

LEGAL NOTICE
REQUEST FOR PROPOSALS: CONSOLIDATED PUBLIC SAFETY COMMUNICATIONS CENTER:
OPERATIONAL CONSULTANT SELECTION

The Black Hawk County Consolidated Public Safety Communications Center Board (hereinafter referred to as the Board) is seeking proposals from a consultant that will help in assessing the operations of their existing communication center. The selected consultant will also assist with recommending efficiencies, best practices, and improvement alternatives to the Board in the submittal of a written report or study.

The Board will select a firm that it feels is the most qualified based upon proposals submitted. Proposal evaluations will be completed by a Committee using the following criteria:

- Specialized experiences & certifications (25 Points)
- Past performance record (vendor must allow access to clients to: assess quality of work; demonstrate success and timely completion of work; verify responses to RFP questions; and ability to stay within budget) (20 Points)
- Ability to travel; ability to provide electronic and hard-copy documents (15 Points)
- Ability to begin after a contract is awarded, and to complete the project by the contract deadline (15 Points)
- Cost of services (Project Budget) (15 Points) (Cost estimates must be valid for 90 days)
- References (10 Points)

The Board will accept written questions from prospective vendors prior to proposal submittal. Question will be accepted by Brian Schoon via US mail or email at bschoon@inrcog.org no later than 1:00 PM CST on May 3, 2021. Answers to all questions posed by potential vendors will be posted on the INRCOG website (www.inrcog.org) by 5:00 PM CST on May 14, 2021.

After evaluation of all submitted proposals and selection of a firm, negotiations between the Board and a firm will be initiated. If an agreement cannot be reached between the Board and the selected firm, the next most qualified firm will be contacted for negotiations. The Board does plan to conduct in-person interviews of prospective vendor(s) prior to selecting an organization or firm.

The awarded vendor shall maintain adequate liability insurance in form(s) and amount(s) sufficient to protect the Board, its agencies, its employees, its clients and the general public against loss, damage and/or expense related to performance under this agreement. Upon Board approval of a contract, the vendor shall provide a Certificate of Insurance pursuant to the requirements set forth in Attachment A of the procurement documents. In the event the insurance coverage is canceled or modified in any way, the Board must be notified immediately. If at any time during the contract period the vendor fails to maintain the minimum insurance coverage, the contract may be canceled at the Board's option. There shall be no cost to the Board for any required insurance coverage or certification.

Firms submitting proposals must be an Equal Opportunity Employer, as defined in the Civil Rights Act of 1964 and in Iowa Executive Order Number 34.

Requests for additional information, including the procurement documents, and vendor questions should be directed toward Brian Schoon, Iowa Northland Regional Council of Governments (INRCOG) at (319) 235-0311 or bschoon@inrcog.org.

Twenty (20) paper copies of the proposal and an electronic copy (PDF) should be mailed to Brian Schoon at INRCOG; 229 East Park Avenue; Waterloo, Iowa, 50703. Proposals are due promptly by 1:00 PM CST on June 14, 2021.