Mainstream Nonprofit Solutions, Inc

REQUEST FOR PROPOSAL (RFP)

Kansas 911 Liaison



Mainstream Nonprofit Solutions, Inc

Emporia, Kansas 66801

Phone: 877-984-5300

cdoldharris@TeamMNS.org

**RFP ID: 00911Liaison**

**Date: October 28, 2019**

REQUEST FOR PROPOSAL

KANSAS 911 LIAISON

**RFP ID:** 00911 Liaison

**SUBMISSION DEADLINE:** November 22, 2019, 5:00 PM-CT,

**QUESTION SUBMISSION DEADLINE:** November 1, 2019

Questions may be submitted in written form no later than November 1, 2019 to:

|  |  |
| --- | --- |
| **RFP Contact Name:** | Carol Dold Harris |
| **Contact Address:** | 618 Commercial StreetPO Box 1268Emporia, Kansas 66801 |
| **Telephone Number:** | 620-208-1826 |
| **Email Address:** | cdoldharris@TeamMNS.org |

**INTRODUCTION**

Mainstream Nonprofit Solutions, Inc invites and welcomes proposals for a Kansas 911 Liaison. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT SUBCONTRACTORS ARE NOT TO BE UTLIZED FOR THIS RFP.*

**LOCATION**

The bid proposal is being requested for “Kansas 911 Liaison” for the Kansas 911 Coordinating Council.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual is the assigned contacts for the following:

For questions or information regarding this RFP, contact:

|  |  |
| --- | --- |
| **Name:** | Carol Dold Harris |
| **Title:** | Vice President of Finance |
| **Phone:** | (620) 208-1826 |
|  |  |
| **Email:** | cdoldharris@TeamMNS.org |

**INTRODUCTION**

Mainstream Nonprofit Solutions, Inc. is issuing this RFP for the procurement of a Kansas 911 Liaison with proven experience in 9-1-1 and public safety communications. This prime contractor will be charged with providing timely and supportive communications, guidance and broad technical support to Kansas public safety answering points (PSAPs) on behalf of the Kansas 911 Coordinating Council (“Council”).

**STATEMENT OF WORK**

As the 911 Liaison, contractor shall provide direct technical and operational guidance to PSAPs and to communicate PSAP needs and requests to the NG911 Administrator and the Council. The successful bidder will be given the latitude to determine objectives, goals and resources needed to complete all assignments in a way that is most economical and feasible for the Council. In addition, the successful bidder will collaborate with the NG911 Administrator and the Council in the development and implementation of procedures and methods consistent with the Council’s policies, guidelines, and statutes. Specifically, the 911 Liaison will be tasked with:

1. State and national outreach. To properly fulfil this function, the following will be expected:
	1. PSAP visits and meetings
	2. Collaboration with Mid-America Regional Council (MARC), other states, and the like.
	3. State and national outreach in the form of briefings, demonstrations, workshops, and public relations activities
2. Training and training support to PSAPs on a wide variety of 911-related topics. To properly fulfil this function, the following will be expected:
	1. Training Support through the Kansas 911 Knowledge Center.
	2. Timely response to questions relating the Kansas 911 system.
	3. Implementation of 911 certification program(s).
	4. Attendance at national and state conferences and other training events.
	5. Providing training for PSAPs through various opportunities such as Administration Day, APCO conferences, and the like.
	6. Facilitate training through the annual Administration Day.
3. Managing the PSAP Expenditure Review Policy and Process to ensure that all funds are spent within the statutory guidelines and per policy.
4. Operational support in the form of website maintenance, attendance at all regular meetings and other operational support necessary from pilot trials, pre-install and to live cut of NG911 services.
5. Researching and disseminating information to the Council on existing and evolving public safety communication systems standard relevant to the provision of NG911 services.

**REQUIRED QUALIFICATIONS**

A successful bidder must meet the following qualifications:

1. Extensive knowledge of public safety communications and NG911 systems.
2. Knowledge of current 9-1-1 industry trends in technology architecture, microcomputers, networking and the Internet.
3. Knowledge of current emergency communication technology including E911, Wireless 911 (Phase I and II), LMR, primary and secondary public safety answering points, CAS, NCAS, ANI/ALI, MSAG, CAD, Emergency Medical Dispatch systems and AVL systems.
4. Working knowledge of FCC regulations.
5. Working knowledge of NG911 systems.
6. Knowledge and four years or more experience in PSAP management and operations.
7. Demonstrated ability to analyze technology-related issues and development of solutions and recommendations.
8. Experience in project management, including the planning, development, implementation, and evaluation of projects.
9. Knowledge of GIS in the 9-1-1 environment.
10. Experience in advising and overseeing activities both in-person and remotely.
11. Experience in drafting technology-related plans, policies, standards, and guidelines.
12. Experience in public speaking.
13. Experience in working effectively with Agency leadership, state and local managers and staff, policy boards, and other non-governmental groups.
14. Able to travel frequently and with short notice. Travel includes overnight and daytrips in a vehicle provided.

**COST PROPOSAL**

This RFP is for a fixed-price contract and the payment amount does not depend on resources used or time expended. The cost proposal shall be submitted using Attachment A. It is the bidder’s responsibility to include all costs associated with providing the services requested in this RFP. Additional expenses for travel related activities will be reimbursed with proper documentation and Council approval.

The contracted price shall include all applicable federal, state, and local taxes.

**DOCUMENTS REQUIRED UPDON AWARD**

Upon award the successful bidder is required to provide Mainstream Nonprofit Solutions with the following:

1. Proof of ability to pass a fingerprint-based background check. This requires no felony convictions or arrest and no misdemeanor crimes involving moral turpitude. This must be updated on an annual basis.
2. Proof of insurance in the form of affidavit of Workers Compensation. Public Liability, and Property Insurance.
3. Statement of Compliance with the Immigration and Reform Control Act of 1986 (IRCA).
4. Proof of Completion of the Kansas Human Rights Commission’s On-Line Harassment Prevention Training.
5. Tax clearance certificate
6. Completed Form W-9.

**PROPOSAL BIDDING REQUIREMENTS**

**PROJECT PROPOSAL EXPECTATIONS**

Mainstream Nonprofit Solutions, Inc shall award the contract to the proposal that best accommodates the various project requirements. Mainstream Nonprofit Solutions, Inc reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Mainstream Nonprofit Solutions, Inc or to any Bidder offering or submitting a proposal.

**DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Mainstream Nonprofit Solutions, Inc no later than 5:00 PM-CT, November 22, 2019, for consideration in the project proposal selection process.

**PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process for best value to the Council:

* Proposals received by the stipulated deadline must be in the correct format.
* Bidder's alleged experience and knowledge necessary to perform services described in the project scope and specification of this RFP.
* Bidder's past performance history, ability to meet required qualifications as specified in this RFP.
* Overall cost effectiveness of the proposal.

Mainstream Nonprofit Solutions, Inc shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

**PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

1. **Bidder Information**
* Bidder's Name(s)
* Bidder's Address
* Bidder's Contact Information (and preferred method of communication)
1. **Summary of Bidder’s experience and knowledge to successfully perform services listed in the Statement of Work Section of this proposal.**
2. **Summary of Bidder’s past performance history as it relates to the Required Qualification Section of this proposal.**

1. **Cost Proposal – Attachment A.**

1. **Proof of Insurance**
* Details of any liability or other insurance provided.

1. **References**
* Provide three (3) reference letters.

Bidder agrees that Mainstream Nonprofit Solutions, Inc may contact all submitted references to obtain any and all information regarding Bidder's performance.

Attachment A

Cost Proposal

Bidder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Bidders shall provide their total cost to meet the requirements of this RFP. The annual amount payable monthly additional expenses for travel related activities will be reimbursed with proper documentation and Council approval.

Year One Fixed Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Optional Year Two (2) Fixed Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Optional Year Three (3) Fixed Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assumptions and Conditions: