Visitor Management System, Request for Proposal

Due 5/31/17 at 2:00 p.m.

Addendum #1, issued 5/24/17

Request for Proposals

Changes in Information:

This addendum is a contract document modifying previously issued documents, which remain in full force except as specifically modified below:

Proposals submitted must reflect provisions of the Addendum. Failure to acknowledge this Addendum on the response sheet may subject the candidate to disqualification.

Addendum #1

This addendum is issued to answer questions and provide additional information:

Visitor Management System Request for Proposal, 2017
Addendum 1

1. Does the district currently have a system in place?
    No, we do not.

2. Does the district have a preference on whether to use this as a kiosk, with an attendant, or a combination of both? May we present pricing options for both a kiosk (self-serve) and attended system? Is the district in favor of a self-service visitor management product, staff-operated product, or a combination of both?
   The district currently has visitors sign in and they are issued a visitor sticker or one is issued for them. In several locations, we have security personnel who will be performing this task.
   However, we would like the option where visitors can scan themselves in, especially if there
   Are several at one time.

3. Does the district intend to install the system on computer they provide or should we quote a computer?
   All schools have (or will have computers) they will use for this system.

4. What is the timeline for intent to award as well as when the district expects the project to be completed? When will the district make a decision?
   The district hopes to make a decision as soon as possible after the proposals are received. However, the intention is to obtain the best system that will meet the needs of NPS. This may require additional information and/or presentations by one or more proposers.

5. By what date does the district wish to have this deployed to all schools?
   We would like to have everything installed and training of all personnel prior to the start of school—the last week of August 2017.

6. Does the district intend to assist with installation, or is installation to be provided by the vendor?
   Installation is to be provided by the proposer. If there are any differences in the response, they must be clearly stated as an alternate.

7. Does the district want onsite installation site-by-site, installation onsite at one location, or remote installation? If we can demonstrate a significant cost reduction, would webinars for each school be acceptable?

   The district is requesting that installation be done at each site. Cost reduced proposals may be considered. Any changes in this must be clearly stated as an alternate.

8. Does the district have a preferred format for the bid response? How many copies do you require? Do you want the copies bound, tabbed, etc.?
   Please use the response sheets in the request for proposal. No other format requirements.
   We would prefer two copies, if possible.

9. Do you have a preferred format for pricing?
   We are requesting a total lump sum amount (please see page 7 of the rfp). If you would like to submit more detailed pricing, please add a page with breakdowns.

10. On Page 2 "Overview", you state the proposal must be clearly marked: (this portion is blank)   How do you want the proposals marked?
    Visitor Management System 2017 would be fine.

11. On Page 6 "Scope of Work" you state "Manual Entry Option" Can you provide more detail on what you mean by manual entry?
The district realizes that there may be situations where an individual may not have a scan able ID. Manual Entry Option would provide an alternative way of entering data on this individual, and providing clearance and a visitor badge.

12. On Page 6 "Scope of Work", you state, "Must access local, state, and federal database for sex offender registry checks, orders of protection". Can you provide more detail on the orders of protection? Are these orders given to the school district and we "red flag" anyone who has an order of protection against them?
Yes, that's correct. We intend to have any orders of protection shared from our student database to the visitor management system to be used as an alert. (See below)

13. Please clarify what the district's expectations are for "Must be able to interface with Power School."
See above. We are also interested in a mechanism for late students swiping in (or early dismissal) and would be interested in coordination this with our student database.

14. Will the district share all questions and answers to the RFP in an addendum posted to the district website, or will the addendums be emailed?

    All addendums will be posted to the State of CT website and the Norwalk Public Schools website: Here is the state website. You can sign up for notifications for future rfp/bids and addendums for NPS and other districts:

    http://das.ct.gov/cr1.aspx?page=372

    We also post to the NPS website (but currently have no notification mechanism):

http://norwalkps.org/district/purchasing

15. Self-expiring ID badges and/or color photos on labels are expensive (40¢ per badge or more). May we present a significantly less costly (5¢ per badge) badge solution that is not a self-expiring ID badge or have a color photo?
Yes, please list this as an alternate.

16. Will the district be requesting vendors to make a presentation before awarding this bid?
In the event that more information is required, we may need to request a presentation from one or more respondents.