

MARIN EMERGENCY RADIO AUTHORITY

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DATE: August 10, 2016
TO: MERA Next Generation Project Oversight Committee
FROM: Dave Jeffries, Deputy Executive Officer for the Next Gen Project
SUBJECT: AGENDA ITEM **D**: APPROVAL OF VENDOR SELECTION PROCESS AND TIMELINE

Recommended Action: Discuss and approve the proposed process and timeline.

Background:

Vendor proposals for the Next Gen project are due on Friday, August 5, 2016. This committee will be engaged in the next steps of the selection process. Federal Engineering, along with MERA and DPW staff has developed a detailed process and timeline (attached) to describe the process, the involved parties and the timeline. Specific areas impacting this committee include:

1. **Review proposals** against criteria described in remainder of this document which is based on RFP Evaluation Criteria from Table 1 in RFP (August 8 - 26) [NGPOC, Ops, DPW staff, MERA staff, FE]
 - Those tasked will have until August 26 to review the proposals and develop any clarification questions they may have. Staff then has until August 29 to consolidate any questions and submit them back to the proposers.
2. **Site visits** of other systems and **reference checks** (August 30 – September 13) [TBD – NGPOC, Ops, DPW staff, MERA staff]
 - Site Visits: We need to identify a team to travel to selected sites for detailed discussions with existing customers. In general, discussion topics with system managers may include vendor proposals, detailed design process, negotiations, costs, project management, etc. This may also include discussions with end users on implementation and use issues. I recommend that this team include Mr. Chuck and myself as well as members from the Next Gen Project Oversight Committee and Operational Issues Working Group. The scheduling for these visits will occur in the next few days and the visits will take place between August 30 and September 13.
 - Reference Checks: I recommend than members of the Operational Issues Working Group be tasked with phone interviews with additional existing system managers on similar topics. These reference checks will take place between August 30 and September 13.
 - Summaries of both the site visits and reference checks will be made available to the NGPOC Selection Subcommittee prior to scoring the proposals.

3. **Score the proposals** (September 21 - 22) [NGPOC Selection Subcommittee, assist by FE, DPW staff and MERA staff]
4. NGPOC and Executive Board **approval to negotiate** (October 5) [NGPOC / E Board assist by FE, DPW staff, MERA staff]

This schedule is designed to ensure that we are ready for the Marin County Board of Supervisors to award a contract at their meeting on December 6, 2016.

Attachments:

RFP Evaluation Process

1. EVALUATION PROCESS OVERVIEW

- Receive RFP proposals from vendors (August 5) *[DPW staff]*
- Review proposals against criteria described in remainder of this document which is based on RFP Evaluation Criteria from Table 1 in RFP (August 8 - 26) *[NGPOC, Ops, DPW staff, MERA staff, FE]*
- Ask the vendors clarification questions on unclear items (August 29) *[P. Echols]*
- Site visits of other systems and reference checks (August 30 – September 13) *[TBD – NGPOC, Ops, DPW staff, MERA staff]*
- Once clarifications have been received, compare and contrast the proposals including pricing (September 14 - 16) *[FE]*
- Score the proposals (September 21 - 22) *[NGPOC Selection Subcommittee, assist by FE, DPW staff and MERA staff]*
- Request Best and Final proposals/presentation from vendors if necessary (October 3 - 4) *[P. Echols]*
- NGPOC and Executive Board approval to negotiate (October 5) *[NGPOC / E Board assist by FE, DPW staff, MERA staff]*
- Provide notice of intent to award and enter into contract negotiations (October 10 – November 11) *[FE, DPW staff primary, assist by MERA staff]*
- MERA Governing Board approval (November 14 – 18) *[G Board assist by FE, DPW staff, MERA staff]*
- BOS approval (fixed date of December 6) *[P. Echols, assist by FE and MERA staff]*
- Contract execution (December 14) *[P. Echols]*

2. QUALIFICATIONS AND EXPERIENCE

- Evaluate the history of the company including the number of years in business providing P25 Phase 2 based radio systems as specified in the RFP including descriptions of qualifications
- Review qualifications of organizational personnel and staff including resumes of key project staff
- Verify a minimum of one to a maximum of five references from organizations for which the vendor is currently providing P25 Phase 2 based radio systems similar to the specifications of

this solicitation on the Bidder's Qualifications Sheets. Ensure the following information has been provided for each reference:

- i. Name of the system
- ii. Description of system and services provided
- iii. Location
- iv. Contact person

3. RESPONSE TO SCOPE OF WORK

- Verify the Offeror has submitted a complete Compliance Matrix
- Carefully review and analyze requirements where Offeror marked COMPLY WITH CLARIFICATION or EXCEPTION
- Assess system function and approach based on feasibility and ability of Proposed Design to meet or exceed the performance objectives in the Statement of Work
- Evaluate whether System Description describes in great detail the proposed equipment, software, design, and implementation services to be provided for the following items:
 - P25 Radio System, including:
 - Site identification and simulcast cells
 - Network management system
 - Maintenance consoles
 - Voice logging recorders - Interface
 - Backhaul connectivity
 - Site infrastructure
 - Additional subsystems
 - RF coverage predictions
 - Frequency plan
- Review in detail all block diagram(s), equipment layout(s), and equipment list(s) for the Proposed Design
- Verify that Proposed Design includes detailed equipment specification sheets for all proposed equipment

- Verify that Offeror provided a list of all existing and proposed sites, including greenfield sites, that are part of the Proposed Design
- Assess the Offeror's fault tolerant design for system control equipment and simulcast control equipment
- Analyze talk-in and talk-out coverage maps for mobile and portable radios on street
- Verify the system has an expected Grade of Service of 1%
- Assess how Proposed Design is capable of automatically activating different modes of degraded operation in the event of a failure
- Review Offeror's explanation on how the proposed Voice Logging Recorder interface meets the specified technical requirements and functions
- Assess how the proposed Network Management System (NMS) will allow MERA to monitor and ensure proper equipment configuration, operation, and integration of existing systems
- Evaluate the type and size of equipment shelter, tower structure and redundant backup power systems for each proposed new site
- Evaluate the type and size of equipment shelter, tower structure and redundant backup power system modifications for each existing site
- Review Dispatch Console System Description, making sure it describes in detail the proposed dispatch console(s), including hardware, software, design, and services to be provided
- Evaluate the proposed user radio equipment, including hardware, software, and services to be provided
- Compare the multiple tiers of end-user radio equipment available for purchase
- Assess the microwave backhaul system design
- Analyze the Smartphone Interface features, functions, capabilities
- Review the ISSI (external P25 system interfaces offering)
- Evaluate the Fire Station Alerting and Siren Control design
- Assess the Volunteer Fire Paging design
- Evaluate proposed training plan

4. PROJECT PLANS AND SCHEDULES

- Analyze whether Project Management Plan is comprehensive, tailored to the County's project, and contains the following items:
 - Work Breakdown Structure (WBS)
 - Project scope
 - List of deliverables
 - Project schedule with a detailed Gantt Chart containing the following tasks:
 - Detailed site surveys
 - Detailed path analysis (if adding microwave paths)
 - Detailed design review
 - Equipment manufacturing
 - Factory acceptance
 - Equipment delivery
 - System installation (per site, phase, and/or subsystem)
 - System configuration
 - System optimization
 - Acceptance testing
 - Training
 - System cutover
 - System documentation, development and delivery
 - System Acceptance
- Verify that Quality Assurance/Quality Control (QA/QC) plan is tailored to the System being proposed
- Review sample Staging Acceptance Test Plan (SATP) and verify it is tailored to the System being proposed
- Analyze whether proposed Coverage Acceptance Test Plan (CATP) is tailored for the County's System, identifies methods the Offeror intends to follow, and the includes following items:

- Provides sufficient detail that the County can read and understand the procedure
- Describes the equipment to be used, including user radios and test equipment
- Describes in detail the methodology to be used for talk-in and talk-out measurements
- Verify that sample Final Acceptance Test Plan (FATP) is tailored to the System being proposed
- Assess the procedure for conducting and documenting Final Acceptance
- Evaluate details on the proposed 30-Day Operational burn-in period

5. WARRANTY, MAINTENANCE, AND SUPPORT

- Review Offeror's description of their System, subsystem, and equipment warranty, including copies of all applicable standard support agreements.
- Assess how Offeror intends to provide on-site support 24 hours a day, 7 days a week, 365 days a year and their 24-hour call center capabilities
- Verify the Proposal identifies the Offeror's qualified service organization(s) that will provide warranty service and repair
- Evaluate how the Offeror will meet the following warranty requirements:
 - Service and repair to be performed 24 hours a day, 7 days a week, 365 days a year
 - Hardware repair and replacement
 - Software and firmware upgrades and back up
- Review procedures to handle System level failures and defects during the warranty period
- Review the software and firmware upgrade support to be provided during the warranty period
- Analyze the list of recommended initial spare parts and equipment, including:
 - All Offeror identified Field Replaceable Units (FRUs)
 - All infrastructure components having no FRUs, but that can cause a critical failure, including all third party equipment items
 - Power supplies
 - Required and/or recommended test, measurement, calibration, and repair kits
 - Recommended diagnostic equipment to support County maintenance activities

- Assess how Offeror plans to provide System lifecycle support to the County for the life of the contract

6. PRICING

- Verify the Offeror has submitted a complete Pricing Schedule
- Perform a thorough cost analysis of Pricing Schedule, including summary costs, discount structures, site equipment costs, site development costs, and warranty and maintenance costs

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