

## REQUEST FOR PROPOSAL (RFP)

<b>Bid Event Number:</b>	EVT0002573
<b>Requisition ID:</b>	NA
<b>Replaces Contract:</b>	New
<b>Date Mailed:</b>	August 23, 2013
<b>Closing Date:</b>	October 9, 2013 at 2:00 PM
<b>Procurement Officer:</b>	Jerry Clements <b>Telephone:</b> 785-296-7251 <b>E-Mail Address:</b> <a href="mailto:jerry.clements@da.ks.gov">jerry.clements@da.ks.gov</a> <b>Web Address:</b> <a href="http://da.ks.gov/purch">http://da.ks.gov/purch</a>
<b>Item:</b>	GIS Enhancement – Next Generation 9-1-1
<b>Agency:</b>	Kansas 9-1-1 Coordinating Council
<b>Period of Contract:</b>	One (1) year from date of award (with the option to renew for two (2) additional one-year periods)
<b>Guarantee:</b>	No Monetary Guarantee Required
<b>Scope:</b>	This Contract shall cover the procurement of Next Generation 9-1-1 Professional Services for the Kansas 9-1-1 Coordinating Council during the contract period referenced above.

Event Number EVT0002573 was recently posted to the Procurement and Contracts Internet website. The document can be downloaded by going to the following website:

<http://www.da.ks.gov/purch/Contracts/bids.aspx>

**It shall be the bidder's responsibility to monitor this website on a regular basis for any changes/amendments.**

**Pre-proposal Conference** - A pre-proposal conference will be held at **9:30 am, on September 5, 2013**, at the following location:

Landon State Office Building  
900 SW Jackson  
7th Floor, Director's Conference Room  
Topeka, KS, 66612

Interested parties may participate via teleconference: Phone: 866-620-7326 Conference Code: 7852967251
--

Attendance is not required at the pre-proposal conference. Impromptu questions may be permitted and spontaneous unofficial answers provided, however bidders should understand that the only official answer or position of the State of Kansas will be presented in writing. Subsequent questions must be submitted electronically (MS Word) to the Procurement Officer indicated above prior to close of business on **September 17, 2013**.

Failure to notify the Procurement Officer of any conflicts or ambiguities in the Bid Event may result in items being resolved in the best interest of the State. Any modification to this Bid Event as a result of the pre-proposal conference, as well as written answers to written questions, shall be made in writing by addendum and dispatched to all bidders associated to this event. Only written communications are binding.

Answers to questions will be available in the form of an addendum on the Procurement and Contracts' website.

### SIGNATURE SHEET

Item: Next Generation 9-1-1 Professional Services

Agency: Kansas 9-1-1 Coordinating Council

Closing Date: October 9, 2013

By submission of a bid and the signatures affixed thereto, the bidder certifies all products and services proposed in the bid meet or exceed all requirements of this specification as set forth in the request and that all exceptions are clearly identified.

Legal Name of Person, Firm or Corporation KIMBLE MAPPING INC

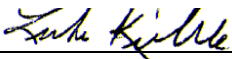
Mailing Address 2601 Anderson Ave Ste 205 City & State Manhattan, KS Zip 66502

Toll Free Telephone \_\_\_\_\_ Local 785-539-7499 Cell: \_\_\_\_\_ Fax 7803

Tax Number 26-1524286

**CAUTION: If your tax number is the same as your Social Security Number (SSN), you must leave this line blank. DO NOT enter your SSN on this signature sheet. If your SSN is required to process a contract award, including any tax clearance requirements, you will be contacted by an authorized representative of the Division of Purchases at a later date.**

E-Mail lkmap@sbcglobal.net

Signature  Date 09-30-2013

Typed Name Luke Kimble Title Project Manager

In the event the **contact for the bidding process** is different from above, indicate contact information below.

**Bidding Process** Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Toll Free Telephone \_\_\_\_\_ Local \_\_\_\_\_ Cell: \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

If **awarded a contract and purchase orders** are to be directed to an address other than above, indicate mailing address and telephone number below.

**Award** Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Toll Free Telephone \_\_\_\_\_ Local \_\_\_\_\_ Cell: \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

## 1. INSTRUCTIONS

### 1.1. Bid Event ID / Reference Number:

The Bid Event ID / RFP number, indicated in the header of this page, as well as on the first page of this proposal, has been assigned to this RFP and MUST be shown on all correspondence or other documents associated with this RFP and MUST be referred to in all verbal communications. All inquiries, written or verbal, shall be directed only to the procurement officer reflected on Page 1 of this proposal. There shall be no communication with any other State employee regarding this RFP except with designated state participants in attendance ONLY DURING:

- Negotiations
- Contract Signing
- as otherwise specified in this RFP.

Violations of this provision by bidder or state agency personnel may result in the rejection of the proposal.

### 1.2. Negotiated Procurement:

This is a negotiated procurement pursuant to K.S.A. 75-37,102. Final evaluation and award will be made by the Procurement Negotiation Committee (PNC) consisting of the following entities (or their designees):

- Secretary of Department of Administration;
- Director of Purchases, Department of Administration; and
- Head of Using Agency

### 1.3. Appearance Before Committee:

Any, all or no bidders may be required to appear before the PNC to explain the bidder's understanding and approach to the project and/or respond to questions from the PNC concerning the proposal; or, the PNC may award without conducting negotiations, based on the initial proposal. The PNC reserves the right to request information from bidders as needed. If information is requested, the PNC is not required to request the information of all bidders.

Bidders selected to participate in negotiations may be given an opportunity to submit a revised technical and/or cost proposal/offer to the PNC, subject to a specified cut off time for submittal of revisions. Meetings before the PNC are not subject to the Open Meetings Act. Bidders are prohibited from electronically recording these meetings. All information received prior to the cut off time will be considered part of the bidder's revised offer.

No additional revisions shall be made after the specified cut off time unless requested by the PNC.

#### **1.4. Cost of Preparing Proposal:**

The cost of developing and submitting the proposal is entirely the responsibility of the bidder. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating for the contract and other costs associated with this RFP.

#### **1.5. Preparation of Proposal:**

Prices are to be entered in spaces provided on the cost proposal form if provided herein. Computations and totals shall be indicated where required. In case of error in computations or totals, the unit price shall govern. The PNC has the right to rely on any prices provided by bidders. The bidder shall be responsible for any mathematical errors. The PNC reserves the right to reject proposals which contain errors.

All copies of cost proposals shall be submitted in a separate sealed envelope or container separate from the technical proposal. The outside shall be identified clearly as "Cost Proposal" or "Technical Proposal" with the Bid Event ID / RFP number and closing date.

A proposal shall not be considered for award if the price in the proposal was not arrived at independently and without collusion, consultation, communication or agreement as to any matter related to price with any other bidder, competitor or public officer/employee.

Technical proposals shall contain a concise description of bidder's capabilities to satisfy the requirements of this RFP with emphasis on completeness and clarity of content. Repetition of terms and conditions of the RFP without additional clarification shall not be considered responsive.

#### **1.6. Signature of Proposals:**

Each proposal shall give the complete legal name and mailing address of the bidder and be signed by an authorized representative by original signature with his or her name and legal title typed below the signature line. If the contract's contact will be a different entity, indicate that individual's contact information for communication purposes. Each proposal shall include the bidder's tax number.

#### **1.7. Acknowledgment of Amendments:**

All bidders shall acknowledge receipt of any amendments to this RFP by returning a signed hard copy with the bid. Failure to acknowledge receipt of any amendments may render the proposal to be non-responsive. Changes to this RFP shall be issued only by Procurement and Contracts in writing.

#### **1.8. Modification of Proposals:**

A bidder may modify a proposal by letter or by FAX transmission at any time prior to the closing date and time for receipt of proposals.

#### **1.9. Withdrawal of Proposals:**

A proposal may be withdrawn on written request from the bidder to the Procurement Officer at Procurement and Contracts prior to the closing date.

### **1.10. Competition:**

The purpose of this RFP is to seek competition. The bidder shall advise Procurement and Contracts if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by Procurement and Contracts no later than five (5) business days prior to the bid closing date. The Director of Purchases reserves the right to waive minor deviations in the specifications which do not hinder the intent of this RFP.

### **1.11. Evaluation of Proposals:**

Award shall be made in the best interest of the State as determined by the PNC or their designees. Although no weighted value is assigned, consideration may focus toward but is not limited to:

- Cost. Bidders are not to inflate prices in the initial proposal as cost is a factor in determining who may receive an award or be invited to formal negotiations. The State reserves the right to award to the lowest responsive bid without conducting formal negotiations, if authorized by the PNC.
- Adequacy and completeness of proposal
- Bidder's understanding of the project
- Compliance with the terms and conditions of the RFP
- Experience in providing like services
- Qualified staff
- Methodology to accomplish tasks
- Response format as required by this RFP

### **1.12. Acceptance or Rejection:**

The Committee reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this RFP; and unless otherwise specified, to accept any item in a proposal.

### **1.13. Proposal Disclosures:**

At the time of closing, only the names of those who submitted proposals shall be made public information. No price information will be released. A List of Bidders may be obtained in the following manner:

- Attending the public bid opening at the time and date noted on the Bid Event, or
- Requesting a List of Bidders via e-mail to [tabsheets@da.ks.gov](mailto:tabsheets@da.ks.gov) or in writing to the following address. Include the Bid Event number in all requests.

Kansas Department of Administration  
Procurement and Contracts  
Attention: Bid Results  
800 SW Jackson, Suite 600  
Topeka, KS 66612-1216

- Once a contract has been executed, the Bid Tabsheet is available upon request following the same instructions noted above.

Bid results will not be given to individuals over the telephone.

Copies of individual proposals may be obtained under the Kansas Open Records Act by sending an email to [tabsheets@da.ks.gov](mailto:tabsheets@da.ks.gov) or calling 785-296-0002 to request an estimate of the cost to reproduce the documents and remitting that amount with a written request to the above address or a vendor may make an appointment by calling the above number to view the proposal file. Upon receipt of the funds, the documents will be mailed. Information in proposal files shall not be released until a contract has been executed or all proposals have been rejected.

#### **1.14. Disclosure of Proposal Content and Proprietary Information:**

All proposals become the property of the State of Kansas. The Open Records Act (K.S.A. 45-215 et seq) of the State of Kansas requires public information be placed in the public domain at the conclusion of the selection process, and be available for examination by all interested parties. (<http://da.ks.gov/purch/KSOpenRecAct.doc>) No proposals shall be disclosed until after a contract award has been issued. The State reserves the right to destroy all proposals if the RFP is withdrawn, a contract award is withdrawn, or in accordance with Kansas law. Late Technical and/or Cost proposals will be retained unopened in the file and not receive consideration or may be returned to the bidder.

Trade secrets or proprietary information legally recognized as such and protected by law may be requested to be withheld if clearly labeled "Proprietary" on each individual page and provided as separate from the main proposal. Pricing information is not considered proprietary and the bidder's entire proposal response package will not be considered proprietary.

All information requested to be handled as "Proprietary" shall be submitted separately from the main proposal and clearly labeled, in a separate envelope or clipped apart from all other documentation. The bidder shall provide detailed written documentation justifying why this material should be considered "Proprietary". Procurement and Contracts reserves the right to accept, amend or deny such requests for maintaining information as proprietary in accordance with Kansas law.

If any part or all of the proposal is marked as being copyrighted, by submission of the proposal itself, the proposer provides the State of Kansas full authority to provide copies of such material, either in paper format or electronically, to interested parties in order for the State to meet its obligations under the Kansas Open Records Act.

The State of Kansas does not guarantee protection of any information which is not submitted as required.

#### **1.15. Exceptions:**

By submission of a response, the bidder acknowledges and accepts all terms and conditions of the RFP unless clearly avowed and wholly documented in a separate section of the Technical Proposal to be entitled: "Exceptions".

**1.16. Notice of Award:**

An award is made on execution of the written contract by all parties.

## **2. PROPOSAL RESPONSE**

### **2.1. Submission of Proposals:**

Bidder's proposal shall consist of:

- One (1) original and six (6) copies of the Technical Proposal, including the signed Event Details document, applicable literature and other supporting documents;
- One (1) original and six (6) copies of the cost proposal including the signed Event Details document,
- Two (2) electronic / software version(s) of the technical and cost proposals are required. This shall be provided on CD or flash drive, in Microsoft® Word or Excel. Technical and cost responses shall be submitted on separate media.

All copies of cost proposals shall be submitted in a separate sealed envelope or container separate from the technical proposal. The outside shall be identified clearly as "Cost Proposal" or "Technical Proposal" with the Bid Event ID number and closing date.

Bidder's proposal, sealed securely in an envelope or other container, shall be received no later than 2:00 p.m., Central Time, on the closing date, addressed as follows:

Kansas Department of Administration  
Procurement and Contracts  
Proposal # (Indicated on Page 1)  
Closing Date: (Indicated on Page 1)  
800 Jackson Street, Suite 600  
Topeka, KS 66612-1216

It is the bidder's responsibility to ensure bids are received by the closing date and time. Delays in mail delivery or any other means of transmittal, including couriers or agents of the issuing entity shall not excuse late bid submissions.

Faxed, e-mailed or telephoned proposals are not acceptable unless otherwise specified.

Proposals received prior to the closing date shall be kept secured and sealed until closing. The State shall not be responsible for the premature opening of a proposal or for the rejection of a proposal that was not received prior to the closing date because it was not properly identified on the outside of the envelope or container. Late Technical and/or Cost proposals will be retained unopened in the file and not receive consideration or may be returned to the bidder.

### **2.2. Proposal Format:**

Bidders are instructed to prepare their Technical Proposal following the same sequence as this RFP.



### **2.3. Transmittal Letter:**

All bidders shall respond to the following statements:

- (a) the bidder is the prime contractor and identifying all subcontractors;
- (b) the bidder is a corporation or other legal entity;
- (c) no attempt has been made or will be made to induce any other person or firm to submit or not to submit a proposal;
- (d) the bidder does not discriminate in employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin or disability;
- (e) no cost or pricing information has been included in the transmittal letter or the Technical Proposal;
- (f) the bidder presently has no interest, direct or indirect, which would conflict with the performance of services under this contract and shall not employ, in the performance of this contract, any person having a conflict;
- (g) the person signing the proposal is authorized to make decisions as to pricing quoted and has not participated, and will not participate, in any action contrary to the above statements;
- (h) whether there is a reasonable probability that the bidder is or will be associated with any parent, affiliate or subsidiary organization, either formally or informally, in supplying any service or furnishing any supplies or equipment to the bidder which would relate to the performance of this contract. If the statement is in the affirmative, the bidder is required to submit with the proposal, written certification and authorization from the parent, affiliate or subsidiary organization granting the State and/or the federal government the right to examine any directly pertinent books, documents, papers and records involving such transactions related to the contract. Further, if at any time after a proposal is submitted, such an association arises, the bidder will obtain a similar certification and authorization and failure to do so will constitute grounds for termination for cause of the contract at the option of the State;
- (i) bidder agrees that any lost or reduced federal matching money resulting from unacceptable performance in a contractor task or responsibility defined in the RFP, contract or modification shall be accompanied by reductions in state payments to Contractor; and
- (j) the bidder has not been retained, nor has it retained a person to solicit or secure a state contract on an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the bidder for the purpose of securing business. For breach of this provision, the Committee shall have the right to reject the proposal, terminate the contract for cause and/or deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

### **2.4. Bidder Information:**

The bidder must include a narrative of the bidder's corporation and each subcontractor if any. The narrative shall include the following:

- (a) date established;
- (b) ownership (public, partnership, subsidiary, etc.);
- (c) number of personnel, full and part time, assigned to this project by function and job title;
- (d) resources assigned to this project and the extent they are dedicated to other matters;
- (e) organizational chart;
- (f) financial statement may be required.

## **2.5. Qualifications:**

A description of the bidder's qualifications and experience providing the requested or similar service, including resumes of personnel assigned to the project stating their education and work experience, shall be submitted with the Technical Proposal. The bidder must be an established firm recognized for its capacity to perform. The bidder must have sufficient personnel to meet the deadlines specified in the RFP.

## **2.6. Requirements Response:**

Boxes are provided immediately following each requirement section. Where applicable, indicate compliance with that specific requirement. Provide detail in the box to support the compliance declaration to that requirement and other information as requested.

## **2.7. References:**

Provide three (3) references who have purchased similar items or services from the bidder in the last three (3) years. References shall show firm name, contact person, address, e-mail address and phone number. Bidder's employees and the buying agency shall not be shown as references.

## **2.8. Procurement Card (P-Card):**

Many State Agencies use a State of Kansas Procurement Card (currently Visa) in lieu of a state warrant to pay for certain purchases. No additional charges will be allowed for using the P-Card. Bidders shall indicate on the Event Details document if they will accept the Procurement Card for payment.

## **2.9. Political Subdivisions:**

Political subdivisions (City, County, School Districts, etc.) are permitted to utilize contracts administered by Procurement and Contracts. Please state in the area provided on the Event Details document whether or not you will allow this usage. Conditions included in this contract shall be the same for political subdivisions. The State has no responsibility for payments owed by political subdivisions. The Contractor must deal directly with the political subdivision.

### 3. TERMS AND CONDITIONS

#### 3.1 Contract Documents:

This RFP, any amendments, the response and any response amendments of the Contractor, and the State of Kansas DA-146a (Contractual Provision Attachment) shall be incorporated into the written contract, which shall compose the complete understanding of the parties.

In the event of a conflict in terms of language among the documents, the following order of precedence shall govern:

- a) Form DA 146a;
- b) written modifications to the executed contract;
- c) written contract signed by the parties;
- d) the RFP, including any and all amendments;
- e) and Contractor's written proposal submitted in response to the RFP as finalized.

#### 3.2 Contract:

The successful bidder will be required to enter into a written contract with the State. The contractor agrees to accept the provisions of Form DA 146a (Contractual Provisions Attachment), which is incorporated into all contracts with the State and is incorporated into this RFP.

#### 3.3 Contract Formation:

No contract shall be considered to have been entered into by the State until all statutorily required signatures and certifications have been rendered and a written contract has been signed by the successful bidder.

#### 3.4 Notices:

All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively "notices") that may be required or desired to be given by either party to the other shall be IN WRITING and addressed as follows:

Kansas Department of Administration  
Procurement and Contracts  
800 Jackson Street, Suite 600  
Topeka, KS 66612-1216  
RE: Bid Event ID Number (on page 1)

or to any other persons or addresses as may be designated by notice from one party to the other.

#### 3.5 Termination for Cause:

The Director of Purchases may terminate this contract, or any part of this contract, for cause under any one of the following circumstances:

- the Contractor fails to make delivery of goods or services as specified in this contract;
- the Contractor provides substandard quality or workmanship;
- the Contractor fails to perform any of the provisions of this contract, or
- the Contractor fails to make progress as to endanger performance of this contract in accordance with its terms.

The Director of Purchases shall provide Contractor with written notice of the conditions endangering performance. If the Contractor fails to remedy the conditions within ten (10) days from the receipt of the notice (or such longer period as State may authorize in writing), the Director of Purchases shall issue the Contractor an order to stop work immediately. Receipt of the notice shall be presumed to have occurred within three (3) days of the date of the notice.

**3.6 Termination for Convenience:**

The Director of Purchases may terminate performance of work under this contract in whole or in part whenever, for any reason, the Director of Purchases shall determine that the termination is in the best interest of the State of Kansas. In the event that the Director of Purchases elects to terminate this contract pursuant to this provision, it shall provide the Contractor written notice at least 30 days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Contractor shall continue to perform any part of the work that may have not been terminated by the notice.

**3.7 Debarment of State Contractors:**

Any Contractor who defaults on delivery or does not perform in a satisfactory manner as defined in this Contract may be barred for a period up to three (3) years, pursuant to KSA 75-37,103, or have their work evaluated for pre-qualification purposes pursuant to K.S.A. 75-37,104.

**3.8 Rights and Remedies:**

If this contract is terminated, the State, in addition to any other rights provided for in this contract, may require the Contractor to transfer title and deliver to the State in the manner and to the extent directed, any completed materials. The State shall be obligated only for those services and materials rendered and accepted prior to the date of termination.

In the event of termination, the Contractor shall receive payment prorated for that portion of the contract period services were provided to or goods were accepted by State subject to any offset by State for actual damages including loss of federal matching funds.

The rights and remedies of the State provided for in this contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

**3.9 Force Majeure:**

The Contractor shall not be held liable if the failure to perform under this contract arises out of causes beyond the control of the Contractor. Causes may include, but are not limited to, acts of nature, fires, tornadoes, quarantine, strikes other than by Contractor's employees, and freight embargoes.

**3.10 Waiver:**

Waiver of any breach of any provision in this contract shall not be a waiver of any prior or subsequent breach. Any waiver shall be in writing and any forbearance or indulgence in any other form or manner by State shall not constitute a waiver.

**3.11 Independent Contractor:**

Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor accepts full responsibility for payment of unemployment insurance, workers compensation, social security, income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this contract.

**3.12 Staff Qualifications:**

The Contractor shall warrant that all persons assigned by it to the performance of this contract shall be employees of the Contractor (or specified Subcontractor) and shall be fully qualified to perform the work required. The Contractor shall include a similar provision in any contract with any Subcontractor selected to perform work under this contract.

Failure of the Contractor to provide qualified staffing at the level required by the contract specifications may result in termination of this contract or damages.

**3.13 Subcontractors:**

The Contractor shall be the sole source of contact for the contract. The State will not subcontract any work under the contract to any other firm and will not deal with any subcontractors. The Contractor is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

The State of Kansas requires tax clearance certificates for all subcontractors be submitted with the technical proposal, and that the bidder additionally provide subcontractor(s) legal company name, contact information and tax ID number (FEIN/TIN) as well.

**3.14 Proof of Insurance:**

Upon request, the Contractor shall present an affidavit of Worker's Compensation, Public Liability, and Property Damage Insurance to Procurement and Contracts.

**3.15 Conflict of Interest:**

The Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any professional personnel who are also in the employ of the State and providing services involving this contract or services similar in nature to the scope of this contract to the State. Furthermore, the Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any state employee who has participated in the making of this contract until at least two years after his/her termination of employment with the State.

**3.16 Confidentiality:**

The Contractor may have access to private or confidential data maintained by State to the extent necessary to carry out its responsibilities under this contract. Contractor must comply with all the requirements of the Kansas Open Records Act (K.S.A. 42-215 et seq.) in providing services under this contract. Contractor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act. No private or confidential data collected, maintained or used in the course of performance of this contract shall be disseminated by either party except as authorized by statute, either during the period of the contract or thereafter. Contractor must agree to return any or all data furnished by the State promptly at the request of State in whatever form it is maintained by Contractor. On the termination or expiration of this contract, Contractor will not use any of such data or any material derived from the data for any purpose and, where so instructed by State, will destroy or render it unreadable.

**3.17 Nondiscrimination and Workplace Safety:**

The Contractor agrees to abide by all federal, state and local laws, and rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violations of applicable laws or rules or regulations may result in termination of this contract.

**3.18 Environmental Protection:**

The Contractor shall abide by all federal, state and local laws, and rules and regulations regarding the protection of the environment. The Contractor shall report any violations to the applicable governmental agency. A violation of applicable laws or rule or regulations may result in termination of this contract for cause.

**3.19 Hold Harmless:**

The Contractor shall indemnify the State against any and all loss or damage to the extent arising out of the Contractor's negligence in the performance of services under this contract and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this contract.

The State shall not be precluded from receiving the benefits of any insurance the Contractor may carry which provides for indemnification for any loss or damage to property in the Contractor's custody and control, where such loss or destruction is to state property. The Contractor shall do nothing to prejudice the State's right to recover against third parties for any loss, destruction or damage to State property.

**3.20 Care of State Property:**

The Contractor shall be responsible for the proper care and custody of any state owned personal tangible property and real property furnished for Contractor's use in connection with the performance of this contract. The Contractor shall reimburse State for such property's loss or damage caused by Contractor, normal wear and tear excepted.

**3.21 Prohibition of Gratuities:**

Neither the Contractor nor any person, firm or corporation employed by the Contractor in the performance of this contract shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any State employee at any time.

**3.22 Retention of Records:**

Unless the State specifies in writing a different period of time, the Contractor agrees to preserve and make available at reasonable times all of its books, documents, papers, records and other evidence involving transactions related to this contract for a period of five (5) years from the date of the expiration or termination of this contract.

Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years.

The Contractor agrees that authorized federal and state representatives, including but not limited to, personnel of the using agency; independent auditors acting on behalf of state and/or federal agencies shall have access to and the right to examine records during the contract period and during the five (5) year post contract period. Delivery of and access to the records shall be within five (5) business days at no cost to the state.

**3.23 Antitrust:**

If the Contractor elects not to proceed with performance under any such contract with the State, the Contractor assigns to the State all rights to and interests in any cause of action it has or may acquire under the

anti-trust laws of the United States and the State of Kansas relating to the particular products or services purchased or acquired by the State pursuant to this contract.

**3.24 Modification:**

This contract shall be modified only by the written agreement and approval of the parties. No alteration or variation of the terms and conditions of the contract shall be valid unless made in writing and signed by the parties. Every amendment shall specify the date on which its provisions shall be effective.

**3.25 Assignment:**

The Contractor shall not assign, convey, encumber, or otherwise transfer its rights or duties under this contract without the prior written consent of the State. State may reasonably withhold consent for any reason.

This contract may terminate for cause in the event of its assignment, conveyance, encumbrance or other transfer by the Contractor without the prior written consent of the State.

**3.26 Third Party Beneficiaries:**

This contract shall not be construed as providing an enforceable right to any third party.

**3.27 Captions:**

The captions or headings in this contract are for reference only and do not define, describe, extend, or limit the scope or intent of this contract.

**3.28 Severability:**

If any provision of this contract is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this contract shall not be affected and each provision of this contract shall be enforced to the fullest extent permitted by law.

**3.29 Governing Law:**

This contract shall be governed by the laws of the State of Kansas and shall be deemed executed in Topeka, Shawnee County, Kansas.

**3.30 Jurisdiction:**

The parties shall bring any and all legal proceedings arising hereunder in the State of Kansas District Court of Shawnee County, unless otherwise specified and agreed upon by the State of Kansas. Contractor waives personal service of process, all defenses of lack of personal jurisdiction and forum non conveniens. The Eleventh Amendment of the United States Constitution is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this Agreement shall be deemed a waiver of the Eleventh Amendment.

**3.31 Mandatory Provisions:**

The provisions found in Contractual Provisions Attachment (DA 146a) are incorporated by reference and made a part of this contract.

**3.32 Integration:**

This contract, in its final composite form, shall represent the entire agreement between the parties and shall supersede all prior negotiations, representations or agreements, either written or oral, between the parties relating to the subject matter hereof. This Agreement between the parties shall be independent of and have no effect on any other contracts of either party.

### **3.33 Debarment of State Contractors:**

Any Contractor who defaults on delivery or does not perform in a satisfactory manner as defined in this Agreement may be barred for up to a period of three (3) years, pursuant to K.S.A. 75-37,103, or have its work evaluated for pre-qualification purposes. Contractor shall disclose any conviction or judgment for a criminal or civil offense of any employee, individual or entity which controls a company or organization or will perform work under this Agreement that indicates a lack of business integrity or business honesty. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls 25 percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the bid or termination of the contract.

### **3.34 Immigration and Reform Control Act of 1986 (IRCA):**

All contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the contractor as well as any subcontractor or sub-contractors. The usual method of verification is through the Employment Verification (I-9) Form.

With the submission of this bid, the contractor hereby certifies without exception that such contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination for cause and any applicable damages.

Unless provided otherwise herein, all contractors are expected to be able to produce for the State any documentation or other such evidence to verify Contractor's IRCA compliance with any provision, duty, certification or like item under the contract.

Contractor will provide a copy of a signed Certification Regarding Immigration Reform and Control Form (<http://www.da.ks.gov/purch/CertificationImmigrationForm.doc>) with the technical proposal.

### **3.35 Worker Misclassification:**

The contractor and all lower tiered subcontractors under the contractor shall properly classify workers as employees rather than independent contractors and treat them accordingly for purposes of workers' compensation insurance coverage, unemployment taxes, social security taxes, and income tax withholding. Failure to do so may result in contract termination.

### **3.36 Injunctions:**

Should Kansas be prevented or enjoined from proceeding with the acquisition before or after contract execution by reason of any litigation or other reason beyond the control of the State, Contractor shall not be entitled to make or assert claim for damage by reason of said delay.

### **3.37 Statutes:**

Each and every provision of law and clause required by law to be inserted in the contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein. If



through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then on the application of either party the contract shall be amended to make such insertion or correction.

**3.38 Federal, State and Local Taxes:**

Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. The Contractor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Contract. The State of Kansas is exempt from state sales or use taxes and federal excise taxes for direct purchases. These taxes shall not be included in the bidder's price quotation. Upon request, the State shall provide to the Contractor a certificate of tax exemption.

The State makes no representation as to the exemption from liability of any tax imposed by any governmental entity on the Contractor.

**3.39 Accounts Receivable Set-Off Program:**

If, during the course of this contract the Contractor is found to owe a debt to the State of Kansas, agency payments to the Contractor may be intercepted / setoff by the State of Kansas. Notice of the setoff action will be provided to the Contractor. Pursuant to K.S.A. 75-6201 et seq, Contractor shall have the opportunity to challenge the validity of the debt. If the debt is undisputed, the Contractor shall credit the account of the agency making the payment in an amount equal to the funds intercepted.

K.S.A. 75-6201 et seq. allows the Director of Accounts & Reports to setoff funds the State of Kansas owes Contractors against debts owed by the Contractors to the State of Kansas. Payments setoff in this manner constitute lawful payment for services or goods received. The Contractor benefits fully from the payment because its obligation to the State is reduced by the amount subject to setoff.

**3.40 Definitions:**

A glossary of common procurement terms is available at <http://da.ks.gov/purch>, under "Purchasing Forms".

## **4. OTHER TERMS AND CONDITIONS**

### **4.1. Indefinite Quantity Contract:**

This Request is for an open-ended contract between a Contractor and the State to furnish an undetermined quantity of a good or service in a given period of time. The quantities ordered will be those actually required during the contract period, and the Contractor will deliver only such quantities as may be ordered. No guarantee of volume is made. An estimated quantity based on past history or other means may be used as a guide.

### **4.2. Off-Shore Sourcing:**

Bidders shall disclose in their bid response the location where the contracted services will be performed and whether or not any of the work necessary to provide the contracted services will be performed at a site outside the United States.

If, during the term of the contract, the Contractor or subcontractor plans to move work previously performed in the United States to a location outside of the United States, the Contractor shall immediately notify Procurement and Contracts and the respective agency in writing, indicating the desired new location, the nature of the work to be moved and the percentage of work that would be relocated. The Director of Purchases, with the advice of the respective agency, must approve any changes prior to work being relocated. Failure to obtain the Director's approval may be grounds to terminate the contract for cause.

### **4.3. Prices:**

Prices shall remain firm for the entire contract period and subsequent renewals. Prices shall be net delivered, including all trade, quantity and cash discounts. Any price reductions available during the contract period shall be offered to the State of Kansas. Failure to provide available price reductions may result in termination of the contract for cause.

### **4.4. Payment:**

Payment Terms are Net 30 days. Payment date and receipt of order date shall be based upon K.S.A. 75-6403(b). This Statute requires state agencies to pay the full amount due for goods or services on or before the 30th calendar day after the date the agency receives such goods or services or the bill for the goods and services, whichever is later, unless other provisions for payment are agreed to in writing by the Contractor and the state agency. NOTE: If the 30th calendar day noted above falls on a Saturday, Sunday, or legal holiday, the following workday will become the required payment date.

Payments shall not be made for costs or items not listed in the Contractor's response.

Payment schedule shall be on a frequency mutually agreed upon by both the agency and the Contractor.

#### **4.5. Industry Standards:**

If not otherwise provided, materials or work called for in this contract shall be furnished and performed in accordance with best established practice and standards recognized by the contracted industry and comply with all codes and regulations which shall apply.

#### **4.6. Experience:**

All bidders are preferred to have a minimum of five (5) years continuous active participation in the applicable industry, providing equipment/services comparable in size and complexity to those specified herein.

Bidders may be required to furnish information supporting the capability to comply with conditions for bidding and fulfill the contract if receiving an award of contract. Such information may include, but not be limited to, a list of similar size and type projects the bidder has completed.

#### **4.7. Acceptance:**

No contract provision or use of items by the State shall constitute acceptance or relieve the Contractor of liability in respect to any expressed or implied warranties.

#### **4.8. Ownership:**

All data, forms, procedures, manuals, system descriptions and work flows developed or accumulated by the Contractor under this contract shall be owned by the using agency. The Contractor may not release any materials without the written approval of the using agency.

#### **4.9. Data:**

Any and all data required to be provided at any time during the bid process or contract term shall be made available in a format as requested and/or approved by the State.

#### **4.10. Submission of the Bid:**

Submission of the bid will be considered presumptive evidence that the bidder is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State and/or local codes, state of labor and material markets, and has made due allowances in the proposal for all contingencies. Later claims for labor, work, materials, equipment, and tax liability required for any difficulties encountered which could have been foreseen will not be recognized and all such difficulties shall be properly taken care of by Contractor at no additional cost to the State of Kansas.

#### **4.11. Transition Assistance:**

In the event of contract termination or expiration, Contractor shall provide all reasonable and necessary assistance to State to allow for a functional transition to another vendor.

## 5. SPECIFICATIONS

The Kansas 9-1-1 Coordinating Council (“Council”) desires to assist Public Safety Answering Points (PSAPs) transition to NG9-1-1 call handling and services. As part of this strategy, the Council is issuing this RFP for GIS Enhancement as three (3) projects.

### 5.1 Introduction

This RFP issued for NG9-1-1 GIS Enhancement for the approximately 117 PSAPs in the 105 counties of Kansas. Three (3) separate projects are being tendered:

- a. **Project A - GIS Data Gap Analysis and Report.** The objective is to determine conformance of the PSAP GIS data to NENA standards. GIS Data Gap Analysis of approximately 112 Kansas PSAPs and their respective areas of interest.
- b. **Project B - GIS Data Gap Remediation** for approximately 117 PSAPs. Remediation ensures that GIS data for each PSAP is complete and in conformance with referenced standards based on the Gap Data Analysis of Project A.
- c. **Project C - GIS Data Quality Assurance (QA) Audit** validates the integrity of the GIS remediation data for approximately 117 PSAPs addressed during Project B.

During the Kansas NG9-1-1 Pilot, five (5) PSAPs were analyzed and will not need to be addressed during this Data GAP Analysis; Clark, Kingman, Reno, Sedgwick Counties, and the City of Emporia-Lyon County. However, all of our approximately 117 PSAPs shall to be addressed during this Data Remediation and Data QA Audit.

### 5.2 Objectives

The overall objectives for this procurement are:

- a. **Standardization.** Early leadership and proper Tech Requirements ensure standard, homogenous NG9-1-1 tech solution statewide.
- b. **Rapid Deployment.** Counties follow common solution; intelligent rollout and implementation schedule.
- c. **Affordability.** State contract leverages economy of scale procurement channel for counties.
- d. **County Consensus.** A strong “Good Will” marketing plan establishes leadership, instills patience, promotes cooperation, and inspires collaboration.
- e. **High Availability.** Solution must be High Availability (HA) public safety criticality.
- f. **Compatibility.** National: NENA standards, latest revision at time of contract award.
- g. **O&M.** Commitment to Operations and Maintenance (O&M) work flow to maintain relevance of data.

### 5.3 Contract Awards

The State may award Project A - GIS Data Gap Analysis and Project C - GIS Data QA Audit to the same bidder or bidders.

The State may award Project B - GIS Data Remediation to multiple bidders. Bidder(s) awarded Project A and Project C is/are excluded from award for Project B.

Therefore, Bidder need only respond to that section(s) applicable to the Project of interest.

**Bidder’s response goes here.**

**For which Project(s) are you submitting a Bid and Proposal (B&P)?**

- a. Project B - GIS Data Gap Remediation

**5.4 Progress Payments**

Bidder(s) may invoice based on percent complete at:

- a. 30% complete
- b. 60% complete
- c. 90% complete

Note: 10% withheld as retainage until signed Letter of Acceptance (LOA).

**6. APPLICABLE DOCUMENTS**

The following documents are relevant to this RFP. However, the RFP including SOW and Specification take precedence over Applicable Document.

- a. NENA 02-014 GIS Data Collection and Maintenance Standards (latest issue at time of RFP)
- b. NENA 71-501 Synchronizing GIS with MSAG and ALI (latest issue at time of RFP)
- c. PSAPs of Kansas
- d. PSAP GIS Survey Results

**Bidder's proposal response to this requirement(s) goes here.**

*(select one)* Fully Compliant, Partially Compliant, Non-Compliant

**Describe here your familiarity and involvement with NENA GIS standards and specifications. Describe your active participation of any NENA committees; if none, so state:**

- a. Fully Compliant
- b. **Kimble Mapping has had no participation in any NENA committees. We have used the NENA GIS standards during the past 12 years and are very familiar with them.**

**7. IMPLEMENTATION SCHEDULE**

The project basic timeline is shown in the table below.

Project	Activity	Months Post Contract	Remarks
A	<b>GIS Data Gap Analysis</b>		Each phase will capture a group of the PSAPs.
	a. Preliminary	0-4	
	b. Intermittent	5-8	
	c. Final	9-12	

B	<b>GIS Data Remediation</b> a. Preliminary b. Intermittent c. Final	5-8 9-12 13-16	Data remediation may commence after first group of PSAPs analyzed. Each phase will capture a group of the PSAPs.
C	<b>GIS Data QA Audit</b> a. Preliminary b. Intermittent c. Final	9-12 13-16 17-20	Data QA Audit may commence after first third of PSAPs remediated. Each phase will capture a group of the PSAPs.

**Bidder's proposal response to this requirement(s) goes here.**

(select up to 2) On which Project(s) are you bidding?    A    B    C

(select one)    Fully Compliant, Partially Compliant, Non-Compliant

**Describe here your ability to adhere to our Implementation Schedule. Include any applicable past experience and lessons learned in regard to implementation timelines. Describe any assumptions and caveats; if none, so state.**

    a. We would like to bid on project B.

    b. Fully Compliant

We always have the time schedule as top priority and make it a point to meet time frames of our projects. We are able to do this by starting the project as soon as we receive it and not postponing any of the work.

## 8. REQUIREMENTS

### 8.1 Requirements Overview

During all phases of NG9-1-1 GIS development (Analysis, Remediation, Audit/QA), Contractor shall include, but not be limited to, addressing the following typical Kansas Dispatch Center data:

- a. Does PSAP have a GIS Operations and Maintenance (O&M) Workflow (for example Address Assignment)
  - a. Documented
  - b. Undocumented
  - c. Does not exist
- b. Who in the PSAP is responsible for issuing addresses (Agency, Organization, Department...)
- c. What is the policy of the PSAP for Address Point Placement
  - a. Center of structure
  - b. Entrance of driveway
  - c. does urban placement policy differ from rural placement
  - d. Other

- d. What is the policy of the PSAP for handling multi-address structures and/or sites such as businesses, shopping centers, apartments, mobile home parks...
  - a. On-point with a related table or listing of sub-addresses
  - b. On-structure at approximate location of sub-address
  - c. Other
- e. What CAD/Mapping software is used by PSAP
- f. Does PSAP have ArcGIS Desktop
- g. Who maintains GIS database for the PSAP
- h. Who is responsible for MSAG / ALI synchronization (add, delete, correct address points, street centerlines, ESN boundaries for the appropriate data layer)
- i. If PSAP is not responsible for MSAG, then how is the PSAP informed of changes (add, delete, correct)
- j. When was the GIS database last updated and how frequently
- k. Is GIS data co-shared and/or co-maintained with other PSAPs
- l. How current is the aerial imagery captured
- m. What resolution is the latest aerial imagery
- n. What GIS Data Layers are captured by the PSAP
  - a. Street Centerline
  - b. Address Points
  - c. ESN Boundaries
  - d. EMS Boundaries
  - e. County Boundary
  - f. Municipal Boundary
  - g. Fire District Boundaries
  - h. Law Enforcement Boundaries
  - i. Emergency Service Agency locations (fire, EMS, law enforcement)
  - j. Cell Site Tower Locations
  - k. Cell Site Geographic Coverage
  - l. Other
  - m. None of above

Many of these questions were answered by Kansas PSAPs in the form of a survey (Appendix A). The Survey Responses are posted on our website for large/multiple attachments: <http://da.ks.gov/purch/adds/default.htm> (attachments are listed by bid closing date and Bid Number).

**Bidder's proposal response to this requirement(s) goes here.**

(select one) Fully Compliant, Partially Compliant, Non-Compliant

(select up to 2) On which Project(s) are you bidding? A B C

**Describe here your general experience with tasks above:**

- Fully Compliant
- Project B

- We have worked with numerous PSAPs developing their 911 data from start to finish. We are currently maintaining some PSAP's 911 data. We have kept up with all of the above Requirements.

## **8.2 Project A – GIS Data Gap Analysis**

**8.2.1** In preparation of a Next Generation 9-1-1 (NG 9-1-1) system, Kansas must analyze the status of 9-1-1 specific geographic information system (GIS) data across approximately 117 PSAPs. The data must be analyzed both between and within Public Safety Answer Point (PSAP) service areas for topology and standardization. Kansas is in search of a Contractor who will provide a comprehensive analysis of GIS data integration issues, field standardization and data completeness [pertaining to telephone number (TN) listings and Master Street Address Guide (MSAG) data] for the development of a statewide GIS database, accessible to any and all of the PSAPs.

**8.2.2** Since many unknowns remain in the implementation of NG 9-1-1, Kansas has chosen to use standards for GIS layers and fields as set by the National Emergency Numbers Association (NENA). The selected Contractor shall provide services that meet, are capable of meeting, or will meet NENA NG9-1-1 requirements and standards now available, or as they become available in the future.

**8.2.3** The Kansas 9-1-1 Coordinating Council requires a representative sample (no less than 25%) of GIS analysis for consistency within each PSAP service boundary and for consistency between adjoining PSAP service boundaries. All data, GIS, telephone number listings, Automatic Location Information (ALI), and MSAG<sup>1</sup> needed for the analysis will be furnished. The following guidelines shall serve to develop the Contractor's GIS Gap Analysis project plan.

### **8.2.4 GIS Data Analysis**

The GIS data analysis shall consist of various topology, attribute, and field name checks. Analysis tasks by PSAP shall be conducted to assess:

- a. Misalignments
- b. Duplications
- c. Splits Needed
- d. Road Name Consistency
- e. MSAG-Centerline Errors
- f. Telephone Number (TN) List – Site/Structure Location Errors
- g. Multi-Address Types
- h. Field Name Errors
- i. Attribution Errors
- j. Non-Standardized Fields

### **8.2.5 Centerline Layer**

Road Name Consistency is dependent upon each PSAP. Under some circumstances road name changes should occur due to jurisdictional boundary changes. Examples:

- a. Acceptable situations
  - a. A highway that changes to a city street name near the city limits

---

<sup>1</sup> No emergency service only proprietary data will be provided as a part of this project. This includes but is not limited to, individual names and phone numbers.



- b. A straight road that changes names at a city limit or county boundary.
- b. Unacceptable situations
  - c. A highway that switches back and forth from a city street name to a highway name several times within the city limits
  - d. A straight road with one name for most of the length and a different name on one or two segments with no corresponding boundary (municipal or county) in the area.

Other

- c. Number of misalignments
  - a. Overlaps
  - b. Gaps
  - c. Overhangs
  - d. Number of duplicate features
  - e. Line segments with the same name
  - f. Line segments with different name
- d. Number of road segments running the incorrect direction (Those segments that run high address [from node] to low address [to node])
- e. Number of road segments not broken at intersections and/or ESN boundaries
- f. Road name consistency for entire span of the road
- g. Comparison of MSAG and their centerline segments, provide the number of inconsistencies
- h. Compare fields within the layer to the NENA NG 9-1-1 standards for field names, content, and formatting
- i. List of non-NENA NG 9-1-1 standard fields

### **8.2.6 Polygon features**

(Emergency Service Number (ESN) Boundaries [including the individual fire, EMS, law enforcement boundaries], County Boundary, Municipal Boundary, PSAP Service Boundary)

- ESN Boundary
- Fire District Boundary
- EMS Boundary
- Law Enforcement Boundary
- a. Number of misalignments
  - a. Overlaps
  - b. Gaps
- b. Duplication of features between PSAPs
  - a. Contains matching ESN numbers
  - b. Contains different ESN numbers
- c. Analyze for inclusion (overlap) of all subordinate boundaries (fire, EMS, law enforcement) to the ESN boundary
- d. Compare fields within each layer to the NENA NG 9-1-1 standards for field names, content, and formatting
- e. List of non-NENA NG 9-1-1 standard fields

### **8.2.7 Site/Structure Location Layer**

- a. Number of discrepancies between the telephone companies telephone number (TN) list and site/structure location layer (a.k.a. address point layer) (NENA 71-501)

- b. List of all multi-address structure formats (i.e. point separated out on building, points collocated [all in a single location], pull separate address from flat file)
- c. Compare fields with the layer to the NENA NG 9-1-1 standards for field names, content, and formatting
- d. List of non-NENA NG 9-1-1 standard fields

**Bidder's proposal response to this requirement(s) goes here.**

*(select one)* Fully Compliant, Partially Compliant, Non-Compliant

**Describe here your general experience and proposal for accomplishing the tasks above:**

a.

### **8.3 Project B – GIS Data Gap Remediation**

Contractor shall remediate all deficiencies identified by the GIS Data Gap Analysis. The following guidelines shall serve to develop the Contractor's GIS Data Gap Remediation project plan.

- a. GIS Data Gap Remediation to NENA standards
  - a. PSAP closes gap using own internal resources, or
  - b. PSAP purchases services from statewide pre-approved Contractor schedule by Task Order purchase order
  - c. Database to Kansas Data Access and Support Center (DASC)
- b. Develop highly accurate GIS data coordinated on statewide basis
  - a. Street centerlines
  - b. Address points
  - c. Jurisdictional boundaries
- c. Migration from current 9-1-1 to NG9-1-1 without degradation in 9-1-1 services (Risk Element)
  - a. Credibility
  - b. Accountability
  - c. Measurable results

**Bidder's proposal response to this requirement(s) goes here.**

*(select one)* Fully Compliant, Partially Compliant, Non-Compliant

**Describe here your general experience with and proposal for remediation of GIS data deficiencies:**

a. Fully Compliant

Not only have we created E-911 data for numerous PSAPs, but we also maintain E-911 data of some we did not create. During this maintenance of these PSAPs we corrected data deficiencies as we found them. Currently we are in the process of correcting some of the items mentioned in this RFP such as gaps, overshoots, boundaries, etc.

#### 8.4 Project C – GIS Data QA Audit

The Contractor shall certify that GIS remediation has successfully brought the GIS data for each PSAP into compliance with NENA standards using a robust set of QA analytical tools according to the NENA NG9-1-1 GIS data model and GIS data layers. The following guidelines shall serve to develop the Contractor's GIS Data QA Audit project plan.

- a. GIS Statewide Gap Analysis and Audit
  - a. GIS Data Collection and Maintenance Standards according to NENA 02-014
  - b. GIS Database to MSAG and ALI Synchronization Process according to NENA 71-501 or equivalent at time of contract award
  - c. NG9-1-1 GIS Data Model according to or equivalent at time of contract award
  - d. Dual-pass QA process to ensure data integrity by developing State-accepted validation and comparison checkpoints.
  - e. Establish border standards
  - f. Performs Gap Audit post-remediation

**Bidder's proposal response to this requirement(s) goes here.**

(select one) Fully Compliant, Partially Compliant, Non-Compliant

**Describe here your general experience with and proposal for remediation certification:**

a.

### 9. DELIVERABLES

All deliverables shall include a signed Letter of Acceptance (LOA). The LOA shall be signed by an authorized member of the Customer and Contractor.

#### 9.1 Project A – GIS Data Gap Analysis

The contractor shall deliver a Detailed Analysis Reports for each item listed under the GIS Data Analysis section by PSAP:

- a. Project Plan proposing Contractor's methodology for accomplishing SOW and satisfying specification requirements
- b. Preliminary Detail Analysis Report captures results of first group of PSAPs
- c. Interim Detail Analysis Report captures results of second group of PSAPs
- d. Final Detail Analysis Report captures results of last group of PSAPs
- e. Reports shall be delivered electronically as a Microsoft® Excel® spreadsheet
- f. The GIS Data QA contractor may require assistance interpreting the GIS Data Gap Analysis. The GIS Data Gap Analysis contractor shall provide that collaboration in a timely manner.
- g. Notification shall be made immediately to the State's single point of contact (*to be announced*) of any difficulties or problems meeting the requirements of the deliverables or schedule.

The reports shall address the following categories as a minimum:

- a. Analysis of redundancy, misalignment and others errors in topology

- b. Analysis for NENA NG 9-1-1 standardization
- c. Analysis of the accuracy between the telephone number (TN) list and/or ALI and the site/structure location layer
- d. Analysis of the accuracy between the MSAG and the centerline layer
- e. Identify all deficiencies in data using latest current NENA standards as basis for identifying gaps.

**Bidder's proposal response to this requirement(s) goes here.**

*(select one)* Fully Compliant, Partially Compliant, Non-Compliant

**Describe here your general experience with and proposal for the Detail Analysis Reports.  
What additional categories are you proposing?**

a.

The Contractor shall deliver Rough Order of Magnitude (ROM) Cost Estimates for the following items:

- a. Remediation of identified errors in topology (misalignments, redundancies, etc) of all layers analyzed, by PSAP boundary;
- b. Standardization of all data layers analyzed to meet the NENA field standardization requirements by PSAP boundary;
- c. Synchronization of the telephone number (TN) list and/or and site/structure location layer (a.k.a. address point layer) (NENA 71-501) by PSAP boundary;
- d. Creation of standardized GIS data layers found in for PSAP boundaries who do not have them (priced per layer);
- e. Creation of a standardized geodatabase template that enforces both attributes (fields) and topology for applicable layers.

**Bidder's proposal response to this requirement(s) goes here.**

*(select one)* Fully Compliant, Partially Compliant, Non-Compliant

**Describe here your general experience with and proposal for developing ROM Cost Estimates for remediation of GIS data:**

a.

## **9.2 Project B – GIS Data Gap Remediation**

9.2.1 As GIS Data Gap Analyses become available for each PSAP boundary under review, the respective PSAP(s) may elect to remediate their own data, or they may ask the State to assist with remediation. This RFP will establish a list of pre-qualified contractors for GIS Data Gap Remediation.

9.2.2 In the event that a PSAP or groups of PSAPs prefer not to remediate their own GIS Data Gap, the State may issue individual Work Orders (WO) for pre-qualified contractors to bid the effort.

9.2.3 Once the remediation resource is identified, the State will furnish the GIS Data Gap Analysis for remediation.

9.2.4 The Contractor shall deliver:

- a. Project Plan proposing Contractor's methodology for accomplishing the SOW and satisfying specification requirements
- b. The review and remediation of State-furnished Data Gap Analysis, reporting any inconsistencies or errors in Data Gap Analysis
- h. Final Data Gap Remediation Report(s) electronically as a Microsoft® Excel® spreadsheet
- c. The GIS Data QA contractor may require assistance interpreting the remediated GIS data. The GIS Data Gap Remediation contractor shall provide that collaboration in a timely manner.
- d. Notification immediately to the State's single point of contact (*to be announced*) of any difficulties or problems meeting the requirements of the deliverables or schedule.

**Bidder's proposal response to this requirement(s) goes here.**

(select one) Fully Compliant, Partially Compliant, Non-Compliant

**Describe here your general experience with and proposal for Gap Remediation and Reporting.**

a. Fully Compliant

During the past 12 years we have worked closely with several PSAPs in Kansas and have become very familiar with Data Gap Remediation mentioned in this RFP. We have created centerline and address data for eight counties, and maintain the data for three. The remediation would be accomplished by correcting topology errors and data inconsistency identified in Project A. GIS data accuracy and consistency is extremely important to every project we develop, and we understand the importance of accurate and consistent data for NG9-1-1 for all PSAPs in Kansas.

The Report would be created by adding a field with a YES added indicating completion of each entry in the Excel spreadsheet report provided from Project A.

### **9.3 Project C – GIS Data QA Audit**

As GIS data is remediated, the State will furnish to the GIS Data QA contractor the Final Data Gap Remediation Report(s) for audit.

Contractor shall deliver:

- a. QA Audit Project Plan proposing Contractor's methodology for accomplishing SOW and satisfying specification requirements
- b. GIS Remediation Checklist (based on current NENA standards)
- c. QA Audit Initial report addressing GIS Data Readiness of PSAPs
- d. QA Audit Intermediate report addressing GIS Data Readiness of PSAPs
- e. QA Audit Final Report addressing GIS Data Readiness of PSAPs delivered as a Findings Report in electronic format stating that remediation is acceptable or not acceptable
- f. Notification immediately to the State's single point of contact (*to be announced*) of any difficulties or problems meeting the requirements of the deliverables or schedule

**Bidder's proposal response to this requirement(s) goes here.**

*(select one)* Fully Compliant, Partially Compliant, Non-Compliant

**Describe here your general experience with and proposal for GIS Remediation Checklists, and QA Audit Reports.**

a.

## **10. STATE RESOURCES**

The State will furnish the following resources to Contractor:

- a. PSAP Survey Questions of GIS Data and Resources in Kansas 9-1-1 Call Centers
- b. PSAPs of Kansas
- c. PSAP GIS Survey Results for Kansas 9-1-1 Call Centers

## 11. COST SHEET for Project A - GIS Data Gap Analysis

Bidder Name: \_\_\_\_\_

Bidders are instructed to submit this cost sheet per RFP Section TBD. Please provide labor pricing in the table below, by resource assigned to the specific RFP Section, associated labor rate, the estimated Level of Effort (LOE) for the activity, overhead costs and estimated travel/per diem per trip, used to arrive at a Total Estimated Project Cost. A sample resource cost breakdown is provided in row #1.

Section	Resource Title or Role	Rate	LOE	Estimated Cost
<i>Sample For illustration purposes only and not intended to provide bid guidance.</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• Manager</li> <li>• Engineer</li> <li>• Technician</li> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• \$\$</li> <li>• \$\$</li> <li>• \$\$</li> <li>• \$</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 200 mh</li> <li>• 175 mh</li> <li>• 225 mh</li> <li>• 90 mh</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• \$</li> <li>• \$</li> <li>• \$</li> <li>• \$</li> <li>•</li> </ul>
Project Planning	•	•	•	\$
Detail Gap Analysis	•	•	•	\$
Detail Analysis Reports	•	•	•	\$
ROM Cost Estimate	•	•	•	\$
Other	•	•	•	\$
Sub-Total of Above Lines				\$
Overhead Costs	Based on a percentage of labor	%		\$
Travel (to include travel costs and per diem)	Specify number of Travelers	\$/Trip	Number of Trips	\$
Total Estimated Cost				\$

Basis of Estimate (BOE) assumptions and conditions:

- 1.

## 12. COST SHEET for Project B - GIS Data Gap Remediation

Bidder Name: \_\_\_\_\_

Bidders are instructed to submit this cost sheet per RFP Section TBD. Pricing for this contract will be based on Task Order(s) issued and priced. Please provide labor pricing in the table below, by resource assigned to the specific RFP Section, associated labor rate, overhead costs and estimated travel/per diem per trip. A sample resource cost breakdown is provided in row #1.

Section	Resource Title or Role	Rate		Estimated Cost
<i>Sample For illustration purposes only and not intended to provide bid guidance.</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• Manager</li> <li>• Engineer</li> <li>• Technician</li> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• \$\$</li> <li>• \$\$</li> <li>• \$\$</li> <li>• \$</li> <li>•</li> </ul>	•	<ul style="list-style-type: none"> <li>• \$</li> <li>• \$</li> <li>• \$</li> <li>• \$</li> <li>•</li> </ul>
Project Planning	•	•	•	\$
Remediation of Deficiencies	•	•	•	\$
Remediation Reports	•	•	•	\$
Other	•	•	•	\$
Sub-Total of Above Lines				\$
Overhead Costs	Based on a percentage of labor	%		\$
Travel (to include travel costs and per diem)	Specify number of Travelers	\$/Trip	Number of Trips	\$
Total Estimated Cost				\$

Basis of Estimate (BOE) assumptions and conditions:

- 1.



### 13. COST SHEET for Project C – GIS Data QA Audit

Bidder Name: \_\_\_\_\_

Bidders are instructed to submit this cost sheet per RFP Section TBD. Please provide labor pricing in the table below, by resource assigned to the specific RFP Section, associated labor rate, estimated Level of Effort (LOE), overhead costs and estimated travel/per diem per trip. A sample resource cost breakdown is provided in row #1.

Section	Resource Title or Role	Rate	LOE	Estimated Cost
<i>Sample For illustration purposes only and not intended to provide bid guidance.</i>	<ul style="list-style-type: none"> <li>• Director</li> <li>• Manager</li> <li>• Engineer</li> <li>• Technician</li> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• \$\$</li> <li>• \$\$</li> <li>• \$\$</li> <li>• \$</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 200 mh</li> <li>• 175 mh</li> <li>• 225 mh</li> <li>• 90 mh</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• \$</li> <li>• \$</li> <li>• \$</li> <li>• \$</li> <li>•</li> </ul>
Project Planning	•	•	•	\$
Remediation Checklist	•	•	•	\$
QA Audit Reports	•	•	•	\$
other	•	•	•	\$
Sub-Total of Above Lines				\$
Overhead Costs	Based on a percentage of labor	%		\$
Travel (to include travel costs and per diem)	Specify number of Travelers	\$/Trip	Number of Trips	\$
Total Estimated Cost				\$

Basis of Estimate (BOE) assumptions and conditions:

- 1.

## APPENDIX A - Survey of GIS Data and Resources in Kansas 9-1-1 Call Centers

1. What CAD software is used in your PSAP?
2. Do you have a copy of ArcGIS Desktop in your dispatch center?
3. Who maintains your GIS data? (Explanation: Who is the person(s) or company responsible for your MSAG – ALI synchronization, addition of address points and street centerlines into the appropriate GIS data layer, and additions/corrections to the ESN boundaries); Internal PSAP Personnel , County/City GIS Department; Contractor (List company); Unknown
4. When was the last time your PSAP’s GIS data was updated? *List date, if known.*
5. Does your PSAP co-maintain your GIS data with another PSAP? Other Jurisdictions?
6. How often is your PSAP GIS data updated? Never, Quarterly, Biannually, Yearly, As needed, Unknown
7. What year was your PSAP’s aerial imagery acquired? List Year
8. What resolution is your PSAP’s most current aerial imagery?
9. Which of the following GIS data layers does your PSAP have available for use within the PSAP: (*Check all that apply*) Street Centerline; Address Points; ESN Boundary; Fire District Boundary; Law Enforcement Boundary; EMS Boundary; No GIS data exists
10. What percentage of your PSAP’s roads are NOT currently in your GIS street centerline layer? (*Estimate only*)
11. What percentage of your PSAP’s address points (structures) are NOT currently in your GIS address point layer? (*Estimate only*)
12. Does your PSAP have a documented GIS Maintenance Workflow? Yes/No If no, is it: informal/undocumented OR no such workflow exists?
13. Who issues addresses in your PSAP? List Agency/Department responsible.
  - a. If it is not the PSAP, then how is the PSAP informed of changes, additions, or deletion?
  - b. Is this documented in an Address Assignment Workflow document? Yes/No No If no, is it: informal/undocumented OR no such workflow exists?
14. What is your PSAP’s policy on address point placement? On the center of the structure, at the entrance of the drive, urban and rural placement is different (please describe), or unknown.
15. What types of structures does your PSAP issue addresses to? (*Check all that apply*) Homes, Businesses, Center Pivots, Wind Turbines, Oil Wells, Oil Batteries, Water Wells, Other
16. How does your PSAP handle multi-address structures/sites?
17. Name and contact information for individual completing this survey?

END OF SURVEY

State of Kansas  
Department of Administration  
DA-146a (Rev. 06-12)

### CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges-hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.  
  
Contractor agrees to comply with all applicable state and federal anti-discrimination laws.  
  
The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.
6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."

13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.