****

**La Crosse County**

**Request for Proposal**

**Data Preparation**

**Next Generation 9-1-1**

**Road Centerlines**

**Table of Contents**

**Section 1: RFP Overview………………………………………………………………………..3**

**Section 2: Proposal Submittal Instructions ………………………………………………4**

**Section 3: Qualifications……….………………………………………………………….……5**

**Section 4: Scope of Work…….…………………………….…………………………………..6**

**Section 5: Cost..…………………………………………………………………………………..7**

**Section 6: How to respond to this RFP …..….……………………………………………7**

**Section 7: Evaluation of Proposals…………………………………………………………7**

**Section 8: Terms and Conditions……………………………………………………………8**

**Section 1 - RFP Overview**

* 1. **Introduction  
     The objective of this procurement process is to select vendor to provide road centerline data editing in preparation for Next Generation 9-1-1 (NG911)**

1. Vendors will follow the State of Wisconsin NG911 and Wisconsin Land Information (WLIA) Data Standards in their recommendations.
2. Data edits and correction recommendations should be by the following phases.

1. Correction of Road Centerline Address Ranges

2. State and WLIA Schema Reconciliation

3. Data Topology Clean-up and Data Creation as needed

4. Reconciliation of GIS with ALI/MSAG data

**C.** Services may be software solutions, vendor staff editors or a combination.

**Section 2 - Proposal Submittal Instructions**

**2.1 RFP Schedule**

The following is a list of the important dates for activities related to the RFP process. The County reserves the right to change these dates and will post the changes on its web site.

|  |  |  |
| --- | --- | --- |
| Activity | Time | Date |
| RFP released |  | April 12, 2021 |
| Submission of proposals | 10 am | May 5, 2021 |
| Vendor interviews |  | May 18, 2021 |
| PRD Committee meeting |  | June 1, 2021 |
| Contract start date |  | July 1, 2021 |

**2.2 RFP location**

This RFP is posted on the La Crosse County web site. The County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the web site and on the DemandStar website. It is the vendor’s responsibility to be aware of amendments that are posted on the County web site and the DemandStar website.

### 2.3 Submission of Questions

Scope of Work Questions and/or Data Requests:  
Mari Pietz, Zoning, Planning and Land Information Department, 608-785-5920

[mpietz@lacrosecounty.org](mailto:mpietz@lacrosecounty.org)

Procurement Process Questions:

Bryan Jostad, Finance Department, 608-785-5879

[Jostad.bryan@lacrossecounty.org](mailto:Jostad.bryan@lacrossecounty.org)

**2.4 Submission of Proposals**

All proposals shall be submitted in complete original form using the Oniva DemandStar Network as the procurement information notification and document distribution system. DemandStar will also serve as the proposal collection destination.

La Crosse County will no longer accept proposals that are mailed, (UPS, Fed EX, U.S.P.S.) faxed or dropped off in person.

Vendors may register on-line at www.oniva/WAPP.com (or the general DemandStar website) to ensure free automatic notification of and access to RFP’s, RFQ’s, and bids. If your business currently subscribes to DemandStar Services, and its service territory includes the entire State of Wisconsin or a larger area, the service connecting your business to this RFP may already be included within your subscription.

**Proposals submitted will be marked as “County NG911 Data Services” and must be submitted to DemandStar no later than 10 am, CST, May 5, 2021.**

**Proposals received after the above date and time will not be reviewed.**

### 2.5 Opening of Proposals

The proposals will be publicly opened at 10:05 am, May 5, 2021 in the following location:

**Conference Room 2521  
County Administrative Center  
212 North 6th Street  
La Crosse, WI**

At that time, the names of vendors who properly submitted proposals will be announced. Announcement of the names of the vendors who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP.

Vendors may attend the Opening of Proposals virtually. Please contact Bryan Jostad 24 hours in advance to for arrangements.

### 2.6 Ownership of Proposals

All proposals submitted on time become the property of the County upon submission, and the proposals will not be returned to the Vendors. By submitting a proposal, the Responder agrees that the County may copy the proposal for purposes of facilitating the evaluation.

### 2.7 Other information

Vendors may submit any other information that is not described in this proposal that would be beneficial to the County. If in the vendor’s opinion the County has overlooked anything material or relevant, such item(s) may be brought to the County’s attention and be included in the proposal.

**Section 3 Qualifications   
  
3.1 Vendor Information**

1. Letter of introduction that includes name of contact person and contact information (email address, phone number, etc.), no more than two (2) pages.
2. Office location(s) that would service this contract
3. Ownership and affiliation
4. Company’s objectives in relation to this project
5. Provide client agency name, contact name, title, address, and phone number of references from at least three clients that have been, or are currently being provided similar service within the last five (5) years.
   1. **Relevant Experience**
6. Data Editing Services
7. NG 9-1-1 Projects
8. Software Solutions related to NG911 validation
   1. **Proposed Staff and Structure**
9. Organizational Structure / Hierarchy.
10. Responsibilities and qualifications of management personnel providing services under this proposed agreement.
11. The Responsibilities and qualifications of the staff who are performing the services.

**Section 4 Scope of the Work**

**4.1 Quality Assurance**

.

1. Vendors shall describe the data that needs to be reviewed for the proposal and a NG 911 system.
2. Vendors shall describe how they plan to determine the county data is not compliant with State and WLIA standards.
3. Vendors shall describe their data inspection procedures.
4. Vendors shall describe their solutions to meet NG 911 data compliance standards, broken into a phased approach.

**4.2 In Service/ Training / Reports - if applicable to the solution**

1. Describe training sessions, programs, and/or topics that are available and/or applicable.
2. Describe any reports/solutions that are available which will assist the County with maintenance post project.

**4.3 Problem Resolution Process**

1. Who is the first contact for project problems or questions?
2. Describe the problem resolution process / procedure.

**4.4 Value Added Services**

A. Vendors may propose any value-added services not described in the proposal.

**Section 5 Cost**

Vendors shall propose a cost structure by the phases outlined in 1.1 B. If a phase listed is proposed by the vendor into sub-phases, then outline costs similarly. It is understood that vendors may have a combination of methods related to completion of the project. For example, if using staff to complete the edits and a software solution the vendors shall explain any such process used in detail in the phases and how that relates to the costs.

Vendors shall describe the cost proposal in detail and in a manner that is easy to understand.

**Section 6 How to respond to this RFP  
6.1** Respond to statements in Sections 3 Qualifications and Section 4 Scope of   
 Work  
**6.2** Provide a detailed explanation of proposed Costs in Section 5

**Section 7 Evaluation of Proposals**

### 7.1 Evaluation Criteria

La Crosse County will evaluate the proposals using the criteria described below.

|  |  |
| --- | --- |
| **Category** | **Points** |
| Qualifications | 100 |
| Scope of Work | 100 |
| Cost | 100 |
| **Initial Total** | 300 |
| Vendor Interviews | 300 |
| **Grand Total** | 600 |

**7.2 Initial Evaluation**

Each proposal shall receive a review by an evaluation team. The highest evaluated vendors; up to 3; shall be requested to meet with the evaluation team for an interview. **Vendors will be notified of their interview status no later than 4 pm, May 12, 2021. Vendors advancing to the interview stage will receive an interview agenda.**

**7.3 Vendor Interviews**

**Vendor interviews are scheduled for May 18, 2021 Vendors must be available to interview on that day. Interviews will be 60 minutes in length.** Interviews will be in-virtual**.** La Crosse County will provide virtual connection information.Vendors participating in this process shall explain and support their written proposal through a presentation, and question/answer forum.

**Section 8 - Terms and Conditions**

1. The County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.
2. The County reserves the right to re-issue any requests for proposals.
3. Upon the selection of a finalist vendor, the County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this vendor. If the County, for any reason, is unable to reach a final agreement with this vendor; the County reserves the right to reject such vendor and negotiate a final agreement with the vendor who has the next most viable proposal. The County may also elect to reject all proposals and re-issue a request for proposal.
4. Clarification of proposals: The County reserves the right to obtain clarification of any point in a vendor’s proposal or obtain additional information.
5. The County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the County.
6. The County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.
7. The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.
8. The Vendor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Purchaser, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Vendor, or its (their) agents and / or sub-contractors which may arise out of or connected with activities covered by this contract.
9. The selected vendor shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.
10. No reports, information, or data given to or prepared by the firm under contract shall   
    be made available to any individual or organization by the firm without the prior written approval of the County.
11. **8.11** Should the selected vendor merge or be purchased by another individual or firm contract continuation would be at the County's option.
12. **8.12** The contract with the selected vendor shall contain a 90-day written notice, without cause, termination clause that can be exercised by the County or the selected vendor.

**End of RFP**