



REQUEST FOR PROPOSAL

RFP 2500000001

Issued: March 20, 2025

Seeking proposals from qualified professionals and professional organizations to establish comprehensive school mapping data for all K-12 schools in Alabama, in accordance with SB 98, a law enacted in 2024 by Governor Kay Ivey. This project aims to develop accurate, standardized, and accessible mapping data to enhance school safety and emergency response capabilities. Vendors should propose methodologies, technologies, and implementation strategies that ensure compliance with SB 98 requirements while providing reliable and secure mapping solutions.

Alabama Law Enforcement Agency
301 South Ripley Street
Montgomery, AL 36104
www.alea.gov

PROPOSALS MUST BE RECEIVED BY APRIL 17, 2025 AT 4:00PM

RFP DESCRIPTION AND QUALIFICATIONS

The Alabama Law Enforcement Agency (hereinafter “ALEA”) is seeking proposals from qualified professionals or professional organizations to develop accurate, standardized, and accessible mapping data to enhance school safety and emergency response capabilities.

All interested vendors are invited to submit a proposal in accordance with the requirements specified in this RFP.

The successful vendor will be required to demonstrate how they will fully map every K-12 public school in Alabama.

The following qualifications are required:

Experience in the last five years working with states or local municipalities regarding school mapping.

Vendor must provide, along with the proposal, an up-to-date resume of any individual who would be performing services under any executed contract.

Along with any resume, vendor will provide a minimum of three (3) professional references for such individuals, including the reference’s name and telephone number. References should be capable of speaking to similar contracts/services rendered by vendor.

Liability and/or malpractice insurance will be the responsibility of the contract provider. Vendor must provide evidence of adequate insurance with its proposal and maintain adequate insurance coverage for the entire duration of any executed contract.

SERVICES REQUIRED

The successful vendor will be required to meet all assessment needs requested by ALEA.

- School mapping data shall include accurate floor plans of each school overlaid on current, verified aerial imagery of the campus and shall meet all the following requirements:
 - Be oriented true north.
 - Be verified by the entity producing the data for accuracy by a walk-through of school buildings grounds.
 - Contain site-specific labeling that matches the structure of school buildings, including room labels, hallway names, and external door or stairwell numbers and locations of hazards, critical utility locations, key boxes, automated external defibrillators, and trauma kits.
 - Contain site-specific labeling that matches the school grounds, including parking areas, athletic fields, surrounding roads, and neighboring properties.
 - Be overlaid with gridded x and y coordinates.

- Any updates to school mapping data shall be accessible within software platforms used by the local, county, state, and federal public safety agencies that provide emergency services to the specific school.
- School mapping data shall be provided to each local board of education, local law enforcement agency, and public safety agency for use in response to emergencies.
- School mapping data shall be compatible with software platforms used by local, county, state, and federal public safety agencies that provide emergency services to the school for which the data is provided. School mapping data shall be compatible with security software platforms in use by the public K-12 school for which the data is provided.
- School mapping data shall be available in a printable format and, if requested by a public safety agency, local law enforcement agency, or local board of education, be in a digital format that may be integrated into interactive mobile platforms in use. No entity, including, but not limited to, a law enforcement agency, local board of education, or public safety agency, may be required to purchase additional software or pay a fee to view or access school mapping data through the School Mapping Data Program.

Along with the requirements stated herein, proposals should adequately address each of the following:

System Description

- a. Integration with PSAPs and Next Generation 911 GIS Database.
- b. Describe how the symbology will adhere to the National Alliance of Public Safety GIS (NAPSG) Foundation guidelines to ensure consistency across the emergency communications ecosystem.
- c. General description of the functionality of the proposed system.
- d. Describe how other relevant school building information and statistics such as enrollment, staff and administrator count, etc. could be incorporated into the solution.
- e. Provide a complete list of all hardware and equipment manufacturers and models that are tested and confirmed to be compatible with your software.
- f. Describe how Respondent ensures the system/software continues to be a stable platform.
- g. Describe how Respondent ensures system works as intended with minimal bugs, anomalies, or system crashes.
- h. Describe data types stored in the system.
- i. Describe how the data collected will be delivered as vector GIS data, in a GIS data model capable of reflecting interior spaces in 2D and 3D with elevation and addressing attributes.
- j. Describe how the documents are uploaded and accessed.
- k. Describe how the documents are to be viewed by users and administrators.
- l. Describe the standard reports provided in the system (provide examples).
- m. Describe the ability to create ad hoc reports and run custom queries on system data.
- n. Describe how the maps and corresponding GIS data will be exportable into a file geodatabase format.
- o. Describe the initial and ongoing training and technical support provided for users at all levels.
- p. Describe how system documentation and resources are well established and readily available.
- q. Describe how the ownership of the data will be retained by ALEA with full rights to copy, display, distribute, transmit, and adapt for all lawful purposes including sharing with government and/or private entities that are providing or supporting emergency services.

- r. Describe recommended implementation strategy including on-site coordination and support services, best practice consulting options and professional services. Identify any third-party Respondents involved in the Respondent's implementation strategy and describe these relationships. Describe the skills and time required by State of Alabama personnel for initial installation and implementation of the proposed system. Provide an estimate of the State of Alabama staff time required to complete the installation. Describe the documentation provided with the product along with applicable costs for any additional documentation. Please describe the Respondent's experience with installations similar in size. Please provide an implementation schedule, based on weekly milestones (not dates).

User Management

- a. Describe the login portal or landing page for users to access the system.
- b. Describe how the solution is only accessed by authorized users.
- c. Describe user management.

Security

- a. Describe how the system is hosted.
- b. Indicate the state where the system is hosted.
- c. Describe how the system receives regular updates to address security and functionality concerns.
- d. Describe how security is permission-driven and controlled by an administrator and how end-users are granted membership to the site and given a level of access.
- e. Describe methods of ensuring a secure system.
- f. Describe how data is kept secure and separate from other clients' data.
- g. Describe the reliability/availability of your system.
- h. Describe system/data backup plan.

Service and Maintenance

- a. Provide detailed information on your customer service program and maintenance plans. Include response times and the access to and timeliness of service engineers.
- b. Describe how the data collected will be able to be updated on-demand, with no limits on the number of updates in a given period of time.
- c. Describe how updates to school maps will be tracked and submitted and explain how the updates are obtained.

Warranty

- a. Provide warranty documentation for your proposed solution. Describe your replacement parts program, costs, and turnaround time.

Training

- a. Provide details regarding general user training and administrator training.

PROPOSED CONTRACT TERMS AND CONDITIONS

General terms and conditions provided by the Alabama Department of Finance through the STAARS Procurement System are hereby incorporated into this RFP by reference.

A standard agency contract will be required. Upon acceptance of Vendor's proposal by ALEA, the parties will execute a formal contract, in writing, duly signed by the proper parties thereto, which shall be subject to review by the Contract Review Permanent Legislative Oversight Committee of the State of Alabama and the approval and signature from the State of Alabama. Vendor will assume responsibility for providing services under the executed contract on the effective date of the contract, which will be the date of approval and signature of the Governor of Alabama or her designee. The executed contract will not be effective until it has received all requisite state government approvals. Vendor shall not begin performing services thereunder until notified by ALEA. Vendor will not be entitled to compensation for work or services performed prior to the effective date of the contract.

ALEA is not responsible for and will not pay or reimburse any associated cost incurred by vendor in the preparation and submission of vendor's proposal or in any processes associated with vendor's participation, regardless of whether vendor is selected.

This RFP does not, by itself, obligate ALEA; such obligation shall commence only upon the execution of any approved contract. However, part or all of this RFP may be incorporated into any executed contract, along with Vendor's proposal. ALEA hereby reserves the right to add terms and conditions during contract negotiations, within the scope of this RFP.

The anticipated contract term for this RFP is a two (2) year period. ALEA reserves the right, however, to include up to three (3), one-year renewal options, at its discretion, in any initially awarded contract. When provided for in any executed contract, ALEA has the sole option to exercise renewal options. To be effective, any renewals must also be submitted and approved by the Alabama Contract Review Permanent Legislative Oversight Committee and require the approval and signature of the Chief Procurement Officer and Governor of the State of Alabama.

The selected vendor may be required to enter into contract negotiations at the discretion of ALEA. If an agreement cannot be reached to the satisfaction of ALEA, ALEA may reject the vendor's proposal or revoke the selection and begin negotiations with another qualified and responsive vendor.

FORM AND CONTENT OF PROPOSALS

Vendor should email a copy of their proposal to rfpproposals@alea.gov, including copies of completed/notarized required documents. The proposal email must be properly labelled with Vendor's name, proposal opening date, and RFP number. Failure to submit the required format will prevent a vendor's proposal from being evaluated.

An authorized representative of Vendor must sign the proposal with any changes made in ink in all required places. ALEA will consider the person who signs vendor's proposal to be the point of contact for all matters pertaining to the proposal unless vendor expressly designates another person in writing. By signing the proposal, vendor agrees to be bound by all terms and conditions of the RFP. Any exceptions to the specified terms and conditions must be clearly set forth in the vendor's proposal and are subject to ALEA's acceptance of the same. Vendor may be deemed non-responsive if its proposal contains exceptions to the terms and specifications of the RFP.

If the organization submitting a proposal intends to outsource or subcontract any work to meet the requirements contained herein, such must be clearly stated in the proposal and details must be provided, including a name and description of the organization(s) being contracted. All forms and requirements of Vendor per this RFP shall equally pertain to any subcontractor(s).

Vendor's proposal must include the complete name, address, mailing address, e-mail address and direct telephone number of the person ALEA should contact regarding the proposal.

Vendor's proposal must include the following forms which are available for download at <https://www.alea.gov/resources/request-proposal>:

Coversheet;

Vendor Authorization Form to Submit Proposal;

Vendor Disclosure Statement ("Proposal Box" must be checked on this form) (Please note: a separate Vendor Disclosure Statement with the "Contract Box" checked must be completed by the successful vendor to accompany any executed contract.) A copy of the successful vendor's completed disclosure statement shall be filed with ALEA and the Alabama Department of Examiners of Public Accounts and submitted to the Contract Review Permanent Legislative Oversight Committee. Any disclosure statement filed pursuant to Alabama Code Section 41-16-85 will be public record;

Corporate Acknowledgement Statement (Must be included with proposal if applicable. If not applicable, vendor must include an explanation of inapplicability with the proposal.);

Copy of vendor's Certificate of Authority (issued by the Alabama Secretary of State);

Immigration Status Form (By submitting a proposal, vendor specifically warrants that vendor does not and will not knowingly employ, hire, or continue to employ an unauthorized alien within the State of Alabama);

Certificate of Compliance with Act 2016-312;

Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act;

Copy of vendor's full e-verify MOU; and

Valid tax ID (W-9 form).

The proposal must address all requirements of this RFP and provide all information requested. Failure to comply with the requirements of the RFP will result in the disqualification of vendor's proposal. Proposals submitted on reduced and/or mutilated forms will be rejected.

Provide the earliest "start date" by which vendor could begin providing services under any executed contract (irrespective of requisite state government approvals and processes by which to obtain them). Identify potential barriers or anticipated delays.

Proposals should be emailed to:

rfpproposals@alea.gov

Attn: Beverly Anderson

The proposal email must be properly labelled with vendor's name, proposal opening date, and RFP number.

Faxed, mailed, or oral proposals will not be accepted.

ALEA reserves the right to seek and receive necessary clarification/supplementation from vendors proposals and prior to awarding any contract. Clarification/supplementation will be limited to ensuring compliance with requirements, forms, and certifications and is not the opportunity for a vendor to modify its proposal.

Note: ALL responsive vendors must be registered to perform business with the State of Alabama to be awarded a state contract. Registration is required to be submitted to the Procurement Division of the Alabama Department of Finance. Additionally, vendors must be registered Alabama Buys at alabamabuys.gov.

DATE PROPOSALS RECEIVED

Emailed proposals will be received until Thursday April 17, 2025 at 4:00 pm. Proposals must be received by this date and time to be considered by ALEA.

All proposals received after the appointed deadline for receipt, whether by email or otherwise, will not be considered. The time of receipt shall be determined by the time received on the email. Vendors have the sole responsibility for assuring that proposals are received by ALEA by the designated date and time.

Proposals will remain firm and unaltered after opening for one-hundred and twenty (120) days after the proposal due date or until ALEA signs a contract with another vendor, whichever is earlier. ALEA may accept vendor's proposal at any time during the proposal firm time, subject to successful contract negotiations.

CERTIFICATIONS BASED ON PROPOSAL SUBMISSION

By submitting a proposal, vendor warrants acceptance and agreement with all terms and conditions presented in this RFP and further certifies that vendor is legally authorized to conduct business within the State of Alabama and will comply with providing the services described.

Vendor warrants by submitting a proposal that all statements contained in the proposal are true and correct.

By submitting a proposal, vendor warrants that neither vendor nor any of vendor's trustees, officers, directors, employees, agents, servants, volunteers, subcontractors, etc. is a current employee of ALEA and that no such individuals have been employed by ALEA within a two (2) year window preceding the issuance of this RFP. During the term of any awarded contract, vendor shall be responsible for ensuring compliance with this requirement.

Vendor certifies by submission of a proposal that vendor has not publicly or privately colluded with any other vendor.

Vendor certifies by submission of a proposal that it has disclosed and agrees to be held by a continuing obligation to disclose financial and other interests (public or private, direct or indirect) that may pose a potential conflict of interest or which may conflict in any manner with vendor's obligations and performance of an awarded contract. Vendor shall not employ any individual with a conflict of interest to perform any service described in this RFP.

By responding to this solicitation, vendor will be held to have read and thoroughly examined the RFP. Failure to read and thoroughly examine the RFP will not excuse any failure to comply with the requirements of the RFP or any resulting contract, nor will such failure be the basis for any claim for additional compensation.

MODIFICATIONS/SUSPECTED ERRORS/CLARIFICATION

Vendor may make a written request to modify or withdraw the offer at any time prior to opening. No oral modifications will be allowed. Such requests must be addressed and labeled in the same manner as the original proposal and plainly marked Modification to (or Withdrawal of) Proposal. Only email requests received by ALEA prior to the scheduled opening time will be accepted. ALEA will supplement original proposals received with accepted written modification requests.

If a vendor suspects an error, omission, or discrepancy in this solicitation, vendor must immediately notify ALEA's designee in writing via email, Beverly Anderson, at rfpquestions@alea.gov. ALEA will

issue written instructions if appropriate and make any necessary changes available to all interested parties by posting the same on ALEA's website, www.alea.gov. It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP.

If a vendor considers any part of this RFP unclear, that vendor is expected to make a written request for clarification, prior to the submission of their proposal. Requests for clarification should be sent to Beverly Anderson, via email, rfpquestions@alea.gov. All requests for clarification must be submitted by Friday March 28, 2025 at 4:00 pm. Requests for clarification emails should include in the subject line "RFP 25000000001".

Amendments to this RFP, if issued, will be made available to all interested vendors registered through the Alabama Department of Finance's Division of Procurement as required and by posting the same on ALEA's website, www.alea.gov. The amendment(s) will incorporate the clarification or change and provide a new date and time for new or amended proposals. It is the responsibility of all interested vendors to monitor this webpage for announcements regarding this RFP.

Answers to questions will be posted to STAARS and ALEA's website, www.alea.gov by Monday April 7, 2025.

EVALUATION AND METHOD OF SELECTION

ALEA will designate a Proposal Evaluation Committee to be made up of at least four (3) members of ALEA Senior Staff. ALEA reserves the right to include a qualified expert with relevant experience to participate in proposal evaluations. After the evaluation of proposals received and a Vendor selected, written notice (Intent to Award) will be sent by the Division of Procurement to all vendors.

Vendor selection will be based on the proposal that meets or exceeds the requirements set forth in this RFP. Proposals will be evaluated based on the quality and completeness of the information provided. Vendors must provide comprehensive statements that illustrate their understanding of the proposed contract requirements.

If ALEA determines that a vendor's proposal is reasonably susceptible of being selected for an award, ALEA may request from such vendor an oral presentation or conduct interviews to support vendor's written proposal. However, ALEA reserves the right, in its sole discretion, to award the contract without such discussions.

Any vendor whose proposal does not meet the mandatory requirements and does not provide a primary proposal that meets all the required specifications of the RFP will be considered non-compliant.

Proposal evaluations will be scored based on the response to the requirements of this RFP and held as the primary proposal. Alternative proposals will not be considered as the basis for the evaluation of the successful vendor. All proposals received will become the property of ALEA. ALEA further reserves the right to use for its benefit the ideas contained in proposals received.

EVALUATION CRITERIA

ALEA's Proposal Evaluation Committee will evaluate proposals using the following criteria:
Experience, Expertise, Knowledge, Stability, and Reputation of Vendor (50%)
Understanding and Responsiveness to RFP (25%)
Proposed Budget (25%)

COST OF RESULTING CONTRACT AND BILLING

The total cost of a resulting contract shall be a fixed fee for the school mapping data services to be provided throughout the service contract, to be utilized at the sole option of ALEA. The resulting contract shall not exceed the total cost quoted by vendor in its proposal.

Vendor will be required to submit invoices to ALEA for services provided pursuant to a services contract.

Vendor will be responsible for the payment of any and all applicable state, county, municipal, and federal taxes, including sales tax, and any other taxes imposed by other governmental entities so authorized. Vendor shall not bill ALEA for any taxes unless a statement is attached to the bill identifying the tax and showing why it is legally chargeable to ALEA. If it is determined that taxes are legally chargeable to ALEA, ALEA will pay the tax as required. State and federal tax exemption information is available upon request. ALEA does not warrant that the interest component of any payment is exempt from income tax liability.

All payments will be made to conform to State fiscal year requirements, notwithstanding any contrary provision in the contract. This may include prorating payments that extend beyond the end of ALEA's fiscal year.

RESERVATIONS

In addition to any other reservations made herein, ALEA hereby reserves the right to cancel this RFP; to reject any or all proposals; to reject individual proposals for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; and to waive minor defects and/or seek additional proposals; and also reserves the right to award one or more professional service contracts that ALEA determines to be in the best interest of the state and ALEA. All services may be awarded to one (1) professional service provider or ALEA may award different services described in the RFP to different providers.

ALEA reserves the right to award the contract to a vendor other than the lowest-priced vendor, if a higher-priced proposal provides the best value as determined by ALEA. Submission of a proposal confers on vendor no right to a selection or to a subsequent contract.

This process is only for the benefit of ALEA and is to provide ALEA with competitive information to assist in the selection process. All decisions on compliance, evaluation, terms, and conditions will be made solely at the discretion of ALEA.