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The County Of
Powhatan

RFP # 2017-01

December 15, 2017

**REQUEST FOR PROPOSALS
POWHATAN COUNTY P25 LMR PROJECT**

Powhatan County, Virginia (the "County") hereby posts this request for proposals. The County requests interested Responding Entities to submit pre-qualifications to demonstrate their capability to provide the design, delivery, installation, and testing for the County's P25 Public Safety Digital Trunked Radio System and its associated equipment, sub-systems, and services. This project will replace the critical communication system within the County which is designed to ensure reliable communications between Emergency Operations and Emergency Response Personnel in the field.

Interested parties may download a Statement of Pre-qualifications package from the Powhatan County website at www.powhatanva.gov/bids. A copy of the Statement of Pre-qualifications package may also be picked up at the address below during normal business hours.

****IMPORTANT NOTICE:** It is the Responding Entity's responsibility to frequently visit the Purchasing Department's webpage www.powhatanva.gov/bids to obtain posted clarifications once they have received a copy or downloaded the documentation. No other notification will occur. In order to receive any clarification issued less than 48 hours prior to deadline for submitting Statements of Pre-qualifications, all Responding Entities shall register for this Statement of Pre-qualifications with the County Purchasing Department by emailing Charla Schubert, Director of Finance, cschubert@powhatanva.gov.

The deadline for Statements of Pre-Qualifications is January 3, 2018.

Note: Questions concerning this Statement of Pre-qualifications also shall be directed to Charla Schubert, Director of Finance, cschubert@powhatanva.gov. Once prequalified, your firm is invited to submit a proposal to provide an P25 compliant Regional Land Mobile Radio (LMR) system/sub-system in accordance with the RFP specifications and

requirements. Electronic copies of the RFP documents will be available on Friday, December 15, 2017 and may be obtained by contacting:

County of Powhatan, Virginia
Charla Schubert, Director of Finance
Phone: (804) 598-5610
E-mail: cschubert@powhatanva.gov

In order to ensure that the security of the current and proposed public safety radio systems is maintained, it is necessary and appropriate to protect from public disclosure certain information and data contained in the RFP documents. Therefore, individuals or entities who wish to obtain a complete set of the RFP documents must sign the non-disclosure agreement, a copy of which is included in Section 1.17.1.

Proposals consisting of ten (10) electronic copies per Section 1.15.2 and four (4) hard copies per 1.15.1 must be received no later than 2:00 p.m., April 16, 2018, by:

IN PERSON OR SPECIAL COURIER:

County of Powhatan, Virginia
Department of Finance
Charla Schubert, Director
3834 Old Buckingham Road, Suite B
Powhatan, Virginia 23139

U.S. POSTAL SERVICE:

County of Powhatan, Virginia
Office of the County Administrator
3834 Old Buckingham Road, Suite A
Powhatan, Virginia 23139

A pre-proposal conference will be held on Tuesday, January 23, 2018 at 9:00 a.m. In the Village Building 1st Floor conference room at 3910 Old Buckingham Road, Powhatan, Virginia 23139. Site visits will be conducted immediately thereafter and will continue on subsequent days until completed. If you wish to submit preliminary questions prior to the pre-proposal conference, please submit them to the County of Powhatan Finance Department (cschubert@powhatanva.gov) not later than 4:00 p.m. on Monday, January 15, 2018. In addition, Powhatan County will answer oral questions during the pre-proposal conference. Please bring an electronic or hard copy of the RFP to the pre-proposal conference to discuss the requirements.

Time is of the essence and any proposal received after 2:00 p.m., April 16, 2018, whether by mail or otherwise, will be returned unopened. The time of receipt will be determined by the time clock stamp in the office of the County of Powhatan Finance Department. Proposals must be marked with the RFP number, title, and date and hour proposals are scheduled to be received. Each Offeror is responsible for ensuring that its proposal is stamped by County of Powhatan Finance Department personnel by the deadline.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County reserves the right to accept or reject any or all proposals submitted.

The awarding authority is the Board of Supervisors of Powhatan County, Virginia.

Questions concerning this Request for Proposals should be directed to Charla Schubert, Director of Finance at cschubert@powhatanva.gov

Very truly yours,

**Charla Schubert
Director of Finance
cschubert@powhatanva.gov**

**REQUEST FOR PROPOSALS
POWHATAN COUNTY P25 LMR PROJECT**

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2. Section 2 – System Specifications

- 2.1. Technical Specifications
- 2.2. Project Implementation Services and Specifications
- 2.3. Pricing Requirements
- 2.4. County’s General Contract Terms and Conditions

3. Section 3 – RFP Appendices (Appendix A through Appendix Z)

RFP documents under Sections 2 – System Specifications, and Section 3 – RFP Appendices are available in electronic media only and may be obtained only after execution of the Non-Disclosure Agreement, as provided for under section 1.17.1.

Section 1 – RFP Procedural Information

1.1 Definitions

- 1.1.1 “Final System Acceptance” means the project milestone when the County accepts as complete the project scope of work for its individual contract with the Successful Offeror. The project scope of work includes, without limitation: Detailed Design Review, System Factory Staging, Site Development and System Integration Services, Regulatory Work, Training, System Acceptance Testing, System Cutover, Documentation, Equipment Removal, and Punchlist Resolution, as each of those terms is used within section 2.2 of the RFP (System Specifications).
- 1.1.2 “Powhatan County Radio System” means the combination of all equipment, software, applications, and facilities necessary to meet the requirements of this RFP.
- 1.1.3 “Offeror” means a firm that responds to this RFP with a proposal.
- 1.1.4 “Finance Department” or “Finance Office” means the Finance Department of the County of Powhatan, Virginia, unless context designates otherwise.
- 1.1.5 “Selection Committee” means the committee staffed by Powhatan County, which will interview, select, and negotiate with the Successful Offeror.
- 1.1.6 “Submittal” means a documented response to a request for information in the System Specifications. Submittals may be by written response (Text Submittal) or by electronic file (File Submittal).
- 1.1.7 “Successful Offeror” or “Supplier” means the Offeror that has been selected and recommended by the Selection Committee for award of the contract as a result of this RFP.

1.2 Purpose

The purpose of this Request for Proposal (RFP) and resulting contract is to obtain the services of a qualified firm to provide a P25 compliant Land Mobile Radio (LMR) system/sub-system to meet the long-term (20 years) public safety radio communications requirements of the County in accordance with the RFP specifications and requirements.

1.3 Background – Existing Radio Networks

The County of Powhatan is a community of 28,000 residents that is located on the western edge of the Richmond Metropolitan Area, approximately 20 miles west of the City of Richmond, Virginia, the State Capitol. The County is bound by Goochland County and the James River to the north, Chesterfield County to the east, Amelia County and the Appomattox River to the south, and Cumberland County to the west.

The County has easy access to major interstates with Interstate 64, a major east-west highway within eight (8) miles of the County. Rt. 288, the western by-pass around Richmond connecting Interstate 64 and Interstate 95, is located along the County's northeastern corporate limits with both State Routes 60 and 711 providing access to Powhatan from Rt. 288. Richmond International Airport is located 40 miles from the County.

Although predominately rural in character, the County experienced significant residential growth in recent years as the Richmond area migrated westward. The County's population increased 25% between the 2000 and 2010 Census. As one of the fastest growing communities in the Commonwealth, the County is committed to preserving its rural charm while providing first-rate public safety protection for its residents and business partners. To support that goal, the County looking to replace the current County-wide Public Safety radio system that will, eventually, be fully interoperable with our bordering Counties.

The current Public Safety Radio System utilizes a conventional narrowband VHF system with four (4) repeated tower sites throughout the county, and one on a tower site in Chesterfield County. The five-frequency system is used by the following users:

1.3.1 Powhatan County Sheriff's Department

The Sheriff's Office is a multi-faceted law enforcement agency which enforces all criminal and traffic laws and investigate more than 95% of the criminal complaints in the county. The Sheriff's Office is also responsible for the security of court rooms, the movement of prisoners, and the enforcement of court orders. The Sheriff's Office employs 40 full-time deputies and investigators, five part-time deputies and 6 civilians.

The County's enhanced 911 system (Dispatch) is under the direction of the Director of the Public Safety Communications Department. The 15 employees dispatch the Sheriff's Office, other police agencies, and fire/rescue units 24 hours a day. In 2016, dispatchers fielded over Nine Thousand calls for 911 emergencies and over Sixty Thousand nonemergency phone calls for police/fire/ems services.

1.3.2 Powhatan County Fire and Rescue Department

The Fire and Rescue Department, which includes the volunteer fire/rescue companies, provides emergency medical aid and fire suppression at the scene of accidents and emergencies. The Fire and Rescue Department is staffed with a full time Fire and Rescue Chief, an office manager, two (2) part-time command staff, a part time emergency management staff, 6 Full time FF/EMTs , 6 Part-time FF/EMTs and 150 Volunteers. These staff and volunteers work from 9 different locations including the Fire and Rescue Administrative Office.

1.4 Project Introduction

Because of the age and technological support challenges associated with the existing radio system, Powhatan County has organized its personnel, resources, and capital budget to procure a new Radio System designed to meet its current needs – especially, enhanced interoperability with its neighboring Counties.

Some of the fundamental project goals and requirements of this procurement are:

- (i) procuring a P25-compliant system,
- (ii) improving radio frequency coverage,
- (iii) strengthening reliability and maximizing system availability,
- (iv) enhancing interoperability,
- (v) providing greater system capacity and scalability,
- (vi) preserving regional backup dispatch center functionality,
- (vii) leveraging and re-using viable existing communications facilities/site assets, and
- (viii) designing a long-term, cost-effective system lifecycle in terms of supportability and maintainability.

The County has outlined numerous technical requirements designed to meet these critical objectives and to guide every Offeror crafting a proposal response.

1.5 Post-Installation Duties

In addition to designing and installing a new Radio System the Successful Offeror will have three major post-installation duties, which are:

1. Providing an express warranty and warranty period following Final System Acceptance (one year minimum and the express warranty must comply with the provisions set out in 2.2.9.0 *et seq*),
2. A continuing maintenance and support period following the warranty period (20 years),
3. A continuing duty to sell the County equipment at guaranteed discounts from the Successful Offeror's standard list prices (20 years).

Each of these requirements is addressed in more detail in the RFP documents below.

1.6 Payment and Project Milestones

The County will make payments upon the successful completion of the following project milestones (percentages due at each milestone must be proposed by Offerors and will be negotiated between the County and the Successful Offeror prior to execution of the contracts):

- Detailed Design Review Completion,

- Factory Staging/Acceptance Testing Completion,
- Site Development/Civil Work Completion,
- System Field Installation/Integration Completion,
- Field Acceptance Testing Completion,
- Subscriber Terminal Shipment/Inventory/Integration Completion,
- RF Coverage Validation Testing Completion,
- Training Completion,
- In-Building System Integration and Acceptance Testing Completion (itemized by building/location),
- System Cutover Completion,
- 45-Day Reliability Testing Completion, and
- Final System Acceptance (includes punchlist resolution, equipment removal, and documentation).

Payments will be made in arrears for work that is actually completed by the Successful Offeror and accepted by Powhatan County. The County does not intend to make any payments prior to the Successful Offeror's completion of the first project milestone and discourages Offerors from proposing any payment terms that would require a down payment at the time of contract execution. To ensure the faithful performance of the contracts, the contract will provide that each payment request will be reduced by 20%, which will be retained by the County until Final System Acceptance.

1.7 Site Visits

In order to accurately determine the scope of work, site visits will be conducted to the base station sites and dispatch center after the pre-proposal conference. Any unusual mobile or control station installations will also be discussed at this time. The purpose of these visits is for each potential Offeror to gather information on conditions that will assist in the accurate preparation of costs for installation labor and services, equipment, materials and site improvements. Site visits are also intended to allow potential Offerors to fully understand the installation requirements of this RFP, and to allow questions to be formulated.

A minimum of one day is required to complete the site visits. Offerors must notify Powhatan County Finance Department by not later than 5:00 p.m., January 15, 2018 with written notice of their attendance and the number of persons to visit the sites. The itinerary and logistics for the site visits will be reviewed at the pre-proposal conference.

During the evaluation and/or negotiation phases, the County may visit third-party sites that are representative of the system(s) offered in the proposals. Such visits may be conducted by the County and the Offerors together, or by the County alone. The County will bear all of its own costs associated with such visits and the Offerors are not permitted to pay or reimburse the costs of such visits by the County. However, Offerors must pay their own costs, if any, associated with such visits.

1.8 Anticipated Procurement Schedule – The following represents a tentative schedule:

The following represents a tentative schedule:

Release of RFP	December 15, 2017
Deadline for Statements of Pre-Qualifications	January 3, 2017
Submit written questions for pre-proposal Conference; Notify Powhatan County finance of number of site visit participants	January 16, 2018
Pre-Proposal Conference	January 23, 2018, 9:00 a.m.
Site Visits	January 23, 2018 through TBD
Deadline for submission of additional questions	March 12, 2018, 4:00 p.m.
Issue RFP addendum	March 26, 2018
Receipt of Proposals	April 16, 2018, 2:00 p.m.
Review and evaluation of written proposals	April 17 – July 6, 2018
Selection of Offerors for oral presentations	July 13, 2018
Advise Offerors selected for oral presentations	July 16, 2018
Oral presentations; clarification of proposals; Q&A	July 31, 2018
Selection of 2 or more finalists for negotiations	August 10, 2018
Further Review of selected finalists; reference checks	August 24, 2018
Offeror system visits (due diligence)	September 7, 2018 – Sep 17, 2018
Negotiations	September 18, 2018 – Nov 30, 2018
Select finalist for award of contract	December 7, 2018
Finalize contracts and administrative briefings	December 17, 2018
Award of contract by County	December 21, 2018
Notice to Proceed issued	January 14, 2019

1.9 Proposal Submission Requirements

Proposals consisting of **ten (10) electronic copies per 1.15.2 and four (4) hard copies per 1.15.1** marked, "**Powhatan County P25 LMR Project**" must be received no later than **2:00 p.m., April 16, 2018**, by:

IN PERSON OR SPECIAL COURIER

County of Powhatan, Virginia
Department of Finance
Charla Schubert, Director
3834 Old Buckingham Road, Suite B
Powhatan, Virginia 23139

U.S. POSTAL SERVICE.

County of Powhatan, Virginia
Office of the County Administrator
3834 Old Buckingham Road, Suite A
Powhatan, Virginia 23139

- 1.9.1 Release of RFP Documents Limited – Many of the RFP documents are sensitive and protected from disclosure, therefore, a complete set of the RFP documents will be provided only to firms that the County reasonably believes can deliver the turnkey solution requested by this RFP. To receive a complete set of RFP documents, such firms must execute the non-disclosure agreement attached hereto. The firms may disseminate the RFP documents only in accordance with the non-disclosure agreement.
- 1.9.2 No Oral or Facsimile Proposals – The Finance Department will not accept oral proposals, nor proposals received by telephone, FAX machine, or other electronic means.
- 1.9.3 Authorized Signature – Proposals shall be signed by an authorized representative of the Offeror. If the Offeror is a corporation or other business entity, the Offeror must print the name and title of the individual executing the proposal. All information requested should be submitted. Failure to submit all information requested may result in the Selection Committee requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.
- 1.9.4 Changes to Proposals – All erasures, interpolations, and other changes in the proposal shall be signed or initialed by the Offeror.
- 1.9.5 Time of Receipt of Proposals – The time proposals are received shall be determined by the time clock stamp in the Finance Department. Offerors are responsible for ensuring that their proposals are stamped by Finance Department personnel by the deadline indicated.
- 1.9.6 Offerors' Understanding of the Scope of Work – By submitting a proposal in response to this Request for Proposals, the Offeror represents it has read and understands the scope

of services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the contract work.

- 1.9.7 Offerors Due Diligence Obligation – The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the resulting contracts.
- 1.9.8 Trade Secrets or Proprietary Information – Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposals shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of Va. Code § 2.2-4342(F) prior to or upon submission of data or materials, and must identify the data or other materials to be protected, and state the reasons why protection is necessary.
- 1.9.9 RFP Clarification or Interpretation – Comments as to how the RFP documents, scope of services or drawings can be improved are welcome. Offerors requesting clarification or interpretation of or improvements to the RFP general terms and conditions, scope of services, or drawings must make a written request, which must reach the Finance Department by no later than January 2, 2018. Any changes to the RFP will be in the form of a written addendum from the Finance Department and will be signed by the Finance Director or a duly authorized representative. Each Offeror shall be responsible for determining that all addenda issued by the Finance Department have been received before submitting a proposal.
- 1.9.10 Inspection of Proposals – Proposals shall be open to public inspection only after award of the contract. Except as otherwise provided, and in accordance with Virginia Code § 2.2-4342 and with Virginia Freedom of Information Act § 2.2-3705.2, all proceedings, records, contracts and other public records relating to the County’s procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (Va. Code §2.2-3700 et seq). Any offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after interviews and negotiations are completed, but prior to award, except in the event the County decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract. Trade secrets or proprietary information submitted by an offeror in connection with this procurement transaction shall not be subject to the Virginia Freedom of Information Act, but only if the offeror (i) invokes the protections of Virginia Code §2.2-4342 prior to or upon submission of the data or other materials; (ii) identifies the specific data or other materials to be protected, and (iii) states the reasons why protection is necessary. A general designation of a contractor’s entire proposal submission as being “confidential” shall not be sufficient to invoke the protections referenced above.

- 1.9.11 Acceptance of Proposals – All proposals received in the Finance Department on time shall be accepted. All late proposals received by the Finance Department shall be returned to the Offeror unopened. The County reserves the right to share with any consultant or legal counsel of its choosing, any proposal received, any related documentation, any resulting contracts awarded, or similar document to secure an expert opinion.
- 1.9.12 Due Diligence – The County retains the right to require additional information from each Offeror and to conduct necessary investigations to determine reliability and suitability for intended use of equipment/systems offered, to verify the performance of the Offeror in similar installations, and to determine the accuracy of information contained in each Offeror's proposal. Offerors may be required to make an oral presentation, followed by a written submission to the County.
- 1.9.13 Financial Statements – Each Offeror shall include with its proposal a copy of its last three years of financial statements, and those of any of its parent companies and/or subsidiaries having material influence on the goods/services provided, or to be provided, under the contracts. The financial statement(s) shall be accompanied by a letter signed by, as applicable to the type of business, a corporate officer, partner, or owner, stating that the accompanying financial statement(s) is/are complete and is/are the most recent audited financial statement(s) available. The financial statement(s) shall be provided at no charge to the County, and the County is under no obligation to return the financial statement(s). The Successful Offeror must include a materially similar provision in the contracts of all subcontractors and any other entity providing goods or services related to this RFP, so as to guarantee the County's rights to obtain financial statements from subcontractors and suppliers of any tier.
- 1.9.14 Small Business, Women, and Minorities (SWAM) – Offerors shall include with their written proposals a listing of SWAM businesses proposed to be used for the project.
- 1.9.15 License Requirement – If a business is located in the County, it may be unlawful to conduct or engage in that business without obtaining a business license. Offerors should include a copy of their current business license with their proposals.
- 1.9.16 Authorization to Transact Business in the Commonwealth – If the Successful Offeror is organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership or other business form, then it shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law.

An Offeror organized or authorized to transact business in the Commonwealth pursuant

to Title 13.1 or Title 50 of the Code of Virginia must include in its proposal the identification number issued to it by the State Corporation Commission. Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal a statement describing why the Offeror is not required to be so authorized.

An Offeror described in subsection 1.10.16 that fails to provide the required information shall not receive an award unless a waiver is granted by the County Administrator.

Any falsification or misrepresentation contained in the statement submitted by the Offeror pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.

1.9.17 Brand Names – Reference to a particular brand name or manufacturer may be made within this RFP. The reference does not specifically limit the Offeror to a particular brand, model or manufacturer, but communicates the type or style of a device or apparatus preferred. An approved equal will be considered. The Offeror must clearly identify and provide sufficient information regarding alternate products in the Offeror's response. The County shall have the exclusive judgment in determining whether a product is equal to that which is specified. Consideration will be based on product quality or its suitability for use in the system.

1.9.18 Equipment from Other Manufacturers – In its proposal, each Offeror must include a list of equipment provided by manufacturers other than the Offeror itself.

1.9.19 Project Surety Letters – Each Offeror must submit letters from a surety company licensed and authorized to do business in the Commonwealth of Virginia, which states that if the Offeror is awarded the contracts, the surety will provide the bonds required under sections 30 through 31 of the General Terms and Conditions.

1.10 Proposal Response Format

Offerors must organize their responses in the following order:

Title Page

Cover letter - Offerors shall submit a cover letter on letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the proposal. This letter shall certify the accuracy of all information in the proposal.

1.10.1 Section 1 - Executive Summary – an overview of the proposal

1.10.2 Section 2 - Miscellaneous Offeror Proposal Information

- a. Corporate Profile/History
- b. References
- c. Subcontractors
- d. Proposal Signature Sheet – Attachment A
- e. Insurance Requirements – Attachment B
- f. Proprietary/Confidential information identification – Attachment C
- g. State Corporation Registration Information – Attachment D

1.10.3 Section 3 - RFP Addenda/Proposal Clarification Acknowledgments

1.10.4 Section 4 - Summary of Optional Equipment/Services/Pricing

1.10.5 Section 5

- a. System Specification Response Matrix
- b. Price Proposal
- c. File Submittals (requirements set out below)
- d. Deviation List (requirement set out below)

1.11 Instructions for Response to System Specifications

The purpose of this section is to explain how the Offerors should review and respond to sections 2.1, 2.2, 2.3, and 2.4 (collectively, the “System Specifications”) of this RFP, and to provide Offerors with instructions on how to prepare and submit their proposals. Offerors should read this section as well as the remainder of the RFP in its entirety. Outlined below are instructions for reviewing the System Specifications, as well as instructions for completing the “System Specification Response Matrices” and the “Price Proposal”.

1.11.1 How to Read and Respond to the System Specifications

As part of this RFP, Offerors will have been provided an electronic version of the System Specifications in Microsoft Excel. The System Specifications are divided into four main sections, as follows:

- 1.11.1.1 Section 2.1 contains the “Technical Specifications,” which establish the requirements for the Powhatan P25 LMR system including features and functionality, architecture and topology, equipment, coverage, sites, towers, and subscriber terminals.
- 1.11.1.2 Section 2.2 contains the “Project Implementation Services Specifications,” which include installation and integration, documentation, training, testing, project management, and lifecycle services.
- 1.11.1.3 Section 2.3 provides all pricing requirements and schedules that the Offerors must complete and submit with their proposals.

1.11.1.4 Section 2.4 provides the “General Contract Terms and Conditions” to be incorporated into each resulting contract.

1.11.2 The System Specifications Response Matrices

Offerors must complete the System Specifications Response Matrix, which is organized as follows:

RFP Section – Represents the main Section title of the RFP section.

Sub-Section – Represents Sub-Section headings to group requirements related to a particular aspect of the System Specifications.

Logical Groupings – Organizes individual requirements into logical groups under each Sub-Section.

Individual Requirement – Represents the individual requirements for the System that the Offeror must respond to.

Contextual Language – The System Specifications Response Matrices include line items that may be included under Section, Sub-Section, or Logical Grouping headings, which are written in italics. These line items are not individual requirements but are provided to give the Offeror background information and instruction.

The System Specifications Response Matrices include the following columns/headings:

1.11.3 Requirement ID: Unique ID listed in sequential order with a Section.Sub-section.Logical Group.Requirement format (e.g., 2.1.3.2 would denote Section 2, Sub-Section 1, Logical Grouping 3, and Requirement 2).

1.11.4 Requirement Description: Describes the individual requirement.

1.11.5 Submittal Required: Many individual requirements will request additional information in the form of a submittal with the RFP response. This column will either be marked ‘Yes’, which means the Offeror must provide a submittal, or the cell will be blank, in which case no submittal is required.

1.11.6 Mandatory/Optional: For each individual requirement, a column is provided in which cells might be marked with one of the following:

1.11.6.1 ‘M’: This denotes a Mandatory requirement for the County. A Mandatory requirement means it is required, the equipment or service must include it, and that the Offeror must include the requirement in its pricing proposal.

1.11.6.2 ‘O’: This denotes an Optional requirement. An Optional requirement is a

requirement for which the County has interest, but it is not absolutely required. The Offeror shall provide separate pricing for all Optional requirements.

1.11.7 The following two columns are for Offeror responses.

1.11.8 Comply or Non-Comply: The Offeror must respond in this column, for each individual requirement, with either:

1.11.8.1 **'C'**: This denotes the Offeror's solution is fully compliant with the requirement as of this response, or no later than the initial factory staging. In order to mark the box with a "C", the Offeror shall fulfill all conditions of the requirement completely and exactly, as stated in the table, and be willing to include the requirement directly in the resulting contracts. Please note that an Offeror that can comply with the System Specifications will be evaluated more favorably than Offerors that request exceptions to the System Specifications.

1.11.8.2 **'NC'**: This denotes the Offeror is non-compliant meaning it does not support the requirement or does not comply fully with the requirement as written. Any non-compliant responses will require an explanation of the non-compliance in the column designated "Submittals and Non-Comply Explanations."

1.11.9 Submittals and Non-Comply Explanations: The Submittals and Non-Comply Explanations column should include the following depending on what is required:

1.11.9.1 Non-Comply Explanation: The Offeror should provide an explanation describing why it cannot comply with the specification as stated. The Offeror's explanation should describe the extent to which it can comply with the specification (*i.e.*, describe or provide a modified alternative to the specification that the Offeror can comply with that achieves the same goal as the stated specification).

1.11.9.2 For any requirement for which a Submittal is requested, the Offeror may respond with either or both (i) a short form text Submittal and/or (ii) a file Submittal, as follows:

(i) Short form text Submittals: For Submittal requests that require a short response, the Offeror should provide the text responses directly within the cell in the spreadsheet.

(ii) File Submittals: For Submittal requests that may require long responses, diagrams, manuals, or similar documents, the Offeror should:

List each individual Submittal file name in the spreadsheet cell inside square brackets. Multiple file Submittals may be included, but the Submittal file names should be individually named and bracketed in the following format: [x_x_x_x

Submittal 1 Name.ext], [x_x_x_x Submittal 2 Name.ext], where x_x_x_x represents the individual Requirement ID (e.g., 2_1_3_2), Submittal Name represents the Offeror's file name for the Submittal, and "ext" represents the standard filename extension. There may be cases where a Submittal file that was already submitted for a previous requirement applies to another requirement. In this case, the Offeror can reference that same file name. For example, on requirement 2.2.5.6 an Offeror may submit a filename like [2_2_3_5 filename.xls] if that file responds effectively to the requirement 2.2.5.6.

Include the file Submittals as separate files in electronic format. The files should be provided on a PC-compatible USB stick or external hard drive in a flat directory structure (i.e., all file Submittals for contained in a single folder). Any files submitted with identical filenames must be identical.

1.11.10 Other Rules for Responses to the System Specification Response Matrices:

- 1) Entries in cells outside of the two response columns will be ignored.
- 2) Do not put anything other than C or NC in the C/NC column. Anything other than "C" will be treated as "NC."
- 3) Do not use bold/italic/underline/shading, etc. formatting in short form text Submittals.
- 4) Do not put in any response against the headings or the italic background text. Any such entries will be ignored.
- 5) Do not change the structure of the response matrix in any way (adding/deleting/moving worksheets, cells, rows, or columns, changing sheet names, etc.).
- 6) Responses shall be in .xlsx format with no embedded macros.
- 7) Offerors shall make every effort to keep Submittal file names short without sacrificing clarity.

1.12 **Price Proposal**

Offerors also must complete a Price Proposal. The Price Proposal consists of a series of pricing schedules that provides the format in which Offerors must submit their proposed prices. Offerors shall input their proposed prices and discounts directly into the schedules provided. Detailed instructions for completing each type of schedule are contained in the schedules themselves. Offerors must comply with the requirements of RFP Section 2.3 ("Pricing Requirements").

Price quotations and other time-dependent information contained in proposals must be valid for a minimum of 180 days from the closing date of this RFP. Offerors are expected to extend this time period without penalty while the parties are engaged in negotiations.

1.13 **Deviation List**

A Deviation List is an Offeror's summary list of its non-compliance items from the System Specification Response Matrix. Each Offeror must provide its Deviation List as part of its proposal.

1.14 Summary of Offeror Response Media for System Specifications

Offerors shall provide responses in both physical document and electronic format.

1.14.1 Physical Document Requirements:

Offerors must provide four (4) complete physical document responses in three-ring binders, which must be organized by section in accordance with the "Proposal Response Format" set out above. The physical documents must include printed copies of a(n): (i) Executive Summary, (ii) Miscellaneous Offeror Proposal Information, (iii) RFP Addenda/Proposal Clarification Acknowledgment, (iv) Summary of Optional Equipment/Services/Pricing, (v) completed System Specifications Response Matrix, (vi) completed Price Proposal, (vii) list of File Submittals in order of requirement ID, and (viii) Deviation List.

1.14.2 Electronic Response Requirements:

Offerors must provide ten (10) PC-compatible, virus-scanned, USB thumb drives or external hard drives that contain the following files:

1. The PDF document file(s) used to create the physical document responses organized by section in accordance with the "Proposal Response Format." (This is essentially an electronic printable document of the submitted physical documents).
2. A completed System Specifications Response Matrix in Microsoft Excel (.xlsx) format.
3. A completed Price Proposal in Microsoft Excel (.xlsx) format.
4. All file Submittals in a dedicated folder organized by requirement ID. File Submittals should be in PDF format.
5. An electronic version of the Deviation List in native format.

1.15 Selection/Award Process

Offerors are to make written and associated electronic proposals, which present the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria in their proposals and should be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the County may properly evaluate the Offeror's capabilities to provide the required

goods/services. Selection of the Successful Offeror will be based upon submission of a proposal which in the opinion of the Selection Committee best meets the evaluation criteria. The evaluation criteria include:

Evaluation Criteria	Weight
<p style="text-align: center;">TECHNICAL SPECIFICATIONS</p> <ul style="list-style-type: none"> • Compliance with System Technical Specifications • Demonstrated understanding of the Regional System and Sub-Systems' requirements for the County • Demonstrated understanding of Regional networking and expansion requirements. • System reliability and redundancy, Transport Network and System Network Management capabilities • Efficient System Coverage Design maximizing In-building portable coverage • Dispatch Consoles solution • Complement and capabilities of Subscriber Units offered • Extent to which the System provides an Intuitive End User Experience 	30
<p style="text-align: center;">PROJECT IMPLEMENTATION SERVICES</p> <ul style="list-style-type: none"> • Compliance with Project Implementation Services Specifications • Turnkey Project Management and System Integration approach for projects of similar size, scope, and complexity • Project Plan and Schedule, current workload, and ability to complete required work within the County's schedule • Detailed Design, System Staging, Acceptance Testing, Coverage Testing, Site Development, Deployment, Subscriber Installations • Seamless Migration Transition plan from existing to new System • Availability, location, and qualifications of: local service and maintenance facility • Quality of Training Services for maintenance and user group personnel • Approach and ability to provide on-going Support and System Lifecycle services to ensure a 20+ year System Lifecycle 	25

Evaluation Criteria	Weight
<p style="text-align: center;">EXPERIENCE AND QUALIFICATIONS</p> <ul style="list-style-type: none"> • Demonstrated past performance on complex P25 System Integration projects of similar size and scope • Extent to which the proposal addresses Offeror's experience and ability to provide services meeting the RFP requirements • Relevant experience, technical capabilities, competence and qualifications of the Offeror and all personnel assigned to the Powhatan County project • Team organization and amount of experience as a team • Resumes of proposed staff • Customer References • Financial stability of firm 	20
<p style="text-align: center;">PRICE</p> <ul style="list-style-type: none"> • Initial Purchase Pricing: System Infrastructure; Subscriber Units; Implementation Services • On-going Subscriber Unit and Equipment Pricing • On-going System Operating Costs • On-going System Lifecycle Pricing • Pricing Transparency • Payment Terms • Warranty 	20
<p style="text-align: center;">QUALITY OF PROPOSAL SUBMISSION AND ORAL PRESENTATION</p> <ul style="list-style-type: none"> • Completeness, relevance, quality, conciseness, and insight displayed in response to the Request for Proposal 	5
TOTAL	100

The Selection Committee will select two or more Offerors deemed to be fully qualified and best suited among those submitting proposals. The Selection Committee shall then conduct negotiations with each of the Offerors. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the Selection Committee shall select the Offeror, which, in its opinion, has made the best proposal(s), and shall recommend that the County award a contract to that Offeror. Should the Selection Committee determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded by the County to that

Offeror. The resulting contract will incorporate all the requirements, terms, and conditions of the RFP and the Offeror's proposals, as negotiated.

1.16 Miscellaneous Procurement Information

1.16.1 Non-Disclosure Agreement

Potential Offerors that wish to receive the complete set of RFP documents must complete and return to the Finance Department the following non-disclosure agreement (agreement begins on the following page):

Non-Disclosure Agreement

_____(Name of Firm)_____ (“Offeror”) agrees to abide by the following non-disclosure agreement (the “Agreement”) as a condition of receiving the Confidential Information defined below.

For purposes of this Agreement, “Confidential Information” means any data or information provided to Offeror by the County of Powhatan relating to Request for Proposals No. 2017-01 (the “RFP”), other than the RFP documents that are generally available at the Powhatan County Finance Office.

Offeror’s duties assumed under this Agreement are in consideration for the complete set of RFP documents.

Offeror warrants that it has requested Confidential Information because it wishes to submit a *bona fide* proposal in response to the RFP. Offeror agrees not to disclose any Confidential Information, except as needed for Offeror to prepare its *bona fide* proposal in response to the RFP, or as otherwise expressly authorized by the County. At all times Offeror will use reasonable measures to safeguard Confidential Information, and will be fully responsible for any misuse or wrongful disclosure of Confidential Information by its agents or employees. Offeror acknowledges that it has no right or ownership interest in any Confidential Information. Offeror acknowledges that violation of this Agreement may subject it to discipline, which may include, but is not limited to: (i) termination from current projects in the County, (ii) exclusion from future projects, (iii) exclusion from participation in the RFP, and (iv) legal liability. Offeror’s obligation with respect Confidential Information is a continuing obligation, whether Offeror is awarded a contract pursuant to the RFP, or not.

In addition to its other duties under this Agreement, if Offeror has a need to share, and does in fact share, any Confidential Information with a potential subcontractor or supplier of any tier, or any other third party, it shall require such potential subcontractor or supplier or other third party to be bound in writing by obligations of confidentiality substantially similar to those set out in this Agreement, and the Offeror shall be liable to the County for any misuse of Confidential Information by the potential subcontractor or supplier or third party.

This Agreement is between the County of Powhatan and the Offeror. Any failure by the County to enforce any provision of this Agreement will not constitute a waiver of its right subsequently to enforce such provision or any other provision of this Agreement. The Agreement shall be governed by the applicable laws of the Commonwealth of Virginia without regard to conflicts of law principles. Any dispute arising out of the Agreement, its interpretation, or its performance shall be litigated only in the General District Court or the Circuit Court of Powhatan County.

(Signatures on following page)

OFFEROR

Signature

Printed Name

Date

Telepone No.

Email Address

Business Name

Business Address

COUNTY OF POWHATAN

Signature

Printed Name

Date

1.17.2 Duty to Inquire

Offerors have an affirmative duty to review the RFP documents and to inquire about any aspect that is ambiguous, incomplete, or unclear. Should an Offeror discover any material ambiguity, conflict, discrepancy, omission, or other error in this RFP, the Offeror should immediately notify the Finance Director of such discovery with a request for modification or clarification. All questions concerning the scope of services and requirements for the Request for Proposals must be directed in writing to:

IN PERSON OR SPECIAL COURIER:

County of Powhatan, Virginia
Department of Finance
Charla Schubert, Director
3834 Old Buckingham Road, Suite B
Powhatan, Virginia 23139

U.S. POSTAL SERVICE:

County of Powhatan, Virginia
Office of the County Administrator
3834 Old Buckingham Road, Suite A
Powhatan, Virginia 23139

BY EMAIL:

cschubert@powhatanva.gov

1.17.3 Scope of Services

The required scope of services is identified throughout this RFP and the associated appendices. Each Offeror has an affirmative duty to include in its proposal a description of any significant task not listed in the scope of services, which it knows to be necessary for the work anticipated by this RFP. In addition, each Offeror has an affirmative duty to provide a Deviation List at the time of submittal of the proposal. Failure to note a deviation from any requirement of this RFP at the time of the proposal will be deemed consent to that requirement, and such requirement will be binding on the Successful Offeror after execution of the contracts.

1.17.4 Proposal Preparation Expense

The County will not be responsible for any expense incurred by any Offeror in preparing and submitting a proposal.

1.17.5 No Contact Policy

After the date and time established for receipt of a proposals, any contact with any County representative, other than the Finance Department representative listed herein, is prohibited.