



Board of Education

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ISSUE DATE: **December 20, 2018**

TITLE: **Visitor Management System**

ISSUING DEPARTMENT: **Craven County Schools Administration**
Attn: Mr. Stacy C. Lee,
Chief Officer of Systems and Operations
Email: stacy.lee@cravenk12.org
3600 Trent Road
New Bern, NC 28562

Sealed proposals will be received until 2:00 p.m. Wednesday, January 16, 2019 from qualified firms for a Visitor Management System.

All inquiries for information concerning the Request for Proposals (RFP) shall be emailed to:

- **Mr. Stacy C. Lee, Chief Officer of Systems and Operations, stacy.lee@cravenk12.org,**
- **Mrs. Amanda Beavers-White, Assistant Finance Officer, amanda.beavers@cravenk12.org**

All questions regarding this RFP will be due by 12 noon Eastern time on January 9, 2019. All answers will be issued in one single addendum. Any questions after this date will not be addressed. Any firms wishing to be included on distribution of any addendums must register at the e-mail addresses listed above.

Sealed proposals shall be emailed, to the Issuing Department shown above and the subject shall bear the name of this Request for Proposal. It is the sole responsibility of the Proposer to ensure that its proposal reaches the Issuing Department by the designated date and hour indicated above.

In compliance with the Request for Qualifications and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services and install the goods described in accordance with the attached signed proposal.

Firm Name: _____

Date: _____

Address: _____

Phone: _____

Email: _____

By: _____ **(Signed)**

By: _____ **(Typed)**

BACKGROUND

Part I: Deliverables and Specifications Requirements

Purpose & Project Vision

The purpose of this Request for Proposal (RFP) is to solicit responses from technology firms that are qualified to provide a web based Visitor Management System for Craven County Schools.

Proposed software must be capable of running on a standard configured desktop personal computer with broadband access to the Internet. Capability of multiple internet browsers which include but not limited to Internet Explorer and Chrome are required and must fully integrate with PowerSchool.

Project Overview (Background)

Craven County Schools currently provides facilities and building space for administration, maintenance, school nutrition, and twenty-three school sites. One additional early college high school (Craven Early College) is currently located on the campus of Craven Community College, and a second early college (Early College EAST) is currently sharing space with Havelock Middle School. All twenty-five school sites will require the software, installation, and training which includes a live customer support during regular school hours at no additional cost.

Written proposals shall address the firm's experience and ability to perform the defined services in a timely manner. The primary focus of the project will be as follows:

1. The cost of the software, customer support, project management, training and implementation;
2. All costs related to the implementation must be a turn-key administrative system solution, updates, installation and implementation in the pricing;
3. Policies and procedures to implement the system must include an example written guidance;
4. Sign in/out visitors by scanning multiple valid identifications such as drivers' license, identification card, military identification or other legally recognized form of identification;
5. Ability to instantly and automatically check the visitor's information against the registered sex offender databases of all 50 United States at no additional cost. The system must be able to notify the attendant immediately. False positive logic must also be considered;
6. Provide both standard and customized reports,
7. Ability to communicate with schools within the district to provide alerts in emergency situations
8. Project appropriate time frame,
9. Ability to respond in a timely manner,
10. An estimate of **Probable Costs**.

Overview of Services Requested

The Craven County Board of Education is requesting the services of an experienced, qualified, school technology firm with experience in North Carolina to provide a Visitor Management System for the safety and security of students/staff within the Craven County School District. Responses with reasonable expedited time lines will be rated favorably.

Part II: Procedural Requirements

Proposal Submission Requirements

All proposals will provide the following information for review:

1. Description of the firm and the principal services provided; including a brief statement of the qualifications of the firm that pertain specifically to this project. If the proposing firm intends to include an associate firm or other non-firm personnel on the project, describe the purpose and roles of those members.
2. Resumes and relevant experience of the key principal(s) and any staff that will be associated with the project.
3. A detailed description of the project approach and work plan proposed to complete the services requested.
4. A projected project schedule and approximation of when specific tasks will be accomplished within the timeline proposed.
5. Brief descriptions of no less than three (3) projects, similar in scope and context to that requested that have been completed for other North Carolina counties. Please include for each county, the name of the School System as well as the name of the contact person that will be familiar with the work performed including a phone number or e-mail address. Any other references used for the firm will be welcomed. Electronic versions of the final reports for these projects should be available upon request.
6. Proof of licensure in the State of North Carolina is required.

Selection Process

The proposals received by the submittal deadline will be evaluated by a selection committee comprised of representatives of Craven County Schools.

The committee will review and identify the firm or firms that are most qualified and responsive to the services requested. Interviews will be conducted as the committee requires further assessment. The successful vendor will be notified once an award/contract has been approved by the Superintendent and/or the Craven County Schools Board of Education.

Evaluation Criteria

1. Experience of the firm, individuals assigned to the project
2. References and previous project descriptions
3. Proposed approach and methodology for conducting the requested study
4. Proposed schedule for completing tasks identified
5. Fee structure

Additional Instructions

1. The proposal submitted should be specific and complete. It should provide a straight forward, concise delineation of the capabilities to perform the services sought by Craven County Schools. The firm desiring to propose shall submit **one (1) electronic copy of its proposal; proposal not to exceed twenty (20) pages** to the email addresses listed on the first page of this RFP.
2. Craven County Schools is an Equal Opportunity Employer. Small businesses and minority owned business are encouraged to bid.

General Information

Updates and revisions to this RFP, if amended, shall be issued and posted to the Craven County Schools website specifically under the Finance section of the site.

No proposer shall have any claims or rights against the School System arising out of participation by a proposer in this process. No proposer shall have any claims or rights against the School System for the failure to award a contract to it, or for awarding a contract to another person, firm, or corporation, regardless of whether the other person, firm, or corporation participated in the RFP process or did not submit a proposal that complied with the process.

A notice of award shall not constitute acceptance by the School System. Craven County's only method of acceptance is the execution of a formal contract in accordance with law.

Trade Secrets and Confidentiality

1. All proposals and material submitted become the property of Craven County Schools. All proposal information shall be held in confidence during the evaluation process and before the Notice of Intent to Award is issued. Thereafter, proposals shall become disclosed as a matter of public record.
2. As a general rule, all submissions to the School System are available to any member of the public. However if materials submitted to the School System contain matters that are trade secrets, proprietary, or otherwise confidential, as provided in this section, the School System shall take reasonable steps to keep confidential those elements as specified.
3. The term "trade secret" as used in this section, defines business or technical information, including but not limited to a formula, pattern, program, device, compilation of information, method, technique or process that:
 - a. Derives independent actual or potential commercial value from being not generally known or readily ascertainable through independent development, or reverse engineering by persons who could obtain economic value from its disclosure or use;
 - b. Is the subject of reasonable efforts under circumstances to maintain its secrecy. The existence of a trade secret shall not be negated merely because the information comprising the trade secret has also been developed, used, or

- owned independently by more than one person, or licensed to other persons.
4. Designation of confidential records or trade secrets to the extent that the proposer wishes to maintain the confidentiality of such material contained in documentation provided to the School System shall be prominently designated with the words “trade secrets,” at the time of its initial disclosure to the School System. The proposer shall not designate as trade secrets any material provided to the School System without reasonable and good faith belief that the material contains proprietary information as defined above. In providing materials to the School System the proposer shall make reasonable efforts to separate those elements designated as trade secrets against other material, both to facilitate the School System’s use of the material and to minimize accidental disclosure.
 5. To the extent authorized by applicable State and Federal Law, the School System shall maintain confidentiality of all records designated “trade secrets” in accordance with this Section. Whenever the proposer ceases to have a good faith belief that a particular record contains a trade secret, it shall promptly notify the School System.
 6. Requests by the public for access to records designated as a trade secret may:
 - a. Decline the request for access;
 - b. Notify the proposer of the request and that the School System has provided to the requestor, or intends to provide, access to the record because applicable law requires that access be granted; or
 - c. Notify the proposer of the request and also decline the request for access.
 7. The proposer agrees that it shall defend, indemnify and save harmless indemnities from and against all charges that arise in any manner from, in connection with, or out of the School System’s nondisclosure of these records as identified as “trade secrets.” In providing that defense, the proposer shall at its sole expense defend indemnities with legal counsel. The legal counsel shall be limited to attorneys reasonably acceptable to Craven County Schools.

Each proposal shall include a statement indicating whether the firm or any persons working on the contract has a possible conflict of interest and, if so, the specific nature of the conflict. Craven County Schools reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the proposer. The School System’s determination regarding conflict(s) of interest shall be final.

News releases/media alerts related to this RFP and/or Award of same shall not be made without prior approval of the Superintendent.

A person authorized to bind the proposer to the provisions of this RFP must sign all proposals. Proposals must remain open and valid for at least ninety (90) days after the opening date.

Limitations, Cancellation, and Additional Work

This RFP does not commit Craven County Schools to award a contract, pay any costs incurred in preparation or travel to Craven County, NC in order to present a submittal toward this request, or to procure or contract for services. All submissions in response to this RFP become the property of Craven County Schools. The School System reserves the right to accept or reject any or all documents received or to cancel this RFP in part or in its entirety. After submissions are reviewed, the School System will select the firm(s) in the best interest of our school system. Craven County Schools reserves the right to negotiate with the selected firm(s) to perform additional services on these or other projects. Additional work or contracts, if any, will be dependent on consultant performance on originally assigned work. The additional work may include, but is not limited to: preparation of final design, bid and construction documents, permitting, testing, and construction administration.

Please note: All questions will be reviewed and answered beginning, Monday, January 7th.