



METROPOLITAN EMERGENCY SERVICES BOARD

REQUEST FOR PROPOSALS (RFP)

**Consultant for CAD-to-CAD Interoperability
Governance, Funding & Technical Specifications**

DUE DATE:
OCTOBER 15, 2021

ISSUED BY:
METROPOLITAN EMERGENCY SERVICES BOARD

The Metropolitan Emergency Services Board (MESB) is soliciting proposals from qualified independent contractors to develop possible governance plans, funding plans, and technical specifications for the procurement and implementation of a CAD-to-CAD interoperability and regional situational awareness solution incorporating primary and secondary PSAPs in the ten-county Minneapolis/St. Paul metropolitan region.

Additional information about the MESB and the metro region 9-1-1 system may be found at www.mn-mesb.org.

Scope of work:

Proposals should include the resources necessary to prepare the following deliverables, and may include additional deliverables you feel are necessary to the success of the project:

1. A report and recommendations for possible governance structures for this CAD-to-CAD interoperability and regional situational awareness solution which should include processes for PSAPs outside the MESB region to join and utilize the solution.
2. A report and recommendations for potential funding plans for this CAD-to-CAD interoperability and regional situational awareness solution which should include processes for PSAPs outside the MESB region to join and share equitably in cost and operation of the solution.
3. Identify different levels of data sharing participating PSAPs may need to address in cooperative agreements (e.g., workload sharing between neighboring PSAPs, responder vehicle locations/status as part of a regional situational awareness solution, who has access to the data, who owns the data, etc.).
4. Preparation of a request for proposals (RFP) to purchase a CAD-to-CAD interoperability and regional situational awareness solution, including the following:
 - a. ESInet technical requirements necessary to support the solution without having a negative impact on 9-1-1 traffic or other mission critical applications traversing the ESInet.
 - b. The desired CAD-to-CAD interoperability and regional situational awareness solution capabilities required to meet individual PSAP and regional incident management requirements identified in consultation with the MESB 9-1-1 Technical Operations Committee workgroup tasked with assisting in the implementation of this solution.
 - c. Inventory by PSAP of the CAD product currently in use, including options, and software release levels.
 - d. Inventory by PSAP on Automatic Vehicle Location (AVL) capabilities for tracking responder vehicles and status, including vendor, options, and software release levels.
 - e. Desired optional solution capabilities with separate pricing for proposed options.
 - f. Logging requirements for the proposed solution.
 - g. Identify your expectations for the MESB and the metro PSAPs in the preparation and completion of the RFP report and recommendations.

Submission Requirements:

1. Experience of your organization in relation to other CAD-to-CAD interoperability projects.
2. Identity and qualifications of the person, or persons, your organization would assign to the project.

3. A project timeline from the contract award to the presentation to the MESB of your draft report.
4. A list of three references from similar projects.
5. Known potential conflicts, if any.
6. Submissions shall be electronic and submitted as a .pdf file not to exceed ten pages.
7. Project pricing
 - a. Pricing options for portions of the project, in case the total project cost proposed exceeds the amount of grant money available.
 - b. Pricing information should be submitted in a separate .pdf file.

Selection Process:

The final decision regarding the selection of a consultant will be made by the Metropolitan Emergency Services Board, with recommendations from the MESB 9-1-1 Technical Operations Committee. The final agreement will be in the form of a written contract between the successful organization and the MESB. The MESB reserves the right to reject any, or all, proposals, and to request additional information from all proposers.

All questions and correspondence should be directed to Jill Rohret, Executive Director, in writing at jrohret@mn-mesb.org or via telephone at (651) 643-8394. Contact with MESB personnel other than Jill Rohret regarding this RFP may be grounds for elimination from the selection process.

Proposals are due by 4:00 p.m. on Friday, October 15, 2021, submitted to: Jill Rohret, Executive Director, at jrohret@mn-mesb.org.

PUBLIC DATA

Proposals submitted become a matter of public record. Information supplied by any proposer is subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Sections 13.01 et seq.

Public Record: Under Minnesota law, data submitted by a business to a government entity in response to a request for proposal are private or nonpublic until the responses are opened. Once the responses are opened, the name of the proposer becomes public. All other data in a proposer's response to a request for proposal are private or nonpublic data until completion of the evaluation process. Completion of the evaluation process means that the government entity has completed negotiating the contract with the selected proposer. After a government entity has completed the evaluation process, all remaining data submitted by all proposers are public with the exception of trade secret data as defined and classified in Minn. Stat. Section 13.37. A statement by a proposer that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response if such data does not qualify as trade secret data.