



**Request for Bid  
Fire Department  
Records Management System (RMS)**

Contact Information:

Gordon County  
Attn: Purchasing Director  
201 North Wall Street  
Calhoun, Georgia 30701

[mvaughn@gordoncounty.org](mailto:mvaughn@gordoncounty.org)

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## 1.0 Overview

The Gordon County Board of Commissioners will be accepting sealed written bids from qualified vendors for a Records Management System (RMS) as outlined in the specification in this document.

The Gordon County Fire/Rescue Department is an "All Risk" emergency services provider organized under the code of the State of Georgia and is governed by a five member Board of Commissioners who are elected at-large to serve a four-year term. The fire department is located in the northwest portion of Georgia.

While the county experiences an increase in the housing and construction markets, the fire department is experiencing no growth. Administrators are working diligently to mitigate increased service demands and the other dynamics that come with municipal growth. The Insurance Services Offices has rated the fire department and assessed a Public Protection Classification rating of 04/4Y.

The fire department staffs four strategically located fire stations with 50 career personnel, as well as part-time per call firefighters, with the seven remaining un-manned stations stood up by an approximate cumulative total of 30 part-time per call firefighters. In addition, the county has no immediate plans for additional fire stations or additional or full-time personnel.

The fire department's fleet includes 14 Fire Engines (4 licensed as BLS Engines), 3 Water Tenders, several specialty apparatus, and numerous staff vehicles. The department has developed into a proactive fire & emergency response organization that covers nearly 356 square miles and over 57,000 residents.

### 1.1 Submission

If you choose to submit a bid for this product, the County requires the vendor to submit two (3) sealed original printed proposals (e-mail or faxes not accepted) and one (1) electronic copy of the bid/proposal (cd or usb drive). Your sealed bid must be marked, "RMS System" and delivered to the Gordon County Administration Building at 201 N. Wall Street, Calhoun, Georgia 30701 **no later than 2:00 p.m. on 02/20/2019**. The receiving time at the Gordon County Administration Building 201 N. Wall Street – Calhoun, GA 30701 will be the governing time for acceptability of the Proposal.

The Proposal response shall be in the form defined in **5.0 Proposal Response Requirements**.

Any response received after the deadline date and time shall be returned unopened. Incomplete responses may not be considered if the omissions are determined to be significant. All Proposals will be publicly opened and Proposal cost read at that time and place. You are invited to attend the opening. The submitted Proposal vendors will be posted online at [www.gordoncounty.org](http://www.gordoncounty.org) the day after the proposal opening.

The Gordon County Board of Commissioners reserves the right to accept, or reject, any and all Proposals received and/or disregard informalities in the Proposals received. If additional information is needed, contact Martin Vaughn, Gordon County Purchasing Director [mvaughn@gordoncounty.org](mailto:mvaughn@gordoncounty.org)

## **1.2 Communication with Gordon County**

All Communications regarding this Proposal shall be communicated through Gordon County Purchasing. Telephone inquiries will not be accepted. Any questions regarding this Proposal should be submitted to Martin Vaughn via e-mail – [mvaughn@gordoncounty.org](mailto:mvaughn@gordoncounty.org). Your inquiry shall be titled “RMS System”, your company name and telephone number must be on all correspondence. Information obtained from **any other source is not official and should not be relied upon.**

## **1.3 Award**

While the County is entertaining a bid, it will not be bound to award the bid.

The County may contact and evaluate the vendor’s and any subcontractor’s references; contact any vendor to clarify response; contact any current or past users of a vendors or subcontractors services.

The County will not be obligated to accept the lowest offer but will make an award in the best interest of the County after all factors have been evaluated.

The County will be the sole judge of the successful offer. The County reserves the right to negotiate with any and all vendors. Vendors are advised that it is possible that an award may be made without discussion or any contact concerning the Proposal received. Accordingly, Proposals should contain the most favorable terms from a price and technical standpoint, which the vendor can submit to the County. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss or revise your proposal.

## **1.4 Terms and Conditions**

The successful vendor shall submit the following items within ten calendar days of written notification from the county of the proposal award:

- Written certification that the Vendor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).
- There are no expressed or implied obligations for Gordon County to reimburse responding companies for any expenses incurred in preparing proposals in response to this Proposal.
- The county reserves the right to request clarifications regarding information submitted as well as request additional information from one or more parties submitting qualifications.
- By submitting qualifications, a party certifies that it has fully read and understood this Proposal, has reviewed the attached documents (if any), and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the requirements of the products and services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company of their obligation to enter into a contract and to completely perform the contract in strict accordance with this Proposal.
- No proposals may be withdrawn or revoked for a period of 30 days after date of proposal opening.
- Ownership of all data, materials, and documentation prepared for and submitted in response to this Proposal shall belong exclusively to Gordon County and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.
- The Gordon County Board of Commissioners reserves the right to reject any or all proposals, call for new proposals, to waive any informalities in a proposals, and to select the qualified parties. The Gordon County Board of Commissioners reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Board to be in the best interest of citizens of Gordon County.
- This Proposal shall be governed in all respects by the laws of the State of Georgia and the successful proposing parties shall comply with all applicable federal, state, and local laws and regulations.
- By submitting their qualifications, all proposing parties certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any Gordon County employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.
- The proposing parties specifically certify in submitting their proposals that they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery, and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.
- By submitting their qualifications, all proposing companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and/or the federal government, nor are they an agent of any person or entity that is currently debarred from submitting Proposals on contracts by any agency of the State of Georgia or the federal government.
- Because bids awarded to “local” vendors contribute to the Gordon County tax base and promote the local economy, the Gordon County Board of Commissioners has determined that, under certain circumstances, such “local” vendors shall be provided an additional privilege when bidding against non-local vendors.

If a “local” vendor’s bid shall meet all specifications and is not more than four percent (4%) more than

the lowest responsive and responsible bidder, the lowest bidding "local" vendor shall be given one (1) business day from the opening of such bids in which to notify the Purchasing Director that it agrees to match the low bid submitted by any non-local vendor. If such "local" vendor shall not agree to match the low bid, then the next lowest "local" vendor, if any within this specified category, shall be given one (1) business day there from to notify the Purchasing Director that it agrees to match the low bid submitted by any non-local vendor, and so on until all "local" vendors who fall within the specified category have had an opportunity to match the low bid.

This privilege or preference shall not apply to road construction or public works projects otherwise governed by Georgia Law or to the purchase of any other goods and/or services, for which such preference is prohibited by Georgia Law.

A "local" vendor for purposes of this section shall be defined as a vendor maintaining a physical presence within Gordon County, including, but not limited to the maintenance of one (1) or more offices within Gordon County with continuous employment of not fewer than two (2) persons at such office(s) for more than six (6) months prior to the submission of such bid. The mere maintenance of a post office box within Gordon County shall not qualify a vendor as "local" for purposes of this policy.

## **1.5 General Proposer information**

The County reserves the right to lease and/or purchase more or less of each item or service at the unit price offered in the Vendor's system, unless the Vendor specifically and explicitly limits the response in this regard. The County reserves the right to negotiate with vendors regarding variations to the original proposal(s) that may be in the best interest of the County. The County reserves the right to accept or reject any or all bids or proposals and to waive informalities and irregularities in bids or bidding procedures and to accept any bid determined by the Board of Commissioners to best suit and fit the needs of the county in its sole discretion.

Vendor is to review and be familiar with the enclosed proposal specifications. Failure to review the specifications will not relieve the successful vendor of an obligation to furnish all products, services and labor necessary to carry out the provisions of the contract.

The successful proposing Vendor shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval from the County

The signer of the Proposal must declare that the Proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the Proposal has the authority to bind the principal proponent.

Failure to include all information requested in this bid is cause for rejection of the proposal.

It is expressly understood and agreed that the proposing vendor is an independent contractor at all times and for all purposes hereunder. Officers, employees or representatives of the vendor will not be deemed in any way to be, and shall not hold themselves out as; employees, servants, representatives or agents of the County and will not be entitled to any fringe benefits of the County such as, but not limited to; health and accident insurance, life insurance, longevity, economic increases or paid sick or vacation leave. The vendor will be solely responsible for payroll wages, for the withholding and payment of all income and social security taxes to the proper federal, state, and local governments and for providing workers' compensation and unemployment insurance of the Vendor

It is agreed that the successful vendor shall not assign, transfer, convey, or otherwise dispose of the contract or its rights, title or interest in any part thereof, without prior written consent by the County. The County must approve **all subcontractors providing on-site services.**

Vendor shall indemnify, hold harmless and defend the County its officers, employees, agents and elected officials from and against any and all claims and actions brought against the County and its officers, employees, agents and elected officials for injury or death to any person or persons or damage to property arising out of the performance of this contract by the County, its employees, subcontractors or agents except all actions and claims arising out of the negligence of County.

## 1.6 Current Services

The Gordon County Fire/Rescue Department currently uses a cloud sourced records management system called Firehouse by ESO.. Fire department personnel use both an iOS tablet environment, Macintosh® and Windows® based desktops and laptops to access the software and its functionality.

The fire department's current records management software is extensively woven throughout the organization's workflow. Some of examples include documenting all calls for service, both fire and EMS related; tracking occupancies and inspections along with pre-fire plans, hydrant locations & hydrant maintenance; logging maintenance of apparatus, SCBA's, Personal Protective Equipment, & ladders; maintaining inventory lists with assignable attributes; a configurable journal showing calls for service and various other activities; opportunities for notes and "Pass On" or "Day Book" messages that can be read by all users, tracking of structural firefighting gear, and special activities tracking (AED use, Thermal Imager use, move-up & covers, station maintenance activity, fire safety activities, etc.).

The department intends to provide monthly reports to the governing body with data extrapolated from its RMS system. It is hoped many of these reports can be configured for an automated delivery on various timetable schedules (Hourly, Weekly, Monthly, Annually); however, simplicity in configuration is acceptable in lieu of automation.

The department wishes to enter into a long-term contract; however, the department may wish to enter into a one (1) year contract to fully evaluate the compatibility with the department needs with an option to extend that contract out to a minimum of three (3) years and a maximum of five (5) five years.

Please provide a price breakdown of all modules available for your RMS, to include any package prices. Please include pricing to move existing records from our current RMS to yours, as well as any maintenance fees and any costs associated with connection to Spillman CAD.

## 2.0 Tentative Calendar of Events

Proposal Posted:	01/23/2019
Proposal Submittal Deadline Gordon County Admin Building – 201 N Wall St. – Calhoun, GA 30701	02/20/2019 at 2PM
Evaluation	02/20 thru 3/5/2019
Possible Vendor notification of award	03/06/2019

### 3.0 Specifications and Scope

#### 3.1 Minimum Scope of Work

- It is expected that a vendor will be able to enter into a minimum service level agreement for services and support.
- It is expected that if applicable, any potential new vendor would be able to maximize historical data through integration into any accepted platform in a manner that maximizes query-able value.
- It is expected that all vendors will provide and maximize integrations (Application Programming Interfaces (API's) are preferred) into existing and future potential workflows: netDuty, When2Work, or other scheduling softwares (Staffing), Spillman CAD to RMS (Calls for Service), Active911, and TargetSolutions (Training).
- It is expected that if applicable, any new vendor would assume the processes of data migration, and assume custodian under the new database platform.
- It is expected that any new vendor will provide and maximize integrations into projected new workflows: Interface with a Spillman (CAD), Halligan, netDuty, etc.
- It is expected that any products would be of professional level or premium product value.
- **It is expected that a vendor would maintain compliance with NFPA Standard 950 "Data Development and Exchange for the Fire Service" including the establishment of policies and securities for providing a cloud compliant service. (An addressed letter stating such *may be required, and subject policies may be requested for review.*)**
- **It is expected that a vendor would provide at least two universal pathways for data integration in a meaningful manner so that the fire department can maintain pathways for future data integration across other platforms. (NFPA 951)**
- It is expected that a vendor will provide the ability to allow personnel to maintain their own users personal contact information in a manner that limits visibility for other administrative entries of that user, and maintains a level of confidentiality amongst other users.
- It is expected that a vendor will provide reporting information for an Insurance Service Office rating.
- It is expected that a vendor will maintain and provide a fire inspection module that is iOS based and fully integrated within its platform and will allow data collection both with and without an Internet connection.
- It is expected that a vendor will provide a fully functioning integration for the issuance of fire permits: both operational and construction.
- It is expected that a vendor will provide access and functionalities by way of both iOS tablet compatibility as well as Desktop browsers on Windows & Macintosh through Internet Explorer, Safari, Chrome, Firefox (*browser agnostic*) without the

need for browser plugins or extensions.

It is expected that a vendor will provide user permissions architecture that can limit the user by module.

- It is expected that the vendor will provide user specific log files as to the date and time for the following: deleted items, changed fields.
- It is expected that the vendor will provide a streamlined process for data reporting to the Georgia State Fire Marshal's Office for the Georgia Fire Incident Reporting System ((GFIRS)(NFIRS)) and the Georgia Office of EMS' Georgia Emergency Medical Services Information System ((GEMSIS)(NEMSIS)) that will take no more than 15 minutes.
- It is expected that the vendor be able to provide the modules for the following: NFIRS/NEMSIS Reports; Administration, Apparatus tracking and maintenance of; Calendar; Daily Roster; Fire Inspections; Message Center; Pre-Fire Plans; Inventory; Hydrants and all related test documentation; Library repository for documents; Training documentation; Event documentation; Payroll tracking; Report generator; Shifts – FD 1 on, 2 off setup; Analysis of Responses capability; Basic Safety Analysis, Demographic Analysis

### 3.2 System Requirements

Complete the matrix below for every line item listed.

System Requirements		Yes	No	Modifications Required	Notes, please attach.
A.	Overall System				
1	Windows Based Records Management System				
2	NFIRS 5.0 compliant				
3	Access database from MDC/Tablet/iOS/Android devices				
4	24/7 tech support				
5	Multiple data storage sites				
6	Agency ownership of data				
7	Database Audit tracking				
8	Web based (no local server required)				
9	OS compatibility: Windows 7 32 and 64 bit: Service Pack 1 (Build 7601)				
10	OS compatibility: Windows 10 32 and 64 bit (Build 1803)				
11	OS compatibility: Windows server 2008 and higher 32 and 64 bit				
12	Multiple levels of user security rights, agency customizable				
13	User defined fields				
14	User defined lookup tables for Non-State or Non-NFIRS required fields				
15	Security audit trail on records				
16	Spell check on narrative sections				
17	Import/Export of data by users to .xls, .xlsx, .csv, etc.				
18	Full OLE, and ability to attach files from non OLE programs				
	<ul style="list-style-type: none"> <li>Unlimited file uploads</li> </ul>				
19	Auto save of record or input data				
20	Auto Log Off (auto-software set or determined by Admin?)				
21	Local or regional account representative				
22	Date of first release:				
	Current version:				
23	Ability to import current data from FireHouse RMS				
24	List all other software you are able to integrate with or that will integrate with your software:				
25	Ability to map data from Spillman CAD program to RMS system				

System Requirements		Yes	No	Modifications Required	Notes, please attach.
26	Ability to quickly exit program at any point, auto saving incomplete record(s)				
27	Customizable "Home" screen; "Dashboard" style				
28	Ability to auto email reports				
29	Ability to auto email reports to multiple users, based on user chosen reports				
<b>B.</b>	<b>NFIRS 5 Fire Incident Reporting</b>				
1	Meets NFIRS 5.0 NFIC certification for Fire Incident Reporting				
2	Accepted NFIRS download file for electronic submission of data to GA Fire Marshal's Office				
3	NFIRS reports have been accepted by State of Georgia				
4	Ability to lock record once report has been sent to State. Admin authority to append/change				
5	Incident status checker for accuracy as data is entered - Checks both State and Local requirements with error alerts				
6	Option to replicate data on multi exposure reports				
7	Auto updating of other modules with pertinent information				
8	Screens/fields not required for the type of incident are bypassed				
9	Capability to input an intersection, rural, numbered address				
10	Ability to add plot and enter GPS coordinates				
11	Capability to attach staff to unit				
12	Capability to assign rolls to staff on a unit				
13	Capability to track detailed mutual aid agency information with times, M/A Incident #, personnel & apparatus responded				
14	Fire Incident Statistical Reports included				
15	Auto calculates staff hours for incident				
16	Unit time calculations - Alarm, roll out, cancel, at scene, task level items, completion, back in service, and in station. User defined time fields for local agency specific times.				
17	Quality control checking capability with locking				
18	Generate notice/reminder to record creator of incomplete records				
<b>C.</b>	<b>NEMSIS/GEMSIS - Georgia EMS Information System 3.0</b>				
1	Meets NEMSIS v. 3.4.0 for EMS Incident Reporting for state of GA				
2	Accepted NEMSIS download file for electronic submission of data to GA Office of EMS' GEMSIS Elite v. 3.4				

System Requirements		Yes	No	Modifications Required	Notes, please attach.
D.	Department Log/Journal				
1	Displays in calendar form				
2	Marks days where events occurred with colored icons				
3	Calendar date can be color coordinated to staff schedule/shifts				
4	Marks future as well as past events				
5	Automatically updates itself as events are entered in modules				
6	Messaging capability to one person or group				
7	Ability to show daily events by station				
E.	Staff / Training / Activities				
1	Ability to track by hours				
2	Ability to create custom activity codes				
3	Ability to track CEU's				
4	Ability to track certifications and expiration dates. Automatically send reminders to individuals via email				
5	Ability to track training/experience needed to be certified automatically.				
6	Ability to track gear & equipment issued				
7	Ability to track equipment used on activities or training				
8	Standard reports for staff / activity / training statistics				
9	Attach files to training module records				
F.	Personnel and Staffing				
1	Personal information (home address, next of kin, SSN, etc.)				
2	Hiring/promotion history				
3	Certification/License expiration and renewal Tracking. Automatic email reminders.				
4	CE hour tracking				
5	Emergency contact detail and reports				
6	EMS Licensing tracking				
7	Driver's Licensing Tracking				
G.	Reports				
1	Predefined reports				
2	Ability to export to Excel, .csv, etc.				
3	Ability to copy stock reports for creating user specific reports				

System Requirements		Yes	No	Modifications Required	Notes, please attach.
4	ISO reports				
5	Dashboard/desktop/quick reports (customizable dashboard)				
6	Custom reports, attached NFIRS, Prevention, Purchasing, Standards of Cover, Strategic Plan, etc.				
7	Missing or incomplete NFIRS report alerting				
8	Reporting for NFPA 1720				
9	Reporting for NFPA 1710				
10	Custom reports based on identified fields (i.e.: involved persons, address, etc.)				

System Requirements		Yes	No	Modifications Required	Notes, please attach.
H.	Occupancy / Preplans / Inspections / Prevention				
1	Complete occupancy history (incidents, inspections, violations, public educations, and plans reviews)				
2	Mobile inspections interface available with violation printing				
3	Ability to build appropriate code set and verbiage				
4	Comprehensive preplan run book for each occupancy				
5	Signature capture capability for inspections & permits (both inspector and property representative)				
6	Custom violation notice				
7	Ability to link multiple occupancies to one property				

System Requirements		Yes	No	Modifications Required	Notes, please attach.
8	Complete inspection and plan review capability				
9	Preplan information categories - Chemicals, storage tanks, contacts, square footage, fire flow, hydrants, and custom codes to track items				
10	Citation and complaint tracker, follow up alerts				
11	Add .pdf's and .jpg's to records				
12	Ability to build appropriate code set and verbiage				
13	NFPA 1710/1720 information tracking				
14	Custom signatures capture forms capable.				
15	NFPA Fire Experience Run Survey Report as pre-built report				
16	GIS integration/mapping tool				
I.	<b>Investigation/Arson Module</b>				
1	Compliant with NFIRS 5.0				
2	Attach photos and pdfs to investigation records				
3	Juvenile fire setting database and reporting module				
4	Initial incident date pre-filled by NFIRS module				
J.	<b>Apparatus / Equipment / Inventory Fleet Inventory and Maintenance</b>				
1	Ability to link equipment to a unit - Log location contained In				
2	Ability to group like items of inventory				
3	Ability to track serial and VIN numbers				
4	Ability to track replacement years and costs to replace				
5	Ability to reissue unit numbers to new apparatus				

System Requirements		Yes	No	Modifications Required	Notes, please attach.
6	Ability to track fuel usage				
7	Ability to "batch mode" testing / usage.				
8	Detailed specifications and testing records for SCBA, PPE, Hose, Pumps 02, Ladders, gurneys, etc.				
9	Ability to track vendor information.				
10	Detailed supply inventory.				
11	Ability to link multiple jobs to one work order.				
12	Ability to create vendor log and link to equipment.				
13	Ability to attach unlimited documents from other programs				
14	Allow alternative intervals for testing (miles, hours, days)				
15	Ability to schedule future testing and maintenance				
16	Ability to store daily, weekly, monthly, block and annual inspection checks of apparatus for each unit				
17	Ability to create work orders				
18	Ability to integrate a sync interface from Halligan Checkout or Station Check				
19	Warranty tracking for individual items.				
20	Inventory item allows for the original P.O., Invoice, contract, warranty pdf, etc. to be stored in notes				
21	Generate notice/reminder of incomplete records				
K.	Equipment inventory				
1	Ability to track issuance of equipment / PPE to staff member, including electronics and credit cards, badges, ID cards etc.				
2	Inventory of all equipment (except vehicles)				
3	Maintenance scheduling and history				
4	Ladder and hose testing history and scheduling				
5	Individual Hose records, testing, maintenance module				
6	EMS equipment and inventory module with maintenance scheduling & records				
7	PPE NFPA 1581 tracking compliance, cleaning, inspection, repairs				
8	SCBA Inventory, maintenance & repair records				
9	Replacement scheduling of tools/equipment based on expected life span.				
10	Generate equip replacement report for annual budgeting.				

System Requirements		Yes	No	Modifications Required	Notes, please attach.
11	Pressurized vessel/cylinder hydro testing scheduling & records. (Extinguishers, SCBA, O2, etc.)				
L.	Additional Items				
1	Warranty Terms, please describe				
2	Is installation and set-up included with the software in the bid price?				
3	What type(s) of training are available for the software? See Notes				
4	Is the proposed Records Management Software Package capable of being upgraded and additional users added?				
5	Expected time of delivery of software from order placement:				

System Requirements		Yes	No	Modifications Required	Notes, please attach.
6	Projected time from order to installation and training:				
7	Can you provide multiple training sessions?				
8	Refresher training, if so how often?				
9	Cost per user, local, or one license per fire department?				
10	Cost per call volume or data storage?				
11	Ability to add hyperlinks to other data sources, URLs, etc.				
12	Annual Licensing fee				
13	Custom reports costs, please attach sample reports and cost estimate				
14	Initial purchase price				
15	Fees for maintenance and/or updates				
16	Quote based upon Current Release of software				
17	Able to present Demo on a pre-arranged Vendor Demo Day?				
18	Is there automated passwords reset and troubleshoot?				
19	Hydrant Flow Test input fields, locations, reporting				
20	Ability to attach photos to reports				
21	Ability to store pdfs documents in reports, occupancies, and maintenance records				
22	Are there any pre-fire plan building sketch solutions integrated				
23	Does the system send alerts or reminders for various modules (i.e.: inspections, maintenance, etc.)?				
24	Can the reports query data be configured to save as an excel file?				
25	Does the software program allow for speech to dictation entry for open entry fields?				
26	Does the software use predictive text in its field entry?				

## 4.0 Evaluation

It is the intent of the County to acquire the best system available within its budgetary means. The County will accept the proposal which, in its estimation, will best serve the interests of the County and the users, and reserves the right to award a contract that shall be best for the public good. The County reserves the right to accept or reject any or all proposals received as the result of this proposal, to negotiate with all qualified sources, and/or cancel all or part of this proposal at any time. County may request re-proposals should it be deemed in its best interest to do so. Until such time as a contract is executed with the successful proposers, the County may cancel all or any part of this proposal. The County also reserves the right to waive any irregularities and technicalities.

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Awarding of a proposal will be based upon a qualifications-based selection procedure. The following evaluation criteria will be used to evaluate proposals. The evaluation criteria listed are not necessarily listed in order of importance.

- a. Price
- b. Adequacy and completeness of the proposal with regard to the information provided
- c. System Suitability

## 5.0 Proposal Response Requirements

Company Name: \_\_\_\_\_

Authorized Proposer: \_\_\_\_\_ Date \_\_\_\_\_

The Proposal response shall be in the following order. **This sheet** should be the first page of your response followed by each of the following. *Check off each of the following to insure your response is complete.*

***If your response is not in the specified response format as outlined below – this is reason to disqualify a proposal.***

- \_\_\_ Part 1 - Completed Cost summary (Section 6) Sheet as required
  - \_\_\_ Part 2 – Completed Additional Vendor Information (Section 7)
  - \_\_\_ Part 3 – Completed Specifications (Section 3.2)
  - \_\_\_ Part 4 - Installation and conversion details and schedule and work plan sheet
  - \_\_\_ Part 5 – Any other Information deemed critical to your proposal
  - \_\_\_ Part 6 – Forms
- Completed Acceptance of Terms of this Agreement Sheet.  
Completed Non-Collusion Affidavit

## 6.0 Cost Summary Sheet

Provide a price breakdown of all modules available for your RMS, to include any package prices below:

Provide maintenance fees below”

Provide pricing to move existing records from our current RMS to yours below:

Provide any costs associated with connection to Spillman CAD below:

## 7.0 Additional Vendor Supplied Information

**1. Provide your office location(s) that would serve the department.**

**2. Provide a brief description of your company's background/history and number of years in business.**

**3. Describe your company's experience with providing RMS systems for fire/EMS agencies, and explain what you see as differentiating their needs from other government agencies.**

4. List and describe any scope of services beyond those requested in this document that your company provides which may be of interest to the department.

A large, empty rectangular box with a thin black border, intended for the user to list and describe any additional services provided by their company that may be of interest to the department. The box is currently blank.

5. Vendor shall state any exceptions to the request in this document. Any exceptions shall be fully described to allow the department to evaluate its acceptance; attach additional pages as needed.

A large, empty rectangular box with a thin black border, intended for the vendor to provide details on any exceptions to the request. The box is currently blank.

6. Vendor shall provide at least three (3) clients to whom you have provided services similar to those contained in this request; vendor may NOT include this department as a reference.

REFERENCE 1

Company Name:		
Address:		
City:	State:	Zip Code:
Contact Name:		Title:
Phone #:		
Email Address:		
Service Dates: (m/d/yr to m/d/yr)		

REFERENCE 2

Company Name:		
Address:		
City:	State:	Zip Code:
Contact Name:		Title:
Phone #:		
Email Address:		
Service Dates: (m/d/yr to m/d/yr)		

REFERENCE 3

Company Name:		
Address:		
City:	State:	Zip Code:
Contact Name:		Title:
Phone #:		
Email Address:		
Service Dates: (m/d/yr to m/d/yr)		

7. Vendor shall provide a statement of any previous, existing, or pending litigation for any reason brought by the company or sub-contract involved in this proposal and/or brought against the company or sub-contract involved in this proposal.

## **8.0 Installation and conversion schedule and work plan sheet**

### **System Delivery & Installation:**

## 9.0 Forms

### 9.1 Acceptance of Terms of this Agreement

Name of Proposer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

**9.2 Non-Collusion Affidavit of Prime Proposer**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I \_\_\_\_\_, being first duly sworn, depose and say that;

He is \_\_\_\_\_ of \_\_\_\_\_, the proposer that has submitted the attached proposal;

He or she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal; Such proposal is genuine and is not a collusive or sham proposal; Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other proposer, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person to fix the price or prices in the attached proposal or of any other proposer, or to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Gordon County Board of Commissioners or any person interested in the proposed contract; and

The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Proposer: \_\_\_\_\_

By: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC: \_\_\_\_\_

Commission Expires: \_\_\_\_\_