



LEGAL NOTICE

REQUEST FOR QUALIFICATIONS SEALED PROPOSAL 13-062

For

Project Management Assistance on a Motorola P25, SmartZone System

For

**ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI**

St. Charles County is seeking Statement of Qualifications for **Project Management Assistance on a Motorola P25, SmartZone System**. The County reserves the right to terminate the contract for reasons of violations by the successful proposer of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party ample time to remedy the deficiencies.

INSTRUCTIONS

One original and two [2] signed copies of the statement of qualifications must be received in a sealed envelope plainly marked “**13-062 Project Management Assistance on a Motorola P25, SmartZone System**” with the due date and time in the lower left corner of the envelope.

An authorized representative of the company/person submitting the statement of qualification must sign it in blue ink.

Statements of Qualifications must be submitted prior to **2/22/2013 at 10:00 AM** to:

**St. Charles County Finance Department
201 North Second St, Room 541
St. Charles, MO 63301**

St. Charles County reserves the right to accept and/or reject any and all proposals.

INQUIRIES

Any questions or clarifications concerning this Request for Qualifications must be submitted in writing via E-mail to:

Kurt Mandernach, Purchasing Manager
St. Charles County Government
Finance Department
201 North Second St
St. Charles, Missouri 63301
Fax: (636)949-7589
kmandernach@sccmo

- The RFQ number and title shall be referenced on all correspondence.
- All questions must be received no later than **4:00 PM** on **2/15/2013**. Any question received after this deadline may not be answered.

Responses to questions/clarifications may be placed on the County’s website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.

Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled “Bid [or Proposal] Inquiries”, concerning this request is prohibited PRIOR TO BID [OR PROPOSAL] OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.

Any Offeror engaging in such prohibited communications prior to Bid [or Proposal] Opening may be disqualified at the sole discretion of St. Charles County.

TERMS AND CONDITIONS

- No additions, deletions, corrections, or adjustments will be accepted after submissions are opened.
- All delivery costs or charges must be included in the F.O.B. destination proposal price.
- The electronic version of this proposal/RFQ is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this proposal/RFQ on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- An authorized officer of the company submitting the response must sign all copies, in blue ink.
- Vendors must submit two [2] signed copies of their statement of qualifications; one is to be an original and so marked.
- Prices for services should be included in a separate sealed envelope and submitted responses.
- St. Charles County will not award any proposal to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent taxes, fees or licenses.
- Sealed submissions received after the designated time of the receipt of the sealed statements will be considered as “No Proposal” and “Void” and will not be opened.
- The successful firm is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All firms must possess the necessary and appropriate business and/or professional licenses in their field.
- Award will be made to the firm best qualified and capable of performing the desired work, subject to successful contract negotiations.

Employment of Unauthorized Aliens Prohibited (*Missouri Revised Statutes Section 285.530*)

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this proposal request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a proposal solicitation response.

These documents will be kept on file. The notarized affidavit will remain current for **one year** from the date of the notarized affidavit.

**** PLEASE NOTE:**

Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division

The online address to enroll in the E-verify program is:

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

OPEN RECORDS

Any and all information contained in or submitted with the proposal becomes a public record subject to the Missouri Sunshine Law when a contract is executed or all proposals are rejected. If Proposer believes that any information contained in or submitted with the proposal is protected by the Missouri Sunshine Law, Proposer must clearly identify what information Proposer believes is so protected and must also clearly identify the legal basis therefor.

REQUEST FOR QUALIFICATIONS

1. Project Description

- 1.1 St. Charles County Government is seeking the services of a qualified contractor to provide project management assistance and expertise for implementation, deployment of and testing of a Motorola P25, SmartZone system and supporting radio infrastructure consisting of up to 15 tower sites which shall serve the needs of county, municipal and independent authorities in and around St. Charles County Missouri
- 1.2 The time commitment required is expected to vary, averaging about 20 hours per week over the life of the contract. The work authorized by the contract must be performed by one individual; it may not be shared or subcontracted.

2 - Scope of Services

- 2.1 The selected contractor will assist in the management of all aspects of project implementation (management support; project consulting; planning development; project scheduling, tracking and reporting; and technology integration). He or she will receive direction on the project scope of work from the Emergency Communications System Manager. Throughout the project, the contractor will collaborate closely with the Emergency Communications System manager to ensure objectives are met as well as coordinate with project stakeholders for work activities and communicate for project reporting.

3 - Work Tasks

- 3.1 Develop Implementation Plan
- a. Identify project task that need to be performed by consulting with the Emergency Communications System manager and create detailed project plan(s)
 - b. In collaboration with project vendor and stakeholders, produce detailed implementation project plan document which will include details for scope of work(s) for installation and operation of system technology for Public Safety Answering Points (PSAP)
 - c. Create training schedules for system technicians and end-users throughout the County to include pre-deployment training and post-cutover refresher courses.
 - d. Identify necessary equipment, supplies and resources to coordinate technology acquisition and staging.
 - e. Develop an equipment distribution strategy that considers timeline goals and infrastructure disruptions to include process management of equipment title transfer(s).
 - f. Assist in creation of system and end-user technology testing scheduling.
 - g. Assess resource requirements and capability gaps from requirements analysis

3.2 Project Implementation

- a. Conduct weekly internal project meeting to St. Charles County
- b. Provide weekly project updates to the Emergency Communications System Manager and St Charles County Executive Staff as needed
- c. Coordinate and communicate with project stakeholders, vendors and their subcontractors and public agencies as needed.
- d. Manage project issues and concerns by way of project tracking, auditing and modification including project punch lists.
- e. Assist in review and monitoring of project funding and costs controls.
- f. Oversee project scheduling and adherence.
- g. Provide monthly project reports containing the following:
 1. Executive Summary Narrative
 2. Project schedule
 3. Project Report
 - a. Narrative
 - b. Schedule Analysis and Report
 - c. Issues Analysis and Report
 - d. Summary of Applicable Project Logs (change orders, etc.

3.3 Project Completion

- a. Organize project completion and close out activities
- b. Produce a final project written report minimally containing the following:
 1. Executive Summary Narrative
 2. Schedule Performance
 3. Budget Performance
 4. Change Management (Metrics)
 5. Lessons Learned
 6. Next Step

4 - Minimum Qualifications

4.1 Contractor must have provided project management (all phases) on at least two Motorola P25, SmartZone systems of complementary size of five years minimum as a project /operations manager on an operation Motorola P25 SmartZone system with more than 20 agencies and 1000 users.

4.2 Contractor must have current project management credential and certifications.

5 - Response Evaluation

Evaluation of all submittals will be accomplished in the following manner:

- a. Responsiveness to the RFQ
- b. Clear understanding of the functional and operational aspects of project management methodology (ies) and certifications of the same.
- c. Prior service experience and client satisfaction with projects of a similar nature. Please indicate type of radio system, e.g. VHF vs 800 Mhz, digital, trunked, P25, etc., as well as number of sites and field units served.
- d. Prior experience and client satisfaction with public-safety clients and processes for projects. Please indicate specific experience with P25 public safety system specifically in urban and suburban areas and scale and complexity.
- e. Professional qualifications of individuals assigned to the project.
- f. History of effective schedule and budget management for projects of similar scale and complexity and prior client satisfaction.
- g. Ability to commit resources to the project in order to complete the project on time and within budget.

6 - Cost Proposal

- 6.1 Cost proposal shall be submitted in a separate sealed envelope separate and apart from the qualification statement.
- 6.2 Contractor will indicate hourly rates, overhead rate (if applicable) and other direct costs that will be charged to the project. Overhead components are to be itemized (i.e. phone, postage etc.).

Exception Sheet

If the item(s) and/or services proposed in the response to this proposal is in any way different from that contained in this proposal or proposal, the proposer is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the proposer's offer is in total compliance with all aspects of the proposal.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE PROPOSAL

Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____
(Indicates acceptance of all proposal terms and conditions)

Date: _____



AFFIDAVIT OF WORK AUTHORIZATION

The proposer/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as
_____(Position/Title) first being duly sworn on my oath, affirm
_____(Business Entity Name) is enrolled
and will continue to participate in the E-Verify federal work authorization program with respect to
employees hired after enrollment in the program who are proposed to work in connection with the
services related to contract(s) with the County for the duration of the contract(s), if awarded in
accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____
_____(Business Entity Name) does not and will not knowingly
employ a person who is an unauthorized alien in connection with the contracted services provided to
the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date