

NOTICE
REQUEST FOR PROPOSALS – COMPETITIVE NEGOTIATION
“MOBILE DATA PROJECT – COWLITZ COUNTY SHERIFF’S OFFICE”

The Board of Commissioners of Cowlitz County, WA will receive sealed proposals until Tuesday, September 15, 2009 prior to 11:00 a.m. from qualified persons or entities who wish to provide equipment, materials and services to enhance the mobile data system currently used in Cowlitz County and Wahkiakum County law enforcement patrol vehicles.

Interested vendors may obtain proposal requirements and details from the Cowlitz County Sheriff’s Office, 312 SW 1st Avenue, Kelso, WA, 98626; telephone (360) 577-3092. A copy of the Request for Proposal is also on file with the Clerk of the Board of County Commissioners or may be viewed on the website. Go to: <http://www.co.cowlitz.wa.us/sheriff> and click on link for Request for Proposals.

Proposals shall be marked on the outside envelope:
“Cowlitz County Sheriff Mobile Data Project
to be opened Tuesday, September 15, 2009 at 11:00 a.m.”

Oral, telephonic, telegraphic, facsimile or other electronically transmitted bids will not be accepted.

Proposals received after the due date and time will not be accepted for consideration. Vendors shall assume full responsibility for timely delivery of proposals at the specified location and time. The County will not be responsible for any cost incurred by the Vendor in preparing and submitting a proposal.

Cowlitz County reserves the right to reject any and all proposals, for any reason it deems in its best interest and to accept only such proposals as may be in the County’s best interests. The County shall have the right to waive informalities and irregularities in the proposal.

DATED: August 25th, 2009

BOARD OF COMMISSIONERS OF
COWLITZ COUNTY, WASHINGTON

Published: 8/31/09

Publication Requirements: To Be Published in one issue.

Billing Information:

- 1) Copy of Affidavits to: Cowlitz County Commissioners
Attn: Clerk of the Board
207 Fourth Avenue North
Kelso, WA 98626

- 2) Bill to: Cowlitz County Sheriff’s Office
312 S.W. 1st Avenue
Kelso, WA 98626



Board of County Commissioners
Kathleen A. Johnson District 1
George Raiter District 2
Axel Swanson District 3

**COWLITZ COUNTY
REQUEST FOR PROPOSALS – COMPETITIVE NEGOTIATION**

**“MOBILE DATA PROJECT
COWLITZ COUNTY SHERIFF’S OFFICE”**

INVITATION

Cowlitz County seeks proposals, prior to 11:00 a.m. Tuesday, September 15, 2009 from qualified vendors who wish to provide equipment, materials and services to enhance the mobile data system currently used in Cowlitz County and Wahkiakum County law enforcement patrol vehicles.

Proposal requirements and details may be obtained from the Cowlitz County Sheriff’s Office, 312 S.W. 1st Ave, Kelso, WA, 98626, telephone (360) 577-3092. A copy of the Request is also on file with the Clerk of the Board and may be viewed on our website at: www.co.cowlitz.wa.us/sheriff.

PROPOSAL SCHEDULE

Action	Date	Time
RFP Issued	August 25	
Notice of Request for Proposals Published in Daily News	August 31	
Written Questions Concerning RFP from Vendors	September 8	5:00 p.m.
Written Addenda to RFP Issued, if needed	N/A	
Testing of Products and Solutions (no later than)	September 14	
RFP Responses Due	September 15	Prior to 11:00 a.m.
RFP’s Opened	September 15	11:00 a.m.
Interviews, if necessary	TBD	
Commissioners award/reject proposals	September 15	3:00 p.m.
Contract Negotiations		
Project Deliverables (hardware, software, components) due	September 25	
Project Complete	September 28	

SCOPE OF WORK

The Vendor shall perform the tasks more specifically identified in the attached Scope of Work.

MINIMUM QUALIFICATIONS

Required qualifications for firms submitting proposals:

- 1) Have qualified and responsible person(s) with appropriate licenses and credentials assigned to the project.
- 2) Experience with similar projects in the region, and particularly within Washington State and/or the State of Oregon.
- 3) Have an understanding of local government law enforcement agencies as they relate to this project.
- 4) Ability to communicate well with the client and stakeholders.
- 5) Ensure proposed products and solutions do not interfere with hardware and software currently used by the local law enforcement agencies.
- 6) Demonstrate the proposed solution in one or more patrol vehicles as selected by Cowlitz County no later than September 14, 2009.
- 7) Ensure proposed solution meets Federal Information Processing Standards (FIPS 140-2) encryption validation models.
- 8) Complete delivery of the products and solutions for up to 100 vehicles no later than September 25, 2009.
- 9) Completion of project no later than December 31, 2009.

PROPOSAL SUBMITTAL

- 1) Information Required. The following information is to be submitted as part of the proposal. The proposal is to be not more than twenty (20) single-sided pages in length including single page resumes of persons to be assigned to the project. Four (4) copies of the proposal are to be provided. Other material may be attached as deemed appropriate. The proposal is to be organized into the following categories:
 - A) Approach to the Project: Describe your approach to this project and any special ideas, techniques or suggestions that you think might make the project proceed smoothly.
 - B) Experience: Describe the experience of the firm and of the individuals assigned with related projects of a similar nature.

- C) Qualifications: Describe your staff's unique qualifications and training for this type of work.
- D) Work Hours and Schedule: Describe what you think will be the work hours necessary to complete this project and the schedule for when the work will be done.
- E) Certifications and Specification Sheet: Complete, sign and submit a copy of Exhibit 1 with your submittal.
- F) Evidence of Professional Liability Insurance.
- G) Vendors must provide a minimum of 3 references of customers who are currently using the vendor's products in a similar method as the county and cities are currently using.

2) Deadline for submission of proposals.

A) Interested vendors should submit proposals prior to 11:00 a.m., September 15, 2009 to:

Cowlitz County Board of Commissioners
 Attn: Clerk of the Board
 207 Fourth Avenue North
 Kelso, WA 98626

Proposals received after this date and time will not be considered. Oral, telephonic, telegraphic, facsimile or other electronically transmitted proposals will not be accepted.

3) Proposals should be marked:

**Proposals shall be marked on the outside envelope:
 "Cowlitz County Sheriff Mobile Data Project
 to be opened on Tuesday, September 15, 2009 at 11:00 a.m."**

4) Questions. Vendors' questions regarding the Request for Proposals (RFP) must be received in writing by September 8, 2009 by 5:00 p.m. Addenda, including answered questions, will be provided to all interested parties. Questions submitted after the deadline may not receive written addendum responses.

5) Other Important Information.

Complete Responses. Responses submitted by Vendors that do not comply with all of the requirements of this Request for Proposals may be considered non-responsive.

Ambiguous Statements: All responses to Proposal Requirements should be stated as concisely as possible. Ambiguous statements, such as "All reasonable effort to provide", and the like, may be grounds to declare the proposal non-responsive.

Proprietary Information: If a proposal contains information that the Vendor does not wish disclosed to the public, or used for any purpose other than the evaluation of this proposal, all such information must be submitted with indications on each page that the material is "Proprietary," "Confidential" and/or a "Trade Secret." Cowlitz County will take reasonable steps within the limitations of Public Disclosure laws to assure that information contained in the proposal will remain confidential throughout the proposal evaluation process.

Note: Cowlitz County is subject to Public Disclosure laws, and dealings with the County and confidentiality covenants must qualify under this law.

Proposed Contract May Be Submitted. Vendor shall provide any and all statements in the proposals that they desire to be included in an agreement. Exceptions to any terms and conditions may be made, at County's option, subject to negotiation. However, the inability to contractually agree to any term may result in elimination from this proposal process.

Preparation And Delivery Costs: The County will not be liable for any cost incurred in the preparation and delivery of the proposal. The Vendor is encouraged to use the most economical means to prepare and deliver the proposal.

Vendors shall assume full responsibility for timely delivery of proposals at the specified location and time.

Once submitted, all proposals become the property of Cowlitz County.

Proposals may not be modified, withdrawn or cancelled after the time set for opening or before award of a contract unless award is delayed for a period exceeding thirty (30) days from opening the proposals. Prior to the time and date designated for receipt of proposals, the proposal may be modified or withdrawn by written notice to the County at the place designated for receipt of proposals. Proposals that are withdrawn may be resubmitted up to the date and time designated for the receipt of proposals, provided the revised proposal is in full conformance with the Request for Proposals.

Limitations: This request for proposal does not commit Cowlitz County to award a contract or pay any costs incurred in the preparation of a proposal in response to this request.

The County reserves the right to reject any or parts of any and all Proposals, to re-advertise this request, to postpone or cancel at any time this Request for Proposals process, or to waive any irregularities in this request or immaterial irregularities in the proposal(s) received as a result of this request. Also, the determination or criteria and process whereby proposals are evaluated, the decision as to which organization(s) shall receive a contract, or whether or not a contract shall ever be made as a result of this request, shall be at the sole discretion of the County. All decisions of the County are final.

Background Investigation: By submitting a proposal in response to this Request For Proposals, you are giving permission to the County to investigate your company and background with regard to any matter bearing on the desirability of the County doing business with you. The results of the investigation may be taken into consideration by the County in making its decision.

No Oral Agreements: No oral agreement or conversation with the County or any official, employee, or agent of Cowlitz County, either before or after execution of a contract, shall affect, modify, or add to any of the terms or obligations contained in the contract documents. Any such oral agreement or conversation shall be considered as unofficial information and in no way binding upon Cowlitz County, unless subsequently put in writing.

Clarifications And Oral Presentations: The County reserves the right to contact Vendors to clarify responses. Subsequent to the initial evaluation by the County, a request for an oral presentation may be made. The County will not be liable for any cost incurred in the preparation and delivery of any oral presentations.

Request For Proposal Preparation: Due care and diligence has been exercised in the preparation of this Request For Proposals and all information contained herein is believed to be substantially correct. However, the responsibility for determining what is necessary for the full extent of a response to this Request For Proposal rests solely with those making proposals. Neither the County nor its representatives or agents shall be responsible for any error or omission in this request, nor for the failure on the part of the Vendors to determine the full extent of the requirements.

Independent Contractor: It is specifically understood and agreed by and between the parties hereto that Vendor is an independent contractor and not an agent or employee of the County. The Vendor shall have the sole obligation to employ, direct, control, supervise, manage, discharge and compensate all of its employees and subcontractors, and the County shall have no control of or supervision over the employees of the Vendor or any of the Vendor's subcontractors.

The Vendor shall have no authority whatsoever to obligate the County to make any payments to another party nor make any promises or representation of any nature on behalf of the County, without the specific written approval of the County. In the event the County incurs any liability with regard to the matters set forth in this section, the Vendor shall indemnify the County and hold it harmless.

Note: Wherever the term "Vendor" is used in this document, it means a person, firm or entity that submits a proposal. "The County" and or "Cowlitz" means the County of Cowlitz in Washington State.

SELECTION OF VENDOR

Proposals will be evaluated by a committee made up of:

- Representative(s) of Cowlitz County Sheriff's Office
- Representative(s) of one or more cities in Cowlitz County
- Representative of Cowlitz County Central Services

Proposals will be evaluated on the basis of experience, qualifications, approach to the project and any innovative ideas.

Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews of closely scored Vendors. The Vendor determined best qualified to perform this project will be recommended for contract award to the Board of Commissioners of Cowlitz County.

EVALUATION CRITERIA

- 1) The ability of the Vendor to complete the contemplated scope of work. The Vendor's anticipated approach to this work, including compliance with requirements, innovative approaches and services offered and other related matters.
- 2) The experience of the Vendor's with similar projects in the region, particularly within Washington State and/or the State of Oregon, size of firm, length of time in business, staff availability, experience within the County and other matters relating to relevant experience.
- 3) Demonstrated ability to communicate well with clients and project stakeholders.
- 4) Experience of the individuals assigned to this project.
- 5) References, either submitted with the proposal, or known to the County.
- 6) Past performance of work provided to the County.
- 7) Other information and factors as appropriate for the project.

Exhibit 1
RESPONSE TO REQUEST FOR PROPOSALS
“MOBILE DATA PROJECT
COWLITZ COUNTY SHERIFF’S OFFICE”

To: Cowlitz County Board of Commissioners
Attn: Clerk of the Board
207 Fourth Avenue North
Kelso, WA 98626

DUE PRIOR TO:
11:00 a.m. September 15, 2009

From:
Entity or Individual _____
Submitting Proposal _____

Mailing Address: _____

Response Prepared by: _____

Title _____

Contact person(s) _____

Telephone Number _____

The undersigned, as a Vendor, declares that he/she/they/it have carefully examined all terms and conditions of the Request for Proposal and hereby propose to provide the services requested as outlined in the response.

The Vendor, by signature below, further represents as follows:

- 1) The undersigned declares that consistent with the proposal submitted with this Response Form, he/she/they/it desires to enter into an agreement with Cowlitz County for services to be rendered.
- 2) The undersigned is duly authorized to submit the enclosed proposal on behalf of the above named Vendor.
- 3) That no director, officer, agent, or employee of Cowlitz County is personally interested directly or indirectly in this work or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing, of the County, its Directors,

Quotation Specifications Sheet Mobile Data Project

Vendor: _____

Address: _____

Contact Person: _____
Name/Title

Contact Info: _____
Telephone _____ Fax _____

_____ E-mail

Due Date for Response: **Tuesday, September 15, 2009 prior to 11:00 a.m.**

PURPOSE. Cowlitz County seeks to enhance the mobile data system that is currently being used in Cowlitz County and Wahkiakum County law enforcement patrol vehicles. Cowlitz County requests quotations from qualified vendors to provide Materials, Equipment or Supplies for this project:

Item	Quantity	Price EA	Sub- Total	Comment
Server				
Software				
Hardware				
Licensing				
Modems/Amplifiers				
Installation costs				
Professional Support (Daily)				
Delivery Costs				
Maintenance Costs (yearly)				
Washington State Sales Tax (7.9%)				
Total				

MULTIPLE JURISDICTIONS. Other public agencies who have need for similar materials, equipment or supplies may participate in the contract awarded as a result of this solicitation.

The County reserves the right to reject any or parts of any and all proposals, to re-advertise this request, to postpone or cancel at any time this proposals process, or to waive any irregularities in this request or in the proposal(s) received as a result of this request. Also, the determination or criteria and process whereby proposals are evaluated, the decision as to which organization(s) shall receive the award, or whether or not an award shall ever be made as a result of this request, shall be at the sole discretion of the County. All decisions of the County are final.

It is the policy of Cowlitz County to promote Equal Opportunity to all persons in matters affecting, but not limited to, recruitment, employment, compensation benefits, promotions, discipline, transfer and layoff practices without regard to a person's race, color, religion, national origin, marital status, disability, Veteran status, sex or age (except where sex, age or non-disability are bona fide occupational qualifications). This policy extends to all contractors receiving public money for the fulfillment of public contracts with Cowlitz County.

Cowlitz County Sheriff's Office
Mobile Data Project
Scope of Work

Project statement: Cowlitz County seeks to enhance the mobile data system that is currently being used in Cowlitz County and Wahkiakum County law enforcement patrol vehicles. This is a Competitive Negotiation process as outlined in RCW 39.04.270.

Specific goals for the project are:

- Acquire solutions that will enhance the ability of law enforcement officers to send and receive CAD, RMS and Internet based data using existing mobile computers.
- Ensure products and solutions do not interfere with existing hardware and software such as:
 - Panasonic ToughBooks, and other windows based computers
 - EVDO cellular aircards or modems
 - Northrup-Grummand Dispatch software, currently in use
 - Common Internet Protocol and functionality
 - Motorola VHF voice radios (must not interfere with these)
 - Motorola Datatec Radio Modems
 - Motorola RDLAP radio protocol
- Solutions can include, but are not limited to:
 - Computer software
 - Computer servers
 - Cellular and radio modems
 - Amplifiers, or other enhancing proprietary solutions.
- The project seeks to achieve the ability to send and receive data in a persistent manner. Solutions that offer application persistence are also a goal.
- Demonstrate the proposed solution in one or more patrol vehicles as selected by Cowlitz County no later than September 14, 2009.
- Ensure solution meets Federal Information Processing Standards (FIPS 140-2) encryption validation models.
- Bidders must include all costs associated with the successful implementation of their solution. This includes, but is not limited to: hardware, servers, modems, software, license fees, and installations, maintenance for 1 year, professional services, and Washington State Sales tax.
- Complete delivery of the products and solutions for up to 100 vehicles no later than September 25, 2009.

As stated in part in RCW 39.04.270 (2),(c) "The award shall be made to the qualified bidder whose proposal is most advantageous to the municipality with price and other factors considered. The municipality may reject any and all proposals for good cause and request new proposals."