



## Winnebago County - Purchasing Department

For the Winnebago County ETSB

404 Elm Street, Rockford, Illinois 61101

Phone: (815) 319-4380

General Email: [Purchasing@WinColl.us](mailto:Purchasing@WinColl.us)

<http://www.WinColl.us/>

REQUEST FOR PROPOSAL For Winnebago County ETSB	18P-2135	ISSUE DATE	2/14/2018
RFP DESCRIPTION	Review of 9-1-1 Emergency Telephone System Operations		
PROPOSAL DUE DATE	3/13/2018	DUE TIME (CST)	8:15 AM
SUBMIT ONE (1) ORIGINAL, PLUS FIVE (5) COPIES	BOND REQUIRED	None	

### INTENT:

The Winnebago County Emergency Telephone System Board ("Winnebago County ETSB") is seeking a consultant to perform a thorough review and analysis of the 9-1-1 emergency telephone system operations in Winnebago County, Illinois to determine whether the 9-1-1 system in Winnebago County, Illinois can be operated more efficiently and/or more economically. The Winnebago County ETSB is requesting proposals for the performance of this review and analysis.

### TO ALL PROSPECTIVE BIDDERS:

You are hereby invited to submit your proposal for the item(s) to be furnished and delivered, to the address specified herein. The original Request for Proposal (RFP) and the required number of copies, must be received in a sealed envelope that has your name and address in the UPPER left corner and the attached Return label filled in and attached on the LOWER left corner.

All proposals are subject to staff analysis. Winnebago County ETSB reserves the right to accept or reject any and all proposal(s) received and waive any and all technicalities. Proposals must be delivered to:

**WINNEBAGO COUNTY PURCHASING DEPARTMENT, 404 ELM STREET, ROOM 202, ROCKFORD, IL 61101**

RFP RESPONSES MUST BE RECEIVED AND TIME STAMPED NO LATER THAN THE DUE DATE AND TIME SPECIFIED ABOVE. LATE PROPOSALS WILL NOT BE CONSIDERED.

Any communication regarding this RFP between the date of issue and date of award is required to go through the Director of Purchasing. FACSIMILE AND/OR E-MAIL TRANSMITTED RFP WILL NOT BE ACCEPTED.

Ann Johns  
Director of Purchasing

**WINNEBAGO COUNTY ETSB**

**CALL FOR PROPOSALS**

<b>PROJECT NAME</b>	<b>Review of 9-1-1 Emergency Telephone System Operations</b>		
<b>EVENT</b>	<b>LOCATION</b>	<b>DATE</b>	<b>TIME (CST)</b>
<b>LEGAL ADVERTISEMENT</b>	ROCKFORD REGISTER STAR WEBSITE: <a href="http://wincoil.us/">HTTP://WINCOIL.US/</a>	<b>2/14/2018</b>	
<b>NON-MANDATORY PRE-PROPOSAL CONFERENCE (by conference call or in person)</b>	<b>IN PERSON:</b> Rockford Fires Department Conf Room 2 <sup>nd</sup> floor 204 S First St. Rockford <b>BY TELEPHONE</b> Conference Call: (641) 552-9193 Access Code: 701779	<b>2/22/2018</b>	<b>10:00 AM</b>
<b>DEADLINE FOR INQUIRIES, EXCEPTIONS AND QUESTIONS</b>	MUST BE SUBMITTED IN WRITING TO THIS EMAIL: <a href="mailto:ajohns@wincoil.us">ajohns@wincoil.us</a>	<b>2/27/2018</b>	<b>2:00 PM</b>
<b>RESPONSE TO QUESTIONS OR INQUIRIES AND ISSUE OF ANY ADDENDUM</b>	VIA E-MAIL	<b>3/2/2018</b> OR NO LESS THAN 7 CALENDAR DAYS BEFORE DUE DATE	<b>2:00 PM</b>
<b>PROPOSAL DUE DATE</b>	PURCHASING DEPARTMENT 404 ELM ST. ROOM 202 ROCKFORD, IL 61101	<b>3/13/2018</b>	<b>8:15 AM</b>

**ALL PROPOSALS MUST BE ENCLOSED IN SEALED ENVELOPES MARKED:**

**Review of 9-1-1 Emergency Telephone System Operations**

Information is available from the Purchasing Department, Winnebago County Administration Building, 404 Elm Street, Room 202, Rockford, Illinois 61101. Telephone: (815) 319-4380 Email: [AJohns@WinCoIL.us](mailto:AJohns@WinCoIL.us)

The documents constituting component parts of the Request for Proposal are the following:

- **CALL FOR PROPOSALS**
- **REQUIREMENTS FOR BIDDING AND INSTRUCTIONS**
- **GENERAL CONDITIONS**
- **SPECIAL CONDITIONS**
- **BACKGROUND INFORMATION**
- **SCOPE OF SERVICES**
- **INFORMATION REQUIRED FROM ALL RFP RESPONDENTS**
- **PROPOSAL BID FORM**
- **BUSINESS REFERENCES**
- **RETURN PROPOSAL LABEL**
- **RFP ATTACHMENT A**

**REQUIREMENTS FOR BIDDING AND INSTRUCTIONS**

**SUBMISSION OF PROPOSALS**

The Proposer, by its officers, agents or representatives (hereafter referred to as the Bidder or Proposer) shall be responsible for delivery of proposals to the Purchasing Department before the due date and time. *Late proposals will not be considered and will be returned unopened.*

All proposals must be received in a sealed envelope that has your name and address in the UPPER left corner and the attached Return label filled in and attached on the LOWER left corner.

Proposals mailed "EXPRESS MAIL" must have RFP number and due date on the outside of the EXPRESS MAIL envelope. You must allow sufficient time for processing through the County's internal mailroom system.

**PREPARATION OF PROPOSAL**

The Bidder must submit a proposal on the forms furnished by the Winnebago County Purchasing Department. All blank spaces on the proposal form must be filled in. Use "N/A" or "None" where applicable.

Where unit prices are to be provided, and/or where proposal are to be made on more than one item, the Bidder shall extend the unit price(s) in the places provided on the pricing pages for the approximate quantities, and shall compute the total amount. The Bidder must propose in accordance with the unit(s) of measure called for unless a deviation procedure is followed.

Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or signed in the name of a corporation by an officer whose title shall be stated. Proposals shall be sealed in an envelope and marked as required in the instructions. The proposal is contained in these documents and must remain attached hereto when submitted.

**ENTIRE AGREEMENT**

These Standard Terms and Conditions of the Proposal shall apply to any contract or order awarded as a result of this Request except where special requirements are stated elsewhere in the Request; in such cases the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the contracting authority.

**ELECTRONIC TRANSMITTALS**

Facsimile and/or e-mail transmitted proposals will not be accepted by the Winnebago County Purchasing Department, nor will the Purchasing Department transmit facsimile specifications to the Bidder.

**BEST & FINAL OFFER**

Winnebago County ETSB reserves the right to request a Best & Final Offer from the finalist Bidder, if it deems such an approach necessary. In general, the Best & Final Offer will consist of updated costs, as well as, answers to specific questions that were identified during the evaluation of Proposals.

If Winnebago County ETSB chooses to invoke this option, the finalist Proposal will be re-evaluated by incorporating the information requested in the Best & Final Offer document, including costs, and answers to specific questions presented in the document. The specific format for the Best and Final Offer will be determined during evaluation discussions.

**END OF REQUIREMENTS FOR BIDDING AND INSTRUCTIONS**

**GENERAL CONDITIONS**

**ADDENDUM AND SUPPLEMENT TO THE RFP**

If it becomes necessary or advisable to revise any part of this RFP, or if additional data is necessary to enable the exact interpretation of provisions of this RFP, revisions will be provided in the form of an Addendum. If revisions are made after any mandatory Pre-Proposal conference, the revisions will be provided only to those Contractors who will have attended the Pre-Proposal conference.

In the event that any addenda to this RFP are issued, a public posting of a minimum of 7 calendar days will be adhered to, and could result in a revised due date.

Addendum information is available at the County's website <http://WinColl.us/> We strongly suggest that you check for any addenda a minimum forty-eight hours (48) in advance of the RFP deadline.

**CANCELLATION**

The Winnebago County ETSB reserves the right to cancel any contract in whole or in part without penalty due to failure of the contractor to comply with terms, conditions and specifications of this contract.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

The Bidder certifies, by submission of this proposal or acceptance of this contract, that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

Additionally, for all new contractors and vendors to be paid, the Purchasing Department will review the Federal and State Excluded Parties List System prior to requesting the vendor be created in our accounting system.

**CHANGES**

Winnebago County ETSB reserves the right to make any desired change in the specifications after the same shall have been put under contract; but the change so made, with the price to be added or deducted from the contract price, therefore, shall be agreed upon in advance between Winnebago County ETSB and the successful Bidder.

The Purchasing Department shall issue to the successful Bidder a written change order to the original contract; such change orders shall be binding upon both parties thereto and shall in no way invalidate or make void the terms of the original contract not modified by such change.

**COMPLIANCE WITH LAWS**

All services, work and materials that in any manner affect the production, sale, or payment for the product or service contained herein must comply with all Federal, State, County and Municipal laws, statutes, regulations, codes, ordinances and executive orders in effect now or later and whether or not they appear in this document, including those specifically referenced herein. The successful bidder must be authorized to do business in the State of Illinois, and must be able to produce a Certificate of Good Standing with the State of Illinois upon request.

The Bidder/Contractor must obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Bidder/Contractor must require any and all

subcontractors to do so. Failure to do so is an event of disqualification and/or default and may result in the denial of this bid and/or termination of this Agreement.

In the event Federal or State funds are being used to fund this contract, additional certifications, attached as addenda, will be required. Lack of knowledge on the part of the vendor will in no way be cause for release of this obligation. If the Winnebago County ETSB becomes aware of violation of any laws on the part of the vendor, it reserves the right to reject any bid, cancel any contract and pursue any other legal remedies deemed necessary.

**COST OF PROPOSAL**

Expenses incurred in the preparation of proposals in response to this proposal is the bidder's sole responsibility.

**EXCEPTIONS**

Exceptions will be considered up to the deadline listed in the Specifications. Exceptions must be fully described, on the Bidders letterhead and signed; exceptions must reference the proposal number and the specification, contract term or other portion of the Request for Proposal which is being accepted. If the Bidder wishes to propose terms and conditions, or alternative paperwork, it must do so as an exception. In the absence of such statement, the proposal shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; by its submission, the Bidder agrees that if selected, it will be bound by same. No exceptions or changes to contract terms will be accepted with the proposal.

**FREEDOM OF INFORMATION**

Any responses and supporting documents submitted in response to a bid or proposal will be subject to disclosure under the Illinois Freedom of Information Act. The County of Winnebago and the Winnebago County ETSB will assume that all information provided in a bid or proposal is open to inspection or copying by the public unless clearly marked with the appropriate exception that applies under the Freedom of Information Act. Additionally, if providing documents that you believe fall under an exception to the Freedom of Information Act, please submit both an un-redacted copy along with a redacted copy which has all portions redacted that you deem to fall under a Freedom of Information Act exception.

**INDEMNITY**

The Bidder shall, at all times, fully indemnify, hold harmless, and defend Winnebago County ETSB and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Bidder and its employees, or because of any act or omission, neglect or misconduct of the Bidder, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Bidders violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.). Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided. Nothing contained herein shall be construed as prohibiting Winnebago County ETSB and its officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. The Bidder shall likewise be liable for the cost, fees and expenses incurred in Winnebago County ETSB or the Bidders defense of any such claims, actions, or suits. The Bidder shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

**NON-COLLUSION**

The Bidder, by its officers, agents or representatives present at the time of filing this bid, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other bidders, or with any public officer of the Winnebago County ETSB, whereby, the Bidder has not paid or is to pay to such Bidder or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders. Whereby, no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said bid or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this bid.

**NON-DISCRIMINATION**

In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the Contractor further agrees to take affirmative action to ensure Equal Employment Opportunities. The Contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the Non-Discrimination Clause.

**PROMPT PAYMENT ACT**

The bid should provide that all payments are subject to the Local Governmental Prompt Payment Act.

**PROTEST**

Firms wishing to protest bids or awards shall notify the Director of Purchasing in writing within 5 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting and the reason why the firm is protesting the bid. The Director of Purchasing will respond to the protest within 5 business days.

**RESERVATION OF RIGHTS**

Winnebago County ETSB reserves the right to reject any or all proposals failing to meet the ETSB specifications or requirements and to waive technicalities. If, in the Winnebago County ETSB's opinion, the lowest proposal is not the most responsible proposal, considering value received for monies expended, the right is reserved to make awards as determined solely by the judgment of the Winnebago County ETSB. In determining the lowest responsible Bidder, the ETSB shall take into consideration the qualities of the articles supplied, their conformity with the specifications, and their suitability to the requirements of the ETSB and the delivery terms. Intangible factors, such as the Bidder's reputation and past performance, will also be weighed.

The Proposer's failure to meet the mandatory requirements of the RFP will result in the disqualification of the proposal from further consideration.

The Winnebago County ETSB reserves the right to award to more than one vendor based on this RFP.

Winnebago County ETSB further reserves the right to reject all proposals and obtain services through intergovernmental or cooperative agreements, or to issue a new and revised RFP.

Submission of a proposal confers no rights on the Bidder to a selection or to a subsequent contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at Winnebago County ETSB discretion and shall be made in the best interest of the Winnebago County ETSB.

**RIGHT TO REJECT**

The Winnebago County ETSB reserves the right to reject any or all proposals with or without cause, and/or to waive informalities in bidding. Also, the Winnebago County ETSB reserves the right to re-bid the entire work if deemed desirable. Because of the performance nature of this RFP, the Winnebago County ETSB may not necessarily accept the **lowest** bid but reserves the right to accept the system deemed to be in the best interest of the Winnebago County ETSB.

**TERMINATION, CANCELLATION AND DAMAGES**

The Winnebago County ETSB may terminate based on the Contractor's breach or default. Unless the breach or default creates an emergency, as determined in the Winnebago County's ETSB sole discretion, the Contractor shall be given notice and a five (5) day opportunity to cure before the termination becomes effective.

If the Winnebago County ETSB terminates this Contract because of the Contractor's breach or default, the Winnebago County ETSB shall have the right to purchase items or services elsewhere and to charge the Contractor with any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The Winnebago County ETSB may offset these additional costs against any sums otherwise due to the Contractor under this bid/proposal or any unrelated contract.

If the Winnebago County ETSB fails to appropriate funds to enable continued payment of multi-year contracts the ETSB may cancel without termination charges provided Contractor received at least thirty (30) days prior written notice of termination.

Winnebago County ETSB may terminate any contract or agreement resulting from this RFP at any time for any reason by giving at least thirty (30) days notice in writing to awarded Contractor. If the contract is terminated by the ETSB as provided herein, the contractor will be paid a fair payment as negotiated with the ETSB for the work completed as of the date of termination.

**WITHDRAWAL OF PROPOSALS**

Any bidder may withdraw its proposal at any time prior to the time specified in the advertisement as the closing time for the receipt of proposals by signing a request therefore. However, no bidder shall withdraw or cancel his proposal for a period of sixty (60) days after said advertised closing time for the receipt of proposals; the successful bidder shall not withdraw or cancel their proposal after having been notified by the Director of Purchasing that said proposal has been accepted by the Winnebago County ETSB Board.

*The Proposer, by signing the RFP's Proposal Bid Form, acknowledges, understands and abides by all of the above "Requirements for Bidding and Instructions to Bidders".*

**END OF GENERAL CONDITIONS**

**SPECIAL CONDITIONS**

**QUESTIONS & INQUIRES**

Any questions and/or inquires may be directed, no later than the date provided for on page 2, to Ann Johns, Director of Purchasing, 404 Elm Street, Room 202, Rockford, Illinois 61101, by Telephone: (815) 319-4380 or email [AJohns@WinColl.us](mailto:AJohns@WinColl.us)

**EVALUATION CRITERIA**

Evaluation of proposals will be performed by the RFP selected Evaluation Committee.

**METHOD OF PROPOSAL EVALUATION**

Award will be made to the vendor whose proposal is in the best interest of the Winnebago County ETSB. The Proposals will be evaluated by an Evaluation Committee according to the following criteria and scoring weight:

<b>Evaluation Criteria</b>	<b>Weight</b>
Ability of vendor to provide services according to specifications, based on proposal responses.	35
Reference projects of similar scope, scale and complexity.	20
Qualifications of personnel assigned to project, and their demonstrated ability to complete a project of this scope, scale, and complexity.	20
Cost-effectiveness of proposed pricing	25
Value added services (bonus points only)	15

***Maximum total score is 100 points with an additional score of 15 optional points***

**VALUE ADDED (Optional and worth 15 additional points)**

Please list and describe any additional value added features or services that are offered to the Winnebago County ETSB at no cost. Are there any other value added features available at a negotiable cost that may benefit Winnebago County ETSB? Describe all value added services and features.

**PROPOSER’S RESPONSIBILITY FOR SERVICES PROPOSED**

The Bidder must thoroughly examine and will be held to have thoroughly examined and read the entire RFP document. Failure of Bidders to fully acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

**INSURANCE REQUIREMENTS**

Upon notice of acceptance of proposal, the successful bidder shall, within fourteen (14) calendar days of said notice, furnish to the Director of Purchasing a Certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the Winnebago County ETSB licensed to do business in the State of Illinois. **All required insurance shall be maintained by the contractor in full force and effect during the life of the contract, and until such time as all work has**



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been approved and accepted by the County ETSB. The Contractor is responsible for all insurance deductibles and Self-Insured Retentions.

TYPE OF INSURANCE		MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1	<b>Workers Compensation</b>	Statutory
2	<b>Employers Liability</b> A. Each Accident B. Each Employee-disease C. Policy Aggregate-disease	\$1,000,000 \$1,000,000 \$1,000,000
3	<b>Commercial General Liability</b> A. Per Occurrence B. General Aggregate 1. General Aggregate- Per project 2. General Aggregate - Products/ Completed Operations	\$1,000,000 \$1,000,000 \$1,000,000
4	<b>Business Auto Liability</b>	\$1,000,000

### IF WORKING IN A SECURITY AREA

If required by Winnebago County ETSB, the Bidder shall, within ten (10) days of contractor execution, supply the completed Criminal History and Background information forms for all their employees and subcontractor employees who may be working at the jobsite. Any employee or subcontractor that does not meet security requirements will neither be allowed on premises nor access to any software or hardware via remote location.

The Bidder will be required to perform all work in keeping with Winnebago County ETSB security procedures while on the facilities' grounds and shall be responsible for all personnel (including subcontractors) employed by their firm to ensure that Facilities' dress codes and overall policies are followed.

NOTE: Winnebago County ETSB would not be involved in purchasing by any other taxing body other than to receive a copy of their purchase order that would reference the Winnebago County ETSB contract number. The invoicing and payments would be entirely between the other taxing bodies and the Vendor/Contractor. If the Winnebago County ETSB accepts your RFP, the procedure to handle joint purchases or services would be developed by Winnebago County ETSB with the Vendor/ Contractor and distributed to the other taxing bodies by the Winnebago County ETSB.

### ADDITIONAL SERVICES PROVISION

No respondent to this RFP, including the Firm chosen to provide the Scope of Services as herein defined, shall be precluded from responding to RFPs, requests for Statements of Qualifications or any other requests in whatever form, to provide services recommended in the final report produced as a deliverable for this RFP. Additionally, no respondent to this RFP, including the Firm chosen to provide the Scope of Services as herein defined, shall be precluded from being awarded contracts to provide services recommended in the final report produced as a deliverable for this RFP.

### END OF SPECIAL CONDITIONS

**BACKGROUND INFORMATION**

The County has a population of 288,896 and is located in north central Illinois along the Wisconsin border approximately 65 miles northwest of Chicago. The City of Rockford (“Rockford”) is the largest city in the County with a population of 149,597. There are two communities, Loves Park and Machesney Park with populations of approximately 25,000 each and several smaller communities scattered throughout the county. The ETSB is comprised of appointees from the Winnebago County Board and representative members of the public safety agencies within the County.

The ETSB is responsible, pursuant to statutory regulations of the Emergency Telephone System Act, 50 ILCS 750/0.01 et seq., for receiving and distributing funds received from the Illinois State Police from a 9-1-1 surcharge tax on wired and wireless phone lines in the State of Illinois.

There are currently two independent PSAPs in the County. The Winnebago County Sheriff’s Office (“WCSO”) operates one of the PSAPs (“County Center”) and handles law enforcement dispatching for the WCSO that patrols the unincorporated portions of the County, as well as law enforcement dispatching for the communities located inside the County outside of Rockford. The Rockford PSAP (“Rockford Center”) handles law enforcement dispatching for the City of Rockford, Rockford Park District and Rock Valley College. Fire and EMS dispatching for the City of Rockford and five fire protection districts is handled by the Rockford Center while several of the smaller communities have contracted their Fire and EMS dispatching with private dispatching services located in two of the County’s three hospitals. EMS response is provided in various delivery models in the County including career fire departments, private ambulance companies, fire protection districts with personnel staffing contracts and volunteers. The communities outside of Rockford have small to medium sized police departments. Fire protection is mixed between career, career and volunteer and wholly volunteer, including several smaller fire protection districts along the western border of Rockford where “islands” of unincorporated areas lie within its borders.

There was a study conducted in 2015 by a consulting firm to conduct a thorough cost analysis for the consolidation of the Winnebago County Center with the City of Rockford Center in relation to the replacement of the computer aided dispatch and phone system. The analysis examined the capital costs and cost of transition for the two centers. This report is provided as **RFP Attachment A**

**END OF BACKGROUND INFORMATION**

**SCOPE OF SERVICES**

Proposals should contain a detailed description of the actions the consultant will take in conducting the review and analysis, together with the consultant’s proposed fees.

Among other things, the analysis will be expected to evaluate and provide opinions regarding the following:

1. Whether it would be more efficient and/or cost effective to perform all call taking and dispatching functions at one location, and if so, identify the best location(s) and explain why.
2. Whether it would be more efficient and/or cost effective to perform call taking and dispatching functions at more than one location, and if so, identify the best locations and explain why.
3. Whether it would be more efficient and/or cost effective to perform all call taking at one location, and dispatching at one or more different locations, and if so, identify the best locations for each function and explain why.
4. Identify and compare various options regarding which entity or entities employ and supervise the persons performing the 9-1-1 call taking functions and the persons performing the 9-1-1 dispatching functions. For example, would it be more efficient and/or cost effective [a] for all 9-1-1 personnel to be employed and supervised by the City of Rockford, or [b] for all 9-1-1 personnel to be employed and supervised by the County of Winnebago, or [c] to have a combination where some 9-1-1 personnel are employed and supervised by the City of Rockford and some employed and supervised by the County of Winnebago, or [d] to have all 9-1-1 personnel employed by and supervised by a private entity, or [e] to have all 9-1-1 personnel employed and supervised under some other structure?
5. Under the current structure by which the 9-1-1 emergency telephone system in Winnebago County, Illinois is operating, what percentage of a 9-1-1 dispatcher’s time is spent on emergency dispatching functions and what percentage is spent on non-emergency dispatching functions.
6. If all dispatching for all law enforcement, fire, and emergency medical services in Winnebago County, Illinois was combined to be performed by 9-1-1 personnel, what percentage of a dispatcher’s time would be spent on emergency dispatching functions and what percentage would be spent on non-emergency dispatching functions.
7. Identifying any other ways in which the 9-1-1 emergency telephone system in Winnebago County, Illinois can be operated in a more efficient and/or cost effective manner than it is currently being operated.
8. Consider any additional services or options that may be relevant. Include under a Value Added tab of your proposal response.

**END OF SCOPE OF SERVICES**

**INFORMATION REQUIRED FROM ALL RFP RESPONDENTS**

**All submissions shall include:**

1. Firm name and contact information including:
  - a. Website address
  - b. Name of Firm Representative
  - c. General contact information including telephone number, contact email and postal address.
2. Introduction to the Firm with an Executive Summary of provided services.
3. Brief Firm History.
4. A list of Firm executives and key project personnel with a description of their anticipated roles and previous experience.
5. Proposals should contain a detailed description of the actions the consultant will take in conducting the review and analysis, the efficiency and cost effectiveness of the current operation, and of other possible modes of operation, of the emergency telephone system in Winnebago County, Illinois; together with the consultants' proposed fee(s).
6. Identification of additional services or analysis that can be provided within the Scope of Services.
7. Identification of additional services or analysis that can be provided outside the Scope of Services.
8. Representative projects related to 9-1-1 services consolidation, specifically including governance and operational costs analysis. Include projects specific to Illinois if available.
9. Client references.
10. Price proposal and hourly rate information for personnel anticipated to work on the project.
11. A timeline for your proposed deliverables.

**END OF INFORMATION REQUIRED FROM ALL RFP RESPONDENTS**

WINNEBAGO COUNTY ETSB

PROPOSAL BID FORM

PROPOSAL # 18P- 2135

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

<b>Company Name</b>			
<b>Contact Person</b>			
<b>Business Address</b>			
<b>City, State, ZIP</b>			
<b>Telephone</b>		<b>FEIN No.</b>	
<b>Email</b>			

**Company Information**

Woman Business Enterprise (WBE)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Small Business Enterprise (SBE)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Minority Business Enterprise (MBE)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**TO:** Winnebago County ETSB

The undersigned, being duly sworn, certifies that he is:

- THE OWNER/SOLE PROPRIETOR     
 A MEMBER OF THE PARTNERSHIP     
 AN OFFICER OF THE CORPORATION     
 MEMBER OF THE JOINT VENTURE

Further, as Contractor, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that he/she has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Director of Purchasing, 404 Elm Street, Rockford, Illinois 61103 and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda

**No(s):** \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ **issued thereto;**

Further, the Contractor proposes and agrees, if this proposal is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

**WINNEBAGO COUNTY ETSB**

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Further, the undersigned certifies and warrants that he/she is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or By-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate. Further, the undersigned certifies that the Bidder is not barred from bidding on this contract because of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, bid rigging or bid-rotating.

The Affiant deposes and says that he/she has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

Further, the Bidder certifies that Bidder provided equipment, supplies or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the Winnebago County ETSB to verify references of business and credit at its option. Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the bidding schedule.

Signature of Bidder authorizes the Winnebago County ETSB to verify business references.

**SIGNATURE OF PROPOSER**

**SIGNATURE** \_\_\_\_\_

Name and Title of Signer \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**END OF PROPOSAL BID FORM**

**WINNEBAGO COUNTY ETSB**

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**BUSINESS REFERENCES**

The Proposer must list references for the last three (3) completed projects, listing company name, address, contact person, telephone phone number, email and date of completion. If Bidder is a new business, provide references that will enable the Winnebago County ETSB to determine if bidder is responsible.

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIPCODE	
TELEPHONE NUMBER	
EMAIL	
DATE OF COMPLETION	

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIPCODE	
TELEPHONE NUMBER	
EMAIL	
DATE OF COMPLETION	

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIPCODE	
TELEPHONE NUMBER	
EMAIL	
DATE OF COMPLETION	

NUMBER OF YEARS IN BUSINESS	
CURRENT NUMBER OF PERSONNEL ON STAFF	

**END OF BUSINESS REFERENCES**

WINNEBAGO COUNTY ETSB

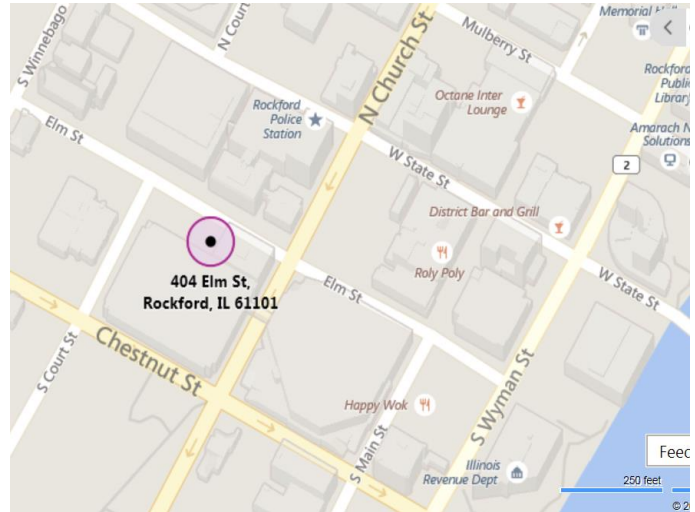
RETURN PROPOSAL LABEL

The Winnebago County ETSB of Winnebago, Illinois will receive sealed Proposals at:

**WINNEBAGO COUNTY  
PURCHASING DEPARTMENT  
404 ELM STREET, ROOM 202  
ROCKFORD, ILLINOIS 61101**

All Proposals must be enclosed in sealed envelopes marked:

**Review of 9-1-1 Emergency Telephone  
System Operations**



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY – PLEASE USE BELOW FOR YOUR CONVENIENCE



<b>PROPOSAL #</b> 18P - 2135	<b>WINNEBAGO COUNTY PURCHASING DEPARTMENT 404 ELM STREET, ROOM 202 ROCKFORD, ILLINOIS 61101</b>
<b>DIRECTOR OF PURCHASING:</b> Ann Johns	
<b>PROPOSAL NAME:</b> <b>Review of 9-1-1 Emergency Telephone System Operations</b>	
<b>PROPOSAL DUE DATE/TIME:</b> 3/13/2018 8:15 AM CST	

END OF RETURN PROPOSAL LABEL