



ITS ACCESS CONTROL & CCTV PREVENTATIVE MAINTENANCE RFP

RFP No. 4052 / Project No. 43506

ATTENDANCE

- Roll Call
- Please e-mail your business card to Wallace Burns (wallace.burns@its.ms.gov)
- Attendees will be posted to the ITS website (www.its.ms.gov)

AGENDA

- First Roll Call – Wallace Burns, ITS
- Project Overview – Jeff Jennings, ITS
- Procurement Guidelines – Wallace Burns, ITS
- Questions/Answers (Answers to vendor questions during this vendor conference are not official until submitted in writing)
- Site Visits – Jeff Jennings, ITS
- Wrap-up, Next Steps & Final Roll Call – Wallace Burns, ITS

PROJECT OVERVIEW

- The Mississippi Department of Information Technology Services (ITS) is seeking a Vendor to provide preventative maintenance services and support of ITS's Access Control (C Cure), TALK-A-PHONE, and Closed Circuit TV systems. This project scope would include inventory at its Eastwood location's three buildings, the Robert E. Lee Building, Woolfolk Building, E&R Center, and the Sillers Building.
- The period of performance of services covered hereby will begin on **February 1, 2018**, and continue until the close of business on **January 31, 2023** (the "Initial Term"). The Initial Term may, upon written agreement, be renewed for an additional term, the length of which will be agreed upon by the parties involved.

PROJECT OVERVIEW cont.

RFP No. 4052



ITS Building addresses:

Eastwood Location
Bldg. A, B & C
3775 Eastwood Drive
Jackson, MS 39211

Robert E. Lee Building
239 North Lamar Street
Jackson, MS 39201

Woolfolk Building
501 North West Street
Jackson, MS 39201

E & R Center Building
3825 Ridgewood Rd
Jackson, MS 39211

Sillers Building
550 High Street
Jackson, MS 39201

PROJECT OVERVIEW cont.

Task	Date
First Advertisement Date for RFP	11/28/17
Second Advertisement Date for RFP	12/05/17
Mandatory Vendor Conference and Site Visit	12/06/17
Deadline for Vendor's Written Questions	3:00 p.m. Central Time on 12/12/17
Deadline for Questions Answered and Posted to ITS Web Site	12/19/17
Open Proposals	01/03/18
Evaluation of Proposals	01/03/18-01/11/18
Contract Negotiation	01/12/18-01/17/18
Proposed Project Implementation Start-up	02/01/18

VENDOR REQUIREMENTS

- The Vendor must state the number of years the Vendor has been providing the products and services being proposed. The Vendor must have a minimum of five (5) years of experience installing professional CCTV systems.
- The Vendor must indicate the number of implementations his company has performed for similar organizations in their respective state/area/province as are required by this RFP.
- The Vendor must provide a list of at least three (3) commercial references associated with similar-scope implementations in the process of being installed or completed within the last one (1) year.
- See RFP for all Vendor Requirements

MAINTENANCE REQUIREMENTS

- Within seven (7) days after start of the period of performance, Vendor must conduct a comprehensive inspection of 100% of the covered equipment and systems to assess which items need repair and or replacement.
- Service coverage must be provided every month (beginning the second month after contract start) and a 100% inspection must be provided annually.
- Contractor shall respond by telephone within one (1) hour to requests for unscheduled remedial maintenance service, twenty-four (24) hours a day, seven (7) days a week and come on site with the necessary parts within four (4) hours from the point the call is made to service components deemed critical by Customer and within eight (8) hours from the point the call is made to service all other equipment.
- See RFP Section VII for all Maintenance Requirements

COVERED EQUIPMENT LIST

- See RFP Section VII.8 for covered equipment list involving:
 - CCTV Test and Inspection-Parts
 - Access Control Test and Inspection Parts for C Cure Server
 - Sound and Communications Test and Inspect Parts for TALK-A-PHONE System

COST INFORMATION SUBMISSION

Vendors must propose a summary of all applicable project costs in the matrix that follows. The matrix must be supplemented by a cost itemization fully detailing the basis of each cost category. The level of detail must address the following elements as applicable: item, description, quantity, retail, discount, extension, and deliverable. Any cost not listed in this section may result in the Vendor providing those products or services at no charge to the State or face disqualification.

Cost Summary

Deliverable	Total Annual Cost
Access Control & CCTV Preventative Maintenance – Year 1	
Access Control & CCTV Preventative Maintenance – Year 2	
Access Control & CCTV Preventative Maintenance – Year 3	
Access Control & CCTV Preventative Maintenance – Year 4	
Access Control & CCTV Preventative Maintenance – Year 5	
Total 5-Year Life Cycle Cost	

Fully Loaded Hourly Change Order Rate: _____

- See RFP Section VIII for important cost information

RFP RESPONSE

- Proposal: 1 original, 3 copies
- Submission Cover Sheet (Section I)
- Proposal Exceptions (Section V)
- Responses to RFP Questionnaire (Section VI)
- Point-by-Point Response to Specifications (Section VII)
- Cost Information Submission (Section VIII)
- References (Section IX)

STANDARD CONTRACT

- Exhibit A – Maintenance Agreement
- Review the contract and take exceptions, if necessary

SCORING

- Scoring is covered in *Section VII: Technical Specifications*, Item 2.1
- Scores are given based on a 10-point scale
- Be sure to respond with “ACKNOWLEDGE”, “AGREED”, “WILL COMPLY”, or “EXCEPTION” to ALL specifications.
- If a specification asks a question or requests information, please be specific in your response.
- Non-Cost = 65 points
 - Vendor Requirements=30 pts; Maintenance Requirements=35 pts
- Cost = 35 points

UPCOMING DATES

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ADDITIONAL INFORMATION

- Vendor communication with the State
 - See *Section II: Proposal Submission Requirements*, Item 14
- Answers to questions asked during this vendor conference are not official until and unless submitted in writing.
- Vendors may continue to check the ITS website for updates related to this RFP No. 4052.
 - www.its.ms.gov

QUESTIONS & ANSWERS

CLOSING

- Roll Call
- Please e-mail your business card to Wallace Burns (wallace.burns@its.ms.gov, 769-234-3296)
- Attendees will be posted to the ITS website (www.its.ms.gov)