



CAPITAL AREA COUNCIL OF GOVERNMENTS

REQUEST FOR PROPOSAL
TO PROVIDE:

NEXT GENERATION 9-1-1 (NG911) CALL HANDLING EQUIPMENT
(CHE) & SOLUTION (Including Mapping Integration)
For the Capital Area Council of Governments (CAPCOG)/Capital Area
Emergency Communications District (CAECD)

March 9, 2023

Proposals Due April 10, 2023, at 2:00 pm (CST)

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RECITAL

Capital Area Council of Governments (CAPCOG)/Capital Area Emergency Communications District (CAECD) currently owns, operates, and maintains a fully redundant host/remote Solacom Guardian 9-1-1 solution with redundant fiber links to all 31 PSAPs (primary/secondary) to which it provides services and geographic information system (GIS) services for the region.

CAPCOG/CAECD intends to issue a request for proposal (RFP) to procure and implement an NG9-1-1 i3-compliant call-handling equipment and services solution (including Mapping Integration).

CAPCOG/CAECD is seeking professional services, with an established scope of work and price for a deliverable solution which must be market-ready and capable of agnostic interoperability between call-routing and call-handling elements internal to CAPCOG's/CAECD's solution, and to future external NG9-1-1 i3 solutions operational in neighboring agencies.

AT&T ("AT&T") is in a multi-year contract with CAPCOG/CAECD, provides and maintains the AT&T Next Generation Core Services (NGCS) which include the AT&T Emergency Services IP Network (ESINET); existing end to end 9-1-1 Call Handling hardware equipment, maintenance and interconnectivity; specialized AT&T dedicated assigned technician staff which is trained for vendors 9-1-1 Solution in, CAPCOG/CAECD requests bidding responders ("Offerors" or "Vendors") to establish a partner solution ("channel partnership") prior to a submitting of a response to the proposal.

CAPCOG/CAECD intends to purchase certain vendor services from selected vendor ("Vendor").

In consideration of the recitals set forth above, which are hereby re-stated and agreed to by the Parties, and for valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, Vendor hereby agrees to the terms and conditions of their Agreement.

1. CAPCOG/CAECD agrees to be bound by and pay for all services obtained pursuant to their respective Agreement ("Agreement") and that all terms, conditions, obligations, rights, and remedies under this RFP applicable to CAPCOG/CAECD and Vendor are fully enforceable against Vendor to the extent permitted by law.
2. Vendor agrees to provide products and services available under their Agreement pursuant to the terms and conditions of this RFP.
3. This RFP's term runs concurrently with the term of the CAPCOG/CAECD Agreement.
4. The CAPCOG/CAECD Agreement may not be assigned by Vendor unless explicitly authorized by CAPCOG/CAECD. Any such assignment without CAPCOG/CAECD authorization shall be null and void.
5. In the event of a conflict between the terms contained in this RFP and the CAPCOG/CAECD Agreement, the terms and conditions of this RFP are last in precedence.
6. A Notice of Intent to Award is subject to execution of a written contract and, as a result, a Notice of Intent to Award does not constitute the formation of a contract between CAPCOG/CAECD and the apparent successful vendor.
7. Vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to CAPCOG/CAECD is executed.

GENERAL INFORMATION

The Capital Area Council of Governments (CAPCOG) is a regional planning commission and political subdivision of the State of Texas organized and operating under the Texas Regional Planning Act of 1965, as amended, Chapter 391 of the Local Government Code.

One of CAPCOG's functions includes the operation of the Capital Area Emergency Communications District (CAECD), a regional emergency communications district and political subdivision of the State of Texas organized under Chapter 772, Subchapter G of the Health and Safety Code to fund and operate a 10-county 9-1-1 program. On behalf of the district, CAPCOG is issuing this Request for Proposal (RFP) to obtain a Next Generation (NG911) Call Handling Equipment and System to replace the existing 9-1-1 System.

SCHEDULE

Table 1. RFP Schedule

Milestone	Target Date(s)
RFP is Posted/Distributed to Vendors	Thursday, 3/9/2023
Vendor Questions Closes	Friday, 3/17/2023 2:00 pm (CST)
Responses to Questions Posted	Wednesday, 3/22/2023 3:00 pm (CST)
On-site Visit/Demonstration Day (if requested)	Thursday, 3/23/2023 & 1:00 pm – 5:00 pm (CST)
<u>RFP Closes and Responses Due</u>	<u>Monday, 4/10/2023, 2:00 pm (CST)</u>
Scoring	Tuesday, 4/11/2023 through Thursday, 4/13/2023
Top Finalists Posted	Friday, 4/14/2023 10:00 am (CST)
Sealed Pricing Sheets Opened	Friday, 4/14/2023 1:30 pm (CST)
Vendor Selection Announced	Tuesday, 4/18/2023 3:00 pm (CST)
Anticipated CAECD Board of Managers Approval	To be determined
Anticipated Start Date	Anticipated no later than 5/10/2023

NOTICE: Prospective proposers who have received this document from a source other than CAPCOG should immediately contact CAPCOG and provide their name, company, and email address in order that addendum to the RFP or other communication can be sent to them. Any prospective proposers who fail to provide CAPCOG with this information assume complete responsibility in the event they do not receive communications from the program after the RFP issue date. Failure to follow instructions enclosed and dates posted will forfeit their opportunity to participate in the invitation for proposals and bids.

All responses are due at CAPCOG no later than April 10, 2023, at 2:00 pm (CST). There will be no extensions for proposal or pricing responses.

Please submit informational requests, questions and proposal submittal to: CAECD-RFP@capcog.org. All e-mails will be acknowledged as received. A copy of this RFP and related documents are available online at:

<https://www.capcog.org/divisions/administrative-services#doing-business>

Physical Address:

CAPCOG/CAECD
CHE-RFP Submission
6800 Burleson Road

Bldg. 310 – Suite 165
Austin, TX 78744

NOTICE: Prospective respondents who have received this document from a source other than CAPCOG should immediately contact CAPCOG and provide their name, company, and email address in order that addendum to the RFP or other communication can be sent to them. Any prospective respondents who fail to provide CAPCOG with this information assume complete responsibility in the event they do not receive communications from the program after the RFP issue date.

A copy of this RFP and related documents is available online at

<https://www.capcog.org/divisions/administrative-services#doing-business>.

Contact Person: Andrew Hoekzema; Phone Number: (512) 916-6043; or E-mail: CAECD-RFP@CAPCOG.ORG.

Background

In May 2021, the Texas Legislature passed House Bill 2911 (HB 2911) amending the Health and Safety Code Chapter 771 to establish September 1, 2025, as the overall statewide target date for “all parts of the state [to] be covered by next generation 9-1-1 service.” HB 2911 also includes new Health and Safety Code §771.0713 creating the NG911 Fund and authorizing it to be funded with “Coronavirus State and Local Fiscal Recovery Funds under Section 99-1 of the American Rescue Plan Act of 2021 (Pub. L. No. 117-2) or from any other federal governmental source for purposes of this chapter.” Under this new section of the Health and Safety Code, all funds must be spent no later than December 31, 2024.

The Capital Area Emergency Communications District (CAECD) received a grant from the Commission on State Emergency Communications (CSEC) for \$8.8M to help the district achieve Next Generation 9-1-1 capabilities.

The Capital Area Council of Governments (CAPCOG) is identified as the authorized agent and representative of the CAECD, and will be the contracting entity.

This project will be funded using a grant that CAECD received from the Commission on State Emergency Communications (CSEC) from funds from the American Rescue Plan Act of 2021 (“ARPA”) to support the overall goal of achieving statewide deployment of Next-Generation 9-1-1 NG911 by September 2025. However, this does not coincide with the December 31, 2024, end date of the CAPCOG/CAECD grant from CSEC. Due to the December 31, 2024, grant end date, it is crucial that CONTRACTOR completes the project no later than December 31, 2024.

This RFP is seeking proposals from vendors capable of completing major milestones in the CAPCOG/CAECD project for acquisition and configuration of the NG911 equipment no later than December 31, 2024, as well as additional follow-on support and services.

Performance Period

The contract resulting from this RFP will have an anticipated performance period through December 31, 2028, with the option for two one-year extensions (through December 31, 2029, and December 31, 2030).

Notice Requiring Equipment Maintenance

Vendors should note that CAPCOG has an existing long-term contract with AT&T that includes the provision of dedicated AT&T technicians that work exclusively on CAPCOG’s emergency communications systems, and CAPCOG intends to continue to use this arrangement to service any equipment and software procured under this contract. As such, vendor must be willing to disclose any technical information needed to service and maintain the equipment and software to CAPCOG’s AT&T technicians and engineering staff and provide any training that may be needed for them to maintain the equipment and software. In addition, vendors should not include any follow-on maintenance activities or costs in this proposal, as any such proposed activities and costs would be excluded from any contract with CAPCOG awarded under this RFP. If a vendor nevertheless includes such information in a proposal, CAPCOG reserves the right to reject the proposal in its entirety.

Scope of Work and Technical Requirements

The scope of work for this project will constitute Attachment A to the contract CAPCOG awards and should include a detailed description of how the proposed CHE solution addresses all technical requirements provided in the checklist and include discrete milestones for completion of Phase 1 through the final phase of installation, configuration, and acceptance of all equipment deployed. The final phase goods and services will need to be completed and invoiced by December 31, 2024, in order for the final payment to be received.

Performance Standards and Requirements

(Refer to Attachment: A for further detail and comply with acknowledgements – Enclosed in this main body of the document are key extracts in italics from Attachment A)

(Start Extract of Attachment A:)

Performance Standards

Refer to Attachment B for general terms and conditions and Attachment C for special terms and conditions applicable to the services and solutions covered by this solicitation. Please describe how your proposed solutions meet or exceed these requirements.

Industry Standards

The Capital Area Council of Governments (CAPCOG) seeks a standards-based solution that complies with nationally accepted standards and requirements applicable to Internet Protocol (IP) network architecture, security, and interface functionality. All aspects of the Respondent's proposed system design, deployment, operation, interoperability, and security shall be in full compliance with the standards, requirements, and recommendations identified in documents listed in the table below. Standards-development organizations (SDOs) include:

- *Alliance for Telecommunications Industry Solutions (ATIS)*
- *Association of Public-Safety Communications Officials (APCO) International*
- *Central Station Alarm Association (CSAA)*
- *Department of Justice (DOJ)*
- *Internet Engineering Task Force (IETF)*
- *National Emergency Number Association (NENA)*
- *National Institute of Standards and Technology (NIST)*
- *Telecommunications Industry Association (TIA)*
- *Additional standards or requirements (technical or otherwise) dictated by statute (federal, state, or local), regulation, client policy, procurement rules, grant funding requirements, etc.*

Standards Evolution

As industry standards evolve, the Respondent's solution shall be upgraded to maintain compliance with the current version of established industry standards. The Respondent's solution shall support new IP network and security industry standards within 12 months of ratification of applicable industry standards. Compliance requirements apply also to the supporting standards referenced within each standard. As solution updates are made to maintain compliance, the solution shall not abandon services or feature functionality in place at the time of the solution upgrade. The Respondent shall disclose any performance or feature changes prior to the upgrade and report them to the CAPCOG 9-1-1 Program for approval.

Support Commitment

The Respondent commits to supporting the offered solution(s) or service(s) for a minimum of five years from the date of full solution or service acceptance by CAPCOG. In this context, “supporting” means the continued development, evolution, and availability of improvements, enhancements, and identified bug fixes of the solution(s) and service(s). If market forces, component suppliers, or other events beyond the control of the Respondent requires an unexpected end to the service life of a service or solution offered herein, the Respondent agrees to provide a migration path to an equivalent or better service or solution, at no cost to CAPCOG beyond the support contract provisions contained hereunder.

Technical Requirements – Call-Handling Equipment

CAPCOG desires to procure a Next Generation 9-1-1 (NG911)-compliant call-handling equipment (CHE) solution for its 31 emergency communication centers (ECC). The CHE solution must connect to the current AT&T Next Generation Core Services (NGCS) Emergency Services IP network (ESInet).

The Respondent’s NG911 CHE solution shall be that of a host–remote configuration and shall be located in designated geo-diverse data centers. The chosen NG911 CHE solution must be NENA i3-compliant and be compatible with the AT&T NG911 solution. A Wireshark capture of the Respondent’s Session Initiation Protocol (SIP) stack to prove protocol compliance will be required.

Respondents must provide a list of no less than five (5) successful i3-compliant Host-Remote implementations of a comparable number of ECCs and call volume within the last 24 months and identify which NGCS providers the referenced deployments are interoperating with. Reference contacts must be included in the response.

CAPCOG prefers to implement and integrate the chosen IP network CHE with its AT&T IP network in an expedited fashion. This approach is influenced by the requirements outlined in Senate Bill 8 (SB8) passed during the third special session of 2021 and detailed in Rule 5.408 (Title 34, Part 1 Texas Administrative Code Chapter 5, Subchapter S § 5.408) to implement NG9-1-1 prior to the end of 2024.

The procurement and implementation of a new CHE solution is complex and requires a collaborative effort. The chosen vendor will work with CAPCOG and AT&T to manage the deployment process, including implementing the proposed Host-Remote CHE network as illustrated in Figure 1, and completing any applicable hardware refreshes, software upgrades, operational readiness testing, and training of CAPCOG stakeholders including the onsite AT&T support technicians. Additionally, the selected CHE solution must successfully complete acceptance testing in CAPCOG’s CHE laboratory before CAPCOG 9-1-1 network deployment.

As such, the Respondent shall provide solutions that conform to this implementation approach. CAPCOG offers no instruction on preference as to the physical location of the “service” but would rather have a Host- Remote CHE solution that is of the best value and compliant with the technical requirements to accomplish the service.

This Technical Requirements section is comprised of a series of tables. Each table contains specific requirements, applicable to a particular aspect of the associated solution, as indicated by the heading immediately preceding each table. The Respondent is required to clearly mark one

(and only one) of the three right-most columns (Complies, Does Not Comply, Partially Complies) for each requirement, as follows:

- *Complies* – The proposed solution does, today, fully satisfy the requirement. Selecting ‘complies’ indicates full compliance regardless of any narrative explanations added (i.e., if the narrative denotes an exception but ‘complies’ was selected, the Respondent shall be accountable for meeting the requirement).
- *Does Not Comply* – The proposed solution does not, today (nor will it, at the time of contract award), substantially satisfy the requirement.
- *Partially Complies* – The proposed solution does, today, or will at the time of contract award (i.e., not a ‘roadmap’ item), substantially (though incompletely or, perhaps, in an alternate way) satisfy the requirement.

Following each table is a space for the Respondent to add additional information supporting, or elaborating upon, the compliance declaration for the requirements in the table. The additional information should be focused on the specific requirements being addressed and not contain any marketing materials. Concise details and brevity are encouraged. It is asked that, if no additional information is being provided for a particular table of requirements, that the Respondent include a statement to that effect (e.g., “N/A,” “None,” “No details provided,” etc.) to confirm that the lack of supporting information is deliberate and not an oversight.

Further, the Respondent’s solutions and services shall comply with any additional standards, requirements, statutes, and policies as identified in specific sections throughout this document. CAPCOG received consultation from a third party in developing the Scope of Work for this solicitation. Please review the specifications and requirements to inform the CAPCOG prior to the Closing Date of any concerns or issues related to the competitiveness of the requirements and their currency in terms of reflecting the developments of the industry standards that the CAPCOG wants to incorporate into its next generation solution.

(End of Extract of Attachment: A)

List of Successful i3-compliant Host Remote implementations

Respondents must provide a list of no less than five (5) successful i3-compliant Host-Remote implementations of a comparable number of ECCs and call volume within the last 24 months and identify which NGCS providers the referenced deployments are interoperating with. Reference contacts must be included in the response.

Timing

CAPCOG prefers to implement and integrate the chosen IP network CHE with its AT&T IP network in an expedited fashion. This approach is influenced by the requirements outlined in Senate Bill 8 (SB8) passed during the third special session of 2021 and detailed in Rule 5.408 (Title 34, Part 1 Texas Administrative Code Chapter 5, Subchapter S § 5.408) to implement NG911 prior to the end of 2024.

The procurement and implementation of a new CHE solution is complex and requires a collaborative effort. The chosen vendor will work with CAPCOG and AT&T to manage the deployment process, including implementing the proposed Host-Remote CHE network as illustrated in Figure 1 of Attachment: A, and completing any applicable hardware refreshes, software upgrades, operational readiness testing, and training of CAPCOG stakeholders including the onsite AT&T support technicians. Additionally, the selected CHE solution must

successfully complete acceptance testing in CAPCOG's CHE laboratory before CAPCOG 9-1-1 network deployment.

As such, the Respondent shall provide solutions that conform to this implementation approach. CAPCOG offers no instruction on preference as to the physical location of the "service" but would rather have a Host- Remote CHE solution that is of the best value and compliant with the technical requirements to accomplish the service.

Technical Requirements Checklist

Vendors will be required to complete a form responding to a series of questions regarding the proposed equipment based on the following categories of technical requirements:

1. Security
2. CHE Network Documentation
3. Monitoring and Alarming
4. Network Operations Center/Security Operations Center
5. Common Call-Handling Requirements – Architecture
6. Industry Standards Evolution
7. I3 Conformance
8. Solution Validation
9. Multi-Tenant Capability
10. Integrated Text-to-9-1-1
11. Real-Time Text
12. User Profiles
13. Redundancy, Reliability, Availability
14. Long-Term Availability
15. Computer-Aided Dispatch (CAD) Interoperability
16. ECC Hardware
17. Human-Machine Interface (HMI)
18. Distinctive Ring Tones
19. Conference Controller
20. Call Monitoring
21. Call Barge-In
22. Callback
23. Abandoned Calls
24. Repeat Callers
25. Real-Time Queries
26. Speed Dials
27. Automatic Call Distribution
28. Real-time Statistics
29. Call Mapping
30. Training
31. MIS
32. Instant Call Recorder
33. Project Management and Progress Reports
34. System Integration
35. Change Orders
36. Service Interruptions and Facility Damages

37. Storage, Staging, Delivery, and Inventory Control
38. Code Compliance, Grounding, and Transient Voltage Surge Suppression
39. Pre-Cutover Acceptance Criteria
40. Cutover Coordination
41. Acceptance Testing
 - a. ECC Call-Handling Acceptance Testing
 - b. Call-Handling System Final Acceptance
 - c. Fault Categories and Resolution Expectations
42. Transition and Integration Plan
43. Product Lifecycle Management (PLM)
 - a. Software Release Management
 - b. Warranty and Monitoring
44. Incident and Trouble Reporting
45. Escalation Procedures
46. Software Backup and Restoration
47. Maintenance and Repair History Log
48. Spares and Advance Replacement
49. CHE Software Documentation
50. Artificial Intelligence and Machine Learning
51. CHE Performance Standards and Service-Level Requirements

Special Terms and Conditions

The contract awarded through this RFP will be funded at least partly with federal funding provided through CSEC and as such, a series of special terms and conditions will apply to this contract (see Attachment C: “Special Terms and Conditions”), and which in most cases, the Contractor will be required to pass down to any subcontracts used for this work. In general, these include:

- Adherence to federal procurement standards under 2 C.F.R. Part 200, specifically §§200.318 – 200.327
- CAPCOG taking title to all equipment procured under this contract
- Requirements for Amendment
- Indemnification
- Conflict of Interest
- Fraud, Waste, and Abuse
- Clean Air Act
- Federal Water Pollution Control Act
- Suspension and Debarment
- Byrd Anti-Lobbying Amendment
- Procurement of Recovered Materials
- Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment
- Domestic Preferences for Procurement
- Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms

Major Milestones

Below are suggested milestones and payment percentages. Completion of the project is based on the grant deadline of completion of December 31, 2024. CAPCOG will negotiate milestones, deliverables and percentage of payment which aligns with the deadline of the grant.

Table 2: Suggested Milestones/Invoice Table

Milestone	Completion (days from final contract signature) + days equates to + contract signing	Percentage % Invoice of total cost
Contract signature	+ 0 days	
Project Kick-off	+ 15 days	
Project Plan Delivery and acceptance	+ 30 days	15%
Delivery of Host equipment & Training Host Systems	+ 60 days	
Configure, Test and turnup of host equipment	+ 90 days	10%
Hosts and ECC equipment configuration complete and connected to AT&T ESInet (passing OPTIONS) – ready for initial 5 PSAP deployments	+120 days	10%
User training for first 5 PSAPs	+ 90 days	
Call-handling acceptance testing for PSAPs 1 – 5	+145 days	15%
Connection, test and turnup of PSAPs 1 – 5	+165 days	
Connection, test and turnup of PSAPs 6 – 10	+180 days	
Connection, test and turnup of PSAPs 11 – 15	+ 220 days	15%
Connection, test and turnup of PSAPs 16 – 20	+240 days	
Connection, test and turnup of PSAPs 21 – 25	+260 days	
Connection, test and turnup of PSAPs 26 – 31	+280 days	10%
Start of call-handling system final acceptance	+300 days	10%
Call-handling system final acceptance – final payment	+500 days	15%

Penalty for Non-Compliance with Major Milestones

In the event that the vendor does not comply with delivery of product or completion of required work within an agreed upon milestone and time period specified in the contract awarded

through this RFP, CAPCOG may impose a monetary penalty of 5 percent (5%) of the invoiced cost associated with that corresponding major milestone.

Required Format and Content of Proposal Submission

The following elements are required to be included in a proposal to be considered responsive. Each item should be a separate file:

- Item 1: One-page cover letter providing a summary of the proposal (**exclude cost information**)
- Item 2: Organizational Information, Scope of Work, and Proposal Checklist (**exclude cost information**):
 - Organizational information, including:
 - Name of lead contractor and all proposed subcontractors
 - Unique Entity IDs for all listed contractors and subcontractors used in Federal Grants and contracting
 - Commercial and Government Entity (CAGE) codes for all proposed subcontractors
 - Physical addresses for lead contractor and all proposed subcontractors
 - Key staff, e-mail addresses, and phone numbers for the contractor and subcontractors
 - Qualifications for the contractor and proposed subcontractors
 - Scope of Work (will become Attachment A to any contract awarded under this RFP):
 - Provide a detailed scope of work that addresses all elements in the proposal checklist
 - Scope of work should be broken down by discrete tasks and sub-tasks that would or could mark billable milestones, particularly out to December 31, 2024
 - Completed Proposal Checklist:
 - Acknowledgement regarding Standards Evolution
 - Acknowledgement regarding Support Commitment
 - Checklist for CHE Technical Requirements
 - All accompanying information
- Item 3: Proposed pricing.
 - The budget will become Attachment B to any contract awarded under this RFP.
 - Include the cost associated with completion of each milestone of the project described in the scope of work
 - Reiterate all dates associated with each milestone in the proposed scope of work
 - The pricing sheet will be reviewed following the initial review and scoring of all other proposal elements and upon announcement of the top three finalists.
- Item 4: Signed Certification of Compliance with Small, Disadvantaged, Minority, Women-Owned, and Historically Underutilized Business Policy (Exhibit 1)
- Item 5: Signed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Lower-Tier Covered Transactions (Exhibit 2)
- Item 6: Signed Certification Regarding Lobbying (Exhibit 3)
- Item 7: Conflict of Interest Questionnaire (Exhibit 4) – IF APPLICABLE; if not applicable, include a statement that this requirement does not apply as Attachment E

- Item 8: Copy of Current Certificate of Commercial Liability Insurance Coverage
- Item 9: Copy of Current Certificate of Worker’s Compensation Insurance Coverage
- Item 10: Copy of Current Certificate of Automobile Insurance Coverage
- Any other documents required will be provided at time of contract award

Updates and Additional Information

Updates and additional information related to this RFP may be obtained from the CAPCOG website, <https://www.capcog.org/divisions/administrative-services#doing-business>. Any requests for additional information regarding this RFP may be e-mailed to CAECD-RFP@CAPCOG.org by Friday, March 17, at 2 pm. Requests for additional information received and associated responses will also be posted on the CAPCOG website in the “Doing Business with CAPCOG” section.

Opportunity for On-Site Visit/Demonstration

If a vendor has not already provided a demonstration of its equipment/solution to CAPCOG prior to this RFP and wishes to do so, there will be an opportunity to do so on Thursday, March 23, 2023, from 9:00 am – 11:00 am and 1:00 pm – 5:00 pm CST. If a vendor wishes to request this opportunity, it must e-mail that request to CAECD-RFP@CAPCOG.org by Friday, March 17, at 2 pm. CAPCOG staff will notify vendors of the exact time and duration of their opportunity to present no later than Friday, March 17, 2023, at 4:00 pm CST.

Proposal Review and Selection Process

CAECD Strategic Advisory Committee Subcommittee Review

CAECD’s Strategic Advisory Committee (SAC) has established a subcommittee that will score all proposals that met minimum requirements for consideration. CAPCOG staff will provide copies of each proposal without cost information included to each member of the SAC subcommittee, and the members of the subcommittee will score each proposal based on the quality of the application.

Considerations for scoring will include the following:

- Proposer’s checklist will be used to determine if all required documentation has been submitted. If all required documentation has not been submitted, proposal will not be considered for evaluation.
- Upon review of the checklist and verification that all required documentation has been submitted, the Response to the RFP will be evaluated.
- The evaluation will be broken down into the following categories with the following corresponding points available for each category. The total points available is 850.

Criteria	Points
Technical Compliance	300
Maintenance and Support	125
Vendor Experience and Capability	150
Ability to Deliver Equipment to Comply with Major Milestones	200
Total System Cost	75
TOAL POINTS AVAILABLE	850

Each subcommittee member will assign a score to each proposal reviewed and submit their scores to CAPCOG staff. CAPCOG staff will then compile the scores, calculating the average score for each proposal. Finalists will be considered the two top-scoring proposals, plus any additional proposal that scores within 5 points of the 2nd-ranked finalist.

CAECD Board of Managers Approval

Following the Strategic Advisory Committee (SAC) Sub Committee recommendation, CAPCOG staff will request that the CAECD Board of Managers approve a contract with the recommended vendor.

Submission of Proposals

Your proposal must be submitted by e-mail to CAECD-RFP@capcog.org and received by CAPCOG no later than 2:00 pm Central Standard Time, April 10, 2023; extensions will not be granted.

All previously mentioned documentation must be submitted as indicated. Pages should be numbered and contain an organized, paginated table of contents corresponding to the sections and pages of the RFP. Proposals or related documents submitted after the deadline will not be accepted.

CAPCOG is not liable for any costs incurred by a proposer in preparing and submitting a proposal.

A proposal will remain in effect for a period of ninety (90) calendar days from the deadline for submission of the proposal or until it is withdrawn in writing, a contract is executed, or this RFP is canceled, whichever occurs first.

Attachments

Five (5) certification forms are required for this project. Four are to be completed and submitted to CAPCOG directly. These four forms are provided as attachments to this RFP.

1. Certification of Compliance with Small, Disadvantaged, Minority, Women-Owned, And Historically Underutilized Business Policy
2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Lower-Tier Covered Transactions
3. Certification Regarding Lobbying
4. Conflict of Interest Questionnaire (IF APPLICABLE) - Chapter 176 of the Texas Local Government Code requires vendors and consultants contracting or seeking to contract with CAPCOG to file a conflict-of-interest questionnaire (CIQ) if they have an employment or other business relationship with an CAPCOG officer or an officer's close family member.

The fifth form must be completed online:

5. Certificate of Interested Parties Form – Form 1295 (Sample provided). Texas law states that a governmental entity or state agency may not enter certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The required form and instructions are located at the Texas Ethics Commission Website.

Additional Information

CAPCOG may request in writing additional information from a proposer relating to the proposal and the proposer agrees to furnish it within a reasonable time.

Use of Copyrighted Material in Proposal

CAPCOG reserves an irrevocable, nonexclusive, and royalty-free right to use, reproduce, and copy, for a governmental purpose, all copyrighted material included in the proposal.

Amendment or Withdrawal of Proposal

A proposer may not amend its proposal after its receipt by CAPCOG. However, CAPCOG may waive an error in or omission from a proposal if the error or omission is not material.

Except as provided in the next paragraph, a proposer may not withdraw or cancel the proposal, without the written permission of CAPCOG, for a period of 90 calendar days following the due date for proposals.

A proposer may withdraw the proposal if there is a material mistake in the proposal and resubmit the proposal with the mistake corrected before the due date for proposals.

Award of Contract

CAPCOG will award the contract to the responsible proposer whose proposal is the most advantageous to CAPCOG.

CAPCOG reserves the right to reject any or all proposals. If CAPCOG rejects all proposals, it may solicit new proposals if a new solicitation is in CAPCOG's best interest.

Once the contractor is selected, CAPCOG reserves the right to negotiate its terms with the successful proposer, including pricing.

A proposer selected as a result of this solicitation may be subject to a criminal background check as a condition to entering into a contract.

Subcontracting

Proposers must indicate whether they intend to subcontract any part of the work and identify the subcontractor(s) and organization in the proposal response. All subcontractors will be subject to approval by CAPCOG. All subcontractors will be required to submit qualifications in the same manner as the prime contractor(s). The selected contractor(s) shall have appropriate provisions of its proposal ready to be inserted in all subcontracts ensuing to insure fulfillment of all contractual provisions by subcontractors.

Invoicing and Payment

Payment shall be made for services rendered and billed by the contractor and received by CAPCOG on a cost reimbursement methodology upon the completion of satisfactorily executed deliverables. Contractor must submit invoices to CAPCOG upon completion of each milestone specified in the scope of work. Due to the strict terms of the CAECD federal grant and the need to spend grant funding no later than December 31, 2024, Contractor shall pay special attention to all deadlines prior to December 31, 2024. Contractor agrees it forfeits any right to request reimbursement for expenses incurred prior to December 31, 2024, if it does not submit

complete, correct, and timely invoices for any equipment delivered or services provided prior to December 31, 2024.

Resolution of Protested Solicitation or Contract Award

An unsuccessful bidder/offeror/proposer may protest the procurement process by following the procedure as available in the RFP. The protest must be made within five business days of the date the basis of the protest to the procurement process became known or should have become known to the protester, whichever is earlier. The protest must be submitted in writing to CAPCOG, to the attention of the contact person, and identify and be signed by the protester. A protest shall be submitted to CAPCOG to the attention of:

Betty Voights, Executive Director

6800 Burleson Road

Bldg. 310 – Suite 165

Austin, TX 78744

Other Contractual Requirements

Section 1.113 of CAPCOG's Procurement Policies (Public Access to Information) requires that the following information be included in each solicitation for bids by CAPCOG:

Procurement information shall be a public record to the extent provided by the Texas Public Information Act and the Freedom of Information Act, as applicable, and shall be available to the public as provided therein. If a proposal contains information that the bidder considers proprietary and does not want disclosed to the public or used for any purpose other than the evaluation of the offer, all such information must be indicated and clearly marked on each page of the proprietary or confidential document(s).

The information submitted during a procurement process is protected from disclosure until a contract is awarded. All proposals are open for public inspection after the contract is awarded, but proprietary and confidential information in the proposals are not open for public inspection.