

## **BACKGROUND**

The Douglas County Emergency Telephone Service Authority (DCETSA) is seeking an experienced firm to perform Geographic Information System (GIS) services on an as-needed basis. DCETSA intends to evaluate submitted proposals and award contracts to a single firm exhibiting comprehensive GIS experience fulfilling the scope and criteria outlined in this Request for Proposals.

DCETSA is a board of public safety agencies within Douglas County. DCETSA is looking to partner with an outside firm to assess the unique GIS needs of the participating public safety agencies and establish a reliable system to maintain and collaborate GIS data crucial to providing 911 services to the citizens of Douglas County.

DCETSA has no GIS personnel employed by the board and the winning firm will be critical in providing regular high-quality data for updates to 911 dispatch systems as well as serve in a role to lead a GIS sub-committee to align the data and GIS needs of participating DCETSA agencies.

## **SCOPE OF SERVICES:**

- 1) Kickoff Meeting/GIS System Assessment
  - Establish lines of communication
  - Clarify the specific project goals and criteria
  - Define the role of DCETSA GIS for the partner agencies
  - Develop project schedules to meet requirements and facilitate for effective interaction of all involved staff and departments
  
- 2) Establish a GIS sub-committee of participating DCETSA agencies
  - Establish sub-committee charter including the following:
    - Purpose\Mission Statement
    - Membership
    - Responsibilities
    - Decision making authority and resolution
    - Meeting schedule
  - Produce meeting minutes and quarterly reports
  
- 3) Conduct a comprehensive needs assessment of the current GIS resources for the individual participating agencies within DCETSA.
  - Meet with each agency to document existing and future needs
  - Establish understanding of existing systems and workflows

- Perform GIS Strength, Weaknesses, Opportunities and Threats (SWOT) analysis
  - Understand agency collaboration related to GIS data
  - Outline and rank GIS priorities per agency
  - Work with sub-committee to develop collaborative priorities
  - Outline major roadblocks for GIS implementation
  - Provide summary report of recommendations to meet existing and future needs
- 4) GIS System Administration and Data Maintenance/Updates/Quality Control
- As needed updates to emergency service boundaries (law, fire)
  - Update emergency service boundaries with municipal annexation
  - Update emergency service boundaries to match changes in county boundary
  - Provide quarterly GIS updates to the CodeRED system. ALI data will be provided by the MSAG coordinator for Geocoding
  - Validate ALI and MSAG against GIS data and provide discrepancy report
  - Provide quarterly GIS updates of wireless sector and omni coverages
  - Create and update viewshed coverage to identify potential wireless dead zones across the county
  - Provide monthly discrepancy report of address and road centerline inconsistencies, including, but no limited to:
    - Overlapping ranges
    - Hi\Lo ranges
    - Even\Odd ranges
    - Parity issues
  - Provide monthly routable centerline updates to include centerline data from surrounding counties
  - QC centerline data to validate topology for a seamless routable network
  - Provide centralized location for accessing public safety GIS data for all DCETSA agencies
- 5) Creation, maintenance, and update of map products not to exceed \$20,000 in service costs
- Create and maintain map products related to agencies provide and plan for receipt and delivery of 911 messages, i.e., Dispatch Training, Quad Maps, Map Books.
  - Update existing web maps and apps

- Update existing map documents
- Create new maps per agency requests

**Tentative Schedule of Events**

<b>Date</b>	<b>Event</b>
February 10, 2022	RFP Release Date
February 16, 2022	<b>Deadline to submit written questions via email</b>
February 23, 2022	Responses will be issued
March 7, 2022	<b>Proposals Due by 4:00 PM MST</b>
March 18, 2022	Recommendation to DCETSA Board.

All questions must be emailed to Deni Shinn, DCETSA Board Coordinator, at [dshinn@dcsheiff.net](mailto:dshinn@dcsheiff.net).

## **1. Proposal Submission Guidelines.**

Proposals are due on the date and time indicated above.

Prior to proposal submissions, vendors may schedule an Optional Preliminary Meeting. DCETSA invites vendors to schedule a meeting in order to better understand the GIS needs of DCETSA. All meetings will be conducted virtually over MS Teams. To schedule a meeting, the vendor should contact Deni Shinn no less than three business days in advance of the day they wish to meet. Meetings will be limited to one hour.

Proposals should be submitted via email, clearly identified with the RFP title plus the word "Submittal" or "Proposal" in the email subject field, with all attachments no later than 3:00pm (U.S. Mountain Time) on March 7<sup>th</sup>, 2022 to:

Deni Shinn, DCETSA Board Coordinator  
Douglas County Emergency Telephone Service  
Authority  
Email: dshinn@dcsheriff.net

Submittals without this subject identification may be considered routine emails and may not be properly addressed. Each complete proposal should include a scanned copy of the signed original with all required attachments. All proposals are to be created using a recent version of Microsoft Office Word and/or .pdf file. Proposals received after the above required date and time will be received, but will not be considered and will be rejected for lateness.

All proposals submitted will become the property of DCETSA and will be considered a public document under applicable Colorado State Law.

## **2. Points of Contact.**

Questions and requests for clarification regarding this RFP must be addressed via US Mail or email by 3 pm by February 16<sup>th</sup>, 2022 to:

Douglas County Emergency  
Telephone Service Authority  
ATTN: Deni Shinn, DCETSA Board  
Coordinator  
4000 Justice Way, Castle Rock,  
Colorado 80109  
Email: dshinn@dcsheriff.net

Questions and requests for clarifications may be sent via email, provided that the RFP Title, and the words “question” and/or “clarification” are identified in the subject area of the email. Questions and requests without this subject identification may be considered routine emails, and may not get properly addressed.

All questions and requests for clarification will be responded to on DCETSA’s website: [douglas911.org](http://douglas911.org) (click on the request for bids) to all respondents by February 23<sup>rd</sup>, 2022. Any responses by DCETSA that are considered to be a change in the terms, conditions, and specifications of this RFP will be posted on the website as an addendum. No communications of any kind may be considered a change to the terms, conditions, and specifications in this RFP unless posted as an official addendum on the website. Communication from any other source, other than the above, should be considered as invalid with regard to this RFP.

### **3. General Terms and Conditions.**

- A. Interested Parties:** All interested vendors are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein.
- B. Tax Exemption:** DCETSA, as a local government entity, is exempt from sales and use taxes. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of DCETSA. Following the contract award, an exemption certificate will be furnished by DCETSA if the vendor requests.
- C. Expenses:** DCETSA assumes no liability for payment of expenses incurred by vendors in the preparation and submission of proposals in response to this invitation.
- D. Non-Discrimination:** The vendor agrees not to refuse to hire, discharge, promote, or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.
- E. Governing Law:** The laws of the State of Colorado shall govern any contract executed between the successful vendor and DCETSA. Further, the place of performance and transaction of business shall be deemed to be in the County of Douglas, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be Douglas County in the State of Colorado.
- F. Confidentiality:** Proposals submitted to DCETSA for consideration shall be subject to Colorado Open Record Law, Section 24-72-201, et seq., C.R.S., after award is made.

**G. Termination of Contract:** DCETSA may, by written notice to the successful vendor, terminate the contract if the vendor has failed to perform its service in a manner satisfactory to DCETSA per specifications defined in the contract and/or RFP. The date of termination shall be stated in the notice. DCETSA may cancel the contract upon thirty days written notice for any reason other than cause. This may include but is not limited to DCETSA's inability to continue with the contract due to the elimination or reduction in funding.

**H. Non-Appropriation:** DCETSA presently intends to carry out and perform all of the terms and conditions of an awarded contract, and reasonably believes that funds in amounts sufficient to pay all amounts payable hereunder can legally be provided and made available for that purpose, and DCETSA shall include in its annual budget request amounts sufficient to pay all sums payable pursuant to an awarded contract. Notwithstanding the foregoing, the parties hereto recognize that it is possible that in any given fiscal year DCETSA funds might not be available. DCETSA shall have the right to cancel any awarded contract at the end of any calendar year during the term hereof that governmental funding from DCETSA is not granted for the subsequent calendar year. DCETSA shall advise vendor of its intention to cancel the awarded contract due to lack of funds on or before the end of any such calendar year and submit therewith to vendor satisfactory evidence showing DCETSA's inability to obtain the required revenues for the coming calendar year. Upon such cancellation, DCETSA shall be released from all further liability under any awarded contract. The right granted to DCETSA by this provision may only be exercised for the express reason stated and for no other reason.

**I. Confidentiality of Information:** The vendor acknowledges that the vendor will, or may, be making use of, acquiring or adding to information about certain matters and things which are confidential to DCETSA and which information is the exclusive property of DCETSA, including, but not limited to: Internal personnel and financial information, vendor names and other vendor information (including vendor characteristics, services and agreements), purchasing and internal cost information, internal services and operational manuals, and the manner and methods of conducting DCETSA's business.

#### **4. Proposal Preparation.**

**A. Exceptions and Deviations:** Any exceptions to or deviations from these Terms & Conditions must be identified, in writing, on an attachment to the proposal submission. DCETSA reserves the right to accept or reject, at its sole discretion,

any exceptions or deviations by the vendor.

**B. Substantive Proposals:** By submitting a proposal, the vendor guarantees that (1) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (2) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (3) it has not solicited or induced any other person, firm, or corporation from proposing; and (d) it has not sought by collusion to obtain for itself any advantage over any other vendor or over DCETSA.

**C. Minimum Qualifications:** To be considered for selection, vendors must meet at least the following minimum qualifications:

(1) **Established Business.** Vendor must have been engaged at a place of business for at least three (3) years prior to the release date of this RFP.

(2) **Customer Satisfaction, Financial Resources and Ability to Perform.** Vendor must be able to show proof that they have an established satisfactory record and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services to be performed per this RFP.

(3) **Legal Compliance.** Vendor must be in compliance with all applicable laws, rules, regulations, and ordinances of the County of Douglas, the State of Colorado and the United States.

(4) **Insurance:** The vendor shall not commence work until it has procured, maintains, and provides proof of the policies of insurances and liabilities listed below. The vendor will not be relieved of any liability, claims, or other obligations in conjunction with the signed agreement with DCETSA by reason of its failure to procure or maintain the necessary insurance and liabilities. Failure on the part of the vendor to obtain such insurance and liabilities prior to, and during the term of the contact, will constitute a breach of contract in which DCETSA has the right and may immediately terminate the signed agreement. DCETSA reserves the right to request and receive a copy of any policy related to services provided to DCETSA.

(a) *Commercial General Liability:* The vendor shall secure and maintain, during the term of agreed contract and for such additional time for service being performed, Commercial General Liability Insurance issued to and covering the liability of the vendor with respect to all work performed by vendor and its third-party vendors under the contract, to be written on a

comprehensive policy form. This insurance shall be written in amounts not less than \$1 million for each occurrence and aggregate for personal injury including death and bodily injury and \$1 million for each occurrence and aggregate for property damage. This policy of insurance shall name DCETSA, its agents, officers and employees as additional insured. This policy shall have all necessary endorsements to provide coverage without exclusion for explosion and collapse hazards, underground property damage hazard, blanket contractual coverage's, as well as Owners' and vendors' Protective Liability (OCP) coverage. The policy shall also provide coverage for contractual liability assumed by vendor under the provisions of the contract and "Completed Operations and Projects Liability" coverage.

(b) *Workers Compensation Insurance*: The vendor shall procure and maintain Workers Compensation Insurance, fully complying with the provisions of the Worker's Compensation Act of the State of Colorado, during the period of this contract and for such additional time as work on this project is being performed

**5. Submission Information and Documents:** The following information and documents shall be included in the proposal submission:

- A. Name of company, address, telephone number, email address, website URL, and contact person's name.
- B. Vendor awarded the contract must submit a completed and signed IRS Form W9 to DCETSA before contract begins.

**6. Signatures:** The proposal must be submitted in ink, signed by an officer or person qualified to bind the proposing company.

**7. Withdrawal of Proposal:** A Vendor may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no vendor may withdraw its proposal for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal due date.

## **8. Selection.**

### **A. Proposal Evaluation & Selection Criteria**

An Evaluation Committee shall review all proposals to determine which Vendors have qualified for consideration. The selection of the winning proposal will be based on a numerical scoring system. All proposals will be assigned a score for each item/category as outlined in the following table. Upon receipt of the proposals and



completion of demonstrations, an evaluation team will determine the proposals most qualified based on the following criteria.

Affordability of proposed services	35%
Suitability of services offered to meet basic requirements of RFP	30%
Service, support, and warranties provided to DCETSA	20%
Vendor experience and capability	15%

**B. Right of Acceptance and Rejection:** DCETSA reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of DCETSA. DCETSA is not bound to accept the lowest priced proposal, but will select the proposal that represents the best value for DCETSA.

**C. Negotiation:** Subsequent to the Proposal due date, DCETSA reserves the right to negotiate terms and conditions with vendors. DCETSA reserves the right to negotiate modifications to a proposal with a single vendor without obligation to negotiate similar modifications with other vendors.

## **9. Key Personnel.**

DCETSA prefers a single account relationship manager. In the vendor's proposal, list names, titles and locations of the primary and backup employees who will be assigned to DCETSA's account. Also include certifications, education, experience and qualifications of personnel. The vendor must establish one person to serve as project manager and liaison to the DCETSA project manager. DCETSA looks to the vendor to inform the needs of the project, maintain a cohesive schedule, and coordinate, oversee and manage work produced. Therefore, the vendor must establish a work schedule for all parties to ensure timely completion of the project. In addition to the start and completion of various stages/deliverables, the schedule shall also show percentages of work to be completed at any given time, as well as significant dates that will serve as check points to determine compliance with approved schedule.

## **10. Competitive Position.**

Describe what differentiates the vendor's service from that of other competitors. Include in the discussion how the vendor keeps abreast of current and future trends. Discuss the vendor's approach to communication.

## **11. Customer References.**

Provide references from at least three (3) customers to which the vendor has provided the services required under this RFP. These should be recent customers with needs comparable to those of DCETSA. Select a mix of long-standing and new customers. E-9-1-1 or other governmental references are preferred. References should include a contact name and phone number and address of reference.

## **12. Proposal Requirements.**

- A. Describe your qualifications and experience in providing GIS services for similar institutions and similar circumstances.
- B. Describe your firm's approach to providing GIS services to DCETSA as described in the "Scope of Work" and elsewhere in this RFP.
- C. Provide sample engagement document to include costs to DCETSA for the services as proposed.

## **13. Right of Acceptance and Rejection.**

DCETSA reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which in its opinion, best serve the interests of DCETSA. DCETSA is not bound to accept the lowest price proposal, but will select the proposal that represents the best value for DCETSA.