



DAWSON COUNTY GOVERNMENT

REQUEST FOR INFORMATION

FOR

RADIO SYSTEM UPGRADE CONSULTANT FOR DAWSON COUNTY

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

APRIL 19, 2021, AT 10:30AM, EST

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

#379-21

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.

ISSUE DATE: MARCH 22, 2021

DAWSON COUNTY BOARD OF COMMISSIONERS
RADIO SYSTEM UPGRADE CONSULTANT FOR DAWSON COUNTY
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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

RADIO SYSTEM UPGRADE CONSULTANT FOR DAWSON COUNTY
REQUEST FOR INFORMATION

This is request to submit information to Dawson County from qualified firms to design a plan to upgrade the current radio 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., April 19, 2021.

There will be a pre-submission meeting to be held at the Law Enforcement Center, in the Training Room, located at 19 Tucker Avenue, Dawsonville, GA 30534, at 10:00 a.m., on March 31, 2021. 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 no later than April 5, 2021, at 1:00 p.m. All questions and answers will be posted to the County website and the Georgia Procurement Registry no later than April 8, 2021, 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
RADIO SYSTEM UPGRADE CONSULTANT FOR DAWSON COUNTY

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, **APRIL 19, 2021, 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 **#379-21 Radio System Upgrade Consultant for Dawson County** 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. 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** 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, 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. 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

The objective of this RFI is to solicit information from qualified consulting firms to assist Dawson County with the evaluation of options to upgrade the current analog VHF simulcast Motorola SmartNet, two channel and three (3) sites radio system to a P25 compliant system. When formulating the information, submitters should respond as if consultant were to go to contract at a later date, that the consultant will determine and verify the requirements to provide radio service to Dawson County, write specifications for an RFP for the services and equipment, and provide project management to oversee and manage the installation, implementation and testing of the chosen system. Both the infrastructure and the subscriber units are included in this project.

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. **However, the Board of Commissioners does have the authority to grant a professional exemption for services and approve a budget to move forward with this project. No budget is currently approved for services at this time; hence, the need for the request for information.**

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.

D. SCOPE OF SERVICES

TASK 0001 Current Radio Network and Technology Assessment Phase

1. Evaluate all County radio systems including, but not limited to, radio, subscriber, backhaul and radio dispatch systems.
2. Evaluate capacity requirements to support operations over the next ten years and the use of P25 Phase 1 and/or Phase 2 as potential solutions. Any system/solutions proposed are to meet P25 standards.
3. Evaluate interoperability requirements.

4. Evaluate requirements for connection to regional networks within range of Dawson County such as Cobb Regional Radio System (which includes Forsyth County) versus a standalone such as Hall County (9-1-1 Public Safety Radio DTRS).

5. Evaluate coverage requirements.

6. Evaluate reliability and redundancy to ensure maximum availability of the system.

7. Incorporate consideration for disaster recovery in a mountainous environment.

8. Ensure FCC and other regulatory requirements are followed.

9. Identify and determine the interface requirements to other systems.

10. Identify a system that will allow for additional channels in the future as Dawson County sees a need. The County is requiring at least a minimum of thirteen channels as follows:

- a. Public Works – one channel
- b. EMS/Fire – four channels
- c. Sheriff's Office – eight channels:
 - i. Tactical – two channels
 - ii. Criminal Investigation Division – one channel
 - iii. Special Operations – one channel
 - iv. Jail – one channel
 - v. Patrol – one channel
 - vi. Judicial – one channel
 - vii. One channel for all disciplines to communicate

11. Evaluate encryption requirements.

12. Identify both P25 portable VHF and 800 MHz plans to be presented to the Board of Commissioners with the proper information and backup documentation to allow the Board of Commissioners to make an intelligent decision on which system to implement; ensuring a 95% coverage throughout the County.

12. Upon completion of this analysis, prepare and submit a detailed Current Radio Network and Technology Assessment Report. This report is to be submitted to the Dawson County Sheriff's Office Chief Deputy.

TASK 0002 Project Design Plan Report Phase

1. Analyze alternatives including technologies available from competing vendors and develop a preliminary design concept and draft specifications based upon the defined and documented needs.

The design is to be based upon the operational requirements of Dawson County with the optimal technical and financial solution.

2. Evaluate the alternatives to determine the most efficient operations and maintenance requirements.
3. Make recommendations as to how the migration to state-of-the-art technology can be accomplished.
4. Upon completion of the analysis, prepare and submit a detailed Project Design Plan Report, to include budget estimates, to the Dawson County Sheriff's Office Chief Deputy.

TASK 0003 Procurement Process Phase

1. Work closely with the Purchasing Manager to determine the appropriate method of procurement. All County ordinances will apply in this process.
2. If a Request for Proposal is determined to be the best method of procurement, develop the scope of work and deliverables, assume an active role in the Evaluation Committee, to include initial scoring, attend interviews (if any) of the top three proposers and score presentations, be involved with contract price negotiations (if any), following all County procurement ordinances and continue to work closely with the Purchasing Manager.
3. Prepare to assist the Owner with presentations to the elected governing Board of Commissioners, who will carry the authority to make the final procurement and contract decision. Ensure the criteria for the acceptance test plan is incorporated in the contract between the equipment supplier and the County.

TASK 0004 Support and Implementation Phase

1. Assume the role as Project Manager overseeing, in the County's interests, implementation of the selected system.
2. An implementation schedule will be prepared and submitted to the Dawson County Sheriff's Office Chief Deputy, to include each phase of the process, incorporating user acceptance, operational acceptance, alpha and beta acceptance, and contract and regulation acceptance testing. The acceptance criteria should include an operating period during which the system is in production without a failure for thirty (30) days; radio transmissions under full load; ensuring the Dawson County staff can operate the system without direct assistance; as well as any other applicable tests to ensure the system is operational as designed.
3. Ensure that the Owner receives technical support and assume supervision of the Contractor.
4. Report on the progress of implementation to the Dawson County Sheriff's Office Chief Deputy in detailed Monthly Progress Reports. Ensure immediate response to any

request from the Dawson County Sheriff's Office Chief Deputy during the implementation of the product.

5. Ensure that all end-users are fully trained in the operation of the implemented system. Ensure that a complete copy of both the owner and maintenance manual is presented to the Dawson County Sheriff's Office Chief Deputy.

DELIVERABLES

1.0 GENERAL

Based on the results of the scope of services required, the following deliverables are required. A copy of all final and approved deliverables by the County will be emailed to the Purchasing Manager for the contract file.

TASK 0001 Current Radio Network and Technology Assessment Phase

1. Upon conclusion of the analysis, prepare and submit a detailed Current Radio Network and Technology Assessment Report as described in the scope of work in Task 0001.

TASK 0002 Project Design Plan Report Phase

1. Compare and recommend equipment, systems, technological, operational and financial solutions, in a budget estimate for each phase of the project.

2. Upon information compilation, prepare and submit a detailed Project Design Plan Report as described in the scope of work in Task 0002.

TASK 0003 Procurement Process Phase

1. Working closely with the Purchasing Manager, determine the most appropriate procurement method, develop a budget and timeline for the project, and make presentations, when necessary, to the elected officials of Dawson County.

2. Using reports created in previous tasks, prepare and submit the scope of work and deliverables to be used in the solicitation issued by the Purchasing Manager. Ensure the scope of work detailed in Task 0003 is followed.

TASK 0004 Support and Implementation Phase

1. Assume the role of the project manager for the implementation of the final product. As such, the Consultant will be responsible for determining that the system is ready for final acceptance by the County. The acceptance criteria may include the types of acceptance testing listing in the scope of work listed under Task 0004. The testing will be implemented during each phase of the project. Prepare and submit an Acceptance Test Plan Report as described in the scope of work listed under Task 0004.

2. Prepare and submit an Implementation Schedule for the project.

3. Prepare and submit project status updates to the Dawson County Sheriff's Office Chief Deputy on a monthly basis. Ensure immediate response to any request from

elected Dawson County staff or the Director of Information Technology during the implementation of the product.

E. RESPONSE FORMAT OUTLINE

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

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 and implementing radio system upgrades 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 requirements of this RFP.

- 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. **The Cost Estimate Proposal Form is to be sealed in a separate envelope with the number and name of the solicitation, the company name and "Cost Estimate Proposal Form" on the outside of the envelope.**

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 solicitation # 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
TOTAL POINTS	100

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 #379-21 RADIO SYSTEM UPGRADE CONSULTANT FOR DAWSON COUNTY
VENDOR'S CHECKLIST**

Company Name: _____

Please indicate you have completed the following documentation; and submit them in the following order.

☐

Vendor's Checklist

☐

Vendor's Information Form

☐

Vendor's Project Cost Estimate Form

☐

Addenda Acknowledgement Form and Any Addenda Issued

☐

Drug-Free Workplace Affidavit

☐

Georgia's Security and Immigration Compliance Act Affidavit

☐

- Contractor Affidavit

☐

- Subcontractor Affidavit (if applicable)

☐

Local Small Business Initiative Affidavit (if applicable)

☐

Completed W9

☐

Copy of Valid Business License

☐

Copy of Professional licenses (if applicable)

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



**RFI #379-21 RADIO SYSTEM UPGRADE CONSULTANT FOR DAWSON COUNTY
VENDOR'S INFORMATION FORM**

1. Legal Business Name _____

2. Street Address _____

3. City, State & Zip _____

4. Type of Business: _____ State of Registration: _____
(Association, Corporation, Partnership, Limited Liability Company, etc.)

5. Name & Title of Authorized Signer: _____

6. Primary Contact _____

7. Phone _____ Fax _____

8. E-mail _____

9. Company Website _____

10. Has your company ever been debarred from doing business with any federal, state or local agency?
Yes _____ No _____ If Yes, please state the agency name, dates and reason for debarment.

ATTACH COPY OF BUSINESS LICENSE AND A COMPLETED W-9 FORM
THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL



**RFI #379-21 RADIO SYSTEM UPGRADE CONSULTANT FOR DAWSON COUNTY
VENDOR'S PROJECT COST ESTIMATE**

Company Name: _____

Task #	Task Description	Please provide detailed responses with specific options as applicable.
1	Current Radio Network/Technology Assessment	
2	Project Design Plan Report	
3	Procurement Process	
4	Support and Implementation	

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; however, the Board of Commissioners does have the authority to grant a professional exemption for services and approve a budget to move forward with this project.

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

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



**RFI #379-21 RADIO SYSTEM UPGRADE CONSULTANT FOR DAWSON COUNTY
DRUG FREE WORKPLACE**

I hereby certify that I am a principle and duly authorized representative of:

Whose address is:

And it is also that:

1. The provisions of Section § 50.24.1 through § 50.24.6 of the Official Code of Georgia Annotated, relating to the "Drug Free Workplace Act" have been complied with in full; and,
2. A drug free workplace will be provided for the PC'S employees during the performance of the contract; and,
3. Each Sub-contractor hired by the PC shall be required to ensure that the Sub-contractor's employees are provided a drug free workplace. The PC shall secure from that Sub-contractor the following written certification: "As part of the subcontracting agreement with _____, _____ certifies to the PC that a drug free workplace will be provided for the Sub-contractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section § 50.24.3"; and,
4. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Date

Signature

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



**RFI #379-21 RADIO SYSTEM UPGRADE CONSULTANT FOR DAWSON COUNTY
ADDENDA ACKNOWLEDGEMENT**

The proposer has examined and carefully studied the Request for Proposal and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

Proposers must acknowledge any issued addenda. Proposals which fail to acknowledge the proposer's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.

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



Georgia Security & Immigration Compliance (GSIC) Act Affidavit

As per the Georgia Senate Bill 529 and Senate Bill 447, the Georgia Department of Labor has promulgated new rules for the implementation of Section 2. O.C.G.A. §13-10-91 and Chapter 300-10-01-.02 state that no Georgia Public Employer shall enter into a contract for *the physical performance of services within the State of Georgia* unless the PC registers and participates in a federal work authorization program to verify the work eligibility information of all of its new employees.

The Employment Eligibility Verification “E-Verify” site operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security is the electronic federal work authorization program to be utilized for these purposes.

The website is <https://e-verify.uscis.gov/enroll/>

By executing the attached PC Affidavit, PC verifies its compliance with O.C.G.A. §13-10-91 stating affirmatively that the individual, firm or corporation which is contracting with the Dawson County Board of Commissioners has registered and is participating in this federal work authorization program in accordance with the applicability provisions and deadlines established in this Statute.

PC further agrees that should it employ or contract with any Sub-contractor(s) for the physical performance of services pursuant to the contract with the Dawson County Board of Commissioners, PC will secure from the Sub-contractor(s) verification of compliance with O.C.G.A. §13-10-91 on a Sub-contractor Affidavit and shall provide a copy of each such verification to the Dawson County Board of Commissioners at the time the Sub-contractor(s) is retained to perform such services.

COMPLETE THE ATTACHED AFFIDAVIT AND RETURN AS DIRECTED HEREIN:



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

PC's Name:	
County Solicitation/ Contract No.:	

PC AFFIDAVIT

By executing this affidavit, the undersigned PC verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the PC identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any Sub-contractor(s) in connection with the physical performance of services pursuant to this contract with the County, PC will secure from such Sub-contractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Sub-contractor Affidavit. PC further agrees to maintain records of such compliance and provide a copy of each such verification to the County at the time the Sub-contractor(s) is retained to perform such service.

EEV / E-VerifyTM Number

BY: Authorized Officer or Agent
(PC Name)

Date

Title of Authorized Officer or Agent of PC

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE _____ DAY OF _____ 20____

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

PC's Name:	
County Solicitation/ Contract No.:	

ADDITIONAL INSTRUCTIONS TO PC: Identify all Sub-contractors used to perform under the county contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the Sub-contractors listed below. The PC is responsible for providing a signed and notarized affidavit to the County within five (5) days of the addition of any new Sub-contractor used to perform under the identified County contract.

PC's Name:	
Sub-contractors:	



**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

PC's Name:	
Sub-contractor's (Your) Name:	
County Solicitation/ Contract No.:	

SUB-CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Sub-contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Sub-contractor which is engaged in the physical performance of services under a contract with the PC identified above on behalf of the County identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / E-Verify™ Number

BY: Authorized Officer or Agent
(Sub-contractor Name)

Date

Title of Authorized Officer or Agent of PC

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE _____ DAY OF _____ 20____

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603



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 #379-21 RADIO SYSTEM UPGRADE CONSULTANT FOR DAWSON COUNTY

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.