

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Computer-Aided Dispatch System and Incident Reporting Software
RFP NUMBER: 520-034
RFP CLOSING DATE AND TIME: February 13, 2020 AT 3:00 P.M.



ADDENDUM #1
Issued: January 31, 2020

ADDENDUM FOR THE PURPOSE OF:

- To provide additional system requirements information

All other specifications, terms and conditions remain unchanged.

A handwritten signature in blue ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature



Central Dispatch Proposal

REID, ADAM

Public Safety Centralized Dispatch Center Project

Intent

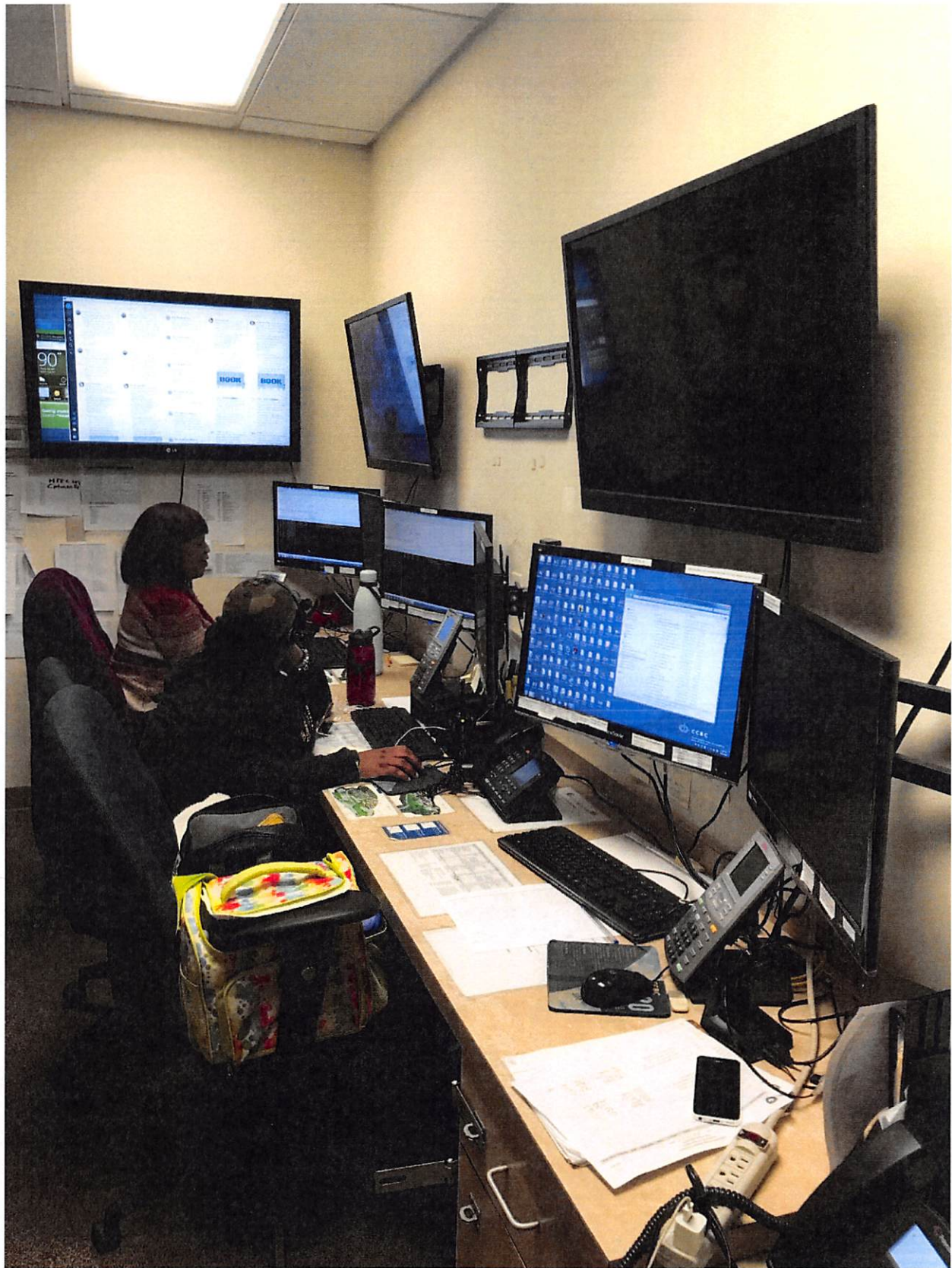
The intent of the Public Safety Central Dispatch is to upgrade and unify campus Public Safety dispatch functions by merging them into one centralized center, thereby eliminating the need for three individual campus dispatch operations. Central Services C113 will house the centralized communications dispatch center for Public Safety. The dispatch center at Central Services will provide a single location to communicate directly with all MC Public Safety officers, EMS personnel, and others to coordinate their activities for routine, urgent and emergency situations. The center will monitor life safety systems, Closed Circuit Television Cameras (CCTV) and county-wide emergency and weather-related incidents. There will be multiple call-taking and dispatch consoles, as well as computer-based communications systems to interface with the College and other Public Safety agency radio systems.

The call-taker will field incoming calls to obtain location and other incident details from the caller to make the initial determination of the level and type of service needed. The dispatcher will then assign actions to the proper staff at the appropriate campus location to respond to the scene or to contact necessary internal or external departments.

Public Safety's centralized dispatch center will provide a vital service to the College community by streamlining and professionalizing front line communications. Integration of trained, professional dispatchers, a new Computer-Aided Dispatch (CAD) system and Records Management System (RMS) will reduce liability and increase compliance through streamlined data-entry, call tracking, reporting and officer accountability. Radio linking (across all campuses), officer location tracking and radio communications recording will also provide for greater safety for officers. The center will also have the ability to function as an emergency operations center in the event of a major emergency.

Lastly, the transition will allow for better allocation of a Public Safety officer's time on each campus (9 full-time positions) to proactively patrol and respond to calls instead of being stationed at a static post on each campus, as the current model requires. Elimination of this static post will reduce full-time staffing and overtime costs as staffing minimums will be reduced on each campus.

Public Safety Centralized Dispatch Center Project



Example: CCBC's Public Safety Dispatch Center

Location

Central Services Building room C113 will be repurposed as the MC Public Safety Centralized Dispatch Center. The space was designed and used by IT services as a work room location prior to its conversion. It has all of the infrastructure and casework to support the anticipated dispatch activity. The HVAC was designed to support the heat load of occupants working at computers. Note the following features of C113:

- Central Location – midway between up-county and down-county
- Access – direct access to senior leadership and Public Safety administrators who occupy the building
- Convenience – first floor location, down the corridor from the central lobby monitored by Public Safety. Adjacent to vending and restrooms. Near the Photo ID Point of Service Station in S117.
- Casework – perimeter work surfaces designed and built to support multiple staff and their equipment along three (3) walls. Generously-sized wall-mounted cabinets for storage along one (1) wall.
- Power + Data – perimeter wire-mold cable management distributes electricity to power devices such as the dispatch consoles and distributes cabling for network connectivity.
- Natural Light – the west wall features windows, with adjustable mini blinds, which face the surface parking lot that serves the building.
- Space – C113 is approximately 353 NASF, more than adequate to support the proposed use.
- Potential – space could be used as a command center during emergencies. Additional computers, telephones and other equipment could be provided to support a rapid transition into an emergency operations center.



Public Safety Centralized Dispatch Center Project

Center Logistics

CT C113 MC Public Safety Communications Dispatch Center is a near-turnkey operation that will allow for a quick startup. There are no structural or construction changes needed. The majority of external assistance that is needed will come from IT for approving and initiating required phone and computer systems.

- Call taker terminals (3)
 - 1 computer – 2 screen
 - 1 phone with headset
 - radio accessibility
- Dispatcher main terminal (2)
 - 1 computer – 2 screens
 - 1 backup computer – 1 screen (emergency operations)
 - 1 phone with headset
 - 1 radio base dispatch terminal
- Phone system will use the 3333 number and be routed to dispatch
 - Spill over lines will be added (3334, 3335, 3336, 3337)
 - Transfer to campus phone tree afterhours
 - Access to phone line recording done via VOIP system
- Flat Screen Monitors (5)
 - 3 devices programmed to facilitate live monitoring of high-value CCTV cameras throughout campuses (cashier offices; cafeterias; student conduct; building entrances; other locations as identified)
 - 1 device programmed to monitor the National Weather Service and/or cable news in the event of a regional or national disaster
 - 1 device monitoring campus-based Simplex systems (all campuses)
 - Simplex remote monitoring implemented with the assistance of facilities

Software upgrades

It is crucial that the existing report management system be replaced with a more efficient system to reduce Clery liability and increase operational efficiencies. Integrated dispatch and report writing capabilities will eliminate the current siloed systems. The proposed Omnigo software will allow for dispatchers to create calls and records of service that can be audited and tracked. Calls for service that are created in the call-taking component are then assigned to officers not only for accurate call details, but to write reports in a records management system that allows for proper classification, supervisory action and search ability. The software also features a lost-and-found tracking-module that will centralize accountability and tracking of recovered property.

PROnet dispatch software will allow for radio recording, tracking and interoperability among all 3 campuses. This function serves a vital role for accountability along with officer safety.

- Omnigo Report Exec CAD software & RMS system implementation will allow for:
 - Centralized lost and found database repository
 - Daily Crime log accuracy and accountability (Clery requirement)
 - Call/incident log for report creation/population
 - Officer accountability and uniformed tracking of times and tasks assigned, as well as dispatch, arrival
 - Centralized dispatch of campus-specific officers
 - Vehicle information repository
 - Multi-point accessibility of call and report information across entire department regardless of campus
 - Reduced risk and increased Clery compliance through accurate classification and tracking
 - IT will vet the software and aid with implementation
 - MVA licensing and permissions for real-time vehicle registration information
- PROnet dispatch system
 - Links all campuses together (one voice channel)
 - Provides central and campus-based talk groups (channels)
 - Provides added safety and accountability via radio tracking through GPS
 - Provides radio recording coverage for emergencies and quality control
 - Allows for future interoperability with local & state first responders (police and fire)
 - IT will aid with implementation and server connection

Public Safety Centralized Dispatch Center Project

Equipment punch list

- (5) Desktop computers and monitors
- (5) 42" Flat screen TV's and wall mounts
- (5) Desktop phones, multi-line with roll-over and hold features
- RMS/CAD software (Omnigo)
- Radio linking, campus-to-campus
- Radio dispatch hardware speaker/microphone
- Phone recording software (VOIP)
- Radio recording software (PRONet)
- (4) Cell phones
- MVA records access (via Internet on standard desktop computers)
- Scanner for county and state emergency radio traffic
- NOAA Radio
- (3) Red emergency phone installation at campus office locations
- Simplex remote monitoring of fire alarm panels

Staffing

The center will be staffed by trained dispatchers instead of campus Public Safety Officers. Lead dispatchers (Dispatcher II) will oversee center operations acting in a lead-worker or supervisory capacity over the other dispatchers (Dispatcher I) who will primarily serve as call takers. The lead dispatcher will perform as the central radio operator while on shift, although all tasks will be interchangeable as circumstances require. Dispatcher positions will come from repurposing vacant officer positions (PINs) and converting them to dispatchers. This conversion will result in a significant cost saving as dispatchers are traditionally paid at a lower hourly rate than officers. The following job descriptions have been created for both positions.

Dispatcher I – Job description

Job Description

Position: Public Safety Dispatcher I

Revision Dates: 10/2019

Reports to: Central Services Public Safety Manager

Department: Public Safety

Salary Grade:

Status: Hourly / Essential

Scope: Reporting to the Dispatcher II lead worker while on shift and the CT Public Safety Manager, the Dispatcher is responsible for providing dispatch, community interface and emergency response. Maintains a working knowledge of all campuses, familiarity with campus maps. Some administrative/data entry support to the department is required as possible around primary dispatch duties.

Basic Responsibilities:

- A. Dispatch duties as required
- B. Oversee campus-wide security and fire system.
- C. Serve as initial contact for visitors and callers (call-taking)
- F. Liaison between the Department and outside agencies.

Specific Responsibilities:

- A. Dispatch duties
 - 1. Answer all telephone calls, including multiple calls concurrently
 - 2. Dispatch officers to calls for assistance.
 - 3. Create dispatch log entries for all officer duties.
 - 4. Research information for officers, other college departments.
 - 5. Track officer activities.
 - 6. Track and keep records on lost and found items.
 - 7. Ensure the accuracy of departmental records such as incident reports and logs.
 - 8. Evaluate and prioritize telephone calls.
 - 9. Maintain calm in radio transmissions during hectic, tense and dangerous situations.
 - 10. Send campus mass notification emergency alerts (RAVE) when instructed.
 - 11. Monitor and notify college administrators regarding external Police/Fire/EMS/emergency weather incidents.
 - 12. Tasks necessary to satisfy the mission of the Department not specified above.

Public Safety Centralized Dispatch Center Project

- B. Oversee campus-wide security and fire system.
 - 1. Monitor alarms: Intrusion and panic; fire; water-flow, etc. Dispatch officers to investigate as appropriate
 - 2. Remotely access buildings/classroom remote access system following a predetermined schedule or when needed
 - 3. Monitor CCTV equipment

- C. Serve as initial contact for callers.
 - 1. Respond to incoming calls for assistance.
 - 2. Calm angered, distraught, or frightened callers.
 - 3. Know where to look for information needed by Public Safety staff and community members.
 - 4. Designated as a Campus Security Authority, to report any information about crime(s) to his or her direct supervisor immediately.

- D. Liaison between department and outside agencies.
 - 1. Act as key contact between officers and external agencies during emergency situations.
 - 2. Request outside agency assistance as directed by patrol officers.
 - 3. Monitor and assist external Police / Fire / EMS response to campus locations or activity occurring around campus properties.
 - 4. Maintain a working knowledge of the campus geography and surrounding area to direct emergency personnel when needed.

Qualifications:

- A. Must have good organizational skills, excellent oral and written communication skills, and the ability to interact effectively with students, faculty, staff and community.
- B. Must be self-motivated, dependable, multitasked and work with little supervision.
- C. Working knowledge of Windows basic productivity software such as word processing, excel, spreadsheet, data base, browser, and e-mail.
- D. High school diploma or GED required with higher education in a related field preferred.
- E. Experience or training in Public Safety & Police dispatch, communications, clerical or related field preferred.

Physical Characteristics: This position requires sitting for long periods of time, as well as some bending and stooping when working with files. This position does have some limited lifting involved but not more than 10 pounds at a time. Extended periods of finger/hand dexterity is involved in regards to typing and/or filing. The overall setting of the job is in an area conducive to a normal office environment with minimal exposure to adverse conditions.

Dispatcher II – Job description

Job Description

Position: Public Safety Dispatcher II Shift Lead

Revision Dates: 10/2019

Reports to: Central Services Public Safety Manager

Department: Public Safety

Salary Grade:

Status: Hourly / Essential

Scope: Reporting to the CT Public Safety Manager, the Dispatcher II is responsible for assisting with the general oversight of daily operations of the Dispatch Center personnel. Provide training and daily direction to Dispatch Center personnel. Providing dispatch, community interface and emergency response. Maintain a working knowledge of all campuses, including familiarity with campus maps. Some administrative/data entry support to the department is required as possible around dispatch duties.

Basic Responsibilities:

- A. Dispatch duties
- B. Oversee campus-wide security and fire system.
- C. Serve as initial contact for visitors and callers.
- D. Liaison between department and outside agencies.
- E. Serve as Shift Lead

Specific Responsibilities:

- A. Dispatch duties
 1. Answer all telephone calls, including multiple calls concurrently
 2. Dispatch officers to calls for assistance.
 3. Create dispatch log entries for all officer duties.
 4. Research information for officers, other college departments.
 5. Track officer activities.
 6. Track and keep records on lost and found items.
 7. Ensure the accuracy of departmental records such as incident reports and logs.
 8. Evaluate and prioritize telephone calls.
 9. Maintain calm in radio transmissions during hectic, tense and dangerous situations.
 10. Send campus mass notification emergency alerts (RAVE) when instructed.
 11. Monitor and notify college administrators regarding external Police/Fire/EMS/emergency weather incidents.
 12. Tasks necessary to satisfy the mission of the Department not specified above.
- B. Oversee campus-wide security and fire system.
 1. Monitor alarms: Intrusion and panic; fire; water-flow, etc. Dispatch officers to investigate as appropriate
 2. Remotely access buildings/classroom remote access system following a predetermined schedule or when needed
 3. Monitor CCTV equipment
- C. Serve as initial contact for callers.
 1. Respond to incoming calls for assistance.
 2. Calm angered, distraught, or frightened callers.
 3. Know where to look for information needed by Public Safety staff and community members.

Public Safety Centralized Dispatch Center Project

4. Designated as a Campus Security Authority, to report any information about crime(s) to his or her direct supervisor immediately.
- D. Liaison between the department and outside agencies.
1. Act as key contact between officers and external agencies during emergency situations.
 2. Request outside agency assistance as directed by patrol officers.
 3. Monitor and assist external Police / Fire / EMS response to campus locations or activity occurring around campus properties.
 4. Maintain a working knowledge of the campus geography and surrounding area to direct emergency personnel when needed.
- E. Serve as Shift Lead
1. Provide daily oversight of dispatch center operations and staff.
 2. Serve as lead worker providing guidance and direction to other center staff.
 3. Scheduling of part-time and student staff under the direction of the CT Manager.
 4. Participate in hiring of new dispatch center employees.
 5. Monitor center personnel for quality assurance and integrity of information input.
 6. Prepare, update and conduct training for center staff in functions and procedures.
 7. Provide feedback to the Central Services Public Safety Manager.
 8. Troubleshoot and report malfunctions of center equipment.
 9. Assist with planning and development of enhancements for the operation.
 10. Ensure emergency communications systems are functioning and activated when instructed.
 11. Perform other clerical tasks assigned by CT manager.

Qualifications:

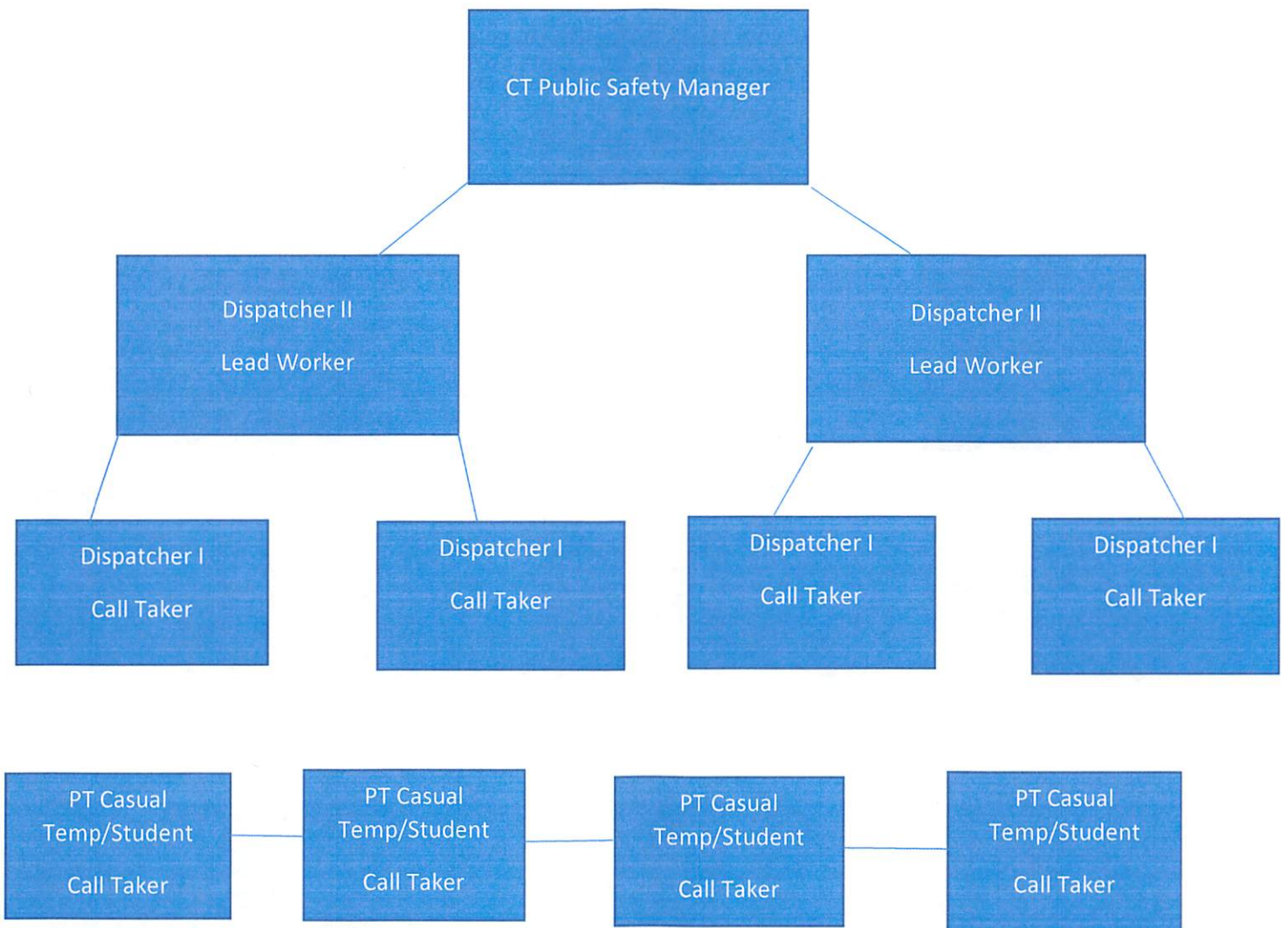
- A. Must have good organizational skills, excellent oral and written communication skills, and the ability to interact effectively with students, faculty, staff and community.
- B. Must be self-motivated, dependable, multitasked and work with little supervision.
- C. Working knowledge of Windows basic productivity software such as word processing, excel, spreadsheet, data base, browser, and e-mail.
- D. Associates degree, can be substituted with supervisor experience in dispatch.
- E. 2 years' experience in Public Safety & or Police dispatch, communications, or related field required.
- F. 2 years' supervisory experience preferred.

Physical Characteristics: This position requires sitting for long periods of time, as well as some bending and stooping when working with files. This position does have some limited lifting involved but not more than 10 pounds at a time. Extended periods of finger/hand dexterity is involved in regards to typing and/or filing. The overall setting of the job is in an area conducive to a normal office environment with minimal exposure to adverse conditions.

Organization Matrix

- Conversion of 6 full time positions
- 2 Dispatcher II
- 4 Dispatcher I
- 4 Student worker/Casual temps

Organization Matrix



Public Safety Centralized Dispatch Center Project

Operating Plan

Monday – Friday: 7AM to 11PM

Saturday: 7:30AM to 4:30PM

- Full time dispatchers will rotate through the month taking turns working one Saturday at a time. Each eight hour block the center is open during the week, three full time dispatchers will work with the assistance of a student worker or casual temp as needed.
- Maximum staffing will be three dispatchers and minimum will be two.
- Saturdays will be staffed with two dispatchers; either a combination of one full time and casual/student or two full time dispatchers.
- Day and evening shift will rotate monthly.
- The Dispatcher II will function as a lead worker and primary dispatcher overseeing center operations while on shift. Dispatcher I will function as a call taker primarily when a Dispatcher II is present. Dispatcher I and casual temps may function as the primary dispatcher when needed.
- Campus Admin Aides along with student workers will relocate and or be added to provide live presence at customer service windows at each campus Public Safety Office, day and evening shift. Any walk-up calls for service will be directed to Public Safety Dispatch.
- Proper signage at each campus location will direct people to call dispatch for assistance.
- Red phones will be placed at each existing external campus office location that will ring to dispatch or to the forwarded cell phone.

Afterhours Operations

- Phone lines will be forwarded back to the trunk number matrix.
- Campus supervisor or lead officer will answer calls that are directed to the campus via cell phone.
- Campus cell phone (duty phone) will be carried by designated supervisor or lead at all times and be responsible for keeping a record of activities and services performed during that time period. The log will be emailed to the designated dispatcher who will backlog information into the CAD system the following work day.
- Monitoring activities such as Simplex will be done via cell phone app in conjunction with facilities.



Office of Procurement
9221 Corporate Blvd
Rockville, MD 20850

REQUEST FOR BID

RFB NO. 520-034

RFB TITLE: Computer-Aided Dispatch System and Incident Reporting Software

All bid responses **MUST BE RECEIVED** in the Procurement Office by **3:00 PM local time on February 13, 2020**.

BIDS WILL NOT BE ACCEPTED VIA FACSIMILE OR E-MAIL

Prices must remain firm for: **120 DAYS AFTER BID OPENING DATE, BUT PRIOR TO CONTRACT AWARD**

Bid Bond Requirements: NONE

**Performance, Labor and
Material Bond requirements: NONE**

Pre-Bid Conference: NONE

MINORITY VENDORS ARE ENCOURAGED TO RESPOND TO THIS BID SOLICITATION

Important: Your quotation will be jeopardized if any portion of this inquiry is not complete. No bid/proposal will be accepted after the date and time stated above.

A handwritten signature in blue ink, appearing to read 'Patrick Johnson', with a long horizontal line extending to the right.

Patrick Johnson, MBA
Director of Procurement

NOTE: Prospective Bidders who have received this document from a source other than the Procurement Office should immediately contact the Procurement Office and provide their name and e-mail address so that amendments to the Bid/RFP or other communications can be sent to them. Failure to contact the Procurement Office may result in non-receipt of important information.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR BID TITLE: Computer-Aided Dispatch System and Incident Reporting Software
BID NUMBER: 520-034
BID OPENING DATE/TIME: February 13, 2020 @ 3:00 PM

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MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR BID TITLE: Computer-Aided Dispatch System and Incident Reporting Software
BID NUMBER: 520-034
BID OPENING DATE/TIME: February 13, 2020 @ 3:00 PM

SECTION 1 – BID AND CONTRACT INFORMATION

1.1 Intent

It is the intent of this Request for Bid to provide Montgomery College with a new Computer-Aided Dispatch System and Incident Reporting Software in accordance with all terms and conditions contained herein. In the event that a special condition is contradictory to a general condition, the special condition shall prevail.

1.2 Bid Submittal Due Date

All responses to this Request for Bid (RFB) are due in the Montgomery College Procurement Office, 9221 Corporate Blvd, Rockville, Maryland 20850 by 3:00 p.m. on **Thursday, February 13, 2020**, and must be clearly identified and marked as pertaining to this request (in a sealed envelope showing the Bidder's name, the Bid Number, the Bid Title, and the Bid Due Date). **Facsimile or email transmissions will not be accepted. No responses will be accepted after this date and time.** In the event that the College is closed on the bid opening date due to an unforeseen circumstance, the bid will be opened at the stated time on the next open business day, unless the Bidder is notified otherwise.

To be considered, all bid responses must be submitted in the manner set forth in this RFB. All bids received shall become the property of the College. The bid shall be signed by hand by an individual who has full authority to enter into a binding agreement on behalf of the company. In submitting a response to this RFB, a Bidder shall be deemed to have agreed to all terms and conditions.

1.3 Contact Information

Request for information or technical questions related to this solicitation should be directed to **Kevin Schramm, Purchasing Agent** via e-mail to kevin.schramm@montgomerycollege.edu. The Bidder may not initiate contact with any other College representative about this bid. All inquiries and questions must be submitted in writing via email and received by **February 06, 2020**. All questions received by the noted deadline will be answered and sent to all proposing firms via issuance of an addendum. No questions will be accepted after this date.

1.4 Conditions and Instructions

Bidders shall also refer to, understand, and agree to Attachment D, Conditions and Instructions, of this bid. The College reserves the right to reject as non-responsive any offer that objects to any of the terms, conditions, or specifications of this RFB.

1.5 Bid Required Submittal List

- Price Proposal (Section 3)
- References (Attachment A)
- Contractor Information Form (Attachment B)
- Mid-Atlantic Purchasing Team Rider Clause (Attachment E)-Optional
- Signed Acknowledgement of Addenda, if applicable
- Subcontractors List, if applicable

1.6 Failure to Submit

Failure to provide any of the items noted in Section 1.5 may deem a bid response non-responsive.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR BID TITLE: Computer-Aided Dispatch System and Incident Reporting Software
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SECTION 1 – BID AND CONTRACT INFORMATION-continued

1.7 Addenda

Issued addenda will be e-mailed to only those firms that downloaded the original solicitation from the College Procurement website. It is highly recommended that Bidders check this website for all posted addenda prior to submitting a bid response. Failure of Bidders to receive any issued addenda shall not relieve Bidders from any obligation or requirement listed in addenda.

All addenda shall become part of the Request for Bid. If conflicts, discrepancies, ambiguities, or omissions in or between the Request for Bid are not brought to the attention of the College before the bid opening date and time, the interpretation and intent of the Request for Bid shall be as determined by the College at its sole discretion.

1.8 Pricing

Submitted pricing must include all cost (including shipping) incurred in the delivery of this procurement. No allowance will be made at a later date for additional costs due to the Bidder's omission.

In addition, all Bidders must hold their bid prices for 120 days after bid opening date, but prior to the contract award date. In the event that the awarded Contractor is unable to perform the contract, the College reserves the right to re-bid the contract or to award the contract to the next lowest Bidder.

1.9 References

Bidders must submit three (3) references from current or former customers that have purchased similar products. References from other higher education institutions or government agencies are preferred but not required. All references must include the company and contact names, mailing address, e-mail address, and telephone number. Cited references must be able to confirm, without reservation, the Bidder's ability to provide the products mandated in this solicitation. The College reserves the right to reject a bid based on an unsatisfactory reference. The College also reserves the right to request additional references or contact any site using the Bidder's services. If such contact cannot be established with any individual reference after three attempts, the Bidder must provide an additional reference to replace the nonresponsive one.

1.10 Bid Evaluation

Bids submitted in response to this solicitation will be evaluated as follows:

1.10.1 Bidder is **responsible** – Bidder demonstrates ability to provide products and/or services that can meet or exceed requirements. The following criteria will be used to determine responsibility:

- 1.10.1.1 Bidder has the equipment, ability, and experience to perform the work as stated in the specifications listed in this bid.
- 1.10.1.2 Bidder is financially stable.

1.10.2 Bidder is **responsive** – Bidder follows bid submission instructions and provides all requested materials. The following criteria will be used to determine responsiveness:

- 1.10.2.1 Bidder has favorable references that can confirm its ability to provide the products and/or services as stated in the specifications listed in this bid.
- 1.10.2.2 Bidder has provided all documentation and samples requested in the Scope of Work and Specifications.

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SECTION 1 – BID AND CONTRACT INFORMATION-continued

1.11 Bid Rejection

The College reserves the right to reject any or all offers received as a result of this bid. Offers may be rejected for any of the following reasons if Bidder fails to:

- 1.11.1 Meet the mandatory specifications and requirements.
- 1.11.2 Respond in a timely fashion to a request for additional information, data, etc.
- 1.11.3 Supply appropriate and favorable client references.
- 1.11.4 Complete the Price Proposal page.
- 1.11.5 Sign the bid.
- 1.11.6 Demonstrate that it is qualified to carry out the obligations of the contract and to implement and support the work specified herein.
- 1.11.7 Provide samples and/or demonstration materials that are representative of the quality level sought by the College, if applicable.

1.12 Subcontractors

The College seeks bids from Bidders performing all requested services and will enter into an agreement only with the selected Bidder. **No portion of the work shall be subcontracted without the prior written consent of the College throughout the terms of the contract, including renewals and extensions.** In the event the Bidder or Contractor desires to subcontract part of the services specified herein, the Bidder or Contractor shall furnish the company or individual name(s), contact name, mailing and e-mail addresses, qualifications, and experience of the proposed subcontractor(s), as well as a description of the services to be performed by the subcontractor. The primary Contractor shall remain fully liable for the work performed by the subcontractor(s) and shall assure compliance with all requirements of the contract if approved by the College. The College reserves the right to reject any proposed subcontractor in its own best interest.

1.13 Contract Award

Award will be made to the most responsible, responsive bidder with the lowest price who can meet the terms, conditions, and specifications of this solicitation. The evaluation for award will be made on the basis of payment to the supplier in NET 30 DAYS from the date an acceptable invoice is received by Montgomery College. Payment discounts, if offered, will be taken when appropriate, but will not be considered in the evaluation for award. This RFB does not commit the College to award a contract. The College may cancel this Request for Bid or reject any or all proposals in whole or in part, waive technicalities, and make an award in a manner deemed in the best interest of the College.

1.14 Contract Term

The initial term of this contract will be from **March 1, 2020 through February 28, 2021**. At the sole option of the College, the contract may be renewed for one (4) additional one-year term, subject to funding availability and need, and provided that the Contractor has been in compliance with the terms and conditions of the contract and its service has been satisfactory. The College reserves the right to amend its requirements during the life of the contract to meet the needs of the College.

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SECTION 1 – BID AND CONTRACT INFORMATION-continued

1.15 Contract Documents

Unless otherwise noted, the Request for Bid, the Bidder's bid response, and a College purchase order form the contract. The College reserves the right to reject the response of the Bidder offering the lowest price, if unfavorable to the College as determined by the College, and to award the contract to the next Bidder offering the lowest price.

1.16 Contract Deadlines and Failure to Deliver

The Contractor is contractually obligated to meet all agreed-upon deadlines. If the Contractor fails to comply with any established delivery requirements, the College reserves the right to make an open market purchase of required items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice such charges to the Contractor. Failure of the Contractor to meet deadlines may also be grounds for termination for default.

1.17 Contract Billing

Summary billing for a lump sum amount is not an acceptable format on invoices billed to the College and any invoice presented for payment that lacks itemized billing may be returned. Minimally, invoices must include the College purchase order number. All true and correct invoices must be mailed to Montgomery College, Accounts Payable Office, 9221 Corporate Blvd, Rockville, Maryland 20850 or e-mailed to accountspayable@montgomerycollege.edu.

1.18 Tobacco and E-Cigarette Policy

Montgomery College is a tobacco-free institution. The use of tobacco and e-cigarette products is prohibited in all indoor and outdoor College-owned property and facilities, including all buildings and building entrances; walkways; recreational and athletic areas; parking lots; bus stops/shelters; College owned or leased vehicles; and facilities leased and controlled by the College as well as at meetings or conferences sponsored by the College, regardless of the location. This use prohibition extends to the Contractor's employees, agents, subcontractors, and vendors.

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SECTION 2 – BACKGROUND, SPECIFICATIONS and MINIMUM QUALIFICATIONS

2.1 Background

Montgomery College is Maryland's second oldest community college. The College serves roughly 55,000 students each year, through credit and noncredit programs, at nonresidential campuses located in Germantown, Rockville, and Takoma Park/Silver Spring and at off-campus sites throughout Montgomery County. To support students' academic and professional goals, the College employs more than 3,100 faculty, administrators, and staff. The specified products are being purchased for the Office of Public Safety.

The Public Safety Office for Montgomery College is currently upgrading and unifying campus Public Safety dispatch functions by merging them into one centralized center, thereby eliminating the need for three individual campus dispatch operations. The new centralized dispatch center will be located at the Montgomery College Central Services Building, 9221 Corporate Blvd, Rockville, MD 20850.

The dispatch center at Central Services will provide a single location to communicate directly with all MC Public Safety officers, EMS personnel, and others to coordinate their activities for routine, urgent and emergency situations. The center will monitor life safety systems, Closed Circuit Television Cameras (CCTV) and county-wide emergency and weather-related incidents. There will be multiple call-taking and dispatch consoles, as well as computer-based communications systems to interface with the College and other Public Safety agency radio systems.

Public Safety's centralized dispatch center will provide a vital service to the College community by streamlining and professionalizing front line communications. Integration of trained, professional dispatchers. The Office of Public Safety is requesting a new Computer-Aided Dispatch (CAD) system and Records Management System (RMS) that will reduce liability and increase compliance through streamlined data-entry, call tracking, reporting and officer accountability.

2.2 Specifications

Bidder must provide pricing for all items listed on the price proposal in order to be considered for award. This RFB is NOT brand specific. If bidding an alternate item, bidder must list the manufacturer and part numbers that is being offered on the price proposal page and provide detailed product brochure and specification sheets. The Alternate item must be equal to or exceed the specifications of the product referenced in Section 3 Price Proposal. The College reserves the right to reject an offered alternative.

2.3 Accessibility Conformance Report

NOTE: Prior to contract award, the awarded contractor will be instructed to submit a completed VPAT (Accessibility Conformance Report) or a demonstration of its product accessibility. The College reserves the right to disqualify any bidding firm that fails to provide completed VPAT or a product accessibility demonstration.

2.4 Data Protection

NOTE: Prior to contract award. If use of offered software or services includes the cloud or off-site storage of College data, bidding firms will be required to satisfactorily complete (as determined by Montgomery College IT Security Group personnel) an associated questionnaire on security and privacy controls, and/or provide its latest SOC 2 report. The College reserves the right to disqualify any bidding firm that fails to provide a satisfactory questionnaire and/or its latest SOC 2 report.

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SECTION 3 – PRICE PROPOSAL

Item No.	Brand	Description	UM	QTY	Unit Price	Total Price
1	Omnigo Software, LLC	Smart Start PREMIUM – Customer On-boarding, Setup for 3 locations Dedicated Project Manager – 180 Days includes -Onsite Project Management -Onsite Training and Go Live Assistance -Custom Training Videos -Weekly Project Status Reports -One day onsite training -Roles and Responsibility Matrix -Project milestones -Web User Training -Web Project Management -Commissioning Document -LMS Access	EA	1	\$	\$
2	Omnigo Software, LLC	Omnigo Education (Dispatch & Records Mgmt) Campus 1 - Rockville - Enrollment: 30,000 -- Unlimited Licenses Included: Report Writing, Dispatch, Parking, Lost and Found, Clery Reporting, Analytics, Mobile.	MO	12	\$	\$
3	Omnigo Software, LLC	Omnigo Education (Dispatch & Records Mgmt) Campus 2 - Takoma - Enrollment: 7,800 --Unlimited Licenses Included: Report Writing, Dispatch, Parking, Lost and Found, Clery Reporting, Analytics, Mobile.	MO	12	\$	\$
4	Omnigo Software, LLC	Omnigo Education (Dispatch & Records Mgmt) Campus 3 - Germantown - Enrollment: 7,500 --Unlimited Licenses Included: Report Writing, Dispatch, Parking, Lost and Found, Clery Reporting, Analytics, Mobile.	MO	12	\$	\$
GRAND TOTAL						\$

Earliest Delivery Date After Receipt of Order (ARO): If applicable, the stated delivery date may be considered in evaluation of the award. Indicate number of business days for delivery ARO: _____.

Bidders must submit prices and all additional information requested for all line items, including delivery, to be considered for award: failure to do so will deem an offer non-responsive.

Note to Bidder: Submitted price must be inclusive of all costs associated with all requirements listed herein.

Montgomery College is tax exempt, certification provided upon request

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the bid specifications, stipulations and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

Company Name

Authorized Name (printed/typed)

Title

Authorized Signature and Date

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ATTACHMENT A - REFERENCES

REFERENCE 1	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone Number	
Email Address	

REFERENCE 2	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone Number	
Email Address	

REFERENCE 3	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone Number	
Email Address	

Please note: References listed must be able to confirm the Bidder's ability to provide the services requested in this bid document.

References submitted by: _____
Company Name

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ATTACHMENT B – CONTRACTOR INFORMATION FORM

B.1 I/We offer the terms, delivery and pricing for the requested products/services, and certify that I am a bona fide agent, authorized to make offers on behalf of the firm.

B.2 Minority Contractor: Yes No

If yes, please specify minority classification

B.3 Price adjustment (is is not) necessary for other public agencies as listed.

B.4 Please list any exceptions taken to any terms and conditions listed in the bid. Please note any exceptions taken may affect the award of a contract or purchase order.

B.5 I/We certify that our firm is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this solicitation by any County, State, or Federal agency. I/We agree to notify Montgomery College should a change in this status occur.

Yes No

B.6 Please provide the following information:

Company Name		Years in Business	
Federal Tax Number		Dun & Bradstreet Number	
Street Address		City, State, Zip Code	
Telephone Number		Fax Number	
Contact Person		Title	
Cell Number		E-Mail Address	

Company Name Name

Title Authorized Signature and Date

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ATTACHMENT C – NO BID REPOSE FORM

Please be advised that our company does not wish to submit a bid in response to the above-captioned bid for the following reason(s):

- Too busy at this time
- Not engaged in this type of work
- Project is too large
- Project is too small
- Cannot meet mandatory specifications (Please specify below)
- Other (Please specify)

Company Name Name

Street Address Authorized Signature and Date

City, State, Zip Code Title

Please return to:	Montgomery College Office of Procurement 9221 Corporate Blvd Rockville, Maryland 20850
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ATTACHMENT D – CONDITIONS AND INSTRUCTIONS

ACCEPTANCE PERIOD

The selected Contractor(s) must agree to an acceptance trial period of performance not to exceed ninety (90) consecutive calendar days. During the 90-day acceptance period, the Contractor's performance must be consistent with the specifications contained herein and the Contractor's bid. Failure to satisfy the "acceptance trial period of performance" may result in cancellation of the contract. In the event that the Contractor fails to meet all requirements, the College shall declare the Contractor's services unacceptable and the Contractor in default, and terminate all agreements, written or verbal, without penalty or obligation to the College. Further, should there be any dispute/discrepancy on acceptability of said service, decisions made by the College will prevail and be final.

ADDENDA The College reserves the right to amend or add to this bid at any time prior to the bid due date. If it becomes necessary to change or add to any part of this bid, the Procurement Officer will furnish an addendum to all prospective Bidders listed as having received a copy of this bid. All addenda will be identified as such and will be sent by mail, email, or fax transmittal.

ADDITIONAL ORDERS Unless it is specifically stated to the contrary in the bid response, the College reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions, if it is mutually agreeable.

ASSURANCE OF NON-CONVICTION OF BRIBERY The Bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

AUDIT Bidder shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued from this solicitation. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of Bidder and any subcontractor involving transactions related to this agreement during the term of this agreement and for a period of three (3) years after final payment under this agreement.

AWARD CONSIDERATIONS Awards of this bid will be made to the lowest responsible Bidder conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of bidder and its ability to perform satisfactorily with consideration to any previous performance for Montgomery College. A bid may be awarded at the sole discretion of the College in the best interest of the College. Prompt payment discounts will not be considered in bid evaluation. All discounts other than prompt payment are to be included in bid price.

BEHAVIOR OF CONTRACTOR EMPLOYEES The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy, or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor's responsibility to ensure that such behavior by its employees, agents, and subcontractors does not occur. The policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to such harassment within the employment context as well as harassment of students, staff, and visitors to the College. It should be assumed that all sexual behavior by the Contractor's employees, agents, and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome.

BID AND PERFORMANCE SECURITY If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany each bid and be made payable to Montgomery College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Director of Procurement deems the failure to be nonsubstantial. Such bid bonds or checks will be returned to all except the three (3) lowest Bidders within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned to all but successful Bidder(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful Bidder must submit an acceptable performance bond in the designated amount of the bid award, prior to award of contract. All bid bonds will be returned to the successful Bidder(s) within forty eight (48) hours after receipt of the performance bond.

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ATTACHMENT D – CONDITIONS AND INSTRUCTIONS-continued

BIDDING INSTRUMENTS Bidding instruments include the bid, addenda, general terms and conditions, contract terms, and specifications. Bids should be prepared simply and economically, and should provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of the bid. Emphasis should be on completeness and clarity of content. The Bidder will bear any and all costs incurred in the preparation and submission of bids.

BRAND NAMES Brand name materials used in these specifications are known and acceptable. Bids including proposals to use alternate brands are invited as long as they are of equal type and equal or better quality. The burden of proof that alternate brands are in fact equal or better falls on the Bidder, and proof must be to the College's satisfaction.

CARE OF PREMISES Precautions taken for safety and protection shall be in accordance with the mandatory requirements of the safety codes prevailing within the jurisdiction in which the work is to be performed. During the performance of the contract, the Contractor shall take the necessary precautions to protect all areas upon which or adjacent to which work is performed as a part of this contract. Any damage caused as a result of Contractor's neglect, directly or indirectly, shall be repaired to the College's satisfaction at the Contractor's expense.

CANCELLATION Montgomery College reserves the right to cancel this bid solicitation or to reject all bids received, if the College's Director of Procurement, in accordance with procedures approved by the College's President, determines that it is fiscally advantageous or in the best interest of the College to cancel the bid.

COMPLIANCE WITH LAWS Bidder agrees to comply, at no additional expense, with all applicable Executive orders, Federal, State, bi-county, regional and local laws, ordinances, rules and regulations in effect as of the date of this agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4.

CONFLICT OF INTEREST No employee of the College or of the State of Maryland, or any department, commission, agency or branch thereof whose duties as employees include matters relating to or affecting the subject matter of this bid shall, while an employee, become or be an employee of the party or parties contracting with the College, the State of Maryland, or any department, commission, agency or branch thereof.

CONTINGENT FEES Bidder hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Bidder, to solicit or secure a contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of a contract as a result of this solicitation.

CONTRACT AMENDMENTS The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Montgomery College before the supplier performs additional work on the project.

The Contractor cannot accept purchase requests for products or services that are not covered in this contract or make changes to the scope of work unless a price for those products or services has been negotiated with the College, and the Contractor has received a signed contract amendment from the Procurement Office.

CONTRACT DEADLINES The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. If the Contractor defaults, the College reserves the right to assess liquidated damages and/or make an open market purchase.

CONTRACT DOCUMENTS Unless otherwise noted, the general conditions of this bid, the Contractor's bid, and the signed purchase order form the contract. Contractors requiring a signed contract form separate and apart from the foregoing are to submit the contract with their bid. The Contractor's contract form will be examined and evaluated along with the Contractor's bid and, at the College's option, may be utilized as the contract.

CONTRACTOR IDENTIFICATION Contractor's employees are required to wear identification badges and/or carry picture identification when they are on College grounds.

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ATTACHMENT D – CONDITIONS AND INSTRUCTIONS-continued

CONTRACT TERMINATION The contract may be terminated for any of the following reasons:

- Failure of the Contractor to meet the mandatory requirements as described in this bid.
- Failure of the Contractor to meet required deadlines.
- Failure of the Contractor to resolve problems in a timely manner.
- Lack of College funding.

CONTRACTORS This bid invitation is extended to individuals or firms as primary Contractors, and the Contractor will execute the work specified with bona fide employees. The Contractor is responsible for ensuring that the supervisor, lead worker, and subcontractors can communicate in English. Subcontractors cannot assume the primary award of this contract on behalf of the primary Contractor nor can the awarded Contractor be relieved of its obligation or responsibility to this contract. The College reserves the right to reject any subcontractor.

DELIVERY AND PACKING All prices quoted must include delivery. All goods delivered under this contract shall be packed in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging, or for deposits or containers unless specified in the bid. No charge will be allowed for cartage unless by prior written agreement. Complete deliveries must be made by the successful bidder to the designated location as indicated on the Montgomery College purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost. DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.

DELIVERY OF BIDS Sealed bids must be received in the Procurement Office by the date and time specified in the bid in order to be considered. NO LATE BIDS OR PROPOSALS WILL BE ACCEPTED. Late bids will be returned to the Bidder unopened. Bids submitted by mail must be addressed to the Procurement Office, Montgomery College, 9221 Corporate Blvd, Rockville, Maryland 20850, and clearly marked to indicate the bid number, title and opening date. Hand delivered bids will be accepted only at the Procurement Office, Montgomery College, 9221 Corporate Blvd, Rockville, Maryland 20850.

ERRORS IN BIDS Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the Bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected. In the case of an error in price extension, the unit price will govern. The intention of the Bidder must be evident on the face of the bid.

FAILURE TO DELIVER If the Contractor fails to comply with any established delivery requirements, the College reserves the right to make an open market purchase of required items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

INDEMNIFICATION The Contractor shall be responsible for any loss, personal injury, expense, death and/or any other damage which may occur by reason of Contractor's acts, negligence, willfulness or failure to perform any of its obligations under this agreement. Any acts, negligence, willfulness or failure to perform any of the Contractor's obligations under this agreement, on the part of any agent, director, partner, servant or employee of Contractor are deemed to be the Contractor's acts. Contractor agrees to indemnify and hold harmless the College and its trustees, employees, agents and students from any claim, damage, liability, injury, expense, and/or loss, including defense costs and attorney's fees, arising directly or indirectly out of Contractor's performance under this agreement.

Accordingly, the College shall notify Contractor promptly in writing of any claim or action brought against the College in connection with this agreement. Upon such notification, Contractor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense. This indemnification provision shall survive the termination and/or completion of this agreement.

HAZARDOUS AND TOXIC SUBSTANCES Bidder must comply with all applicable Federal, State, County and bi-county laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the College with a "Material Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

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INSPECTION OF PREMISES If a site visit is recommended or required, each Bidder is responsible for visiting the site(s) prior to submitting a bid in order to observe the existing conditions affecting the work, and to obtain precise dimensions of the area(s) involved. No allowance will be made to the successful Bidder, at a later date for additional work required because of his or her failure to visit the site and/or to obtain the exact dimensions. Discrepancies, if any, must be reported to the College.

INSURANCE If a contract results from this bid, the Contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor's operations under this contract, or by anyone directly or indirectly employed by him/her.

MARYLAND PUBLIC INFORMATION ACT Bidder recognizes that the College is subject to the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Bidder agrees that it will provide any justification as to why any material, in whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act.

MINORITY PARTICIPATION Pursuant to Board Resolution #87-83, adopted on July 20, 1987, it is the policy of Montgomery College to encourage minority businesses to provide goods and services for the performance of College projects. Minority businesses are defined as firms that are 51% owned and controlled by a member of a socially or economically disadvantaged minority group, which includes African Americans, Hispanics, Native Americans, Alaskan Natives, Asians, Pacific Islanders, women, and the mentally or physically disabled.

NON-ASSIGNMENT AND SUBCONTRACTING Bidder shall not assign any contract or any rights or obligations hereunder without obtaining prior written consent of the College. No contract shall be made by Bidder with any other party for furnishing the services to be performed under a contract issued from this solicitation without the written approval of the College. These provisions will not be taken as requiring the approval of the contract of employment between Bidder and its personnel.

NON-COLLUSION Bidder certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; Bidder also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the Bidder or Offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted.

NON-DISCRIMINATION Bidder assures the College that, in accordance with applicable law, it does not, and agrees that it will not discriminate in any manner on the basis of sex, race, age, color, creed, national origin, religious belief, handicap, marital status, or status as a disabled veteran or veteran of the Vietnam era. Bidder further agrees to post in conspicuous places notices setting forth the provisions of the nondiscrimination clause and to take affirmative action to implement the provisions of this section. Bidder further assures the College that, in accordance with the Immigration Reform and Control Act of 1986, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

NON-DISCRIMINATION POLICY The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor's responsibility to ensure that behavior by its employees, agents, and subcontractors does not occur. This policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to harassment within the employment context as well as harassment of students, staff and visitors to the College. It should be assumed that all sexual behavior by the Contractor's employees, agents and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome. Contractor will also insure that all technicians who work with College users exhibit a high degree of professionalism in their dealings with those users.

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ATTACHMENT D – CONDITIONS AND INSTRUCTIONS-continued

NON-VISUAL ACCESS The Bidder or Offeror warrants that the information technology offered under this bid or proposal (1) provides equivalent access for effective use by both visual and nonvisual means; (2) will present information, including prompts used for interactive communications, in formats intended for both visual and nonvisual use; (3) if intended for use in a network, can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired; and (4) is available, whenever possible, without modification for compatibility with software and hardware for nonvisual access. The Bidder or Offeror further warrants that the cost, if any, of modifying the information technology for compatibility with software and hardware used for nonvisual access will not increase the cost of the information technology by more than 5 percent. For purposes of the regulation, the phrase “equivalent access” means the ability to receive, use, and manipulate information and operate controls necessary to access and use information technology by nonvisual means. Examples of equivalent access include keyboard controls used for input and synthesized speech, Braille, or other audible or tactile means used for output.

NOTICE TO CURE The College reserves the right to cancel the contract if the Contractor’s performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If such corrections are not made within the specified period, the College may terminate the contract.

PATENTS Bidder guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the College, its trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement, arising out of the purchase or use of these goods.

PREPARATION OF BID Bids submitted must be hand signed by an authorized agent of the company submitting the bid. Notification of award will be made by “Notice of Intent to Award” and/or purchase order. A bidder may attach a letter of explanation to the bid for clarification. Bidders will be required, if requested by Montgomery College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers of or dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any Bidder’s place of business prior to award of contract to determine Bidder responsibility.

PRODUCT TESTING DURING TERM OF CONTRACT Goods delivered under any contract resulting from this Request for Bid may be tested for compliance with specifications stipulated herein. Any shipment failing to meet or comply fully with the specification requirements will be rejected. The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the College unless the order is rejected for failure to meet specifications or purchase description. In such cases of rejection, the cost of testing will be charged back to the Contractor.

RECORD RETENTION If awarded a contract, Contractor shall maintain books and records relating to the subject matter of this agreement, including but not limited to all charges to the College, for a period of three (3) years from the date of final payment under this agreement.

REFERENCES Bidder must provide at least three references from former or current clients who can confirm the Bidder’s experience with projects that are similar in size or scope. All reference information must include the company’s name and address and the contact’s name and telephone number. The references provided must be able to confirm, without reservation, the Bidder’s ability to provide the level of services requested in this solicitation. References from other higher education institutions or government agencies are preferred but not required.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

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ATTACHMENT D – CONDITIONS AND INSTRUCTIONS-continued

REJECTIONS AND CANCELLATIONS Montgomery College reserves the right to accept or reject any or all bids in whole or in part for any reason. The College reserves the right to waive any informality and to make awards in the best interest of the College. The College also reserves the right to reject the bid of any Bidder who has previously failed to perform adequately on a prior award for furnishing goods and/or services similar in nature to those requested in this bid. The College may cancel this solicitation in whole or in part, at its sole discretion.

RIDER PROVISION FOR MONTGOMERY COUNTY PUBLIC SCHOOLS AND MONTGOMERY COUNTY The Bidder agrees when submitting the bid that it will make available to every office and department of the Montgomery County Public Schools and the Montgomery County Government the same bid prices, terms and conditions offered during the term of contract. Orders will be placed directly by these agencies.

RIGHT TO STOP WORK If the College determines, either directly or indirectly, that the Contractor's performance is not within the specifications, terms or conditions of this bid and/or that the quality of the job is unacceptable, the College has the right to stop the work. The stoppage of work shall continue until the default has been corrected and/or corrective steps have been taken to the satisfaction of the College. The College also reserves the right to re-bid this contract if it is decided that performance is not within the specifications as set out.

SAMPLES AND CATALOG CUTS If samples are required, Bidder shall be responsible for delivery of samples to location indicated. All sample packages shall be marked "Sample for Procurement Office, Bid No.____" and each sample shall be tagged or marked. Failure of the Bidder to clearly identify samples as indicated may result in rejection of bid. The College reserves the right to test any materials, equipment or supplies delivered to determine if the specifications have been met. Samples will not be returned.

SIGNATURE Each bid must show the full business address and telephone number of the Bidder and be signed by the person or persons legally authorized to sign such contracts. All correspondence concerning the bid and contract, including the bid summary, copy of contract, and purchase order, will be mailed or delivered to the address shown on the bid. NO BID WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE.

SPECIFICATIONS AND SCOPE OF WORK The specifications listed herein may or may not specify all technical requirements which are needed to achieve the end result. When accepting the award, the Contractor assumes the responsibility of accomplishing the task requested in this document. Any omission of parts, products, processes, etc. in the specifications are the responsibility of the Contractor and the College will not bear the responsibility of their omission. If omissions in the specifications are discovered and these omissions will impact the contract price then it is the responsibility of the Bidder to note these omissions, in writing, prior to accepting the award. If these omissions are not noted prior to award then the Contractor's silence is deemed as full and complete acceptance and any additional costs will be borne by the Contractor.

TAXES The College is exempt from Federal and Maryland taxes. Exemption Certificates are available upon request. Bidder shall be responsible for the payment of any and all applicable taxes resulting from any award and/or any activities hereunder, including but not limited to any applicable amusement and/or sales taxes.

TERMINATION BASED ON LACK OF FUNDING Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Montgomery College. Insufficient funds shall be grounds for immediate termination of solicitation.

TERMINATION FOR DEFAULT If an award results from this bid, and the Contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the College. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the Contractor up to the date of termination.

TERMINATION FOR THE CONVENIENCE OF THE COLLEGE The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or in part, whenever the President of Montgomery College shall deem that termination is in the best interest of the College. Such determination shall be at the sole discretion of the President. In such event, the College shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR BID TITLE: Computer-Aided Dispatch System and Incident Reporting Software
BID NUMBER: 520-034
BID OPENING DATE/TIME: February 13, 2020 @ 3:00 PM

ATTACHMENT D – CONDITIONS AND INSTRUCTIONS-continued

USE OF CONTRACT BY OTHER EDUCATIONAL INSTITUTIONS While this bid is prepared on behalf of Montgomery College, it is intended to apply to other Maryland educational institutions and public agencies in Montgomery County, Maryland and State of Maryland as listed below:

- Montgomery County Public Schools
- Montgomery County Government
- Montgomery County Housing Opportunities Commission
- Maryland-National Capital Park & Planning Commission
- Washington Suburban Sanitary Commission
- Maryland State Colleges and Universities

Unless the Bidder takes an exception, the resulting awarded items will be available to all agencies listed. Should a price adjustment be necessary to include any other public agency, the Bidder must so note on the Contractor Information Form. Exception for Montgomery County Public Schools will not be accepted. Purchase requests and funding from other agencies will be the responsibility of those agencies.

WARRANTY Bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive a contract and shall not be deemed waived either by the College's acceptance of said materials or goods, in whole or in part, or by payment for them, in whole or in part. The Bidder further warrants all articles, material and work performed for a period of one year, unless otherwise stated, from date of acceptance of the items delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at Bidder's sole expense.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR BID TITLE: Computer-Aided Dispatch System and Incident Reporting Software
BID NUMBER: 520-034
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ATTACHMENT E – MID-ATLANTIC PURCHASING TEAM RIDER CLAUSE



Cooperative Rider Clause

The Mid-Atlantic Purchasing Team (MAPT) is the agreement between the Metropolitan Washington Council of Governments ("MWCOG") and the Baltimore Metropolitan Council ("BMC") to aggregate the public entity and non-profit purchasing volumes in the Maryland, Virginia and Washington, D.C. region ("region").

Format

A lead agency format is used to accomplish this work. The Lead Agency in this procurement has included this MAPT Cooperative Rider Clause in this solicitation indicating its willingness to allow other public entities to participate pursuant to the following Terms and Conditions:

1. Terms

- 1.1 Participating entities, through their use of the Cooperative Rider Clause, agree to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the participating entity.
- 1.2 Participating entities may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.

2. Other Conditions - Contract and Reporting

- 2.1 The contract resulting from this solicitation shall be governed by and "construed in accordance with the laws of the State/jurisdiction in which the participating entity officially is located;
- 2.2 To provide to MWCOG and/or BMC contract usage reporting information, including but not limited to quantity, unit pricing and total volume of sales by entity, as well reporting other participating entities added on the contract, on demand and without further approval of contract participants;
- 2.3 Contract obligations rest solely with the participating entities only;
- 2.4 Significant changes in total contract value may result in further negotiations of contract pricing with the lead agency and participating entities.

In pricing and other conditions, vendors are urged to consider the broad reach and appeal of MAPT with public and non-profit entities in this region. A list of the participating members of the Mid-Atlantic Purchasing Team can be found at the following web links:

www.mwco.org/purchasing-and-bids/cooperative-purchasing/member-links/ and
<http://www.baltometro.org/our-work/cooperative-purchasing/brcpc-representatives>