



COMMISSIONERS COURT  
COMMUNICATION

AGENDA DATE : August 20, 2012

CONSENT OR REGULAR: Consent

CONTRACT REFERENCE NO  
(IF APPLICABLE): \_\_\_\_\_

**SUBJECT:** Approve and authorize the County Purchasing Agent to solicit request for proposal bids for narrowband project. The specifications have been reviewed by the Procurement Review Panel.

**BACKGROUND/DISCUSSION OF TOPIC:** To include statutory requirement, operational impact, or performance goal.

The Federal Communications Commission (FCC) has mandated that by January 1, 2013 that Public Safety agencies that use two-way radio communications in the radio frequency spectrum below 500 MHz change the current standard of operation in that the radios will change their FM modulation and channel spacing characteristics. (Reference: FCC ET Docket No. 04-243, March 10, 2005 and FCC ET Docket No. 99-87, March 27, 2007) Narrowband refers to the width of an individual radio channel with regards to its center frequency. In most new radio systems, voice channels have a design bandwidth of 12.5 kHz, which is considered to be narrowband. This is a change from prior analog radio systems which typically used 25 kHz of bandwidth per voice or data channel.

**FISCAL IMPACT:**

N/A

**PRIOR COMMISSIONERS COURT ACTION (IF ANY):**

N/A

**RECOMMENDATION:** Solicit request for proposal for a narrowband project.

**COUNTY ATTORNEY APPROVAL**

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY:

LEGAL REVIEW:

LEGAL REVIEW NOTES (If Applicable):

DATE:

SUBMITTED BY:

Richard Wiles, Sheriff. (915)538-2230

REQUEST FOR PROPOSALS  
RFP XX-XX

NARROWBAND PROJECT

Proposal Release Date  
(DATE)

Proposal Submittal Due Date  
(DATE)

by (TIME) (MST)

To:  
(NAME)

El Paso County Purchasing Department  
800 East Overland, Suite 300  
El Paso, TX 79901  
(PHONE)  
(EMAIL ADDRESS)

Purchasing has a standard template. Where their language would be included, I only inserted headings to indicate the subject matter. In this redline, I focused on adding language to this RFP, for your comments and consideration, to accomplish the objectives discussed during the Procurement Review Panel meeting on 8-7-12.

REQUEST FOR PROPOSALS

RFP XX-XX

NARROWBAND PROJECT

The language below will be replaced or modified by the standard Purchasing format language

Sealed Proposals signed and in the original only, subject to the Request For Proposals, Provisions and Specifications, will be received at the El Paso County Purchasing Department, 800 East Overland, Suite 300, El Paso, TX 79901 until (TIME) p.m., (DATE), for narrowband project as described below.

El Paso County invites proposals from qualified firms that possess outstanding qualifications, experience and knowledge to provide narrowbanding of equipment.

This procurement is governed by the following primary directives:

- El Paso County prefers to award the resulting contract from this RFP to a single vendor.
- At the time this RFP is released, El Paso County plans on acquiring and implementing a solution that meets its narrowbanding requirements.
- Proposals submitted in response to this RFP, including the bidder's responses will be included as part of the final contract terms for the selected bidder.

## I. General Information

### A. Purpose and Background

#### 1. Purpose of the RFP.

El Paso County is seeking proposals from qualified radio equipment manufacturers and/or solutions providers for the configuration of radio infrastructures that are not compatible with the FCC mandated operations for narrowband. It is the intent of the El Paso County to secure a contract for the configuration of non-narrowband radio communications equipment.

El Paso County seeks proposals and will award contract for the work specified hereunder. Proposals are to be submitted with the understanding that an acceptance of the proposal, in writing by El Paso County, shall constitute an agreement to negotiate and execute a contract between the Vendor and El Paso County; however, El Paso County is not obligated to award a contract as a result of this RFP.

The contract awarded as a result of this procurement will incorporate this RFP and the Vendor's proposal. The requirements described in this RFP, along with the Vendor's proposal and the final approved design documents, will form the basis for acceptance and related contract adherence.

The final goal is to have FCC type accepted "narrow-band" operational radio infrastructure and that there be no degradation of radio coverage as the result of this change of operations.

#### 2. Narrowband Operations.

The Federal Communications Commission (FCC) has mandated that by 2013 that Public Safety agencies that use two-way radio communications in the radio frequency spectrum below 500 MHz change the current standard of operation in that the radios will change their FM modulation and channel spacing characteristics. (Reference: FCC ET Docket No. 04-243, March 10, 2005 and FCC ET Docket No. 99-87, March 27, 2007) Narrowband refers to the width of an individual radio channel with regards to its center frequency. In most new radio systems, voice channels have a design bandwidth of 12.5 kHz, which is considered to be narrowband. This is a change from prior analog radio systems which typically used 25 kHz of bandwidth per voice or data channel.

#### 3. Background on the County

##### a. ISSUING OFFICE; COUNTY LIASON; PROPOSED TIMETABLE

[purchasing standard language reissuing office and contact]

Proposed Timetable:

Activity	Target Date
Release of Request for Proposals	August 22, 2012
Deadline for questions	August 31, 2012
Submission of proposals	September 5, 2012
Offeror(s) presentations	September 12, 2012
Selection and notification of Vendor	September 19, 2012
Implementation Plan and Contract finalized	September 26, 2012
Begin Implementation of Services	October 1, 2012
<b>SERVICES MUST BE COMPLETED BY NOVEMBER 30, 2012</b>	

b. **VENDOR QUALIFICATIONS AND DISQUALIFICATIONS** [to include standard purchasing template language]

1. Ethics Training requirement
  2. Private Communications Prohibited by Code of Ethics and law
  3. CIQ requirement
  4. Proposal Submission Requirements
  5. Questions, Changes and Addenda
  6. Texas Public Information Act
- Other standard language

**II. SERVICE REQUIREMENTS**

**A. Vendor information required**

1. Letter of Transmittal Each proposal should be accompanied by a letter of transmittal not exceeding two pages which summarizes key points of the proposal and which is signed by an Authorized Officer of the Firm who is responsible for committing the firm's resources.

2. Basic Information requirements

a. Name of the firm making the proposal and name of firm principals.

b. Name and title of individual preparing and responsible for the proposal. This person may be different from the individual signing the transmittal page.

c. Mailing Address; if firm has more than one office, identify which office will be principally responsible for service under this RFP/contract.

d. Telephone and fax numbers of Offeror; if firm has more than one office, identify the appropriate telephone and fax numbers for the office which will be principally responsible for service under this RFP/contract.

e. E-mail address and contact information of firm principal who will be responsible for service provided under this RFP/contract and of the individual preparing and responsible for the proposal.

f. Amounts and types of insurance carried, including the deductible amount, to cover errors and omissions, improper judgments, or negligence.

g. Disclosure of any finder's fees, fee splitting, payments to consultants, or other contractual arrangements of the firm that could present a real or perceived conflict of interest.

h. Disclosure of any pending investigation of the Vendor firm or principals, enforcement or disciplinary actions taken within the past three years by federal, state, or local prosecutors, law enforcement or regulatory bodies of the Vendor firm or principals.

i. Disclosure of gifts, loans, political contributions, or other financial arrangements, from the Vendor firm, its principals, or associated professionals, to or with members of the El Paso County Commissioners Court, El Paso County Elected Officials or any of its employees or agents for the previous twenty-four (24) months.

### 3. Specifications.

Describe your firm's qualifications for this engagement. Please provide a detailed narrative on you firm's qualifications to provide for the configuration of radio infrastructures that are not compatible with the FCC mandated operations for narrowband and to secure a contract for the configuration of non-narrowband radio communications equipment. Each of the following issues should be addressed individually.

a. Confirm that your firm has adequate staffing to **COMPLETE THE PROJECT BY NOVEMBER 30, 2012** to include VHF radio channels, mobile radios, dispatch councils, Astron desktop radios, Motorola P.M. desktop radios, over 434 portables, briefcase radios, repeater, receiver sites, Sheriff's Office standby repeaters and receivers located at the detention facility, detention facilities with indoor repeaters, Rio's systems used for interoperation, Courthouse Motorola Radius GR1225 Repeaters. The Sheriff motor pool will be utilized to narrowband the radios in the patrol vehicles, (see appendixes for equipment listing).

b. Who would be the primary management from your firm for this agreement?

- c. Who would be the day to day contact on this agreement and what assurances can you provide that the named personnel shall remain the primary advisor and not be transferred to another account before the contract is performed?
- d. List all personnel who would be providing services under this agreement and the percentage of time the services, their respective years of experience, relevant licensures, certifications, and all software and radio equipment training. All licenses and certifications must be current. Show proof that all project employees have attended training and successfully passed required courses.
- e. Confirm that all proposers' employees have no less than 5 years experience in radio programming and software, are qualified, have a good knowledge and experience of listed equipment (see appendices for equipment listing).
- f. Confirm that the personnel providing services are knowledgeable with a VHF conventional analogue system
- g. Provide a business history and description of the Vendor firm.
- h. Provide at least three references from other public-sector clients, preferably from Texas law enforcement agencies, public entities, or counties, clients for whom the firm provided similar services to those proposed in this RFP. Provide the name, address, and phone number of the entity and a description of the services and scope of work completed for those organizations. References shall be contacted to determine the quality of work performed and personnel assigned to the project. The results of the references will be provided to the evaluation team and used in scoring the written proposal.
- i. Project employees convicted or committed a crime Above a Class B shall not be qualified to provide services under this agreement. The successful Vendor and the personnel assigned to this agreement must agree to a criminal background check.
- j. Confirm that vendor will have parts and software readily available in the event of damage to equipment during the narrowbanding process, with no more than three weeks turnaround time to replace the damaged equipment.
- k. If damage to equipment occurs proposer must have a plan to provide a temporary resolution allowing the Sheriff Office to continue operations with minimal disruption. The Sheriff Office cannot be allowed to be without a radio service. Provide a description of your plan and ability to correct problems with the Narrowband operation.
- l. Any damage by the proposer's employees must be covered by the proposer 100 percent.
- m. Proposer must be available 24x7 in the event of radio issues due to work done on system for narrowbanding. A local representative must be provided to work with any issues that arise. Confirm that vendor agrees to respond to all received trouble calls within 30 minutes if advised

by the County at the time of the call that it is an Urgent Matter. An "Urgent Matter" shall be defined as any system fault or failure of the narrowband operations. For all non-urgent matter trouble calls vendor agrees to respond to all such non-urgent trouble calls within one (1) business day.

- n. Proposer must disclose all sites from which they are prohibited or otherwise unable to service.
- o. Indicate whether vendor can provide services at the Sheriff's Headquarters or other Sheriff facility.
- p. Vendor shall not subcontract services under this agreement.

#### 4. Management of Project Plan and Compensation

The vendor will provide a project manager. The project manager will prepare and provide a project management plan that includes a detailed schedule of benchmark deliverables, identification of team members, and scope of services. The project manager shall provide weekly written updates to be delivered to Sheriff's project manager. This would include a list of accomplishments and the status of each benchmark deliverable and its dependencies. Time is of the essence in this agreement. All payments to vendor shall be tied to the completion of benchmark deliverables. Late performance of benchmark deliverables may be cause for penalties to vendor if relevant statutory requirements are not met.

#### 5. Pricing and Material List

Bidder must have spare stock, parts, test equipment and properly equipped service vehicles to properly engineer, install, and maintain the equipment. Successful bidder will supply all equipment, interfacing, hardware, connectors, necessary wiring and cabling and installation labor. Warranty shall be for a twenty-four (24) month period upon completion of project. Failure to price equipment with a total cost of the project will disqualify bidder.

Items in this RFP, which materially contribute to equipment performance, reliability and serviceability, will not be compromised. There will not be any downgrading of the equipment specifications.

#### 6. Evaluation Criteria Summary:

- a. Understanding the needs of the County/Prior County Experience (20%)
- b. Offeror's Qualifications (35%) - This criterion includes the ability of the Offeror to: meet the terms of the RFP, and any special considerations, which the Offeror feels may increase its ability to perform the contract. Expertise: superior capability to perform the services required. Quality of performance: professional qualifications of the key personnel assigned relevant to the work to be performed. Experience: within the last 5 years, in similar projects. Reputation; ethical standards, disciplinary history--such as judgments and sanctions.



c. Soundness of Approach (15%)- Emphasis here is on the techniques for providing the services requested, and on the Offeror's capability to deliver the desired services on schedule. Special emphasis should be placed on responding to questions asked by the County in this solicitation, and on outlining problems that may be encountered and offering solutions to those problems.

d. Reasonableness of costs (20%)– Cost and efficiency of approach. Efficiency and economy are very important to the County. This area will not necessarily be the primary deciding factor in the selection process.

e. Completeness/Responsiveness of Application (10%)- The RFP response will be evaluated on the responsiveness, clarity, and completeness of the response. In particular, answers directing the County to a website as an answer without additional information are deemed non-responsive.

Grounds that may result in a finding by El Paso County that a proposer is not responsive or is not responsible include, but are not limited to:

a. the proposal fails to respond to proposal specifications in all material respects and contains a deviation that affects proposal amount or gives the proposer an unfair competitive advantage.

b the proposer is not responsive based upon the following factors:

(1) the experience of the proposer

(2) conduct and performance on previous contracts

7. Instructions to Proposer – much of the draft RFP language below is included in the standard purchasing RFP template