



**TOWN OF STRATFORD**  
**REQUEST FOR PROPOSAL**  
**RFP #2011-001**

**FIRE DEPARTMENT RECORDS MANAGEMENT SYSTEM**

**I. GENERAL INFORMATION**

- 1.1 **Purpose:** The Town of Stratford, Connecticut (hereafter referred to as the “TOWN”) is requesting proposals to provide a comprehensive Fire Records Management System that meets the requirements of this document. The requested system must be capable of providing a uniquely designed Records Management System for exclusive use by the Stratford Fire Department. The system must provide fire suppression document management, fire service payroll and scheduling functions as well as various other emergency support services for the Town as deemed necessary.
- 1.2 **Basic Overall System Specifications:**
- A. Windows based records management system with specific focus on usage in fire suppression and administration settings
  - B. Standard Microsoft SQL Client/Server Database Structure.
  - C. Software should be upgradeable to a web-based version.
  - D. Capable of integrating or interfacing with the Town finance system – Munis.
  - E. Management directed accessibility and user privilege identification and programming to secure sensitive data and software program
  - F. Customizable user interface for fire service use.
  - G. Provide a security audit trail.
  - H. Capable of creating and publishing standard reports including NFPA Fire Experience Survey, Connecticut Inspection Report, No Violations Found and Violations Found Report.
  - I. Capable of creating custom reports for fire administration, payroll and fiscal reviews.
  - J. Capable of having at least six (6) concurrent users.
  - K. Provide Fire Incident Reporting Functions.
    - a. NFIRS, 5.0 or most current, NFIC Certified for Fire Incident Report
    - b. NFIRS reporting accepted by the State of Connecticut
    - c. Capability to build specific call templates for ease of data entry.
    - d. Unit time calculations – Alarm, Roll Out, cancel, At Scene, Completion, Back in Service, At Home.
  - L. Provide Medical Incident Reporting Functions.
  - M. Provide Depart Journal and Log Functions.

- N. Provide Staff Scheduling Functions
  - a. including the ability to build multiple schedule definitions
  - b. Ability to control approval of schedule changes by security
  - c. Capable of Assigning Additional Personnel to Shifts
  - d. Field requirements can be locally set and controlled
- O. Provide Staff Training, Activities and Tracking Functions.
- P. Provide Hydrant Tracking Functions.
- Q. Provide Apparatus and Equipment Inventory Functions.
- R. Provide Occupancy/Preplans and Permits Function (not required)

### **SUBMISSION AND DEADLINE**

Proposals will be received until **3:00 pm February 4, 2011**. Any proposal received after this time and date will not be accepted.

Proposals are to be submitted (**FOUR COPIES**) in a sealed envelope and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:

Purchasing Department  
Stratford Town Hall – Rm 202  
2725 Main Street  
Stratford, CT 06615

For more information contact Chief James Cavanaugh at 203-385-4070.

### **QUESTIONS AND ADDENDA**

Questions about this RFP may be directed to Michael Bonnar, Purchasing via email at [purchasing@townofstratford.com](mailto:purchasing@townofstratford.com) no later than 7 days prior to the date proposals are due. All information given by the Town except by written addenda shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action by any Proposer or prospective Proposer against the Town.

### **FORMAT OF PROPOSAL**

- A. All responses to this RFP must conform to the specific instructions in this RFP. Failure to conform may be considered appropriate cause for rejection of responses.
- B. The respondent's proposal should include a cover letter identifying the individual(s) having authority to negotiate and contractually bind the respondent. The cover letter shall also include the name of the person to be contacted both during the period of evaluation of proposals and for prompt contract administration upon award of the contract. This information is to include name, title, address, email address, fax and telephone numbers.
- C. At a minimum, the proposal shall include the following information:
  - 1. Specifications of the proposed system and any equipment required.
  - 2. At least three (3) references in the state of Connecticut.
  - 4. A price proposal which breaks down the various cost elements for each option in the proposal.
  - 5. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions, and attached to the proposal.

6. All requirements, terms or conditions the respondent may have and is expecting to be included in the contract.

### **EVALUATION CRITERIA**

Proposals will be evaluated based upon the following criteria:

- A. The quality of the proposal and the degree to which the proposal meets the needs of the Town, including consideration of the compatibility with existing systems and migration path for future upgrades.
- B. The functionality and ease of use of the system.
- C. References.
- D. The total competitiveness and reasonableness of the total cost or price for each option, including consideration of the anticipated operational costs.
- E. The number, scope, and significance of conditions or exceptions attached or contained in the proposal and the terms of warranties, guarantees, and other provisions. The extent of the Town's responsibilities and vendor's responsibilities. Whether the vendor can supply the product promptly, without delay or additional conditions.
- F. The Town may request a demonstration of the system when making the final selection.

### **SELECTION PROCESS**

It is the intent of the Town to review the proposals based on the criteria and factors listed in this RFP. Based upon this review, the Town may select a short list of contractors to interview. All contractors will be notified of their selection or non-selection to the short list. Interviews will be scheduled with the short listed firms and firms will be asked to make a presentation on their proposals and answer questions. Once the interviews are completed, the Town shall select the responsible and responsive Proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town. Cost shall be only one factor in the award decision. The Town expressly reserves the right to negotiate with the selected proposer prior to an award of any contract pursuant to this Request for Proposal.

### **GENERAL PROVISIONS**

- A. Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such persons guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any bidder who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty or damages.
- B. All deliveries of commodities or services hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the Town of Stratford are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in bid prices. Federal Excise Tax exemption certificates, if requested, will be furnished.
- C. The Town reserves the right to reject any and all proposals and to waive any informalities or technical defects in any proposal. Non-selection of any proposal will mean that another acceptable proposal was deemed to be more advantageous to the Town of Stratford or no proposal was accepted.
- D. The Town will not be liable for any costs incurred in the preparation of the response for this Request for Proposal. All proposal submissions and materials become property of the Town and will not be returned. Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act after award decision has been made.

E. These specifications in their entirety are the property of the Town of Stratford. The Proposer shall not copy or disseminate any portion of these specifications without express written authorization from the Town of Stratford, except as necessary in the preparation of a proposal. Any authorized copies of these specifications or portions thereof shall include a similar paragraph prohibiting further copying or dissemination.

G. The successful proposer will be required to submit an insurance certificate per the attached standard insurance and indemnification requirements.