



RFP#17-1816 Visitor Management System

Addendum #2: Questions and Answers

May 11, 2018

NOTE:

- The page limit for the response is 25 pages, excluding appendices.
- A Revised Cost Sheet, Appendix IV, **must** be submitted back with your response.
- Omit, on page 4, item "W"
- Appendix V- Existing Equipment and Locations listing is attached
- Appendix VI- Conflict of Interest **must** be submitted back with your response

1. In the RFP, there is request for the vendor to obtain references from existing customers and to submit these with the bid response. This is a highly unusual request. Generally, in bid responses, we are asked for references with contact information and we are happy to provide these. Obtaining and submitting references as a part of a bid submission is an extremely challenging request. We can ask customers, but we cannot control if they will respond and if they will provide the response by the bid due date. I have spoken with several customers. All said yes, but again, getting them to respond in time will be a big challenge. Is there any chance that you could change this request to providing a list of references with contact information?

Answer: The reference questionnaire are to be sent back with your proposal. If all the questionnaires are not submitted with your proposal, it will **NOT make your proposal non-responsive.**

2. Is the cost sheet for each location or all sites?

Answer: The cost sheet is for all sites.

3. In the RFP, it states that the VMS Must query the official National Sex Offenders' registry; since there is no "Official National Sex Offenders' registry", what database are you referring to?

Answer: The proposed system must be able to check the registered sex offender database in all 50 states.

4. If the proposed system is compatible with some of the equipment in place, would you like to continue using that equipment?

Answer: Yes

5. Are the current touchscreen computers touchscreen compatible? If not, would you like us to quote computers within this proposal?

Answer: No

6. Do you need us to detail minimum requirements for our solution?

Answer: Yes

7. What date would you like to have all systems installed by?

Answer: July 27

8. Would the district prefer site-by-site training or group training?

Answer: Group training . The cost for additional onsite training, if required, can be indicated on the Cost Sheet (Appendix IV).

9. At the pre-bid conference, it was stated that the district had a preference for on-site training versus single site 1 or 2 day workshop training. Is that correct?

Answer: See answer to #8.

10. If the costs for workshop training was significantly less than individual on-site training, might the district consider workshop training regardless of the price difference?

Answer: See answer to #8.

11. How do you want the training to be conducted?

Answer: In-person

12. If the vendor has additional features the district may find benefit in, would you like us to detail them?

Answer: Yes

13. Would RHSD prefer to use the system as a self-service station, attended station, or a combination of the two?

Answer: An attended system

14. How many locations are there?

Answer: 29

15. Is the District anticipating on the Contractor to utilize all the existing equipment as listed in the RFP?

Answer: No, only if the Contractor can utilize it.

16. Are there Dymo printers at all locations?

Answer: Yes

17. Have you had any issues with the current system being down or offline?

Answer: No

18. Is it a requirement or request for the picture to be taken at the school? I.e. a real time photo?

Answer: It is an optional requirement for real time photo. It is mandatory that all visitor badges have a picture of the visitor which can be from their license or identification card.

19. What three (3) new features would the district like to have in its next Visitor Management System?

Answer: Please review the technical requirement listed in the RFP.

20. Are the students being tracked for early dismissal? If yes, are late/tardy and/or early dismissal passes being printed for students?

Answer: Yes, the students are to be tracked for early dismissal.

Yes, late, tardy, and early dismissal passes are printed for students.

21. Does Raptor provide student import data from Power School into the application? If so, how frequently is that performed?

Answer: No

22. Do volunteers use the Raptor system to check in and check out?

Answer: Yes, but this is performed by the attendant.

23. Does the raptor system track volunteer hours?

Answer: Yes

24. If the answer to #22 and #23 is no, would using the Visitor Management System for volunteers be a feature that the district would like in the next Volunteer Management System?

Answer: Please see answers to #22 and #23.

25. Are school employees and substitutes using the Raptor system to check in and check out for time and attendance at each school?

Answer: Not at all schools.

26. In the RFP, a requirement was stated that the preference was to obtain a “live” visitor photo. At the pre-bid conference, it was stated that a photo captured from scanning a license would also be acceptable. Which does the district prefer? This is asked because the price difference between a 2D barcode scanner versus using an OCR scanner, such as the CR5400 is significant.

Answer: Each visitor ID must have their picture on it. Provide the solution that you think is best in a K-12 setting.

27. What is the maximum acceptable check in time for a new visitor to check in at the school?

Answer: The District does not have a maximum time for check in. This will be up to the system that is proposed.

28. What is the maximum acceptable check in time for a returning visitor to check in at the school?

Answer: The District does not have a maximum time for check in. This will be up to the system that is proposed.

29. The addendum states that implementation is scheduled to start July 2, 2018.

a. When will school start for the 2018 – 2019 school year?

Answer: First Day of school is August 17.

b. Will the schools be open for installation in July?

Answer: Yes, the school is not staffed on Friday during the summer. The selected Contractor will be given access to the schools.

c. If yes, what days and hours will the schools be open in July?

Answer: Monday – Thursday, 7:30AM -5:00PM (EST)

d. Will front office staff be available for training in July? If yes, what days and times will they be available? If not, when will they be available?

Answer: Not all VMS users are available during July.

30. The RFP indicated that all schools have the Dymo TWIN printer installed. This printer has capability to have two rolls of paper installed. If one roll is installed for printing visitor ID badges, for what is the second roll used?

Answer: Tardy passes

31. What model are the Dymo TWIN Labelwriters that the district is currently using – 400 or 450?

Answer: 450

32. What Windows version are the computers used for the visitor check-in process using?

Answer: Windows 7

33. Does the district wish to replace the 3M CR5400 driver license scanners, or keep them?

Answer: Please see answer to #4

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34. Does the district wish to replace the Scanshell driver license scanners, or replace them?

Answer: Please see answer to #4

35. Which model of the Scanshell driver license scanner is the district using?

Answer: 800Dx

36. Please provide a list of all vendors that attended the pre-bid conference on Monday, May 8th.

Answer: This information is not obtainable at this time.

APPENDIX IV- COST SHEET (REVISED)

| | |
|--|---|
| Initial Software Cost | |
| Initial Equipment Cost | |
| Set up and Installation | |
| Training | |
| Maintenance and Support | |
| Total First Year Cost | * |
| *This amount will be evaluated* | |

Additional Costs

| | |
|------------------------------|--|
| Year 2 License Fee | |
| Year 3 License Fee | |
| Year 4 License Fee | |
| Year 5 License Fee | |
| Training On Site (per hour) | |
| Training Off Site (per hour) | |

Future Purchases (List all)

| | |
|-------------------------------|--|
| Labels | |
| Plain Paper Rolls (not tacky) | |
| Equipment: | |
| | |
| | |
| | |

The District reserves the right to negotiate all costs

APPENDIX V- EXISTING EQUIPMENT

| School | How Many Scanners | Scanner Model | Webcam Logitech 920 | Computer Windows 7 |
|--------------------|-------------------|-----------------------|---------------------|--------------------|
| Belleview | 1 | 800DX | 1 | HP Laptop 8570 |
| Central | 1 | 800DX | 1 | HP Desktop 6200 |
| Ebenezer | 1 | 800DX | 1 | HP Laptop 8570 |
| Ebinport | 1 | 800DX | 1 | HP Laptop 8570 |
| Finley Road | 1 | 800DX | 1 | HP Laptop 8570 |
| Independence | 1 | 800DX | 1 | HP Laptop 8570 |
| India Hook | 1 | 800DX | 1 | HP Laptop 8570 |
| Lesslie | 1 | 800DX | 1 | HP Laptop 8570 |
| Mt. Gallant | 1 | 800DX | 1 | HP Laptop 8570 |
| Mt. Holly | 1 | 800DX | 1 | HP Laptop 8570 |
| Northside | 1 | 800DX | 1 | HP Laptop 8570 |
| Oakdale | 1 | 800DX | 1 | HP Laptop 8560 |
| Old Pointe | 1 | 800DX | 1 | HP Laptop 8570 |
| Richmond Drive | 1 | 800DX | 1 | HP Laptop 8570 |
| Rosewood | 1 | 800DX | 1 | HP Laptop 8570 |
| Sunset Park | 1 | CR5400 Duplex Scanner | 1 | HP Laptop 8570 |
| Sylvia Circle | 1 | 800DX | 1 | HP Laptop 8560 |
| York Road | 1 | 800DX | 1 | HP Laptop 8570 |
| | | | | |
| Castle Heights | 1 | 800DX | 1 | HP Laptop 8570 |
| Dutchman Creek | 1 | 800DX | 1 | HP Laptop 8570 |
| Rawlinson Road | 1 | 800DX | 1 | HP Laptop 8570 |
| Saluda Trail | 1 | CR5400 Duplex Scanner | 1 | HP Laptop 8570 |
| Sullivan | 1 | 800DX | 1 | HP Laptop 8570 |
| | | | | |
| Applied Technology | 2 | 2 - 800DX | 1 | HP Desktop G1-600 |
| FLEX/Rebound | 2 | 2 - 800DX | 1 | HP Desktop G1-600 |
| Northwestern | 2 | 1 - 800DX | 1 | HP Desktop 6000 |
| Rock Hill High | 1 | CR5400 Duplex Scanner | 1 | HP Laptop 8570 |
| South Pointe | 2 | 800DX | 1 | HP Laptop 8570 |
| | | | | |
| District Office | 1 | CR5400 Duplex Scanner | | HP Desktop 6000 |

APPENDIX VI- CONFLICT OF INTEREST

I, _____ (Offeror/Contractor), on behalf of myself and my company, and my subcontractors, if applicable, certify the following, under penalty of perjury, that to the best of my knowledge and belief:

1. No circumstances currently exist that create a Conflict of Interest in my performing the services required by the Solicitation to which I am responding or the Agreement to be signed if I am the successful Offeror in response to this Solicitation, and
2. I understand and acknowledge that my failure to disclose any affiliation or relationship that creates or may create a Conflict of Interest shall be deemed a material misrepresentation and sufficient reason for Offeror and Offeror's company to be disqualified, suspended, and/or excluded from participating in this and any future solicitation and procurements as well as removal from the Rock Hill School District vendor database. It may further result in termination of any contractual relationship with Rock Hill School District (District) and may be grounds for disciplinary action, up to and including debarment by the District, fines, penalties, imprisonment, or civil suit to be brought against Offeror or Offeror's company.
3. That to my knowledge, no employee or official of the District, nor any public agency or official affected by this Solicitation or the Agreement to be signed if I am the successful Offeror, has any pecuniary interest in the business of the Offeror's company or Offeror's sub-contractor(s), nor does Offeror or Offeror's sub-contractor(s) have any interest that would conflict in any manner or degree with the performance related to this Solicitation or Agreement.
4. I warrant that I and my sub-contractor(s), if any, have not employed or retained any company or person other than a bona fide employee working solely for the Offeror's company or sub-contractor(s) in order to solicit or secure an agreement with Rock Hill School District, as related to this Solicitation or any resulting Agreement, and that I and my sub-contractor(s), if any, have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Offeror's company or Offeror's sub-contractor(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of any Agreement.
5. I warrant and represent that my offer identifies and explains below any unfair competitive advantage I or my company or sub-contractor(s) may have in competing for the Agreement to result from this Solicitation and any actual or potential conflicts of interest that may arise from my participation in this Solicitation or my receipt of an award. I acknowledge that the District intends by this statement to identify any and all potential conflicts of interest and unfair competitive advantages held by any Offeror, to prevent the existence of conflicting roles that might bias a consultant's judgment, and prevent one Offeror or company from having an unfair competitive advantage over other Offerors. The District, in its sole discretion, has the authority and responsibility to determine whether or not a conflict of interest or unfair competitive advantage exists, after a review of the relevant facts. I acknowledge and understand that if I or my company has an unfair competitive advantage or a conflict of interest; the District may withhold the award of this Agreement. Before withholding award on these grounds, an Offeror will be notified of the concerns and provided a reasonable opportunity

to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered.

List any Actual or Potential Conflicts of Interest below or check the box below to certify that none exists. Failure to fully disclose information may result in penalties and/or sanctions as outlined in #2 above.

Please check only one box below.

No known actual or potential Conflicts of Interest are subject to disclosure.

All identified actual or potential Conflicts of Interest and/or Unfair Competitive advantage(s) are stated below and submitted for further review by Rock Hill School District.

6. I warrant that should I become aware of an actual or potential conflict of interest involving my company or sub-contractor(s), if any, in performing the services under the Agreement or responding to this Solicitation, I will notify the District immediately. I also warrant that should I become aware of any competitive advantage that my company or sub-contractor(s) have in responding to this Solicitation or providing services under an Agreement related to this Solicitation, I will immediately notify the District of the discovery of a possible competitive advantage. I understand and acknowledge that this obligation to inform the District of the discovery of a conflict of interest or competitive advantage is a continuing obligation and extends throughout the Term of the Agreement for this procurement.

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7. By signing this statement, I certify for myself and on behalf of my company and any of my sub-contractor(s) that I have and will comply with, and have not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (Ethics Act). I acknowledge and understand that the District may rescind any Agreement and recover all amounts expended as a result of any action taken in violation of this provision. If I or my company or sub-contractor(s) participate, directly or indirectly, in the evaluation or award of public Agreements, including without limitation, change orders, or task orders regarding a public Agreement, I shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the Purchasing Agent at the same time the law required the statement to be filed.

Company Name: _____

By: _____

Print Name: _____

Title: _____

Date: _____

Subscribed and sworn to before me

this _____ day of _____, 20_____

(Notary Public)

My commission expires _____