited to participate in an interview stage of the evaluation process. Respondents should be prepared to respond to questions related specifically to their submittal and other pertinent matters with respect to the RFQ. However, the Cowlitz 911 PA reserves the right to select a firm without interviews if there is an obvious preference based on the review of the SOQ's.

D. References

1. A professional profile of the Consultant/s including a list of at least three (3) references the Contractor has provided similar services to, include the client's name, contact information and telephone number. Include the date of service, scope of work, budget, timeline and change order report.

E. Project Schedule

A project timeline shall be provided to Cowlitz 911 PA within 10 days following award.

IV. EVALUATION PROCESS

A. Project Approach ~ 40%

Evaluations will be performed to determine proposer understanding of the work to be performed, understanding and commitment to the timeline, overall approach to the project, potential for completing the work as specified in the Scope of Services. Award will be made to the proposer whose conformance to the RFQ is considered most advantageous to the Cowlitz 911 PA, considering the Evaluation Criteria in this section.

B. Personnel Proposals, Project Organization and Experience ~ 10%

Proposals will be evaluated considering the proposer's technical and analytical experience, proposals, and the availability of personnel who are proposed to work on the project that include their resumes'.

C. Relevant Past and Present Performance Criteria ~ 35%

Assessment of the proposer's past and present performance will be evaluated relative to the capability to meet the requirements contained herein. Additionally, quality of service, customer satisfaction, cost control and timeliness will be evaluated.

D. Capacity to Perform Work ~ 15%

The applicant's capacity to perform work in the prescribed time frame considering the applicant's team current and planned workload. Describe the applicant's ability to provide the technical disciplines and services required to cover the work required by the project.

V. GENERAL INFORMATION

A. Selection Process

Additional information, interviews and or presentations may be required at the option of the Cowlitz 911 PA. In no event shall the Public Authority, or its Board, Officers or employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.

B. Compliance with Rules

Proposers responding to this RFQ must follow its procedures and requirements. Failure to comply with any portion of this RFQ may result with the rejection of your Proposal.

C. Proposal Withdrawal

Any proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the Cowlitz 911 Executive Director which is acknowledged by the Cowlitz 911 PA prior to the "Proposal Due" date and time. A duly authorized representative of the submitting entity shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new proposal as long as it's prior to the close date.

D. Ownership of Documents

Any material submitted by a proposer shall become the property of the Cowlitz 911 PA. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

E. Public Record

All Proposers and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all Proposers and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

G. Confidentiality of Information

Under Washington State Law (RCW 42.56—the Public Records Act) all materials received or created by the Cowlitz 911 PA are considered public records and are subject to public disclosure. If you believe that any of the records you are submitting to the Cowlitz 911 PA as part of your information material are exempt from disclosure, you must so exactly specify in your

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submittal (by such measures as marking the specific information with a “C”). If the Cowlitz 911 PA receives a public disclosure request for any records you have properly and specifically so marked, it will notify you of the request. The Cowlitz 911 PA will not assert an exemption to disclosure on your behalf, but will give you a reasonable time to seek a court injunction pursuant to RCW 42.56.540 if you promptly notify the PA of your desire to do so.

Timeline:

Posting RFQ	July 1st, 2020
Voluntary Pre-award meeting	July 9 th , 2020
RFQ closing	July 30 th , 2020
Opening of RFQ	July 30 th , 2020
Evaluation Committee Review	July 31 st , 2020
Notification of selected proposer	August 12 th , 2020
Prepare SOW	August 13 th – 20 th , 2020
Board approve contract	August 26 th , 2020
Work commences	September 1 st , 2020