

REQUEST FOR PROPOSAL

SECTION A – GENERAL INFORMATION

1. LOCATION

- A. The Division of Lotteries of the Rhode Island Department of Revenue (hereinafter “RIL”) is located at 1425 Pontiac Avenue, Cranston, Rhode Island 02920.

2. BACKGROUND

- A. The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified Vendors to replace the RIL’s current door access control system. The current door access control system is utilizing a combination of magnetic door locks and electric strikes to secure doors within the building. The RIL currently uses Sielox card badges, Checkpoint controller cards, and is running Pinnacle ver 9.3.0.9 software. The RIL has one (1) building location with twenty (20) doors on the current door access system that need to be secured on the new access control system as shown in red on the attached building plan. One additional door located in the Lottery warehouse needs a new door frame and new double doors installed and set up/secured on the new access control system (D10). Door D7 identified on the attached building plan is an existing door that is not controlled by the current access control system but needs to be wired and set up on the new access control system.

3. VENDOR QUALIFICATION

- A. It is the policy of the RIL to make every effort possible to assure the participation of small, minority, and female-owned businesses in accordance with Rhode Island General Laws.
- B. Prior to final award, if successful Vendor is out of state, the Vendor will be required to file an “Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation” with the Rhode Island Secretary of State’s Office; website address www.sos.ri.gov.

SECTION B – VENDOR REQUIREMENTS

1. VENDOR CAPABILITIES

- A. Responding Vendors must be capable of:

1. Examining existing door magnets and door strikes to ensure they can operate on the newly proposed access control system.
2. Removing and replacing any existing hardware that is not compatible on the new proposed system. This cost must be included in Vendor's proposal.
3. Providing and installing any required new door readers, magnetic locks, controller cards, and request to exit buttons.
4. Installing the necessary wiring from the controller panels to the access control server.
5. Providing necessary wiring from each door reader and door magnet/electric strike back to the control panel.
6. Removing existing double swinging door installation within the RIL warehouse and replacing it with new double doors (Page 3 D10 – Lottery Warehouse of RIL Building Plan) that can be secured via magnetic locks on the newly proposed system.
7. Install a new reader, wiring, and secure the Lottery ICS room door (Page 2 D7 – Lottery ICS Room of RIL Building Plan).
8. Pricing and providing necessary key fobs and wallet style key badges if the current fobs and badges the RIL utilizes will not work with the proposed new door access system. The RIL requires two hundred (200) key fobs and fifty (50) wallet badges.
9. Pricing and providing/installing new system software and any supporting software, such as any database software (ex. SQL server), that may be needed to operate the system. **The RIL will provide the new server hardware and OS software. The Vendor will be responsible for installing and configuring the new access control software on the server, along with any other software needed to support the proposed system.**
10. Providing training to RIL staff on the new system and software.
11. Creating the necessary user reports, which are detailed in this document and which will be part of the implementation of the new system.

12. Attending a scheduled walkthrough of the RIL building at the Vendor's expense. The RIL will not be responsible for any travel costs or related expenses.

SECTION C - PRODUCT REQUIREMENTS

1. PANELS

- A. Each panel should have a minimum of twelve (12) hours of battery back-up at full functionality (panel and all end hardware including readers, requests to exit, strikes and audible alarms/sounders).
- B. Panels/system should be expandable.
- C. Panels should be IP addressable.
- D. Panels should have on-board capabilities to store/retain card holder permissions, scheduled events, and historical transactions in the event of a communication failure with the server.

2. REPORTING

- A. System must have ability to generate and export reports to multiple formats (Excel, CSV, pdf, etc.):
 1. Pre-configured and ad hoc. **Vendor must describe and show within their proposal the screen depictions of how this is done in the software.**
 2. System must provide the ability to schedule reports so that they automatically generate and e-mail pre-configured reports at user-defined intervals. **Vendor must describe and show within their proposal the screen depictions of how this is done in the software.**
 3. Application must provide pre-loaded templates, notes, and instructions.
 4. Application must provide the ability to print to local and network printers.
- B. The system must provide, at a minimum, the following reports:
 1. **Door/Reader Privilege Report** – This report details by door/reader card holders who have access to each door/reader defined within the system. **Vendor must describe and show within their proposal the reporting samples of this report.**

2. **Card Holder Report** - This report details all card holders defined within the system. This report must detail, at a minimum, the card number, card holder's full name, date and time, assigned access group, active/inactive status, date built into system, and last modified by field. **Vendor must describe and show within their proposal the reporting samples of this report.**
3. **Event Archive Report** - This report details by start date/time and end date/time the card holder who enters and exits each door. This report must detail, at a minimum, the date, time, event description, card number, card holder's name, and door/reader accessed.

This report must also be configurable to permit the user to run the report by entering in the start date/time, end date/time, select the card holder, and the door/reader to display events for the desired configuration entered. **Vendor must describe and show within their proposal the reporting samples of this report.**

3. GENERAL SYSTEM OPERATIONS REQUIREMENTS

- A. Any system trouble, power outage or other operational abnormality shall be time stamped and trigger a notification to the operator.
- B. System must provide the ability for the operator to monitor all real-time system activity.
- C. System must provide ability to select a user transaction on screen to troubleshoot and resolve access issues.
- D. System must be able to support door prop alarms.
- E. System must have ability to assign different local alarm sounds by event type at the administrator level.
- F. The system must display the controller cards defined within the system, and based on the user permissions, must allow the user reconfigure the controller, door, and door readers defined on the system. **Vendor must describe and show within their proposal screen depictions of how this is done in the software.**
- G. The system must support, at a minimum, the following events:
 - Card reader permitted in
 - Card reader permitted out
 - Card reader denied access

- Due to no access to specific reader
- Due to no access due to date time restrictions
- Unknown card
- Door held open events

These events must be time and date stamped accordingly.

- H. The system shall support multiple card formats and technologies including, chip or “smart card” technology, keychain key fobs as well as wallet style cards, motion readers, and “request to exit” buttons to release doors.
- I. The system shall provide on-line context, sensitive help files to guide System Administrators and System Operators in the configuration and operation of the system.
- J. The system shall also come with complete on-line documentation on CD and/or USB device.
- K. The system must be integrated with building fire alarm which will release all doors defined within the system.
- L. The system shall provide the System Operator the option to manually control all output points or input points (door strike, etc.).
- M. The system shall have the capability for filtering out alarm types from the Alarm Monitoring window. **Vendor must describe and show, within their proposal screen, depictions of how this is done in the software.**
- N. Alarms that may be filtered are access granted alarms, access denied alarms, system alarms, etc. Vendor shall provide training to IT staff and end users.
- O. The system must provide the ability to define access schedules to control when someone can access a door based on a schedule. **Vendor must describe and show, within their proposal screen, depictions of how this is done in the software.**
- P. The system must allow the assignment of multiple access cards for a single individual defined within the system.
- Q. The system must be user group/role based where users and groups are defined within the system that contains access to specific access points (doors). **Vendor must describe and show, within their proposal screen, depictions of how this is done in the software.**

- R. The system must permit scheduling the run of all reports and e-mail the reports to specific individuals defined with the access control system. **Vendor must describe and show, within their proposal screen, depictions of how this is done in the software.**
- S. The system must provide multiple levels of security access for Administrators/Operators. **Vendor must describe and show, within their proposal screen, depictions of how this is done in the software.**
- T. System must support a web interface along with local access to the software on the server.
- U. The system shall have an automatic credential deactivation function where a card holder's credential will automatically deactivate after an extended period of inactivity based upon a predetermined time period set by the System Administrator. The credential status may also be reset by authorized System Operators.
- W. Access control system software must run on the following hardware and software:
 - Dell raid 1U or 2U new server with the following requirements:
 - Windows Server 2016 Standard
 - 32 GB Ram
 - Raid 1 disk configuration

SECTION D – AWARD PROCESS

1. BASIS FOR AWARD

- A. The RIL will base its selection on a combination of product, experience, and cost. However, the RIL reserves the right to award this contract on price alone.
- B. The RIL reserves the right to accept proposal(s) in whole or in part and to negotiate terms, conditions, and provisions in addition to those stipulated in this RFP.
- C. The laws of the State of Rhode Island, including the State's General Conditions of Purchase, shall govern any contract resulting from this RFP.

2. COST TO VENDORS

- A. All proposals are submitted at the Vendor's sole risk and expense. The RIL shall not, under any circumstances, be responsible for any costs or expenses incurred in submitting a response to this RFP.

3. REJECTION OF PROPOSALS

- A. The RIL reserves the right, without liability, to reject any and all proposals and/or cancel this procurement at any point prior to the award of a contract.

SECTION E – PROPOSAL SUBMISSIONS

1. FORMAT

- A. Vendors shall submit the original and three (3) copies of the their proposals, including screen shots of system software and all attachments, in the same order as the specific sections of the RFP, as well as the original and three (3) copies of the Vendor pricing sheets. In addition, the technical response and pricing sheets must be submitted on individual CDs or Flashdrives; i.e. one (1) containing the technical proposal and one (1) containing the pricing.

- B. The technical proposals and pricing sheets must be submitted in separate envelopes and marked:

“Sealed Bid – Technical Proposal”
“Sealed Bid – Pricing Sheet”

- C. Proposals must be addressed as follows:

Mr. Gerald S. Aubin
Director
Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920

SECTION F – SCHEDULE OF EVENTS

1. BUILDING WALKTHROUGH

- A. Vendors must confirm participation in the walkthrough no later than Tuesday, January 17, 2017.
- B. A mandatory walkthrough of the RIL building will be conducted on Tuesday, January 24, 2017, at 10:30 am.

2. WRITTEN QUESTIONS

- A. Written questions related to this RFP must be submitted no later than 4:00 p.m. on Tuesday, February 7, 2017, and sent either by e-mail or fax to:

Terri Kiernan
tkiernan@rilot.ri.gov

Fax: 401-463-5669

Phone: 401-463-6500 Extension 104

- B. Answers to written questions will be provided no later than 4:00 p.m. on Tuesday, February 14, 2017.
- C. Vendors not submitting questions, but who wish to receive a copy of questions and answers, should e-mail or fax their contact information to Terri Kiernan.

3. PROPOSAL DUE DATE

- A. All proposals must be received no later than 4:00 p.m. on Tuesday, February 21, 2017.
- B. Proposals will be opened on Wednesday, February 22, 2017, at 10:00 a.m.

4. AWARD DATE

- A. The contract award date is Tuesday, March 7, 2017.
- B. The RIL reserves the right to change the anticipated award date with appropriate notice to all respondents.

Rhode Island Lottery Door Access System Index

- D1 - Lottery Front Door
- D2 – Lottery IT Department Door
- D3- Lottery IT Computer Room Door
- D4- Vault Door
- D5-Comm. Room 2 Door
- D6 – Vault Cage Door
- D7 – ICS Room Door (Existing door that is not on the current system but needs to be secured on new system)
- D8 - Lottery Hallway Door
- D9 – Lottery Warehouse Interior Door
- D10 – Lottery Warehouse Door (New door needs to be installed to secure this location)
- D11 – Warehouse Cage Door
- D12 – Warehouse Exterior Door
- D13 – IGT Video Test Lab Entrance Door
- D14 – IGT IT Office Door
- D15 – IGT Online Test Lab Door
- D16 - IGT Video Test Lab Door to IGT Office
- D17 - Lottery Hallway Exterior Building Door
- D18 – Hallway to IGT Door
- D19 – Lottery Phone Room Door
- D20 – IGT Entrance Door
- D21 – IGT Computer Room Door







