



STATE OF ALASKA
Department of Environmental Conservation
Division of Environmental Health

Informal Request for Proposals (IRFP)
IRFP 190000117
Date of Issue: **June 5, 2019**

Temperature Monitoring System

Purpose of the IRFP

The Department of Environmental Conservation (DEC), Division of Environmental Health, is soliciting proposals for an environmental temperature monitoring system with local on-site hosting and annual maintenance that monitors the temperature in testing equipment and storage within the Environmental Health Laboratory (EHL) and meets compliance requirements for FDA, USDA, EPA, and ISO 17025.

Name: Sarena Hackenmiller, Procurement Officer
Department of Environmental Conservation
Division of Administrative Services
Procurement Section
410 Willoughby Ave, Suite 303
Juneau, Alaska 99801
Telephone: 907-465-5037
Email: DECDASPROCUREMENT@alaska.gov

OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

IMPORTANT NOTICE: IF YOU RECEIVED THIS SOLICITATION FROM THE STATE OF ALASKA'S "ONLINE PUBLIC NOTICE" WEB SITE, YOU MUST REGISTER WITH THE PROCUREMENT OFFICER LISTED IN THIS DOCUMENT, TO RECEIVE SUBSEQUENT AMENDMENTS. FAILURE TO CONTACT THE PROCUREMENT OFFICER MAY RESULT IN THE REJECTION OF YOUR OFFER.

Return Mailing Address, Contact Person, Telephone, Fax Numbers and Deadline for Receipt of Proposals

Offeror's shall submit one original and one electronic version of their proposal on a CD/or DVD to the Procurement Officer in a sealed package. The electronic version shall be an unprotected Microsoft Word document. The **Cost Proposal** included with the package must be sealed separately from the rest of the proposal and must be clearly identified. The sealed proposal package(s) may be hand delivered, or U.S. mail or any delivery service to the Procurement Officer noted in the proposal. Oral proposals, faxed, or emailed proposals are not acceptable. The sealed proposal package(s) must be addressed as follows:

Department of Environmental Conservation
Division of Administrative Services
Procurement Section
Attention: Sarena Hackenmiller
Title: Temperature Monitoring System
410 Willoughby Ave, Suite 303
Juneau, AK 99801

Proposals must be received by **Tuesday, June 18, 2019 prior to 4:00 p.m.**, Alaska Time.

Offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Proposals that are late, contain proposed terms that are in conflict with requirements set forth herein will be deemed non-responsive.

All questions concerning this IRFP must be directed to the procurement officer:

Procurement Officer: Sarena Hackenmiller, Email: [DECDA\\$PROCUREMENT@alaska.gov](mailto:DECDA$PROCUREMENT@alaska.gov)

Questions Received Prior to Opening of Proposals

All questions must be in writing and directed to the issuing office, addressed to the Procurement Officer identified in this IRFP. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the IRFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the IRFP. The procurement officer will make that decision.

If an amendment is issued, it will be provided to all who were provided a copy of the IRFP and to those who have registered with the procurement officer after receiving the IRFP from the State of Alaska Online Public Notice web site.

Purpose of the IRFP

The Department of Environmental Conservation, Division of Environmental Health, is soliciting proposals for an environmental temperature monitoring system with local on-site hosting to include hardware and software that will provide unique identification and monitoring to all components with a capability for at least twenty general user log-ins, of which at least five must be able to login concurrently, and five administrator/super-user log-ins, valid from install through June 30, 2020; as well as minimum one year parts

and installation warranty with parts and labor included with a priority on-site response. Technical support by phone should be toll-free and available Mon-Fri 6 a.m.-6 p.m. Alaska time (10 a.m.-10 p.m. Eastern). Cost proposal must include all needed hardware (server, temperature sensors, transmitters, batteries, and/or relays, and etc. as needed), software, warranty, and professional technical support services by phone and priority response time for on-site services, if required.

The EHL requires an environmental temperature monitoring system that monitors the temperature of equipment (refrigerators, freezers, deep freezers, incubators, ovens, and water baths), assigns items to equipment, uniquely identifies all items and tracks individual items back to equipment, allows for requested internal general users and administrator users, and meets FDA, USDA, EPA, and ISO 17025 compliance requirements. The EHL seeks a comprehensive and secure environmental temperature monitoring system that includes 24-hour continuous monitoring and logging. The system must be able to send alerts (by phone app, text, email, and/or phone call) if potential issues are detected by the system.

In addition to the initial purchase and install, a cost proposal for an annual service contract, starting July 1, 2020 and ending June 30, 2021, will be requested to evaluate cost of ownership. This annual amount will include the on-going tech support by phone, priority response time for on-site services as needed, ISO accredited calibration, any software, firmware, hardware, hot-fixes, or patches for the covered year and performed the same month as the initial go-live annually.

Contract Type

This is a Firm, Fixed Price contract.

Contract Budget

The Department of Environmental Conservation, Division of Environmental Health, estimates a budget no greater than \$75,000.00 for the initial installation, programming, and training for a system that meets all of the required elements, including software to support the hardware and one year warranty period, as well as any license fees. This is the scope of this purchase. Proposals priced at more than \$75,000.00 will be considered non-responsive and will not be evaluated.

The Department estimates a budget no greater than \$15,000.00 for (under Additive Alternate) projected annual on-going maintenance and calibration costs for the system quoted for installation for the period of July 1, 2020 to June 30, 2021. The Department may award the Additive Alternate dependent upon Legislative appropriation in FY21.

Contract Term and Work Schedule

The contract term and work schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The length of the contract will be from the date of award, approximately July 1, 2020, for approximately one year until completion, approximately June 30, 2020.

Unless otherwise provided in this IRFP, the State and the successful offeror/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written

notice to the other party of the intent to cancel such month-to-month extension at least 30-days before the desired date of cancellation.

The approximate contract schedule is as follows:

- Issue IRFP *June 5, 2019;*
- Pre-proposal conference *Thursday, June 13, 2019 at 11 a.m. AKST;*
- Deadline for Receipt of Proposals *Tuesday, June 18, 2019 at 4:00 p.m. AKST;*
- State of Alaska issues Notice of Award approximately *Monday, June 24, 2019;*
- State of Alaska issues contract approximately the week of *Monday, June 24, 2019;*
- Contract start approximately *June 28, 2019.*

Location of Work

The location(s) at which the work is to be performed **is the following location:**

Environmental Health Laboratory
5251 Dr. Martin Luther King Jr. Ave
Anchorage, AK 99507

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with this requirement or to obtain a waiver may cause the state to reject the proposal as non-responsive, or cancel the contract.

Prior Experience and Requirements

In order for offers to be considered responsive offerors must meet these minimum prior experience requirements:

Offerors must provide at least **two** references from ISO 17025 accredited governmental laboratories who have used the offeror's proposed on-site hosted system **for at least two years**.

The system elements stated in the Scope of Work on pages 14-18 **are required** unless noted as preferred.

An offeror's failure to meet these minimum prior experience and system requirements will cause their proposal to be considered non-responsive and their proposal will be rejected.

Subcontractors

Subcontractors will not be allowed.

Joint Ventures

Joint ventures will not be allowed.

Pre-proposal Conference

A pre-proposal conference will be held at **11:00 a.m.** Alaska Time, on **Thursday, June 13, 2019**. This will be available through online video conferencing or in-person.

The purpose of the conference is to determine installation constraints of infrastructure and feasibility of installation, discuss the work to be performed with the prospective offerors, and allow them to ask questions concerning the IRFP. Questions and answers will be and sent to prospective offerors as soon as possible after the meeting.

Web-Ex (video conference) details:

Meeting link: <https://stateofalaska.webex.com/stateofalaska/j.php?MTID=mbfe0653448c14f9353335dfc4bb0a892>

Meeting Number: 808 161 582

Join by phone: 1-855-244-8681 Call-in toll-free number (US/Canada)

1-650-479-3207 Call-in toll number (US/Canada)

Access Code: 808 161 582

In-person location:

Environmental Health Laboratory
5251 Dr. Martin Luther King Jr. Ave
Anchorage, AK 99507

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

Questions Received Prior to Opening of Proposals

All questions must be in writing and directed to the issuing office, addressed to the procurement officer identified in this IRFP. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the IRFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the IRFP. The procurement officer will make that decision.

If an amendment is issued, it will be provided to all who were provided a copy of the IRFP and to those who have registered with the procurement officer after receiving the IRFP from the State of Alaska Online Public Notice web site.

Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request.

Alternate Proposals

Offerors may only submit one proposal for evaluation. In accordance with 2 AAC 12.830, alternate proposals (proposals that offer something different than what is asked for) will be rejected.

Evaluation of Proposals

Proposals will be evaluated based on the evaluation factors set out in this IRFP. After receipt of proposals, if there is a need for any substantial clarification or material change in the IRFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

Site Inspection

Not applicable.

F.O.B. Point

Not applicable.

Federal Requirements

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

Contract Approval

This IRFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Environmental Conservation, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

Proposed Payment Procedures

The state will make a single payment when all of the deliverables are received and the contract is completed and approved by the project director.

Contract Payment

No payment will be made until the contract is approved by the Commissioner of the Department of Environmental Conservation, or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

Right to Inspect Place of Business

Not applicable.

Contract Changes - Amendments

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract and cannot exceed the small procurement limits established under AS 36.30.320.

When additional work is required, the state will provide the contractor a description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the procurement officer has secured any required state approvals necessary for the amendment and a written contract amendment has been issued.

Alaska Business License and Other Required Licenses

An offeror must hold a valid Alaska business license prior to contract award. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- (a) copy of an Alaska business license;
- (b) certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- (c) a canceled check for the Alaska business license fee;
- (d) a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- (e) a sworn and notarized affidavit that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or

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- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

Preferences

MBE/WBE Preference (5 points)

To receive the points, the qualified Minority Business Enterprise (MBE) or Women's Business Enterprise (WBE) offeror or subcontractor will provide evidence of certification and the work that they will perform. Please refer to pages 19-20 for additional information on the MBE/WBE preference.

Federal Requirements- Debarment Certification and Byrd Anti-Lobbying Amendment

Expenditures from a contract resulting from this solicitation may involve Federal funds. The U.S. Department of Labor requires all state agencies that are expending Federal funds to have a certification filed in the proposal (by the offeror) that they have not been debarred or suspended from doing business with the Federal government. Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions must be completed and submitted by the offeror to DEC, prior to contract / purchase order award (**Appendix A: Federal Debarment Certification Form**).

The Contractor agrees to comply with all requirements of the Byrd Anti-Lobbying Amendment (31 U.S.C 1352). A certification must be completed and submitted to DEC, prior to contract award (**Appendix B: Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions**).

Standard Contract Provisions

The contractor will be required to sign and submit the attached State's Standard Agreement Form for Professional Services Contracts (form 02-093/Appendix A). The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

Insurance Requirements

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form APPENDIX B1, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in APPENDIX B1 must be set out in the offeror's proposal.

Required Review

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer prior to the deadline for receipt of proposals. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of and offeror's proposal upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, prior to the deadline for receipt of proposals.

Right of Rejection

Offerors must comply with all of the terms of the IRFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the IRFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the IRFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

A proposal from a debarred or suspended offeror shall be rejected.

Assistance to Offerors with a Disability

Offerors with a disability may receive accommodation regarding the means of communicating this IRFP or participating in the procurement process. For more information, contact the procurement officer prior to the deadline for receipt of proposals.

State Not Responsible for Preparation Costs

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

Disclosure of Proposal Contents

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires that public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time an Award or Notice of Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. Material considered confidential by the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for confidentiality.

Authorized Signature

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the IRFP. Proposals must remain open and valid for at least 90-days from the opening date.

Offeror's Certification

By signature on the proposal, offerors certify that they comply with the following:

- (a) the laws of the State of Alaska;
- (b) the applicable portion of the Federal Civil Rights Act of 1964;
- (c) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- (d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- (e) all terms and conditions set out in this IRFP;
- (f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- (g) that the offers will remain open and valid for at least 90 days; and
- (h) that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with (a) through (h) of this section, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Commissioner of the Department of Environmental Conservation reserves the right to **consider a proposal non-responsive and reject it or** cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

Assignment

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

Disputes

Any dispute arising out of this agreement will be resolved under the laws of the State of Alaska. Any appeal of an administrative order or any original action to enforce any provision of this agreement or to obtain relief from or remedy in connection with this agreement may be brought only in the Superior Court for the State of Alaska.

Severability

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

Supplemental Terms and Conditions

Proposals must comply with **Right of Rejection** section. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this IRFP or that diminish the state's rights under any contract resulting from the IRFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a) if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the IRFP, the term or condition of the IRFP will prevail; and
- b) if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

Vendor Tax ID

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

Formula Used to Convert Cost to Points

The distribution of points based on cost will be determined by the method set out below. The lowest cost proposal will receive the maximum number of points allocated to cost.

Cost will be converted to points using the following formula:

$$\frac{[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = \text{POINTS}$$

Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

Failure to Negotiate

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

Notice of Award (NOA) — Offeror Notification of Selection

After the completion of contract negotiation the procurement officer will issue a written Notice of Award (NOA) and send copies to all offerors. The NOA will set out the names of all offerors and identify the proposal selected for award.

Protest

2 AAC 12.695 provides that an interested party may protest the content of the IRFP or the award of a contract.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

An interested party must first attempt to informally resolve the dispute with the procurement officer. If that attempt is unsuccessful, the interested party may file a written protest. The written protest must be filed with the Commissioner of the purchasing agency or the Commissioner's designee. The protester must also file a copy of the protest with the procurement officer. A protester must have submitted a proposal in order to have sufficient standing to protest the award of a contract. Written protests must include the following information:

- a. the name, address, and telephone number of the protester;
- b. the signature of the protester or the protester's representative;

- c. identification of the contracting agency and the solicitation or contract at issue;
- d. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- e. the form of relief requested.

If the protestor agrees, the Commissioner of the purchasing department or the Commissioner's designee may assign the protest to the procurement officer or other state official for alternate dispute resolution. In other cases, the Commissioner or the Commissioner's designee may issue a decision sustaining or denying the protest, or may conduct a hearing using procedures set out in AS 36.30.670(b).

A written protest of the content of the solicitation must be received by the Commissioner or Commissioner's designee prior to the deadline for receipt of proposals. A written protest of the award of a contract must be received by the Commissioner or Commissioner's designee within ten days after the date the Notice of Award is issued.

Nondisclosure and Confidentiality

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

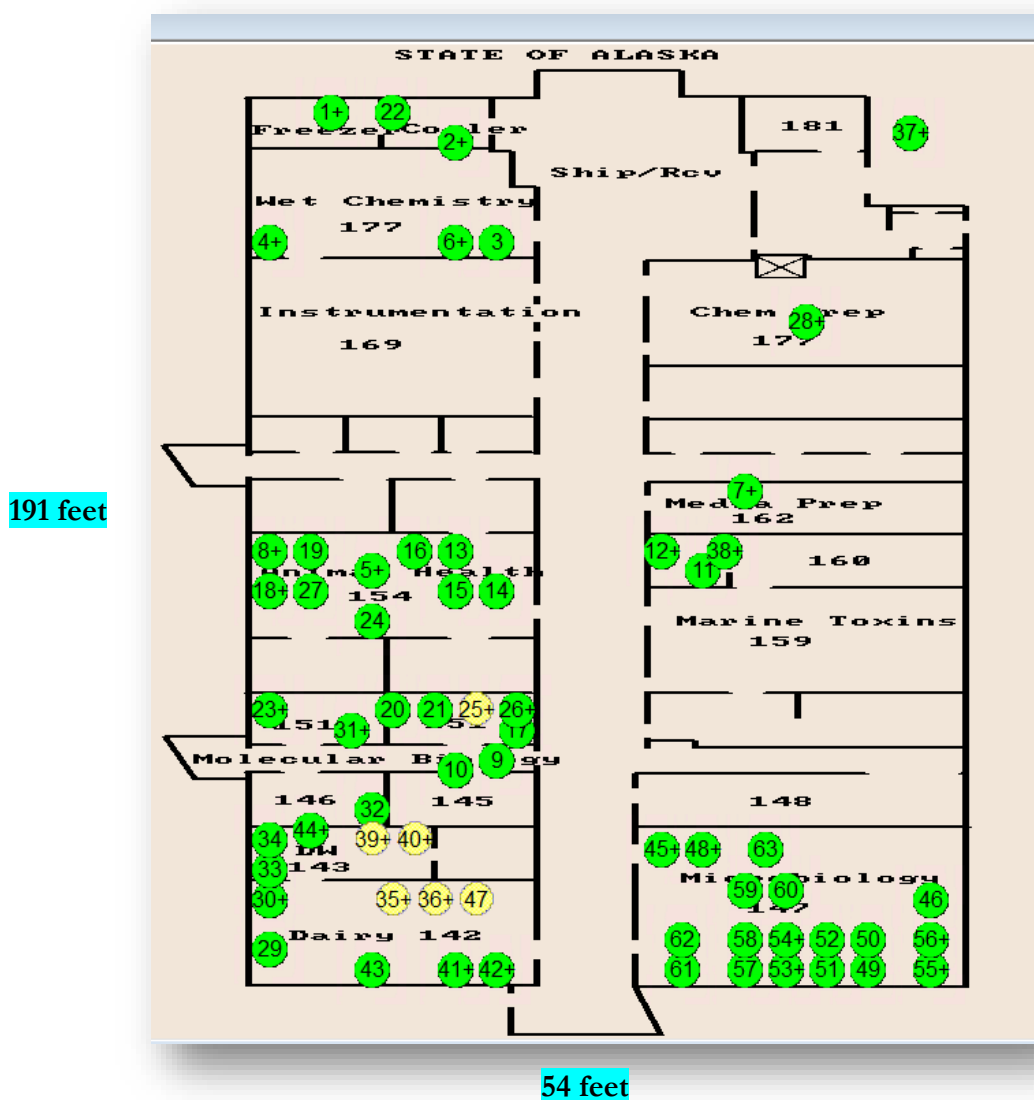
Background Information

Many of the testing programs within the Environmental Health Laboratory (EHL) have very stringent and controlled environmental temperature monitoring system needs. The EHL currently has 63 points monitored for temperature. The existing system, Rees CentronSQL System Version 2.0, runs on a Windows Server 2008 R2 platform, has client software for admin users. The system currently in place is due for an upgrade based on aged servers, the current IT standard for servers is Window Server 2016, Windows 10 for client software, and there have been developments in new technology and more vendors in the market since the original system was purchased in 2005.

The EHL is ISO 17025 accredited and must have a system in place, where sensor calibration is provided by a service accredited to the ISO/IEC 17025 standard.

Given that temperature is a critical point in our regulatory testing, it is important for the temperature monitoring to be local hosted on internal network rather than virtual server or cloud services that can render the system inaccessible if the internet is disrupted/down.

Scope of Work



Current variety of temperature devices:

- Currently EHL has 63 temperature probes, distributed across the following categories:
 - -30 Freezers 5
 - -80 Freezers 4
 - Freezers 3
 - Incubators 22
 - Ovens 3
 - Refrigerators 22
 - Water baths 4

The following system elements are **required**:

- Since continuous environmental temperature monitoring services are required in order to meet regulatory requirements, vendor must agree to provide service to EHL during the transition of service from the existing vendor to the new vendor.
- Vendor must perform requirements gathering and configuration confirmation with EHL, as well as define network and monitoring parameters.
- System requirements include, but are not limited to:
 - Server Based-Local Hosting
 - Dell Server;
 - Minimum Windows Server 2016;
 - Rack mounted with rails;
 - Minimum Raid 5;
 - Hot Spare;
 - All software, licenses, or dongles required.
 - Secure log in with specific user roles for multiple levels. EHL Administrator rights to add, remove, modify and delete users and groups.
 - Meets CFR 21 part 11 license for FDA data safety requirements.
 - A minimum of 20 general user log-ins; and 5 administrator log-ins.
 - If client software is required, it must be compatible with Windows 10.
 - All Hardware (sensor/probes, transmitters, cords, server, etc.) with minimum 1 year warranty and 1:1 replacement or exchange. Automatic sensor detection preferred, but not required.
 - 24/7 connectivity and interactive monitoring of all physical devices; scalable options, modular capability, and cable Ethernet transmitters.
 - EHL must be able to export audit trail information in order to meet accreditation and regulatory requirements.

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- Customizable alarm and escalation configuration settings; priority based on EHL requirements.
 - EHL Administrator rights to add, remove, delete, and modify locations and temperature ranges.
 - Ability to add and/or remove hardware as needed to different locations and/or change temperature ranges from -90°C to 200°C; hardware data storage at least 72 hours.
 - Ability to view all locations at once.
 - Temperature must be able to be read in °C.
 - Sensors must provide accuracy of +/- 0.1°C.
 - Set up to include temperature ranges, locations, names, notifications, identification and type into awarded system; numeric components with unique identification.
 - Annual calibration and/or replacement of hardware as needed. Calibration must meet or exceed FDA and EPA requirements and be performed by an ISO/IEC 17025 accredited calibration entity; manage calibration certificate validity periods.
 - Calibrations must include minimum 3 data points as defined by EHL.
 - Customized calibration certificates for easy identification of location and identification of sensors and monitors.
 - Software updates to include current version, firmware, hot fixes, and patches as needed, no less frequent than annually.
 - System must have the ability to query or report the following information in graphs, tables, or charts:
 - Ability to data search with custom date ranges providing tables, graphs, and charts;
 - Corrective actions: could free form or be a drop down list including but not limited to: Defrost cycle, moved product to new location, sensor missing/damaged, temp returned to normal, door open, maintenance, etc.;
 - Alarm Occurrences: Time stamp including date (MM/DD/YY) and time (HH:MM:SS) (AM/PM or 24 hour time), location, description, identification, action or failure reason including time or temperature, corrective action, time corrected, action taken and action taken by; and
 - Ability to generate customizable reports including Preventive Maintenance reports and/or create automated reporting is not required, but preferred.
 - System support requirements include, but are not limited to:

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- Online, phone and email tech support as needed. Onsite customer support with a priority response which is not required, but preferred;
 - Identification of potential equipment issues in advance to assist in eliminating product, sample or supply loss by alerting EHL staff via text, email or call; includes escalation alerts with option to take corrective action;
 - Priority response time to investigate and have resolution to problem; and
 - System entries to be made by the vendor when replacement components (temperature sensors or readers) are directly received from the vendor (batteries and power cord included) are not required, but preferred.
- After installation, vendor will perform an onsite user demonstration and end user training including online training videos and/or hardcopy user training handbook/guide. Job Aids provided by vendor will include at minimum instructions for how EHL will:
 - Enter new user to setup login and password; assign to group and communication choice (email, text, and/or phone);
 - Add items such as new sensors, monitors and/or transmitters using unique identification, temperature range, alert settings;
 - Create and manage new or changing locations;
 - Create and manage new groups; and
 - Add and modify filters, groups, items, locations, alert actions and corrective actions.
 - Annual maintenance/calibration quote shall include:
 - Annual calibration and/or replacement of hardware as needed. Calibration must meet or exceed FDA and EPA requirements and be performed by an ISO/IEC 17025 accredited calibration entity; manage calibration certificate validity periods.
 - Calibrations must include minimum 3 data points as defined by EHL;
 - Customized calibration certificates for easy identification of location and identification of sensors and monitors.
 - Software updates to include current version, firmware, hot fixes, and patches as needed, no less frequent than annually.
 - Online, phone and email tech support as needed. Onsite customer support with a priority response is not required, but preferred.

Preferred selection will be given to vendors whose turnkey solution meets the following (these are not requirements):

- Interactive, easy-to-use web-based or app system to access data from anywhere and anytime that provides real time communication and data logging of temperatures;
- Preferred initial calibrated system certificate (IQ, OQ, PQ) documenting calibration by ISO17025 accredited entity;

- Test sheets (as components are brought online);
- Monitoring devices data display.

Deliverables

Not applicable.

Proposal Format and Content

The state discourages overly lengthy and costly proposals, however, in order for the state to evaluate proposals fairly and completely, offerors must provide all information requested. In order for the state to evaluate proposals fairly and completely, offerors must provide all information requested. Proposals must include the complete name and address of offeror's firm and the name, mailing address, and telephone number of the person the state should contact regarding the proposal. Proposals must also confirm that the offeror will comply with all provisions in this IRFP; and, if applicable, provide documentation that the firm qualifies for the MBE/WBE preference. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

Cost Proposal

Offerors must submit two cost proposal packages. All cost proposals must be listed together on **Attachment 2 – Cost Proposal**.

The **first cost proposal** is for the initial installation, programming, and training for a system that meets all of the required elements, including software to support the hardware and one year warranty period. This cost proposal must include both the price per general user phone app license per year and the price per general user internet web license per year, if applicable.

The **second cost proposal** which is identified as an Additive Alternate is the projected annual on-going maintenance and calibration costs for the system quoted for installation for the period of July 1, 2020 to June 30, 2021. This price will be used to evaluate cost of ownership; the maintenance contract may be awarded with an updated quote at a later date (estimate spring 2020).

Evaluation Criteria and Contractor Selection

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criterion that is set out below.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the Contractor.

A proposal shall be evaluated to determine whether the offeror responds to the provisions, including goals and financial incentives, established in the IRFP in order to eliminate and prevent discrimination in state contracting because of race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, or disability.

Proposals will be evaluated against the questions set out in Attachment 1 Proposal Evaluation Form.

MBE/WBE Preference - Five points

To receive the points, the qualified Minority Business Enterprise (MBE) or Women's Business Enterprise (WBE) Contractor or subcontractor must provide evidence of certification and the work that they shall perform.

This procurement is funded in part or fully through Federal grants or cooperative agreements. It is a national policy to award a fair share of contracts to Minority Firms and Women's Business Enterprises through affirmative action. The negotiated Federal "Fair Share" percentage for **fiscal years 2018 through 2019** is 3.67% MBE and 1.54% WBE. This solicitation incorporates a five point preference for all qualified minority firms and women's business enterprises.

In order to be deemed a bona fide Minority Business Enterprise (MBE) or Women's Business Enterprise (WBE) a firm must be an independent business concern which is a least fifty-one percent (51%) owned and controlled by minority group members or women.

It is the responsibility of the offeror to include in the proposal their qualifications and/or of the qualifications of their subcontractors for this preference. It is also the responsibility of the offeror claiming eligibility for this preference to pledge in the proposal that the eligible subcontractor will be **guaranteed** at least 5.21% of the proposed work.

Following is an example of how the preference points will be calculated for qualifying businesses:

MBE/WBE Contractor's Preference

[STEP 1]

Determine the number of points available to MBE/WBE eligible Contractors under this preference.

Total number of points available in this example situation = 100 Points

100 x	5%	=	5
Total Points	MBE/WBE Contractor's Percentage Preference		Number of Points Available to Eligible Contractors Under MBE/WBE Preference

[STEP 2]

Add the preference points to the qualified MBE/WBE offers. In a hypothetical situation, there are three Contractors. After being evaluated, each received the following points:

Contractor #1	95 Points
Contractor #2	90 Points
Contractor #3	92 Points

Before preference points are calculated, Contractor #1 is the apparent winner. However, in this hypothetical situation, Contractor #2 and offeror #3 are eligible for the MBE/WBE preference. After adding five points to their scores, Contractor #3 is the new apparent winner, with 97 points.

The overall score for each proposal will be the sum of the scores received for the written proposal and any MBE/WBE preference points. The offeror with the highest scoring proposal will be selected and notified of intent to award by letter. This letter will request a fee proposal for final contract negotiations in accordance with their proposal.

Award is contingent upon the successful negotiation of final contract terms and conditions with the Department. Negotiations shall be confidential and not subject to disclosure to competing firms unless an agreement is reached. If contract negotiations cannot be concluded successfully, the Department may negotiate a contract with the next highest scoring offeror or cancel the IRFP.

The Department may terminate negotiations if a Contractor:

- Fails to provide required information
- Fails to begin negotiations in a timely manner
- Fails to negotiate in good faith
- Fails to reach an agreement

The Department reserves the right to add terms and conditions during contract negotiations so long as they are within the scope of the IRFP and will not affect the proposal ranking.

ATTACHMENTS

Appendices

Appendix A: Federal Debarment Certification Form, two pages;

Appendix B: Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions, three pages;

Appendix B1: Indemnity and Insurance, one page.

Attachments

1. Proposal Evaluation Form, four pages;
2. Cost Proposal, one page;
3. Reference Questions (sample), three pages.

Federal Debarment Certification Form

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

(1) The prospective recipient of Federal assistance funds certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Name and Title of Authorized Representative

Signature

Date

Federal Debarment Certification Form Instructions

Instructions for Certification

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

FAR 52.203-11**CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (SEPT 2007)** (a) *Definitions*. As used in this provision—"Lobbying contact" has the meaning provided at [2](#)

[U.S.C. 1602\(8\)](#). The terms "agency," "influencing or attempting to influence," "officer or employee of an agency," "person," "reasonable compensation," and "regularly employed" are defined in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" ([52.203-12](#)).

(b) *Prohibition*. The prohibition and exceptions contained in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" ([52.203-12](#)) are hereby incorporated by reference in this provision.

(c) *Certification*. The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.

(d) *Disclosure*. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(e) *Penalty*. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by [31 U.S.C. 1352](#). Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

CONSENT TO USE OF ELECTRONIC SIGNATURES

BY CHECKING HERE, I AGREE TO THE USE OF ELECTRONIC SIGNATURES AS VALID, LEGALLY BINDING SUBSTITUTES FOR ORIGINAL, HANDWRITTEN SIGNATURES ON THIS DOCUMENT.

Company _____

Name (signature) _____

Name (printed) _____

Title _____ Date of execution _____

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ _____		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

APPENDIX B¹

INDEMNITY AND INSURANCE

Article 1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

Article 2. Insurance

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the contracting officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

2.1 Workers' Compensation Insurance: The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

2.2 Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

2.3 Commercial Automobile Liability Insurance: covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

Attachment 1 – Proposal Evaluation Form

Please complete all sections below.

Modifications and any additions to the below form or format will not be allowed. Proposals may be considered non-responsive if any modification or additions made to the form.

Vendor Name	
Proposed System Name	
System Version (Version and effective date)	

Requirements – 0 Points

Please answer Yes or No to each Requirement in the table below.

Requirement	Yes or No
Are sensors/probes calibrated with ISO 17025 accreditation with a minimum of 3 data points?	
Can temperature be read in °C?	
Do sensors/probes have an accuracy of +/- 0.1°C?	
Can the proposed system handle temperature ranges from -90°C to 200°C?	
Does this system have a local hosted server option?	
Is the server in this proposal by Dell?	
Does the proposed server run a minimum of Windows Server 2016?	
Is the proposed server rack mounted with rails?	
Does the proposed server have a minimum of Raid 5?	
Does the proposed server have Hot Spare?	
Is the proposed system Title 21 CFR Part 11 compliant?	
Does the proposed system quote include minimum of 20 general users?	
Does the proposed system quote include minimum of 5 administrator users?	
If client software is required, is it compatible with a minimum of Windows 10?	
Is there a minimum of 1 year warranty with replacement/exchange on all hardware items?	
Does the proposed system have a complete audit trail that can be reported, exported, or printed?	
Does the proposed system have customizable and escalating alarm notifications?	
Can the administrator login add, remove, delete, and modify locations and temperature ranges?	
Does initial and annual maintenance include a minimum 3 point calibration?	
Does annual maintenance include software updates, firmware, hot fixes and patches at least annually?	
Are two references from ISO 17025 accredited governmental laboratories using proposed system for at least 2 years included? See below.	

References – 30 Points

Maximum Point Value for this Section – 30 Points

100 Points x 30 Percent = 30 Points

Attachment 1 – Proposal Evaluation Form

Please complete the References table below.

Reference 1		Reference 2	
Laboratory Name		Laboratory Name	
Contact Person		Contact Person	
Phone Number		Phone Number	
E-mail		E-mail	

References will be requested to answer the questions found on **Attachment 3 - Reference Questions**.

EVALUATOR'S POINT TOTAL FOR REFERENCES: _____

Evaluation Questions – 25 Points

Maximum Point Value for this Section – 25 Points

100 Points x 25 Percent = 25 Points

Please answer each Evaluation Question in the table below. Do not enter answers in the column marked “Evaluator’s Score/Notes.”

Evaluation Question	Yes or No (or otherwise noted)	Evaluator’s Score/Notes
Does proposal include IQ, OQ, PQ by ISO 17025 accredited entity?		
Does proposed system include displays on monitoring devices?		
Does the proposed system require installation of client (PC/desktop) software		
Does the proposed system have an ability to query or report data in graphs, tables, and/or charts?		
Does the proposed system have the ability to search with custom date ranges?		
Can the proposed system log corrective actions via a free form and/or drop down list?		
Can the proposed system generate a report of action required notifications include date/time stamp of alarm, location, description, ID, notification reason, corrective action taken, date/time stamp of corrective action, and person performed?		
Does the proposed system have standard or customizable preventative maintenance reports, such as battery levels, signal strength, or integrity?		

Attachment 1 – Proposal Evaluation Form

Alerts sent via email?		
Alerts sent via phone?		
Alerts sent via SMS?		
Is there web based access?		
Does web access required additional or different licenses?		
Can you respond/inhibit alarm notifications from web access? (Yes or No or N/A)		
If yes, via Internet Explorer? (Yes or No or N/A)		
If yes, via Safari? (Yes or No or N/A)		
If yes, via Chrome? (Yes or No or N/A)		
Can you respond/inhibit alarm notifications from phone app? (Yes or No or N/A)		
Is there a phone app for access?		
Do phone apps required additional or different licenses?		
Is app available via Apple store?		
Is app available via Google store?		
Can proposed system accommodate humidity sensor, if decided to add later?		
Can proposed system accommodate CO2 sensor, if decided to add later?		
Are customized calibration certificates provided for easy identification of locations, sensors, and monitors?		
Do annual ISO 17025 accredited calibrations in proposal require technician to come on-site?		
Do any software/firmware updates as part of annual maintenance require technician to come on-site?	<i>Please list number of business days:</i>	
What can be expected as a priority response to AK if on-site technician needed outside of annual calibrations? (Number of business days.)		
Do you have a toll-free technical support line?		

Attachment 1 – Proposal Evaluation Form

What days/hours is the technical support phone line manned? (Enter Schedule) – **0 Points**



EVALUATOR'S POINT TOTAL FOR EVALUATION QUESTIONS: _____

Cost Proposal – 40 Percent

Maximum Point Value for this Section – 40 Points

Overall, a minimum of 40 of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by a preference.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in the solicitation.

EVALUATOR'S POINT TOTAL FOR CONTRACT COST: _____

MBE/WBE Preference - 5 Points

To receive the points, the qualified Minority Business Enterprise (MBE) or Women's Business Enterprise (WBE) offeror or subcontractor will provide evidence of certification and the work that they will perform.

Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE).

This procurement is funded in part or fully through Federal grants or cooperative agreements. This IRFP incorporates a **five point's** preference for all qualified minority and women's business enterprises.

MBE/WBE receive a 5 percent overall evaluation point preference.

Point Value for MBE/WBE in this section – 5 Points

100 Points x 5 Percent = 5 Points

EVALUATOR'S POINT TOTAL FOR MBE/WBE PREFERENCE: _____

EVALUATOR'S COMBINED POINT TOTAL FOR ALL SECTIONS: _____

Attachment 2 – Cost Proposal

Modifications and any additions to the below form or format will not be allowed. Proposals may be considered non-responsive if any modification or additions made to the form.

COST TYPE	COST
Initial installation, programming, and training for a system that meets all of the required elements, including software to support the hardware and one year warranty period.	
If applicable: price per general user per year – Phone app license	
If applicable: price per general user per year – Web app license	
Additive Alternate: Maintenance Agreement for 7/1/2020-6/30/2021	
TOTAL COST*	

*Total cost will be used for evaluation purposes however, the Additive Alternate may be awarded at a later date depending on Legislative appropriation in FY21.

Attachment 3 - Reference Questions

Laboratory Name: _____

Contact Person: _____

System: _____

Question	Response
Do you have the proposed system? (Listed above) (Yes or No)	
What system, if any, have you had prior to the reference system?	
How long has your system been active?	
How many temperature monitoring points are in your system?	
What is the temperature range (lowest/highest °C value) of temperature monitoring points in your system?	
On a scale from 0-5, with 5 being best, how would you rate your installation experience?	
Any additional info on the installation you'd like to share.	
By the end of the installation, did you receive documentation (spec on the system, maintenance, troubleshooting, etc.)? (Yes or No)	
Do you feel that that documentation that you received was adequate, complete, and timely? (Yes or No)	
If you received system documentation (spec on the system, maintenance, troubleshooting, etc.) by the end of installation, on a scale from 0-5, with 5 being the best, how would you rate ease of use documentation received?	
If you received system documentation, was it available digitally, hardcopy, or both?	
On a scale from 0-5, with 5 being best, how would you rate your initial training?	
Any additional info on the initial training you'd like to share.	
Do you use a web interface for your system? (Yes or No)	

Attachment 3 - Reference Questions

On a scale from 0-5, with 5 being best, how would you rate your web interface?	
Any additional info on the web interface you'd like to share.	
Do you use a mobile app interface for your system? (Yes or No)	
On a scale from 0-5, with 5 being best, how would you rate your mobile app experience?	
Any additional info on the mobile app you'd like to share.	
Do you use a client/desktop software to interface for your system? (Yes or No)	
On a scale from 0-5, with 5 being best, how would you rate your client/desktop software?	
Any additional info on the client/desktop software you'd like to share.	
On a scale from 0-5, with 5 being best, how would you rate the connectivity of monitoring points with the system?	
Any additional info on the connectivity you'd like to share.	
Have you had an annual calibration performed?	
On a scale from 0-5, with 5 being best, how would you rate the annual calibration process?	
Any additional info on the annual calibration you'd like to share.	
If you had annual calibration performed, did you receive documentation (before/after readings, adjustments, accreditation, traceability, etc.) of the calibration? (Yes or No)	
Do you feel that that calibration documentation that you received was adequate, complete, and timely? (Yes or No)	
If you received calibration documentation, on a scale from 0-5, with 5 being the best, how would you rate ease of use documentation received?	

Attachment 3 - Reference Questions

If you received calibration documentation, was it available digitally, hardcopy, or both?	
On a scale from 0-5, with 5 being best, how would you rate the remote technical support?	
Any additional info on the tech support you'd like to share.	
On a scale from 0-5, with 5 being best, how would you rate the responsiveness to issues?	
Any additional info on the responsiveness you'd like to share.	
On a scale from 0-5, with 5 being best, how would you rate the alarm notifications and escalation?	
Any additional info on the notifications you'd like to share.	
On a scale from 0-5, with 5 being best, how would you rate the reporting/chart features?	
Any additional info on the reporting/chart features you'd like to share.	
On a scale from 0-5, with 5 being highest, looking back on your experiences with the system, how likely would you make the same purchase decision?	