



## **DAWSON COUNTY GOVERNMENT**

### **REQUEST FOR INFORMATION**

### **FOR**

**DAWSON COUNTY LAW ENFORCEMENT CENTER/JAIL &  
GOVERNMENT CENTER COMPREHENSIVE SECURITY SYSTEM UPGRADE**

**SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN**

**SEPTEMBER 18, AT 10:30AM, EST**

**DAWSON COUNTY BOARD OF COMMISSIONERS  
ATTENTION: PURCHASING MANAGER  
25 JUSTICE WAY, SUITE 2223  
DAWSONVILLE, GA 30534**

**#367-20**

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THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS IFB ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.

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ISSUE DATE: AUGUST 20, 2020

**DAWSON COUNTY BOARD OF COMMISSIONERS**  
**LEC/JAIL/GC COMPREHENSIVE SECURITY SYSTEM UPGRADE**

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**DAWSON COUNTY, GEORGIA**

**Purchasing Department**

**25 Justice Way, Suite 2223**

**Dawsonville, Georgia 30534**

**Phone: 706-344-3500 x.42223; Email: [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org)**

**LEC/JAIL/GC COMPREHENSIVE SECURITY SYSTEM UPGRADE**

***REQUEST FOR INFORMATION***

This is request to submit information to Dawson County from qualified firms to design a comprehensive security system, indicated herein. Details are listed under Section II. Sealed bids will be received by the office of the Purchasing Manager at 25 Justice Way, Suite #2223, Dawsonville, GA 30454.

Instructions for preparation and submission of a response are contained in this packet. Electronic packets may be found at <https://vrapp.vendorregistry.com/Bids> Submissions must be typed or printed in ink. Cost Estimates submitted as a result of this request must include the Respondent's Project Cost Estimate and be returned in a sealed envelope or container marked, as Sealed Cost Estimate Information, with the applicable Request Name and Request Number on the outside. The offer may not be considered unless so received. Packages must be submitted no later than 10:30 a.m., September 18, 2020.

There will be a pre-submission meeting to be held at the Law Enforcement Center, located at 19 Tucker Avenue, Dawsonville, GA 30534, at 10:00 a.m., on August 31, 2020. Firms may be required to demonstrate their product(s) during evaluations. All questions/comments that may arise from this invitation must be submitted in writing and emailed to the Purchasing Manager at [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org) no later than September 8, 2020, at 1:00 p.m. All questions and answers will be posted to the County website and the Georgia Procurement Registry no later than September 14, 2020, at 1:00 p.m. Answers to question submitted that materially change the conditions and specifications of this invitation will be promulgated to the County website and the Georgia Procurement Registry. Any discussions or documents will be considered non-binding unless incorporated and publicized in an addendum.

Dawson County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin and handicap or veteran status. This policy ensures all segments of the business community have access to supplying the goods and services need by Dawson County. Dawson County does not guarantee a minimum/maximum value for this contract.

Sincerely,

*Melissa Hawk*

Purchasing Manager

## DAWSON COUNTY, GEORGIA

### REQUEST FOR INFORMATION FOR DAWSON COUNTY LEC/JAIL & GOVERNMENT CENTER COMPREHENSIVE SECURITY SYSTEM UPGRADE

#### SECTION I – GENERAL OVERVIEW

##### A. INFORMATION TO RESPONDENTS

##### 1. INFORMATION SUBMISSION

The Respondents shall package and seal its submittal so that they will not be damaged in mailing. Technical and Cost/Fee Proposals are to be packaged and sealed **separately**.

One (1) original and five (5) copies of the technical proposal and one (1) original Cost Estimate proposal must be received by, **SEPTEMBER 18, 2020, at 10:30am, eastern standard time**. The Cost Estimate proposal must be submitted in a **separate** sealed envelope stating on the outside, “Cost Estimate Proposal, the proposer's name, address, the solicitation number and name”. If the Cost Estimate is referenced in the technical proposal, the submission shall be disqualified and will not be evaluated. The proposer’s name, address and the solicitation number **#367-20 DCSO/JAIL/GC COMPREHENSIVE SECURITY SYSTEM UPGRADE UPGRADE** is to be written on the outside of the complete submittal (Cost Estimate and technical) and must be delivered to:

Dawson County Board of Commissioners  
Attention: Purchasing Manager  
**25 Justice Way, Suite 2223**  
Dawsonville, GA 30534

##### **Hand Delivery**

Hand delivered copies may be brought to the above address between the hours of 8:00AM and 5:00PM EST, Monday through Friday, excluding Holidays. For a complete listing of Holidays, please visit [www.dawsoncounty.org](http://www.dawsoncounty.org). If a sealed bid is delivered after 10:25 a.m., on the day of the opening, deliver the package to the Purchasing Manager, in the County Administration Training Room, Suite #2204. No submission will be accepted after 10:30 a.m., on the bid opening date listed above, at which time all company names of offers received will be publicly read aloud.

##### **GPS Location**

Some GPS systems cannot locate the above-named address. Respondents may search the following address if trying to visit the Dawson County Government Center: 25 Tucker Avenue, Dawsonville, GA 30534. Tucker Avenue is located on the East side of the Government Center. Upon arrival, please continue one block West on Shoal Creek Road to Justice Way. Parking for the Government Center is available off of

Justice Way. Respondents should verify address is in Dawson County and not a surrounding community.

Coordinates: 34°25'23.08"N 34°25'23.08N 84°07'12.05

Respondents are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. NOTE: *Many express mail and delivery services do not guarantee overnight by noon to Dawson County.*

**Submission by US Mail must be sent to the below address:**

Dawson County Board of Commissioners  
Attention: Purchasing Manager  
**25 Justice Way, Suite 2223**  
Dawsonville, GA 30534

The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the proposer.

2. **CONTACT PERSON**

Respondents are encouraged to contact **Melissa Hawk, Purchasing Manager at (706) 344-3501, by fax at (706) 531-2728 or email [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org)** to clarify any part of the RFI requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall be directed to the contact person in writing via facsimile or email. Any unauthorized contact shall not be used as a basis for responding to this RFI and also may result in the disqualification of the proposer's submittal.

Respondents may not contact any elected official or other county employee to discuss the bid process or bid opportunities except: 1) through the Purchasing Manager named herein, or 2) as provided by existing work agreement(s). This policy shall be strictly enforced and the County reserves the right to reject the submittal of any proposer violating this provision.

3. **ADDITIONAL INFORMATION/ADDENDA**

Dawson County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date posted on the county's website under the bid information. Respondents should not rely on any representations, statements or explanations other than those made in this RFI or in any addendum to this RFI. Where there appears to be a conflict between the RFI and any addenda issued, the last addendum issued will prevail. Respondents are advised to check the website for addenda before submitting their proposals.

**Respondents must acknowledge any issued addenda by including the Addenda Acknowledgement with the submittal. Proposals which fail to acknowledge the**

**proposer's receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner's requirements**

4. **LATE SUBMITTAL AND LATE MODIFICATIONS**

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Dawson County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

5. **REJECTION OF PROPOSALS/CANCELLATION**

Dawson County Government reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure, when to do so would be to the advantage of Dawson County. Dawson County reserves the right to cancel this RFI at any time.

6. **NON-COLLUSION AFFIDAVIT**

By submitting a response to this RFI, the proposer represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

By submitting a proposal, the proposer represents and warrants that no official or employee of Dawson County Government has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

8. **COST INCURRED BY RESPONDENTS**

All expenses involved with the preparation and submission of the RFI to the Dawson County Board of Commissioners, or any work performed in connection therewith is the responsibility of the proposer(s).

9. **RFI OPENING**

Only the names of the firms responding to this RFI will be read aloud publicly due to the fact that the proposals will be subject to an evaluation review for accurate qualifications. A list of names of firms responding to the RFI may be obtained from the county's website [www.dawsoncounty.org](http://www.dawsoncounty.org), after the RFI due date and time stated herein.

10. **OPEN RECORDS**

Respondents are reminded that under Georgia law, all opened documents fall under the open records act and are subject to inspection by the public. Respondents are reminded that documents and information in the possession of Dawson County will

be treated as confidential/proprietary information only to the extent permitted by the Georgia Open Records Act, and will be exempt from disclosure to a third party only to the extent permitted by the Georgia Open Records Act. Should you believe that your Proposal contains any trade secrets you must submit an affidavit, along with the proposal, that states that specific portions of the proposal contain trade secrets as defined by Georgia law (Article 27 of Chapter 1 of Title 10 of the Official Code of Georgia). Furthermore, the affidavit must be detailed, citing specifically (citing paragraphs, articles, provisions, pages, etc.) the portions of the proposal containing any trade secrets. Accordingly, proprietary information and/or data cannot be withheld from public inspection.

11. TAXES

Dawson County Government is tax exempt. No sales tax will be charged on any products or services. Dawson County cannot exempt any other person/proposer from applicable sales taxes that may be required of them in relations to this project. Selected proposer will be provided with Dawson County's Sales and Use Tax Certificate of Exemption number upon request.

12. PROPOSER INFORMATION

All submissions shall include a completed proposer information form, current copy of business license and current W-9. Failure to provide this information could result in the disqualification of the proposer from submitting a proposal.

13. ANTI-DISCRIMINATION

Dawson County, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this Request for Proposal and will not be discriminated against on the grounds of race, color, national origin, sex, handicap/disability in consideration of an award.

By submitting their proposals, all proposals certify to Dawson County that they will conform to the provisions of the Federal Civil Rights Act of 1964.

In every contract of over \$10,000 the provisions in Sections 1 and 2 below apply:

1. During the performance of this contract, the Contractor agrees as follows:
  - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for

- employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The Contractor will include the provisions of Section 1 above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each Sub-contractor or proposer.

Respondents may request this Request for Proposal in another language by contacting Purchasing Manager Melissa Hawk at p) 706-344-3501, f) 706-531-2728 or via email at [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org). All bid submissions must be returned in English.

14. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Respondents submitting a Qualification package in response to this RFI must provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- A. A statement that indicates the Contractor will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-.02 in the execution of the contract.
- B. By completing the affidavit that is provided with this solicitation, the proposer is attesting to the following:
  - a. The affiant has registered with and is authorized to use the federal work authorization program;
  - b. The user identification number and date of authorization for the affiant;
  - c. The affiant is using and will continue to use the federal work authorization program throughout the contract period;
  - d. Any employee, or Sub-contractors, of such Contractor or Sub-contractor shall also be required to satisfy the requirements set forth in this paragraph; and
  - e. Upon contracting with a new Sub-contractor, a Contractor or Sub-contractor shall notify Dawson County and shall deliver a completed Sub-contractor Affidavit to Dawson County within five (5) working days of entering into a contract or agreement of hire with the Sub-contractor before the new Sub-contractor begins any work.
- C. Failure to provide the completed and notarized affidavit with the Contractor's proposal will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.



## **SECTION II – GENERAL CONDITIONS**

### **A. PURPOSE**

It is the intent of the County that this request will result in the receipt of statements of interest, capabilities and rough order of magnitude cost estimates from qualified and well-established security system vendors interested in, and capable of, providing a system to meet the county's security needs.

Information obtained by this RFI may be used to create the full scope of work/services for a Request for Proposal to be issued by Dawson County at a later time. The sole purpose of this Request for Information is to compile a design, hardware list and scope of services required to be used at a later date by the county as the required scope, to include budgetary information, of a Request for Proposal at a future date.

### **B. CONTRACT PERIOD**

There will not be an award made to this RFI. Dawson County will not incur any costs as a result of this Request for Information.

### **C. BACKGROUND**

The Dawson County sits in northeast Georgia and covers 214 square miles and 49 linear miles of lake shore. The 2010 census reported 22,330 residents live within Dawson County. Separated by four (4) voting and school districts Dawson County's population is centralized near the GA Hwy 400 corridor and thins out from the area.

Dawson County currently utilizes an integrated security and control system installed and maintained by Accurate Control, which has been in place since approximately 2007 at the Sheriff's Office/Jail and since 2011 at the Government Center.

There are multiple command center locations throughout the LEC/Jail that control the integrated modules currently in use by usage of a touchscreen monitor. Each command center is responsible for an assigned area of the facility with one command center having the ability to operate the entire facility. The LEC/Jail staff is also responsible for operating the system for the Government Center after hours and during other designated times. There is only one command center located in the Government Center, also controlled by a touchscreen monitor. These modules consist of door control and monitoring, access control, intercom and paging, duress alarms, video surveillance/CCTV, video visitation and court hearings, parking lots and utility controls. There are 3 rooms currently set up for video/audio recording. 2 of the interview rooms are at the main facility with 1 being off site at a different facility. The live feed of the video and audio can be monitored remotely from numerous locations from within the facility. Recordings can also be downloaded / copied from various locations. The audio and video data are stored/maintained on-site.

### **D. SCOPE OF WORK**

Respondents are asked to provide the county with information regarding their available products and solutions, to meet the following objectives:

1. Secure access controls (card readers/door controls) for secured areas with programming and remote management
2. Video surveillance system to monitor activity indoors and outdoors to ensure the safety and security of the facilities and occupants
3. Image quality of the video surveillance system shall be superior to assist law enforcement in the investigation of any crime
4. Any and all suggestions to the county to meet the purpose stated above

### **General Requirements**

1. Design a comprehensive security system to include:
  - a) Detailed description of equipment
  - b) Installation details
  - c) Maintenance details, including manufacture requirements and schedules
  - d) Detailed support services requirements
2. Some of the goods and services required shall include, but not limited to, the following:
  - a) Replace obsolete and ineffective analog systems/equipment, to include the video surveillance system with a digital video/audio management system (to allow the detention center staff to view the government center); DVR recording system with a new server-based recording system capable of thirty (30) day retention for the government center material and as the time frame for retention for the LEC/Jail in accordance with applicable records retention laws and guidelines; 190 analog cameras with new IP cameras (166 fixed cameras and 24 PTZ cameras) within and on the exterior of the LEC/jail and government center.
  - b) Ideally the most current video/audio surveillance technology would be desired for the cameras, to include the capability of detection and notification of unauthorized objects such as weapons, unauthorized persons or vehicles in restricted areas, with facial recognition capabilities for all locations and presence detection such as respiration and motion movement
  - c) Provide real time monitoring solutions
  - d) Maintain current and provide new security access control system, to include thirty (30) electronic card readers, with the addition at a minimum of three (3) electronic card readers (at the government center) AND those (at the Sheriff's Office/Detention Center)
  - e) CCTV surveillance equipment repair/replacement
  - f) Provide an audit process
  - g) Provide engineering to meet federal/state laws, rules and regulations
  - h) Provide software updates, as needed
  - i) Provide line item pricing for design, labor, training, hardware and software, maintenance and repair/replacement costs
  - j) Replace existing monitors located within the central control room and administrative office of the government center; minimum size of 32 inches, quantity to allow the officer to maintain observation of secured areas and access points.

- k) Replace existing monitors located within the Sheriff's Office and detention center
  - l) Identify blind spots throughout facilities and outside perimeters
  - m) Hand-held mobile control unit
3. To follow are some requirements required by the county:
- a) **Maintenance:** Full preventative maintenance, repair and modification services details for existing equipment until such time that all upgrades have been completed. Details for all supervision, labor, administrative support, materials, tools, parts, supplies, equipment and transportation necessary shall be included. Routine maintenance and repair work required to maintain existing system shall be in the condition by the original equipment manufacturer's recommended guidelines.
  - b) **Equipment Installation:** Details to install all system components and accessories required, in accordance with the manufacturer's instructions. This shall include all necessary interconnections, services and all adjustments required for a complete and operable system. Details to install all control signals, communications and data transmission line grounding to be installed as necessary to preclude ground loops, noise and surges from adversely affecting system operation. Details shall include system design, installation and construction methods to conform with all requirements of the State of Georgia and all applicable building codes. Details shall include other trades and existing conditions with direction to verify exact routing of all cable trays, conduits, etc. to include exact location and mounting heights of all equipment for installation of new system. Details that all work shall be concealed above ceilings, in walls and elsewhere within the buildings with use of existing conduit and surface raceway where possible and practical.
  - c) **Cleaning of Equipment and Hardware:** Details as to the method to be used to inspect and perform a detailed cleaning of equipment, hardware and any security system related components.
  - d) **Software Updates:** Details as to ensuring critical network security updates as needed. Details as to coordinating with the county IT department for review and manage firewall, virus and spyware protection tools, and maintenance of software licenses as required by the manufacturer. Details stipulating software updates will be implemented to maintain the most current version available from the manufacturer, including but not limited to:
    - a. Hardware firmware
    - b. Operating system software
    - c. Access control software
    - d. Sub-modules
    - e. Digital video recorder software
  - e) **Service Level Agreement:** Details the county requires to be included in the SLA are:

- a. Maintenance and support services shall be available twenty-four (24) hours per day, seven (7) days per week, including acknowledged Holidays by the county
- b. Provide materials for any repairs to equipment, if needed, provide loaner equipment to provide system functionality for critical component failure
- c. Maintenance and support response times shall be within one (1) hour from time of critical issue requests and twenty-four (24) hours from time of non-critical issue requests. Critical requests shall include maintenance and support of hardware and software that manages the security system, perimeter doors, server room doors, entrances to doors of suites in the government center and LEC, pod doors, unit doors, kitchen doors, laundry room doors, sally port doors, medical area doors, booking doors and the 911 center.
- d. Provide and install upgrades for system software and hardware firmware with at least forty-eight (48) hours of notice to pertinent Dawson County staff.
- e. Provide training to pertinent Dawson County staff for operating and troubleshooting the equipment and systems, to include, but not limited to upgrades, system changes, additional features, etc.
- f) **Warranties:** Details covering warranties shall include a two (2) year workmanship warranty in which upon receipt of notification from the county of failure of any material/product or workmanship, it shall be required that the replacement of the failed material/product or workmanship, including removal, replacement or repair at no additional cost to the county shall take place within a timeframe decided upon prior to release of an RFI. The county requires that all provided equipment shall have the manufacturer's and/or suppliers guarantee or warranty shall be executed by filing all related paperwork by the installer. All product warranties shall be in effective for a period of a minimum of two (2) years from date of county's acceptance of the project. The county requires that the installer shall be responsible to obtain service or repair under the terms of any said guarantee or warranty on the county's behalf. The county requires that all guarantees and warranties shall be in writing and shall be provided to the project manager of the county at the completion of the installation. All equipment, products, materials that are replaced shall remain the property of the county and shall be disposed of by county staff.

4. To follow is an overview of existing modules:

- a) **Door Controls & Monitoring** – The door controls and monitoring module allows the operator of the command center to control door access using a touch-screen. The doors inside the secure area of the jail do not allow for badged access and must be opened/closed from the command center only. The doors outside of the secure area of the jail allow for both badged access and command center control. Some administrative areas are able to control a switch to allow for access to certain doors. See access

control module for further information on doors that allow for badged access.

- b) **Access Control** – The access control module allows for control over certain areas of the facility, mostly outside of the jail. The card/badge access system consists of a database and card readers throughout the facility. Access can be customized for each user or a group of users. The database keeps track of what users can and cannot access certain areas and when users access a particular area. The module also allows for on-site badge printing. Some of the card readers are equipped with PIN pads and require a PIN to gain access.
- c) **Intercoms and Paging** – The intercoms and paging modules allows for communication throughout the facility between the operator of the command center and officers, inmates, and others. Intercoms are located on the inside and outside of every pass-through door of the jail facility and at various other locations outside the jail. The intercoms can be activated by the operator of the command center or can be acknowledged by the command center if called from the intercom.
- d) **Duress Alarms/Call Buttons** - Duress alarms are located in various areas of the jail to signal the operator of the command center that there is an emergency situation that needs immediate attention. Once activated, the duress alarm provides a visual and audible signal on the command center touch screen. The duress alarm must be reset with a key at the site where the duress alarm is activated. Call buttons are also located at various locations throughout the jail. When the call button is activated, the command center receives a visible and audible signal. The call button can be reset from the command center. There is currently no way to communicate audibly from the call buttons as they are only utilized to alert the command center.
- e) **Video Surveillance/CCTV** - There are approximately 96 cameras in the jail and LEC. Approximately 15 of the total cameras are PTZ. Cameras located nearest to an intercom are called when the intercom is activated and acknowledged by the command center. The cameras can be selected from the touch screen or keypad however the functionality of the camera can only be operated with the keypad and joystick. All cameras record with the data being stored onsite and can be viewed from numerous locations within the facility.
- f) **Video Visitation** - Currently video visitation is onsite only. There are 10 visitation booths in the lobby. There are 2 booths in each pod. The command center in the lobby of the LEC connects the booth in the lobby to the booth in the pod. Each booth consists of a camera, video screen, and phone receiver.
- g) **Utility Control** – The utility control module allows the operator of the command center to control lights, phones, and televisions in various areas of the jail by use of the touch screen.

#### E. RESPONSE FORMAT OUTLINE

**This section identifies all information which must be submitted in each proposal.**

Tab A - Company Ability, Background and Structure

The Respondent will provide a brief, concise history and description of its company including, but not limited to, the number of years in business, number of employees and number of years of experience working with designing a comprehensive security system for jails and courthouses to local/county entities. Include the legal form of the business organization, the state in which incorporated (if corporation), the types of business ventures in which the organization is involved, and the office location that will be the point of contact during the term of any resulting contract.

At a minimum the proposal should include the following information:

- Organizational Chart
- Information describing company's technical capabilities
- Training and experience (list all certifications)
- Other unique services your company can provide

Tab B – Company Experience and Past Performance

Respondents must submit at least five (5) references for contracts of a similar size and scope, (if available) including at least three (3) references for current contracts or those awarded during the past five (5) years. Include the name of the organization, the length of the contract, a brief summary of the work, and the name and telephone number of a responsible contact person. Also provide a description of any conflicts occurring over the last five years with these or any other contract for similar work.

The following information for each reference shall be listed:

- Name of government or private entity
- Address
- Contact person with title
- Phone number of contact person
- Email (highly recommended and preferred method)
- Dates of service
- Range of services
- Past performance on contracts and other accomplishments

The package should outline the ability to provide expert guidance with the current Federal, State and Local guidelines and regulations as they relate to project within this document.

Tab C - Qualifications of Key Team Members

Identify and include qualifications of key staff assigned to work on the scope within this RFI. Include an organizational chart specifically for this project that depicts how the staff would be structured to perform details herein. Respondents must have qualified and trained staff to successfully complete the RFI requirements. At a

minimum, the organizational chart shall identify the responsibilities, structure, and lines of authority between and among the Respondent.

The information shall be brief and include the following:

- Identification, qualifications and experience of all persons to be assigned to this RFI to fulfill the scope of work herein; and the assignments of responsibilities and level of experience by site position, to include the amount of time to be spent on this project
- The County requires that the assigned lead Respondent has at least five (5) years of practical experience fulfilling the scope of work of the same size project.
- Attach any applicable licenses the Respondent feels appropriate for this project.

#### Tab E – Understanding of the Scope

Referencing the Scope of Work in Section D, provide a detailed approach to fulfill the

- Include a statement of understanding of work involved, particularly regarding the level of effort required for any portion of the requirements.
- Summary description of assurance program.
- The types of databases used for the backend systems.
- The typical server configurations including preferred provider.
- A diagram of system components as they would work best with one another including a clustered environment.
- Discuss the client configuration including whether it is a thick client or web-based.
- Discuss how and when we receive major and minor upgrades.
- Discuss how logins are created for system users.
- Discuss how training is held for DCSO and other pertinent staff.

The County welcomes innovating suggestions and recommendations from individual/firms that will ensure a successful service approach. The Respondent may submit any other pertinent information that will assist the County in evaluating the potential revenue and benefits for their proposal. All costs should be detailed for each additional feature in an additional page attached to the Cost Estimate Proposal Form and included in a separate sealed envelope. **Cost Estimate shall not be included in any of the Technical submittal. This will be cause for disqualification and considered a non-responsive bid.**

#### Tab F - Financial Stability

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Respondent.

- If a public company, include a recap of the most recent audited financial report.
- If a private company, provide a recap of the most recent internal financial statement and a letter, on the financial institution's letterhead, stating financial stability.

#### Tab H - Business Litigation

Disclose any involvement by the individual/firm or any officer or principle in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition of the case.

Tab I – Management Plan

Respondents shall prepare detailed plans defining the necessary process and procedure which if fully implemented shall/will accomplish the Sheriff’s Office/Government Center staff objectives. The Management Plan shall include, but may not be limited to, the following:

- Detailed staffing plan and support schedule
- Detailed maintenance and support plan
- Detailed transition/installation plan
- Detailed training plan

Tab J – Required Solicitation Forms

Respondents are to complete and attach all forms listed on the Proposer’s Checklist and include in Tab J. This direction **excludes** the Cost Estimate Proposal Form. Cost Estimate shall not be included in any of the Technical submittal. This will be cause for disqualification and considered non-responsive bid.

Separate Sealed Envelope - Financial Proposal

Respondents are to use the Proposer’s Cost Estimate Proposal Form provided within this RFI and as instructed on page 4 of this document. All costs to the Dawson County Government must be included on the Cost Estimate Proposal Form that the individual/firm will incur to complete all tasks associated with the scope of work, herein. **Cost Estimate shall not be included in any of the Technical submittal. This will be cause for disqualification and considered a non-responsive bid. This section is to be sealed in a separate envelope marked with the RFI # and name, the company name and reference to the Financial Proposal being enclosed.**

**F. RFI EVALUATION PROCESS**

Responses will be reviewed individually by the Review Committee for quality and completeness. This evaluation process will also serve to determine whether the proposer has met the criteria described in this RFI. These proposals will then be scored in each of the following categories using the maximum point values listed in **Chart 2** below.

Company Background and Structure	10
Experience and Qualifications of Company and Dedicated Staff	28
Project Understanding/Approach to Scope of Work	22
References	10
Management Plan	10
Cost Estimate Proposal	20
<b>TOTAL POINTS</b>	<b>100</b>



## Chart 2

### Presentations

The top-ranking individual/firms *may* be invited to conduct oral interviews after the full review process has been completed. If required, these presentations will be scheduled in advance and limited in time. Presentations will be conducted in Dawson County at a location to be determined. Independent scores compiled, during this phase of the evaluation by the RFI evaluators, will supersede the technical scores previously published for the Respondents selected to make an oral presentation.

Dawson County shall be the sole judge of the provider's ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. Dawson County reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible and responsive provider.

### G. PROCEDURES AND MISCELLANEOUS ITEMS

1. All questions shall be submitted in writing via email and directed to the Dawson County Purchasing Manager. All answers shall be communicated in the form of an addendum and posted on the County's website under the bid information; all individuals/firms responding to this RFI should check the website before responding to this RFI.
2. All respondents to this RFI shall indemnify and hold harmless the Dawson County Board of Commissioners, and any of their officers and employees from all suits and claims alleged to be a result of this RFI. The issuance of this RFI constitutes only an invitation to present a proposal. The Dawson County Board of Commissioners reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFI. The Dawson County Board of Commissioners also reserves the right to seek clarifications, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFI is withdrawn or the project canceled for any reason, the Dawson County Board of Commissioners shall have no liability to any respondent for any costs or expenses incurred in connection with this RFI or otherwise.
3. The RFI is subject to the provisions of the Dawson County Purchasing Policy and any revisions thereto, which are hereby incorporated into this RFI in their entirety except as amended or superseded herein.
4. Failure to submit all the mandatory forms from this RFI package may be just cause for the rejection of the qualification package. However, Dawson County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.
5. By submitting a proposal, the respondent is certifying that they are not currently

debarred from bidding on contracts by any entity of the State of Georgia or the Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any entity of the State of Georgia or the Federal Government.

H. FINAL SELECTION

Following review of all qualified responses, a recommendation may be made to the Dawson County Board of Commissioners by the project representative, in order to release a Request for Proposals to fulfil the project scope of work.

The Dawson County Board of Commissioners reserves the right to accept the response that is determined to be in the best interest of the County. The County reserves the right to reject any and or all proposals.

Every proposer submitting a proposal must complete the forms showing compliance with the **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA §13-10-90**. The forms are provided with this RFI package.

**SECTION III – GENERAL TERMS**

- A. **Business License.** Respondents shall have a current Occupation Tax Certificate, and shall furnish certificate and license numbers prior to entering into a contract with the Owner.

**-END OF THIS SECTION-**



**RFI #367-20 DCSO/JAIL/GC COMPREHENSIVE SECURITY SYTEM UPGRADE  
RESPONDENT'S PROJECT COST ESTIMATE**

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Company Name: \_\_\_\_\_

<b>Question #</b>	<b>Questions</b>	<b>Please provide detailed responses with specific options as applicable.</b>
1	Initial fees: What fees, if any, are associated with delivery of this system?	
3	Pricing Methodology: Please detail the pricing structure for Hardware.	
4	Licensing Methodology: Please detail the pricing structure of licenses, per license, bulk licenses, etc., if any.	
5	Recurring Fees: What software/hardware support maintenance plans or licensing fees might be <u>required</u> , if any?	
6	Pricing Methodology: Please detail the pricing structure for the Software.	

**Please attach documentation as needed to better depict cost estimate of project.**

**This is not a Request for Bids. The cost estimates are for informational purposes only. No award will be made from the information contained within the response to this RFI.**

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKE**



**Dawson County Board of Commissioners**  
**“VOLUNTARY”**  
**Title VI Statistical Data Form**  
Used for Government Monitoring Purposes

Dawson County Board of Commissioners is committed to broad-based competition on all bids. We are gathering the following information for recordkeeping in compliance with federal regulations. All information will be considered strictly private and confidential and will be used for Title VI of the Civil Rights Act of 1964 purposes only. Your responses are strictly voluntary and will help in developing and monitoring nondiscrimination enforcement programs. This form is not part of the bid document and has no emphasis on decision of award, if you prefer not to reply that is acceptable. **Failure to complete this form will not affect your chances of award.** Your cooperation is appreciated.

**Instruction for submission: DO NOT INCLUDE WITH BID PROPOSAL. Form should be submitted separately in a non-identifying envelope addressed to the Dawson County Purchasing Department, 25 Justice Way, Suite 2223, Dawsonville, GA 30534. Please write in bid name and number for project tracking purposes.**

**RFI NAME & RFI #367-20 DCSO/JAIL/GC COMPREHENSIVE SECURITY SYTEM UPGRADE**

**Please place an “X” on the line that apply**

Owner Gender:     \_\_\_ Male     \_\_\_ Female

Owner Race/Ethnicity:   \_\_\_ White/Caucasian                   \_\_\_ Hispanic or Latino  
                                  \_\_\_ Black or African American       \_\_\_ American Indian or Alaska Native  
                                  \_\_\_ Native Hawaiian or               \_\_\_ Asian  
                                  Other Pacific Islander           \_\_\_ Two or More Races

Disability:            Any person who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment.  
                          \_\_\_ Yes                \_\_\_ No

Minority Owned Business:   \_\_\_ Yes     \_\_\_ No

Disadvantaged Business Enterprise (DBE) Company?   \_\_\_ Yes     \_\_\_ No

Number of Employees: \_\_\_\_\_

Staff Race/Ethnicity make-up:   \_\_\_ White/Caucasian     \_\_\_ Hispanic or Latino     \_\_\_ Asian  
(Provide % on line)            \_\_\_ Black or African American   \_\_\_ American Indian or Alaska Native  
  \_\_\_ Native Hawaiian or Other Pacific Islander   \_\_\_ Two or More Races

**Dawson County Government is committed to serve the public efficiently, preserve our heritage, safeguard the environment, protect citizens and improve the quality of life.**