



TANEY COUNTY MISSOURI

Purchasing Department 132 David Street / P. O. Box 1630 Forsyth, Missouri 65653

REQUEST FOR QUALIFICATIONS No. 201302-212

Taney County will accept separate sealed responses from qualified persons or firms interested in providing written qualifications for:

EMERGENCY 911 CONSULTANT

BIDS *MUST* BE RECEIVED BY:

4:00 P.M. LOCAL TIME ON Wednesday March 20, 2013

TO BE OPENED AT: 9:15 A.M. LOCAL TIME ON Thursday March 21, 2013

**PLEASE MARK YOUR ENVELOPE "SEALED BID #201302-212"
RETURN ONE (1) ORIGINAL AND THREE (3) COPIES TO:**

Taney County Purchasing Department
Attn: Ron Erickson, Director of Purchasing
132 David Street / P. O. Box 1630
Forsyth, Missouri 65653

PHONE: 417-546-7281 / FAX: 417-546-3931

rone@co.taney.mo.us

The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no bid." Please type or print the information below. Bidder is REQUIRED to complete, sign and return this form with their submittal of bid. An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address in order to receive award results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at: www.taneycounty.org.

<hr/>		<hr/>	
Company Name		Authorized Person (Print)	
<hr/>		<hr/>	
Address		Signature	
<hr/>		<hr/>	
City/County/State/Zip		Title	
<hr/>		<hr/>	
Telephone #	Fax #	Date	Tax ID #
<hr/>		<hr/>	
E-mail		Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

BIDDER'S INITIALS: _____

**RFQ# 201302-212 Emergency 911 Consultant
Taney County, Missouri**

SCOPE OF SERVICES

Through issuance of this Request for Qualifications ("RFQ"), Taney County is hereby soliciting Statements of Qualifications ("SOQs") from Emergency 911 Consultants/Consulting firms experienced with 911 consolidation which will provide communication services for a county-wide EMS, Fire, and Law Enforcement center.

SPECIFICATIONS

Below are the required specifications outlining the desired needs/services. There will be no minimums nor maximums assigned to, nor assumed by, either party regarding this project. The Taney County Commission reserves the right to accept or reject any/all responses based on taking whichever course of action is in the best interest of Taney County.

ITEMS OF RESPONSIBILITY FOR A 911 CONSULTANT;

1. Follow timeline approved by the 911 Advisory Board (see attached "Taney County 911 Consolidation Timeline").
2. Research and recommend suitable location for development.
3. Research and estimate all necessary costs to construct and maintain a fully operational emergency 911 communications center to include, but not limited to:
 - a. Size of structure
 - b. Utility infrastructure
 - c. Assessment of current and future technological needs including Next Generation 911.
 - d. Number of staff and associated salaries, wages, and benefits
 - e. Assessment of tower needs to interface with existing systems.
4. Assess and make recommendations for a backup communications center.
5. As needed, assist the 911 Advisory Board with public education of the consolidation plan.
6. Prepare and submit a comprehensive report based on all the above findings and recommendations to the 911 Advisory Board.

Questions regarding the contents of this Request for Qualifications should be directed to:

Tammy Hagler
Taney County 911 Administrator
tn 417-546-7255, option 1
fx 417-546-3504
tammyh@co.taney.mo.us

RFQ# 201302-212 Emergency 911 Consultant
Taney County, Missouri

Statements of Qualifications should include:

1. Business Information – Basic biographical information about the firm, including firm name and former firm names, address, date established, statement of business organization, names of all owners, principles, partners, and professional employees. **This section should also detail the firm's proximity to and familiarity with the project area.**
2. Staff Information – Resumes of each professional on the project team, including a description of experience, technical competence, and areas of expertise. The description should also include the number of ancillary staff with job descriptions or titles and relevant experience available for assignment. This section should detail the capacity and specialized experience of the firm to perform the work required within the time limits established and a discussion of how Taney County would benefit from your firm being selected to complete the work. This section should also name a designated contact person for this project.
3. Work History:
 - a. Must have previous and relevant experience in combining Emergency 911 communication centers.
 - b. A listing of all agencies for which work was performed within the preceding five years and nature of services.
 - c. A separate list of references should also be included.
4. Insurance – Evidence of insurance coverage and amounts carried by the Consultant as required by the general qualifications for County Consultants. (Anticipated levels of insurance coverage for this RFQ may be estimated closely to previous - similar type projects your Firm has engaged in.)
5. Project Listing – A listing of completed and pending projects in which the Consultant was or is the primary provider of professional services or manager of the project.
6. Sub consultants – A listing of sub consultants retained by the Consultant to perform work not customarily performed by the Consultant. Relevant descriptions of expertise of sub consultants should be included when appropriate.
7. Quality Controls – A description of internal quality control and assurance procedures used to verify accuracy and reliability of work product.
8. Approach and Schedule – A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work.

SELECTION PROCEDURE

Selection will be based on the items listed above. All responses received to this RFQ will be opened by the Director of Purchasing in public in front of the Taney County Commission at the Commission Conference room on the date and time as indicated on page one of this RFQ.

After a review by the 911 Advisory Board and 911 Administrator a recommendation to award will be made to the Taney County Commission.

TANEY COUNTY 911 CONSOLIDATION TIMELINE

2013	FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER	
	1-15	16-28	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-30
Purchasing agent preparation and process				Bid opening 21st	Hiring Process															
Consultant Process					Begin Work						Present-ation to 911 Adv Board									
Email update for 911 Stakeholders						email update				email update			email update	Stakeholders involved in Public Education ?						
Create ballot Language																				
Create post election plans A/B																				
Create public education program and schedule presentations for Sept/Oct																				
Review consultant results													Election certification 27th							
Public Education														Public Education						
Election																			Election 5th	
Post election plans A/B																				Plans A/B

NOTES



**Taney County, Missouri
Emergency 911 Consultant
RFQ #201302-212
Addendum #1**

This addendum is issued in accordance with the Scope of Services in this Request for Qualifications and is hereby incorporated into and made a part of the RFQ Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted RFQ and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This office has received the following questions as listed below. Answers to the below questions are listed in red. **ALSO PLEASE TAKE NOTE THAT A DEADLINE FOR SUBMITTING QUESTIONS WAS LEFT OFF OF THE ORIGINAL RFQ DOCUMENT BY MISTAKE. THAT DEADLINE WILL BE: Thursday March 14, 2013 at 9:00 AM.**

1. Does the County have an internal source with expertise of local conditions, issues, and history who will be available to assist in the identification of a suitable location to consider for a consolidated 911 center?

ANSWER: The 911 Advisory Board and Stakeholders would like to have the consultant recommend this so it shows an unbiased opinion on location.

2. Does the County have the agreements or MOU's with PSAP's within the county to participate in the consolidated center or is this part of the consultant's scope of work? How many PSAPs currently operate within the County?

ANSWER:

A: We have "A resolution supporting a proposal to establish a centralized 9-1-1 communications center for emergency services in Taney County Missouri" from:

- a. City of Hollister
- b. Taney County Sheriff
- c. City of Forsyth
- d. Central Taney County Fire Protection District
- e. Western Taney County Fire Protection District
- f. Taney County Ambulance
- g. City of Branson

B: Taney County has 2 Primary PSAPs (City of Branson and Taney County Sheriff) and 1 Secondary PSAP (Taney county Ambulance)

3. Is it anticipated that the County Commissioner and local officials will be crafting the ballot language or is this part of the Consultant's scope of work?

ANSWER: The ballot language will be decided and created through the County Commission Legal Department.

Thank you.

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #1 to **Emergency 911 Consultant RFQ #201302-212**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

**Emergency 911 Consultant
RFQ #201303-212
2/26/13**



**Taney County, Missouri
Emergency 911 Consultant
RFQ #201302-212
Addendum #2**

This addendum is issued in accordance with the Scope of Services in this Request for Qualifications and is hereby incorporated into and made a part of the RFQ Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted RFQ and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This office has received the following question as listed below. Answer to the below question is listed in red. ALSO PLEASE TAKE NOTE THAT A DEADLINE FOR SUBMITTING QUESTIONS WAS LEFT OFF OF THE ORIGINAL RFQ DOCUMENT BY MISTAKE. THAT DEADLINE WILL BE: **Thursday March 14, 2013 at 9:00 AM.**

Q.) We cannot determine if you want our proposed fees as part of this. We can do either way as we have calculated the fees already. Let us know if it is appropriate to include or not include the fees.

A.) We suggest that all answers / responses to our RFQ follow the specifications to the letter – as best as possible and include whatever fees normally included in other similar previous projects during a normal response / review phase.

Thank you.

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #2 to **Emergency 911 Consultant RFQ #201302-212**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____