

**Central Minnesota
Emergency Services Board**

**Request for Proposal
Maintenance of the Regional Tactical Interoperable
Communications Plan (TICP)**

The Central Minnesota Emergency Services Board is accepting proposals for professional services for maintenance of the regional Tactical Interoperable Communications Plan (TICP).

Proposals may be submitted in person, by mail or common carrier, not later than **noon, June 29, 2012**. Proposals should be submitted in a sealed envelope or package and labeled **“Central Minnesota TICP Maintenance Proposal”**

Please submit proposals to:

City of St. Cloud IT Division
Central Minnesota RAC
Attention: Micah Myers
400 Second Street South
St Cloud, MN 56301

Contact Information:

Telephone: 320-650-3365
Email: micah.myers@ci.stcloud.mn.us

Questions, request for clarification, comment or additional information regarding this Request for Proposals should be directed to the contact listed above not later than noon, June 8, 2012.

Background

Creation of a TICP was a requirement of the Office for Domestic Preparedness 2005 UASI (Urban Area Security Initiative) grant program. The original document for Central Minnesota was prepared by On Target Consulting and was completed in December of 2010. This document establishes a Tactical Interoperable Communications Plan (TICP) for the 20 entities in the Central Minnesota Region, inclusive of Minnesota Homeland Security Region IV. The TIC Plan is intended to document the interoperable communications resources available within the Central Minnesota region, who controls each resource, and what rules of use or operational procedures exist for the activation and deactivation of each resource.

Scope

Central Minnesota is requesting proposals to update the current release of the Central Minnesota TICP. The vendor will need to solicit each agency to incorporate any changes to the plan. It is the vendor's responsibility to contact each entity for changes and verify the completeness and accuracy of that information.

Each proposal must contain a complete list and description of the Scope of Work intended to be included and optional services available. The proposal must include a timeline and a complete description of the resources each partner must make available to complete the proposed work.

The actual timeline for completion will be determined upon selection of the appropriate proposal and shall be mutually agreed by the parties.

The awarded vendor will:

- Perform technical analysis, liaison, and administrative functions that facilitate the management, expansion and update of the current Tactical Interoperable Communications Plan (TICP)
- Develop a plan to facilitate future updates and information gathering for ongoing maintenance to the TICP
- Update the electronic database for the region (CASM)

Fee

The proposal should provide a fixed price sum, plus usual and customary expenses for the completion of the proposed work. All proposals must be itemized including the fixed price sum for the proposed work together with an itemized list of expenses anticipated. The expenses can be listed as a "not to exceed" amount but must be itemized so that a fair and equitable determination of the proposed actual total costs and the elements it contains can be determined.

Minimum Requirements

It is essential that prospective firms or individuals have a working knowledge of Public Safety, interoperability methodologies, and knowledge of disparate radio systems.

To be considered each proposal must contain at least the following information.

A. Firm's Organization

1. **Organization.** State the full name and address of your organization. Include name, address, telephone number and email of the person in your organization who has primary responsibility for developing the proposal and to whom

technical questions may be addressed. Include web site address where appropriate.

2. **Experience.** Proposals must include a description of the individual or firm's overall experience in handling projects similar in character or scope to this project. A list of at least three different references listing the company/agency name, address, telephone number and contact person, including email if available, in addition to a brief description of the project scope. References related to projects similar in scope and subject are preferred.
 3. **Personnel.** Proposals shall identify each member of a consultants staff who would work on the project, the role they will be performing, and the hourly rate to be charged for their services (if applicable). Additionally, a resume stating the background and qualifications of key staff members proposed to be involved should be included. Particular attention should be given to the individual named as project coordinator or team leader.
- B. **Schedule.** This project shall be completed as soon as practical but not later than December 12, 2012.
- C. **Statement of Work.** Each proposal must contain a clear and concise Statement of Work defining the work proposed to be completed. The Statement of Work should provide a preliminary work plan that includes a detailed plan for gathering the required data for the project and its' inclusion in the TICP and CASM. The work plan should also define the tasks required of the Central Minnesota Emergency Services Board and the individual jurisdictions within the region. The work plan should identify the periodic reporting plan proposed by vendor.
- D. **Reports and Presentations.** The vendor will provide periodic updates to the Central Minnesota Regional Advisory Committee (CM-RAC), on behalf of the Emergency Services Board, through a process mutually defined that should include at least reports and updates delivered by vendor at CM-RAC meetings at least twice during the project.
- E. **Deliverables.** The vendor will provide the Central Minnesota Emergency Services Board with an updated version of the TICP in word format both by electronic transmission and provision of a CD containing all relevant files. The vendor will complete the update of the electronic database for the region (CASM) and provide a listing of the elements updated, modified, changed, added, deleted, etc. to the Central Minnesota Emergency Services Board.
- F. **Central Minnesota Emergency Services Board Requirements.** Detail the level of assistance and involvement of staff requirements necessary to perform the work.

- G. **Experience.** To be deemed qualified, consultant must demonstrate experience in Public Safety systems and knowledge of interoperability amongst different organizations, disciplines and agencies at various levels of government. Consultant must also demonstrate a working knowledge of the role non-government organizations (NGO's) in interoperability.
- H. **Insurance.** At a minimum the vendor shall provide proof of statutorily required insurance coverage. In addition, proof of insurance for all coverages maintained by the firm must be included.
- I. **Rejection of Proposal.** The Central Minnesota Emergency Services Board reserves the right to reject any or all proposals, modify the requirements, terms or conditions without notice and award the work based on their understanding of the best interests of the needs of Central Minnesota Emergency Services Board.
- J. **Property Rights.** All proposals submitted are the property of the Central Minnesota Emergency Services Board.

Addendums and Modifications; Responses to Questions.

Addendums and modifications to this RFP and responses to questions, requests for clarification, comment or additional information shall be provided by email to all firms providing email contact information. For inclusion in notifications of addendums, modifications and responses to questions, requests for clarification, comment or additional information provide an email request to micah.myers@ci.stcloud.mn.us not later than Monday June 11, 2012

All addendums or modifications will be provided prior to noon Monday, June 18, 2012. No addendums or modifications will be released after that date except those withdrawing this RFP or extending or modifying the due date for responses to this RFP.