Request for Proposals

**To Provide, Pre-Plan and Inspection Software for Fire Prevention Bureau & Frontline Fire Dept. Apparatus**



**Issued by the Department of Public Safety, Division of Fire**

Schedule of Critical Dates:

1. Proposal is Due At Public Safety: October 24, 2023 at 2:00 PM EST
2. Pre-Proposal Proposer Conference: October 03, 2023 at 3:00 PM EST
3. Last Day to Submit Provider Questions: October 10, 2023 at 2:00 PM EST

LATE PROPOSALS WILL NOT BE ACCEPTED

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# Introduction

**Introduction**

The City of Cleveland, Department of Public Safety, Division of Fire­­­­, through this Request for Proposal, the City is soliciting proposals from qualified Proposers to provide Pre-Plan and Inspection Software. With this software, we will highlight areas where we should focus our efforts to improve the safety and well-being of our community and our firefighters. Our project must create a dynamic assessment tool to allow us to update, revisit, and refine based on our own performance, the changing risk profile of our community, and the technical and operational advances in the fire services. The proposal will be in accordance with NFPA 1620 with preplan access from the response map and be capable of easily importing the existing and future city data. A preplan and inspection module will be created on site at the company level and have the ability to notify building owners of their results. All this information should be accessible at emergency times in seconds on any mobile device such as MDT’s, tablets, or smartphones. A history of preplans and inspections will be tracked. All past and future data collected and generated will be the property of The Cleveland Division of Fire and be backed up by a cloud based server.

The evaluation and ranking of proposals will consist of four phases. For the first phase, a compliance review of proposals related to the criteria outlined in this RFP. Second phase, a review committee will rank and score the written proposals based upon the evaluation criteria. In the third phase, The City will short list a number of Proposers to proceed to the oral presentation by the Proposer outlining qualifications, proposed services and capabilities. The fourth and final phase, is evaluating the proposed fee schedules.

This RFP does not obligate the City to complete the selection and contract award process. The City reserves the right to accept or reject any and all proposals; request additional information from any or all proposers to assist the City in its evaluation process; amend or withdraw this RFP prior to the announcement of the selected firm and award the proposed services in whole or in part, to one or more firms. In case of an amendment to the RFP, all Proposers will be provided with a copy of any such amendment(s) and be afforded the opportunity to revise their Proposals in response to the RFP amendment.

A Pre-Proposal Conference will be held on October 3, 2023 at 2:00 PM EST.

Below you will find the WebEx meeting link.

|  |
| --- |
| **Join from the meeting link** |
| [WebEx Link](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NjUxNTZhMzAtNDcyZS00NzRmLWFjN2QtMzQ0NDNjYzZiOGM1%40thread.v2/0?context=%7b%22Tid%22%3a%2276e2f963-8a1d-45bf-8e06-87a368508b40%22%2c%22Oid%22%3a%22f831aa8a-6498-48ca-bd83-87e7b2a7aa7f%22%7d) |

Proposals will be accepted up until 2:00 PM EST, October 24, 2023 and submissions should be emailed to tware@clevelandohio.gov

# Background Information

The City of Cleveland is officially home to about a half million residents with a work day population of about 750,000 and potentially a million on certain weekends and special event days. The City is the business, entertainment, healthcare, education and sports hub for Northeast Ohio.

Our Fire Prevention Bureau conducts all fire plan reviews required by the Ohio Building Code and performs all permitting and inspections for the installation, alteration, or removal of fire suppression and alarm systems.

# Scope of Services

The Department of Public Safety, Division of Fire is seeking professional services for a software that will allow us to become a more transparent, accountable, professional, data driven Fire Department.

**RFP Functional/Technical Requirements**

1. The response application must be **demonstrated** to provide for the city of Cleveland Fire data on all structures such as commercial buildings and including residential properties out of the box ready for fire response. Acceptable data is structure size, nearest hydrants within a geo-gate, water flow requirement, satellite and street view, hydrant specific information, asset placing and distance measurement capabilities.
2. The response application must be **demonstrated** to have information on the majority City of Cleveland structures and can easily import from the city data, approximately 18,000+ hydrants that can be accessed by the fire department at times of emergency in seconds from any mobile device such as MDT’s, tablets, or smartphone.
3. The response application must be **demonstrated** to provide the user the ability to search any building, select any structure on the map or be dispatch and instantly have the critical building fire data available. The application must be able to outline of the building contour on the map identifying its shape and other critical data.
4. The response application must be **demonstrated** to have an NFPA 1620 preplan access from the response map through a single icon allowing the fire department to access additional building specific information based on the data collected onsite by the fire department when the preplan was created.
5. The response application must be demonstrated, be able to automatically have the last fire inspection report as part of the preplan dataset

F. The user interface must be demonstrated as simple to use, navigate, fully secure and roles based permitting the department to easily manage the various individuals using the applications.

G. The field preplan NFPA 1620 form must be **demonstrated** as being fully customizable based on the department’s layout, with fields that have drop-down selection, notes, camera photos associated with each field, and ability to organize image sequence, all from the mobile device in the field and not something generic

H. The application must be demonstrated to allow annotation on photos with a line-drawing tool, text label annotations and icon annotations, with icons acting as links to other data information layers supporting single touch navigation. On map preplan annotations only that is not part of the Cleveland Fire NFPA 1620 individual building preplan are not acceptable.

I. The application must be **demonstrated** to be extremely responsive, allowing the accessing of data information in less than 1.5 seconds making it visibly quick – fractions of seconds.

J. The application must be **demonstrated** to allow the linking of any additional data to an annotation navigating to other fields such as additional data in a single touch.

K. The application must be demonstrated to auto compress image photo files within a preplan to less than 10% of its original size to allow the fire department to access the data in a mobile environment quickly and have unlimited building photo data for each NFPA 1620 preplan.

L. The data collection application must be demonstrated to be 100% mobile first smart technology and permit seamless data collection both with and without Internet connectivity.

1. The solution must be **demonstrated** to provide an easy to see map or list view to access data at a glance permitting the department to be able to access information based on their preferred method.
2. The data collection application must be **demonstrated** as being iOS native for security reasons and database protection/cyber secure.
3. The data accessing application must be demonstrated as multi-platform capable (iOS, Android, Windows) using private security certificates for authentication and security.
4. The data collection application must be **demonstrated** as being capable of fully functioning in or out or internet, LTE or any other wireless network connectivity. This is critical when first responders are in the subbasements or areas with not wireless connectivity.
5. The solution must be **demonstrated** to provide a preplan and have an inspection module for the Cleveland Division of Fire to consider that offers the ability for the fire department to collect the information once and it being shared by two different types of workflow.
6. The solution must be **demonstrated** to deliver at times of emergency the preplan starting with the site map and also have not only the NFPA 1620 collected preplan data but also the specific building latest inspection record automatically attached to the preplan.
7. The solution must be **demonstrated** to be able to easily generate through a single admin action a PDF version of the NFPA 1620 preplan data captured by the Cleveland Division of Fire by non-technical users so that it can be shared through digital means with the building owner.
8. The solution must be **demonstrated** to be able to easily export the building data from each property including photos in a single zip file so that it can easily be integrated by other application databases.
9. The solution fire inspection application module must be **demonstrated** to be fully field capable and automatically generate inspection completion records such as emails to property owners notifying them of inspection outcomes.
10. The solution fire inspection module must be **demonstrated** to allow customization of the body of the inspection email correspondence.
11. The solution fire inspection module must be **demonstrated** to allow specification of the inspection cycle for each property. (Every 6 months, Annual, etc.)
12. The solution fire inspection module must be **demonstrated** to allow keep track of the last inspection date of a property.
13. The solution fire inspection module must be **demonstrated** to allow tracking of re-inspections due to failure without compromising the regular inspection cycle.
14. The inspection application must be **demonstrated** to provide for the City of Cleveland Fire the last inspection record as part of the emergency response preplan data.
15. The inspection application must be **demonstrated** to meet and exceed NFPA 1730 (or equivalent like IFC) and support form customization, automatic code reference for violations, email sending of inspection reports from the field.
16. The inspection application must be **demonstrated** to permit the selection of different inspection forms for different inspection types (i.e. small business, large industrial complex, refinery etc.).
17. The inspection application must be **demonstrated** to automatically recommend a re-inspect base on cycle or pass/fail criteria.
18. The inspection application must be **demonstrated** to provide for inspectors the ability to access their work via a map/satellite or list view selected at the tablet level.
19. The inspection application must be **demonstrated** to provide the ability for an inspector to self-assign/create new inspections via the tablet native application or complete another inspectors inspections.
20. The inspection application must be **demonstrated** to be able to capture and include in the inspection report annotated images captured “point and click” at the tablet level through a simple process at the form level and to identify the violation and specific area of concern raise to the business owner.
21. The inspection application must be **demonstrated** to provide to business owners and email outlining the outcome of the inspection including a detailed or violation only report complete with code references and images.
22. The inspection application must be **demonstrated** to provide complete inspection workflow and roles based access in the field or at the station.
23. The inspection application must be demonstrated to be a companion solution to the preplan, making updating or creating data that is share between both workflows automatic.
24. The inspection application must be **demonstrated** to be able to import from Zoll, current data to permit inspections to continue without rebuilding the database of properties.
25. The inspection application must be demonstrated to provide the ability to generate occupancy permits and/or invoices as part of the inspection process.
26. The inspection application must be **demonstrated** to function on or off line, meaning when no wireless data coverage is available, the inspector(s) can continue and complete the inspection form uninterrupted, cached locally until network access is restored.
27. The inspection application must be **demonstrated** to be easy to use, intuitive for any or non-technical users to navigate.
28. The solution must be demonstrated as cloud based using a secure tier 3 data cloud service provider that is fully geographically redundant, with back-up storage and a 7-day back-up of the customer data if accidently deleted by the end-user.
29. The solution must be **demonstrated** having Application Program Interfaces (API’s) based on open standards protecting the customer compatibility with other technology like Computer Aided Dispatch solution or Record Management System. The API’s must also be well documented and understood.

***The City reserves the right to modify the scope of services at any time before execution of a contract to add, delete, or otherwise amend any item(s), as it deems necessary, in its sole judgment, and in the best interest of the City.***

**Rights to Materials (data)**

All materials (data) generated under this RFP and/or Proof of Concept is work made for hire. The Proposer shall not retain any data or image permanently. The Proposer shall inform the City in writing of any scheduled deletion of files and shall not delete files without prior written consent from the City. The City shall have all rights, title and interest in and to all materials (data and images) developed and generated under this RFP and system implementation.

# Project Schedule and Deliverables

Once the proposal is finalized, the software should be set up from a response and data collection perspective in 5-7 days. Training will then be completed in a 1-hour session (online training preferable) that can be recorded and shared throughout the Division. Total time to live action implementation shall not exceed 4 weeks.

Below is the proposed timeline:

**Week 1** - Setup and configuration based on the needs of the Cleveland Division of Fire

**Week 2** - Configure and set up all Cleveland Division of Fire devices including the CAD push notification

**Week 3** - Training of individuals on how to create/update a preplan, create an inspection, and administrator training

**Week 4/6** - Monitor and support the Cleveland Division of Fire in full rollout

**Beyond** – Direct live ongoing support

The contract with the successful bidder shall be effective upon its execution and approval by the Chief Director of Public Safety of the City of Cleveland, and continue for a period of 2 years. Additional years are solely at the City’s discretion and any/all data collection shall remain the property of The Cleveland Division of Fire. The pricing, terms and conditions shall remain the same as for the initial term.

Proposers must submit a preliminary draft of the Project Plan as part of their response. The preliminary project plan must not be generic boilerplate information, and must provide specific details including project staffing and the proposed master implementation milestone and deliverable schedule.

Provide a detailed but concise description of your approach to this project. Include a description of the task required for each area and the time required for their completion.

Provide an itemized list of all cost related to the implementation of your proposed solution, and the total lump-sum cost to the City for a fully functional system that incorporates all requirements as contained in this solicitation.

Detail the costs associated with each of the items below:

**Purchase & Implementation Cost**

* Hardware & Software cost
* Set up cost
* Training cost
* Integration & Customization cost
* Other (detail each type of other cost)

**Recurring Annual Cost**

* Annual costs (detail what is included in the annual maintenance cost and what is not)
* Other (detail each type of other cost)

**Software Licensing Information**

* Detail the proposed software licensing structure related to the cost above. Explain your pricing structure in detail including cost associated with adding additional licenses

**Additional Products/Services**

* Detail the cost associated with any additional products/services required to meet system requirements.

**Modification, Integration & Customization**

* Detail the cost associated with any requirement marked as Minor modifications
* Detail the cost associated with any requirement marked as Major modification
* Detail the cost associated with any requirement marked as Major customization

# Proposal Requirements

**1. Submission of Proposal**

Each Proposer shall submit its proposal(s) in the number, form, manner, and by the date and time and at the location required in the Sections below.

1. Each Proposer shall provide all information requested in this RFP. The Proposer must organize its proposal package to address each of the elements in this RFP in the order listed in Section VII Proposal Contents. The Proposer should carefully read all instructions and requirements and furnish all information requested. If a proposal does not comply with all terms, conditions, and requirements for submittal, the City may consider it unacceptable and may reject it without further consideration.
2. The City wishes to promote the greatest feasible use of recycled and environmentally sustainable products and to minimize waste in its operations. To that end, all proposals should comply with the following guidelines: Unless absolutely necessary, copies should minimize or eliminate use of non-recyclable or non-reusable materials. Materials should be in a format permitting easy removal and recycling of paper. A Proposer should, to the extent possible, use products consisting of or containing recycled content in its proposal including, but not limited to, folders, binders, paper clips, diskettes, envelopes, boxes, etc. Do not submit any or a greater number of samples, attachments or documents not specifically requested.
3. If you find discrepancies or omissions in this RFP or if the intended meaning of any part of this RFP is unclear or in doubt, send a written request for clarification or interpretation **no later than October 10, 2023 at 2:00 PM EST** to via e-mail to Public Safety Helpdesk Help.Safety@clevelandohio.gov

**2. The City’s Rights and Requirements**

1. The Director, at his/her sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the City’s designated representatives for interview or presentation to further describe the Proposer’s qualifications and capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the Director specifies.
2. The City reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP. The City reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the City’s best interest.
3. **Proposal as a Public Record**

Under the laws of the State of Ohio, all parts of a proposal, other than trade secret or proprietary information and the fee proposal may be considered a public record which, if properly requested, the City must make available to the requester for inspection and copying. Therefore, to protect trade secret or proprietary information, the Proposer should clearly mark each page - but only that page - of its proposal that contains that information. The City will notify the Proposer if such information in its proposal is requested, but cannot, however, guarantee the confidentiality of any proprietary or otherwise sensitive information in or with the proposal. Blanket marking of the entire proposal as “proprietary” or “trade secret” will not protect an entire proposal and is not acceptable.

1. **Term of Proposal’s Effectiveness**.

 By submission of a proposal, the Proposer agrees that its proposal will remain effective and eligible for acceptance by the City until the earlier of the execution of a final contract or 180 calendar days after the proposal submission deadline (the “Proposal Expiration Date”).

vi. **Execution of a Contract**.

 The successful Proposer shall, within ten (10) business days after receipt of a contract prepared by the City Director of Law, exclusive of Saturdays, Sundays and holidays, execute and return the contract to the City together with evidence of proper insurance and intent to conform to all requirements of the contract. Attached hereto or which are a part hereof and all applicable federal, state and local laws and ordinances prior to or at the time of execution of the contract.

vii. **Short-listing**

The City reserves the right to select a limited number (a “short list”) of Proposer’s to make an oral presentation of their qualifications, proposed services, and capabilities.

viii. **Proposer’s Familiarity with RFP; Responsibility for Proposal**

 By submission of a proposal, the Proposer acknowledges that it is aware of and understands all requirements, provisions, and conditions in and of this RFP and that its failure to become familiar with all the requirements, provisions, conditions, and information either in this RFP or disseminated either at a pre-proposal conference or by addendum issued prior to the proposal submission deadline, and all circumstances and conditions affecting performance of the services to be rendered by the successful Proposer will not relieve it from responsibility for all parts of its Proposal and, if selected for contract, its complete performance of the contract in compliance with its terms. Proposer acknowledges that the City has no responsibility for any conclusions or interpretations made by Proposer on the basis of information made available by the City. The City does not guarantee the accuracy of any information provided and Proposer expressly waives any right to a claim against the City arising from or based upon any incorrect, inaccurate, or incomplete information or information not otherwise conforming to represented or actual conditions.

ix. **Interpretation**

 The City is not responsible for any explanation, clarification, interpretation, representation or approval made concerning this RFP or a Proposal or given in any manner, except by written addendum. The City will mail, e-mail, or otherwise deliver one copy of each addendum issued, if any, to each individual or firm that requested and received a RFP. Any addendum is a part of and incorporated in this RFP as fully as if originally written herein.

x. **Confidentiality**

 The Proposer cannot make use of any information obtained through this Agreement for any activity outside the scope of this project. Proposer will utilize its “best efforts” to protect all information gathered and records developed during the course of this Agreement from examination by unauthorized agencies or persons. Such records include all collected data, forms, provided/developed configuration and topology data, computer files, program listings, manuals, documentation, correspondence files, contract records, and reports. The Proposer shall retain all copies in a secure manner until the project is closed and all documents will be returned to the Department of Public Safety. No information, materials or any summary of these materials shall be released to any individual or organization (verbally or in writing) without prior written permission from the Director.

 No work involving information furnished under this RFP will be subcontracted without the specific approval of the Director.

In performance of the Agreement, the Proposer agrees to comply with and assume responsibility for compliance by employees with the following requirements:

* All work will be performed under the supervision of the Proper or the Proposer’s responsible employees.
* Any information provided to the Proposer, in any format, will be used only for the purpose of carrying out the provisions of this contract. This information will be treated as confidential and will not be made known in any manner to any person except as may be necessary in the performance of the Agreement.
* All information provided to the Proposer shall be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output shall be given the same level of protection as required for the source material.

xi. **Rights in Data and Copyright**

 Throughout the period of this Agreement, the Department of Public Safety reserves exclusive and unlimited rights to the information provided to the Proposer, except for the information the City makes available to the public. The City also reserves exclusive rights to the results and findings produced by this project.

xii. **Cleveland Area Business Code**

Requirements During performance of this Agreement, Proposer shall comply with all applicable requirements of the *Cleveland Area Business Code*, Chapter 187 of the Codified Ordinances of Cleveland, Ohio, 1976 (“C.O.”), and any *Regulations* promulgated under the *Code*, which *Code* and *Regulations* are incorporated into and made part of this RFP by this reference as fully as if rewritten in it or attached. Specifically, compliance under any resulting agreement shall include, but not be limited to, the Proposer’s:

* Compliance with its proposal representations regarding CSB, MBE, and/or FBE participation in performance of the Agreement;
* Compliance and cooperation with Project Monitors, whether from the Mayor’s Office of Equal Opportunity (the “OEO”) or the contracting department;
* Accurate, complete, and on-time submission of all reports, forms, and documents including, but not limited to, employment reports, certified payrolls, monitoring forms, and other information the Director of the OEO may require, whether in printed or electronic form, to ascertain and verify Proposer’s compliance; and
* Attendance at and participation in all required project meetings, including OEO compliance meetings, and progress meetings called by the contracting department director(s) at key intervals during performance of the contract services.

Failure to Comply When determining the Proposer’s future eligibility for a City contract, the City shall consider a Proposer’s failure to comply with the representations of its proposal and the requirements under the *Code* as a failure to faithfully perform a contract.

Under the *Cleveland Area Business Code*, the City of Cleveland is firmly committed to assisting Minority Business Enterprises (MBEs), Female Business Enterprises (FBEs), and Cleveland- area small businesses (CSBs) by providing and enhancing economic opportunities to participate in City contracts. The successful Proposer for a contract will be a firm that shares that commitment. Accordingly, a Proposer is strongly encouraged to utilize the services of qualified MBE/FBE/CSB sub-consultants that are certified by the Mayor’s Office of Equal Opportunity (the “OEO”) in its proposal.

The standard subcontracting goal for professional services contracts is 10% Cleveland Area Small Business (“CSB”) subcontractor participation. Please review the attached Office of Equal Opportunity documents to ascertain the goal for the proposed contract. Proposers are required to make a good-faith effort to subcontract portions of the work to certified Minority Business Enterprise (“MBE”), Female Business Enterprise (“FBE”), and CSB firms, consistent with the subcontracting goal(s) applicable to this RFP.

To document its good-faith effort to utilize certified MBE, FBE and CSB sub-consultants, each Proposer must complete Schedules 1 through 4 found in the *Cleveland Area Business Code* - *Notice to Bidders and Schedules*. These schedules identify the Proposer’s proposed use of MBE, FBE and CSB sub-consultants on the project, which evidences the Proposer’s good-faith effort to obtain the participation of certified sub-consultants. The Proposer shall submit the completed forms with its proposal and they will be forwarded to the City’s Office of Equal Opportunity for evaluation. Failure to submit complete schedules may result in the rejection of a proposal

Proposers may obtain a listing of firms certified by the OEO as CSBs, MBEs and FBEs by checking the City’s website at <http://www.clevelandohio.gov>. On the home page, select “Office of Equal Opportunity” from the drop-down menu of City departments. On the Office of Equal Opportunity page, you will find a selection in the left-hand column for “CSB/MBE/FBE Registry”.

Proposers are responsible for obtaining the most current list and for contacting potential CSB/MBE/FBE sub-consultants. The City assumes no responsibility for matching prime consultants with qualified, certified MBE, FBE, and/or CSB sub-consultants.

The City Office of Equal Opportunity will monitor participation of MBE, FBE, and/or CSB sub-consultants throughout the duration of the engagement or project. The successful Proposer, as contractor, will be responsible for providing the OEO with all information necessary to facilitate this monitoring.

The*Cleveland Area Business Code*, any *Regulations* promulgated under the *Code*, and theOEO *Notice to Bidders & Schedules* are, by this reference, incorporated in and made part of this solicitation and any resulting contract as fully as if written in it or attached.

The successful Proposer, as contractor, will be required to comply with all terms, conditions, and requirements imposed on a “contractor” in the following *Equal Opportunity Clause*, Section 187.22(b) of the Cleveland Codified Ordinances, and shall make the Clause part of every subcontract or agreement entered into for services or goods and binding on all persons and firms with which the Proposer may deal, as follows: No Contractor shall discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. Contractors shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. As used in this chapter, “treated” means and includes without limitation the following: recruited whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, transferred, laid off and terminated. Contractors shall post in conspicuous places available to employees and applicants for employment, notices to be provided by the hiring representative of contractors setting forth the provisions of this nondiscrimination clause.

**3. Anticipated Proposal Schedule**

Public Safety anticipates it will - but neither promises nor is it obligated to - process proposals received according to the following schedule:

|  |  |
| --- | --- |
| **Event** | **Dates/Deadlines** |
| Issue Request For Proposals | September 26, 2023 at 1:00 PM EST |
| Pre-Proposal Conference | October 3, 2023 at 2:00 PM EST – Meeting Link Join from the meeting link[WebEx Link](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NjUxNTZhMzAtNDcyZS00NzRmLWFjN2QtMzQ0NDNjYzZiOGM1%40thread.v2/0?context=%7b%22Tid%22%3a%2276e2f963-8a1d-45bf-8e06-87a368508b40%22%2c%22Oid%22%3a%22f831aa8a-6498-48ca-bd83-87e7b2a7aa7f%22%7dWill%20)  |
| Deadline for Submitting Questions | October 10, 2023 at 2:00 PM EST |
| Deadline for Submitting Proposal | October 24, 2023 at 2:00 PM EST |

# Qualification for Proposal

Each Proposer, regardless of the form of its business entity, must meet the following requirements. Failure to meet all requirements may be cause for rejection of a proposal. If Proposer is a partnership or a joint venture, at least one general partner or constituent member must meet the requirements. Each Proposer must:

* Background, qualifications, and experience of the firm has a minimum of 5 continuous years of experience with Fire Station Alerting Systems
* The Proposer demonstrates the ability to provide Fire Station Alerting Systems for Government/Municipalities.
* Submit with its proposal at least three (3) written, verifiable, Government/Municipality references dated within the last five years from clients for which the Proposer has rendered services substantially similar to those sought by this RFP. Proposer is required to provide the names, contact, and a brief project scope for each of the references.

**Insurance:** The successful Proposer, at its expense, shall at all times during the term of the contract resulting from this RFP, maintain the following insurance coverage. The insurance company (‘ies) providing the required insurance shall be authorized by the Ohio Department of Insurance to do business in Ohio and rated “A” or above by A. M. Best Company or equivalent. The Successful Proposer, as contractor, shall provide a copy of the policy or policies and any necessary endorsements, or a substitute for them satisfactory to and approved by the Director of Law, evidencing the required insurances upon execution of the contract.

1. Professional liability insurance with limits of not less than $1,000,000.00 for each occurrence and subject to a deductible for each occurrence of not more than $50,000.00 per occurrence and in the aggregate, and if not written on an occurrence basis, shall be maintained for not less than two (2) years after satisfactory completion and written acceptance of the services under the contract.
2. Workers’ compensation and employer’s liability insurance as provided under the laws of the State of Ohio.
3. Statutory unemployment insurance protection for all of its employees.

Such other insurance coverage(s) as the City may reasonably require.

# Proposal Contents

Each technical proposal shall include the following parts in the below order. Please separate and identify each part by tabs for quick reference. Each proposal should be organized so as to facilitate its evaluation.

The technical proposal Shall Be No Longer Than 75 Single-Sided Printed Pages, excluding appendices.

Page size shall be 8.5 x 11 inches. Font size shall be no less than 12 pt. Tabs, dividers, and appendices are excluded from the page count.

The technical proposal response shall consist of the following sections:

**Section 1: Cover Letter and Executive Summary**

The Executive Summary should provide a complete and concise summary of Proposer’s experience and ability to meet the requirements of this RFP. The summary should be organized so it can serve as a stand-alone summary apart from the remainder of the proposal.

**Section 2: Profile**

The Proposer will provide a profile of its organization and all other sub-consultants who will be providing services. At a minimum, the Proposer will provide the following information:

* Number of years in business
* Number of years involved with services as proposed
* Total number of employees
* Number of signed contracts in progress

**Section 3: Qualifications**

Each Proposer should state in detail its qualifications, and experience, and how its services are unique and best suited to meet the requirements and intent of this RFP. This should include the qualifications of sub-consultants included in the proposal. Proposer may include as much information as needed to differentiate its services and product(s) from other Proposer’s. At a minimum, please include the following:

1. Staffing: Qualifications must include resumes and description of organizational and staff experience including the Project Manager and key technical staff proposed for the project. Additional resumes are not required unless that resource will likely play a key role in the project.
2. Organizational and Staff Experience: Proposer must describe their qualifications and experience of the organization as a whole to perform the work described in this RFP. Information about experience should include direct experience with the specific subject matter demonstrating a technical strength in network infrastructure. Relevant experience must be associated with projects completed not more than five years prior to the date of this RFP.

**Section 4: List of Representative Projects**

Provide a list of at least three similar projects that the Proposer has successfully completed within the last five years.

Provide at least three client references (verified name and telephone number) of someone closely familiar with each project and your firm's performance.

Each project description shall be presented in the format consistent with the table below.

|  |
| --- |
| **Project Name and Description** |
| Agency & Department: |
| Address: |
| Point of Contact |
| Verified Telephone Number for Contact |
| Pre-Plan and Inspection Software Overview/Date of Contract/Date System was fully Operational |

**Section 5: Project Management Approach/Project Methodologies**

1. Describe your Methodologies you will employ on this project to complete the Pre-Plan and Inspection Software. Describe and/or provide examples of the Deliverables requested in the Scope of Services.
2. Provide a detailed project work break down structure to include tasks, subtasks, timeline, milestones, work efforts and resource assignments.
3. Define the technical approach and document project deliverables to address the requirements outlined in the scope.

**Section 6: Financial Statements**

Any financial statements that would be required will be requested only from those Proposers that are “short-listed”.

**Fee Proposal:** Proposer should submit its fee proposal for each service in a separately sealed envelope clearly marked on the outside.

There is no limit to the number of pages submitted as part of the fee proposal**.**

Proposers are required to provide a complete fee proposal of all equipment, hardware, software, maintenance, implementation, and training for the proposed Pre Plan and Inspection Software.

All costs are to be expressed in unit cost and total cost to the City. One-time charges, software modifications charges and conversion charges must be detailed. Any additional charges above the annual maintenance costs should be listed in detail.

Proposers should differentiate all costs clearly so that they may be properly evaluated without interpretation.

**Proposer shall provide a description of any other cost the City might expect to pay.**

1. **Required City Forms**

Proposer shall complete, execute, and return with its fee proposal the following documents:

* Cleveland Area Business Code – Notice to Bidders & OEO Schedules;
* Federal Form W-9 including Taxpayer Identification Number;
* Non-Competitive Bid Contract Statement for Calendar Year 2023;

# Proposal Evaluations

Proposals shall be evaluated based on the following criteria (not listed in order of importance):

* Company Responsiveness to the RFP – 45%
	+ Total scope of work proposed, demonstrate understanding of the project, proposed timeline and approach to the project, proposal presentation
	+ Proposer experience and technical strengths, qualification and experience of project staff, proven success/past performance on similar projects
* Oral Presentation and System demonstrations – 55%

Fees will not be considered in the technical evaluation. Proposals shall be evaluated first on qualifications and technical merit. Once rankings are established, the fee submittals shall be considered.

A firm’s involvement in any current litigation with the City may be taken into account during proposal evaluation.

The ratings are not intended or to be interpreted as a reflection of a Proposer’s professional abilities. Instead, they reflect the City’s best attempt to quantify each Proposer’s ability to provide the services sought by the City and to meet the specific requirements of this RFP, for comparison purposes.

**Disqualification of a Proposer/Proposal:** The City does not intend by this RFP to prohibit or discourage submission of a proposal that is based upon a Proposer’s trade experience in relation to the nature or scope of work, services, or product(s) described in this RFP or to prescribe the manner in which its services are to be performed or rendered.

The City will not be obligated to accept, however, significant deviations from the work or services sought by this RFP, including terms inconsistent with or substantially varying from the services or the financial and operational requirements of the RFP, as determined solely by the City. The City reserves the right to reject any proposal that does not furnish or is unresponsive to the information required or requested herein. The City reserves the right to reject any proposal or to waive or to accept any deviation from this RFP or in any step of the proposal submission or evaluation process so as to approve the award of the contract considered in the City’s best interest, as determined in the City’s sole discretion.

Although the City prefers that each Proposer submit only one proposal including all alternatives to the proposal that the Proposer desires the City to consider, it will accept proposals from different business entities or combinations having one or more members in interest in common with another Proposer. The City may reject one or more proposals if it has reason to believe that Proposers have colluded to conceal the interest of one or more parties in a proposal, and will not consider a future proposal from a participant in the collusion. In addition, the City will not accept a proposal from or approve a contract to any Proposer that is in default as surety or otherwise upon an obligation to the City or has failed to perform faithfully any previous agreement with the City, or is currently in default under any agreement with the City.

The City reserves the right to reject any or all proposals. Failure by a Proposer to respond thoroughly and completely to all information and document requests in this RFP may result in rejection of its proposal. Further, the City reserves the right to independently investigate the financial status, qualifications, experience, and performance history of a Proposer.

The City reserves the right to cancel the approval or authorization of a contract award, with or without cause, at any time before its execution of a contract.

# Appendices

APPENDIX B: RFP Requirements Response

APPENDIX C: Fee Proposal Schedules