



**Request for Proposals**

**For**

**USE OF FORCE SIMULATOR**



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**Section 1: General Information**

PROPOSALS MUST BE <u>RECEIVED</u> NO LATER THAN: <b>Friday, March 19, 2021 at 5:00 pm (MST)</b>	RFP INITIATIVE: <b>USE OF FORCE SIMULATOR RFP</b>
<b>THE ABOVE DESCRIPTION MUST APPEAR ON ALL PROPOSALS AND RELATED CORRESPONDENCE.</b>	
<b>THIS IS NOT AN ORDER.</b>	
<ul style="list-style-type: none"><li>• <b>All suppliers must respond in detail to each element of this RFP in order to be considered for contract award.</b></li><li>• <b>All proposals must be emailed to contact person at the address below.</b></li><li>• <b>No hand-delivered proposals will be accepted in order to prohibit the transmission of COVID-19.</b></li><li>• <b>The price matrix (Attachment B) must be emailed under separate cover and “Use of Force Simulator RFP Confidential Pricing” as the subject line.</b></li></ul>	
<b>SEND ALL CORRESPONDENCE TO THE CONTACT BELOW:</b>	
<p><b>Liz Kampa, Purchasing Agent</b> <b>Email: <a href="mailto:kampal@billingsmt.gov">kampal@billingsmt.gov</a></b> <b>PHONE: (406) 657-8216</b></p>	



## **Section 2: Objectives**

### Introduction and Objectives

This RFP is issued by City of Billings for the purpose of obtaining information and pricing regarding a Firearms/Use of Force Simulator. It is the intent of the City to review and assess the RFP responses to determine which proposal best meets the needs of the City.

Suppliers are expected to provide their best and most competitive proposal.

**Attachment E, the Intent to Respond form, must be completed and emailed at least five (5) days prior to the advertised RFP due date.**

## **Section 3: Information for Suppliers**

### Disclaimer

This RFP does not form or constitute a contractual document. The City of Billings shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. The City also will not be responsible for any expenses which may be incurred in the preparation of this RFP. This RFP is not to be construed as a contract or commitment of any kind.

### Instructions to Proposers

#### EXAMINATION OF DOCUMENTS

Before submitting the proposals, the proposer shall:

- (a) Carefully examine the Standards and Specifications as well as all other attached documents;
- (b) Fully inform yourself of the existing conditions and limitations;
- (c) Include with the proposal sufficient information to cover all items required in the specifications.

#### PROPOSAL MODIFICATIONS

In addition to any other information and documentation requested in this RFP, any forms provided herein shall be included in the submitted proposal. Modifications, additions or changes to the terms and conditions of this request for proposals may be cause for rejection of the proposal. Proposals submitted without required forms may be rejected.



### WITHDRAWAL OF PROPOSALS

Proposers may withdraw their proposal by written request at any time prior to the due date set for receiving proposals.

### QUOTE VALID

The proposer must honor their quote for a period of ninety (90) days after the RFP due date.

### CERTIFICATION

The proposer certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The proposer further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

### INSURANCE REQUIREMENTS

**The proposer certifies that it/they can comply with the City of Billings insurance requirements of :**

- 1. Workers' compensation and employer's liability coverage as required by Montana law.**
- 2. Commercial general liability, including contractual and personal injury coverage's -  
- \$750,000 per claim and \$1,500,000 per occurrence.**
- 3. Automobile liability -- \$1,500,000 per accident.**

**Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the CITY prior to cancellation.**

**The CITY shall be listed as an additional insured on all policies except Worker's Compensation Policies.**

**Proposer shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Proposer shall maintain workers' compensation insurance coverage for all members and employees of Proposer's business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.**

The successful proposer will be required to purchase a City business license and complete the new vendor forms in order to be eligible for payment.

### DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP become public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.



Information provided in response to this RFP will be held in confidence and will not be revealed or discussed with competitors prior to award of Contract by Council. However, one copy of each proposal submitted shall be retained for the official files of the Department and will become public record after award of the Contract. Fee or Price schedules submitted, but not reviewed by the City, do not become a public record and shall only be retained for official files.

Records and materials that are constitutionally protected from disclosure are not subject to the provisions of this section.

The Proposer understands that, if selected, the City reserves the right to provide its opinion publicly and privately regarding the Proposer's performance.

### QUESTIONS

Questions regarding the Request for Proposals contents must be sent to the contact person listed in Section 1 no later than 2 business days prior to due date for proposals. The City of Billings will make every effort to provide a written response within 2 business days. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposals, a copy of which will be posted on the City's website and forwarded to all Suppliers who have submitted an "Intent to Respond" form (Attachment E).

Supplier must submit their questions via email using the "Master Q & A" form found in **Attachment D**, and provide, at a minimum, the following:

- Supplier's name, requester, and appropriate contact information.
- The question, clearly stated.
- Specific reference to the applicable Request for Proposals section(s).

### RFP Response Submission

Upon the submission of the RFP response, the supplier acknowledges that all information is accurate and complete.

**All proposals must be emailed to contact person listed in Section 1.**

**No hand-delivered proposals will be accepted in order to prohibit the transmission of COVID-19.**

**Pricing (Attachment B) must be emailed under separate cover with "Use of Force Simulator RFP Confidential Pricing" as the subject line.**

## **Section 4: RFP Evaluation and Selection Processes**

### Initial Evaluation

Proposals received will undergo an initial review to determine:

- Compliance with instructions stated in the RFP
- Compliance with proposal submittal date



## Phase II Evaluation

The evaluation of supplier's proposals may include, but is not limited to, the following criteria:

- Quality of similar installed projects and installations
- Software capabilities
- Supported use of force options
- Ease of use
- Support and training
- Accreditation, certification and industry partnerships
- Compliance with the City of Billings Terms and Conditions
- Cost, both initial and 5 year projected costs

The City reserves the right to conduct interviews with all or some of the Proposers at any point during the evaluation process. However, the City may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating firms using the above-stated criteria.

The City also reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

## **Section 5: Scope of Work**

The City desires to procure a firearms/use of force simulator including, installation services, and maintenance, that will allow for the training of our employees and community partners.

Below is a general outline of the anticipated scope of work. However, the final scope of work will be negotiated with the successful proposer.

The following section details the scope of work and requirements of the City. Please respond to all applicable requirements in your response. Any additional materials and/or documentation can be referenced and attached with your submission.

### **A. SCOPE OF WORK**

1. The City's functional objectives for a simulator are as follows:

#### Simulator System

- Shall have HD video projection in true 16:9 ratio
- Shall have at least a 10 foot projection screen with the ability to add screens for a functional 180- 300 degree screen format
- Shall include stereo speakers – surround sound is preferred
- Shall include a networked computer system with at least 16GB Ram
- Shall include first year service included in price, with option for additional service contracts, with a minimum of 5 year service plan available.
- Should include a look back camera option
- Shall include a scenario playback option with analysis of shot placement



- In lieu of screens, a Virtual Reality system will be acceptable, however all weapon specifications will remain in place.

#### Hardware/Weapons

- Inserts of barrels and magazines is preferred, so officers are able to use their own weapons, including tasers
- Shall include (2 minimum) Non-Tethered, weapon kits or weapons, Glock model 17
- Shall include (2) Non-Tethered, M4/AR-15 style rifle kits or weapon kits to function in AR-15 style rifles
- Shall include (2) Non-Tethered, X2 Taser weapon kits or weapons(X26 option will be accepted within the proposal as long as the option is included to swap to the X2 when available at no additional cost)
- Shall have the option to include (2) Non-Tethered, OC weapons
- All weapon options shall have the ability for the instructor to electronically control the round count and/or induce malfunctions
- Glock and AR-15 weapons or weapon kits shall have the ability to recoil. The recoil system (CO2 or other) used by the manufacturer will be included in bid.

#### Software/Courseware

- Should include access to the maximum amount of scenarios available at time of sale at no additional cost
  - Simulator should have multiple scenarios capable of being changed “on the fly” during the actual scenario based on the officer’s actions to allow for de-escalation of the situation.
  - Simulator should also include de-escalation scenarios with instant feedback, or feedback that can be controlled by the instructor.
2. The Proposer shall provide a list of law enforcement agencies, and contact names, that are using the simulator system the Proposer is recommending
  3. The Proposer shall describe any accreditation, certification and/or industry partnerships
  4. The Proposer shall describe any and all warranties provided
  5. The Proposer shall provide system specifications, including simulator drawings, with proposal
  6. Should include a rebate/trade-in discount for our current antiquated FATS system
  7. Depending on overall project funding level and cost of solution, the City intends to purchase a single simulator with accessories

### B. PRODUCT SUPPORT

#### 1. Technical Support





- The Proposer shall provide support for all hardware and software products included under the proposed RFP
- Prior to Final Acceptance, the Proposers' support staff shall respond within four hours to all support calls placed during normal business hours. Support calls placed after normal business hours shall be responded to within four hours on the first regular business day following notification
- One year of hardware support shall be provided under the proposed RFP with an option for an extended support Agreement
- The Proposer shall provide a toll-free number for support calls

## 2. Upgrades/Fixes

- Functional fixes to the software shall be provided as they are released at no extra cost
- Supporting documentation reflecting modifications shall be supplied, when necessary, at no extra cost
- For as long as the Police Department maintains an active support agreement, upgrades and enhancements to the software shall be provided automatically at no additional costs.
- Supporting documentation for software reflecting upgrades and enhancements shall be supplied at no extra cost
- Software service packs should be available for download from the vendor's website
- Upgrades should pull in any new features that were added to the BWC System

## 3. Documentation

- The Police Department shall have full access to the simulator user manuals in hard copy and/or electronic pdf copy
- The Proposer shall provide complete hard and/or soft documentation for the simulator installation instructions, system administration and maintenance, technical reference and user manuals
- A simple step-by-step user's manual shall be provided for the end users and administrators during on-site training.

## 4. Training

- The selected Proposer shall train personnel in the use of all simulator hardware and software
- Initial training should be conducted on-site at the Police Department
- Follow-up training can be provided onsite or on-line
- Course outlines for training are to be submitted with proposal
- Training should be all-inclusive, including relevant case law, after-action reports, and instruction on editing and filming own scenarios



- At a minimum, required courses are as follows:

System Administrator Training/Master Instructor Training – Provide training on-site for three designated personnel who will act as system administrators for the simulator system computer configuration and applications. The training shall include simulator system administration tasks, software management functions and computer security. The training shall also include file management utilities and system procedures.

5. Services

- The Proposer shall provide installation and startup services including loading required software on the simulator system server and client workstations
- Proposer shall coordinate all services with any authorized service center



**ATTACHMENT A**  
**VALIDATION QUESTIONS FOR SUPPLIER**

**GENERAL INFORMATION**

- 1) Company Name  
Address:  
Contact Name:  
Contact Phone:  
Contact Email:  
Website/URL:
- 2) How many facilities/locations do you have in the U.S? Please list.
- 3) How many years has your company been doing business under this name?
- 4) Total Full-Time Employees.
- 5) Do you have Small Business Administration Status? If yes, can you provide documentation?
- 6) What are your standard payment terms?
- 7) References - Please attach a Word® document with all contact information for at least the following three references:
  - a) New Company (started doing business with them in the past 12 months)
  - b) Retained Company (have been doing business with them for 3 + years)
  - c) Former Company (contract terminated in the past 2 years)
- 8) Can you provide a statement and meet the City of Billings minimum insurance requirements of \$750,000 per claim and \$1,500,000 per occurrence, and the City being named as an additional insured?

**FUNCTIONALITY**

- 1) A certificate of insurance must be provided prior to signing the contract, commencing on the day contract begins. Are you willing to comply with these requirements?
- 2) You must instruct your insurance broker/carrier to notify the City of Billings should your coverage change. Are you willing to do this?
- 3) The successful proposer will be required to purchase a City business license and complete the new vendor forms in order to be eligible for payment. Are you willing to do this?



## ATTACHMENT B

### PRICE MATRIX

(To be sent separately – see instructions in Section 1)

<u>Project Name</u>	<u>Price</u>
Hardware	\$
Software licensing	\$
Initial installation, configuration, integration and set-up	\$
Training	\$
Ongoing technical support/maintenance	\$ <b>per year</b>
Additional requirements or services:	
	\$
Rebate/trade-in for current BPD simulator system	(\$ )

\* Proposer will indicate which items are optional

Proposer shall provide a schedule to include delivery of system, hardware and software installation services, and training services.

**I/We acknowledge \_\_\_\_\_ addendum.**

#

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Contact Position

By signing the above, I certify that I am authorized by the Company named above to respond to this request.



## ATTACHMENT C

### CONDITIONS AND NON-COLLUSION FORM

#### USE OF FORCE SIMULATOR RFP

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

#### CONDITIONS AND NON-COLLUSION AGREEMENT

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

We further agree to furnish the services specified at the prices stated herein, to be delivered to the location and on that date set forth herein.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

\_\_\_\_\_  
Legal Name of Firm/Corporation

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number



## ATTACHMENT D

### MASTER Q & A FORM

#### PROJECT: USE OF FORCE SIMULATOR RFP

<b>Master Q&amp;A</b>	Any questions regarding this Request for Proposals should be submitted according to the process outlined below. The City will make every effort to answer within two (2) days of receiving the questions.
<b>Q&amp;A Process</b>	<ol style="list-style-type: none"><li>1. Prepare questions or concerns on the template provided.</li><li>2. Provide a date for each question and a section of the RFP to reference (if applicable).</li><li>3. Submit the completed form via email to <a href="mailto:kampal@billingsmt.gov">kampal@billingsmt.gov</a>. Attach associated documents as necessary.</li></ol> <p>Please contact Liz Kampa with any questions regarding this process.</p>

Questions from: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_

#	Date	Reference Section	Question or Comment	City Response
1				
2				
3				
4				



**ATTACHMENT E**

**INTENT TO RESPOND FORM**

**RFP: USE OF FORCE SIMULATOR RFP**

Email the following Intent to Respond form to within five (5) days of RFP date even if your company chooses NOT to participate in the RFP.

**To:** **City of Billings**  
**Attn:** Liz Kampa, Purchasing Agent  
**Email:** [kampal@billingsmt.gov](mailto:kampal@billingsmt.gov)

**From:** \_\_\_\_\_ **Contact Name**  
\_\_\_\_\_ **Company Name**  
\_\_\_\_\_ **Company Address**  
\_\_\_\_\_  
\_\_\_\_\_ **Phone Number**  
\_\_\_\_\_ **Email Address**

---

We intend to respond to this RFP by the specified due date:

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
**Company Name** **Date**

\_\_\_\_\_  
**Contact Name (please print)** **Title**

\_\_\_\_\_  
**Signature of Contact Person**

By signing the above, I certify that I am authorized by the Company named above to respond to this request.



## ATTACHMENT F

### PROPOSER CONTACT INFORMATION

#### ***A. Company Contacts***

Primary Contact Person (Name):	
Title/Function:	
Address	
Business Hours Phone:	
Fax:	
Internet E-mail Address:	
Name of Person Responding to Request:	
Title/Function:	
Address:	
Phone:	
Fax:	
Internet E-mail Address:	

#### ***B. General Company and Financial Information***

Company Name:	
Headquarters Address:	
City, State, ZIP	
Headquarters Phone:	
Headquarters Fax:	
Company Owned By:	
Percent % Ownership:	
Years In Business	
Name of CIO	
Name of CEO/President:	