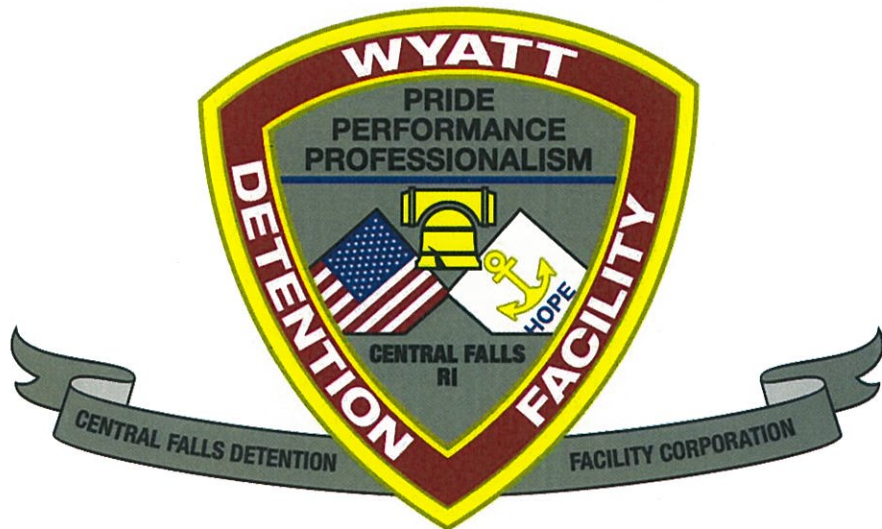


# ***Request for Proposals***

**Telecommunications Infrastructure and  
Telephone System Replacement for the  
Central Falls Detention Facility Corporation  
Donald W. Wyatt Detention Facility**



**Request for Proposals Issued: March 2, 2020  
Proposals Due: March 16, 2020**

## NOTICE TO PROPOSERS

Submission Deadline: March 16, 2020

### **Request for Proposals – Telecommunications Infrastructure and Telephone System Replacement**

Subject to the express terms of this Notice, the Central Falls Detention Facility Corporation (the “**Corporation**”) is requesting proposals (each, a “**Proposal**”, and collectively, the “**Proposals**”) from qualified applicants (each, a “**Proposer**”) for Telecommunication Infrastructure and Telephone System Replacement for the Corporation (hereafter, the “**Services**”). The Corporation adheres to all applicable laws governing the Rhode Island State Procurement procedures, including laws and regulations governing the City of Central Falls. In particular but without limitation, the following Request for Proposals is expressly subject to Rhode Island General Laws § 45-55-1 *et. seq.*

The Request for Proposals will be available on March 2, 2020 and can be obtained via email by contacting Nunzio Vuono, Director of Finance at [nvuono@wyattdetention.com](mailto:nvuono@wyattdetention.com). It is the responsibility of each Proposer to ensure timely receipt of any such email request, and the Corporation will not be responsible for lost or misdirected email requests.

Proposals will be received by the Corporation solely via electronic mail and in .pdf format, Attn: Nunzio Vuono, Director of Finance with required copies/CC'd to Warden Daniel Martin AND Pannone Lopes Devereaux & O’Gara LLC, Attn: Kerry Walsh, Esq. ([nvuono@wyattdetention.com](mailto:nvuono@wyattdetention.com); [dmartin@wyattdetention.com](mailto:dmartin@wyattdetention.com); [kwalsh@pldolaw.com](mailto:kwalsh@pldolaw.com)) until 10:00 A.M. on the Submission Deadline. Proposals received prior to the Submission Deadline will be securely kept and remain un-reviewed until the Submission Deadline. Respondents assume all responsibility for timely delivery of Proposals. Proposals misdirected to other locations may be subject to a determination of late delivery and rejected.

Proposals will be publicly opened on March 16, 2020 at 1:00 pm, at the Wyatt Detention Facility, 950 High Street, Central Falls, Rhode Island 02863.

## **REQUEST FOR PROPOSALS (“RFP”)**

The Central Falls Detention Facility Corporation, also known as the Donald W. Wyatt Detention Facility (the “CFDFC” or the “Corporation”) is seeking proposals for Telecommunications Infrastructure and Telephone System replacement as outlined in the body of this document.

### **I. GENERAL INSTRUCTIONS AND INFORMATION**

- Proposers must review all sections of this RFP carefully and follow instructions completely. Failure to make a complete submission as described in this RFP may result in rejection of the proposal by the CFDFC, in the CFDFC’s sole and exclusive discretion.
- Proposals departing from or otherwise altering the terms, requirements or scope of work defined by this RFP may be rejected as nonresponsive.
- All costs associated with developing or submitting a Proposal in response to this RFP shall be borne by the Proposer.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the Submission Deadline date and may not be withdrawn without the prior written consent of the CFDFC.
- It is intended that the contract awarded pursuant to this RFP shall be entered into by and between the CFDFC and a selected Proposer who will assume all aspects of the work. Joint venture and cooperative Proposals submitted in contemplation or conjunction with outside/third parties not owned in whole or in part by the Proposer, or a majority owner of the Proposer, must be clearly noticed as such to the CFDFC, including in particular but without limitation, the full corporate identity of any such joint venturer(s) or cooperating party(ies). The CFDFC hereby provides express notice that the proposed Services may be required to complement or collaborate with other partners and/or other outside vendors of the CFDFC, and the CFDFC may require Proposers to materially demonstrate the ability to complement and/or integrate with such other partners and/or outside vendors.
- The selected Proposer shall have no right or power to assign or delegate any rights or duties pursuant to a resulting contract without the prior written consent of the CFDFC, which may be withheld in the CFDFC’s sole and exclusive discretion. Any assignment or delegation permitted by the CFDFC shall be subject to all the terms, conditions and other provisions of the resulting contract, and the selected Proposer shall remain liable to

the CFDFC with respect to each and every term, condition and other provision hereof and of the resulting contractual agreement to the same extent to which such Proposer would have been obligated if no assignment or delegation had been made.

- All materials submitted to the CFDFC for consideration in response to this RFP shall be considered public records as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- All Proposals must be signed by an authorized signatory of the Proposer in accordance with Attachment 1 hereof. Any corrections to submitted Proposals must be initialed by a party duly authorized by the Proposer.
- Negligence on the part of a Proposer in preparing the Proposal confers no rights for the withdrawal of the Proposal after it has been formally accepted.
- The selected Proposer will be considered an independent contractor and not an employee of the CFDFC.
- The CFDFC, in its sole and exclusive discretion, reserves the right to (a) reject any or all Proposals; (b) waive any minor deviation or informalities in the Proposals received and determine what constitutes a “minor deviation or informalities” for such purpose; and (c) accept the Proposal deemed by the CFDFC most favorable to the CFDFC’s interests.
- The successful Proposer and the Proposal must adhere to all applicable municipal, state and federal laws.

## **II. NATURE OF RFP AND CONTRACT AWARD PROCESS**

This document is a “Request for Proposals” and differs from an “Invitation to Bid” in that the Corporation is seeking solutions, services and a beneficial relationship in general as described herein, and not a proposal for quotations meeting firm specifications for lowest price, or otherwise determined by a strictly defined point or scoring system. Neither pricing nor any other individual or single component of a Proposal shall alone determine the issuance of an award recommendation. For example, the lowest bid price may not guarantee selection. Proposals will be evaluated based upon the Corporation’s determination of the Proposer best and most efficiently able to perform the Services; the most important and/or desirable feature(s) of such Services; and may include qualitative and reputational analysis, attention to references, experience in the field, availability, reliability or capability, all as determined or viewed by the Corporation in its sole and exclusive discretion.

The Proposal evaluation criteria should be viewed as a standard that measures how well a Proposer's Proposal meets the desired requirements and needs and expectations of the Corporation. All timely received Proposals will be reviewed. The Corporation will use its best judgment in determining which Proposer(s) may be selected for further consideration and review after receipt and review of Proposals. To the extent permitted by applicable laws and regulations, this RFP process is intended to permit the Corporation the discretion to entertain further negotiations and/or discussions with any Proposer with whom the Corporation so elects prior to issuing any final award recommendation. A contract will be awarded to a qualified, timely responsive Proposer submitting the best Proposal in the sole and exclusive determination of the Corporation. The Corporation reserves the right to select, and subsequently recommend for award, the Proposal which best meets its required needs, quality levels and budget constraints, in addition to the other criteria referenced in this RFP.

### **III. SCOPE OF SERVICES**

The scope of the Services for the Telecommunications Infrastructure and Telephone System Replacement includes, but may not be limited to the following:

1. Upgrade and migrate existing Cisco telephone system with the most current Cisco unified communications system components which include:
  - Cisco UCS C200 Series Rack Server;
  - Cisco Unified Communications Manager;
  - Cisco Unity Connection;
  - Cisco 2821 Series Voice Gateway;
  - Cisco ATA-186 Analog Telephone Adapters;
  - Cisco 7942/7962 IP Phones;
2. Must be able to support the 222 emergency line.
3. Site visits are mandatory.
4. Keep the Corporation advised of any developments or discoveries during the course of the work that require attention by the Corporation and/or the Board of Directors.

### **IV. QUALIFICATIONS OF PROPOSERS**

1. The selected Proposer must be an authorized Cisco telephone system dealer and/or specialize in Cisco telephone systems.
2. The selected Proposer must be able to offer a maintenance program and an "after hours" emergency repair service.

3. The selected Proposer must possess the personnel, experience and resources necessary to complete the Services in accordance with the RFP specifications and within the required deadlines.

## V. PROPOSAL FORMAT AND CONTENT

All Proposals (together with any follow-up materials and responses to requests by the Corporation for additional information, if any) must be submitted via electronic mail and in .pdf format. For ease of review and to facilitate evaluation, the Proposal for this project should be organized and presented as follows:

1. Proposals must include the following in the subject line: [PROPOSER NAME]; **“Telecommunications Infrastructure and Telephone System Replacement”** Proposal for the Central Falls Detention Facility Corporation”. **ONLY PROPOSALS SUBMITTED VIA ELECTRONIC MAIL WILL BE CONSIDERED.**
2. Cover page: indicate the name of the firm and the project title.
3. Section I – Organization Information: Specific information concerning the Proposer, including the legal name, address, telephone number, and the type of entity. Include the name and telephone number of the person(s) authorized to execute the proposed contract.
4. Section II – Qualifications and Experience: Specific information concerning the Proposer’s experience in providing services similar to those set forth in this RFP, preferably within the State of Rhode Island. Examples of similar services should be submitted, as well as a minimum of five (5) references for whom the Proposer has provided or is currently providing services materially similar to the Services requested herein, and the approximate dates thereof. If none, so state. Each reference should also include: name, address, contact person, telephone number and email address.
5. Section III – Team: Total number of personnel, by discipline/title/licensure, of the team and their names and experience; and, table of organization for the team which identifies the members of the team and their roles.
6. Section IV – Cost of Service: All costs associated with the Services requested by this RFP. All Proposals must be submitted with a completed and signed IRS Form W-9 (taxpayer identification number and certification).

## VI. EVALUATION AND RELATED MATTERS

1. **Experience and Qualifications.**

Proposers must demonstrate experience in providing services similar in scope and size to the Services requested herein. Proposers must provide specific information concerning the company's experience, and examples of similar engagements must be included.

**2. Evaluation of Proposals.**

Evaluation of proposals will be based upon the following criteria: Proposers' understanding of the RFP requirements; Proposers' proposed approach for the engagement; cost; experience and references; qualifications of staff; and any other factors the Corporation deems relevant.

**3. Award of Contract.**

The Corporation reserves the right to accept or reject any or all Proposals, or to waive any formalities and irregularities. The Corporation reserves the right to make an award recommendation based solely upon this RFP or to negotiate further with one or more qualified Proposers. The Corporation reserves the right to request clarification of any applicant prior to an award recommendation. All major matters and/or categories referenced in this RFP will be evaluated for each Proposers. All applicants will be notified in writing of the Corporation's selection or non-selection of a Proposal.

**4. Single Point of Contact.**

The selected Proposer must appoint a single point of contact (the "**Primary Contact**"), who will be accessible to the Corporation during the provision of the Services, and who will be responsible for all coordination between the Proposer, the Corporation's Board of Directors and Executive Staff, and other representatives and agents of the Corporation. The Corporation's point of contact is: Nunzio Vuono, Director of Finance, at 950 High Street, Central Falls, RI 02863, or by email at [nvuono@wyattdetention.com](mailto:nvuono@wyattdetention.com), or such other person(s) as may be authorized by the Corporation from time to time.

**5. Correspondence.**

All correspondence relating to this RFP shall be conveyed by electronic mail to the Corporation's named point of contact.

**6. Access to Records.**

The selected Proposer may gain access to areas of the facility as necessary to complete the scope of work. The selected Proposer may be required to sign a confidentiality agreement before commencing work.

**7. Oral Presentation of Proposals.**

Subsequent to the Submission Date, an oral presentation by any one or more Proposers may be required and requested by the Corporation in its sole and exclusive discretion. The



Corporation will schedule such presentation(s), if any, as soon as practicable after the formal acknowledgment of the accepted Proposals. All costs of the presentation shall be borne by the Proposer(s).

**8. Questions and Requests for Clarification.**

Proposers may submit questions or requests for clarification with respect to the RFP in order to clarify any points or aspects of the RFP which may not have been clearly understood via e-mail to Frederic Clifford, Director of Facilities and Procurement, at [fclifford@wyattdetention.com](mailto:fclifford@wyattdetention.com). Prior to the award date, the Corporation will submit via email to all Proposers having timely submitted Proposals a response to all timely received questions and requests for clarification, and shall thereafter use best reasonable efforts to append any resulting additional responses or information from any Proposer to that party's Proposal for inclusion in the Corporation's consideration of that Proposal. The Corporation may request further information from any or all Proposers at any time prior to the award of the contract.

**9. Notification of Award.**

The Corporation will forward a notice of award via email to the successful Proposer's Primary Contact. The contract must be signed by the successful Proposer and returned to the Corporation within thirty (30) days of the issuance of the award notice.

**10. Legal Requirements.**

The Proposer shall represent and warrant that all Services during the term of the contract comply with all Federal, State, and local laws, rules and regulations.

**11. Independent Pricing.**

The Proposer shall represent and warrant that any proposed pricing was determined independently and without collusion, consultation, or communication with any other Proposer or the Corporation.

**12. Best and Final Offer.**

Following the Submission Deadline, the Corporation reserves the right to extend a best and final offer opportunity to all or a select number of Proposers. Proposers may be asked to submit additional information, including without limitation, information relating to the proposed Services and/or the costs and pricing thereof.

**13. Background Checks.**

By submitting a Proposal, each Proposer acknowledges and agrees that employees and/or Proposer of any Proposer awarded a contract for the provision of Services may be required to submit to standard background and credit checks, at the Corporation's discretion.



**14. Proposal Preparation.**

Proposals should provide a straightforward, concise description of the Services and the Proposer's ability to meet the requirements of this RFP. The Proposal must be signed by an officer or otherwise authorized person. The Proposal must remain valid for a minimum of sixty (60) days from the Submission Deadline.

**15. Packaging of Proposals.**

The financial section of the Proposal may be submitted by Proposers in a separate .pdf at the Proposer's discretion, and shall be deemed confidential by the Corporation if clearly marked as such.

**16. Security of Proposals.**

Only authorized personnel and agents of the Corporation shall be provided full access and the opportunity to review the Proposals.

**17. Withdrawal of Proposals.**

Proposals may be withdrawn by written notice by a Proposer to the Corporation prior to, but not after, the Submission Deadline.

**18. Rejection of Proposals.**

The Corporation reserves the right in its sole discretion to reject any and all Proposals.

**19. Legal Disclosures.**

The Proposal must disclose any legal actions instituted against the Proposer within the past five (5) years, including without limitation civil and criminal suits, tax liens, or other regulatory actions, etc.

**20. RFP Schedule**

March 2, 2020: The RFP shall be issued by the Corporation.

March 16, 2020 ("**Submission Deadline**"): Proposals will be received by the Corporation until 10:00 A.M.

March 16, 2020: Public acknowledgement of submitted proposals at 1:00 P.M.

This schedule is subject to change at the sole discretion of the Corporation.

*(Remainder of page intentionally left blank)*

**ATTACHMENT 1**  
**Respondent Signature Page**

**BUSINESS:**

Name of Business:

Business Address:

Name and Title of Authorized Signatory:

**CONTACT PERSON:**

Name:

Telephone Number:

Toll-Free Number (if available):

Fax Number:

Email Address:

**AUTHORIZED SIGNATURE:**

The Proposal must be signed by an authorized signatory of the Respondent.

**REQUIRED SIGNATURES:**

- a. In addition to the required signature of the Respondent, the following shall be signed by the authorized signatory in his/her individual capacity:

*Signed under the pains and penalties of perjury, the following authorized signatory agrees that all information included in this Proposal is complete and accurate.*

Name: \_\_\_\_\_, 2020

Date

Title: \_\_\_\_\_

[ADDITIONAL SIGNATURE ON FOLLOWING PAGE]

- b. The required signature of the Respondent shall be signed in the following manner:

*Signed under the pains and penalties of perjury, the below applicant vendor respectfully submits this proposal and agrees that all information included in this proposal is complete and accurate.*

*[RESPONDENT NAME]*

By: \_\_\_\_\_, 2020  
*Date*

Name: \_\_\_\_\_  
*(Authorized Signatory)*

Title: \_\_\_\_\_