

REQUEST FOR PROPOSAL
Proposal Number RFP# 06022010 PSIC Site Generators and UPS

REQUEST FOR PROPOSAL



DUE DATE: Monday, June 28, 2010 at 3:00 P.M., CST.

Middle Rio Grande Development Council

**307 West Nopal
Carrizo Springs, TX 78834
830-876-3533**

Leodoro Martinez, Executive Director

REQUEST FOR PROPOSALS

RETURN BIDS TO: RAMON S. JOHNSTON, DEPUTY EXECUTIVE DIRECTOR
ATTN: FISCAL DEPARTMENT
MIDDLE RIO GRANDE DEVELOPMENT COUNCIL
P.O. BOX 1199 - 307 W. NOPAL ST.
CARRIZO SPRINGS, TEXAS 78834

The enclosed Request for Proposals (RFP) packet and attached SPECIFICATIONS are for your convenience in submitting an offer for the enclosed referenced products, services and/or materials for the MIDDLE RIO GRANDE DEVELOPMENT COUNCIL.

COMPETITIVE BIDS SHALL BE RECEIVED NO LATER THAN:

Monday, June 28, 2010 at 3:00 P.M., CST.

The Middle Rio Grande Development Council (MRGDC) appreciates your time and effort in preparing this proposal. Please note that all proposals **must be received at the designated location by the deadline shown**. Proposals received after the deadline **will not be considered** for the award of the contract, and shall be considered void and unacceptable. Please submit your bid to the attention of:

**Ramon S. Johnston, Deputy Executive Director
Attention Fiscal Department
Middle Rio Grande Development Council Central Office
307 W. Nopal St. - P.O. Box 1199
Carrizo Springs, Texas**

**PLEASE MARK ENVELOPE RFP#06022010 PSIC Site Generators and
UPS-DO NOT OPEN**

If you do not wish to submit a proposal at this time, but wish to remain on the agency's bidders list, please submit a **"No Offer"** by the same time and at the same location as stated above. If a response is not received in the form of a **"BID" or "No Offer"** for three consecutive RFP's, your firm shall be removed from the bidder's list. If you wish to be removed from the bidder's list, or changed to the bidder's list for another commodity, please let us know.

MRGDC is very conscious and extremely appreciative of the time and effort you have expended to submit an offer. We would appreciate if you would indicate on any "No Offer" response any requirement of this RFP, which may have influenced your decision to respond with a "No Offer".

SCOPE OF WORK

Tower Site Generators and UPS(s)

The Middle Rio Grande Development Council (MRGDC) Homeland Security Department is issuing a Request for Proposal (RFP) for nine (9) emergency power generators to include the purchase, installation, wiring, parts, fuel source hookup and testing, and annual contract costs for preventive maintenance of each generator. This is a turn-key project, with the contractor being responsible for any code requirements, licensing, and wiring into existing location wiring either through existing wiring or through conduit burying or other accepted means. All generators should be single phase, capable of producing 220 volt power with high end duty cycles. Each generator should also include an automatic exercise function that can be set for weekly or monthly testing.

Also on this same RFP, the Middle Rio Grande Development Council (MRGDC) Homeland Security Department is requesting bids for ten (10) Uninterrupted Power Supplies (UPS) capable of running off of the generators and to be installed turnkey with site cost indicated, and include annual contract cost for preventive maintenance of each UPS.

Site walk through visits will be scheduled for three (3) days only beginning on:

- Wednesday, June 23rd, vendors meet at 9:30 A.M. at the Del Rio TXDot tower on 1650 East Hwy 90
- Thursday, June 24th, meet at Edward's County Sheriff's Office tower, 911 N. US Hwy 377, Rocksprings, Texas at 10:00 A.M.
- Friday, June 25th, meet at La Salle County Sheriff's Office tower at 10:00 A.M., 1788 S. Bus. Loop IH 35, Cotulla, Texas.

Generally the generators and UPS(s) will require installation at remote public safety tower sites well outside of urban areas. Site down time, due to the installations, must be kept to an absolute minimum (5 to 10 minutes), or provide portable generator backup to communications equipment during the installation process. All coordination and or project inquires should be through MRGDC and not through each individual agency associated with tower sites.

The tower site locations and required RFP equipment to be installed are:

1. Pandale Tower – Lat 30-08-40.0 & Long 101-19-32.0 – one (1) generator and one(1) UPS.
2. Pumpville Tower – Lat 29-55-52.56 & Long 101-45-1.44 – one (1) generator and one (1) UPS.
3. Comstock Tower – Lat 29-41-11.16 & Long 101-10-37.38 – one (1) generator and one (1) UPS.
4. Loma Alta Tower – Lat 29-55-21.54 & Long 100-46-31.26 – one (1) generator

- and one (1) UPS.
5. Del Rio TXDot Tower – Lat 29-22-22 & Long 100-52 50.0 – one (1) generator and one (1) UPS.
 6. Eagle Pass BP Tower – Lat 28-44-23 & Long 100-29-07 – one (1) generator and no (0) UPS.
 7. La Salle Tower - Lat 28-25-12.0 & 099-15-00.1 – no (0) generator and one (1) UPS.
 8. Edwards Tower – Lat 30-01-34.9 & Long 100-12-11.3 – one (1) generator and one (1) UPS.
 9. Real #1 Tower – Lat 29-45-1.24 & Long 099-49-18.3 – one (1) generator and one (1) UPS.
 10. Real #2 Tower – Lat 29- 42-54.72 & Long 100-00-57.06 - no (0) generator and one (1) UPS.
 11. Uvalde North Tower – Lat 29-35-58.3 & Long 099-35-57.2 – one (1) generator and one (1) UPS.

The generators shall be new stock either propane fuel or natural gas for operation, with the exception of the Uvalde North Tower generator, which will require diesel fuel, due to the extreme climb to the site.

- Each site location proposal should be priced separately with the appropriate cost for labor, electrical work, generator, transfer panel for each site listed. Note: all sites but Eagle Pass BP, Real #1, Real #2, Uvalde North, and Pumpville, have existing Kohler (RDT-CFNA-200B AJCDT 200A/240 VAC) transfer panels already on site for use if desired.
- Each site bid should also show individual contract pricing for annual costs of preventative maintenance to include two trips a year minimum to inspect, operate, and provide preventive maintenance care to each generator and UPS.
- Batteries should be included in bid specifications for initial installation of each generator and UPS.
- Each generator should have a weatherproof and secure steel enclosure with lock for outdoor installations.
- All UPS(s) will be installed within the existing communications shelters.
- Local jurisdictions will be responsible for providing propane tanks and fuel, or natural gas hookup at each site. However, each site will be properly run and tested with a portable propane bottle for proper operation.
- Full fixtures will be left as needed for hookup, if permanent fuel source is not ready.
- Edwards County Tower is the only site that has an existing concrete slab. All other

sites will require that the generator be mounted to a movable concrete slab or block to be provided and set by this RFP contract awarded vendor.

- If adequate, existing transfer panels may be used as determined during site visits. Kilowatt rating of each generator needed at each site should be determined during each site visit by contractor recommendation and stated in written bid.

Additional Conditions and Work to Be Performed

- Clean up site after work completed. No scrape coax, wood, paper, parts, severe ground disruption, plastic, or foreign objects will be left behind.
- All Site Funding will be pending site readiness, which will include a NEPA review or exclusions as a finding of no significant impact (FONSI) or a complete NEPA study or environmental assessment (EA), which would affect site readiness. These issues are presently being addressed at this time.
- Under contract, withhold 10% for final job performance.
- An Accredited Licensed Electrician must perform all electrical work and performance bond must be for no less than the contract amount.
- Fix the additional labor and parts rate as shown in the unit pricing for any unexpected additional work.
- Insure contractor understands that the invoices for price breakdown for parts and labor must be exactly as the SAA desires and must match. This is required for our reimbursement.

The generators and UPS(s) are for auxiliary power at the associated public safety tower-site locations. The generators are required to power the entire communications shelter, including the HVAC, radios, and any lights. In most cases, a fifteen (15) Kilowatt generator would be sufficient. The UPS(s) are required to power only the MRGDC trunk radio equipment within the communications shelter. In most cases a five (5) Kilowatt UPS would be sufficient for that task. The UPS(s) must complement the generators and must recognize the generator power as a legitimate power source.

Due to site differences, facility wiring, and other potential factors that may impact the costs of the work at each site, MRGDC may elect to change bid specifications and scope of work to fit each individual site based on any unforeseen issues, and will work with the selected vendor on each and any site issues as needed.

Contact for questions on bid specifications should be addressed to: Spade Condry, Telecommunications Coordinator, MRGDC, 216 West Main St., Uvalde, TX 78801. (830) 278-4491, Ext. 22036, Fax (830) 278-1869 or Raul Diaz, 307 West Nopal Street, Carrizo Springs, TX 78834 830-876-3533 ext. 21235.

BID INFORMATION SHEET

I. IDENTIFICATION OF BIDDER

- a. Name of Organization
- b. Address
- c. Telephone Number
- d. Contact Person and Telephone Number
- e. Tax Identification Number (14 digits)

II. DESCRIPTION OF BIDDER (indicate all applicable)

- a. Corporation
- b. Sole Ownership
- c. Other

III. HISTORY OF BIDDER

- Briefly, describe the history, experience of the firm, and the number of years in business. (100 words or less)

IV. COSTS ASSOCIATED WITH SERVICES

- Provide an Itemized budget identifying all costs associated with the performance of the project; provision of products/service to include cost rates for unanticipated services that may arise.

V. REQUIRED CERTIFICATIONS

- Signature Authorization Form
- Certification Regarding Debarment, Suspension, Ineligibility, And Voluntary Exclusion -- Lower Tier Covered Transaction
- Code of Conduct
- Drug Free Workplace Certification
- Disclosure of Lobbying

VI. REFERENCES

PROPOSAL NARRATIVE

The narrative should address each of the following categories outlined below:

I. PROPOSED SERVICES

- a. Provide a description of your firm's understanding of the work to be performed as per the Specifications section in this RFP. State the type of product, software license, and/or service being proposed.
- b. Provide a list of all associates (and their qualifications ie.. resumes, certifications) hired by your firm that will perform the service, installation/upgrades.

II. QUALITY OF REFERENCES

Provide a list of references of governmental units, agencies or businesses for which your firm has provided a similar type of sale as requested by this RFP within the last two (2) years. The list should include names, addresses, and telephone numbers of the entities.

III. COST PROPOSED

Address the price reasonableness and competitiveness of your firm to provide the proposed services and capability to stay within the budget.

IV. SERVICE SCHEDULE

Provide a detailed and realistic schedule with completion dates for services or project installation connected with the performance of this project.

SIGNATURE AUTHORIZATION CERTIFICATE

I hereby certify that the information contained in this Bid and any attachments are true and correct, and may be viewed as an accurate representation of proposed services to be provided as well as the administrative, management, and financial capabilities of the organization. I also hereby certify that the Bid has been duly authorized by the appropriate person, persons, or governing body of the applicant and that the applicant will comply with applicable State assurances if the Bid is funded or accepted.

The person signing this certificate hereby warrants that such person has been fully authorized by the applicant to execute this certificate on behalf of the applicant and to validly and legally bind the applicant to all the terms, performances and provisions set forth in the Bid.

Signature of Authorized Agent:

Typed Name:

Title:

Date:

**MIDDLE RIO GRANDE DEVELOPMENT COUNCIL
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND
VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants, responsibilities.

- (1). The prospective recipient of Federal assistance funds certifies, by submission of this Bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2). Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Bid.

Name of Bidder/Organization

Print or Type Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT

1. By signing and submitting this Bid, the prospective participant is providing the certification as set out on the form itself.
2. The certification is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the U.S. Department of Labor may pursue available remedies, including suspension and/or debarment.
3. The prospective participant must provide immediate written notice to the Middle Rio Grande Development Council if at any time the prospective participant learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "Bid", and "voluntarily excluded" as used in the certification have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the Middle Rio Grande Development Council for assistance in obtaining a copy of these regulations.
5. The prospective participant agrees by submitting this Bid that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the U.S. Department of Labor.
6. The prospective participant further agrees by submitting this Bid that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Federal Nonprocurement List.
8. Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the U.S. Department of Labor may pursue available remedies, including suspension and/or debarment.
10. Write in the name of the bidder (individual or organization) and the name and title of the authorized representative of the bidder. The authorized representative signs where noted and dates the signature.

**MIDDLE RIO GRANDE DEVELOPMENT COUNCIL
CODE OF CONDUCT**

No officer, employee or agent of the Middle Rio Grande Development Council shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.

- . The employee, officer or agent;
- . any member of his immediate family;
- . his or her partner; or
- . an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

Middle Rio Grande Development Council officers, employees, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. To the extent permitted by state or local law or regulations, the Middle Rio Grande Development Council shall enforce penalties, sanctions, or other disciplinary actions for violations of Attachment O Circular A-102, paragraph 7, by the agency's officers, employees, or agents, or by contractors or their agents.

I have read the above Code of Conduct and will not knowingly breach it.

Signature

Date

(Type or Print Name and Title)

DRUG FREE WORKPLACE CERTIFICATION

The Drug Free Workplace Act of 1988 covers employers with contracts of more than \$25,000 with any federal agency and certain recipients of federal financial assistance. Such employers are required to certify they will take certain steps to maintain a drug-free workplace.

Texas law requires an employer who maintains worker's compensation insurance coverage and employs fifteen or more employees to adopt a policy "designed to eliminate drug abuse and its effects in the workplace." The employer must distribute a written copy of its policy to each employee.

I do hereby certify that, as the law pertains to the applicant submitting this RFP, the applicant has complied with the proper regulations.

Signature of Authorized Agent: _____

Typed Name: _____

Title: _____

Entity: _____

Date: _____

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Invitation for Bids (IFB) number; Invitation for Bid (IFB) number, grant announcement number; the contract, grant, or loan award number the application/Bid control number assigned by the Federal agency). include prefixes, e.g., "IFB-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered, include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing Instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget Paperwork Reduction, Project (0348-00-46), Washington, D.C. 20503.

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by OMB
0348-0046

Reporting Entity: _____ **Page** _____ **of**

**Authorized for Local Reproduction
Standard Form - LLL-A**

PART II
SPECIAL CONDITIONS AND REQUIREMENTS

This section presents special conditions and requirements pertaining to proposal submission. Bidders should be aware of the conditions contained herein and, submitted proposals must be in compliance with the requirements.

A. Deadline for Submission

The deadline for submission of proposal is **Monday, June 28, 2010 at 3:00 P.M., CST.** Proposals received after that date will not be considered. Proposals received after that date will not be considered. Proposals must be submitted to:

Ramon S. Johnston, Deputy Executive Director
Attention Fiscal Department
Middle Rio Grande Development Council Central Office
307 W. Nopal St. - P.O. Box 1199
Carrizo Springs, Texas

PLEASE MARK ENVELOPE RFP#06022010 PSIC Site Generators
and UPS-DO NOT OPEN

B. Delivery Schedule

The delivery schedule is a vital determining factor in awarding this RFP. Delivery date of service will be no more than **45 working days after the award of the bid.**

C. Bidder Conditions and Requirements

1. Eligibility of Bidder

Open to potential bidders that have provided the same type service, products or materials as proposed in this request for proposals.

D. Program Conditions

1. M.R.G.D.C. reserves the right to accept or reject any and all proposals submitted; select only one to the exclusion of all others; or consolidate or breakout out this procurement among several bidders to obtain a more economical purchase. MRGDC also reserves the right to reject any and all proposals submitted and enter into into state and local intergovernmental agreements for which MRGDC is eligible. Such agreement include but not limited; the Texas Department of Information Resources(GoDIR), Texas Procurement and Support Services Cooperative Purchasing Program (State of Texas CO-OP), Houst Galveston Area Council Purchasing Co-op (HGACBuy) .

2. During the term of the project, the selected bidder will contact the MRGDC Telecommunications Coordinator by person or by phone and discuss the ongoing status of the project.
3. The contractor must be fully licensed and bonded.
4. M.R.G.D.C. reserves the right to negotiate minor details pertaining to this proposal solicitation. Therefore, some cost breakdown must be itemized in the Request for Proposal on a per site basis.
5. This RFP does not commit M.R.G.D.C. to pay for any costs incurred prior to the execution of any contract or purchase order, and/or prior to availability of funds.
6. M.R.G.D.C. will not provide any technical assistance in the preparation of proposals.
7. It is the Council's policy to assure that small, women-owned, minority businesses and Historically Underutilized Business (HUBs) will be utilized when possible as sources of suppliers, equipment, construction and services when State or Federal programs and/or funds are involved and are encouraged to submit bids for the participation in the services described above.
8. The intent of this RFP is to identify the various prospective contractor alternatives and estimates of costs of services, products or materials being solicited, and M.R.G.D.C. is under no legal requirement to execute a contract or issue a purchase order based on any proposal.
9. M.R.G.D.C. specifically reserves the right to vary the provisions set forth herein anytime prior to the execution of a contract where such variance is deemed necessary and in the best interest of the M.R.G.D.C.
10. M.R.G.D.C. reserves the right to negotiate an extension of any executed contract or purchase order issued through this proposal solicitation process for a period not to exceed two additional years beyond the period of performance, provided that additional appropriate funding is available.
11. If selected for contractual negotiations, bidder may be required to prepare and submit additional information prior to final contract or execution of a purchase order, to delineate terms agreeable to both parties for the provision of the services or materials.
12. All proposals and their accompanying attachments become the property of M.R.G.D.C. upon submission. Materials submitted will not be returned.
13. All bidders selected must meet performance goals as well as shipping dates

as specified in the final negotiated contract or purchase order.

14. All bidders or service providers approved under this RFP may be required to procure audits for services as provided and explained in detail in the executed contract for services.
15. Contract negotiations may be undertaken with all bidders responding to this RFP whose performance, as determined by M.R.G.D.C., shows them to be the most qualified, responsible, and capable of delivering the services, materials or products. Price and schedules may be negotiated with the selected bidders deemed responsive to this RFP and the final award may differ from the bid submitted when it is in the best interest of the MRGDC.
16. Respondents shall comply with all State, Federal and Local laws, as well as rules of the funding agency, the Office for Domestic Preparedness (ODP) Homeland Security Grant Program (HSGP).
17. MRGDC enters into this procurement process in good faith having identified funding sources and long term income capable of supporting this procurement. However, the procurement of the goods and services requested in this RFP, and the installation of equipment, is nevertheless dependent upon availability of funding.
18. The successful Responder shall provide MRGDC a copy of a policy, or certification by an insurance carrier, demonstrating that the Responder has in effect during the term of any contract a General Liability Insurance Policy. Such policy shall be the primary coverage for all of Responder's activities under performance of activities required by contract and all equipment, software and systems including training of any type which are part of this bid.

The insurance coverage required by the above paragraph will be in a minimum amount of \$100,000 and shall be provided by an insurance company authorized to transact business in the State of Texas.

Responder must provide certification of insurance compliance within (10) working days (15) Calendar days after notification of award. Certification must include the following:

Name and Address of Insurance Company
Policy Number
Liability Coverage Amounts
Reference to this RFP Response & Contract

17. Provide a full overview of personnel to be utilized in implementing the proposed project. Details regarding any subcontractors to be utilized must be clearly outlined.

18. During the term of the project, the selected bidder will contact the MRGDC Telecommunications Coordinator by person or by phone and discuss the ongoing status of the project. The selected bidder will also submit monthly, in writing, the status of the overall project and status of each site as they pertain to achieving the goal of the project.
19. In the event that a potential bidder wishes to protest the solicitation or selection process; the process of protest or inquiry shall be the following:

The bidder may choose to request an informal conference. The purpose of the informal conference is to give the parties an opportunity to resolve a complaint.

The request of an informal hearing must be submitted in writing within ten (10) days of the notification of the award to the:

Executive Director
MIDDLE RIO GRANDE DEVELOPMENT COUNCIL
P. O. Box 1199
Carrizo Springs, Texas 78834

All responses to a request for an Informal Conference shall be mailed within ten (10) days by the Executive Director of the MIDDLE RIO GRANDE DEVELOPMENT COUNCIL. The Informal Conference shall be scheduled by the Equal Opportunity Officer (EO Officer) within seven (7) days of receipt of a properly completed Grievance Information form. The EO Officer shall serve as Chairperson and moderator of the Informal Conference. Only those issues presented at the Informal Conference may be addressed in subsequent hearings. All parties shall make a good faith effort to reach a mutually acceptable resolution of the complaint at the Informal Conference. The Chairperson shall adjourn the Informal Conference when a satisfactory resolution of the complaint has been reached or when it appears to the Chairperson that no such resolution is possible. A written determination of the Informal Conference shall be prepared by the Chairperson and shall be final and void of any appeal.

The complainant may request a Hearing if dissatisfied with the outcome of the Informal Conference. When an informal resolution has not been successful, notification of the opportunity for a hearing along with a copy of the State agency's Request for Hearing form and all procedures to be followed must be sent to the complainant.

PART III

PROPOSAL EVALUATION CRITERIA

Proposals judged to be in response to this RFP will be evaluated by M.R.G.D.C. staff in terms of the criteria as listed in this section. All proposals will be reviewed and assessed for detail, clarity, and comprehensiveness. The evaluation will be based upon the following criteria:

	CRITERIA	VALUE
I.	Proposed Equipment	30
II.	Quality of References	10
III.	Cost Proposed	40
IV.	Delivery Schedule/Support	20

NOTE: **ALL PROPOSALS MUST SCORE ABOVE 70 POINTS IN ORDER TO BE CONSIDERED RESPONSIVE.**

I. PROPOSED EQUIPMENT

Criteria under this category will be evaluated as to the extent to which the bidder is knowledgeable and capable to provide the equipment that meets the need of the MRGDC as per the RFP. Points will be awarded based upon the offeror's ability to demonstrate that the firm is capable and qualified to provide the required services or equipment.

II. QUALITY OF REFERENCES

The references that the bidder is able to provide will be evaluated and checked to determine the prior experience and competence of the bidder. Points will be awarded based on the quality of references provided by the bidder.

III. COST PROPOSED

Criteria under this category require that your proposal address the price reasonableness and competitiveness of the vendor to provide services in response to this RFP. Points will be awarded based on similar type services to other agencies.

IV. DELIVERY SCHEDULE/SUPPORT

This category will require that your proposal address and provide details on the proposed service schedule to be followed by your firm in response to this RFP. Points will be awarded based on the feasibility of the bidders to provide the services within the specified period of time listed within the RFP and the level and type of product warranties offered by vendors.