

**Title:** Letter of Interest (LOI) # 1051 Digital Voice and Location Radio Systems for Taberg Residential Center

**Agency:** Children & Family Services, NYS Office of Bureau of Contract Management

**Contract Number:** TBD

**Contract term:** Six (6) months to begin on or about ~~9/1/2020~~ **9/15/2020**

**Date of issue:** July 22, 2020

**Amended:** **August 26, 2020**

**Due date/time:** ~~August 12~~ **September 2, 2020** by 4:00 PM Eastern Time

**Location:** Taberg Residential Center for Girls  
10011 Taberg Florence Road  
Taberg, NY 13471

**Counties:** Oneida

### **Background**

The New York State Office of Children & Family Services (OCFS) announces an opportunity for qualified entities that can provide the necessary equipment, installation /integration, and on-going service/maintenance as needed; to support the implementation and operations of a digital voice and wireless beacon radio location radio system for a limited-secure juvenile detention center. Division of Juvenile Justice and Opportunity for Youth Residential Facilities (DJJOY) facilities rely on radios as a line for safety and security of staff and the youth we serve. We have many oversight agencies with legal regulations that monitor our responses and reactions in addressing crises. As such, we depend on this equipment to respond to crises, assist those in urgent need and decrease the probability of further escalation. A GPS component will provide faster response times by identifying the specific locations. Further, if a staff member is only able to push their emergency button and is unable to verbalize location, dispatching staff will not have to delay response in attempting to verify location of the alert.

This advertisement is public notice that OCFS is seeking to contract with one (1) organization to provide the system components, necessary integration, and installation of a digital voice and location radio system, for the main campus at Taberg Limited Secure Center for Girls and their Annex Facility. The purpose of this project is to obtain a radio system that is compatible with the existing Motorola\* radio system currently in use in most of OCFS' DJJOY residential facilities therefore, our main objective is the continuation of a Motorola radio system, with the same operational, integration, and usage capacity that will allow for system customization, functionality, and also standardized training for staff within our DJJOY facilities.

OCFS is seeking a digital voice radio system, with wireless beacons, to enable GPS-

position tracking, using Motorola radios. Turbonet is the preferred system, however systems with equivalent functionality will be accepted. The system, installation, and integration must be identical in operation and possess the same functionality as the currently operating system and equipment in other DJJOY facilities where the system is installed. By maintaining the same Motorola radio platform, it allows staff to easily move between facilities and for the redeployment of radios from one facility to another.

### Criteria

Interested candidates must possess experience installing, integrating, and servicing at least five (5) digital voice and location radio systems, with wireless beacons that support a minimum of 50 radios in operation, in a secured, large-scale facilities; such as correctional, hospital, or mental health facilities within the last five (5) years. The mounting of the wireless beacons will require a tamper-proof hard covering, securely affixed with flush mount security screws. The preferred beacon is *Estimote* due to the proven durability and anti-vandalism capability, which is particularly desirable in this type of setting. This beacon would provide consistency with other facilities with this system. However, beacons with equivalent functionality and durability will be accepted. The offeror must also develop a GPS mapping of the layout of the facility to be projected via a monitor, with the capabilities to display immediate location of distress signal thus allowing staff the ability to dispatch responders to the immediate vicinity without delays.

The proposed system must be compatible and not create interference with the other current systems; specifically, security systems (Endura and Video Expert platform by Pelco), fire systems (Johnson Controls Security Solutions), and telecommunication systems.

The radios must be the same model as current radios (Motorola model numbers XPR7550e, XPR7350 respectively) or equivalent in functionality, durability, and capability. They must include a "Main Voice Channel", which supports day-to-day primary communications; and designated channel(s) for specified individuals or specialized designated groups (i.e. response teams and supervisor talk groups) to communicate. Also required is the "smart charge" or "trickle charge" feature. The system must possess noise distortion/suppression. Installation must be so that it is ready for Turbonet (or functional equivalent) integration.

A designated emergency button functionality on the handheld Motorola radio is required in order to be activated in the event of an emergency. The action of a distress signal will prompt an icon to appear on a correlating (GPS) map monitor identifying the location of the emergency. Once this information is relayed, additional icons will populate the map monitor showing dedicated responders. Further, secondary voice communications will be provided by a control station. This control station also provides an additional emergency display should the map monitor fail.

The location of the radio will be detected by the wireless Bluetooth beacon. All communications occur between the beacon and the radio, and the radio to the repeater. The repeater is connected via ethernet to the server, with integration with Turbonet (or functional equivalent).

The offeror must also provide the same response time to service needs as currently applied in other DJJOY facilities; specifically, a response time of four (4) hours for emergencies and within 24 hours from contact for non-emergency system issues. These timeframes include holidays and weekends unless otherwise agreed upon in terms and conditions.

The offeror shall be required to purchase all equipment needed to install and integrate the radio system with the wireless beacons as stated in the description mentioned above. As such, the awardee's equipment will need to be stored safely and securely off-site until installation. Once the installation has begun, some storage may be provided by OCFS for parts used during the installation and integration phase.

Additionally, the awarded contractor shall warrant and represent that products, components, or parts specified and furnished by or through contractor, whether specified and furnished individually, or as a system; shall be free from defects in material and workmanship and will conform to all requirements of the contract for a minimum of (1) year from the date of complete installation and acceptance. Awardee shall provide technical assistance and trouble shooting at no additional charge for the first 90 days starting from date of OCFS' acceptance and approval of completion.

During the product warranty period, defects in the materials or workmanship of products, components, or parts specified and furnished by or through contractor, whether specified and furnished individually or as a system, shall be repaired or replaced by contractor at no cost or expense to OCFS, within a period of no more than one business week, unless the part in need of repair is required to keep the system functioning properly and in this case the replacement part must be installed immediately or within 24 hours from the malfunction. Contractor shall extend the product warranty period for individual products, or for the system as a whole, as applicable, by the cumulative periods of time, after notification, during which an individual product, or the system as a whole, requires repairs or replacement resulting in down time or is in the possession of the contractor, its agents, officers, subcontractors, distributors, resellers or employees ("extended warranty").

Further, the awardee must also provide training on the use of all equipment involved with use and support of this digital voice and location radio system. Training shall be included during the final phase of installation and for a minimum of two (2) weeks after installation and OCFS' acceptance and approval of completion. Training for the operators shall include, but not limited to, basic operations of the radios, how to use the distress button, how to use the additional channels and other features for specialized groups i.e. designated responders. For the Control Center staff, in addition to those noted, they will also require instructions on operations of the system, how to receive and interpret distress calls, how to clear distress calls. Also, they will need training on how to communicate and monitor channels and how to interpret the maps to determine immediate positioning.

### **Demonstration**

Given the health and safety issues notes above, OCFS requires assurance that the awarded contractor can successfully deliver all the required services set forth under this LOI. As a result, a successful demonstration to show all components of the proposed system will meet the needs of this intricate project will be required, and permanent award

will be contingent on such. Initially, a tentative award will be issued, pending a successful live demonstration.

Either a successful live demonstration of operations at a qualifying project site, where the contractor has previously provided the required services, or a successful live demonstration of the proposed system in operation at a location under a controlled environment, is required before the award will be made permanent and contract can be executed. Demonstrations shall be scheduled up to ten (10) days after tentative award.

### **Site Visit**

In order to provide complete coverage of the location system, interested and eligible entities must observe the complete building structure of Taberg Residential Center to determine any environmental factors that may affect the installation and integration, as a layout of the facility can only provide an outline of the structure. Furthermore, the number of wireless beacons and their placements, necessary for effective communication, will need to be determined. Taberg Residential Center currently has a UHF antenna, cable, and grounding. It will be up to the interested entity to determine if the location of the current repeater and antenna will be the best place to locate the new digital repeater in relation to the dispatch server and client. Bidder will determine if relocation to a more suitable location is necessary. Copies of the facility FCC License will be provided at site visit.

As such, by submitting an LOI in response to this announcement, prospective applicants agree to participate in a mandatory site visit for this project, if selected for award.

**Note:** As part of a required security check, everyone entering the facility will be required to undergo a screening and search process each time to gain entry to the facility. A tools & equipment inventory list shall be required. At the time of the scheduling of the site visit OCFS will provide information on the PPE requirements as related to the COVID-19 pandemic.

The purpose of this opportunity is to invite any eligible and interested entities that believe they can satisfy this program's needs to inform OCFS by a Letter of Interest (LOI). To be considered responsive, your organization's LOI must be received no later than the deadline specified on the first page of this announcement. OCFS intends to use the results of this announcement to determine if this opportunity will be competitively bid. Please see the **How to Apply** section for additional information and submission requirements.

### **To be considered eligible for this opportunity, the respondent's LOI must provide:**

- A completed **Attachment 1 – Letter of Interest** that includes:
  - A statement that your organization understands the requirements of this funding opportunity and agrees to provide the goods and services described in the **Background** section of this announcement.

Note: Goods and services provided by the applicant must comply with the

specific needs and requirements of OCFS. Goods or services that do not meet the needs and requirements stated in this announcement, or applicants that propose alternative solutions, will not be considered.

- Proof that your organization within the last five (5) years has installed and serviced at least five (5) digital voice and location radio systems with wireless beacons that support a minimum of fifty (50) radios in operation at a secured, large-scale facility; such as correctional, hospital, or mental health facility, which includes a narrative overview of the previous projects, description of the installation and will be supported by specification documents provided separately.
- Your organization's agreement, if selected to provide services, to provide a live demonstration of their proposed system operation that meets the requirements of this announcement. This could be a demonstration of a system previously installed by your organization at a qualifying project site, or a live demonstration of the proposed system in operation at another location under a controlled environment.
- Your organization's agreement, if selected to provide services, to participate in a mandatory site visit at Taberg Residential Center and provide a completed budget using a budget template provided by OCFS during the contract development process.
- Copies of specification documents from prior projects verifying your organization has installed and serviced at least five (5) digital voice and location radio systems with wireless beacons that support a minimum of fifty (50) radios in operation at a secured, large-scale facility such as correctional, hospital, or mental health facility.
- Proof that the applicant possesses a climate-controlled, secured warehouse to store equipment prior to installation by providing certification of insurance for flood, fire, and theft.
- Three (3) or more professional references from customers who have utilized the applicant to provide similar services within the past twelve (12) months using the **Attachment 3 – References**. Contact information for each reference must be included.
- Resumes of key organizational staff and individuals who will be assigned to the direct installation, integration, training and service.

### **Funding Details**

Funding for this project is contingent upon the availability of funds in the state and/or federal budgets.

It is anticipated that:

- Cost estimates for this project must be submitted by the contractor to OCFS after a successful product demonstration and site visit.
- OCFS reserves the right to negotiate project cost estimates submitted by responder.
- OCFS reserves the right to require the responder to itemize and justify project cost estimates.
- A performance-based budget will be developed and applied for the ensuing contract.
- A one-time lump sum payment in full will be reserved until the completion of the project in its entirety, contingent upon OCFS acceptance and approval.
- Responders must comply with the applicable prevailing wage labor rate provision of specified site location in of New York State Labor Law.

### **Term of Contract**

Contract(s) awarded in response to this announcement will be for **six (6) months**. The anticipated start date is **9/1/2020 or the date of contract approval**, whichever is later, and the anticipated end date is six (6) months from that date. Funding is anticipated to be available for the first year of the contract. The award of a contract does not guarantee that funding will be available for subsequent years. Contractors may not begin providing services before the contract start date; OCFS has no obligation to pay for services rendered before the New York State Office of the State Comptroller and the Office of the Attorney General approve the contract.

### **How to Apply**

To be considered responsive, interested parties must complete and submit all required documents to this solicitation conforming with the format and content requirements as explained. A response that does not provide all the information requested may be subject to rejection. The response should contain sufficient information to assure OCFS of its accuracy. The information provided should, wherever possible, verify that your organization meets the requirements in the **Background** section of this announcement.

**Each applicant is required to complete and provide the following documents:**

- **Attachment 1 – Letter of Interest**
- **Copies of specification documents from five (5) prior projects**
- **Resumes of key organizational staff and individuals**
- **Attachment 3 – References**
- **Proof of insurances for secured storage with climate control**

Refer to the **Background** section of this announcement for detailed instructions regarding what specific information must be provided and how to complete these required documents. **Omissions or lack of clarity in the information provided in response to any of the requirements will not be resolved in the proposer's favor.**

**Applicants must submit these documents via email to [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov) no later than the deadline specified on the first page of this announcement.**

Please enter “**LOI # 1051 Radio Systems for Taberg**” in the subject line of the email submission of your application and identify the name of the applicant in the body of the email and in the filenames of attached documents to ensure your submission is processed efficiently. **Early submissions are encouraged as late responses may be subject to rejection.**

Please limit your Letter of Interest to a maximum of **10** page(s), Arial 12-point font, single line spacing and one-inch margins. Please see the **Attachment 1 – Sample Letter of Interest** provided for your reference. If applicable, Letters of Interest should attempt to conform to the guidance outlined in **Attachment 2 – Guidelines for Preparing Letters of Interest.**

### **Questions**

Questions must be submitted via e-mail to [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov) before the due date and time of this announcement. Please submit your question with adequate time for response; OCFS recommends allowing at least five business days. Be sure to put “**LOI # 1051 Radio Systems for Taberg**” in the subject line. **Late questions may not be addressed.**

Under the requirement of the Procurement Lobbying Act all communications regarding advertised projects are to be channeled only through the primary contact identified herein.

### **Evaluation Process**

An internal review by OCFS will evaluate LOIs submitted in response to this announcement. This announcement is not a guarantee or promise of funding. OCFS may require additional information from an organization before deciding whether the interested organization is responsive and can supply the requested commodities or services. If OCFS requests additional information, it must be provided within five business days from request. OCFS intends to use the results of this announcement to determine if this opportunity will be competitively bid.

### **OCFS Reserved Rights**

OCFS reserves the right to withdraw, amend or postpone this announcement, without notice, and without liability, to any applicant, or other party, and may exercise these rights at any time. In addition, OCFS reserves the right to:

- place a monetary cap on the funding amount made in each contract award;
- change any of the schedule dates stated in the LOI;
- make an award under the LOI in whole or in part;
- disqualify any applicant whose conduct and/or response fails to conform to the requirements of the LOI;
- reject any LOI if, in the sole discretion of OCFS, it determines the applicant is not a responsible vendor;
- request all bidders who submitted proposals to present supplemental information clarifying their proposals either in writing or by formal presentation;
- direct all organizations who submitted LOIs to prepare modifications addressing

- announcement amendments;
- make funding decisions that maximize compliance with and address the outcomes identified in this announcement;
  - fund only one portion, or selected activities, of the selected applicant's response and/or adopt all or part of the selected applicant's response based on federal and state requirements;
  - eliminate any LOI requirements unmet by all applicants, upon notice to all parties that submitted LOIs;
  - waive procedural technicalities, or modify minor irregularities, in proposals received, after notification to the applicant involved;
  - correct any arithmetic errors in any proposal, or make typographical corrections to proposals, with the concurrence of the applicant;
  - negotiate with the eligible applicant(s) prior to contract award;
  - require that all proposals be held valid for a minimum of 180 days from the closing date for receipt of applications, unless otherwise expressly provided for in writing;
  - fund any or all of the proposals received in response to this announcement. However, issuance of this announcement does not commit OCFS to fund any proposals. OCFS can reject any proposals submitted;
  - use the LOI submitted in response to this announcement as part of an approved contract. At the time of contract development, awardees may be asked to provide additional budget and program information for the final contract;
  - make inquiries of third parties, including but not limited to applicant's references, regarding the applicant's experience or other matters deemed relevant by OCFS. By submitting an LOI in response to this announcement, the applicant gives its consent to any inquiry made by OCFS;
  - where applicable, require contractors to participate in a formal evaluation of the program to be developed by OCFS. Contractors may be required to collect data for these purposes. The evaluation design will maintain participants' confidentiality and recognize practical constraints of collecting this kind of information;
  - when applicable consider statewide distribution and regional distribution within New York City, including borough distribution methodology, in evaluating proposals; and
  - reject any extraneous terms, alternate activities/work to be performed, added conditions, or exceptions stated by applicants within their response. This includes, but is not limited to, proposed changes to the standard terms and conditions of the resulting contract(s).

### **Contract Documents**

The applicant must review the contract terms and conditions of the contract template provided below.

If applying, your organization must read, understand, and accept all provisions of Appendix A – Standard Clauses for NYS Contracts. Appendix A contains important information related to the contract to be entered into as a result of this LOI and will be incorporated, without change or amendment, into the contract entered into between OCFS and the selected organization(s). By submitting a response to the LOI, your organization agrees to comply with all the provisions of Appendix A. Please review the sample non-grant contract template, which includes Appendix A, available at:

<https://ocfs.ny.gov/main/contracts/docs/Non-Grant-Contract-Template.pdf>.

In addition, the following documents will be required prior to contracting:

- [Vendor Responsibility Questionnaire](#) (if applicable)
- [Proof of Workers Compensation Insurance](#) (if applicable)
- [Proof of Disability Benefits Coverage](#) (if applicable)
- [ST-220-TD, Contractor Certification](#) (if applicable, for reference only)
- [ST-220-CA, Contractor Certification to Covered Agency](#) (if applicable)
- [Attachment A-2, Federal Assurance and Certifications](#) (if applicable)
- [OCFS-4822, Procurement Lobbying Act – Offerer Certification Form](#) (if applicable)
- [OCFS-4631, MWBE Utilization Plan Form](#) (if applicable)
- [OCFS-4629, Project Staffing Plan Form](#)
- [OCFS-3460, Equal Employment Opportunity \(EEO\) Policy Statement](#)
- [OCFS-2647, EO 177 Certification](#)
- [OCFS-4821, CMS User Authorization](#)

### **State Finance Law §139-I; Statement on Sexual Harassment in Bids**

New York State Finance Law §139-I, effective January 1, 2019, requires, in relevant part, that “[e]very bid . . . made to the state or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, shall contain [a] statement subscribed by the bidder and affirmed by such bidder as true under the penalty of perjury. . . [that] ‘[b]y submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.’” The contractor must provide the foregoing certification before any award being made by OCFS. For additional guidance on drafting an appropriate sexual harassment policy and developing appropriate training please refer to State Finance Law §139-I and <https://www.ny.gov/combating-sexual-harassment-workplace/employers#top>

### **Other Contracting Requirements**

1. If applicable, not-for-profit organizations must be registered in the NYS Grants Gateway and complete the Vendor Prequalification process before contract execution per [New York State Division of Budget Bulletin H-1032 Revised](#), dated July 16, 2014.
2. Executive Order 177, signed on February 3, 2018, by Governor Andrew M. Cuomo, directs New York State agencies and authorities not to enter into any contracts with entities that have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected basis. The contractor must provide the [EO 177 certification](#)

[statement](#) before any award being made by OCFS.

3. Sections 57 and 220 of the Workers' Compensation Law (WCL) and section 142 of the State Finance Law require that businesses contracting with New York State have and maintain and [provide evidence of appropriate workers' compensation and disability benefits insurance coverage](#). If an award is made from this announcement, updated proof of coverage must be provided during contract development. Failure to submit the proof will delay the contract development process and may result in the award being rescinded. Municipalities are not required to show proof of coverage.
4. Section 163(9)(f) of the NY State Finance Law requires that a state agency determine that a bidder is responsible before awarding that bidder a state contract. Vendor responsibility will be determined based on the information provided by the bidder, online, through the [New York State VendRep System Questionnaire](#) or through a paper copy of the [Vendor Responsibility Questionnaire](#). OCFS will review the information provided before making an award.
5. By submitting an LOI in response to this solicitation or by assuming the responsibility of a contract awarded hereunder, bidder/contractor (or any assignee) certifies that it is not on the "Prohibited Entities List," as defined by the *Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012* (the Act), which is posted on the OGS website at <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such contract any subcontractor that is identified on the "Prohibited Entities List." Bidder/contractor is advised that should it seek to renew or extend a contract awarded in response to the solicitation, it must provide the same certification at the time the contract is renewed or extended.
6. All offerors and their employees must be aware of and comply with the requirements of the New York State Public Officers Law, and all other appropriate provisions of New York State law and all resultant codes, rules and regulations from state laws establishing the standards for business and professional activities of state employees and governing the conduct of employees of firms, associations and corporations in business with the state. In signing the proposal, each offeror guarantees knowledge and full compliance with those provisions for any dealings, transactions, sales, contracts, services, offers, relationships, etc. involving the state and/or state employees. Failure to comply with those provisions may result in disqualification from the bidding process and in other civil or criminal proceedings as required by law: <https://www.nysenate.gov/legislation/laws/PBO>
7. Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations, OCFS is required to promote opportunities for the maximum feasible participation of New York State-certified Minority- and Women-owned Business Enterprises (MWBE) and the employment of minority group members and women in the performance of OCFS contracts. If applicable, a contractor on any contract resulting from this procurement must document its good faith efforts to provide meaningful participation by MWBE as subcontractors and suppliers in the performance of the contract. To that end, by submitting a response to this opportunity, the respondent agrees that OCFS may

withhold payment pursuant to any contract awarded as a result of this announcement pending receipt of the required MWBE documentation. The directory of MWBE can be viewed at: <https://ny.newnycontracts.com>. OCFS will request any necessary completed MWBE documents from the contractor during the contract development process.

8. If applicable, not-for-profit vendors must be registered with the New York State Office of the Attorney General as a charitable organization, and the registration must be up-to-date at the time of contracting. Vendors must be sure all their documents are up-to-date and comply with the vendor responsibility requirements as outlined below. To determine the status of your charity's registration information, contact: [https://www.charitiesnys.com/RegistrySearch/search\\_charities.jsp](https://www.charitiesnys.com/RegistrySearch/search_charities.jsp)

### **Contact Information**

#### **Primary contact:**

Director of Contracts  
Office of Children & Family Services  
52 Washington Street  
Room 202S – Procurement Unit  
Rensselaer, NY 12144  
[RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov)

#### **Submit to contact:**

Director of Contracts  
NYS Office of Children & Family Services  
52 Washington Street  
Room 202S – Procurement Unit  
Rensselaer, NY 12144  
[RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov)

### **Attachments**

Please see the following attachments to this announcement, which are available on The New York State Contract Reporter (Contract Reporter) website at <https://www.nyscr.ny.gov> or the OCFS website at <https://ocfs.ny.gov/main/contracts/funding/>.

**Attachment 1 – Sample Letter of Interest\***

**Attachment 2 – Guidelines for Preparing Letters of Interest** (for reference only)

**Attachment 3 – References\***

\* Attachments marked with an asterisk **must** be completed and included with your bid proposal.