REQUEST FOR PROPOSAL
RFP #21-004
Security Cameras and Access Control System
Alliance Child Crisis Center
400 W. Ransom St.
Fuquay Varina, NC 27526

Proposal Issued Date: February 5, 2021

Proposal Due Date: February 16, 2021 at 3:00 PM, ET

All questions regarding this RFP shall be submitted to:
admcontracts@alliancehealthplan.org
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1.0 BACKGROUND
Alliance Health (hereinafter referred to as “Alliance”) is the managed care organization for publicly-funded behavioral healthcare services for the citizens of Durham, Wake, Cumberland and Johnston counties in central North Carolina.

Alliance works with a network of over 2,300 private providers to serve the needs of approximately 470,000 Medicaid-eligible and uninsured individuals within a total population of 1.8 million.

2.0 PROJECT OVERVIEW AND REQUIREMENTS
Alliance is up-fitting a building at 400 W. Ransom St., Fuquay-Varina, NC to become a Child Crisis and Stabilization facility. This program will be operated by selected provider KidsPeace, Inc. (www.kidspeace.org).

Alliance is seeking competitive proposals for the building’s Security Cameras and Access Control System.

This project includes the following requirements:

- Purchase and installation of the Avigilon Camera System to integrate with selected provider, KidsPeace’s, existing server and security surveillance infrastructure.
  - Approximately 70 multi-head cameras

- Access Control System needs to be integrated with the video surveillance system.
  - Requires a system capable of controlling approximately 70 magnetic lock enabled doors with programmable FOBs
  - Capability of reprogramming FOBS as needed

- Must include in proposal/scope of work:
  - Access Control Server on site, installation and configuration
  - Surveillance Camera Server on site, installation and configuration
  - All camera hardware and configuration/integration with server
  - A minimum of five intercoms at external doors with the Access Control System
  - FOB reading hardware and installation of said hardware
  - 100 programmable cards

- Not included in scope of work:
  - Magnetic door locks
  - Wiring for cameras

- Please see floor plan for required locations
- Wire specifications for Access control are attached
### 3.0 RFP TENTATIVE TIMELINE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement for Proposals</td>
<td>February 5, 2021</td>
</tr>
<tr>
<td>Vendor Questions Due to:</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Admcontracts@alliancehealthplan.org">Admcontracts@alliancehealthplan.org</a></td>
<td>February 10, 2021</td>
</tr>
<tr>
<td>Addendum (issued and posted as necessary on the Alliance Health website)</td>
<td>February 12, 2021</td>
</tr>
<tr>
<td>Proposals Due to Alliance Health Home Office</td>
<td>February 16, 2021 by 3:00 pm ET</td>
</tr>
<tr>
<td>Evaluation of Proposals</td>
<td>February 17, 2021</td>
</tr>
<tr>
<td>Tentative Award Announcement</td>
<td>February 18, 2021</td>
</tr>
<tr>
<td>Anticipated Contract Start Date</td>
<td>March 1, 2021</td>
</tr>
</tbody>
</table>

Pursuant to the General Statutes of North Carolina, Section 143-129, sealed proposals are invited and will be accepted by Alliance Health Home Office until **Tuesday, February 16, 2021 by 3:00 PM, ET** at 5200 W. Paramount Pkwy, Suite 200, Morrisville, NC 27560.

From the date of this advertisement until the proposal due date, the Advertisement for Bids and Addendums issued will be posted on the Alliance website: [https://www.alliancehealthplan.org/](https://www.alliancehealthplan.org/) as needed under **About Alliance/Work with Alliance/RFP’s, RFI’s, RFQs, Q&A’s**.

**Note:** Alliance Health is not responsible for direct distribution of addenda to all vendors who wish to submit a proposal. It is highly recommended that vendors review posting locations for any additional information prior to the bid closing date and time.

### 4.0 PROPOSAL EVALUATION PROCESS AND AWARD

- Proposal due date and delivery address: See RFP Tentative Timeline in Section 3.0 above.
- All copies of the proposal and any other documents required to be submitted with the proposal shall be enclosed in a sealed opaque envelope.
- Submit one (1) original hard copy.
- The sealed opaque envelope shall be identified with the project name (RFP# 21-004 CHILD CRISIS SECURITY CAMERAS AND ACCESS CONTROL), due date and time, and the bidder’s name, company, address, phone number and email address.

**Note:** It is the responsibility of the Bidder to ensure that the bid arrives at or before the time and date indicated in the RFP Tentative Timeline in Section 3.0 above. Alliance is not responsible for mail or delivery system failures. Bids received after the due date and time will **not** be opened (NO EXCEPTIONS).

Proposals will be examined by Alliance and KidsPeace staff after the proposal due date. Alliance reserves the right to award to a single vendor that submits the best value overall proposal as determined by Alliance on the basis of the proposal evaluation criteria included in **Section 5.0**.
An award may be made at the earliest possible date thereafter. All responding bidders will be notified of the award decision. Bids become public record once contract is awarded.

The contract awarded shall be governed by and in accordance with the laws of the State of North Carolina.

**5.0 PROPOSAL EVALUATION CRITERIA AND REQUIREMENTS**

Alliance and KidsPeace will evaluate proposals based on the following (not listed in order of importance):

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Proposal Contents Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ability to Manage Work with Equipment in Multiple Locations</td>
<td>SECTION 6.0 - TAB 2</td>
</tr>
<tr>
<td>2. Implementation Process</td>
<td>SECTION 6.0 - TAB 4</td>
</tr>
<tr>
<td>3. Equipment Requirements Met/Proposed</td>
<td>SECTION 2.0 – TAB 5</td>
</tr>
<tr>
<td>4. Pricing</td>
<td>SECTION 6.0 - TAB 5</td>
</tr>
</tbody>
</table>

Vendors interested in being considered for providing the specified goods and services shall submit the sealed proposal response to the Alliance Health Home Office by the required due date, including the following:

- Responses shall be labeled as: RFP# 21-004 CHILD CRISIS SECURITY CAMERAS AND ACCESS CONTROL.
- The vendor shall submit a response that includes all of the items listed in Section 6.0.
- If the vendor is providing attachments, it is important to specify the associated Tab number directly on the attachment.

**6.0 PROPOSAL CONTENTS**

**TAB 1: Introductory Letter**

Provide an informative, Introductory Letter highlighting your agency’s capabilities and experience with integrated Access Control Systems.

**TAB 2: Ability to Manage work with equipment in multiple locations.**

KidsPeace’s home office is located in Schnecksville, PA. This is the location of the current security and surveillance systems. Cameras, Access Control System and server must be located in Fuquay-Varina, NC and integrated into the existing security and surveillance in Schnecksville, PA.

**TAB 3: Qualifications, Experience of Key Personnel and References**

Identify key personnel and Project Manager to be assigned to the project. Describe the experience level of the Project Manager and all subcontractors. Alliance reserves the right to approve all personnel working on Alliance projects.

**References**

Include three (3) references from different companies similar to the services requested in this proposal over the last three (3) years.
The references shall include company name, project contact name, email address, telephone number and contract start and end date. If the contract is ongoing include the start date and add ongoing (e.g. MM/DD/YYYY-ongoing) as formatted below.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Project Contact Name</th>
<th>Email Address</th>
<th>Telephone Number</th>
<th>Dates Contracted by Company (MM/DD/YY contract end date if applicable)</th>
</tr>
</thead>
</table>

**TAB 4: Implementation Process**

Please respond to the following questions.

1. Describe your implementation process.
2. What is the typical timeline for an implementation?
3. How will you coordinate with the Construction Manager to schedule the work without delaying existing build out/construction activities?
4. How much lead time will you need to order materials and complete the requirements?

**TAB 5: Cost/Equipment Pricing/Proposal**

1. Vendor shall provide vendor’s cost model for labor. Please indicate how many hours are anticipated and the rate charged per hour.
2. Include line item details and pricing on all equipment.
3. Describe the invoicing procedures, fees, payment terms and any payment discounts, particularly for governmental entities.

**7.0 PROPOSAL SUBMITTAL, ACKNOWLEDGMENT AND CONFLICTS OF INTEREST**

By submitting a proposal, Vendors acknowledge that Alliance reserves the right to reconsider any proposals at any phase of this procurement process. Alliance also reserves the right to meet with select Vendors at any time to gather additional information.

Alliance will not be held responsible for the failure of any delivery service to deliver a proposal response from the vendor. It is solely the vendor’s responsibility to: (1) ascertain that they have all of the required and necessary information, documents and addenda, prior to submitting a response; and (2) ensure that the response is received at the correct address on or prior to the date and time listed in Section 3.0.

Late responses, regardless of delivery means, will not be accepted. Submittals received by email, telephone, or facsimile will not be accepted. Alliance Health reserves the right to reject any and all submittals or any portions thereof.

Alliance reserves the right to cancel, issue addenda, or modify this RFP to correct any errors and/or to clarify requirements. Alliance will post all communication regarding this RFP on its website https://www.alliancehealthplan.org/about-alliance/rfps-rfis-qas/. Any changes, amendments, or clarifications will be made in the form of written responses to vendor questions, amendments or
addenda issued by Alliance on its website. Vendors shall check the website frequently for notice of matters affecting the RFP.

In the event a Conflict of Interest arises, the awarded vendor shall immediately disclose the conflict to Alliance. Alliance may, at its discretion, terminate the agreement if it finds that a Conflict of Interest exists and poses a material conflict to and with the performance of the vendor’s obligations.

The vendor shall not re-assign or subcontract duties, rights, or interests unless Alliance provides written consent.

8.0 CONFIDENTIALITY/PUBLIC RECORDS

Alliance Health is a political subdivision of the State of North Carolina, pursuant to NC General Statute Chapter 122C; therefore, Alliance is subject to the NC Public Records Act, NC General Statute Chapter 132.

Responses to the RFP are subject to applicable Public Records Act provisions. If a vendor would like to maintain the confidentiality of its RFP submission to Alliance, it shall comply with NC General Statute 132-1.2(1): Confidential information, which reads in pertinent part:

(1) Meets all of the following conditions:
   a. Constitutes a "trade secret" as defined in G.S. 66-152(3).
   b. Is the property of a private "person" as defined in G.S. 66-152(2).
   c. Is disclosed or furnished to the public agency in connection with the owner's performance of a public contract or in connection with a bid, application, proposal, industrial development project, or in compliance with laws, regulations, rules, or ordinances of the United States, the State, or political subdivisions of the State.
   d. Is designated or indicated as "confidential" or as a "trade secret" at the time of its initial disclosure to the public agency.

9.0 INSURANCE

Upon contract award, vendor/contractor shall maintain, at its expense, the following minimum insurance coverage from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina: **$1,000,000 per occurrence and $2,000,000 aggregate – General Liability.** Upon execution of contract, vendor/contractor shall furnish to Alliance a Certificate of Insurance reflecting the minimum limits stated above. The vendor/contractor shall provide for thirty (30) days’ advance written notice in the event of a decrease, termination or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the vendor/contractor. All such insurance shall meet all laws, rules, regulations and requirements of the State of North Carolina. The limits of coverage under each insurance policy maintained by the vendor/contractor shall not be interpreted as limiting the vendor’s/contractor’s liability and obligations under the awarded contract.
10.0 ATTACHMENTS

Attachment A: Access Control System Plans
Attachment B: CCTV Plans
Attachment C: Wire Specification
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