



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

604 N. Main, Suite F

Wichita, KS 67203

Telephone (316) 660-7255

Fax (316) 383-7055

REQUEST FOR PROPOSAL

05-0074

BIOMETRIC SECURITY SYSTEM FOR THE DISTRICT ATTORNEY 'S OFFICE

October 25, 2005

SEDGWICK County, Kansas (hereafter referred to as "County") will accept proposals for installation and implementation of a biometric security system for the District Attorney's Office. It is anticipated that an official contract and/or purchase order will be issued after Board of County Commission approval of the recommended proposal. It should be noted, however, that the County cannot guarantee the purchase of the services described herein.

To ensure that vendors have complete information prior to submitting a proposal, **MANDATORY PRE-PROPOSAL CONFERENCE** will be held in the District Attorney's Office, Sedgwick County Courthouse, located at 525 N. Main, 2nd Floor, Wichita, KS 67203, on Monday, November 14, 2005, at 1:30 p.m. (CST).

Carefully review this Request for Proposal, it provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate return one (1) original and two (2) copies of the entire document must be completed and returned in a sealed container/envelope to the Sedgwick County Purchasing Department on or before 1:45 p.m. CST, Tuesday, November 22, 2005. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposed base pricing for services may be disclosed at a public meeting to receive and file responses of this and other solicitations, at the Sedgwick County Board of Bids and Contracts meeting. It should be noted that other information provided in your response will be considered proprietary and will not be divulged during the proposal review process. More than one (1) proposal option may be submitted for consideration. Because purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities, the successful proposer will understand that portions (potentially all) of their proposal including any final contracts will become public record after its acceptance by the Board of County Commissioners. Accept our assurance that the information provided will be used for evaluating the ability of your firm to handle this account and will not be shared with any persons not involved with the selection process.

Carol Bevelhymer, C.P.M.
Purchasing Agent

1. ABOUT THIS DOCUMENT

This document is a Request for Proposal. It differs from a Request for Bid/Quotation in that the County is **seeking a solution**, as described on the cover page and in the following Background Information section, **not a bid/quotation** meeting firm specifications for the lowest price. As such, **the lowest price proposed will not guarantee an award** recommendation. As defined in Charter Resolution No. 57, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Those criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal.

2. GENERAL BACKGROUND INFORMATION

Sedgwick County, located in south-central Kansas, is the most populous of Kansas' 105 counties with a population estimated at more than 450,000 persons. It is the sixteenth largest in area, with 1008 square miles, and reportedly has the second highest per capita wealth among Kansas's counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,700 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The District Attorney is seeking a solution to manage and control access within their department located in the Sedgwick County Courthouse Annex. Currently, access consists of Cipher locks with electronic switch plates with the exception of the newly acquired Appraiser's room-entrance door that has a key lock and one internal door.

The purpose of this upgrade and/or replacement is to provide essential security elements missing at this time.

1. The ability to allow authorized persons to enter the District Attorney's Office with the flexibility to control access by day, time and entry door.
2. To provide a detailed record, including but not limited to, entry, exit, time, location and by whom. Optional – Upon exit, ability to manually input destination location via keypad or other similar device (e.g. court, lunch, break, off-site, etc)
3. "Real time" ability to delete, lock out or limit a person from the system on an individual basis.
4. Optional - Ability to incorporate time-keeping tracking software.

It has not been determined what the system will consist of regarding type of readers, but will need all required software, including memory expansion for a maximum of 10,000 entries, installation and training. Should a dedicated computer, monitor and printer be required the response should be submitted separately with the County determining to include or exclude as part of the acquisition.

3. OBJECTIVES

As a direct result of implementing a recommended solution within the parameters outlined in this document, the County desires to:

- Maximize efficiency in controlling access in/out of the District Attorney's Office.
- Maintain audit record/trail of entry/exit activity.
- Incorporate timekeeping function.
- Facilitating a "best value" purchase for the type of product described herein.

4. INSURANCE REQUIREMENTS

The Provider shall furnish a certificate of insurance naming Sedgwick County as an “additional insured” in the minimum amounts as specified herein. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of the Provider to ensure that any and all approved subcontractors meet the minimum insurance requirements.

The contractor shall furnish the County with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the County before work commences. Renewal of expiring certificates shall be furnished to the County 30 days prior to expiration.

The following minimum coverage is generally required of vendors providing services:

Workers Compensation	Applicable State Statutory
Employers’ Liability	\$100,000.00
Contractor’s Liability Insurance	
Form of insurance shall be by a Comprehensive General Liability and comprehensive	
Automobile Liability	
Bodily Injury	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability – Owned, Non-owned and Hired	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00

5. INDEMNIFICATION

The successful firm shall hold Sedgwick County harmless from and indemnify it against all liability, including attorney’s fee, which may arise from and accrue directly from the performance of the work or any obligation of the successful firm or failure of the successful firm to perform any work or obligation provided for in the agreement.

6. CONTRACT PERIOD AND PAYMENT TERMS

The contract period with the successful firm will begin following Board of County Commission/County Manager approval of the recommended proposal, as finalized, through installation and 30-day trial period.

Payment for specified services/product to the successful proposer will be remitted following:

- Delivery of the proposed services/materials
- Successful installation and implementation of the delivered product/materials
- Receipt of invoicing

7. SELECTION CRITERIA

The selection process will be based on the responses to this Request for Proposal, and any interviews required to verify the ability of proposer to provide services/products in response to this document, along with reference checks. A committee comprised of members of the District Attorney’s Office, Department of Information and Operations, Facility Project Services, Sheriff’s Office and the Purchasing Department will judge each firm’s response as determined by meeting the following criteria. Vendors may propose methodologies which meet the “spirit” of the listed requirements, but should note that the proposed service/product which meets all, or most closely meets the

specifications will be recommended for award within the listed selection criteria. Vendors who provide solutions to Options #1 & #2 will be given priority consideration.

1. Meeting all Request for Proposal Conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
2. Providing references (which will be contacted) and/or past/current customers of the proposed product/services verifying service levels and capability of the proposer to provide a thorough solution.
1. Meeting all Request for Proposal Mandatory Requirements and/or Specifications as outlined herein.
3. Proposing the services described herein with the most advantageous and prudent methodology to the County.
2. Proposing a complete package including all design, manufacturing, materials, delivery, installation, labor, services and other cost necessary to provide fully functional, ready to use-system as specified herein.

The review committee will select the proposal(s), which appear most beneficial. No negotiations, decisions, or actions will be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to this document. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed services/products which best meets its required needs, quality levels, and budget constraints. Vendors will NOT be compensated for any part of the proposal submittal process.

8. QUESTIONS AND CONTACT INFORMATION

All requests for clarifications of the RFP should be, submitted in writing, by 5:00 p.m., CST, November 16, 2005. Answers will be provided in written form as an addendum and will be posted on the County website at www.sedgwickcounty.org/purchasing by 5:00 p.m., November 17, 2005.

Carol Bevelhymer, C.P.M., Purchasing Agent
Purchasing Department
604 N. Main, Suite F
Wichita, KS 67203
Phone: (316) 660-7261; Fax (316) 383-7055
Email: cbevelhy@sedgwick.gov

9. MANDATORY REQUIREMENTS

The following requirements are provided to assist proposers in understanding the objective of the County in submitting a thorough response. Proposal(s) received must reflect in detail their inclusion and the degree provided. The County desires the most thoroughly engineered and acceptable solution available. The following mandatory requirements outline the mandatory performance/combination requirements for the proposed solution. This section lists criteria to be considered in evaluating the ability of firms interested in providing products/services specified, to be considered for award. **Specific responses to each must be acknowledged and any exceptions to the requirements must be detailed in response.**

1. The ability to allow authorized persons to enter the District Attorney's Office with the flexibility to control access by day/date, time and entry door.
2. To provide a detailed audit record/trail, including but not limited to, entry, exit, time, date, location and by whom.
3. "Real time" ability to delete, lock out or limit a person from the system on an individual basis. -
4. Provide detailed, descriptive narrative outlining methodology to retain integrity of secure area at all times, including but not limited to events such as software failure, hardware malfunctions, power outage or power surge.
5. Proposal must include an itemized listing of all equipment components, pertinent features and manufacturer's specifications of the proposed biometric system.

4. Proposal must reflect a separate pricing with specifications for a computer equal to or better than Dell 8300 with 17" monitor and laser printer. Operating system must be Microsoft Windows XP Professional. The County reserves the right to accept or reject this requirement.
7. All proposals must identify at least four (4) or more references. Include organization, contact name, title, address, telephone number, e-mail address, description of services and date system was installed.
8. Describe equipment & software warranty and if extended warranty is available to cover all parts, hardware, software, labor and travel expense.
9. Provide 24/7 technical support and on-site service within four (4) hours of service request.
10. Proposal must include a schedule for installation, completion and implementation.
11. Availability of factory-trained technician to perform installation, programming and testing of system.
12. Include a schedule for on-site training.

OPTIONAL

1. Optional – Upon exit, ability to manually input destination location via keypad or other similar device (e.g. court, lunch, break, off-site, etc).
2. Optional - Ability to incorporate software that will validate work attendance and create individualized reports for hourly and executive staff in accordance with Sedgwick County Wage and Salary Administration, Policy 4.2001(Appendix A).
3. Optional - Unit that is weatherproof, with protective cover.
4. Optional - Unit that is temperature sensitive, to both outdoor elements and cold or hot hands.

10. PROPOSED SCHEDULE OF IMPLEMENTATION

The following dates are provided for information purposes and are subject to change without notice. Contact Carol Bevelhimer, Purchasing Department at (316) 660-7261 to confirm any/all dates.

Issue Request for Proposals-----October 25, 2005
Mandatory Pre-Proposal Conference-----November 14, 2005
Proposals Due----- November 22, 2005
Review-----November 22, through December 1, 2005
Board of Bids & Contracts-----December 2, 2005
BoCC Approval-----December 7, 2005

11. PROPOSAL CONDITIONS

Vendors will understand that pricing offered in the proposal document will be provided to other local government entities with whom Sedgwick County regularly enters into cooperative agreements. In submitting a response to this Request for Proposal, vendors hereby understand the following:

1. All project participants, consultants, engineers, and contractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment. Contracts entered into on the basis of submitted proposals are revocable if contrary to law.
2. Alternate proposals (two or more proposals submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such proposals with respect to requirements outlined herein.

3. The proposals submitted, and any further information acquired through interviews, will become, and are to be considered, a part of the final, completed contract. If there is any variance or conflict, the proposal specifications, conditions, and requirements will control.
4. Sedgwick County will retain the right to reject any part of or any and/or all proposals received, or to accept any item or items in the proposal, if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County. It will further be understood that each responder's sureties and insurers are subject to the approval of the County.
5. Sedgwick County may award a purchase contract based on initial offers received without discussion of such offers. A vendor's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint. The County may, however, have discussion with those vendors that it deems in its discretion to fall within a competitive range. It may also request best and final offers from such proposers and make an award and/or conduct negotiations thereafter.
6. Sedgwick County reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the County.
7. Prices proposed may not be withdrawn for a period of 120 days following the opening of this *Request for Proposal*. Prices MUST also be free of duties, federal, state, and local taxes unless otherwise imposed by a governmental body and applicable to the material on the proposal.
8. Proposers MUST return three (3) signed, completed copies of attached Response Form to Sedgwick County, Kansas, Purchasing Department, Suite F, 604 North Main, Wichita, KS 67203-3672, on or before 1:45 p.m. on the proposal due date. The time stamp clock in the Purchasing Department will determine the time of receipt.
9. Envelopes containing Response Forms must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time.
10. Sedgwick County interprets the term "lowest responsible and best bidder/proposer" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the proposal, and (b) determine which proposal is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as labor cost, service and parts availability, and maintenance costs of items upon which proposals are received. Sedgwick County can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective responders.
11. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information, if necessary, to assist Sedgwick County in analyzing your proposal.
12. A purchase order and/or contractual agreement constitutes Sedgwick County's offer to the service provider upon the terms and conditions stated herein, and will become binding meeting the terms set forth herein when it is accepted by acknowledgment or performance.
13. If the successful vendor/supplier refuses or fails to make deliveries of the materials within the times specified in the *Request for Proposal*, purchase order or contractual agreement, Sedgwick County may, by written notice, terminate the contract OR purchase order. The successful respondent will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
14. The vendor responding to this proposal proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Proposal, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
15. Unless specified otherwise, all items/services proposed are to be as a minimum but not necessarily limited to: new, current model year, and untitled prior to shipping and/or installation.
16. If a response to this Request for Proposal is accepted, the successful proposer agrees to execute and deliver to the County a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Proposer. The Proposer agrees that the surety/deposit given concurrently herewith will become the property of the County in the event the responder fails to execute and deliver such contract within the specified time. In the further event of such failure, the Proposer will be liable for the County's actual damages that exceed the amount of the surety.
17. Upon award, Domestic (Kansas) corporations shall 1) furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas, in the form of a Certificate signed by the Kansas Secretary of State; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents executed by the Corporation's Secretary or Assistant Secretary.
18. Time is of the essence in the Proposer's performance. The Proposer agrees that the County's damages would be difficult or impossible to predict in the event of a default in the performance hereof; and it is therefore agreed that if the Proposer defaults in the performance of the Contract Documents, the Proposer will be liable for payment of the sums stipulated in the Contract Documents as liquidated damages, and not as a penalty.

19. The Proposer hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Proposal, that he or she has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements, and conditions of the Request for Proposal and documents. The Proposer further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
20. It will be understood that any proposal and any/all referencing information submitted in response to this Request for Proposal will become the property of Sedgwick County and will not be returned. Sedgwick County will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee that information will not be made public. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation. Any confidential or proprietary information should be clearly marked.
21. Sedgwick County will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Proposal, including any onsite (or otherwise) interviews, and/or presentations, and/or supplemental information provided, submitted, or given to Sedgwick County and/or its representatives. Further, Sedgwick County will reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
22. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas.
23. Sedgwick County reserves the right to enter into agreements subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), and the Budget Law (K.S.A. 79-2935). Agreements shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of agreements the County reserves the right to unilaterally sever, modify, or terminate agreements at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such law.
24. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications/requirements, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.
25. The successful contractor may have access to private or confidential data maintained by the County to the extent necessary to carry out its responsibilities of the contract. Contractor shall be responsible for compliance with the privacy provision of the Health Insurance Portability and Accountability Act (HIPAA) and shall comply with all other HIPAA provisions and regulations applicable.
26. The successful proposer agrees all data, records and information which the proposer, including its agents and employees, obtains access to for the purposes of this proposal, remains at all times exclusively the property of Sedgwick County. Proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal, is the property of Sedgwick County.
27. Neither Agreements nor any rights or obligations hereunder shall be assigned or otherwise transferred by any party without the prior written consent of the others.
28. The Proposer agrees to comply with K.S.A. 44-1030, which reads as follows: "The Proposer hereby agrees that":
 - . He or she will observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability;
 - . In all solicitations or advertisements for employees, he or she will include the phrase 'Equal Opportunity Employer,' or a similar phrase to be approved by the Kansas Commission on Human Rights;
 - . If he or she fails to comply with the manner in which he reports to the Kansas Commission on Human Rights, he will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas;
 - . If he or she is found guilty of a violation of the Kansas Act Against Human Rights under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas; and,
 - . He or she will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor.
29. By submission of a response, the Proposer agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Proposers will identify any interests and the individuals involved on separate paper with the response will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their proposal.

30. No gifts or gratuities of any kind shall be offered to any County employee at any time.
31. The supplier will hold and save Sedgwick County, Kansas, and its officers, agents, servants/employees harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by Sedgwick County.
32. The Proposer certifies that this proposal is submitted without collusion, fraud or misrepresentation as to other Proposers, so that all proposals for the project will result from free, open and competitive proposing among all vendors.
33. Sedgwick County will accept responses transmitted via a facsimile unless stated to the contrary within this document. Proposals must be received prior to the time and dates listed to be considered responsive. Sedgwick County will not accept late responses and will return them to the sender. Further, Sedgwick County will NOT: (1) guarantee security of the document received; (2) be held responsible for proposals which are NOT legible (and may choose to reject such responses); and, (3) guarantee that the receiving facsimile machine will accept transmission or that phone lines are functioning and available for transmission. Submitting a proposal response via a facsimile does NOT relieve the proposer of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-proposal conference); (2) providing non-paper informational items which must be returned with the response (diskettes, large drawings, photographs, models, etc.); and, (3) providing original copies of proposal sureties (bonds, certificates of insurance, etc.)
34. The Proposer must provide Sedgwick County with a toll-free telephone number OR accept collect calls. FAX numbers should also be provided if available. Additional information may be obtained from Carol Bevelhimer, Sedgwick County, Kansas, Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703 (316) 660-7261.

PROPOSAL RESPONSE
05-0074
BIOMETRIC SECURITY SYSTEM

Informational Questions

Questions	YES	NO	If No, Response is Required
1. Can existing electric strikes be used?			
2. If door is not opened after scan, will system time out and re-lock?			
2a. If answered yes to (2), is the length of time adjustable?			
3. Is there time-keeping software that can be incorporated?			
4. Does system have the capabilities to designate different reasons for exiting the area (i.e. lunch, court and/or break)?			
5. Does system have ad hoc reporting capability?			
6. If we choose to provide the computer hardware, will the warranty coverage remain on purchased equipment/software?			
7. Does system "unlock" doors in response to extended power outage or power surge?			
8. Does system "lock" doors in response to extended power outage or power surge?			
9. Is there the ability to override the biometric system via remote release of electric strike?			
10. Is there the ability to override the biometric system via manual release (key/cipher/keypad) of electric strike?			
11. Can one (1)-reader open multiple doors (3)?			
11a. If yes to (questions 11), will audit report indicate which door was opened?			
12. Does the existing electrical wiring accommodate your product?			
13. Can this system be used on a network?			
14. Is additional software required to access data and/or generate reports?			
15. Can custom reports be created with the vendor software?			
16. In lieu of a scanner on both sides of the door, would it be possible to have a keypad (or other similar) device for exit tracking?			

PROPOSAL RESPONSE
05-0074
BIOMETRIC SECURITY SYSTEM

RESPONSE CHECKLIST

	DESCRIPTION	YES	NO	COMMENTS
1.	Have the ability to allow authorized persons to enter the District Attorney's Office with the flexibility to control access by day/date, time and entry door.			
2.	To provide a detailed audit record/trail, including but not limited to, entry, exit, time, date, location and by whom.			
3.	"Real time" ability to delete, lock out or limit a person from the system on an individual basis. -			
4.	Provide detailed, descriptive narrative outlining methodology to retain integrity of secure area at all times, including but limited to events such as software failure, hardware malfunctions, power outage or surge.			
5.	Proposal must include an itemized listing of all equipment components, pertinent features and manufacturers specifications of the proposed biometric reader system.			
6.	Proposal must reflect a separate pricing with specifications for a computer equal to or better than Dell 8300 with 17" monitor and laser printer. Operating system must be Microsoft Windows XP Professional. The County reserves the right to accept or reject this requirement.			
7.	All proposals must identify at least four (4) or more references. Include organization, contact name, title, address, telephone number, description of services and date readers were installed.			
8.	Describe equipment warranty and if extended warranty is available to cover all parts, hardware, software, labor and travel expense.			
9.	Provide 24/7 technical support and on-site service within four (4) hours of request.			
10.	Proposal must include a schedule for installation, completion and implementation.			
11.	Do you have the availability of factory-trained technician to perform installation, programming and testing of system?			
12.	Include a schedule for on-site training.			
13.	Optional – Upon exiting area, ability to manually input destination location via keypad or other similar device (e.g. court, lunch, break, off-site, etc).			
14.	Optional - Ability to incorporate software that will validate work attendance and create individualized reports for hourly and executive staff in accordance with Sedgwick County Wage and Salary Administration, Policy 4.2001. (Appendix A)			
15.	Optional – Unit that is weatherproof, with protective cover.			
16.	Optional – Unit that is temperature sensitive, to both outdoor elements and cold or hot hands.			

I/We propose \$_____ to provide the Biometric Security System for this project.
Complete cost will include material, freight, installation and on-site training.

Option #1:

Computer equal to or better than Dell 8300 with 17" monitor and laser printer.
Operating system must be Microsoft Windows XP Professional.

\$_____

Option #2:

Time-keeping/tracking software, including material, freight, installation, training and applicable warranty.

\$_____

Option #3:

Unit that is weatherproof, with protective cover.

\$_____

Option #4:

Unit that is temperature sensitive to both, outdoor elements and cold or hot hands.

\$_____

PROPOSAL RESPONSE
05-0074
BIOMETRIC SECURITY SYSTEM

The undersigned, on behalf of the Proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation making a proposal on the same project; (2) is in all respects fair and with collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposal is entered; (4) they have read the complete Request for Proposal and understand all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

FIRM NAME _____

CONTACT _____ DATE _____

SIGNATURE _____ TITLE _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAXPAYER I.D. NUMBER _____

COMPANY WEB SITE ADDRESS _____ E-MAIL _____

GENERAL NATURE OF BUSINESS _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

Type or Organization (check all which apply):

____ Sole Proprietorship ____ Partnership ____ Incorporated ____ Corporation

____ MINORITY BUSINESS ____ WOMAN-OWNED BUSINESS ____ SMALL BUSINESS

____ MANUFACTURER ____ DISTRIBUTOR ____ RETAIL ____ DEALER ____ SERVICE

WE ACKNOWLEDGE RECEIPT OF ADDENDUMS: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/purchasing

NO ___ DATED; _____ NO ___ DATED; _____ NO ___ DATED. _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____