



STATE OF INDIANA

Request for Information 18-020

INDIANA DEPARTMENT OF ADMINISTRATION

**On Behalf of the
Integrated Public Safety Commission and All State Agencies and
Other Governmental Bodies**

**Solicitation For:
Project 25 Compliance Assessment Program (P25 CAP) Radio
Equipment, Maintenance, Repair, Parts, and Accessories**

**Response Due Date:
October 19, 2017 at 3:00pm Eastern Time**

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Procurement Division
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Indianapolis, Indiana 46204
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REQUEST FOR INFORMATION 18-020

INTRODUCTION

This Request for Information (RFI) is issued for soliciting responses to requested information for the State's review and determination to negotiate and award contracts. The State of Indiana is not liable for any cost incurred by the vendor in response to this RFI.

DEFINITIONS AND ABBREVIATIONS

Award Recommendation	IDOA's summary to the agency being supported, typically in letter format, of the solicitation and suggestion on vendor selection for the purposes of beginning contract negotiations.
APCO	Association of Public-Safety Communications Officials
CAP	Compliance Acceptance Program - communications equipment declared by the supplier to be P25 compliant, in fact, is tested against the standards with publicly published results. Through this open standards testing process, P25 CAP provides responders confidence that the communications equipment they use will be interoperable, regardless of manufacturer.
Contract Award	The acceptance of IDOA's Award Recommendation by the agency being supported in conjunction with the public posting of the Award Recommendation.
CUF	Commercially Useful Function – A business function that supports the scope of this solicitation.
IAC	Indiana Administrative Code
IC	Indiana Code
Implementation	The successful implementation of 700/800 MHz P25 radio equipment and associated warranties, maintenance, repairs, parts and accessories at the Indiana Government Center as specified in the contract resulting from this RFI.
IPSC	Integrated Public Safety Commission – Both the board and the agency designated by Indiana Code 5-26 to promote public safety interoperable communications between local, state and federal agencies.
Manufacturer	An entity that makes radio products through a process involving raw materials, components, or assemblies. The State will only accept responses from radio manufacturers, who must serve as Prime Contractor(s) in the anticipated Contract. While Manufacturers may utilize a network of resellers / dealers to provide products and services requested through this RFI, such resellers / dealers will operate as subcontractors to the Manufacturer.

Other Governmental Body	An agency, a board, a branch, a bureau, a commission, a council, a department, an institution, an office, or another establishment of any of the following: 1) The judicial branch 2) The legislative branch 3) A political subdivision (includes towns, cities, local governments, etc.) 4) A state educational institution. Respondents to this RFI are required to extend the products and prices within the awarded contract to all other governmental bodies.
P25	Project 25 - a standards development process for the design, manufacture, and evaluation of interoperable digital two-way land mobile radio systems communications products created by and for public safety professionals. The P25 standard is a critical component to achieve interoperability among different suppliers' products.
QPA	Quantity Purchase Agreement is a statewide contract for repetitive purchase of equipment and services at quoted pricing and discounts for the term of the contract.
SAFE-T	The Indiana statewide 800 MHz interoperable voice communication system.
Services	Work to be performed as specified in this RFI
State	The State of Indiana
State Agency	As defined in IC 4-13-1, "state agency" means an authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative, department of state government
Vendor	Any successful respondent selected as a result of the procurement process to deliver the products or services requested by this RFI

PURPOSE OF THE REQUEST FOR INFORMATION

The purpose of this RFI is to solicit responses from manufacturers of Project 25 Compliance Assessment Program (P25 CAP) radio equipment, parts and accessories, along with maintenance and repair services. Respondents that demonstrate their ability to meet the State's minimum requirements and offer products and related services at a competitive discount with contract terms that are acceptable to the State may be awarded a state Quantity Purchase Agreement (QPA). It is the intent of the State to contract with manufacturers to provide Project 700/800 MHz P25 Radio Equipment, accessories, etc. for use on the statewide 800 MHz interoperable public safety communications system ("SAFE-T"). Contracts may be awarded to manufacturers meeting requirements specified in the RFI for products listed below. **The resulting contract(s) will be a Quantity Purchase Agreement (QPA). Annual equipment refresh will be allowed within the three year initial contract term at the discounts that remain constant for the life of the contract. Renewals beyond the initial contract term are the discretion of the State.**

- P25 Compliant Base Stations
- P25 Compliant Repeaters
- P25 Compliant Mobile Radios
- P25 Compliant Portable Radios
- P25 Compliant Vehicular Repeaters

The State will contract with the awarded manufacturers only for the same equipment and services subject to this RFI. The responses received from this RFI may lead to the selection of multiple contractors that are best suited to provide the solution(s) that meets the State's requirements.

BACKGROUND/ CURRENT OPERATIONS

The Integrated Public Safety Commission (IPSC) was created by the Indiana General Assembly in 1999 to promote and facilitate public safety communications among local, state and federal first responders. To that end, IPSC provides an 800 MHz interoperable and reliable public safety communications system to all Hoosier first responders and public safety professionals for use during routine, emergency and task force situations. IPSC's goal is to strengthen community safety and security by minimizing the financial and technological barriers to interoperable communications through interagency cooperation.

The statewide radio system utilizes frequencies intended for use by public safety agencies and regulated and assigned by the FCC. IC 5-26-1-4 defines a "public safety agency" as any federal, state, or local governmental entity eligible to hold an authorization in a public safety radio service as set forth in 47 CFR 90 et seq. Currently, more than 65,000 user IDs from public safety agencies in all 92 Indiana counties are entered into the system database.

The state has recently upgraded the statewide 800 MHz voice communications system to P25 standards. A current system map is available in Supplemental Documents as **Attachment L**. The P25 open architecture set of standards has driven non-proprietary solutions, giving purchasers a wide variety of options among many vendors to ensure interoperability while providing competitive pricing.

The State's objective is to continue standardization in the equipment purchased and to encourage majority of purchases to the radio equipment models that meet enterprise requirements at the most cost effective pricing, meeting the following P25 equipment requirements as further defined below.

1. P25 Compliance 'Assessment Program (P25 CAP) - The Respondent shall certify that they are an active participant in the P25 Compliance Assessment Program as developed by the United States Department of Homeland Security, and, further that the proposed equipment has been tested and found to meet all P25 CAP requirements. The State reserves the right to test any subscriber radio from any manufacturer that has completed the P25 CAP to ensure that the radio meets the requirements in (**Attachment K**). Respondent will provide a hardware key solution to include at the minimum,
 - A master key and 20 slave keys.
 - A training program for provisioning devices.
 - End user pricing to detail the cost for obtaining the slave key.
 - Restriction from purchasing system key items other than slave devices.
2. Programming software & hardware – Respondent will provide all programming hardware and software (with updates) to provision subscribers onto the 800 MHz statewide radio system.
3. Training - Annual training for use of the programming hardware and software will be provided for;
 - a. IPSC staff upon award. Respondent shall conduct a comprehensive training to instruct IPSC personnel in the proper programming of the equipment to establish evaluation of the equipment.
 - b. User of subscriber agencies. This will consist of two sessions consecutively on an annual basis. The Respondent shall conduct a comprehensive training to instruct subscriber personnel in the proper programming of the equipment to ensure operation of the equipment.
4. Technical Support – Respondent will provide details about and provide technical support available to subscriber agencies, including but not limited to
 - Field service bulletins, installation and operation manuals
 - Telephone support for technical inquiries
5. Authorized dealers for Indiana – Respondent will provide a local dealer contact to subscriber agencies for sales and support.

6. Vendor/Subscriber Service and Engagement - Respondent will participate in meetings with IPSC and/or subscriber agencies as needed and will provide information about current or future User Groups.
7. Encryption
 - Acceptable encryptions are DES, AES or Motorola ADP or equivalent. All encryptions should be user selectable/programmable.
8. Warranties

RFI MATERIALS AND ATTACHMENTS

Section	Description
RFI 18-020	Request for Information Document
Attachment A	Letter of Intent to Respond
Attachment B	Minimum Requirements
Attachment C	Business Proposal
Attachment D	Technical Proposal
Attachment E	Sample Contract
Attachment F	Cost Proposal
Attachment G	Question & Inquiry Form
Attachment H	IPSC P25 Open Talkgroups
Attachment I	IPSC NPSPAC-Conventional 800MHz interoperability Sites
Attachment J	P25 Mutual Aid / Interoperability Options
Attachment K	P25 CAP Compliant Subscriber Products
Attachment L	P25 System Map

RFI PROCESS

The path from RFI announcement to contract(s) award will be phased and as follows:

Phase 1

Respondents will submit an Intent to Respond form (**Attachment A**) by **October 12, 2017 at 3:00 PM Eastern Time**. The State will send a subsequent, updated cost proposal template (**Attachment F**) to each Respondent.

Phase 2

Respondents will submit a complete set of RFI materials and response templates, including:

- Transmittal Letter (see below section title “Transmittal Letter” for details)
- **Attachment B**- Minimum Requirements Response Template
- **Attachment C**-Business Proposal Response Template
- **Attachment D**-Technical Proposal Response Template
- **Attachment F**-Cost Proposal Response Template

The State will evaluate RFI responses and conduct clarifications or discussions, as necessary. **Additionally, the State requires a demonstration forum during the evaluation process.** This forum will allow respondents to show that proposed equipment is capable of the requirements necessary to operate on the Indiana P25 statewide network. Invitations may be extended to Respondents of this RFI subsequent to the receipt and review of responses. The demonstrations will be conducted at the Indiana Government Center in Indianapolis, IN at a date to be determined after review of the proposal submissions. Using open talkgroups, Respondents will demonstrate the following:

- Group call
- Announcement call
- Private call & call alert
- Radio inhibit & x-inhibit
- Status & Message

The State desires to keep test radios submitted for demonstration for troubleshooting purposes.

Phase 3 – Only includes Respondents determined to meet minimum requirements

The State will send updated contract and cost proposal templates and materials for discussion, negotiation, and finalization. The updated contract will include the State's response to Respondent's request for sample contract modifications, additional terms and conditions offered by the Respondent, and standard Service Level Agreements (SLAs) and Key Metrics. This phase may contain multiple rounds of discussions and negotiations. At the conclusion of Phase 3, the State will announce contract award(s).

SUBMISSION FORMAT INSTRUCTIONS

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the Respondent's proposal.
- The Transmittal Letter must be in the form of a letter. The minimum requirements, business, technical, and cost proposals must be submitted using the provided response templates.
- Each item, i.e. Transmittal Letter, Minimum Requirements, Business Proposal, Technical Proposal, Cost Proposal, etc., must be separate standalone electronic files on the CD-ROM. **Please do not submit your proposal as one large file.**
- Whenever possible, please submit all attachments in their original format.
- Confidential Information must also be clearly marked in a separate folder/file on any included CD-ROM.

TRANSMITTAL LETTER

The Transmittal Letter must address the following topics except those specifically identified as "optional."

- Summary of Ability and Desire to Supply the Required Products or Services

The Transmittal Letter must briefly summarize the Respondent's ability to supply the requested products and/or services that meet the requirements of this RFI. The letter must also contain a statement indicating the Respondent's willingness to provide the requested products and/or services subject to the terms and conditions set forth in the RFI including, but not limited to, the State's mandatory contract clauses.

- Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions must sign the Transmittal Letter. **In the Transmittal Letter, please indicate the principal contact for the proposal along with an address, telephone and fax number as well as an e-mail address, if that contact is different than the individual authorized for signature.**

- Respondent Notification

Unless otherwise indicated in the Transmittal Letter, Respondents will be notified via e-mail. It is the Respondent's obligation to notify the Procurement Division of any changes in any address that may have occurred since the origination of this solicitation. The Procurement Division will not be held responsible for incorrect vendor/contractor addresses.

- Confidential Information

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq. If claiming an APRA exemption, provide the following information:

1. List all documents where claiming a statutory exemption to the APRA;
2. Specify which statutory exception of APRA that applies for each document;
3. Provide a description explaining the manner in which the statutory exception to the APRA applies for each document.

- Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

SAMPLE CONTRACT

A sample contract that the State expects to execute with the successful Respondent(s) is provided in **Attachment E**. This contract contains both mandatory and non-mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are highly desirable. Given the State's intention to award multiple manufacturers, it is imperative that there is consistency among the contracts resulting from the solicitation.

In the Transmittal Letter please indicate acceptance of these mandatory contract terms. Additionally, please review the rest of the contract and indicate acceptance of the non-mandatory contract clauses. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause. ***If additional contract terms are desired, please include them as an attachment to the Transmittal letter.*** The State reserves the right to reject any and all of these requested changes.

The mandatory contract terms are as follows:

- Duties of Contractor, Rate of Pay, and Term of Contract
- Authority to Bind Contractor
- Compliance with Laws
- Drug-Free Workplace Provision and Certification
- Employment Eligibility
- Funding Cancellation
- Governing Laws
- Indemnification
- Information Technology
- Non-Discrimination Clause
- Ownership of Documents and Materials
- Payments
- Penalties/Interest/Attorney's Fees
- Termination for Convenience
- Non-Collusion and Acceptance

Any or all portions of this RFI and any or all portions of the Respondents response may be incorporated as part of the final contract

PRICING

Upon the receipt of a manufacturer's completed Intent to Respond form, the State will send an updated **Attachment F**, Cost Proposal for completion and submission with other required documents. Please provide competitive all-inclusive pricing for the P25 CAP radio equipment, maintenance, repair, parts, and accessories.

Cost Assumptions, Conditions and Constraints

Respondents should list and describe as part of the Cost Proposal any special cost assumptions, conditions, and/or constraints relative to, or which impact, the prices presented on the Cost Schedules. It is of particular importance to describe any assumptions made by the respondent in the development of the respondent's Technical Proposal that have a material impact on price. It is in the best interest of the respondent to make explicit the assumptions, conditions, and/or constraints that underlie the values presented on the Cost Schedules. Assumptions, conditions or constraints that conflict with the RFI requirements are not acceptable. **Please compose and return this document in a Microsoft Word format.**

RFI TIMELINE

The following timeline is only an illustration of this RFI process. The dates associated with each step are not to be considered binding.

Anticipated RFI Dates:

Activity	Date
Issue of RFI	September 15, 2017
Respondent Conference Call / Webinar	September 25, 2017
Deadline to Submit Written Questions	September 29, 2017
Response to Written Questions	October 6, 2017
Deadline to Submit Intent to Respond	October 12, 2017
Submission of Proposals	October 19, 2017
Respondent Presentations	Between November 13 th and December 1 st , 2017
Contract Award	January, 2018

RESPONDENT CONFERENCE CALL AND WEBINAR

The State will host a conference call and webinar at **3:00 Eastern time on September 25, 2017**. While attendance is not required, it is highly recommended. The State will share important information about the RFI solicitation process and Respondent's completion and submission of the Response templates. To access the conference call and webinar, please use the following information:

<https://indiana-iot.webex.com/meet/jstarry>

Call-in toll-free number: 1-877-422-1931

Call-in number: 1-678-981-8728

Conference Code: 3482509638

QUESTION AND INQUIRY PROCESS

All initial questions/inquiries regarding this RFI must be submitted in writing using **Attachment G, Question and Answer Form**, by the deadline of **September 29, 2017, 2017 by 3:00PM ET** to rfp@idoa.in.gov. The email subject line should contain the following phrase:

“REQUEST FOR INFORMATION 18-020, QUESTION AND INQUIRIES.”

Following the question/inquiry due date, IDOA will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the IDOA website as soon as possible. Only answers posted on the IDOA website will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

Please note that **John E. Helmer IV** (jhelmer@idoa.IN.gov) is the State's single point of contact for this RFI. **Inquiries are not to be directed to any other staff member of IPSC or any other agency outside IDOA.** Such action may disqualify respondent from further consideration in this RFI. If it becomes necessary to revise any part of this RFI, or if additional information is necessary for a clearer interpretation of provisions of this RFI prior to the due date for submissions, an addendum will be posted on the IDOA website.

CLARIFICATIONS AND DISCUSSIONS

The State reserves the right to request clarifications on information submitted to the State. The State also reserves the right to conduct discussions, either oral or written, with the Respondents. These discussions could include requests for additional information, requests for cost information or technical requirements response attachment revision, etc. Additionally, in conducting discussions, the State may use information derived from the responses submitted by competing Respondents only if the identity of the Respondent providing the information is not disclosed to others. The State will provide equivalent information to all Respondents which have been chosen for discussions.

The Procurement Division will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

CONFIDENTIALITY

It is important to note that all information submitted in Respondent's proposals to this RFI will be kept confidential and will not be made available to the public unless this RFI does not result in the release of a solicitation at a later date. If a solicitation results from this RFI, then the information contained in the proposal submissions for this RFI must be made available to the public once the resulting solicitation has been awarded and the protest period has ended. However, any proprietary information can be kept confidential as long as it is marked clearly in your proposal submission as "**CONFIDENTIAL MATERIAL**". Confidential Information must be clearly marked in a separate folder/file. It is the responsibility of the Respondent to ensure that all confidential information is easily identifiable to ensure it is not released as non-confidential material.

RESPONSE SUBMISSION INSTRUCTIONS

All responses must be received at the address below by the Procurement Division no later than **3:00 p.m. Eastern Time on October 19, 2017**. Each Respondent must submit **one original CD-ROM (marked "Original") and six (6) complete copies on CD-ROM** of the proposal, including the Transmittal Letter and other related documentation as required in this RFI. The original CD-ROM will be considered the official response in evaluating responses for scoring and protest resolution. **The respondent's proposal response on this CD may be posted on the IDOA website, (<http://www.in.gov/idoa/2462.htm>) if recommended for selection.** Each copy of the proposal must follow the format indicated in Section Two of this document. Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired. All proposals must be addressed to:

Indiana Department of Administration
Attn.: John E. Helmer IV
Procurement Division
402 West Washington Street, Room W468
Indianapolis, IN 46204

If you hand-deliver solicitation responses:

To facilitate weapons restrictions at Indiana Government Center North and Indiana Government Center South, as of **July 21, 2008**, the public must enter IGC buildings through a designated public entrance. The public entrance to Indiana Government Center South is located at 10 N. Senate Avenue (East side of building). This entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police.

Passing through the public entrance may take some time. Please be sure to take this information into consideration if your company plans to submit a solicitation response in person.

If you ship or mail solicitation responses: United States Postal Express and Certified Mail are both delivered to the Government Center Central Mailroom, and not directly to the Procurement Division. It is the responsibility of the Respondent to make sure that solicitation responses are received by the Procurement Division at the Department of Administration's reception desk on or before the designated time and date. Late

submissions will not be accepted. The Department of Administration, Procurement Division clock is the official time for all solicitation submissions.

Regardless of delivery method, all proposal packages must be **sealed** and clearly marked with the RFI number, due date, and time due. IDOA will not accept any unsealed bids. Any proposal received by the Department of Administration, Procurement Division after the due date and time will not be considered. Any late proposals will be returned, unopened, to the Respondent upon request. All rejected proposals not claimed within 30 days of the proposal due date will be destroyed.

Any information received after the due date and time may not be considered.

No more than one proposal per Respondent may be submitted.

The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.