

INVITATION TO RFP

Sealed RFPs, subject to the conditions contained herein, will be received by the ONEIDA COUNTY EMERGENCY SERVICES until 4:00 P.M., local time on Friday October 1, 2010 and then opened and read for:

911 Center Accreditation Project RFP- # 2010-025

Specifications MUST be RECEIVED from Oneida County Emergency Services, phone Kevin W Revere Director at 315-765-2526, or mail request to Oneida County Department of Emergency Services, 120 Base Road, Oriskany, NY 13424, or located on the Oneida County website at <http://www.ocgov.net> (public notice section.)

Copies of the described RFP may be examined at no expense at the Oneida County Emergency Services.

The return envelope must be clearly marked with the RFP # and addressed to the Oneida County Emergency Services.

The owner reserves the right to reject any or all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex or handicap.

Kevin W Revere Director
Emergency Services

Dated: August 30 & August 31, 2010

DEPARTMENT OF EMERGENCY SERVICES

REQUEST FOR PROPOSALS

PROJECT:

911 Center Accreditation Project

TABLE OF CONTENTS

PREFACE

- I. TIMETABLE
- II. SUMMARY OF THE REQUEST FOR PROPOSALS
- III. SCOPE OF WORK AND CONTRACT CONDITIONS
- IV. FORMAT AND CONTENT OF THE PROPOSAL
- V. PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES
- VI. GENERAL INFORMATION

SECTION I TIMETABLE

A. RFP Issuance

Submission Deadlines

Stage One submissions (1 original and 3 copies) shall be delivered on or before 4:00 PM on Friday October 1, 2010, and clearly marked with the project name on the exterior of the envelope or other packaging.

Proposals shall be hand delivered to the contact person at the location listed below. Proposals received after the applicable due date and time prescribed in the RFP are late and will not be accepted. Proposals are to be delivered to:

Kevin W. Revere, Director
Oneida County Dept of Emergency Services
120 Base Rd
Oriskany NY 13424

B. Inquiries

In the event a proposer desires any explanation regarding the meaning or interpretation of this RFP, such explanation must be requested in writing, no later than one week prior to the submission date prescribed in the RFP. All inquiries must be directed ONLY to the contact person listed above.

C. RFP Schedule

The following is the estimated timetable for receipt, evaluation, and selection of proposals. This is only an estimated and is provided to assist responding firms in planning.

- a. Establish Shortlist: Within two weeks of submission deadline.
- b. Identify Consultant: Within two weeks of submission deadline.

- c. Complete Contract Registration: Approximately three months from date of consultant selection.
- d. Commence Work: Upon receipt of Notice of Award.

SECTION II SUMMARY OF THE REQUEST FOR PROPOSALS

A. GENERAL

The Oneida County 911 Center is seeking a qualified person or firm to perform consultant services to update the County 911 Center's policies, procedure's and administrative structure to meet national standards for accreditation.

The selected consultant shall demonstrate an understanding of and commitment to our goal of high safety standards that will be typified by a complete assessment of and planning for the overall effective delivery of services to the public and first responders.

SECTION III. SCOPE OF WORK AND CONTRACT CONDITIONS

A. Project Objectives

The Oneida County 911 Center periodically evaluates and updates its operating policies and procedures. The consultant will be the primary person to carry out these tasks, present them for review and approval with national accreditation standards being the baseline for all work performed and submitted.

Section IV. FORMAT AND CONTENT OF THE PROPOSAL

Proposal Subdivisions Instructions: Proposers should provide all information required in the format below. The proposal should be typed on both sides of 8 ½" X 11" paper.

Technical Proposal (1 original and 3 copies): The technical proposal shall contain the following information:

1. A cover letter of no more than three pages including the company name and addresses, and the name, address and telephone number of the person authorized to represent the responding firm.

2. Key Personnel for the Project

Identify and present the qualifications of the key personnel. Identify by name the individuals who will perform the required services for the listed titles of Key Personnel set forth on the form and provide information demonstrating their qualifications. For each identified individual, submit a resume detailing his/her qualifications and experience with similar projects.

3. Technical Approach

Provide a statement describing the proposer's technical approach to the project, including (1) its understanding of the technical issues and complexities of the project, (2) its project methodology, including its methodology for tracking and mainlining the project's budget and schedule. (3) its techniques for problem solving, (4) its technical quality control procedures, and (5) its management structure.

SECTION V. PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

This is a Quality Based Selection (QBS) project. Oneida County 911 Center will rank proposals by technical merit, and negotiate a fair and reasonable price with the highest ranked, However Oneida County Emergency Services will require each of the proposers with the top three highest ranked technical proposals to submit a price proposal prior to any price negotiations with the highest ranked proposer and those price proposals may be used in such negotiation.

- A. Technical Proposal Evaluation

1. Stage One Selection Process

Selection Process

Oneida County 911 Center will review, evaluate an score all proposals pursuant to the criteria prescribed below. This evaluation and scoring will determine the proposer's Rating. Proposer will then be ranked in accordance with their overall rating.

Proposal Evaluation Criteria: The project submitted will be evaluated base on the following criteria:

- a. The projects submitted will be evaluated for their overall quality, the extent to which they demonstrate extraordinary creativity and insight in their solution to the project scope. (Weight 60%)
- b. The projects submitted will be evaluated for their for their potential long-term viability within reasonable cost parameters. (Weight 40%)

Selection Process:

An evaluation committee comprised of a member of the 911 Center and the Purchasing Department will review, evaluate and score all Technical Proposals pursuant to the criteria prescribed below. This evaluation and scoring will determine the proposer's technical rating. Proposers will then be ranked in accordance with their overall ratings.

Proposers will be requested to make a one-hour presentation of their submission. Such presentation shall include the following: (1) an introduction of the firm, the project manager, and any sub-consultants critical to the success of the project. (2) explanation of the proposed project methodology, including project approach, problem solving techniques, and statement of primary design objectives of this project intended to meet the standard of design excellence as described in Section II of this RFP. The presentation should be structured to highlight the team's response to the submission requirements noted below.

Proposal Evaluation Criteria: The proposal evaluation criteria are as follows:

- a. Experience of Firm and Sub-consultants (Weight 40%)
- b. Key Personnel (Weight 30%)
- c. Technical Approach (Weight 30%)

2. Basis of Award

Oneida County 911 Center will award a contract to the responsible proposer whose proposal is determined to be the highest quality and most advantageous to the County taking in consideration the overall quality of the proposal as measured against factors or criteria as set forth in the Request for Proposals and the successful negotiation of an appropriate fee. Such fee negotiation shall commence upon written notification and shall conclude not more than thirty days after receipt of the fee proposal.

Contract Finalization

Upon notification, the successful proposer will be asked to finalize a contract with Oneida County Emergency Services subject to the conditions specified in the RFP and to the agency's standard contract provisions. The contents of the selected proposal, together with this RFP and any addendum(s) provided during the proposal process, may be incorporated into the final contract to be developed by Oneida County.

SECTION VI. GENERAL INFORMATION TO PROPOSERS

- A. Non-Binding Acceptance of Proposals: This RFP does not commit the County to award a contract for any services.
- B. Incurring Proposed Costs: The County of Oneida is not liable for any costs incurred in the preparation of a response to this RFP. If Proposers choose to participate in negotiations, they may be asked to submit such price, Technical data, or other revisions to their proposals as may be required by the County.
- C. Confidentiality: The Contents of a proposer's RFP response are not deemed confidential unless the proposer identifies those portions of its response which it deems confidential, or containing proprietary information, or trade secrets. The proposer must provide justification as to why such materials, upon request, should not be disclosed by the County. Such information must be easily separable from the non-confidential sections of the proposal.
- D. Reserved Rights: All proposal material submitted becomes the property of the County and the County reserves the right, at its sole discretion, to:
 - 1. Reject any and all proposals received in response to this RFP;
 - 2. Award a contract to other than the lowest-fee proposer;
 - 3. Waive, modify or correct any irregularities in proposals received, after prior notification to the proposer;

4. Use without limitation any or all of the ideas from submitted proposals;
5. Contract for all or selected parts of the proposer's proposal, selecting from the services offered without affecting the itemized pricing;
6. Extend the time for submission of all proposals after notification to all prospective Proposers known to have received the RFP;
7. Conduct discussions with offerers submitting acceptable proposals, award may be made without any discussion;
8. Terminate negotiations with a selected proposer and select the next most responsive proposer, or take such other action as deemed appropriate if negotiations fail to result in a signed contract within a reasonable time of the commencement of negotiations as determined by the Commissioner;
9. Postpone or cancel this RFP, in whole or in part, and to reject all proposals.

E. Contractual Requirements

1. Any person awarded a contract as a result of this RFP will be required to sign the County's standard contract for Consultant Services. The requirements for performance of this contract, as well as insurance, payment terms and all other provisions are contained in the contract.
2. Any information that may have been released either orally or in writing prior to issuance of the RFP shall be deemed preliminary in nature and bind neither the County nor the Proposer.
3. The County will deal only with the consultant and the County has no financial obligation to sub-consultants.