ItaBid

NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until 9:30 A.M. Local Time JANUARY 27, 2016 for 012716-03 EMERGENCY NOTIFICATION SYSTEM , at which time the responses will be opened, taken under advisement and evaluated. BIDS WILL BE POSTED ON www.sumnerschools.org and www.sumnertn.org
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GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education/Sumner County Government reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.

2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.

3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education/Sumner County Government may allow the respondent to withdraw the entire response.

4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.

5. Payment will not be made until the said 012716-03 EMERGENCY NOTIFICATION SYSTEM are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education/Sumner County Government.

6. Responses submitted must be in a sealed envelope and marked on the outside as follows:
   RESPONSE: 012716-03 EMERGENCY NOTIFICATION SYSTEM
   DEADLINE: JANUARY 27, 2016 @ 9:30 A.M.

7. Facsimile responses will not be considered.

8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law

PROPOSAL REQUEST

NUMBER: 012716-03

TITLE: Emergency Notification System

SUMNER COUNTY BOARD OF EDUCATION
SUMNER COUNTY, TENNESSEE

Purchasing Staff Contact:
Vicky Currey
(615) 451-6560
vicky.currey@sumnerschools.org

Emergency Management Agency Contact
Ken Weidner
kweidner@sumnerema.org

This proposal solicitation document is available in an Adobe Acrobat (pdf) format. Any alterations to this document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Sumner County Board of Education.

Introduction

Sumner County Emergency Management Agency, or herein known as "Sumner EMA", is hereby requesting a proposal for 012716-03 EMERGENCY NOTIFICATION SYSTEM.

General Information

I.   Proposal Package

All sealed proposal packages must include all of the following, when applicable. Any sealed proposals shall be rejected as a non-conforming bid if any applicable item is missing.

- x Three (3) complete copies of proposal
- x Evidence of a valid State of Tennessee Business License and/or Sumner County Business License
- x Evidence of compliance with the Sumner County Government Insurance Requirements, if work is performed on Sumner EMA Property
- x Signed and completed Statement of Non-Collusion (Attachment 1)
- x Properly completed Internal Revenue Service Form W-9
- x Evidence of a company's safety program and, if supported, a drug testing program (Attachment 2) Drug-Free Workplace Affidavit
- x If bid is in excess of $25,000, a certification of non-debarment must be completed (Attachment 3) Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- x Certification By Contractor (Attachment 4)

NEW VENDORS

1. To comply with Internal Revenue Service requirements, vendors who perform any t

3. In addition, for all vendors with annual purchases in excess of $50,000 (if a business license is required), a business license must be on file in the finance department, or the requisitioner must submit a copy with the purchase order requisition form or the payment requisition form, as applicable.

II.   Responses

- x   Proposal must include point-by-point responses to the RFP.
- x   Proposal must include a list of any exceptions to the requirements.
- x   Proposal must include the legal name of the vendor and be signed by a person or persons legally authorized to bind the vendor to a contract.
- x   If applicable, proposal must include a copy of the contract(s) the vendor will submit to be signed.
- x   Any and all proposal requirements must be met prior to submission.
- x   The bidder understands and accepts the non-appropriation of funds provision of the Sumner County Government.
- x   If noted in the section "proposal requirements" or later requested, the contractor will be required to provide a reference list of clients that have a current contract for services with their company.

III.   Clarification and Interpretation of RFP

The words "must" and "shall" in this Request for Proposal indicate mandatory requirements. Taking exception to any mandatory requirement shall be grounds for rejection of the proposal. There are other requirements that the Sumner EMA considers important but not mandatory. It is important to respond in a concise manner to each section of this document and submit an itemized list of all exceptions.

In the event that any interested vendor finds any part

VII.   Payment Terms

Payment terms shall be specified in the bid response, including any discounts for early payment. All payments, unless agreed upon differently, will be after receipt of service or product and Sumner EMA approval of conformance with specifications.

VIII.   Deadline

Sealed proposals will be accepted until JANUARY 27, 2010 @ 10:30 A.M. Proposals received after that time will be deemed invalid and returned unopened to the vendor. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions.

IX.   Withdrawal or Modification of Proposal

A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it fully conforms to the same general terms and requirements.

X.   Package

The package containing the proposal must be sealed clearly marked "EMERGENCY NOTIFICATION SYSTEM" on the outside of the package. Responses may be hand delivered or mailed to the following address.

Sumner County Board of Education
Attn: Purchasing Supervisor
1500 Airport Road
Gallatin, TN 37066

XI.   Right to Seek a New Proposal

Proposals will be awarded to the best overall response as determined by that which is in the best interests of Sumner County.

XII.   Procedures for Evaluating Proposals and Awarding Contract

In comparing the responses to this RFP and making awards, Sumner EMA may consider such factors as quality and thoroughness of a proposal, the record of experience, references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.
- x Proposals will be examined for compliance with all requirements set forth herein.
- x Proposals that do not comply shall be rejected without further evaluation.
- x Proposals will be subjected to a technical analysis and evaluation.
- x Oral presentations and written questions for further clarifications may be required of some or all vendors.

XIII.   Discussions

Discussions may be conducted with the vendors which have submitted proposals determined to be reasonably likely of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.

XIV.   Open Records

After the bid is awarded, all proposals will be subject to the Tennessee Open Records Act, and the proposals will be available to the public upon written request.

Summary information on bids submitted will be posted on the School System website at http://www.sumnerschools.org under "Bids" link.

XV.   Assignment

Neither the vendor nor Sumner County Government may assign this agreement without prior written consent of the other party.

XVI.   Liabilities

The vendor shall indemnify Sumner County Government at any liability for any suits, actions, or claims of any character arising from or relating to the performance under this contract by the vendor or its subcontractors.

Sumner County Government has no obligation for the pay of any judgment or the settlement of any claim made against the vendor or its subcontractor as result of obligations under this contract.

XVII.   Tax Status

Sumner County Emergency Management Agency is tax exempt.

XVIII.   Invoicing

Invoices are to be submitted to:

Sumner County Emergency Management Agency
255 Airport Road
Gallatin, TN 37066

The vendor must provide an invoice(s) detailing the terms and amounts due and the dates due. All invoices shall indicate payment terms and any prepayment discounts.

## XIX.	Contract Nullification

Sumner EMA may, at any time, nullify the agreement if, in the judgment of Sumner EMA, the contractor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s). The agreement between Sumner EMA and the contractor(s) is contingent upon an approved annual budget allotment and is subject, with thirty (30) days notification, to restrictions or cancellation if budget adjustments are deemed necessary by   and the

Specific Information

The Sumner County Emergency Management Agency is soliciting bids to secure pricing for an emergency notification system. The bid shall be valid for a period of 90 days.

See attached document for detailed specifications.

STATEMENT OF NON-COLLUSION

The undersigned affirms that they are dully authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other respondent, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Company   _____

Address   _____

      _____

      _____

Phone   _____

Fax   _____

Respondent (Signature) _____

Respondent (Print Name and Title) _____

Authorized Company Official (Print Name_____

DRUG-FREE WORKPLACE AFFIDAVIT (page 2)

STATE OF   _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Sumner County Government to provide goods or services, hereby states under oath as follows:
1. The undersigned is a principal officer of _____ (hereinafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit because it shall be receiving pay pursuant to a contract with the state or any local government to provide goods or services.
3. The Company is in compliance with all State and Federal Laws, Rules and Regulations requiring a drug-free workplace program.

Further affiant saith not.

Principal Officer:_____

STATE OF   _____

COUNTY OF _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20_____.

_____
Notary Public

My commission expires: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;

2. Have not, within the three year period preceding the proposal, had one or more public transactions

CERTIFICATION BY CONTRACTOR

I, the undersigned, certify that on behalf of Contractor, I am authorized to attest and obligate the above certification and to legally bind Contractor to these terms, conditions and obligations.

_____ Title

_____Name

_____ Date

_____Witness

Schedule of Events

Event	Date

Table of Contents

GeneralOverview

Requestfor Proposals

- x   Executive Summary
- x   Proposal Questionnaire (RFP Section 1.)
- x   Pricing (RFP Section 2.)
- x   Attachments

Evaluation Criteria

The agency will consider the following in its evaluation:

Criteria	Weight
Technical compliance with project scope of work	
Experience/ qualifications of company and staff	
Overall qualified cost and service value	
Level of client support	
Training services offered	
Approach to project implementation	
Additional points: Base subscriber data	
TOTAL	100

1. Proposal Questionnaire

1.1. Vendor Background

Vendor Information	
Company Name	
Address	
City, State & Zip	
Website	

Primary Vendor Contact	
Name and Title	
Phone	
Email	

1. As its primary business, /"u f'ˆ0 "u /"Í !

1.2. Vendor References

1. Provide at least five (5) city and/or county references that currently use the proposed system. Each reference must have a population of at least 50,000. Also, at least three (3) references should be within the state of Tennessee.

   Include the following information for each (marketing materials will not suffice):
   - x Agency name
   - x Address, city, state, zip
   - x Contact information
   - x Years using system
   - x Population

2. Provide documentation for a non testing instance where the proposed system has been effectively used to complete more than 200,000 voice calls for a single client within one (1) hour for a community of a similar size.

3. Prospective vendor must document a specific community or regional public safety event where notifications exceeded 1,000,000 calls in a consecutive 24 hours.

4. List additional events that meet or exceed the requirement above. For each, include the date, location, event name, population, and notification results.

5. The proposed system must have experience launching a minimum of five (5) million calls within in a single day for city and/or county clients. Provide a detailed case study to verify experience.

1.3. System Architecture

1. Describe the proposed system's ability to deliver a high volume of calls within a short period of time.

2. The proposed system must not overload the local telephone circuits during an emergency. Describe how the system detects limitations in the local telephone infrastructure and adjusts the call volume as needed to increase efficiency.

3. Describe the system's capabilities, at a minimum, to send messages

6. At a minimum, the system must be triple redundant with facilities geographically separated across multiple power grids and time zones. Describe the vendor's compliance with this requirement.

7. The system must provide for no down time. Describe the failover capabilities of the proposed system's server architecture.

8. Explain in detail the vendor's measures to safeguard the system from downtime caused by catastrophic event, electrical failure, Internet outage, etc.

9. Have any of the vendor's clients been unable to deliver notifications due to system downtime? If so, provide the length of downtime for each instance and explain how the situation was resolved.

10. What measures are taken to secure the system from unauthorized access?

11. Describe each of the vendor's

6. The IPAWS System must provide separate text boxes for WEA messages vs. EAS/NWEM messages to allow for the character restrictions of each with visible character count tabulations. Does your system comply? If so, describe this feature and provide a screenshot.

7. The proposed IPAWS tool must be within the proposed solution and not provided as separate software. Does your system comply?

1.7. Automated Severe Weather Notification

1. The proposed system must be capable of delivering unlimited automated calls/voice messages to the community for select warnings issued by the National Weather Service. Contracted or third r party solutions will not be considered. Describe every step in the vendor's process for delivering automated weather alerts to the public, not simply weather watches.

2. The proposed system must be capable of launching select automated weather warning calls based on the lat long polygon issued by the National Weather Service and not the county or FIPS codes.

3. Can residents indicate which types of weather notifications they receive (e.g., FIPS   ess 7 TD 0 Tc <0003>T7

12. If   provides our own mapping layers for direct use within the proposed system, what is the time needed to integrate this data?

13. The system must allow users to access multiple map sources and customize map views by enabling or disabling specific GIS layers.

14. Users must be able to designate specific addresses on the map and define the radius around the targeted areas. Describe how this is accomplished.

15. Users must be able to easily broaden a notification area and re launch a message to new selections and prior non connects—while excluding previous message recipients to avoid duplicate contacts. Describe how this is accomplished.

16. The system must be able to prioritize notifications closest to an event location and systematically expand outward. Describe how this is accomplished.

17. The system must support notification by city or by zip code.

18. Users must be able to define a notification area down to the street level, including address ranges and odd/even street addresses. Describe how this is accomplished.

19. The system must automatically geo code all address data at entry.

20. Explain how the proposed system prevents centroid geo coding errors?

1.10. Reporting

1. Describe the system's reporting capabilities, including the types of data represented and how long the data is archived.

2. Describe the system's ability to report on the status of every call, indicating whether it was answered by a live person, or reached an answering device, busy signal, or operator intercept.

3. All report data must be updated in real time. Describe how this is accomplished.

4. The system must provide a variety of reporting formats, including statistical presentations, as well as graphical displays (e.g., charts and maps). Provide a sample report to illustrate the system's capabilities.

1.11. Training, Maintenance, and Implementation

1. Initial live online training is required. Describe the vendor's initial services, as well as any follow r up training. [Indicate whether initial training must be onsite.]

2. Does the vendor provide live technical support 24/7/365?

3. Describe how support calls are handled.

4. Is client support handled by a dedicated, in house team or through a third party?

5. What is the vendor's average response time for technical issues?

6. Describe the level of user involvement required for system maintenance.

7. Is the proposed system capable of sending notifications to our community immediately? If not, describe the implementation timeframe and resources required for an agency of our size.

1.12. Inbound Interactive Voice Recorder

1. The Vendor must provide a toll free telephone number for c

2. Pricing Structure

Include a separate pricing page that includes the following information:

1. A description of how pricing is determined.

2. A breakdown of included features and any costs for additional features.

3. An outline of all additional fees (e.g., implementation, training, client support, data maintenance, etc.).

4. A guarantee of the final contract price, indicating the basis for any price increase over time (e.g., registration increase, rise in users or population, incremental percentage increase, etc.).

5. Itemized change in pricing due to additional resident opt in, significant changes in population, etc.

6. Provide additional hardware option for devices that support the proposed solution.

3. Terms and Conditions

Provide any terms and conditions necessary for this project.