



### ***Solicitation Information***

5 Jan 2012

RFP# 7449375

**TITLE: Detection Monitoring Technology Equipment for the Statewide Transportation System – Rhode Island Department of Education**

Submission Deadline: **8 February 2012 @ 11:00 AM** (Eastern Time)

**PRE-PROPOSAL CONFERENCE: No**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) and must be received by the Division of Purchases no later than **18 January 12 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**  
**BOND REQUIRED: No**

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Assistant Director for Special Projects

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

**NOTE TO VENDORS:**

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

***Request for Proposals***

## **Detection Monitoring Technology Equipment for the Statewide Student Transportation System**

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Proposals from qualified vendors to install, maintain and operate live digital video school bus violation detection monitoring systems associated with buses operating in the Statewide Student Transportation System, in accordance with the terms of this solicitation and the State's general Conditions of purchase, which is available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [dorinda.keene@doa.ri.gov](mailto:dorinda.keene@doa.ri.gov) Visit the website <http://www.mbe.ri.gov>

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.

#### Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email [raymond1@gw.doa.state.ri.us](mailto:raymond1@gw.doa.state.ri.us)

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

***Request for Proposals***  
**Detection Monitoring Technology Equipment for the Statewide Student  
Transportation System**

**BACKGROUND/OVERVIEW**

RIDE, Rhode Island Public Transit Authority (RIPTA) and the Office of Statewide Planning were mandated by the General Assembly in the 2006 session to create a plan for the implementation of a statewide student busing system, initially for students with disabilities and other out-of-district students and eventually for all students. District participation was legislatively mandated (with an exception for primarily self owned and operated systems) during the 2009 General Assembly session. Out-of-district busing for students with disabilities began for seven districts in July of 2009. The out-of-district system is currently in the third year of a three year implementation plan and transports over 3,500 private, special education, charter and career & technical students from thirty-one districts using 207 buses.

Rhode Island General Law 31-51-2 entitled "School Bus Safety Enforcement" permits all school departments in Rhode Island to install and operate live digital video school bus violation detection monitoring systems. Such systems, at a minimum, shall be systems which monitor and detect school bus traffic violations. A live digital video school bus violation detection monitoring system means a system with one or more camera sensors and computers which produce live digital and recorded video of motor vehicles being operated in violation of school bus traffic laws. All systems installed for this purpose must, at a minimum, produce a live visual image viewable remotely, provide a recorded image of the license plate, be able to record time, date, and location of the vehicle, and allow for a signed affidavit by a person who witnessed the violation via live video.

This request for proposals seeks bids for the installation, maintenance and operation of live digital video technology that will assist in identifying traffic violations that occur in the vicinity of Statewide buses that are operated by a third party for the benefit of the Statewide Transportation System. This bid requires that detection monitoring technology equipment be installed on approximately 15% of Statewide buses agreed upon by the parties, with installation to begin no later than March 19, 2012. Installation dates and the percentage of buses may be adjusted by RIDE once the project is underway. Specific buses selected for camera installation shall be those in high traffic areas or areas in which repeated violations have been reported or observed in an effort to improve safety. Recommendations for buses on which cameras are to be installed may be made by RIDE, the selected vendor, or the transportation provider. The final determination will be made by RIDE. Said equipment shall include an outside or external housing unit containing one or more cameras designed to record and monitor traffic for live monitoring, signage as required under RIGL 31-51-2, and the ability to transmit such recordings directly to archive storage.

All bids must fully comply with the requirements of RIGL 31-51

## **SCOPE OF WORK**

RIDE is soliciting proposals for the services of a qualified contractor, hereafter referred to as "Contractor," with experience in the installation, maintenance and operation of live digital video school bus violation detection monitoring systems for buses operating in the Statewide Student Transportation System. Upon the award of a contract to provide the above services, the Contractor accepts full responsibility for meeting these criteria according to the highest industry standard. Under the proposed Contract, the Contractor shall be fully responsible for all aspects of providing the services subject to the terms and conditions stated herein.

### **Tasks and Operational Requirements**

- Recommend, with input from the third party transportation provider and/or transportation management company, for approval by RIDE, buses within the Statewide Transportation System fleet for installation of exterior live digital video school bus violation detection monitoring systems.
- Operate and maintain a live digital video school bus violation detection monitoring system on selected buses.
- Provide and Post warning signs on all vehicles installed with a live digital video school bus violation detection monitoring system indicating the use of such systems.
- Destroy all recorded images and live video that do not identify a violation within twenty-four (24) hours of the date the live video was recorded.
- Destroy all recorded images and live video that identify a violation within one year after the citation is resolved by administrative payment, trial or other final disposition of the citation.
- Train selected RIDE and/or third party transportation provider employees on the use, maintenance and operation of the digital monitoring technology system as requested by RIDE.
- Maintain property insurance on the digital monitoring technology system for theft, vandalism, and damage from accidents and other loss.
- Compensation for any and all net revenue received as a result of traffic violations shall be in accordance with RIGL 31-51-5.1. Reimbursement for any services provided by the State Police associated with the ticketing and/or defense of any violations with respect to this procurement will be paid for by the successful bidder.

- Create appropriate payment distribution plans with the Traffic Tribunal whereby distribution of fees collected shall be distributed within 30 days following the end of each month during the term of the agreement.
- Provide monthly reports within 15 days following the end of each month during the term of the agreement. Monthly reports will include, without limitation, a statement of the location and number of violations as well as collections and distributions.
- Create an annual report, pursuant to RIGL 31-51-9, which includes: the number of citations issued, the number of those violations paid, the number of violations found after trial or hearing, the number of violations dismissed after trial or hearing, and the amount of Revenue obtained from the live digital video school bus violation detection monitoring system.

### Project Schedule

The Contractor, in consultation with RIDE, the Third Party Transportation Provider and Transportation Management Company, will develop and maintain a detailed project schedule.

### **ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS**

Bidders must submit a letter of transmittal signed by an owner, officer, or other authorized agent.

Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of existing workload as it impacts the performance of the project.

Bidders must submit a detailed work plan outlining their approach to this project with specific timelines and deliverables.

Bidders must disclose any work to be sub-contracted including the specific work to be performed and staffing, organizational structure, and business background of the sub-contractor.

Bidder must agree to indemnify, defend and hold harmless the RIDE, its employees, assigns, successors, agents, third party transportation providers and legal entities (collectively the Statewide Transportation System) from any liability or damages which might occur as a result of the installation or operation of the of the System equipment on school buses owned by a third party provider, including but not limited to third party claims, as a result of injuries or damages to property as a result of the System, improper dissemination of data or images, or security of same. Specifically included (but not limited

to) the Bidder's obligation to defend and hold harmless the Statewide Transportation System is the following:

- (a) Physical damage to any portion of a Statewide Transportation System bus resulting from installation, maintenance or removal of the Equipment, which affects the warranty held on said vehicle.
- (b) Statewide Transportation System's down time for not being able to operate the school buses as a result of malfunction of the System equipment. The Bidder specifically agrees not to assess against Statewide Transportation System any liquidated damages for any delays caused by the installation or servicing of the System equipment.
- (c) The Bidder shall be responsible for the replacement of any damaged, stolen, or vandalized equipment that is on a Statewide Transportation System school buses, as part of the Bidder's expense as long as the damage that occurred was not as a result of the gross negligence of the Statewide Transportation System.
- (d) Any allegations of trademark or copyright violations relating to the System equipment.

#### **TERMS OF THE CONTRACT**

The contract will begin upon issuance of a state purchase order on or about **March 1, 2012** and end **June 30, 2014**. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of up to **three additional years** if available and if the level of work is expanded by mutual written consent. If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate the contract. Please note: the State's current transportation contract expires 6/30/14. The vendor selected under this contract will be responsible for transferring the camera and equipment should the incumbent transportation provider not be selected during the next RFP process.

#### **COST /TERMS OF PAYMENT**

No costs shall be assessed to or required from the State under this contract. Selected vendor compensation will be derived from revenue received as a result of traffic violations shall be in accordance with RIGL 31-51-5.1.

#### **PROPOSAL QUESTIONS & SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than the date & time listed on the cover sheet of this

solicitation. **Questions should be sent in Microsoft Word format.** Please reference the LOI # on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-574-8100

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
3. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD / flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or flashdrive should be included in the proposal marked "original".

Deliver to: Department of Administration  
Office of Purchases  
One Capitol Hill  
Providence, Rhode Island 02908

The bidder assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.

#### **TECHNICAL PROPOSAL/REQUIRED ELEMENTS**

- 1. Contractor understanding of the Issues and Experience with similar projects (25 points)**

Describe your experience installing, operating and maintaining live digital video school bus violation detection monitoring systems.

**2. Work Plan**

**(25 points)**

Outline the process of installing, operating and maintaining live digital video school bus violation detection monitoring systems, the collection and payment of fines and the production monthly and annual reports.

**3. Capacity of the Agency Effectively to Administer the Project**

**(25 points)**

- a) Describe what you see as the major problems, risks or liabilities that may be encountered during this project and how you would address these areas of concern.
- b) Describe your firm's method and approach for establishing manpower requirements throughout the duration of the contract.
- c) Provide documentation that will verify the financial stability of your organization.

**4. Quality of Key Personnel (including Curriculum vitae)**

**(25 points)**

- a) List the individual who will be the Project Manager for this contract and describe his/her relevant qualifications and experience. This information is required in addition to any detailed résumés the Proposer submits. The contract will require that this individual be committed to the process for its duration.
- b) List the relevant experience of supporting staff and sub-consultants, including detailed résumés, with the expected hours for each.

*NOT WITHSTANDING THE ABOVE, THE STATE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL OPTIONS, BID PROPOSALS, AND TO ACT IN ITS BEST INTEREST.*

PROPOSALS FOUND TO BE TECHNICALLY OR SUBSTANTIALLY NON-RESPONSIVE AT ANY POINT IN THE EVALUATION PROCESS WILL BE REJECTED AND NOT CONSIDERED FURTHER.

THE STATE MAY, AT ITS SOLE OPTION, ELECT TO REQUIRE REPRESENTATION (S) BY OFFERORS CLEARLY IN CONSIDERATION FOR AWARD.