



Orders



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## RFQ: 285248,4

Actions Unseal Go

**Title** Automated License Plate Reader/Recognition (ALPR) system

**Status** Closed (Unlocked)

**Time Left** 0 seconds

**Open Date** 10-Nov-2022 13:22:29

**Close Date** 17-Nov-2022 14:00:00

Header Lines Controls Contract Terms Suppliers

**Buyer** Ray, Terri

**Negotiation Style** RFP Good and Services

**Quote Style** Sealed

**Security Level** Public

**Approval Status** Approved

**Description** Automated License Plate Reader/Recognition (ALPR) system

**Unlocked By** Ray, Terri

**Unlocked Date** 17-Nov-2022 15:33:02

**Operating Unit** METRO\_GG

**Outcome** Contract Purchase Agreement

**Event**

### Collaboration Team

Member	Approver	Approval Status	Access	Task	Target Date	Task Completed	Last Notifi
Clay, Gary C	No		Full				
Kelley, Zachary A	No		Full				
Lane, Michelle A.	Yes	Approved	Full				
Lomax-O'Dneal, Talia R	No		Full				
Ray, Terri Lynn	No		Full				
Walker, Sandra M.	No		Full				
Watson, Jerval D	No		Full				
Wood, Christopher S	No		Full				

### Terms

**Global Agreement** Yes

**Effective Start Date**

**Effective End Date**

**Bill-To Address** [Bill To: Metro Payment Service](#)

**Ship-To Address** [1 Metro Site Location | 1590](#)

**FOB** DELIVERY

**Total Agreement Amount**

**Payment Terms** N30

**Carrier**

**Freight Terms** SUPPLIER PREPAID

### Currency

**RFQ Currency** USD

**Price Precision** Any

### Requirements

Display Scoring criteria to Suppliers No

Show All Details | Hide All Details

Details Section	Scoring Team	Maximum Score
<p><b>Requirement</b></p> <p><b>Request for Proposal</b></p> <p>Pursuant to Metropolitan Code of Laws (M.C.L.) Section 4.12.040, this solicitation document serves as the written determination of the Purchasing Agent, that the use of competitive sealed bidding is neither practicable nor advantageous to Metro. Therefore, this solicitation will facilitate the entering into of contract(s) by the competitive sealed proposals process. The proposal process, flexibility and limitations are governed by the Code and related Procurement Regulations.</p> <p>The proposal selection method permits discussions with offerors who submit proposals determined to be reasonably susceptible of being selected for award. Modifications in proposal content, comparative judgmental evaluations of the proposals, corrections, and scope adjustments, may occur at the request of the Purchasing Agent or their designee.</p> <p>There may be one or more amendments to this solicitation. Solicitation amendments are included as updates to the original solicitation. It is the offeror's responsibility to remain informed on all solicitation amendments and submit the solicitation response incorporating all amendments.</p>		0

Offers to Metro online solicitations are required to be submitted within the iSupplier online environment unless otherwise stated. Hard copy offers will not be considered except as required by law.

Any response to this solicitation is a **formal waiver of any claims of confidentiality** regardless of what may be stated, printed, or implied in the submission and/or attachments submitted. All information is made a **Public Record** after an award is made.

The only official position of Metro is found within this solicitation document including answers provided in response to questions raised. The online discussion tool within iSupplier is the appropriate tool for all questions or communications concerning this solicitation.

Metro reserves the right to issue additional rounds as it deems necessary for the purposes of evaluation. Additional rounds may include, but not be limited to, Offeror interviews.

Metro reserves the right to make multiple awards for a contract if it is deemed in the best interest of Metro.

▲ Solicitation Objective	0
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Requirement	Target	Maximum Score
<p>The objective of this solicitation is to enter into an indefinite delivery/indefinite quantity (IDIQ) contract(s).</p> <p>This would result in multi-awards based on the proposed solution (i.e., fixed-LPR, vehicle-based mobile LPR, and trailer-based mobile LPR); therefore, the intent to awards would be issued to one or more of the top scoring Offerors for each proposed solution. This solicitation and the scope of services to be provided shall adhere to M.C.L. 13.08.080 (See link in Notes and Attachments section of Solicitation).</p> <p>Consistent with M.C.L. 13.08.080, a public hearing will be held prior to any Contract being executed and filed in the Metro Clerk's Office.</p> <p>The resulting awarded contract would be for an initial six (6) month pilot program period plus time for Metro Council determination and approval to extend the contract. Prior to two weeks before the conclusion of the pilot program period, documentation would be submitted to Metro Council for consideration of future use of LPR Technology Solution. If the LPR Technology Solution is approved, then the contracts may be extended up to a maximum of sixty (60) months total which includes the six (6) month pilot program.</p> <p>Contracts would be negotiated accordingly and executed for an initial six (6) month period plus time for Metro Council determination and approval with the option to extend as stated above.</p>		

▲ Multi-Round Solicitation	0
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Requirement	Target	Maximum Score
<p>This is a multi-round solicitation that will consist of at least four (4) rounds. Metro reserves the right for additional rounds if deemed necessary.</p> <p>Offerors may submit response for multiple solutions (i.e., fixed-LPR, vehicle-based mobile LPR, and trailer-based mobile LPR). Offerors will be evaluated per the evaluation criteria below for each proposed solution (i.e., fixed-LPR, vehicle-based mobile LPR, and trailer-based mobile LPR).</p> <p><u>Round 1</u></p> <p>Round 1 consists of project experience for a total of <b>50</b> points.</p> <p><u>Round 2</u></p> <p>Offerors evaluated as qualified (acceptable or potentially acceptable) for the first round of this solicitation will be invited to the next round(s) wherein Offerors will submit detailed proposals. Such detailed proposals will be worth a total <b>100</b> points and, at a minimum, include categories of Methodology &amp; Business Plan, Service &amp; Maintenance, and Product Information.</p> <p><u>Round 3</u></p> <p>Offerors evaluated as qualified (acceptable or potentially acceptable) for the second round of this solicitation will be invited to the next round(s) wherein Offerors will be required to provide the complete proposed solution for a 10-day RFP field evaluation period to demonstrate their ability to work within the parameters of the RFP to support a Nashville ALPR pilot program that is in compliance with applicable law and ordinances. (No ALPR data to be collected or maintained by MNPD personnel and no use of the technology to initiate any law enforcement activity.) It is anticipated that Offerors will have two (2) week timeframe for setup which includes shipping of equipment. The 10-day trial evaluation period will be worth a total of <b>150</b> points.</p> <p><u>Round 4</u></p> <p>In the final round, Metro will seek cost information from any Offerors advanced to the final round evaluated as qualified (acceptable or potentially acceptable) from Round 3. The final round is worth a total of <b>50</b> points.</p> <p>Points from Round 1, 2, 3, and 4 will be added together to determine who receives the max points for each proposed solution.</p>		

▲ Scope Summary	0
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Requirement	Target	Maximum Score
<p>The Metropolitan Government of Nashville and Davidson County (Metro) is soliciting proposals for a Contractor to provide Automated License Plate Reader/Recognition (ALPR) System for the Metro Nashville Police Department (MNPD). The Automated License Plate Reader/Recognition (ALPR) System shall include all necessary hardware, software, subscriptions, licenses, training, maintenance, and/or support services necessary for mobile, fixed, and trailer-based ALPR implementations.</p>		

▲ Scope Details	0
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Requirement	Target	Maximum Score
<p>For fixed-based ALPR, contractors must be capable of providing full 'turnkey' services and will bear all associated costs to include: permitting, construction, installation of poles and other infrastructure, ALPR cameras equipment, maintenance and repair, routine servicing, system upgrades, wireless connectivity and related end-user training. The proposed system will be hosted by the offeror, who shall maintain all data as required by Metro.</p> <ol style="list-style-type: none"> <li>Adherence to the Criminal Justice Information Services Security Policy.             <ol style="list-style-type: none"> <li>The System shall be a secure, web-based CJIS-compliant system. All components of the system shall adhere to the most recent CJIS Security Policy set forth by Federal Bureau of Investigation (FBI) (see provided link in attachment section).</li> </ol> </li> <li>Contractor Requirements.             <ol style="list-style-type: none"> <li>Contractor shall provide all technical manuals pertaining to the System. The technical manuals shall be furnished in an electronic format.</li> <li>Contractor shall facilitate Installation and repairs through an authorized maintenance facility for ALPRs—employing trained and properly certified technicians. Contractor shall provide proof of technician(s)' certification.</li> <li>Contractor shall provide all cables, mounting components, and hardware required for Installation. If applicable, all System equipment shall be shipped to the Metro at no additional charge.</li> </ol> </li> <li>System Requirements. The System shall generally meet the following requirements:             <ol style="list-style-type: none"> <li>Create and produce operational reports in accordance with section Operational Reports below.</li> </ol> </li> </ol>		

<p>b) At all times comply with the Metro Nashville Government Information Technology and Security Policies (see provided link in attachment section).  c) Have a fully scalable, configurable, and customizable architecture designed to allow incremental changes in capacity and functionality.  d) Function at night and in dim lighting situations, with no additional external lighting required other than lighting that is integrated within the hardware.  e) Have the ability to interface and provide data to third-party solutions.  f) Support a minimum of three (3) cameras operating independently and simultaneously for the mobile setup.  g) Store records in accordance with federal, state, and local laws, rules, and regulations.  h) System capabilities, user operations, records storage, and operational reporting must comply with Metropolitan Code Section 13.08.080 Deployment of surveillance or electronic data gathering devices onto public rights-of-way requires metropolitan council approval (see provided link in attachment section).</p>		
<p>4) General Hardware Requirements.  a) All equipment shall be ruggedized—allowing for operation in wet conditions, extreme hot and/or cold temperatures, and vibrations.  b) All Data Storage shall be Solid State and ruggedized.  c) The ALPR System camera(s) shall be capable of being mounted in a fixed or temporary location and shall be designed to meet the environmental conditions associated with a mounted installation.  d) The System shall operate on any MDC without adversely affecting any other existing applications.  e) All System components shall be Solid State.  f) The System shall function at night and in dim lighting situations, with no additional external lighting required other than lighting that is integrated within the hardware.  g) Cameras.  i) The cameras shall be mounted and provide IR for license plate capture and color overview images for vehicle identification;  ii) The cameras shall be mounted—either temporary or permanently—in such a way that an individual's field of view is not obstructed;  iii) In a multi-camera configuration, each camera shall operate independently—a failure of one camera shall not prevent normal operation of any other camera; and  iv) The camera(s) shall have the ability to read all readable license plates, including digitally printed plates, from all fifty (50) states including vanity plates, multiple plates and half-height characters, in both daylight and darkness.  v) The Fixed Camera System shall be comprised of a minimum of one (1) self-illuminating IR camera(s) for effective license plate image capture in a variety of weather and lighting conditions. The number of cameras shall be contingent upon the location and need of the System;  vi) The Mobile Camera System shall be comprised of a minimum of three (3) self-illuminating IR cameras for effective license plate image capture in a variety of weather and lighting conditions;</p>		
<p>h) Additional Mobile Hardware Requirements. The following requirements shall be met:  i) All peripherals shall be furnished by the Contractor. Contractor shall be able to provide a variety of camera mounting brackets or configurations to accommodate the vehicles' purposes and types;  ii) The System shall not exceed the current power capabilities of twelve (12) volts and ten (10) amps; and  iii) The camera(s) shall be capable of capturing license plates in any of the following scenarios:  (1) An adjacent lane on either side of the patrol vehicle while driving through traffic and/or parking lots;  (2) Traffic in an adjacent lane while parked on the side or shoulder of a roadway;  (3) Any parking application from parallel to perpendicular parked car orientation with respect to the movement of the patrol vehicle, and  (4) An adjacent lane to capture the rear license plate of the vehicle as it passes the patrol vehicle or vice versa.  i) Additional Fixed-Mounted Hardware Requirements.  i) All peripherals shall be furnished by the Contractor. Contractor shall be able to provide a variety of camera mounting brackets or configurations to accommodate a variety of fixed location sites; and  ii) Contractor will provide voltage and power capabilities for the various platforms.</p>		
<p>5) System Storage and Management Software (the 'Software'):  a) The System shall be role-based and rights-based.  b) The System shall integrate with MNPD's Active Directory for single sign-on and group-based permissioning.  c) Contractor shall work with MNPD as needed for system interfacing, data conversion, transfer, and/or migration of existing and/or historical data.  d) Browser-based applications shall be able to operate on MNPD-approved web browsers, and support all subsequent versions.  e) Any client-based applications shall be developed to function in a current, or subsequent, MNPD-approved operating environment.  f) The MNPD System Administrator shall have the capability to access granular audit logs for all activity in the system by every user, system administrator, and automated process, and set retention of all audit logs, including user access audit history, for a period of not less than three years, which will include at a minimum:  i) The date and time stamp, if such data elements are not deleted due to the retention period set per Section 6(g) below. Data exempt from deletion under Section 6(g) below, such as data that will be used as evidence in a felony offense or traffic or parking offense, must be preserved for the audit trail [G.5(a)];  ii) The license plate number or other data elements used to query the ALPR system, if such data elements are not deleted due to the retention period set per Section 6(g) below. Data exempt from deletion under Section 6(g) below, such as data that will be used as evidence in a felony offense or traffic or parking offense, must be preserved for the audit trail [G.5(b)];  iii) The username of the person who accessed the information [G.5(c)]; and  iv) The purpose for accessing the information [G.5(d)];</p>		
<p>g) The system shall provide automated features and interfaces to enforce the requirement that ALPR data, including but not limited to license plate number, vehicle description, location and data/time stamp shall only be retained up to a retention time (in days) set by the System Administrator, unless it is evidence in a criminal offense or civil traffic or parking offense, subject to a properly issued warrant, subpoena, public records request or court order, or where the department has been instructed to preserve such data by the department of Law in relation to pending litigation or anticipated litigation.  i) All data retained past the retention schedule shall include fields capturing the person requesting the data to be retained, incident number, purpose of the preservation, and if approved, the approving supervisor.  h) The authorized purposes for using the ALPR system and collecting ALPR information, which shall be limited to the following:  i) Investigating and prosecuting felony offenses and criminal offenses associated with violent crimes including gun violence, homicide, and assault; and reckless driving including illegal drag racing activity at speeds in excess of 70 miles per hour;  ii) Identification and recovery of stolen vehicles and stolen license plates;  iii) Detecting traffic or parking offenses;  iv) Operating a smart parking or curb management program; and  v) Assisting in missing persons cases including Amer and Silver Alerts. [G.1(a)i.]  i) The ALPR system shall not retain any personally identifiable information. [G.4(d)]  j) The ALPR system shall provide MNPD with exclusive administrative control over the sharing or selling of ALPR data collected by MNPD. [G.4(e)]  k) The system shall provide granular user access control to include the ability to allow or deny individual functions and features within a role.</p>		
<p>i) View only access permissions can be specifically and singularly granted to user access audit logs for non-administrative user accounts. [G.5(e)]  l) The MNPD System Administrator shall have the capability to define the MNPD's database(s) and assign a color code or other easily recognized delimiter and priority level to each database to be used when a "Hit" occurs, e.g., stolen vehicles, stolen license plates, sexual predators, armed felon suspects, registered parolees.  m) The Software shall support an unlimited number of "hot list" databases, including the NCIC and the TCIC.  i) Hotlists shall have the capability of updating on a schedule daily or multiple times a day.  ii) The System shall allow automatic updating of all "hot list" databases from the originating source (i.e., website, FTP location, or network address).  n) The System shall have a feature that allows "hot list" databases to be created in the field by users and each user shall have the capability to add license plate data to the System's database(s) while in the field.  o) All license plate data added by the user shall remain a part of the selected database.  p) The System shall provide a feature to enable or disable plate matching to match common number character issues, e.g., O/0 and B/8, or unknown characters.  q) The Software shall provide live, simultaneous display of all of the following data:  i) The IR license plate image;  ii) The license plate interpretation or System read;  iii) A corresponding color overview image of the vehicle displaying the captured IR license plate;  iv) The date and time stamp;</p>		
<p>v) Identification of the camera position capturing the image;  vi) The GPS coordinates for every license plate captured by the System; and  vii) Active directory identification of the officer logged into the System.  r) The Software shall create and produce reports in accordance with Section "Operating Reports" below.  s) The Software shall provide MNPD with the ability to run a query to determine if a particular license plate, using full plate information or partial plate information, has been captured in the System. If the license plate data is in the System, the State shall have the ability to review each license plate captured. The associated System data displayed shall include a minimum of the following:  i) IR license plate image;  ii) Corresponding color overview image of the vehicle;  iii) Date and time stamp; and  iv) GPS coordinates.</p>		

<p>t) The Software shall provide the ability for notes to be added to any record for permanent storage and subsequent retrieval.                  u) The Software shall provide a method for automatically purging data based upon parameters defined by MNPD.                  v) The Software shall support a suite of investigative tools that have the ability to query and conduct analysis on the data contained in the System database.</p>	
<p>6) Operational Reports. Contractor shall provide a System capable of producing a variety of mutually agreed upon standard and customized reports for the System as a whole and each of its functionalities.                  a) Parameters. Parameters shall include a minimum of the following:                      i) Hits;                      ii) License plate images and associated data; and                      iii) License plate searches performed by the officer indicating the date and time the search was conducted, and the justification narrative.                  b) An additional report which includes the following information by date range [G.7(d)];                      i) The number of ALPR's in use [G.7(d)i.];                      ii) The number of matches made by the ALPR including the number of matches read correctly and any misreads [G.7(d)i.].                  c) Report Delivery. Access to, and delivery of, all reports shall meet the following minimum requirements:                      i) The System shall permit MNPD designated personnel the ability to access all reports from a centralized location;                      ii) MNPD shall have the ability to create customized reports based on parameters determined by MNPD;                      iii) MNPD designated personnel shall have the ability to perform real-time ad-hoc reports through MNPD approved tools. MNPD designated personnel shall have access to only those data fields permitted based on their roles/security classes;                      iv) Reports and results of queries shall be downloadable in multiple formats, including tab delimited, Microsoft Excel, Microsoft Word, and PDF;                      v) The System shall send all reports to paper, screen, or file (i.e., Print, View, Save as); and                      vi) Contractor shall collaborate with MNPD to establish the scheduling parameters and retention periods for reporting. Scheduling parameters and retention periods for reporting have to be approved in writing by MNPD prior to implementation.</p>	
<p>7) Installation.                  a) Contractor shall provide System Installation and/or System Installation oversight based upon MNPD's requirements.                  b) If applicable, Contractor shall provide Installation services utilizing MNPD-approved vendors. Retrofitting services shall be completed the same day; all Installation dates and times shall be coordinated between MNPD and the Contractor's MNPD-approved vendors.                  c) All services for Installation shall be pre-approved by MNPD designated personnel. Contractor shall coordinate the location and time of all Installation services with MNPD designated personnel.                  d) Contractor shall provide an approximate time period for the completion of Installation to be approved by MNPD.                  e) MNPD designated personnel shall conduct inspections to ensure the quality of Installation and products being supplied by the Contractor and used in the Installation process. After completion of Installation services, MNPD designated personnel shall provide a signature approval verifying the work as being accepted and completed.                  f) MNPD designated personnel shall provide instructions to the Contractor to identify which configuration and equipment (gutter, magnet, light bars) shall be utilized for each vehicle type.                  g) Equipment shall be installed in a manner that meets the functional needs of MNPD, as well as, meets standards that will uphold the manufacturer's warranty.                  h) MNPD reserves the right to perform any and all Installations itself. MNPD shall do so at its own discretion.                  i) Contractor shall not outsource Installation without the prior written permission of MNPD.</p>	
<p>8) Training.                  a) Contractor shall provide training materials on the use of the System to include a training presentation that may be utilized for distribution to MNPD staff.                  b) Contractor shall also provide ongoing on-site training for MNPD as requested by MNPD and agreed upon by the Parties especially with any significant updates or upgrade changes to the functionality of the System.                  c) Contractor shall be responsible for delivering multiple levels of on-site training or Remote web- based training. Each training level will be tailored to a specific audience, specific job duties, and cover each component of the overall System. Scheduling of the training shall be done in consultation with MNPD. Requested training materials (user guides, job aids, presentations, and other such material) shall be made available to MNPD at least fifteen (15) calendar days prior to any training session.                  d) At each level of training (see Section A.9.f.), Contractor shall:                      i) Provide sufficient training on the full use of hardware, peripherals, and the Software;                      ii) Provide, to each trainee, a hardcopy and soft copy user guide, or job aid, which contains information, step-by-step procedures, and instructions specific to each component of the overall solution. Each user guide, or job aid, shall also include a complete list of possible error messages, together with instructions for locating and correcting each error and step-by-step instructions for solving common problems;                      iii) Grant MNPD the ability to reproduce and internally distribute unlimited additional copies of all documentation and training materials at no additional cost;                      iv) Update or revise user guides and job aids when needed, especially when a System upgrade impacts (changes) how a process is performed; and                      v) Permit MNPD to make audio and video recordings of any training sessions for later use at no additional cost to MNPD.</p>	
<p>e) Specific to System Administrator and Account Administrator training, Contractor shall meet the following requirements for technical manuals:                  i) Contractor shall create, maintain, and provide MNPD complete technical manuals. The manuals shall describe the overall aspects of the System configuration, operating instructions, and problem diagnosis of all separate components or features of the System. The manual shall include a wiring schematic for each piece of hardware that will be wired into the power source. Corresponding technical specifications, such as equipment diagrams and specifications, and machine components shall also be noted in the manual;                  ii) Contractor shall maintain comprehensive as-built documentation on all the Software aspects of the System, and its components, and shall provide MNPD with electronic copies of said documentation as revisions and/or changes are made. Documentation will include System architecture diagrams;                  iii) Contractor shall provide at least four (4) full hardcopy sets of technical manuals and documentation materials to MNPD. The technical manuals and documentation materials must also be provided to MNPD in electronic format;                  iv) Contractor shall keep the technical manuals current, and update and inform MNPD whenever any change is made to any component of the System. Contractor shall provide a copy of the updated changes to MNPD and shall make each revision available to MNPD a minimum of five (5) days prior to release. Each revision to the technical manuals shall be recorded and organized in a fashion that easily allows the reader to understand the technical specifications, System architecture, the Software versions, file and database layouts, process procedures, and other relevant information at any point in the history of the System and each of its components;                  v) Contractor shall not remove or redact any part of the technical manuals except to remove errors. Whenever an update is made to reflect a change, the obsolete information shall remain intact, accessible by necessary personnel, and be clearly marked that the information is updated, the period of time the information reflected the actual System design, and a reference to where the updated information is located; and                  vi) Contractor shall grant MNPD the ability to reproduce and internally distribute unlimited additional copies of all technical manuals at no additional cost to MNPD.</p>	
<p>f) Training levels shall include but not be limited to:                  i) System Administrator. This training shall provide a comprehensive overview of each component of the System so that MNPD's technical staff will have the knowledge necessary to operate and troubleshoot any of the components in the event of an emergency;                  ii) Account Administrator. This training shall cover functions associated with administering user accounts. Account administration should include functions such as adding users, modifying account privileges, resetting account passwords, suspending account access, and deleting accounts;                  iii) Train the Trainer. This training shall provide designated MNPD staff enough knowledge on the use of each component of the System so that they can train end users;                  iv) End-User Training. This training shall cover all functions associated with proper operation and use of each component of the System. The training shall provide hands-on experience with all equipment and the Software in such a way to ensure that all users will become familiar with the System and how to use it; and                  v) Ongoing Training. In the event an upgrade impacts any component of the System, Contractor shall provide training at the level impacted by the change. For example, if the upgrade made a change to System administration, Contractor shall provide additional System Administrator level training.                  vi) Public Informational Sessions. This may be offered to the public at large, the Metropolitan Council, the Community Oversight Board or other interested parties.</p>	

<p>Equal Business Opportunity (EBO) Program Requirements</p>	<p>0</p>
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Requirement	Target	Maximum Score
<p><b>EBO GOAL</b></p>		
<p>Pursuant to the Metro Code of Laws Section 4.46.060 B, no Equal Business Opportunity Program Goal is established for this solicitation.</p>		

Insurance Requirements	0	
Requirement	Target	Maximum Score
<p><b>Insurance Requirements</b></p> <p>Any offeror receiving an intent to award letter shall be <b>required</b> to provide a Certificate of Insurance within <b>seven (7) calendar days</b> of receiving the notification in order to proceed with award and execution of a contract.</p> <p>The Description section must read as follows: <b>Metropolitan Government of Nashville and Davidson County, its officials, officers, employees, and volunteers are named as additional insureds per general liability additional insured endorsement and automobile liability additional insured endorsement. RFQ # 258248.</b></p> <p>In the Certificate Holder section it must read as follows: <b>Purchasing Agent, Metropolitan Government of Nashville and Davidson County, Metro Courthouse, Nashville, TN 37201.</b></p> <p>The following insurance(s) shall be required:</p> <ul style="list-style-type: none"> <li>• <b>Products Liability Insurance</b> in the amount of one million (\$1,000,000.00) dollars (If the Offeror is <u>manufacturing</u> the product).</li> <li>• <b>General Liability Insurance</b> in the amount of one million (\$1,000,000.00) dollars.</li> <li>• <b>Automobile Liability Insurance</b> in the amount of one million (\$1,000,000.00) dollars (if Offeror coming on Metro Property to perform scope or make deliveries).</li> <li>• <b>Worker's Compensation Insurance</b> with statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee. (Workman's Comp Insurance is not required for companies with fewer than five (5) employees.).</li> <li>• <b>Cyber Liability Insurance</b> in the amount of four million (\$4,000,000.00) dollars (for companies that have access to personal information (SSN's Addresses of employees, customers or students)).</li> <li>• <b>Technological Errors and Omissions Insurance</b> in the amount of one million (\$1,000,000.00) dollars (provide technological services or products for liability and property loss exposure that may occur as a result of technological services, products, media content provided as well as property damage and liability resulting from network security breaches).</li> </ul>		

Standard Solicitation Requirements	0	
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Requirement	Target	Maximum Score
<p><b>Pre-Offer Meeting</b></p> <p>A pre-offer meeting will be held for this solicitation at <b>Wednesday, October 19, 2022 at 1pm Central Time.</b></p> <p>You <b>must</b> register in advance to provide the following information: your name, email address, phone number, and the name of the company you are representing by clicking on the following link.</p> <p><a href="https://nashville.webex.com/nashville/j.php?RGID=r76e6e1ff1d7179fde1d8ee7f33347e03">https://nashville.webex.com/nashville/j.php?RGID=r76e6e1ff1d7179fde1d8ee7f33347e03</a> (Copy link and paste in browser to access registration page)</p> <p><b>Event Password: metro</b></p> <p>The contact information provided will generate on the Pre-Offer Attendee List if you attend the meeting.</p> <p>You will receive a confirmation email invitation after you register with the information needed to participate in the Pre-Offer via Webex that will be added to your calendar. You may participate by click the Webex Link provided in the email confirmation from a computer, tablet, or smartphone.</p> <p>If you have any issues with registering please contact the Buyer, Terri Ray, terri.ray@nashville.gov (Preferred method of communication) or 615-862-6669</p> <p>Metro urges all prospective offerors to attend planned pre-offer meetings.</p>		
<p><b>Inquiries</b></p> <p>All inquiries must be submitted by <b>Tuesday, October 25, 2022 at 4:00pm</b> Central Time using the online discussions feature of the iSupplier system. Questions will be answered formally via Amendment to the solicitation soon after the deadline for submitting questions. Offerors must clearly understand that the only official answer or position of Metro will be the one stated in writing by Division of Procurement staff.</p> <p>You may contact Terri Ray at terri.ray@nashville.gov (preferred method of communication) or 615-862-6669 with questions regarding iSupplier or you may email <a href="mailto:iSupplier@nashville.gov">iSupplier@nashville.gov</a>. Make sure to provide <a href="mailto:iSupplier@nashville.gov">iSupplier@nashville.gov</a> a completed W-9 form for security purposes. All offerors are encouraged to sign in to the iSupplier system as soon as possible to view the solicitation and ensure all login information is correct.</p> <p>Finally, please have your offer loaded in the iSupplier system well in advance of the deadline for submission of offers to avoid any last minute functionality issues. While Metro makes every attempt to assist suppliers with entering their offers, there is not sufficient time to trouble shoot functionality issues within one hour of the deadline for submission of offers.</p>		
<p><b>Accurate Information</b></p> <p>Failure to provide complete and accurate information in an offer to this solicitation may result in your offer being deemed nonresponsive. Metro may institute debarment proceedings against the offeror and/or terminate any contract or purchase order that has been awarded based on inaccurate information.</p>		
<p><b>Extraneous Information</b></p> <p>Offers should be brief and concise. Information provided beyond the requirements described in this solicitation may be considered extraneous and as a result discarded.</p>		
<p><b>Minor Irregularities</b></p> <p>Metro reserves the right to waive minor irregularities in offers, provided that such action is in the best interest of Metro. Any such waiver shall not modify any remaining solicitation requirements or excuse the offeror from full compliance with the solicitation specifications and other contract</p>		

<p>requirements if the offeror is awarded a contract.</p>		
<p><b>Ambiguity, Conflict or Other Errors in the Solicitation</b></p> <p>Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in this solicitation prior to submitting their offer, or it shall be waived. Claims of ambiguity after submission of the offer shall not serve as grounds for a protest.</p> <p>If an offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation, they shall immediately request modification or clarification using the online discussion feature of iSupplier. Required modifications or clarifications will be issued by solicitation amendment.</p>		
<p><b>Validity of Offers</b></p> <p>All offers shall be valid for a period of one-hundred and fifty (150) days from the closing date of the solicitation unless another timeframe is agreed to by all parties. Submission of an offer does not afford rights to the offeror nor obligate Metro in any manner.</p>		
<p><b>Offer and Presentation Costs</b></p> <p>Metro will not be liable for any costs incurred by an offeror in the preparation of its response to a solicitation, nor for the presentation of its offer and/or participation in any clarifications, discussions, negotiations, or protests.</p>		
<p><b>Rejection of Offers</b></p> <p>Metro reserves the right to accept or reject, in whole or in part, any offers submitted. The failure of an offeror to promptly supply information in connection with, or with respect to, reasonable requests may be grounds for a determination of non-responsibility.</p>		
<p><b>Persons Suspended or Debarred from Procurement</b></p> <p>Pursuant to Metro Code 4.36.020, a public <a href="#">list of suspended or debarred persons</a> is maintained by the division of purchases. Individuals appearing on said list may not be awarded a Metro contract.</p> <p><b>Affirmation</b> Do you or any proposed subcontractors appear on the list of suspended or debarred persons?</p>	<p>No, neither I or any of my subcontractors appear on the list of suspended or debarred vendors.</p>	
<p><b>Subcontractors/Subconsultants</b></p> <p>Offeror <b>must</b> enter <b>ALL</b> subcontractors/subconsultants/suppliers in the Subcontractor/Subconsultant Form (see attachments below) regardless of their ownership and attach back to the submitted response/quote. All proposed subcontractor/subconsultants and/or suppliers must be registered in iSupplier prior to the solicitation deadline. Offeror should identify those subcontractors/subconsultants and/or suppliers that are Small or Service-Disabled Veteran (SBE/SDV) owned, or those that are Minority or Woman owned as appropriate. All known subcontractors/subconsultants and/or suppliers who will perform a portion of this project <b>must</b> be listed. <b>SBE/SDV Primes should not enter their participation on this form, rather should enter it in the attributes section of the lines tab of their response, if applicable.</b></p> <p><b><u>If no subcontractors/subconsultants are being proposed then indicate such on the Subcontractor/Subconsultant Form and attach back to the submitted response/quote.</u></b></p> <p><b><u>Failure to attach the Subcontractor/Subconsultant Form to your submitted response/quote may deem your offer non-responsive.</u></b></p>	<p>Subcontractor/Subconsultant Form is Attached</p>	
<p><b>Assistance to Small (SBE) and/or Service-Disabled Veteran (SDV) Owned Businesses</b></p> <p>The Metro Procurement Code (Section 4.44) and Regulations (Section R4.44.020.04) provide options for the Purchasing Agent to maximize the participation and performance of Metro approved SBE/SDV businesses.</p> <p>Assistance is provided to offerors who are SBE/SDV, or who need assistance in locating potential SBE/SDV subcontractors or suppliers. For assistance, offerors are encouraged to contact the BAO by email at <a href="mailto:BAO@Nashville.gov">BAO@Nashville.gov</a> or call the BAO at (615) 880-2814. For more information and the forms go to the following website: <a href="#">Office of Minority and Women Business Assistance (BAO)   Nashville.gov</a>.</p> <p>If the Offeror is a SBE/SDV business, Metro considers the work the SBE/SDV firm commits to self-perform. If the work is subcontracted or otherwise procured, only the work performed by a Metro approved SBE/SDV subcontractor or supplier may be considered for the purposes of award incentive. All SBE/SDV businesses included in offers must be registered online with Metro and approved by the BAO prior to the solicitation closing date.</p>		
<p>Several ways that SBE/SDV participation may be promoted in individual solicitations are described below:</p> <ul style="list-style-type: none"> <li>• <b>Cost Incentive</b> - The Metro Procurement Code (Section 4.44) and Regulations (Section R4.44.020.04) provide options for the Purchasing Agent to provide a cost incentive to maximize SBE/SDV participation. If this solicitation includes a cost incentive for the participation of approved SBE/SDV business, the methodology for evaluating the SBE/SDV participation is described in the regulations found at <a href="#">Metro Nashville Procurement Code Regulations, Revised November 2020</a>. This requires that <b>ALL</b> SBE/SDV Subcontractors and/or Subconsultants be listed on the Subcontractor/Subconsultant Form.</li> <li>• <b>Set-Aside</b> - Some solicitations are the result of an SBE/SDV set-aside. In those cases only approved SBE/SDV firms may submit an offer. The solicitation will state in the opening description if it is an SBE/SDV set-aside solicitation. This requires that <b>ALL</b> SBE/SDV Subcontractors and/or Subconsultants be listed on the Subcontractor/Subconsultant Form.</li> <li>• <b>Small Business Reserve (SBR)</b> - Some solicitations are the result of an SBR set-aside. In those cases, only approved Small Business Reserve participants may submit an offer. The solicitation will state in the opening description if it is an SBR solicitation. This requires that a <b>preliminary list</b> of SBE/SDV subcontractors and/or subconsultants be included on the Subcontractor/Subconsultant Form.</li> <li>• <b>Threshold</b> - If the solicitation has a SBE/SDV threshold, only offers that meet the established threshold will be eligible for SBE/SDV cost incentives. Incentive consideration, if included, is calculated on a pro rata basis for those offers in excess of the established threshold. This requires that <b>ALL</b> SBE/SDV Subcontractors and/or Subconsultants be listed on the Subcontractor/Subconsultant Form.</li> <li>• <b>Requirement</b> - If the solicitation states a required SBE/SDV participation level, then only those offerors committing to achieve or exceed the established amount will be considered responsive to the solicitation. The solicitation will not contain an SBE/SDV cost incentive. This requires that a <b>preliminary list</b> of SBE/SDV subcontractors and/or subconsultants be included on the Subcontractor/Subconsultant Form.</li> </ul>		
<p><b>SBE/SDV Participation and Misrepresentation</b></p> <p>Offerors must acknowledge that they understand the SBE/SDV participation expectations described in the next paragraph.</p> <ul style="list-style-type: none"> <li>• <b>SBE/SDV Program is <u>NOT</u> applicable to this solicitation.</b></li> </ul> <p>Offeror also acknowledges that they understand the consequences of failing to comply with their SBE/SDV participation commitments. If Contractor fails to comply with their SBE/SDV businesses participation commitments, or it is determined that their SBE/SDV status or the SBE/SDV status of any subcontractor/subconsultant/supplier, is shown to be false; Metro may terminate the Contract and charge Contractor for any costs incurred by Metro as a result of the misrepresentation. Misrepresentation may result in debarment.</p> <p>Contractor shall enter payments to SBE/SDV and MBE subcontractors/subconsultants/suppliers as instructed by Metro. Failure to do so may impact payments to Contractor.</p>	<p>Acknowledge Participation Expectations and Consequences of Misrepresentation</p>	

**Americans with Disabilities Act**

Contractor shall ensure Metro that all services provided through this resulting contract shall be completed in full compliance with the 2010 Americans with Disabilities Act (ADA) enacted by law on March 15, 2012 and adopted by Metro. Contractor will ensure that participants at public meetings with disabilities will have communication access that is equally effective as that provided to people without disabilities. Information shall be made available in accessible formats, and auxiliary aids and services shall be provided upon the reasonable request of a qualified person with a disability.

**Contractor Personnel Requirements**

Subsequent to submission of an offer and prior to award of a contract, key personnel identified in the offer shall not be changed without the approval of Metro. Any changes in key personnel without Metro approval may result in the offer being rejected and not considered for award.

**Unauthorized Work**

The successful offeror shall not begin work until Metro issues a Notice to Proceed or Purchase Order. Any unauthorized work shall be deemed non-compensable and the offeror will have no recourse against Metro.

**Vendor Checklist**

Offeror must complete the vendor checklist (see attached below) and attach completed document back to the submitted response/quote. Information provided on the completed vendor checklist will be used to development the resulting outcome if issued an intent to award from the solicitation.

Attached Completed Vendor Checklist

**Failure to attach the completed Vendor Checklist to your submitted response/quote may deem your offer non-responsive.**

Information Security Agreement	0
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Requirement	Target	Maximum Score
<p>Metro is committed to the responsible use of the information entrusted to it and to protecting the confidentiality, integrity and availability of that information. However, information security is not an absolute and Metro cannot absolutely guarantee the security of the information that it handles. Metro aspires to fully protect citizen information through the use of multiple information security controls, including technical, administrative and physical controls.</p> <p>Metro requires that any external party, vendor, etc., exercises the same or greater level of due diligence with regards to the protection of Metro information, information technology assets and information processing facilities that are accessed, processed, communicated to, or managed by external parties or where external parties add products or services.</p> <p>Complete the ISA Questionnaire found at <a href="#">MISA-Questionnaire</a> and attach it with your quote. Using the attached ISA Matrix found at <a href="#">MISA-Exhibit Selection Matrix</a>, determine the applicable ISA Terms and Conditions found at <a href="#">MISA-Exhibits</a> based on your company's completed ISA Questionnaire.</p> <p>Failure to attach your completed ISA Questionnaire may result in your offer being deemed non-responsive.</p> <p>For an ITB, failure to accept the applicable ISA Terms and Conditions may result in your offer being deemed non-responsive.</p> <p>For an RFP or RFQ, offeror must indicate acceptance of the applicable ISA Terms and Conditions. If any exceptions are taken, attach a PDF file to your quote identifying the exceptions and label it as ISA Terms and Conditions Exceptions.</p> <p>Please note that if exceptions are not stated at this time, they will not be granted after the contract is awarded. Exceptions taken after the award will result in the withdrawal of the intent to award and offeror's firm suspended from upcoming solicitations.</p>	ISA Questionnaire Completed and Terms and Conditions Accepted	

Evaluation Criteria	0
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Requirement	Target	Maximum Score
<b>EVALUATION CRITERIA</b>		
<p><b>All submitted proposals should include the following on every page as a footer:</b></p> <ul style="list-style-type: none"> <li><b>RFQ Number &amp; Title</b></li> <li><b>Proposer Name</b></li> <li><b>Evaluation Criteria Section Title - Proposed Solution</b></li> <li><b>Page Numbers</b></li> </ul> <p><b>Each PDF document should be named the Evaluation Criteria Section Title - Proposed Solution.</b></p>		
<p><b>Solicitation Acceptance</b></p> <p>Offeror must indicate acceptance of the final version of this solicitation as amended. In the likely occurrence that an amendment is issued to the solicitation, you must accept the final amendment for your proposal to be accepted. When an amendment is published you will automatically be notified by the iSupplier system, but you are encouraged to regularly check the solicitation for an amendment. If you have submitted a proposal prior to an amendment, you must resubmit your proposal in response to the amendment to avoid failure to submit or a determination of non-responsiveness. This is required whether your offer is affected by the latest amendment or not.</p> <p>Any exceptions taken to this solicitation must be submitted through the online discussion feature of the system by the date and time shown for inquiry submittal. If an offeror takes exception to this solicitation after the inquiry submittal date and time, their submission may be deemed nonresponsive.</p>	Accept Final Published Solicitation	
<p><b>Contract Acceptance</b></p> <p>Offeror must indicate your acceptance of the attached contract for this solicitation.</p> <p>If any exceptions are taken, attach a PDF file to your quote identifying the exceptions and labels as Contract Exceptions. If no exceptions to the contract are stated, they will not be granted after the contract is awarded. Exceptions taken after the award will result in the withdrawal of the intent to award and offeror's firm suspended from upcoming solicitations.</p> <p>If exceptions to the contract are stated, evaluation scores will reflect Metro's assessment of the exceptions. Contract exceptions may result in the rejection of the proposal as non-responsive; if, in the sole evaluation of Metro, the requested changes are unacceptable.</p> <p><i>Offerors may submit response for multiple solutions (i.e., fixed-LPR, vehicle-based mobile LPR, and trailer-based mobile LPR). Offerors should provide evaluation criteria as request below for each proposed solution (i.e., fixed-LPR, vehicle-based mobile LPR, and trailer-based mobile LPR). Offerors will be</i></p>	Accepted Contract as Presented	

evaluated per the evaluation criteria below for each proposed solution (i.e., fixed-LPR, vehicle-based mobile LPR, and trailer-based mobile LPR).

**Project Experience (50 Points)**

Provide an explanation of why your team is the best qualified to perform the services as outlined in the solicitation.

Demonstrate qualifications, including an item-by-item disclosure outlining how the team meets or exceeds the requirements of this solicitation. Describe the experience, qualifications, and other vital information, including relevant experience on similar projects as requested below:

- Provide a list of locations or projects such as government entities, municipalities, or agencies of similar size where your firm has been involved in implementation, installation, and maintenance of Automated License Plate Reader/Recognition (ALPR) system.
- Provide details of your firm's role for any list of locations or projects, and the role of any subcontractor managed by your firm.
- Provide details as to the type of equipment, specifications used, and if cloud based for any list of locations or projects.
- Provide a detailed explanation as to how the project experience solution is directly linked to scope details.
- Make sure to include contact name, phone number, email address, and brief description, including type street (i.e., connector, major) for any list of locations or projects.

Offeror shall disclose and explain any litigation, threatened litigation, investigation, reorganization, receivership, filing, strike, audit, corporate acquisition, unpaid judgments, or other action that could have an adverse impact on their ability to provide the required needs.

Offeror shall disclose and explain whether they have been unable to complete a contract, been removed from a contract, or been replaced during a contract period in the past five years.

Metro reserves the right to check any and/or all contacts for projects, including but not limited to internet search and media reviews, submitted but is not obligated to do so as part of the evaluation.

The file should be attached to your response in a PDF and be named "Project Experience."

Attached Project Experience

▲ Affidavits	0
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Requirement	Target	Maximum Score
Enter your City	Enter City Name Your Company is Located	
Enter your County	Enter the County Your Company is Located	
<b>Total (Rows 1 to 11)</b>		

**Abstract and Forms**

Name	Version	Status	Date Sent
Abstract		Published	

**Notes and Attachments**

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update
<a href="#">Subcontractor Form</a>	File		To Supplier	TERRI.RAY@NASHVILLE.GOV	10-Nov-2022	One-Time	
<a href="#">IT Environment</a>	File		To Supplier	TERRI.RAY@NASHVILLE.GOV	10-Nov-2022	One-Time	
<a href="#">Vendor Checklist</a>	File		To Supplier	TERRI.RAY@NASHVILLE.GOV	10-Nov-2022	One-Time	
<a href="#">CJIS Security Policy(htt...</a>	Web Page		To Supplier	TERRI.RAY@NASHVILLE.GOV	10-Nov-2022	One-Time	
<a href="#">Metropolitan Code Secti...</a>	Web Page		To Supplier	TERRI.RAY@NASHVILLE.GOV	10-Nov-2022	One-Time	
<a href="#">Information Security Ma...</a>	Web Page		To Supplier	TERRI.RAY@NASHVILLE.GOV	10-Nov-2022	One-Time	
<a href="#">Pre-Offer Meeting Atten...</a>	File	Amendment # 1	To Supplier	TERRI.RAY@NASHVILLE.GOV	10-Nov-2022	One-Time	
<a href="#">Pre-Offer PowerPoint</a>	File	Amendment # 1	To Supplier	TERRI.RAY@NASHVILLE.GOV	10-Nov-2022	One-Time	
<a href="#">Online Discussion Ques...</a>	File	Amendment # 3 (Updat...	To Supplier	TERRI.RAY@NASHVILLE.GOV	10-Nov-2022	One-Time	

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Actions