
Marin Emergency Radio Authority



Consulting Proposal

January 1, 2006

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Martin Nichols
27 Commercial Blvd., Suite C
Novato, CA 94949

RE: Request for Proposal to Provide Consulting Services to Replace Logging
Recorder System

Dear Mr. Nichols:

Thank you, sincerely, for your invitation to provide you with this consulting service proposal. Our experience with the Sheriff's Office was mutually beneficial, and I'm excited about this new opportunity.

Our firm is unique because we specialize exclusively in law enforcement technology, and have earned a positive reputation for our procurement and contracting expertise.

I invite you to review this proposal, and contact me at your convenience to discuss next steps. Again, thank you for the opportunity (and your patience!).

Sincerely,



Bill Romesburg
Managing Partner

Section
1

Proposed Scope of Work

PROJECT APPROACH

Cit Com, Inc. proposes the following scope of services, which is consistent with the proven methodology that we have used in many previously successful initiatives, and promote nationally through our DOJ training. Naturally, this approach matches the order presented in your letter.

Request for Proposal (RFP) Development

The initial step of the RFP development involves the documentation of the new systems design, approach, features and capabilities. Whenever possible, consideration would be given to expansion capacity for the next five to ten years.

The RFP design and configuration would include the following:

- Identification of Required Hardware and Software
- Interface Requirements
- Security Controls
- Storage Requirements
 - Duration of recording archives

Additionally, we would document any specific user requirements including, but not limited to:

- Reliability Requirements
- Peripheral Requirements
- Documentation and Training Requirements
- Operational Aspects
- Performance, Implementation and Timeframe Requirements

Following the inclusion of systemic requirements, we would prepare and include the following RFP chapters:

- I. Project Background, Purpose and Goals
- II. Current Environment
- III. Current and Estimated Volumes
- IV. Vendor Response Forms
- V. Functional Specifications

The documents would fully describe the criteria to be used in evaluating the proposals as well as set forth the plan to be followed in conducting the evaluation. Cit Com would make recommendations for the most appropriate method for evaluating the responses.

The RFP would be submitted in draft form to project team members for review and amendment. Following approval, a final copy would be delivered to MERA for release.

Cit Com would release the RFP to a list of qualified vendors (prepared cooperatively with MERA), as well as to any vendor responding to the open bid (in concurrence with any purchasing requirements). A pre-proposal conference may be conducted for prospective vendors, addressing questions and issues.

Proposal Evaluation

Cit Com, acting as a member of the evaluation team, would review each proposal response to determine which systems are best able to meet MERA's requirements. Each proposal would also be reviewed by members of MERA for completeness and to ensure that they properly address the functionality requirements of the RFP. During this portion of the project, the evaluation and selection criteria methodology would be applied, thus eliminating vendors who fail to meet the requirements.

Using the evaluation criteria as a guide, qualified proposals would be evaluated in depth based upon (at a minimum) the following seventeen criteria:

1. Adherence of the proposal to the format.
2. Completeness of the proposal.
3. Quality and depth of references.
4. Previously demonstrated ability to successfully install logging recorder systems.
5. Level of service and responsiveness that the vendor commits to providing to MERA.
6. Financial stability and resources of the vendor.
7. Experience and technical expertise of staff.
8. Design, capability, and functionality of system and application software as determined by the evaluation team.
9. Current availability and ability to demonstrate installation of the logging recorder systems required by MERA.
10. Level of integration between applications and demonstrated interfaces with external systems/devices.
11. Capability, design, reliability, warranty and expandability of proposed hardware.
12. Economic feasibility and justification of all costs.
13. Vendor willingness and ability to negotiate a contract acceptable to MERA.
14. Feasibility, timeliness and quality of software implementation schedule and conversion plans.
15. Level of assistance to be provided to MERA by the vendor during the implementation process as part of the contract.
16. The number of hours and extent of user training.
17. Quality and extent of the documentation to be provided.

Additionally, information pertaining to each major area of the specifications would be summarized, evaluated and ranked. Additional information and clarification would be obtained from responding vendors as required. Finally, the list of vendors would be narrowed to two semi-finalist vendors who would be further evaluated through vendor demonstrations, operational site visits, reference checks and oral interviews. Based upon the proposal and subsequent analysis, Cit Com would recommend the company whose system(s) and equipment best meet the overall requirements of MERA in a *Finalist Recommendation Report*.

The Finalist Recommendation Report would be submitted both in writing and orally to the project's governance, allowing an opportunity to discuss the content of the report.

Deliverables would include:

- Request for Proposal (draft and final)
- Pre-Proposal Conference Questions and Answers
- Evaluation Matrix
- Finalist Recommendation Report

Contract Development

Cit Com would work with MERA and the selected vendor(s) to aid in the development and negotiation of the final contract in order to obtain the most favorable provisions and stipulations for MERA. These may include such items as the following:

- | | |
|---------------------------|---------------------------------|
| ▪ Leasing Options | ▪ Installation Responsibilities |
| ▪ Performance Criteria | ▪ Favorable Payment Schedule |
| ▪ System Testing | ▪ Product Customization |
| ▪ System Acceptance Terms | ▪ Documentation |
| ▪ Warranty Duration | ▪ Training Requirements |

Cit Com would also require the vendor to include their proposal response as an addendum to the contract and assist MERA in conducting a comprehensive specification review, prior to contract signing, to ensure that the vendor's assertions were valid. Following a review of the vendor's proposed contract language, Cit Com would then identify suggested changes and any additional terms and stipulations that would be favorable to MERA. We would review those recommended changes with MERA and update the draft contract as necessary.

GENERAL PROJECT MANAGEMENT ELEMENTS

Ensuring Quality Deliverables

In addition to our own quality assurance procedures, we routinely provide draft documents to our clients, affording discussion and review before considering them to be final. For each major deliverable, we would provide an on-site meeting of key stakeholders to thoroughly discuss the document's content and make necessary amendments. While we rely upon many source documents, we do not treat our client documents with a cookie-cutter approach: each deliverable must be specific, useful and tailored in fashion so that the document will be realistic and useful.

Project Status Reporting

Cit Com provides all clients with monthly status reports which include the following elements:

- Summary of tasks completed in reporting period
- Summary of tasks scheduled for completion in the next reporting period
- Summary of issue status and resolutions

Section
2

Professional Fees

PROPOSAL ESTIMATE

Our professional fees are based upon our experience with similar projects and upon the information we ascertained during our meetings. Therefore, we estimate the following number of hours to be required:

Project Phase	Estimated Hours	Associated Cost
Phase I: Procurement	35	\$7,000
Phase II: Contract Development	40	\$8,000
TOTAL	75	\$15,000

Hourly Rate and Total Hours

We propose a level of assistance based upon the chart shown above. The total number of hours required for Phases I – II is 75 hours, which would be charged against our hourly composite rate of 200/hour¹ (\$15,000). Normally, we are reimbursed for travel expenses at a rate not to exceed federal government standards. The project manager may amend the scope of work and related hours (increase or decrease), as necessary before or after signing an agreement with our firm. *Further, this is an initial proposal estimate, and we recognize that pricing and hours are negotiable.*

¹ Our composite represents the average cost for the personnel assigned to the engagement.

Method of Billing

Cit Com, Inc will provide the project manager with a monthly invoice, detailed the hours expended in the preceding month. Approved payments must be made within thirty (30) days, and mailed to the following address:

Cit Com, Inc

PO Box 890513

Temecula CA 92589-0513

Timeline

We are prepared to begin immediately, with a notice to proceed. The RFP development will likely require five weeks to complete, with contract development requiring an additional five to six weeks (depending on the terms and conditions necessary for a successful agreement).