

Central County Emergency 9-1-1
22 Weis Avenue
Ellisville, Missouri 63011

**REQUEST FOR PROPOSALS FOR CONSULTING AND PROJECT MANAGEMENT SERVICES
BACKUP EMERGENCY COMMUNICATIONS CENTER RELOCATION**

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A. GENERAL TERMS:

Specifications, the conditions of submitting a proposal, and the submittal procedures may be obtained online at www.cce911.org ; or from the Central County Emergency 9-1-1 administrative offices at 22 Weis Avenue, Ellisville, Missouri 63011 during the period of February 25, 2021, through March 24, 2021.

Central County Emergency 9-1-1 reserves the right to waive informalities in proposals and to reject any/all proposals. Central County Emergency 9-1-1 further reserves the right to accept any proposal and to delete, therefore, any or all the specific requirements referred to in the request for proposal document. Central County Emergency 9-1-1 reserves the right to waive any technicalities expressed or implied herein.

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

B. DUE DATE FOR RESPONSE:

Sealed Proposals must arrive at the offices of Central County Emergency 9-1-1 (CCE911) no later than March 24, 2021 at 3:30 p.m. CST. Late proposals will not be accepted, nor will additional time be granted to any vendor. All proposals and accompanying documentation will become the property of Central County Emergency 9-1-1. No facsimile will be accepted.

C. PROJECT DESCRIPTION / PURPOSE

CCE911 is a secondary PSAP (Public Safety Answering Point), providing Fire, EMS, and Rescue dispatching service to 32 Fire Protection and Ambulance Districts and approximately 900,000 population in St. Louis and adjacent counties.

CCE911's primary location is 22 Weis Avenue, Ellisville, Missouri. CCE911 currently maintains a backup or alternate facility at Metro West Fire Protection District, Station 3, located at 17065 Manchester Road, Grover, MO 63040. The intent of this project is to move necessary infrastructure and establish backup operations at the St. Louis County Backup Emergency Operations Center, at 14847 Ladue Bluffs Crossing Drive, Chesterfield, MO 63017

D. REQUIRED CONSULTANT QUALIFICATIONS:

Consultants must have experience and knowledge of public safety answering points (PSAP's) day to day operations as well as radio, telephony, networking, CAD, and radio tower/communications sites, including FCC licensing, APCO, NENA and NFPA codes and standards, rules and regulations. In addition, consultants should have Project Management experience. PMP or similar industry certification is preferred.

E. SCOPE OF WORK:

Once an agreement for services has been reached, the Consultant shall conduct interviews with necessary stakeholders and perform on-site visits to each of the facilities, equipment rooms, and radio and tower sites. The consultant will collect data related to the project, determine feasibility, and identify and develop a plan for managing the project. Consultant recommendations should recognize current national, state and local efforts, standards and support the goals and objectives of the project. This project is important and time sensitive. Any delays caused by the contractor will be grounds for termination or for a liquidated damage (\$250.00 per day) subtraction or reimbursement by contractor.

PROJECT MEETINGS:

The consultant shall initially meet with the CCE911 Executive Director and IT Administrator to discuss expectations of each party (Project Kick-off/Virtual Meeting). The project goals, objectives, and expectations will be reviewed. The consultant shall also interview any other stakeholders identified by each of the parties (Information Collection / Project Requirements). Periodic planning and data gathering sessions shall be held as needed.

DELIVERABLES:

1. Identify stakeholders and vendors currently supporting CCE911.
2. Provide Periodic progress reports showing project status, milestones, delays, etc. a minimum of monthly (or more frequently as required), one week prior to the regular scheduled CCE911 Board of Directors Meetings.

PROJECT SCHEDULE/TIMELINE:

February 25, 2021	Issue RFP
March 24, 2021	Proposals Due / publicly open.
March 25-April 23, 2021	Vendor interview and selection.
April 24, 2021	Award Contract
May 3, 2021	Project Kick-off / Virtual Meeting
May 3-May 21, 2021	Information Collection / Project Requirements
May 10-14, 2021	CCE Staff and Consultant site visit
May 21, 2021	Preliminary findings document/report with details, tasks, milestones
June 11, 2021	System needs assessment report (including budgetary, vendors, etc.)
TBD	Telephones
TBD	Radio Assets (incl. new VHF transmitter, FCC licensing)
TBD	CCE Network
TBD	CAD System
October, 2021	Complete Test-Plan for all systems
Aprx. Nov 30,2021	End of contract performance period

F. RFP RESPONSE REQUIREMENTS:

Executive Summary – An executive summary (letter) not to exceed two pages in length should include key elements of the respondent’s proposal. The letter must be signed by the individual authorized to bind the respondent. The letter must stipulate that the proposal will be valid for a period of at least 60 days.

Background and Understanding of requested work – Describe your understanding of the work to be done, and the objectives to be accomplished during the project period.

Approach or Methodologies – Clearly describe the methodology you plan to use to carry out the specific tasks described in the RFP. Describe your approach and methods for managing the project.

Work Plan – Describe the sequential tasks you plan to carry out in accomplishing the work identified in this project. Indicate all key deliverables and their contents. Indicate how many hours shall be devoted to the project along with a statement indicating the availability of the members of the project team for the duration of the project.

Project Schedule – Provide a schedule for completing each task that conforms to each of the deadlines set in Section E above.

Cost Data – Provide a detailed schedule of fees, and billing milestones.

Related Experience – Describe recent, directly related experience. Include the name of the client, description of the work done, address and telephone number, dates of the project, and the name of the contact for the project. At least three references should be included. CCE911 reserves the right to contact any organizations or individuals listed.

G. EVALUATION PROCEDURES:

CCE911 staff will evaluate the submitted proposals. The evaluators will consider experience and qualifications of the consultant, proposed approach to the project, and how well the consultant's responses address the needs and understanding of the project. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to select the vendor with the best combination of attributes, including costs, based on the evaluation factors.

Final selection will be based on the evaluation of proposals unless it is deemed necessary by the evaluators to conduct interviews of closely scored consultants. The consultant determined best qualified for the project will be recommended for award of contract to the Board of Directors of CCE911.

Evaluation Criteria: The evaluators will use at least the following criteria:

1. The ability of the Consultant to complete the intended scope of work.
2. The Consultant's anticipated approach to this work, including compliance with requirements, approaches and services offered and other related matters.
3. The experience of the Consultant with similar projects, length of time in business, staff availability, experience within the region and other matters relating to relevant experience.
4. Experience of the individuals assigned to this project.
5. References, either submitted with the proposal, or known to CCE911.
6. Past performance of work provided to CCE911.
7. Due to the critical nature of the project, availability of physical presence on short notice to address urgent issues.
8. Other information and factors as deemed appropriate for the project.

END OF DOCUMENT