

# Pre-Proposal Conference for RFP

Office of Administration

Pennsylvania State Police

Land Mobile Radio (LMR) upgrades to the  
Pennsylvania Statewide Radio Network  
(PA-STARNET)

RFP 6100033543

Issuing Officer: Janis Brown

May 8, 2015 @ 10:00 AM Eastern

- Housekeeping
- Introductions
- Bureau of Small Business Opportunities (BSBO)
- Project Background
- RFP Proposal Requirements
- Questions Submitted
- Additional Questions

- **In the event of a fire drill:**
  - Exit the room to the rear, continue down the hall and exit through the stairwell. On the ground floor, exit the building and assemble near the flag poles.
- **Restrooms:**
  - Located outside of the room to your left.
- **Sign attendance register**
- **Provide business card**
- **Sign-in sheet will be posted to e-Marketplace**

## Commonwealth Representatives:

- **Office for Information Technology**
  - Janis Brown, Issuing Officer
- **Bureau of Small Business Opportunities (BSBO)**
  - Gayle Nuppnau, Department of General Services, Procurement Liaison
- **Pennsylvania State Police**
  - Major Diane M. Stackhouse, Director  
Bureau of Communications and Information Services

# Bureau of Small Business Opportunities

## Bureau of Small Business Opportunities (BSBO)

**Ms. Gayle Nuppnau**  
**DGS, Procurement Liaison**

# Bureau of Small Business Opportunities

Program designed to encourage participation of Small Diverse Businesses (SDB) in state contracting

- A Small Diverse Business is a DGS-verified minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business.
- A small business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than 7\$ million in gross annual revenues for building design, \$20 million in gross annual revenues for sales and services and \$25 million in gross annual revenues for those businesses in the information technology sales or service business.

# Bureau of Small Business Opportunities

To receive credit for being a Small Diverse Business or for subcontracting with a Small Diverse Business (including purchasing supplies and/or services through a purchase agreement), a Offeror must include proof of Small Diverse Business qualification in the Small Diverse Business participation submittal of the proposal, as indicated in section II of the RFP.

- Photocopy of its DGS issued certificate entitled “Notice of Small Business Self-Certification and Small Diverse Business Verification” indicating its diverse status
- Small Diverse Business(es) must be named including address and phone
- Letter of intent that specifies the type of goods or services the small diverse business will provide along with percentage of commitment
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be preformed by the Offeror and not by subcontractors and suppliers
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be performed by the Small Diverse business as subcontractors

**NOTICE OF SMALL BUSINESS SELF-CERTIFICATION  
AND SMALL DIVERSE BUSINESS VERIFICATION**



**pennsylvania**

DEPARTMENT OF GENERAL SERVICES

The Department is pleased to announce that

**AGENCY GUEST ACCOUNT**

has successfully completed the Pennsylvania Department of General Services' process for self-certification as a small business under the Commonwealth's Small Business Procurement Initiative as established by Executive Order No. 2011-09, and is verified as a Small Diverse Business with the following designation(s):

**BUSINESS TYPE(s): Construction Contractor, Construction Supplier, Design, Procurement Services, Procurement Goods, Information Technology**

**CERTIFICATION NUMBER: 336949-2012-07-SB-MWBE**

**ISSUE DATE: 07/15/2012**

**EXPIRATION DATE: 07/16/2015**

**RECERTIFIED DATE: 7/16/2014**

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Curtis M. Topper, Acting Secretary  
Department of General Services  
Commonwealth of Pennsylvania



# Bureau of Small Business Opportunities

## SMALL DIVERSE BUSINESS LETTER OF INTENT

[DATE]

[SDB Contact Name]

Title

SDB Company Name

Address

City, State, Zip]

Dear [SDB Contact Name]:

This letter serves as confirmation of the intent of [Offeror] to utilize [Small Diverse Business (SDB)] on RFP [RFP number and Title] issued by the [Commonwealth agency name].

If [Offeror] is the successful vendor, [SDB] shall provide [identify the specific work, goods or services the SDB will perform, and the specific timeframe during the term of the contract and any option/renewal periods when the work, goods or services will be performed or provided].

These services represent [identify fixed numerical percentage commitment] of the total cost in the [Offeror's] cost submittal for the initial term of the contract. Dependent on final negotiated contract pricing and actual contract usage or volume, it is expected that [SDB] will receive an estimated [identify associated estimated dollar value that the fixed percentage commitment represents] during the initial contract term.

[SDB] represents that it meets the small diverse business requirements set forth in the RFP and all required documentation has been provided to [Offeror] for its SDB submission.

We look forward to the opportunity to serve the [Commonwealth agency name] on this project. If you have any questions concerning our small diverse business commitment, please feel free to contact me at the number below.

Sincerely,

Acknowledged,

Offeror Name

Title

Company

Phone number

SDB Name

Title

Company

Phone number

# Bureau of Small Business Opportunities

## Contact Information

Bureau of Small Business Opportunities (BSBO)

Ms. Gayle Nuppnau

Procurement Liaison

Telephone: (717) 346-3819

E-Mail: [gnuppnau@pa.gov](mailto:gnuppnau@pa.gov)

## **Land Mobile Radio (LMR) upgrades to the Pennsylvania Statewide Radio Network (PA-STARNET)**

**Pennsylvania State Police**

**Major Diane M. Stackhouse, Director  
Communications and Information Services**

# Project Background

1. The Pennsylvania Statewide Radio Network (PA-STARNET) Request for Qualified Contractors was issued on September 14, 1998. The OpenSky® wireless voice and data network system was selected as a result of this process.
2. Since that time, APCO Project 25 (P25) standards have been widely adopted as the standard for Public Safety Land Mobile Radio (LMR) systems. Additionally, P25 Phase II, provides increased spectral efficiency and new multiband radio technology, within the P25 open standards, and allows the Commonwealth to upgrade to a non-proprietary standard.

# Project Background

3. The overarching goal is to acquire a new statewide Land Mobile Radio (LMR) Project 25 system (P25) which provides voice and data communications for public safety users, that includes robust reliability, redundancy, availability, and backup, without any single points of failure, and also meets specific requirements described the RFP.
4. Offerors must submit proposals for a P25 Phase II digital statewide radio system providing greater than 95% mobile coverage of both land and roadway area, 95% of the time, in each county and throughout the Commonwealth.

# Project Background

5. The Commonwealth requires an initial Pilot Program of the proposed system with Stage 1 occurring in Warren County and Stage 2 of the Pilot Program occurring in Warren, Erie, Crawford, and Venango counties.
6. The selected Offeror must demonstrate:
  - a) A fully operational system meeting the RFP requirements in the Stage 1, Pilot Program and receive Commonwealth acceptance before commencing with Stage 2; and
  - b) A fully operational system meeting the RFP requirements for Stage 2, Pilot Program and receive Commonwealth acceptance before commencing with any services for the remaining statewide system.

# Project Background

7. The new LMR application system shall utilize the existing microwave and tower network to the fullest extent possible for transport and connectivity.
8. The selected Offeror shall be responsible for:
  - a) Proposing a licensable design per FCC rules; and
  - b) Obtaining the required spectrum to build-out the system, including coordination fees. The Commonwealth will provide letter(s) of concurrences to support the frequency plan to resolve any conflicts, issues or questions, but the ownership of this effort, including certified mailing, return receipt requested and tracking, shall be the sole responsibility of the selected Offeror.

# Project Background

9. Minimum qualifications include all of the following:
  - A. Implemented a fully accepted Public Safety radio system statewide. The term “statewide” refers to a system that provides primary radio communications capabilities throughout the entire area of a state similar in size to the Commonwealth for multiple agencies with the State Police or State Highway Patrol as a primary user of the system.
  - B. Implemented a fully accepted Public Safety P25 Phase II radio system.
  - C. Implemented a fully accepted Public Safety VHF radio system



# Proposal Structure – Critical Points

- To minimize delays in proposal evaluation and to avoid rejection of your proposal, read the RFP carefully and submit a complete proposal.
- Follow as completely as possible the proposal format given in Part II of the RFP; this will aid the evaluation process.
- The evaluation will be based on what is submitted.
- Provide as much detail as possible in response to all requirements in the RFP.

# Proposal Structure

- Proposal is divided into the following three parts that must be submitted in separate individual sealed envelopes: (III-4. Evaluation Criteria)
  - Technical Submittal = **50%** of total points
  - Cost Submittal = **30%** of total points
  - Small Diverse Business (SDB) Submittal = **20%** of total points
- Bonus Points:
  - Domestic Workforce Utilization = maximum available **3%** [Appendix B]

# Proposal Structure

- Each Offeror must provide the following: [Section I-12. Proposals. pg. 3]
  - Nine (9) paper copies of the Technical Submittal
    - Mark one (1) as the original version
  - Two (2) paper copies of the Cost Submittal
  - Two (2) paper copies of the Small Diverse Business (SDB) Submittal
  - Two (2) complete and exact copies of the entire proposal (Technical, Cost and SDB Submittals, along with all requested documents) on CD-ROM or Flash drive in Microsoft Office or compatible format.
  - Provide One (1) electronic copy of a redacted version of the entire proposal, in a separate folder on the CD or Flash Drive submittal.

(Reference Part I, **Section I- 18 Proposal Contents C. Public Disclosure. Appendix G** to this proposal).

# Proposal Requirements

- **Mandatory Responsiveness Requirements**  
(Part III Criteria for Selection, Section III-1)

**To be eligible for selection, a proposal must be:**

- Timely received from an Offeror
- Properly Signed by the Offeror

# Proposal Requirements Continued

- Additional Proposal Requirements
  - Signed by an official representative to bind the company to a contract. Appendix D, Proposal Cover Sheet must be submitted in order for the proposal to be considered responsive.
  - The proposal must consist of three (3) separately sealed submittals:
    - Technical Submittal
    - Cost Submittal
    - Small Diverse Business Submittal
    - Submit proposals as outlined and referenced in Part II Proposal Requirements.
    - The total score for the technical submittal must be greater than or equal to 70% of the available technical points to advance.
    - **Do not** include any cost information in your technical submittal. If your proposal includes cost information, it shall be deemed non-responsive.

# Proposal Requirements Continued

- **Do not** include any assumptions in your cost submittal. [Appendix C, Cost Matrix]
- Submit proposal, including the cost proposal, on the basis of the terms and conditions set out in Appendix A.
- If the proposal is contingent on negotiations of terms and conditions, your proposal may be deemed non-responsive.

# Proposal Requirements Continued

- **ADDRESS PACKAGES PROPERLY**

- Reference Calendar of Events, pg. 4.
  - **Note:** All proposals must be received by the Commonwealth Mail Processing Center. If the proposals are delivered directly to 506 Finance Building, your proposal may be deemed **non-responsive**.
- Include RFP Number – 6100033543
- Number Multiple Packages (i.e. 1 of 3, 2 of 3, etc.)
- Must be Sealed
- Allow time for delivery

# Calendar of Events for RFP

Deadline to submit Questions via email to <a href="mailto:RA-OITPurchases@pa.gov">RA-OITPurchases@pa.gov</a> .	Potential Offerors	May 7, 2015 by 1PM EST
Optional Pre-Proposal Conference will be held at the following location: Office for Information Technology Bureau of IT Procurement Finance Building, 5 <sup>th</sup> Floor, Room 503 613 North Street Harrisburg, PA 17120-0400	Issuing Office/Potential Offerors	May 8, 2015 at 10AM-Noon EST
Answers to Potential Offeror questions posted to the DGS website ( <a href="http://www.dgsweb.state.pa.us/RTA/Search.aspx">http://www.dgsweb.state.pa.us/RTA/Search.aspx</a> ) no later than this date.	Issuing Office	May 15, 2015
<b>Deadline for receipt of Non-disclosure Agreement for access to appendices restricted from public disclosure.</b>	Potential Offerors	<b>May 15, 2015</b>
Please monitor website for all communications regarding the RFP.	Potential Offerors	Ongoing
<b>Sealed proposal must be received by the Issuing Office at:</b> Janis Brown, Bureau of IT Procurement c/o Commonwealth Mail Processing Center 2 Technology Park (rear) Attn: IT Procurement, 506 Finance Harrisburg, PA 17110  Proposals must be time and date stamped by the facility receiving the proposal. Proposals may only be hand-delivered between 6:15 a.m. and 2:15 p.m., Monday through Friday, excluding Commonwealth holidays.	Offerors	<b>June 1, 2015 by 1PM EST</b>



# Proposal Delivery Address

Sealed proposal must be received on or before **Monday**, June 1, 2015, by 1:00 PM Eastern Time to the Issuing Office at the following address:

**Janis Brown, Bureau of IT Procurement  
c/o Commonwealth Mail Processing Center  
2 Technology Park (rear)  
Attn: IT Procurement 506 Finance  
Harrisburg, PA 17110**

**Note:** Hand-delivered proposals must be delivered to **Commonwealth Mail Processing Center, 2 Technology Park (rear)**, and must be time and date stamped by the facility receiving the proposals. Proposals may only be hand-delivered between 6:15 a.m. and 2:15 p.m., Monday through Friday, excluding Commonwealth holidays. The Issuing Office will not accept proposals that are hand delivered to 506 Finance Building.

# Non-Disclosure Agreement

- As described in **Section IV-3.A Non-Disclosure Agreement**, Offerors are required to submit a completed and signed [**Appendix F, Non-Disclosure Agreement**] by the deadline established in the Calendar of Events, before access to appendices marked “restricted from public disclosure” will be granted. The Office of Administration will accept the signed Non-Disclosure Agreement electronically via email (RA-OITPurchases@pa.gov) in PDF-Format, or in person at the Pre-proposal Conference.
  - If a Signed **Appendix F Non-Disclosure Agreement** is provided to the Issuing Officer at the Pre-Proposal Conference today, access to appendices restricted from public disclosure will be provided.
- This Agreement is binding upon the Company, and upon the directors, officers, employees and agent of the Company. This Agreement is effective as of the date of execution by the Company and will continue indefinitely, unless terminated with a thirty (30) days written notice by either party. However, Company's obligations of confidentiality and restrictions on use of the Information disclosed by the Commonwealth shall survive termination of this Agreement.

# Questions & Answers (Q&A)

- **Questions**

- All additional questions must be written on the Q&A sheets provided.
- All Q&A will be posted to the DGS PA e-Marketplace website:  
<http://www.emarketplace.state.pa.us>
- **Any answers provided today, are considered unofficial and not binding. The Q&A final document will become official when posted to the DGS PA e-Marketplace website.**

*Thank you for attending today's  
pre-proposal conference.*