***Request for Proposal (RFP)***

**Issued by:**

WEST CENTRAL TEXAS COUNCIL OF GOVERNMENTS

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**For:**

Equipment & Software to perform

Scenario Based Hazardous Gas Exercises

**Proposals to be Submitted to:**

WCTCOG Homeland Security Department

3702 Loop 322

Abilene, Texas 79602

**Issue Date:**

Wednesday November 13th, 2024

**Proposal Due Date and Time:**

Friday, December13th, 2024, 4:00 p.m.

**(Late bids will not be accepted)**

**Introduction**

1. **General Information**

The West Central Texas Council of Governments (WCTCOG) is requesting proposals from qualified contractors for the purchase and installation of computer equipment and scenario platform software for the Coleman County Fire Department located in Coleman, Texas. All proposals must be submitted not later than December 13th, 2024, at 4:00 p.m. There is no expressed or implied obligation for WCTCOG to reimburse the responding contractors for any expenses incurred in preparing proposals in response to this request. To be considered, a proposal must be received via email to [tvirden@westcentraltexas.org](mailto:tvirden@westcentraltexas.org) by 4:00 P.M., December 13th, 2024.

WCTCOG reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by the Executive Committee assisted by WCTCOG staff.

During the evaluation process, the Executive Committee of WCTCOG reserves the right, where it may serve the Council's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Executive Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The WCTCOG reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the WCTCOG and the contractor selected.

1. **Term of Engagement**

Purchase and training of scenario software with manufacturer standards and FEMA requirements.

**Nature of Services Required**

1. **Scope of work to be Performed.**

Purchase and installation of computer equipment and scenario software for Coleman County Fire Department located in Coleman, Texas.

Please include the following in Proposal:

1. Computer Equipment

Proposal will include manufacturer, quantity, description, unit price and total for all equipment required to complete the purchase and training. The equipment must be compatible and meet the specifications listed below. If there are issues pertaining to the specifications, please contact Toby Virden with the WCTCOG Homeland Security Department at [tvirden@westcentraltexas.org](mailto:tvirden@westcentraltexas.org).

|  |  |
| --- | --- |
| 1. **Laptop Specifications** |  |
| * NVIDIA RTX 4090 or better | * 32 GB DDR5 ram |
| * Intel 13th gen i9 13900HX or better | * 1 TB SSD or better |
|  | * Quad HD+ Display or better |
| **Software Specifications** |  |
| * Must have be or have all of the functionality of the SMS 3D Scenario Platform. | * 2 Years or access * 2 scenarios. |

1. Installation

Please include the estimated time needed and cost for the installation of the generator and additional components in the price summary. Installation will follow the guidelines and specifications outlined by the Federal Emergency Management Agency (FEMA).

1. Price Summary

A required price summary for each proposal should provide a clear and legible understanding of the equipment and labor need to install the requested generator and components.

**Description of Entity**

1. **Name and Telephone Number of Contact Person**
2. The contractor’s principal contact with the WCTCOG will be Toby Virden, Emergency Management Program Coordinator, 3702 Loop 322, Abilene, Texas, via e-mail [tvirden@westcentraltexas.org](mailto:tvirden@westcentraltexas.org) or telephone (325) 793-8420.
3. **Background**

The WCTCOG is a political subdivision or governmental unit of the state of Texas serving the 19-

counties, including cities and other districts, of Brown, Callahan, Coleman, Comanche, Eastland,

Fisher, Haskell, Jones, Kent, Knox, Mitchell, Nolan, Runnels, Scurry, Shackelford, Stephens,

Stonewall, Taylor, and Throckmorton in a rural area encompassing 18,000 square miles.

**Proposal Requirements**

1. Completed Proposal Cover Sheet (See below)
2. Quote for project, please include:
   1. Clear descriptions of materials
   2. Estimated price for completion of project.
3. Proof of Licensing (if applicable)
4. Historically Under-Utilized Business (HUB) Certification (if applicable)

**Evaluation Procedures**

1. **Proposal Review**

Responsive proposals submitted by the deadline will be evaluated and scored according to the

following criteria and presented to the WCTCOG Executive Committee for review and selection.

**COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF A PROJECT VENDOR.**

|  |  |
| --- | --- |
| **Evaluation Factors** | **Possible Points** |
| Best Value to the Project and the WCTCOG | 50 |
| Professional Experience | 30 |
| Compliance with RFP Specifications | 15 |
| Historically Under-Utilized Business | 5 |
| **Total** | **100** |

1. **Right to Reject Proposals**

Submission of a proposal indicates acceptance by the contractor of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the WCTCOG and the firm selected.

**THE WEST CENTRAL TEXAS COUNCIL OF GOVERNMENTS RESERVES THE RIGHT WITHOUT PREJUDICE TO REJECT ANY OR ALL PROPOSALS.**

1. **Final Selection**

Anticipated decision by December 18th, 2023.