



Request for Proposals
Project 25 Subscriber Units
Proposal Requirements
BID # 2022-005

DUE: September 29, 2021 @ 2:00pm EDT

Prepared by



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1. Project Overview

1.1 Introduction

Rowan County (County) intends to purchase and implement new Project 25 (P25) compliant subscriber devices. The County is releasing this Request for Proposal to obtain pricing for both immediate and future purchases of P25 subscriber devices.

The term “Respondent” refers to vendors responding to this request for proposal (RFP). The term “Selected Vendor” refers to the vendor(s) awarded this contract by the County. This Proposal Requirements section describes the requirements that Respondent shall meet in response to this RFP.

1.2 Background

The County’s radio system currently supports subscriber devices, e.g., portable and mobile, from multiple manufacturers. The County plans to procure current subscriber models with feature enhancements not currently supported by the existing devices. Both Public Safety and Non-Public Safety departments within the County will utilize the devices.

1.3 Procurement Goal

The goal of this procurement is to ensure that new technology subscriber devices are available at the best value for both immediate and future purchases.

2. Instructions to Respondent

2.1 Overview

- A. Respondent shall submit a comprehensive list of products that meets the general, functional, and operational requirements specified in Attachment A - P25 Subscriber Units Functional Specification.
- B. Proposals shall be clear and concise with sufficient detail for the County to verify compliance.
- C. Proposals shall completely describe the equipment and methods used to test and validate the products.
- D. Proposals shall be submitted in a sealed envelope and received by September 29, 2021 at 2:00pm EDT. The County will not accept proposals received after this time. Proposals in the form of e-mails, telegrams, telephone calls, facsimiles, or telex messages will not be accepted.
- E. "OPTION" or "OPTIONAL" in this section and the Functional Specifications section refer to features, services and/or equipment that the County may or may not purchase or items whose quantities are not determined yet. Respondent shall respond to and provide pricing for all OPTIONAL features, services, and equipment.
- F. Respondent may provide samples, literature, graphic aids, and other materials in appendices to help describe how the Respondent will accomplish the specified work.

Table 1 shows the Procurement schedule.

Table 1 - Procurement Schedule

Procurement Schedule	
Description	Date/Time
RFP Release and Public Notice	August 19, 2021 @ 10am EDT
Deadline for Respondent Questions	August 27, 2021 @ 2pm EDT
Deadline for County to Answer Respondent Questions	September 10, 2021 @ 2pm EDT
Deadline for County to Issue Addenda	September 15, 2021 @ 2pm EDT
Proposal's Due	September 29, 2021 @ 2pm EDT

2.2 Proposal Questions

- A. Respondent can submit questions in writing to The Rowan County Procurement Officer, Anna Bumgarner, via email, Anna.Bumgarner@rowancountync.gov. The Procurement Officer will respond to all questions by the date indicated in Table 1.

2.3 Addenda to the RFP

- A. Prior to the deadline for addenda as identified in Table 1, The County may issue written addenda making changes or corrections to the specifications as issued. All addenda shall become part of the specifications and awarded contract.
- B. The addenda will be posted at <https://rowancountync.gov/677/Current-Bids-or-Request-for-Proposals-RF>.
- C. Respondent shall modify their products and/or services offered, as needed, to comply with all addenda.

2.4 Proposal Submission

- A. Respondent shall submit a sealed package. The front of the package should be clearly marked "**Project 25 Subscriber Units Proposal**" and contain the following:
 - 1. Bound original proposal, clearly identified as original
 - 2. Three (3) bound additional copies

3. Pricing proposal in a **separate, sealed envelope** and clearly marked "**PRICING - Project 25 Subscriber Units Proposal**".
 4. Proposal and Pricing in electronic format on three USB flash drives.
- B. Proposals shall be addressed to Rowan County Procurement Officer, Attention: Anna Bumgarner, at 130 W Innes St, Salisbury, NC 28144. Proposals will not be accepted at any other location.

2.5 Proposal Format and Content

- A. The first page of the proposal shall be a cover page followed by the following sections, in the order listed.
1. Section 1: Organization Information
 2. Section 2: Company background and history
 3. Section 3: Product Proposal
 4. Section 3.1: Portable Subscribers
 5. Section 3.2: Mobile Subscribers
 6. Section 3.3. Multiband Options
 7. Section 3.4. Additional Products: Respondent may include additional products which may supplement the primary products offered.
 8. Section 4: Portable Subscriber Testing

2.6 Pricing Proposal

- A. Respondent shall submit the pricing by completing the pricing forms supplied in the provided MS Excel® file provided in the *Project 25 Subscriber Units Functional Specification, Appendix A - Rowan Subscriber Pricing Sheets.xlsx*.
- B. Respondent shall submit their pricing proposal in a separate, sealed envelope or package.

2.7 Evaluation

- A. The proposal shall provide clear and sufficient detail to enable the County to evaluate the responsiveness and compliance with the requirements of this RFP.
- B. Proposal evaluation will be based on four primary evaluation factors, rated on a point system. The County will select the most qualified respondent based on points awarded and enter contract negotiations. The four evaluation factors are:
 - 1. Organization Information, Background and History
 - 2. Proposed Devices
 - 3. Portable Testing
 - 4. Cost
- C. Award of a contract for this project shall be made to the respondent whose proposal is most advantageous to the Rowan County. This is a competitive negotiation procurement process and is not a low bid process. Price Sheets will be used to evaluate "cost effectiveness" but are not the sole selection factor. Client is not bound by quantities indicated.
- D. The County may elect to purchase all, or some of the items offered.
- E. The Respondent shall supply two portable radios from each of the tiers (Law Enforcement, Fire Service, and Public Service) that the Respondent has included in their proposal. These radios will be used to complete the Testing and Verification Program, as detailed in Section 2 of the Functional Specification. The radios will be returned once the testing and evaluation of the radios has been completed and Rowan County will not be liable for the cosmetic or operational condition of the radios, after testing.

F. Below is the Procurement Evaluation Scoring Category Matrix:

Procurement Evaluation Matrix			
Organization	Mobile/Portable Requirements	Testing and Verification Result	Cost
Max Score - 25	Max Score - 25	Max Score - 25	Max Score - 25
Actual Score	Actual Score	Actual Score	Actual Score

2.8 Contract Award

- A. The County will award one or more contracts to the Respondent/s whose offer(s) complies with the RFP requirements and which will be, in the opinion of the County, in the best interest of and value to the County.
- B. The County reserves the right to waive informalities, reject any and all proposals, solicit new proposals or to award a contract as it deems will best serve its interests.



Appendix A – P25 Subscriber Units Functional Specification

