COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO



**RFP # 16-1255-9CS**

DEPARTMENT OF FINANCE

CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

September 9, 2016

**REQUEST FOR PROPOSAL**

**RECORDS MANAGEMENT SYSTEM FOR DIVISION OF FIRE**

**COUNTY OF HENRICO, VIRGINIA**

Your firm is invited to submit a proposal to provide a Records Management System for the Division of Fire in accordance with the enclosed specifications. The submittal, consisting of the original proposal and **ten (10)** additional copies marked, **“Records Management System for Division of Fire"**, will be received no later **than 3:00 p.m., October 7, 2016, by:**

IN PERSON OR SPECIAL COURIER U.S. POSTAL SERVICE

County of Henrico County of Henrico

Department of Finance Department of Finance

Purchasing Division OR Purchasing Division

8600 Staples Mill Road P O Box 90775

Henrico, Virginia 23228 Henrico, Virginia 23273-0775

**This RFP and any addenda are available on the County of Henrico Purchasing website at** [**http://henrico.us/purchasing/**](http://henrico.us/purchasing/)**.** To download the RFP click the link and save the document to your hard drive. To receive an email copy of this document, please send a request to:  **bar10@henrico.us.**

Time is of the essence and any proposal received after **3:00 p.m., October 7, 2016**, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock stamp in the Purchasing Division, Department of Finance. Proposals shall be placed in a sealed, opaque envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Offerors are responsible for insuring that their proposal is stamped by Purchasing Division personnel by the deadline indicated.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County of Henrico reserves the right to accept or reject any or all proposals submitted.

The awarding authority for this contract is The Purchasing Director.

Technical questions concerning this Request for Proposal should be submitted to **Cecelia H. Stowe,** **sto05@co.henrico.us** **than 12:00 noon, September 22, 2016**.

Very truly yours,

Cecelia H. Stowe, CPPO, C.P.M.

Purchasing Director

Sto05@henrico.us

804-501-5685

8600 STAPLES MILL ROAD/PO BOX 90775/HENRICO VA 23273-0775

(804) 501-5660 FAX (804) 501-5693

REQUEST FOR PROPOSAL

**RECORDS MANAGEMENT SYSTEM FOR**

**DIVISION OF FIRE**

**COUNTY OF HENRICO**

**I. INTRODUCTION:**

The intent and purpose of this Request for Proposal (RFP), and the resulting contract, is to obtain from a qualified firm all necessary products, project management, implementation services, training, and associated on-going support to provide a Records Management System “System” for the Division of Fire (DOF). The System shall manage incidents, reports, staffing, scheduling, inspections, compliance, permitting, day logs, training information, equipment inventory, and equipment maintenance for the County of Henrico Division of Fire (DOF).

The County prefers a cloud hosted solution but will consider either of the following options:

* A traditional software license with annual maintenance where Henrico (County) hosts the data and application. Option 1 Pricing Schedule
* Software as a service (SaaS) where the product is cloud hosted with the Successful Offeror housing the application and database. Option 2 Pricing Schedule

**II. BACKGROUND:**

The County of Henrico (County) is located north of the City of Richmond, VA and covers approximately 244 square miles. The population is over 300,000 and can double during certain special sports and regional events. The County has a wide variety of buildings including: residential, commercial, and industrial structures. Henrico has 4 Interstate Highways: 1-64, I-95, I-295, and I-895 traversing the county. Located in Henrico County is Richmond International Raceway, Richmond International Airport, Army National Guard and parts of the James River.

An internationally accredited fire department, the Division of Fire was first accredited in 1998, reaccredited in 2013 and in 2015 received a Class 1 rating from the Insurance Services Office (ISO). This is the highest possible rating for a community. Henrico County has 21 fire facilities (one new station is slated to start construction the fall 2016) staffed by over 525 highly trained and certified firefighters. Henrico County Volunteer Rescue Squads operate four facilities that supplement Henrico Division of Fire. Mutual aid is provided by the Division of Fire to adjoining jurisdictions, Commonwealth of Virginia and Richmond International Airport Fire Department.

All field personnel are State certified firefighters and also certified to the Emergency Medical Technician (EMT) level. Over 200 are also certified to provide advanced life support (ALS) services. DOF currently has on duty each day:

* 20 engines
* 15 Advanced Life Support Medic units
* 5 Ladder trucks
* 3 heavy rescue squads
* 2 EMS supervisors
* 3 Battalion Chiefs
* District Chief
* Specialty equipment available daily for use

Utilizing the above staff and equipment DOF provides the following services:

* Urban and rural fire services
* Emergency medical advanced life support services and transport
* Specialized teams (HAZMAT, Tech Rescue, and Dive/Swift Water)
* Fire prevention
* Education
* Investigations
* Response and recovery for natural and man-made disasters

The table below summarizes the call volume for Henrico DOF and the populations:

|  |  |  |  |
| --- | --- | --- | --- |
| FY | Fire Calls | EMS Calls | Population |
| 2015 | 7,825 | 38,408 | 325,283 |
| 2014 | 7,481 | 35,663 | 321,374 |
| 2013 | 7,172 | 36,176 | 318,158 |
| 2012 | 8,796 | 34,667 | 311,726 |
| 2011 | 9,190 | 33,444 | 306,935 |

The DOF uses a computer aided dispatch system (CAD) created by and maintained by the County’s Information Technology Department (County IT). The DOF currently utilizes numerous software applications to fulfill its records management requirements. These various applications have become outdated and operate independently from one another in most cases. The applications are a combination of independent, enterprise, third-party, and in-house applications. While the programs fulfill the DOF’s minimum reporting requirements, they do not result in information products that are useful in guiding organizational decisions. The DOF has identified the need to purchase an up-to-date records management system to consolidate many of these applications into a more comprehensive package.

The DOF created and adopted a Technology Strategy in 2014. This strategy specifically addresses the need to improve technology solutions while increasing the interoperability of data systems. The purchase of a new records management system would achieve both of these goals. The DOF is constantly challenged with providing accurate data analyses due to the aging software platforms and the lack of interoperability among the various software applications. The purchase of a new records management system will directly improve the DOF’s ability to enhance its data analytics and allow for data-driven decision making. Henrico Fire leverages an array of off-the-shelf and internally developed software systems. DOF presently utilize Alpine Software’s RedAlert and RedNMX systems. However, only two modules of the RedNMX platform are being utilized and its functions are targeted to incident reporting. Complimenting these tools are an array of internal applications, authored by the County of Henrico Department of Information Technology (IT).

**III. SCOPE OF SERVICES:**

The Successful Offeror shall provide all labor, supervision, project management, equipment, products and services to provide a System that addresses the following Scope of Services.

1. **General Requirements**
	1. The System shall be a unified, commercially available, turnkey records management system (System). The System should manage incidents, reports, staffing, scheduling, inspections, compliance, permitting, day logs, training information, equipment inventory, and equipment maintenance. Offeror’s shall provide a general descriptive overview of the proposed System as part of proposal submission.
	2. The System shall be available 24 hours per day, seven days per week, 365 days per year. Offerors shall provide information on how the System will work during maintenance or upgrades.
	3. The System shall comply with all Federal laws, including but not limited to HIPPA rules and regulations; Commonwealth of Virginia laws and regulations; and nationally accepted business practices in use.
	4. The System shall have the ability to allow DOF to create, define and utilize custom quality assurance rules for fire, EMS, and inspection reporting sections.
	5. The DOF shall retain all rights and ownership of all information and intellectual property entered into the System.
2. **Features**
	1. Incident Reporting: **The System must be able to provide Incident Reporting as part of the core system solution proposed.** The System shall be fully compliant with current National Fire Incident Reporting System (NFIRS) and Commonwealth of Virginia Office of EMS standards and shall be capable of delivering information about the incident reports to County, Commonwealth of Virginia and national information repositories via appropriate interfaces. The System should have the following functions:
		1. Adapt to future requirements.
		2. Initiate a report through a fully-documented API for connection to an external CAD system. Refer to Section III. E. 1. for additional information on the CAD system.
		3. The Successful Offeror shall provide a means of entering in County location information such that the street names are spelled correctly, the addresses are standardized and valid and the locations are spatially located. The Successful Offeror will be responsible for keeping the location database current and up to date. The County has a geocoding service available which can be used for these purposes. See **Attachment G**.
		4. Create and update incident reports. The System should have the capability for an administrator role to delete NFIRS reports of fire incidents.
		5. Provide and validate proper NFPA 901 codes used in Fire Reporting.
		6. Manage and track exposure by staff to hazardous materials over time.
		7. Support the inclusion of geospatial (geo-location) and street address data fields on the incident report.
		8. Provide the ability to create an addendum or update a current report. If the addendum is created after the initial report is completed, the addendum should be exported to all required agencies.
		9. Provide data validation at the end user level to detect incomplete entries and spell check prior to finalization.
	2. Staffing and Scheduling: The System should include a staffing function to accommodate unique, overlapping schedules of DOF personnel. Operations personnel work two distinct rotating schedules known as 1) A, B, and C shift and 2) D, E, and F shift. See **Attachment E** for an example of the operations personnel schedules. Shift X is inclusive of 40-hour administrative and non-field sworn DOF personnel. Shift X is not included on Attachment E. Offerors shall include in the proposal a description of how the proposed System enables the functionality for staffing and scheduling of DOF operations personnel. The System should provide the following functions:
		1. Create and update vital staff information such as current address, contact information, and emergency contact.
		2. Create user via the County’s employee data portal. Refer to Section III. E. 4.
		3. Allow temporary assignments to supersede any current permanent position in reporting.
		4. Create, update, and delete flexible and varied recurring schedules of multiple shifts. Ability to assign a position or temporary duty assignment to specific shifts.
		5. Search and discovery based on staff profile, training, assignments, and schedule.
		6. Report on assignments for staff over time for any period covered in the System.
		7. Create, update, or delete entries for overtime availability.
		8. Allow supervisors to search, filter, and review the overtime availability list and sort by the most recent overtime worked to support the fair and equitable approval of overtime across the DOF.
		9. Create and update actual overtime worked by staff and allow supervisors to approve or reject overtime.
		10. Create, update, or delete leave request entries for individual dates or blocks of time.
		11. Allow supervisors to approve or reject leave requests and review reports on how leave affects staffing at various sites.
		12. Create an infinite shift calendar.
		13. Assign position numbers to a specific location and shift
		14. Allow changes to permanent positions to relocate / assign personnel to the location and shift.
		15. Creation of a flat file (export) that includes the fate and total hours of the following. This flat file will be ingested by Fire Roster in preparation of payroll processing.
			1. Overtime (exception and program)
			2. Changes in location and shift assignment
			3. Leave (annual, sick, family sick, military, bereavement)
			4. Other types of leave (civil, leave without pay, injury, conference, compensatory, in-service leave, extended, suspension, adoption, family and medical leave (FMLA))
	3. Fire Code Compliance, Inspections and Permitting**: The System must be able to provide Fire Code Compliance, Inspections and Permitting as part of the core system solution proposed** The System should include a fire code compliance, inspection and permitting function. Offerors shall include in the proposal a description of how the proposed System enables the functionality for fire code compliance, inspections, and permitting. The System should provide the following functions:
		1. Allow identified users to create and update fire inspection reports.
		2. Allow identified administrators to delete fire inspection reports.
		3. Generate fire inspection violation letters and emails, including references to relevant codes and compliance information.
		4. Generate fire permits and documentation.
		5. Document fire investigative activity.
		6. Schedule recurring fire code compliance and re-inspection activities.
		7. Create, update, and delete DOF pre-incident planning reports.
		8. Support the viewing, searching, and geo-referencing of pre-incident plans by field personnel, in a mobile setting.
		9. Provide notifications and notes to inspectors on pending or scheduled inspections.
	4. Station Day Logging**:** The System should have the capability for creating, storing, and exporting day logs for each of the DOF facilities. Describe the proposed System’s reporting capability, including exporting of data. Information should include a riding list for any individual shift, station or day that includes the staff skills.
	5. Training Management**:** The System should integrate with DOF’s training management system, Target Solutions. Describe specific mechanisms and approaches for integration with this platform into appropriate and applicable areas of the proposed System.
	6. Equipment, Apparatus and Supply Management: The System should include a function to manage equipment, apparatus and supplies. The System should provide the following functions:
		1. Support the creation, update and deletion of equipment owned by DOF. At a minimum, this includes recording of title, type, unique identifier, category, geo-spatial, and description fields.
		2. Provide for the easy interoperability with a barcode reader to support management of equipment. This feature should be included as optional. Offerors should provide information on the functionality and costs associated with implementation of a barcode reader as part of their proposal submission.
		3. Support the assignment of equipment to specific locations or units within DOF.
		4. Support the creation, update, and deletion of apparatus. Track the vital information, maintenance, station assignments, and staff assignments.
		5. Allow for the addition and customization of inventory tracking fields for tracking of technology inventory and other capital assets that have unique field requirements.
		6. Track equipment that is “checked out” by staff on a temporary basis. The System should track the date of checkout and return. The System should generate alerts based on the length of time for checkout.
		7. Track additional maintenance information and scheduling for specific equipment and generate a report with maintenance alerts for upcoming maintenance requirements.
		8. Support geospatial information on inventory management records.
		9. Permit requisition of supplies (i.e. printer cartridges) for DOF personnel and the ordering by logistics personnel. Tracking of the order, requisition, status of stock on hand, and issuance of supplies should be included. Describe the reporting capabilities.
		10. Support multiple internal specialty shops and the generation of requisition queues.
	7. SCBA Management and Maintenance: The System should include a function to manage SCBA equipment that includes the following functions:
		1. Track specifically assigned components of the SCBA equipment to individual staff.
		2. Track maintenance of the SCBA equipment; inspection of bottles, airpacks and masks.
		3. Track annual fit testing of equipment and personnel.
		4. Track repairs and requisition for existing equipment.
	8. Firehouse and Location Profiles: The System should provide the following functions:
		1. Create, update, and delete firehouse locations including, name, address, and contact phone number.
		2. Provide reports of staffing and equipment complement based on established profiles.
		3. Create, update, and delete facility maintenance records for each location.
3. **Training**
	1. The Successful Offeror shall provide extensive online electronic documentation, user guides and technical manuals.
	2. The Successful Offeror shall have the ability to provide online training and tutorial resources to assist training staff on the use and features of the System.
	3. Provide in detail a typical training plan for a Fire/EMS division the size of Henrico County’s Division of Fire under the train the trainer model. Henrico Fire is able to leverage Target Solutions for delivery of training materials to field personnel.
	4. Provide details, options, and related costs for additional on-site training for both administrative users and end users totaling up to 20 individuals.
4. **Technical Requirements**
	1. Web Components of the System shall support SSL/HTTPS connections.
	2. The System shall provide for global export of all content and/or database export.
	3. The Successful Offeror shall provide an export/transform/load capability to support reporting and decision making. The exported information must form the foundation of a data repository that the DOF can leverage over time. The DOF may utilize the Successful Offeror to consult in the design of this exported data as it does not need to mimic the operational Record Management System database utilized by the System. The exported information does need to form the foundation of a data repository that the DOF can leverage over time.
	4. The System shall provide robust and customizable reports and metrics. The report feature shall be user friendly. Describe the reporting features of the proposed System.
	5. The Successful Offeror shall provide on-site testing and benchmarking of all modules and components. The Successful Offeror should provide options for local testing of upgrades and new versions. Describe how upgrades and new versions are provided.
	6. The Offeror shall describe how the proposed System operates and the combination of client application, server, web application and cloud infrastructure leveraged.
	7. Describe in detail data hosting options that are available for the System. Options should include self-hosting and cloud-hosting arrangements and their pricing schedule.
	8. The System should support Active Directory authentication, including user accounts and permissions.
	9. The System shall provide different user roles. The System shall allow for various levels of security based on tables and functions, including but not limited to end user, supervisor, and administrative users. Provide information on the roles and capabilities of each role.
	10. The System shall allow a minimum of 150 concurrent users to be logged into the system at any time.
	11. The System shall function within Windows 7/8/10 environments and demonstrate a concern for compatibility with future versions of Windows.
	12. The System shall have the capability to be utilized on multiple form factors including in station PC’s, in vehicle MDC’s (rugged computers), tablets and smartphones in wired, Wi-Fi and mobile configurations.
	13. Describe the System’s capabilities on tablet and touch-centric device types.
	14. The System shall provide audit logs. The log should track user ID, date, and time for all transactions and/or data entered into or removed from the System. Describe how audit logs for actions within the System are maintained and accessible to administrators and management.
	15. The System’s various components and modules shall communicate, integrate, and share information. Describe how information is shared. Example: When staff member’s names are entered into the staffing module, the name should auto-populate in the reporting module, and day log module.
	16. The System should be available 99.9% of the time. Provide information on the uptime and notification types for downtime.
	17. The System shall have an automated time-out feature to log out users when a set time frame of inactivity has been reached. The data should be saved as an incomplete report.
5. **Interfaces**

The System must integrate with multiple applications currently utilized by DOF.

* 1. Computer Aided Dispatch (CAD) Interface - The Successful Offeror shall provide a means of accepting input from the County’s CAD system to supply information to assist in the completion of Fire and EMS incident reports. Henrico County uses a custom in-house developed CAD and will do all software development necessary on the CAD application side of the interface. The Successful Offeror must specify its API or interface mechanism and data exchange format requirements and must work cooperatively to provide the interface on the Successful Offeror’s side of the System.
	2. Virginia Prehospital Information Bridge (VPHIB) Interface for pre-hospitalization patient care reporting - The Successful Offeror’s EMS reporting application must provide an interface to send information to the Commonwealth of Virginia Office of EMS. The Successful Offeror is responsible for contacting the Commonwealth of Virginia’s vendor to determine how to submit this information.
	3. VFIRS / NFIRS Interface for Fire Incident Reporting - The Successful Offeror shall provide an interface for supplying Fire incident reports to the appropriate Commonwealth of Virginia agency.
	4. Henrico County Employee Data Portal - The Successful Offeror shall provide a means of receiving employee data from the County’s employee data clearinghouse interface and using this to populate all basic employee based information in their system. This should be a living interface which will initially populate the data on DOF personnel and which will be used to update this information over time. The County will provide specifications for this interface.

The County has an Employee Data Portal from which employee data can be replicated to outside systems. The purpose of this portal is to provide information to stand alone systems about employees.  Several functions exist in this portal, but since it was developed in house we can add and modify functions to provide data necessary for a variety of systems.  This portal is a web Service requiring a password for access.

The following types of information are currently available:

HRMS id number

Employee name

Position

Rank

Work phone

Employee photo

Supervisor name

* 1. Henrico County Human Resources/Payroll Interface – If the System proposed includes time and attendance services, the Successful Offeror shall supply an interface to the County’s Oracle HRMS System. The County will provide specifications for this text file based interface. **Reference Attachment F**.
	2. Fire PassPort System Interface – If the System proposed includes a scheduling/staffing component the County may consider providing the needed data for this interface. The County will provide specifications for this web-service based interface. **Reference Attachment H**.
	3. Medical Device Interfaces – The Offeror must describe their capability to interface with medical devices (such as defibrillators) and the capability to submit data (such as EKG reports) to local hospitals via electronic means such as fax, email, messaging, etc.
	4. Training Management Interface – The Offeror must describe their capability to interface with the DOF’s existing training management system, Target Solutions.
	5. Address database – See **Attachment G** re: the County’s Geocoding web service. The Successful Offeror may use the County's ESRI Geocoding service to get standardized address and X, Y coordinate information for in County locations.  This is a standard ArcGis Server based web service which exposes a REST endpoint.  The service will return information such as that shown below when the service is accessed using a properly encoded URL. The advantage of using this method is that the location database is maintained and kept up to date by existing County resources.
	6. Fire Roster - County IT developed a Fire Roster system several years ago. It serves many purposes but one purpose is to keep track of who is working at each fire station each day. Currently there is an interface that feeds this data once daily from FireRoster to the current RMS system. Since this system was developed in-house County IT can modify this to meet the needs of the offeror’s system. The data can be provided in a file or provided through a web service. If the offeror’s solution includes a roster feature, this interface may not be necessary. If the offeror’s solution does not include a roster feature, then that system needs to accept data from our existing roster system. **Reference Attachment H**
1. **Project Management**
	1. The Successful Offeror shall provide a designated project manager, responsible for all aspects of the system implementation to work with DOF staff during implementation and throughout the term of the contract to resolve any issues concerning the System. The project manager will be the primary point of contract. An off-site project manager is acceptable for this proposal.
	2. The Offerors must propose a plan for implementation of the proposed System. The proposal shall include at a minimum, the following:
		1. Project and Implementation Plan – This section should address deliverables and milestones; detailed project schedule; and tasks and resources and who is responsible for each.
		2. Risk Management Plan – This section should address any potential risks that you foresee based on previous implementations of similar size and scope.
		3. Communication Plan – This section should address key implementation metrics that will be used to track progress and communication methods (memo, email, one-on-one meetings, stakeholder group meetings, online web progress reporting tools, etc.). Also include the frequency of communication that can be expected by the DOF.
		4. Quality Assurance Plan – The Successful Offeror should develop and maintain a Requirements traceability matrix (RTM) to track and report to the DOF which functional and technical requirements have been satisfied during the project. Each requirement in the RTM should include a test and acceptance to ensure 100% test coverage. Also include a data migration plan.
		5. Training Plan – This section should address a training schedule to ensure users are prepared to use the new system at go-live.
		6. Post-Implementation Plan – This section should address a plan for Successful Offeror support post-implementation.
	3. The Offeror shall identify the required DOF and Offeror resources required for a successful implementation.
	4. The Incident Reporting function of the System shall be the first system implemented. It is the County’s preference that this be operational no later than June 30, 2017. The Offeror should propose an implementation plan that can be a phased approach for all other functions of the System.
2. **Support**
	1. The Successful Offer shall provide maintenance and support of the proposed System.

* + 1. Describe the tiers of available product support offered, including hours of support, how contact is made, and response time.
		2. Describe any available options for 24/7/365 support.
		3. Describe options for software agreements encompassing ongoing maintenance and software updates. Provide Service Level Agreements with the proposal submission.
		4. Describe the interface with account and technical support representatives, process for problem tickets and how issues are resolved.
1. **Pricing Proposal**
	1. The Offeror’s proposal shall contain the total cost of the proposed solution. The Offeror must use the format provided in the Pricing Proposal (**Attachment K**). Offerors should providing pricing on either Option as applicable.
	2. The Offeror should use their best judgment, based on all information contained in this RFP, to determine all core software, optional software, and professional services needed to result in a highly successful project for DOF.
	3. The Offeror should explain and provide details for any conditions that might increase or decrease the cost of the proposed System or any assumptions made to arrive at the cost listed.
2. **Data Migration**

Migration of data from legacy systems into a new Records Management System will be limited and focused on key functional modules. Fire Code Compliance, Inspections and Permitting information, between five and ten thousand records, will be migrated from legacy software into the new system. Henrico Fire has database level access to this information and can format as needed to assist a migration process. Likewise, a focused amount of equipment, apparatus, supply and SCBA hardware information will require migration. This data can also be formatted as need to support this migration process. Data migration for incident reporting and station day logging will not be required.

**IV. COUNTY RESPONSIBILITIES:**

The County will designate an individual to act as the County’s representative with respect to the work to be performed under this contract. Such individual shall have the authority to transmit instructions, receive information, and interpret and define the County’s policies and decisions with respect to the contract.

**V. ANTICIPATED SCHEDULE:**

The following represents a tentative outline of the process currently anticipated by the County:

* Request for Proposals distributed September 9, 2016
* Advertised in newspaper September 11, 2016
* Questions submitted no later than September 22, 2016 12:00 noon
* Receive written proposals October 7, 2016, 3:00 p.m.
* Conduct oral interviews with Offerors November 2016
* Negotiations completed November/December 2016
* Contract/installation begins January 1, 2017

**VI. GENERAL CONTRACT TERMS AND CONDITIONS:**

1. **Annual Appropriations**

It is understood and agreed that the contract resulting from this procurement (“Contract”) shall be subject to annual appropriations by the County of Henrico, Board of Supervisors. Should the Board fail to appropriate funds for this Contract, the Contract shall be terminated when existing funds are exhausted. The Successful Offeror (“Successful Offeror” or “contractor”) shall not be entitled to seek redress from the County or its elected officials, officers, agents, employees, or volunteers should the Board of Supervisors fail to make annual appropriations for the Contract.

 **B. Award of the Contract**

1. The County reserves the right to reject any or all proposals and to waive any informalities.

2. The Successful Offeror shall, within fifteen (15) calendar days after Contract documents are presented for signature, execute and deliver to the Purchasing office the Contract documents and any other forms or bonds required by the RFP.

1. The Contract resulting from this RFP is not assignable.
2. Notice of award or intent to award may also appear on the Purchasing Office website: <http://henrico.us/purchasing/>

 **C. Collusion**

By submitting a proposal in response to this Request for Proposal, the Offeror represents that in the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. § 1 et seq.) or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

**D. Compensation**

The Successful Offeror shall submit a complete itemized invoice on each delivery or service that is performed under the Contract. Payment shall be rendered to the Successful Offeror for satisfactory compliance with the Contract within forty-five (45) days after receipt of a proper invoice.

**E. Controlling Law and Venue**

The Contract will be made, entered into, and shall be performed in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflicts of law principles. Any dispute arising out of the Contract, its interpretations, or its performance shall be litigated only in the Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

**F. Default**

1. If the Successful Offeror is wholly responsible for a failure to perform the Contract (including, but not limited to, failure to make delivery of goods, failure to complete implementation and installation, and/or if the goods and/or services fail in any way to perform as specified herein), the County may consider the Successful Offeror to be in default. In the event of default, the County will provide the Successful Offeror with written notice of default, and the Successful Offeror shall provide a plan to correct said default within 20 calendar days of the County’s notice of default.

2. If the Successful Offeror fails to cure said default within 20 days, the County, among other actions, may complete the Contract work through a third party, and the Successful Offeror shall be responsible for any amount in excess of the Contract price incurred by the County in completing the work to a capability equal to that specified in the Contract.

**G. Discussion of Exceptions to the RFP**

This RFP, including but not limited to its venue, termination, and payment schedule provisions, shall be incorporated by reference into the Contract documents as if its provisions were stated verbatim therein. **Therefore, Offerors shall explicitly identify any exception to any provisions of the RFP in a separate “Exceptions to RFP” section of the proposal so that such exceptions may be resolved before execution of the Contract.** In case of any conflict between the RFP and any other Contract documents, the RFP shall control unless the Contract documents explicitly provide otherwise.

**H. Drug-Free Workplace to be Maintained by the Contractor** (Va. Code § 2.2-4312)

1. During the performance of this Contract, the contractor agrees to (i) provide a drug-free workplace for the contractor’s employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

2. For the purposes of this section, *“drug-free workplace”* means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**I. Employment Discrimination by Contractor Prohibited**

1. During the performance of this Contract, the contractor agrees as follows (Va. Code § 2.2-4311):

(a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

(b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

1. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

**J. Employment of Unauthorized Aliens Prohibited**

Any contract that results from this Request for Proposal shall include the following language: "As required by Virginia Code §2.2-4311.1, the contactor does not, and shall not during the performance of this agreement, in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986."

**K. Indemnification**

The Successful Offeror agrees to indemnify, defend and hold harmless the County of Henrico (including Henrico Public County Schools), the County’s officers, agents and employees, from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys’ fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the Successful Offeror, provided that such liability is not attributable to the County’s sole negligence.

**L. Insurance Requirements**

The Successful Offeror shall maintain insurance to protect itself and Henrico and Henrico’s elected officials, officers, agents, volunteers and employees from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from the provision of goods and/or services under the Contract, whether such goods and/or services are provided by the Successful Offeror or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the Insurance Specifications. **(Attachment A)**

**M.** **No Discrimination against Faith-Based Organizations**

The County does not discriminate against faith-based organizations as that term is defined in Va. Code § 2.2-4343.1.

**N. Offeror's Performance**

1. The Successful Offeror agrees and covenants that its agents and employees shall comply with all County, State and Federal laws, rules and regulations applicable to the business to be conducted under the Contract.

2. The Successful Offeror shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.

3. The Successful Offeror shall cooperate with Henrico officials in performing the Contract work so that interference with normal operations will be held to a minimum.

4. The Successful Offeror shall be an independent contractor and shall not be an employee of the County.

**O. Ownership of Deliverable and Related Products**

1. The County shall have all rights, title, and interest in or to all specified or unspecified interim and final products, work plans, project reports and/or presentations, data, documentation, computer programs and/or applications, and documentation developed or generated during the completion of this project, including, without limitation, unlimited rights to use, duplicate, modify, or disclose any part thereof, in any manner and for any purpose, and the right to permit or prohibit any other person, including the Successful Offeror, from doing so. To the extent that the Successful Offeror may be deemed at any time to have any of the foregoing rights, the Successful Offeror agrees to irrevocably assign and does hereby irrevocably assign such rights to the County.

2. The Successful Offeror is expressly prohibited from receiving additional payments or profit from the items referred to in this paragraph, other than that which is provided for in the general terms and conditions of the Contract.

3. This shall not preclude Offerors from submitting proposals, which may include innovative ownership approaches, in the best interest of the County.

 **P. Record Retention and Audits**

1. The Successful Offeror shall retain, during the performance of the Contract and for a period of five years from the completion of the Contract, all records pertaining to the Successful Offeror’s proposal and any Contract awarded pursuant to this Request for Proposal. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including the Successful Offeror’s copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; Contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the County on demand and without advance notice during the Successful Offeror’s normal working hours.

2. County personnel may perform in-progress and post-audits of the Successful Offeror’s records as a result of a Contract awarded pursuant to this Request for Proposals. Files would be available on demand and without notice during normal working hours.

**Q. Severability**

Each paragraph and provision of the Contract is severable from the entire agreement and if any provision is declared invalid the remaining provisions shall nevertheless remain in effect.

**R. Small, Women-Owned and Minority-Owned (SWAM) Businesses**

The County welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions made by the County. The County actively solicits both small business, women-owned and minority (SWAM) businesses to respond to all Invitations for Bids and Requests for Proposals.

All solicitations are posted on the County’s Internet site

<http://henrico.us/purchasing/>

**S. Subcontracts**

1. No portion of the work shall be subcontracted without prior written consent of the County.  In the event that the Successful Offeror desires to subcontract some part of the work specified in the Contract, the Successful Offeror shall furnish the County the names, qualifications, and experience of the proposed subcontractors.  The Successful Offeror shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the Contract.

2.   The County encourages the contractor to utilize small, women-owned, and minority-owned business enterprises.  For assistance in finding subcontractors, contact the Supplier Relations Manager (804-501-5689) or the Virginia Department of Small Business & Supplier Diversity (SBSD)  [sbsd.virginia.gov](http://www.sbsd.virginia.gov).

**T. Taxes**

1. The Successful Offeror shall pay all county, city, state and federal taxes required by law and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the Contract price between Henrico and the Successful Offeror, as the taxes shall be solely an obligation of the Successful Offeror and not of Henrico, and Henrico shall be held harmless for same by the Successful Offeror.

2. Henrico is exempt from the payment of federal excise taxes and the payment of State Sales and Use Tax on all tangible, personal property for its use or consumption. Tax exemption certificates will be furnished upon request.

**U. Termination of Contract**

1. The County reserves the right to terminate the Contract immediately in the event that the Successful Offeror discontinues or abandons operations; is adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.

2. Failure of the Successful Offeror to comply with any section or part of the Contract will be considered grounds for immediate termination of the Contract by the County.

3. Notwithstanding anything to the contrary contained in the Contract between the County and the Successful Offeror, the County may, without prejudice to any other rights it may have, terminate the Contract for convenience and without cause, by giving 30 days’ written notice to the Successful Offeror.

1. If the County terminates the Contract, the Successful Offeror will be paid by the County for all scheduled work completed satisfactorily by the Successful Offeror up to the termination date.

**V.** **County License Requirement**

If a business is located in Henrico County, it is unlawful to conduct or engage in that business without obtaining a business license. If your business is located in the County, include a copy of your current business license with your proposal submission. If your business is not located in the County, include a copy of your current business license with your proposal submission. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.

1. **Environmental Management**

The Successful Offeror shall comply with all applicable federal, state, and local environmental regulations.  The Successful Offeror is required to abide by the County’s Environmental Policy Statement:

<http://henrico.us/pdfs/hr/risk/env_policy.pdf> which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation.  The Successful Offeror shall be properly trained and have any necessary certifications to carry out environmental responsibilities. The Successful Offeror shall immediately communicate any environmental concerns or incidents to the appropriate County staff.

**X. Safety**

1. The Successful Offeror shall comply with and ensure that the Successful Offeror’s personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the industry. The provisions of all rules and regulations governing safety as adopted by the Safety and Health Codes Board of the Commonwealth of Virginia and issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under the Contract. The Successful Offeror shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified and performed by the Successful Offeror.

2. Each job site shall have a supervisor who is competent, qualified, or authorized on the worksite, who is familiar with policies, regulations and standards applicable to the work being performed. The supervisor must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees or the public, and is capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Successful Offeror’s personnel from the work site.

3. In the event the County determines any operations of the Successful Offeror to be hazardous, the Successful Offeror shall immediately discontinue such operations upon receipt of either written or oral notice by the County to discontinue such practice.

 **Y. Authorization to Transact Business in the Commonwealth**

1. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership or other business form shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law.

2. An Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its proposal the identification number issued to it by the State Corporation Commission. (**Attachment D**) Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal a statement describing why the Offeror is not required to be so authorized.

3. An Offeror described in subsection 2 that fails to provide the required information shall not receive an award unless a waiver is granted by the Purchasing Director, his designee, or the County Manager.

4. Any falsification or misrepresentation contained in the statement submitted by the Offeror pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.

5. Any business entity described in subsection 1 that enters into a contract with a public body shall not allow its existence to lapse or allow its certificate of authority or registration to transact business in the Commonwealth if so required by Title 13.1 or Title 50 of the Code of Virginia to be revoked or cancelled at any time during the term of the contract.

**Z. Payment Clauses Required by Va. Code § 2.2-4354**

Pursuant to Virginia Code § 2.2-4354:

1. The Successful Offeror shall take one of the two following actions within seven days after receipt of amounts paid to the Successful Offeror by the County for all or portions of the goods and/or services provided by a subcontractor: (a) pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under that contract; or (b) notify the County and subcontractor, in writing, of the Successful Offeror’s intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
2. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror that is a proprietor, partnership, or corporation shall provide its federal employer identification number to the County. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror who is an individual contractor shall provide his/her social security numbers to the County.
3. The Successful Offeror shall pay interest to its subcontractors on all amounts owed by the Successful Offeror that remain unpaid after seven days following receipt by the Successful Offeror of payment from the County for all or portions of goods and/or services performed by the subcontractors, except for amounts withheld as allowed in Subparagraph 1. above.
4. Pursuant to Virginia Code § 2.2-4354, unless otherwise provided under the terms of the Contract interest shall accrue at the rate of one percent per month.
5. The Successful Offeror shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
6. The Successful Offeror's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in Virginia Code § 2.2-4354 shall not be construed to be an obligation of the County. A Contract modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

**AA. Contract Period**

1. The contract period shall be from date of award through system acceptance. Contract prices shall remain firm for the contract period.

2. The contract may be renewed for 4 additional one-year periods upon the sole discretion of the County at a price not to exceed 3% above the previous year's prices.

3. The resulting contract should require the Successful Offeror to give at least a ninety (90) day written notice if they do not intend to renew the contract at any annual renewal.

4. The contract shall not exceed a maximum of five (5) years.

**VII. PROPOSAL SUBMISSION REQUIREMENTS**:

1. The Purchasing Division will not accept oral proposals, nor proposals received by telephone, FAX machine, or other electronic means.
2. All erasures, interpolations, and other changes in the proposal shallbe signed or initialed by the Offeror.
3. The Proposal Signature Sheet **(*Attachment B***) must accompany any proposal(s) submitted and be signed by an authorized representative of the Offeror. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the proposal. All information requested should be submitted. Failure to submit all information requested may result in the Purchasing Division requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.
4. The proposal, the proposal security, if any, and any other documents required, shall be enclosed in a sealed opaque envelope. The envelope containing the proposal shall be sealed and marked in the lower left-hand corner with the number, title, hour, and due date of the proposal.
	1. The time proposals are received shall be determined by the time clock stamp in the Purchasing Division. Offerors are responsible for insuring that their proposals are stamped by Purchasing Division personnel by the deadline indicated.
	2. By submitting a proposal in response to this Request for Proposal, the Offeror represents it has read and understand the Scope of Services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the Contract work.
	3. The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the Contract.
	4. **Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Va. Code § 2.2-4342.F). (Attachment C)**
	5. A proposal may be modified or withdrawn by the Offeror any time prior to the time and date set for the receipt of proposals. The Offeror shall notify the Purchasing Division in writing of its intentions.
5. If a change in the proposal is requested, the modification must be so worded by the Offeror as to not reveal the original amount of the proposal.
6. Modified and withdrawn proposals may be resubmitted to the Purchasing Division up to the time and date set for the receipt of proposals.
7. No proposal can be withdrawn after the time set for the receipt of proposals and for one-hundred twenty (120) days thereafter.
8. The County welcomes comments regarding how the proposal documents, scope of services, or drawings may be improved.  Offerors requesting clarification, interpretation of, or improvements to the proposal general terms, conditions, scope of services or drawings shall submit technical questions in writing concerning the Request for Proposal **no later than September 22, 2016, 12:00 NOON.**  Any changes to the proposal shall be in the form of a written addendum issued by the Purchasing Division and it shall be signed by the Purchasing Director or a duly authorized representative.  **Each Offeror is responsible for determining that it has received all addenda issued by the Purchasing Division before submitting a proposal.**
9. All proposals received in the Purchasing Division on time shall be accepted. All late proposals received by the Purchasing Division shall be returned to the Offeror unopened. Proposals shall be open to public inspection only after award of the Contract.

**VIII. PROPOSAL RESPONSE FORMAT**:

1. Offerors shall submit a written proposal that present the Offeror’s qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Your proposal should provide all the information considered pertinent to your qualifications for this project.
2. The Offeror should include in their proposal the following:

1. Table of Contents – All pages are to be numbered

2. Introduction

 Cover letter - on company letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the proposal

 Proposal Signature Sheet – **Attachment B**

 Proprietary/Confidential Information – **Attachment C**

 Virginia State Corporation Commission Identification Number Requirement – **Attachment D**

3. Response to Scope of Services –The Offeror should address each section of the Scope of Services pages 4 – 13 with an indication of the response. The Offeror shall identify any exceptions, referenced to the paragraph number, in a sub section titled “Exceptions”. Records Management System for Division of Fire – Specifications Matrix – **Attachment J**

4. Business Health Summary – Provide responses to the following specific questions:

1. Years in business.
2. Years in business under your present name.
3. References - provide a minimum of three (3) references, who could attest to the Offeror’s past performance to provide services similar to those required for the contract. The list should include contact persons and telephone numbers. Offerors may not use Henrico County as one of their references.
4. Company Profile – Provide a Company profile that shows the ability, capacity and skill of the Offeror, their staff, and their employees to perform the services required within the specified time.

5. Sub-consultants- Information on any sub-consultants that is necessary to provide the services required. Provide name, experience, address, telephone number and qualifications**.**

6. Staffing – Provide information on proposed staffing to be assigned to the contract. Staffing requirements should also include all FT/PT on-site/off-site staff that will be assigned by the Successful Offeror to the project. In addition, the Offeror shall identify any requirements for County staff to be assigned to the project. Offerors shall provide resumes for all staff expected to be assigned to the project.

7. Implementation Services – Provide a narrative description describing your approach for providing the requested implementation services as stated in Section III F.

8. Project Management – Provide a narrative on proposed project management approach.

9. System Acceptance Testing – Provide a through and detailed system acceptance and testing plan. The provided plan must also encompass testing of the following key interfaces:

* Computer Aided Dispatch (CAD) Interface
* Virginia Prehospital Information Bridge (VPHIB) Interface for pre-hospitalization patient care reporting
* VFIRS / NFIRS Interface for Fire Incident Reporting
* Henrico County Employee Data Portal
* Henrico County Human Resources/Payroll Interface (if applicable)
* Fire PassPort System Interface
* Training Management Interface
* Address database
* Fire Roster

10. Software License and System Maintenance Agreements - Provide copies of all documents that would need to be signed by the County if awarded the contract including any software license or maintenance agreements.

11. Exceptions – List any exceptions to the Scope of Services requirements in a separate section of Offeror’s proposal response and mark section as “EXCEPTIONS.”

12. Assumptions – List any assumptions made when responding to the Scope of Work Requirements contained in Section III.

13. Pricing Schedule - Offerors shall provide pricing in accordance to **Attachment K** and Section III., H. Pricing Proposal.

C. Appendices –Include copies of any software license agreements or Service Level Agreements. Also include any additional material that will clarify the response.

**IX. PROPOSAL EVALUATION/SELECTION PROCESS**:

A. Offerors are to make written proposals, which present the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the County may properly evaluate your capabilities to provide the required goods/services.

* 1. Selection of the Successful Offeror will be based upon submission of proposals meeting the selection criteria. The minimum selection criteria will include:

|  |  |
| --- | --- |
| EVALUATION CRITERIA | WEIGHT |
| Functional Requirements* Extent to which the proposed System satisfies the RFP functional requirements
* Clearly demonstrated understanding of the work to be performed
* Ability to interface with current systems
* System administration features and functions
* Reporting capabilities
* Software support
 | 30 |
| Implementation Services* Project Approach
* Project Management
* Project Implementation Plan and Schedule
* Project Team
* Training
* Current Workload and ability to complete required work within County schedule
 | 20 |
| Experience and Qualifications* Previous projects of similar size and scope
* Financial stability of Firm
* References
* Resumes of proposed staff
 | 20 |
| Price* Base price for system solution including interfaces
* Recurring cost of system maintenance and support
 | 25 |
| Quality of Proposal Submission/Oral Presentations | 5 |
| TOTAL | 100 |

1. Selection will be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the County shall select the Offeror, which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified that the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror’s proposal as negotiated.

**ATTACHMENT A**

**INSURANCE SPECIFICATIONS**

The Successful Offeror shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Vendor, and shall deliver a Certificate of Insurance from carriers licensed to do business in the Commonwealth of Virginia. The Certificate shall show the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. The coverage shall be provided by a carrier(s) rated not less than “A-“ with a financial rating of at least VII by A.M. Bests or a rating acceptable to the County. In addition, the insurer shall agree to give the County 30 days notice of its decision to cancel coverage.

**Workers’ Compensation**

Statutory Virginia Limits

Employers’ Liability Insurance - $100,000 for each Accident by employee

 $100,000 for each Disease by employee

 $500,000 policy limit by Disease

**Commercial General Liability - Combined Single Limit**

$1,000,000 each occurrence including contractual liability for specified agreement

$2,000,000 General Aggregate (other than Products/Completed Operations)

$2,000,000 General Liability-Products/Completed Operations

$1,000,000 Personal and Advertising injury

$ 100,000 Fire Damage Legal Liability

Coverage must include Broad Form property damage and (XCU) Explosion, Collapse and Underground Coverage, unless given the scope of the work this requirement is waived by Risk Management.

**Business Automobile Liability** – including owned, non-owned and hired car coverage

Combined Single Limit - $1,000,000 each accident

**Cyber Liability**

Cyber and Privacy policies to protect County employees from a  data breach in which your firm's customers' personal information, such as Social Security or credit card numbers, is exposed or stolen by a hacker or other criminal who has gained access to your electronic network.  Coverage shall include credit monitoring services or other protection as reasonably requested.  Limit shall be not less than $2,000,000 per occurrence

NOTE 1: The commercial general liability insurance shall include contractual liability.  The contract documents include an indemnification provision(s).  The County makes no representation or warranty as to how the Vendor’s insurance coverage responds or does not respond.  Insurance coverages that are unresponsive to the indemnification provision(s) do not limit the Vendor’s responsibilities outlined in the contract documents.

NOTE 2: The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. However, the total insurance protection provided for Commercial General Liability or for Business Automobile Liability, either individually or in combination with Excess/Umbrella Liability, must total $3,000,000 per occurrence. This insurance shall apply as primary and non-contributory with respect to any other insurance or self-insurance programs afforded the County of Henrico and Henrico County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

NOTE 3: Title 65.2 of the Code of Virginia requires every employer who regularly employs three or more full-time or part-time employees to purchase and maintain workers' compensation insurance. If you do not purchase a workers’ compensation policy, a signed statement is required documenting that you are in compliance with Title 65.2 of the Code of Virginia.

**Attachment B**

**SUBMIT THIS FORM WITH PROPOSAL**

**PROPOSAL SIGNATURE SHEET**

**Page 1 of 2**

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal (“RFP”).

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

|  |
| --- |
| LEGAL NAME OF OFFEROR (DO NOT USE TRADE NAME): |
|  |
| ADDRESS: |
|  |
|  |
| SIGNATURE: |
| NAME OF PERSON SIGNING (print): |
| TITLE: |
| TELEPHONE: |
| FAX: |
| E-MAIL ADDRESS: |
| DATE: |
| MY/OUR VIRGINIA ARCHITECT/ENGINEERS REGISTRATION NUMBER IS: |

**Legal Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX(ES) BELOW.**

 **(Check all that apply.)**

**SUPPLIER REGISTRATION** – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia’s electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered? **□ Yes □ No**

**□ SMALL BUSINESS**

 **□ WOMEN-OWNED BUSINESS**

 **□ MINORITY-OWNED BUSINESS**

 **□ SERVICE DISABLED VETERAN**

 **□ LARGE**

 **□ NONPROFIT**

 **□ NONE OF THE ABOVE**

**If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date.**

 **□ NONPROFIT**

 **□ NONE OF THE ABOVE**

**definitions**

For the purpose of determining the appropriate business category, the following definitions apply:

***"Small business"*** means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of $10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

***"Women-owned business"*** means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

***"Minority-owned business"*** means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

**"Minority individual"** means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.

2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.

3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.

4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

***"Service disabled veteran business"*** means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

**"Service disabled veteran"** means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

***“Large business”*** means any **non**-women- or minority-owned, or service-disabled business as defined above or any business having more than 250 employees or more than $10 million in gross receipts averaged over the previous three years.

***Nonprofit”***means a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.

Attachment B

Page 2 of 2

**ATTACHMENT C**

**PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION**

NAME OF FIRM/OFFEROR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Va. Code § 2.2-4342.F in writing, either before or at the time the data or other material is submitted.  The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers, and state the reasons why protection is necessary.  The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.  In addition, a summary of proprietary information submitted shall be submitted on this form.  The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable.  If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

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| --- | --- | --- |
| SECTION/TITLE | PAGE NUMBER(S) | REASON(S) FOR WITHHOLDING FROM DISCLOSURE |
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**ATTACHMENT D**

**VIRGINIA STATE CORPORATION COMMISSION (SCC)**

**REGISTRATION INFORMATION**

**The Bidder or Offeror:**

□ is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **-OR-**

□ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

□ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder/Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror’s out-of-state location) **-OR-**

□ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder’s/Offeror’s current contacts with Virginia and describes why whose contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1‑757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids/proposals: □

# ATTACHMENT E

**SAMPLE HENRICO FIRE WORK SCHEDULE**



**Attachment F**

**Henrico County Human Resources/Payroll Interface**

The County has an existing human resources management system (HRMS) that provides an interface to which payroll data can be imported.  The batch interface consumes a text file.  The text file contains an 82 byte record defined as follows:

Date                       (6) format = mmddyy

SSN                         (9)

Last Name           (20)

First Name          (20)

Middle Name    (1)

Work Code          (3)  defined by the County HRMS system

Start Time            (8)  format = hh:mm:ss

End Time              (8)  format = hh:mm:ss

Hours                     (7)  format = 00hh.mm (in .25 hour increments, not hours and minutes)

Sample data (three days of positive pay shown):

033116XXXXXXXXXLASTNAME            FIRSTNAME           MX0107:00:0006:59:590024.00

040116XXXXXXXXXLASTNAME            FIRSTNAME           MX0107:00:0006:59:590024.00

040216XXXXXXXXXLASTNAME            FIRSTNAME           MX0107:00:0006:59:590024.00

**ATTACHMENT G**

**County Geocoding Web Service Specifications**

The County’s Geocoding webservice may be used to get standardized address and X, Y coordinate information for in County locations.  This is a standard ESRI ArcGis Server based web service which exposes a REST endpoint.  The service will return information such as that shown below when the service is accessed using a properly encoded URL.  The advantage of using this method is that the location database is maintained and kept up to date by existing County resources.”

Sample URL for an in-county point address:

[http://henricogis/arcgis/rest/services/HENRICO\_MAD/GeocodeServer/findAddressCandidates?Street=&City=&State=&ZIP=&Single+Line+Input=4301+E+Parham+Rd&category=&outFields=\*&maxLocations=&outSR=&searchExtent=&location=&distance=&magicKey=&f=pjson](http://henricogis/arcgis/rest/services/HENRICO_MAD/GeocodeServer/findAddressCandidates?Street=&City=&State=&ZIP=&Single+Line+Input=4301+E+Parham+Rd&category=&outFields=*&maxLocations=&outSR=&searchExtent=&location=&distance=&magicKey=&f=pjson)

Sample Result in PJSON  format:

|  |
| --- |
| { "spatialReference": {  "wkid": 102747,  "latestWkid": 2284 }, "candidates": [  {   "address": "4301 E PARHAM RD, HENRICO, VA, 232282745",   "location": {    "x": 11768052.993457416,    "y": 3754020.4773253459   },   "score": 100,   "attributes": {    "Score": 100,    "Match\_addr": "4301 E PARHAM RD, HENRICO, VA, 232282745",    "House": "4301",    "Side": "",    "PreDir": "E",    "PreType": "",    "StreetName": "PARHAM",    "SufType": "RD",    "SufDir": "",    "City": "HENRICO",    "State": "VA",    "ZIP": "232282745",    "Ref\_ID": 82345,    "X": 11768052.993457001,    "Y": 3754020.4773249999,    "User\_fld": "0",    "Addr\_type": "StreetAddress"   }  } ]}  |

For in-County intersections use the following URL:

[http://henricogis/arcgis/rest/services/HENRICO\_ADDRESS/GeocodeServer/findAddressCandidates?Street=&City=&State=&ZIP=&SingleLine=E+Parham+Rd+%26+W+Broad+St&category=&outFields=\*&maxLocations=&outSR=&searchExtent=&location=&distance=&magicKey=&f=pjson](http://henricogis/arcgis/rest/services/HENRICO_ADDRESS/GeocodeServer/findAddressCandidates?Street=&City=&State=&ZIP=&SingleLine=E+Parham+Rd+%26+W+Broad+St&category=&outFields=*&maxLocations=&outSR=&searchExtent=&location=&distance=&magicKey=&f=pjson)

Sample result:

|  |
| --- |
| { "spatialReference": {  "wkid": 102747,  "latestWkid": 2284 }, "candidates": [  {   "address": "E PARHAM RD & W BROAD ST,",   "location": {    "x": 11762187.997143883,    "y": 3754381.2462176741   },   "score": 100,   "attributes": {    "Loc\_name": "HENRICO\_STREET",    "Score": 100,    "Match\_addr": "E PARHAM RD & W BROAD ST,",    "House": "",    "Side": "",    "PreDir": "",    "PreType": "",    "StreetName": "",    "SufType": "",    "SufDir": "",    "City": "",    "State": "",    "ZIP": "",    "Ref\_ID": "",    "X": 11762187.997144001,    "Y": 3754381.2462180001,    "User\_fld": "",    "Addr\_type": "StreetInt",    "Pct\_along1": 0,    "Side1": "L",    "FromAddr1": "0",    "ToAddr1": "0",    "PreDir1": "E",    "PreType1": "",    "StreetName1": "PARHAM",    "SufType1": "RD",    "SufDir1": "",    "State1": "",    "ZIP1": "",    "Ref\_ID1": 15002,    "User\_fld1": "0",    "Pct\_along2": 0,    "Side2": "R",    "FromAddr2": "0",    "ToAddr2": "0",    "PreDir2": "W",    "PreType2": "",    "StreetName2": "BROAD",    "SufType2": "ST",    "SufDir2": "",    "State2": "",    "ZIP2": "",    "Ref\_ID2": 18009,    "User\_fld2": "0"   }  },  {   "address": "E PARHAM RD & W BROAD ST,",   "location": {    "x": 11762217.999282593,    "y": 3754342.7426658361   },   "score": 100,   "attributes": {    "Loc\_name": "HENRICO\_STREET",    "Score": 100,    "Match\_addr": "E PARHAM RD & W BROAD ST,",    "House": "",    "Side": "",    "PreDir": "",    "PreType": "",    "StreetName": "",    "SufType": "",    "SufDir": "",    "City": "",    "State": "",    "ZIP": "",    "Ref\_ID": "",    "X": 11762217.999283001,    "Y": 3754342.742666,    "User\_fld": "",    "Addr\_type": "StreetInt",    "Pct\_along1": 0,    "Side1": "L",    "FromAddr1": "7837",    "ToAddr1": "7839",    "PreDir1": "E",    "PreType1": "",    "StreetName1": "PARHAM",    "SufType1": "RD",    "SufDir1": "",    "State1": "",    "ZIP1": "",    "Ref\_ID1": 12164,    "User\_fld1": "0",    "Pct\_along2": 0,    "Side2": "R",    "FromAddr2": "0",    "ToAddr2": "0",    "PreDir2": "W",    "PreType2": "",    "StreetName2": "BROAD",    "SufType2": "ST",    "SufDir2": "",    "State2": "",    "ZIP2": "",    "Ref\_ID2": 17080,    "User\_fld2": "0"   }  },  {   "address": "E PARHAM RD & W BROAD ST,",   "location": {    "x": 11762237.003865751,    "y": 3754403.4996199943   },   "score": 100,   "attributes": {    "Loc\_name": "HENRICO\_STREET",    "Score": 100,    "Match\_addr": "E PARHAM RD & W BROAD ST,",    "House": "",    "Side": "",    "PreDir": "",    "PreType": "",    "StreetName": "",    "SufType": "",    "SufDir": "",    "City": "",    "State": "",    "ZIP": "",    "Ref\_ID": "",    "X": 11762237.003866,    "Y": 3754403.4996199999,    "User\_fld": "",    "Addr\_type": "StreetInt",    "Pct\_along1": 100,    "Side1": "R",    "FromAddr1": "7818",    "ToAddr1": "7834",    "PreDir1": "E",    "PreType1": "",    "StreetName1": "PARHAM",    "SufType1": "RD",    "SufDir1": "",    "State1": "",    "ZIP1": "",    "Ref\_ID1": 13125,    "User\_fld1": "0",    "Pct\_along2": 0,    "Side2": "R",    "FromAddr2": "8210",    "ToAddr2": "8210",    "PreDir2": "W",    "PreType2": "",    "StreetName2": "BROAD",    "SufType2": "ST",    "SufDir2": "",    "State2": "",    "ZIP2": "",    "Ref\_ID2": 17819,    "User\_fld2": "0"   }  },  {   "address": "E PARHAM RD & W BROAD ST,",   "location": {    "x": 11762268.997671861,    "y": 3754359.7454920919   },   "score": 100,   "attributes": {    "Loc\_name": "HENRICO\_STREET",    "Score": 100,    "Match\_addr": "E PARHAM RD & W BROAD ST,",    "House": "",    "Side": "",    "PreDir": "",    "PreType": "",    "StreetName": "",    "SufType": "",    "SufDir": "",    "City": "",    "State": "",    "ZIP": "",    "Ref\_ID": "",    "X": 11762268.997672001,    "Y": 3754359.7454920001,    "User\_fld": "",    "Addr\_type": "StreetInt",    "Pct\_along1": 100,    "Side1": "L",    "FromAddr1": "7819",    "ToAddr1": "7835",    "PreDir1": "E",    "PreType1": "",    "StreetName1": "PARHAM",    "SufType1": "RD",    "SufDir1": "",    "State1": "",    "ZIP1": "",    "Ref\_ID1": 2751,    "User\_fld1": "0",    "Pct\_along2": 0,    "Side2": "L",    "FromAddr2": "0",    "ToAddr2": "0",    "PreDir2": "W",    "PreType2": "",    "StreetName2": "BROAD",    "SufType2": "ST",    "SufDir2": "",    "State2": "",    "ZIP2": "",    "Ref\_ID2": 17819,    "User\_fld2": "0"   }  },  {   "address": "N PARHAM RD & W BROAD ST,",   "location": {    "x": 11762187.997143883,    "y": 3754381.2462176741   },   "score": 97.430000000000007,   "attributes": {    "Loc\_name": "HENRICO\_STREET",    "Score": 97.430000000000007,    "Match\_addr": "N PARHAM RD & W BROAD ST,",    "House": "",    "Side": "",    "PreDir": "",    "PreType": "",    "StreetName": "",    "SufType": "",    "SufDir": "",    "City": "",    "State": "",    "ZIP": "",    "Ref\_ID": "",    "X": 11762187.997144001,    "Y": 3754381.2462180001,    "User\_fld": "",    "Addr\_type": "StreetInt",    "Pct\_along1": 100,    "Side1": "L",    "FromAddr1": "3316",    "ToAddr1": "3324",    "PreDir1": "N",    "PreType1": "",    "StreetName1": "PARHAM",    "SufType1": "RD",    "SufDir1": "",    "State1": "",    "ZIP1": "",    "Ref\_ID1": 9557,    "User\_fld1": "0",    "Pct\_along2": 0,    "Side2": "R",    "FromAddr2": "0",    "ToAddr2": "0",    "PreDir2": "W",    "PreType2": "",    "StreetName2": "BROAD",    "SufType2": "ST",    "SufDir2": "",    "State2": "",    "ZIP2": "",    "Ref\_ID2": 18009,    "User\_fld2": "0"   }  },  {   "address": "N PARHAM RD & W BROAD ST,",   "location": {    "x": 11762217.999282593,    "y": 3754342.7426658361   },   "score": 97.430000000000007,   "attributes": {    "Loc\_name": "HENRICO\_STREET",    "Score": 97.430000000000007,    "Match\_addr": "N PARHAM RD & W BROAD ST,",    "House": "",    "Side": "",    "PreDir": "",    "PreType": "",    "StreetName": "",    "SufType": "",    "SufDir": "",    "City": "",    "State": "",    "ZIP": "",    "Ref\_ID": "",    "X": 11762217.999283001,    "Y": 3754342.742666,    "User\_fld": "",    "Addr\_type": "StreetInt",    "Pct\_along1": 100,    "Side1": "L",    "FromAddr1": "0",    "ToAddr1": "0",    "PreDir1": "N",    "PreType1": "",    "StreetName1": "PARHAM",    "SufType1": "RD",    "SufDir1": "",    "State1": "",    "ZIP1": "",    "Ref\_ID1": 1801,    "User\_fld1": "0",    "Pct\_along2": 0,    "Side2": "R",    "FromAddr2": "0",    "ToAddr2": "0",    "PreDir2": "W",    "PreType2": "",    "StreetName2": "BROAD",    "SufType2": "ST",    "SufDir2": "",    "State2": "",    "ZIP2": "",    "Ref\_ID2": 17080,    "User\_fld2": "0"   }  },  {   "address": "OLD PARHAM RD & W BROAD ST,",   "location": {    "x": 11762497.004240138,    "y": 3754001.489525957   },   "score": 94.340000000000003,   "attributes": {    "Loc\_name": "HENRICO\_STREET",    "Score": 94.340000000000003,    "Match\_addr": "OLD PARHAM RD & W BROAD ST,",    "House": "",    "Side": "",    "PreDir": "",    "PreType": "",    "StreetName": "",    "SufType": "",    "SufDir": "",    "City": "",    "State": "",    "ZIP": "",    "Ref\_ID": "",    "X": 11762497.004240001,    "Y": 3754001.4895259999,    "User\_fld": "",    "Addr\_type": "StreetInt",    "Pct\_along1": 100,    "Side1": "L",    "FromAddr1": "3400",    "ToAddr1": "3424",    "PreDir1": "",    "PreType1": "OLD",    "StreetName1": "PARHAM",    "SufType1": "RD",    "SufDir1": "",    "State1": "",    "ZIP1": "",    "Ref\_ID1": 16198,    "User\_fld1": "0",    "Pct\_along2": 0,    "Side2": "L",    "FromAddr2": "8207",    "ToAddr2": "8209",    "PreDir2": "W",    "PreType2": "",    "StreetName2": "BROAD",    "SufType2": "ST",    "SufDir2": "",    "State2": "",    "ZIP2": "",    "Ref\_ID2": 18983,    "User\_fld2": "0"   }  } ]}  |

**Out of County Locations:**

The vendor should use the VGIN ESRI Geocoding service to get standardized address and X, Y coordinate information for in County locations.  This is a standard ArcGis Server based web service which exposes a REST endpoint.  The service will return information such as that shown below when the service is accessed using a properly encoded URL.

Sample URL for an out of County address or intersection:

[http://gismaps.vita.virginia.gov/arcgis/rest/services/Geocoding/VGIN\_Composite\_Locator/GeocodeServer/findAddressCandidates?Street=&City=&State=&ZIP=&Keyfield=&SingleLine=1114+DEEP+RUN+RD%2C+CARTERSVILLE%2C+VA%2C+23027&outFields=\*&maxLocations=&outSR=&searchExtent=&f=pjson](http://gismaps.vita.virginia.gov/arcgis/rest/services/Geocoding/VGIN_Composite_Locator/GeocodeServer/findAddressCandidates?Street=&City=&State=&ZIP=&Keyfield=&SingleLine=1114+DEEP+RUN+RD%2C+CARTERSVILLE%2C+VA%2C+23027&outFields=*&maxLocations=&outSR=&searchExtent=&f=pjson)

Sample result:

|  |
| --- |
| { "spatialReference": {  "wkid": 4269,  "latestWkid": 4269 }, "candidates": [  {   "address": "1114 DEEP RUN RD, CARTERSVILLE, VA, 23027",   "location": {    "x": -78.1098010807696,    "y": 37.63183768822401   },   "score": 100,   "attributes": {    "Loc\_name": "AP",    "Score": 100,    "Match\_addr": "1114 DEEP RUN RD, CARTERSVILLE, VA, 23027",    "House": "1114",    "Side": "",    "PreDir": "",    "PreType": "",    "StreetName": "DEEP RUN",    "SufType": "RD",    "SufDir": "",    "City": "CARTERSVILLE",    "State": "VA",    "ZIP": "23027",    "Ref\_ID": 346418,    "X": 122685.97881499999,    "Y": 182032.927517,    "User\_fld": "51049",    "Addr\_type": "StreetAddress",    "FromAddr": "",    "ToAddr": ""   }  },  {   "address": "23027",   "location": {    "x": -78.13737703864777,    "y": 37.647328162438058   },   "score": 100,   "attributes": {    "Loc\_name": "Zip",    "Score": 100,    "Match\_addr": "23027",    "House": "",    "Side": "",    "PreDir": "",    "PreType": "",    "StreetName": "",    "SufType": "",    "SufDir": "",    "City": "",    "State": "",    "ZIP": "23027",    "Ref\_ID": "16080",    "X": -78.137381000000005,    "Y": 37.647336000000003,    "User\_fld": "0",    "Addr\_type": "Postal",    "FromAddr": "",    "ToAddr": ""   }  } ]}  |

Notes:  use the URL param "&f=JSON" in place of the "&f=PJSON" shown above for a more terse version of the same out put.  PJSON (or "pretty" JSON is easier for people to read).

**Attachment H**

**Fire Roster to RMS Interface**

County IT developed a Fire Roster system several years ago.  It serves many purposes but one purpose is to keep track of who is working at each fire station each day.  Currently there is an interface that feeds this data once daily from FireRoster to the current RMS system.  Below is an example for one fire fighter for one day.  This data is written to an XML-like file that is consumed by a process provided by the current RMS system.   Since Fire Roster was developed in-house County IT can modify this to meet the needs of the offeror’s system.  The data can be provided in a file or provided through a web service.  If the offeror’s solution includes a roster feature, this interface may not be necessary.  If the offeror’s solution does not include a roster feature, then that system needs to accept data from our existing roster system.

<FF>

     <PERSCODE>FIR001</PERSCODE>              (variable length 2 to 6 characters)

     <NAME>FIREMAN, JOHN</NAME>

     <RANK>FFT</RANK>

     <LOCATION>L06</LOCATION>

     <SHIFT>A</SHIFT>

     <DATESTARTED>20160624</DATESTARTED>      (yyyymmdd)

     <TIMESTARTED>0700</TIMESTARTED>          (hhmm)

     <DATEFINISHED>20160625</DATEFINISHED>    (yyyymmdd)

     <TIMEFINISHED>0659</TIMEFINISHED> (hhmm)

</FF>

**Attachment I**

**Fire Roster to CAD interface**

If offeror’s solution includes a Roster feature, an interface would then be needed to provide data to CAD.  Currently two web services provide CAD with the required information.

**ATTACHMENT J**

**RFP #16-1255-9CS**

**Records Management System for Division of Fire**

**Specifications Matrix**

When responding to the Scope of Services outlined in this attachment, the Offeror should indicate the level of support provided by their solution in the column provided using one of the following Response Codes:

**Y This feature is provided.**

**AD Available with Deviation: feature is currently available but differs slightly. Explain in the comments section.**

**N This features cannot be provided and does not meet the requirements**

|  |  | **Offeror****Response****Code** | **Comments** |
| --- | --- | --- | --- |
| **A. General Requirements** |
| 1. |  |  |  |
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| 3 |  |  |  |
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| **B. Features** |
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| **C. Training** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
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| **D. Technical Requirements** |
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| **E. Interfaces** |
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| 8 |  |  |  |
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| **F. Project Management** |
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| **G. Support** |
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**ATTACHMENT K**

**PRICING SCHEDULE**

Offeror shall provide pricing on various components and modules of the proposed System that meet the requirements in the Scope of Services.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Option 1 Software Solution ModuleHenrico-Hosted | Name of Module | Implementation  | Data Migration | Training\* | Year 1 Software  | Year 2 Software  | Year 3 Software  | Year 4 Software  |
| **Incident Reporting (required functionality**) |  |  |  |  |  |  |  |  |
| Staffing and Scheduling |  |  |  |  |  |  |  |  |
| **Fire Code Compliance, Inspections, and Permitting (required functionality)** |  |  |  |  |  |  |  |  |
| Station Day Logging |  |  |  |  |  |  |  |  |
| Training ManagementProvide both Train the Trainer and Offeror provided training options for consideration  |  |  |  |  |  |  |  |  |
| Equipment, Apparatus and Supply Management – Provide detailed information and pricing for all items  |  |  |  |  |  |  |  |  |
| SCBA Management and Maintenance |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Option 2 Software Solution Module Hosted by Offeror / Cloud | Name of Module | Implementation  | Data Migration | Training\* | Year 1 Software  | Year 2 Software  | Year 3 Software  | Year 4 Software  |
| **Incident Reporting (required functionality**) |  |  |  |  |  |  |  |  |
| Staffing and Scheduling |  |  |  |  |  |  |  |  |
| **Fire Code Compliance, Inspections, and Permitting (required functionality)** |  |  |  |  |  |  |  |  |
| Station Day Logging |  |  |  |  |  |  |  |  |
| Training ManagementProvide both Train the trainer and Offeror provided training options for consideration |  |  |  |  |  |  |  |  |
| Equipment, Apparatus and Supply Management – Provide detailed information and pricing for all items  |  |  |  |  |  |  |  |  |
| SCBA Management and Maintenance |  |  |  |  |  |  |  |  |