



# Request for Proposal

Boone County Purchasing  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201

**Melinda Bobbitt, CPPB, Director**  
Phone: (573) 886-4391 Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymmo.org](mailto:mbobbitt@boonecountymmo.org)

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### *Proposal Data*

Proposal Number: **23-29APR03**

Commodity Title:

**9-1-1 GEOGRAPHIC INFORMATION SYSTEM**

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### **DIRECT PROPOSAL FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

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### *Proposal Submission Address and Deadline*

Day / Date: **TUESDAY – April 29, 2003**  
Time: **1:25 P.M. C.S.T. (No late proposals will be accepted)**  
Location / Mail Address: Boone County Purchasing Department  
Boone County Johnson Building  
601 E. Walnut, Room 208  
Columbia, MO 65201  
Directions: The Johnson Building is located on the Northeast corner at 6<sup>th</sup> Street and Walnut Street. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

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### *Proposal Opening*

Day / Date: **TUESDAY – April 29, 2003**  
Time: **1:30 P.M. C.S.T.**  
Location / Address: Boone County Purchasing Department  
Boone County Johnson Building  
601 E. Walnut, Conference Room 213  
Columbia, MO 65201

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### *Proposal Contents*

- 1.0: Instructions and General Conditions**
- 2.0: Introduction and General Information**
- 3.0: Scope of Services**
- 4.0: Proposal Submission Information**
- 5.0: Response Page**
- Exhibit A Prior Experience**



## NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

**BID #: 23-29APR03 – 9-1-1 Geographic Information System**

Sealed proposals will be accepted until **1:25 p.m. on Tuesday, April 29, 2003** in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

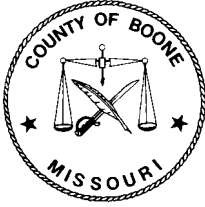
The Request for Proposal is scheduled to be opened at 1:30 p.m. on Tuesday, April 29, 2003 in the Boone County Purchasing Department, Boone County Johnson Building, Conference Room 213, 601 E. Walnut Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org).

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB  
Director of Purchasing

Insertion: March 26, 2003  
COLUMBIA MISSOURIAN



## 1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions of Bidding and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with the material and/or supplies, equipment or services as detailed in the following proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 1:25 P.M., C.S.T.**, on Tuesday, April 29, 2003 to:

Boone County Purchasing Department  
Melinda Bobbitt, CPPB, Director  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 1:25 P.M. and shall return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and six (6) copies of the proposal (total of seven). Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of Offerors will be read aloud.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return *Response Page* and note your reason. No fax or electronic transmitted bids will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

### 1.2 . **Evaluation of Proposals (Procedure):**

- a) The County will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Offerors should exercise particular care in reviewing the Proposal Format required for this RFP.

- b) The evaluation committee shall then score all proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the committee may recommend short listing the proposals that are potentially acceptable.
- c) At this point, the County may request presentations by Offerors, and carry out negotiations for the purpose of obtaining best and final offers, and conduct detailed reference checks on the short listed proposers.
- d) The County reserves the right to contact any and all references to obtain, without limitation, information regarding the Offeror's performance on previous projects. A uniform sample of references will be checked for each short-listed Offeror.
- e) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- f) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- g) No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

### **1.3 Ambiguity, Conflict, or Other Errors in the RFP:**

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- c) Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.
- d) The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

**1.4 Rejection of Proposals:** The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

**1.5 Acceptance of Proposals:** The County will accept all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

**1.6 Requests for Clarification of Proposals:** Requests by the Department for clarification of proposals shall be in writing.

**1.7 Validity of Proposals:** Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

**1.8 Receipt and Opening of Advertised, Sealed Proposals:** The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

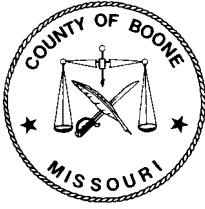
- a. Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful firm's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
- b. Proposals will be opened in the Boone County Purchasing Department on Tuesday, April 29, 2003 at 1:30 P.M., C.S.T. located at the following address:

Boone County Purchasing  
Johnson Building  
601 E. Walnut, Conference Room 213  
Columbia, Missouri 65201

**NOTE: Proposal Closing and Proposal Opening times are different.  
Refer to paragraph 1.1, a. for Proposal Closing time.**

**1.9 Withdrawal of Proposals:** Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals. If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- a. **Withdrawal:** Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.



## **2. INTRODUCTION AND GENERAL INFORMATION**

### **2.1 Introduction:**

2.1.1 This document constitutes a request for competitive, sealed proposals for a **9-1-1 Geographic Information System located at Public Safety Joint Communications**, as set forth herein.

2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Scope of Services
- 4) Proposal Submission Information
- 5) Response Page
- 6) Exhibit A – Prior Experience

### **2.2. Guideline for Written Questions:**

2.2.1 All questions regarding this Request for Proposal shall be submitted in writing no later than 5:00 p.m., April 25, 2003. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPB, Director of Purchasing. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

- a. Melinda Bobbitt, CPPB  
Director of Purchasing  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)

2.2.2 The responses and usage will become a part of a written addendum, which will be mailed or faxed prior to proposal opening.



### 3. SCOPE OF SERVICES

#### 3.1 Scope:

- 3.1.1 Boone County – Missouri intends to contract with a firm(s) to assist Columbia/Boone County Public Safety Joint Communication (PSJC) with its **9-1-1 Geographic Information System** project in acquiring and compiling the geographic data needed by public safety agencies in the Columbia/Boone County 9-1-1- system. A major goal of PSJC is to assemble GIS information from a variety of local sources into a highly accurate, digital map of the PSJC region that would be capable of systematically plotting Phase I and Phase II wireless, and eventually wireline, 9-1-1 calls dependably and accurately.

#### 3.2 Background Information:

- 3.2.1. **Demographic** - Columbia/Boone County Public Safety Joint Communications is the Public Safety Answering Point (PSAP) for the County of Boone – Columbia, Missouri, located in Central Missouri. PSJC answers all 911 calls for approximately 180,000 citizens in a 690 square mile area, and dispatch up to 12 public safety agencies located in the same region. PSJC dispatches for Law Enforcement, Fire, and EMS agencies in Boone County and its municipalities.
- 3.2.2. **GIS** – Boone County, the City of Columbia and Boone Electric Cooperative have formed a GIS consortium in order to create and maintain an accurate GIS data set for all of Boone County. All GIS files are in ESRI format. These files include:

##### Files that are Complete:

- The entire county street centerline file accurate to +/- 5 feet that includes theoretical block ranges.
- Parcel boundary file accurate to +/- 10 feet that contains owner data and limited structure address data.
- One foot pixel aerial photography of the entire County flown in 2002.
- Building footprint files which are in the process of being created for the City of Columbia.
- Hydrology layer, including rivers, bodies of water, and streams accurate to +/- 10 feet.
- State Parks and Conservation areas within the County.
- Point layer of Law Enforcement offices, Medic Bases, Hospitals, and Fire Stations to parcel accuracy for the entire County.
- Limited hydrant location information for rural areas.



- Generalized Emergency service areas for our public safety agency - accuracy is to tenth of mile grid system only.
- Current Copy of MSAG and ESN list of the entire County.
- Point file of approximately every physical address in Boone County which is in the process of being created, accurate to +/- 5 feet.

**Files or Data that are in the Process of Being Created or Requested:**

- Wireless data standard requests are in the process of being made to local wireless carriers for cell site and sector information.
- Parcel accurate Emergency service areas for four of our larger public safety agencies. One is completed and the others are scheduled to start.

**Files and Data that Still Need to be Created or Tweaked:**

- ESN layer for the entire County.
- Comparing street centerline file to MSAG for compatibility.
- Cell site and sector layer once the data is provided by the wireless carriers.
- Site layer for the entire County.
- Landmarks layer (including mile markers, parks, schools, etc.).
- An alias name table for the street centerline file.
- A common name table for the site layer once created.
- Building footprint data for areas outside the city limits of Columbia, Missouri.

3.2.3. ***Current Systems*** – Current PSJC software includes CML Technologies SeNTinel 911, GEAC’s Unix based CAD, Orbacom Radio’s and consoles, Aether MDT systems, Microsoft Window’s OS. PSJC’s network is 100 megabit Ethernet with TCP/IP protocols. The above software is the same on all eight PSJC call taking/dispatch consoles in the Operations Center of PSJC.

3.2.4. ***Current Operational Set Up*** – PSJC is currently using ArcView 8.2 with a single use license to create and maintain some basic GIS layers that are being displayed on the dispatch consoles using ArcExplorer 2.0.

**3.3 Minimum System Requirements**

3.3.1 For the Furnishing, Delivery, Installation, Training, Warranty, Maintenance and Support necessary to deliver and maintain a fully operational, turnkey 9-1-1 Geographic Information System for Public Safety Joint Communication.

3.3.2 ***Wireless E911 Phase I and Phase II Compatible*** – Must be able to assist in providing a location for every cell phone caller, as set out by the requirements of FCC 01-351 and all previous reports and orders, which can be viewed at [www.nena.org/govtaffairs/FCCleg.htm](http://www.nena.org/govtaffairs/FCCleg.htm).

3.3.3 ***Extremely User Friendly and Responsive*** – Due to the work environment that it will be used in, the information must flow quickly and be able to be easily

read and understood within a few seconds. (i.e. a quick processing of the information to an almost immediate display of any callers location, be it a landline or wireless caller).

**3.3.4 *Third Party System Compatible*** – Must be able to interface with all Operations room hardware and software plus any future systems including but not limited to CAD, AVL, reverse calling, and disaster mitigation software.

**3.3.5 *ESRI Based Mapping Software*** – The software must be ESRI based and should be ArcGIS 8.0 and higher. If the current software is not and the company is in the process of moving to this environment, this should be noted. The software's programming language should not be in Avenue.

**3.3.6 *Easily Maintained*** – Must provide a way for the map data (roads, sites, municipal and services boundaries, cell sites and sectors etc.) to be easily updated and maintained by PSJC's staff or provide suggestions as to how to maintain the data. The software must also provide a way for the system's software to be updated as needed. Updating each console individually for upgrades would be considered unacceptable.

**3.3.7 *Have Standard GIS Tools*** – Software must be able to:

- pan
- zoom
- identify features
- measure distances, in units selectable by the user
- display the accurate location of the cursor in lat/long, decimal deg., etc.
- display floor plans
- provide digital orthophotos layers
- display site photos and pre-plans
- ability to turn map layers on and off
- ability to use as many map layers as practical

**3.3.8 *Additional Software Capabilities*** - Geocoding functions must be able to handle missing addresses, alternate street names/aliases, intersections, landmarks, common places and structure based addressing.

**3.3.9 *Extended Maintenance***

- a. Describe annual maintenance package which must be available after the warranty has expired.
- b. All required GIS software and licenses must be included in the maintenance.
- c. Name and address of the proposed maintenance provider with contact name and telephone number.

- d. Is the maintenance a subcontractor to the Offeror? If yes, how many years has the Offeror been using this subcontractor as its maintenance provider in this capacity?
- e. How many maintenance technicians will be assigned to the PSJC's account?
- f. Are the maintenance technicians currently factory trained?
- g. Provide the address of the facility the maintenance provider will operate from to service the PSJC's system as well as the approximate distance (miles) from the PSJC's premises.
- h. Explain the Offeror's policy and procedure for handling application software upgrades and operating system modification.
- i. Detail work not covered under maintenance agreement.
- j. State the firm, fixed annual cost for a 12 month maintenance contract, which will begin upon expiration of the initial warranty on the *Response/Pricing Page*.
- k. State the firm, fixed annual cost for a 36 month maintenance contract, which will begin upon expiration of the initial warranty on the *Response/Pricing Page*.

**3.3.10 Training -**

- a. Must provide initial training for PSJC personnel who include 30 operations room personnel and five GIS specialists who are the advanced users that will be creating and maintaining the GIS data.
- b. Provide a breakdown of the number of classes for each class type, the number of students to be trained in each class type, the length of each class type and the number of man days of training to provide the total number classes as proposed.

**3.3.11 Implementation -** Describe and include any suggestions or plans to implement the software with the greatest ease and describe the plan for tweaking the available GIS data to an E911 compatible format.

**3.3.12 Installation -** The contractor shall provide a complete installation implementation schedule which includes that all equipment, software and data in this specification be delivered and installed within 60 days after receipt of order.

3.3.12.1. The contractor shall furnish all equipment, software, supplies, subcontractors and labor, as well as install all the above listed necessary to make the system function as required by the scope of work.

3.3.12.2. The Contractor must not transfer, assign or subcontract any part of the installation to an outside source without written permission from the County.

3.3.12.3. The Contractor's installation procedures must not impact the existing system's operation, except as scheduled and permitted by the County.

3.3.12.4. On line technical support and maintenance shall be provided to lessen down time. One-day maintenance support shall be provided when software is malfunctioning or broken.

3.3.12.5. Ensure that service technicians directly employed by the service provider or subcontractor must be available to respond within four (4) hours in the event service is required and repair cannot be handled over the telephone.

### **3.4. Contractor Requirements -**

3.4.1. Ensure that all software and equipment supplied under this specification shall be completely operational when installed.

3.4.2. After the equipment has been accepted, provide parts for a minimum period of one year (two to three years will be given extra consideration) and must replace any parts which become broken or defective, except by reason of accident, misuse, or any casualty, during such period. Please describe in paragraph 3.5.1. the warranty period included in the bid.

3.4.3. Make all necessary adjustments to this system, not required by reason of accident, misuse, or any casualty, at the Contractor's expense one year from date of installation.

3.4.4. Guarantee support for all items under this specification for a period of not less than seven (7) years.

3.4.5. Provide an easy to read comprehensive operation instruction manual.

3.4.6. Provide a toll free number for service request 24 hours a day, 7 days a week. Additionally, the Contractor must offer an optional 24 hour, 7 day a week response for emergency service.

3.4.7. Provide a complete customer satisfaction guarantee to be detailed in the proposal response.

3.4.8. Provide service by company trained service technicians.

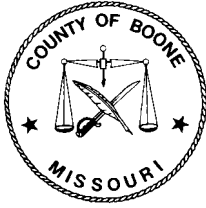
3.4.9. Provide a description of its local service organization including name, address, phone number, number of years in operation and number of years experience working with geographic information systems relating to the E911 environment.

### **3.5. Warranty -**

3.5.1. State the warranty applicable to parts and labor. Warranty shall commence upon complete installation by the Contractor and acceptance by the County. The Contractor must guarantee all products against all defects and shall make adjustments and replace defective items without additional cost to the Public Safety Joint Communications during the warranty period.

3.5.2. Describe warranty on parts/software.

3.5.3. Describe warranty on labor/data provided.



#### 4. PROPOSAL SUBMISSION INFORMATION

##### 4.1. RESPONSE TO PROPOSAL

###### 4.1.1. Submission of Proposals:

4.1.1.1. When submitting a proposal, the Offeror should include the **original and six (6) additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department  
Attn: Melinda Bobbitt, CPPB, Director of Purchasing  
601 E. Walnut Street, Room 208  
Columbia, MO 65201

b. The proposals must be delivered no later than 1:25 p.m. on April 29, 2003. Proposals will not be accepted after this date and time.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed addenda should be placed at the beginning of the proposal.

c. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at Public Safety Joint Communications to access the service.

d. Additional information for Offeror to include:

- Name and description of firm/individual, including information on the related expertise and experience to successfully complete the work.
- Description of how the firm proposes to work with PSJC to complete the scope of work and tasks outlined within proposal.
- Identification of personnel that would be assigned to the project, including their qualifications and time available for project..

- Cost estimate for the required system and maintenance.
- References and examples of past relevant work. Firm must provide three (3) references for projects of a similar nature and descriptions of the projects completed for those clients. The references should include a contact name and phone number.

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

**4.1.2. Competitive Negotiation of Proposals:** The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

4.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.

4.1.2.2. Negotiations will only be conducted with potentially acceptable proposal(s). The County reserves the right to limit negotiations to those proposal(s), which received the highest rankings during the initial evaluation phase.

4.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

4.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County

determines that a change in such requirements is in the best interest of the entities.

#### **4.1.3. Evaluation and Award Process:**

4.1.3.1. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

a. **Design/Features of the Proposed System and Method of Performance – 35%** - Ability of the proposed System to meet all the requirements and specifications detailed in proposal.

b. **Experience/Expertise of Contractor - 25%** - In regards to implementing a sustainable Geographic Information System in a 911 environment.

c. **Cost – 40%** - The initial purchase price is an important consideration but the cost of full ownership and labor service for a three year period including the first year warranty period will be included in the evaluation criterion.

4.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

#### **4.1.4. Evaluation:**

4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

4.1.4.2. The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP (This information may be shown on the form attached as Exhibit A to this RFP or in a similar manner):

- a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
- b. Dates and locations of the service/contract; and



- c. A brief, written description of the specific prior services performed and requirements thereof.
- 4.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.
- 4.1.4.4. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 4.1.4.5. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Bidder's final response rating.
- 4.1.4.6. Where the words "should", "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Bidder's final response rating.
- 4.1.4.7. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.



5. **Response Page**

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This form must be signed. All signatures must be original and not photocopies.

The Offeror shall provide a firm, fixed price for the Original Contract Period. All costs associated with the required services/equipment shall be included in the prices. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

**5.1. 9-1-1 Geographic Information System (Breakdown software and hardware proposed as well as any additional data creation Offeror proposes as necessary)**

**Hardware:** \$ \_\_\_\_\_

**Software:** \$ \_\_\_\_\_

**Additional Features:** \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**5.2. Maintenance/Support (First Year)** \$ \_\_\_\_\_ per year.  
State the firm, fixed annual cost for a 12 month maintenance contract, which will begin upon expiration of the initial warranty.

**5.3. Optional Pre-Paid Maintenance/Support Years One, Two and Three** \$ \_\_\_\_\_ per year.  
State the firm, fixed annual cost for a 36 month maintenance contract, which will begin upon expiration of the initial warranty.

**5.4. Labor rate for the work beyond that covered by the maintenance agreement:**  
\$ \_\_\_\_\_/hour.

**5.5. Renewal Option if PSJC Purchases maintenance yearly:**

The County shall have the sole option to renew the maintenance portion of this contract in one year increments for a total accumulated period of additional years. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. All modifications shall be computed against the original unit price. Offerors are to state if prices are firm for these renewal periods.

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please indicate the maximum percentage of increase or decrease for each renewal:

<b>First Renewal:</b>	+	_____ %	-	_____ %
<b>Second Renewal:</b>	+	_____ %	-	_____ %
<b>Third Renewal:</b>	+	_____ %	-	_____ %

Note: These renewal options will be used in the evaluation.

**5.6. Additional Cost to Complete:**

Provide an itemized list of any items not included above by the County and related costs that Offeror deem necessary to provide a fully functional system meeting all of the requirements specified in proposal. Failure to provide said list shall not relieve the Contractor from providing such items as necessary to a fully functional system meeting all of the requirements specified in proposal that the Offeror proposed to meet at the Fixed Price Purchase Costs proposed.

5.6.1. \$ \_\_\_\_\_

5.6.2. \$ \_\_\_\_\_

**EXHIBIT A**

**PRIOR EXPERIENCE**

(References of similar services for governmental agencies are preferred)

**1. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description of Prior Services (include dates):**

**2. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description of Prior Services (include dates):**

**3. Prior Services Performed for:**

Company Name:

Address:

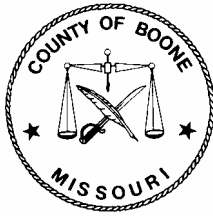
Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description of Prior Services (include dates):**



## ***"No Bid" Response Form***

**Boone County Purchasing**  
601 E. Walnut, Room 208  
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director  
(573) 886-4391 – Fax: (573) 886-4390

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### **"NO BID RESPONSE FORM"**

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO  
SUBMIT A BID**

If you do not wish to respond to this proposal request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

**Bid: 23-29APR03 - 9-1-1 GEORGRAPHIC INFORMATION SYSTEM**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_