CAMPUS ACCESS CONTROL SYSTEM SERVICES
Solicitation #1526

Request for Proposals from Lenel Value Added Resellers (“VAR”s)
August 20, 2014

Mandatory Pre-Proposal Meeting**
August 26, 10:00 AM
Market Center Building
1600 SW 4th Avenue, Suite 316
Portland, OR 97201

Proposal Due Date**
September 2, 3:00 PM
Market Center Building
1600 SW 4th Avenue, Suite 260
Portland, OR 97201

**Note: Parking is difficult to find at PSU. Please schedule your time accordingly.

Contact: Cate Antisdel, Construction Contracts Supervisor
(503) 725-4326, proposals@pdx.edu

All proposal documents are available at:
www.pdx.edu/purchasing-contracting/construction-contracting
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SECTION 1 - ADMINISTRATIVE INFORMATION

1.1 INTRODUCTION
Portland State University ("PSU") utilizes an access control and security system that has been built in conformance with the specifications of the Lenel OnGuard Pro I control system. PSU is accepting Proposals from firms ("Proposers") for service, hardware and software support, expansion, revisions, and upgrades to this Lenel Systems International, Inc. ("Lenel") access control system, which is installed throughout campus. Competition will be restricted to authorized Lenel Value Added Resellers (VARs) who meet the requirements of this RFP.

PROPOSER QUALIFICATIONS
Proposals will be accepted only from those firms that meet the following requirements:
   a) Have a minimum of five years of successful professional experience performing services comparable to those required under this RFP.
   b) Have a sufficient number of Lenel certified technicians certified at the Platinum level or higher to provide necessary level of service to PSU.

PSU PHYSICAL SECURITY AND INFORMATION TECHNOLOGY SYSTEM SECURITY STANDARDS
All responses must meet PSU's Information Security Policy (Appendix 4.4), the OAR 055 Information Security Policy (Appendix 4.5) and PSU's Physical Security Standards (Appendix 4.7), all of which are incorporated herein by reference.

PSU'S ROLE
PSU shall:
   a) Provide general supervision, administration (including system programming) and design of the access control system;
   b) Maintain computer server and workstations;
   c) Provide initial documentation and architectural drawings, as available;
   d) Maintain day-to-day operation of the system; and
   e) Issue Work/Task Orders to Contractor to order work.

The solicitation and selection processes are provided in the Oregon Administrative Rules ("OAR") for Contracts for Construction-Related Services, 580-063-0030 (2) and OAR Chapter 580 Division 061.

This Request for Proposals ("RFP") shall not commit PSU to enter into any agreement, to pay any expenses incurred in preparation of any response to this RFP, or to procure or contract for any supplies, goods or services. PSU reserves the right without liability to PSU, to cancel this RFP and to reject any proposal that does not comply with this RFP or applicable administrative rules, and to reject any and all responses received as a result of this RFP upon a finding that it is in the public interest to do so.

A sample copy of the PSU Public Improvement Agreement ("Agreement") is attached to this RFP (Appendix 4.1). PSU will enter into negotiations with the selected firm (the "Contractor") to determine final scope and description of services, schedule and cost and, if the negotiations are successful, will enter into an agreement similar to the attached Sample Agreement. The Sample Agreement attached to this RFP is subject to change by PSU. All proposers must identify in their proposal any terms and conditions that they wish to negotiate. If negotiations are not successful, PSU reserves the right to enter into negotiations with Proposer.
CONTRACT TERM
The initial contract term shall be from the effective date of the contract through June 30, 2019 and will automatically renew for two additional two-year periods, unless otherwise terminated per termination criteria described in this RFP or separately negotiated by contract. The resulting contract may be extended beyond the initial term and the two two-year renewals, and additional work added if necessary, by mutual written agreement.

1.2 SCOPE OF WORK
All services shall be performed according to the specifications and requirements contained in Appendix 4.6 System Information, which is attached hereto and incorporated herein by reference. Work is not considered complete until inspected and approved by PSU. Acceptance shall be given in writing upon completion of Work on an “Acceptance of Work” form.

1.2.1 Service and Maintenance
Provide system service and maintenance including, but not limited to:
- On-site service response time of no greater than 2 hours;
- Phone and e-mail support and troubleshooting 24 hours per day;
- All services must be available every day of the year; and
- Participation in annual inspection and implementation of upgrades.

1.2.2 System Upgrades
Implementation of system upgrades are subject PSU review and authorization.

1.2.3 Operational Functionality
Contractor shall maintain all existing hardware and wire interfacing with the access control system. Contractor will be responsible for the installation (if necessary) and operational functionality of:
- REX devices
- Door hardware
- Electric strikes
- Electric hinges
- Panic hardware
- Power assisted swing arms and door openers
- Door closers
- Wiring to exact location (i.e., electric hinge, power assisted door opener, electric strikes, readers, contacts, inside the door casing or wall, etc.)
- Flexible conduit to panic hardware
- Final connection to the power door openers for integration with the card access system
- Proximity readers
- Door contacts, as needed
- Entrance and exit devices, as needed
- Material to make the system whole and operational
- Documentation and warranty requirements as specified in the RFP documents
1.2.4 Technical and Budgetary Input for Expansion
Provide cohesive and comprehensive technical and budgetary input for future expansion of the system to additional sites upon request.

1.2.5 Permitting
Contractor is responsible for all required permitting.

1.2.6 Installation
- Installation of required door hardware*
- Installation of enclosures for Lenel equipment*
- Installation of equipment in enclosures
- Termination of wires to equipment
- Cables and raceways to enclosures*
- Raceway supports*
- Cutting and patching necessary for installation of cable, raceway, and enclosure supports and enclosures*
- Modifications of door frames as necessary for installation

*PSU reserves the right to perform these activities outside this Agreement

1.2.7 Programming
Provide programming of new installation and revisions.

1.2.8 System Integration
- Integrate existing DSC alarm systems into the Lenel reporting system as directed
- Banner Integration - Coordinate integration of Banner system with Lenel
- Integrate various authentication technologies such as biometrics, proximity devices, radio frequency, and physically challenged assistance based devices
- Burglary/fire system integration

1.2.9 Training
Provide Lenel system training to PSU personnel, as requested.

1.2.10 Documentation
Contractor shall provide an updated electronic master set of engineering and design drawings at the beginning of each quarter (January 1, April 1, July 1, and October 1). Drawings shall be updated electronically with all additions, changes or deletions to the system to date. Drawings shall be provided electronically in PDF format and must be accessible in AutoCAD format upon request. Contractor shall provide other documentation as requested.

1.3 INSURANCE, PROFESSIONAL REGISTRATION REQUIREMENTS

Due upon signing an Agreement:
- General Liability insurance certificate – $1M/$2M
- Auto insurance certificate – $1M/$2M
- Worker’s Compensation insurance certificate
All insurance certificates must meet the requirements of the PSU General Conditions, Section G.3.

Proposer shall include in its proposal all required insurance costs for this Project.

1.4 **MANDATORY PRE-PROPOSAL MEETING**

A mandatory pre-proposal meeting will be conducted. Only Proposers who have an employee at the meeting shall be allowed to submit proposal. Attendance will be documented through a sign-in sheet prepared by the PSU representative. After the meeting there may be a walk through and examination of the site and conditions.

Prime Proposers who arrive more than 10 minutes after start of time of the meeting (as stated in the solicitation and by the PSU representative’s watch) or after the discussion portion of the meeting (whichever comes first) may not be permitted to submit a proposal on the project.

**PRE-PROPOSAL MEETING LOCATION:**
Market Center Building
1600 SW Market Street, Suite 316
Portland, OR 97201

1.5 **SCHEDULE**

Advertisement of Request for Proposals ................................................. August 20, 2014
Mandatory Pre-Proposal Meeting ......................................................... August 26, 2014 @ 10:00 AM local time
Questions Due ......................................................................................... August 29, 2014 @ 5:00 PM local time
Solicitation Protest Deadline ................................................................. August 29, 2014 @ 5:00 PM local time
Final Addendum Shall Be Issued By ....................................................... September 1, 2014
Proposals Due ......................................................................................... September 4, 2014 @ 3:00 PM local time

The following dates are tentative and subject to change without notice:
Notice of Intent to Award or notification of the most qualified.... September 9, 2014
Proposers and assignment of interview appointments
Finalist Interviews .................................................................................. September 11-12, 2014
Notice of Intent to Award (if interviews are held)......................... September 15, 2014
Selection Protest Deadline ................................................................. September 19, 2014 @ 5:00 PM local time
PSU Issues Agreement ........................................................................... September 22, 2014
Contract Start Date ................................................................................ October 1, 2014

1.6 **QUESTIONS**

Prospective Proposers must submit questions or requests for clarification or change via email to proposals@pdx.edu. Questions must be received by the deadline indicated in Section 1.5.

Questions and requests for clarification or change that are timely received will be answered via addenda. Any changes to the RFP resulting from such questions will be made only via addenda to the RFP. Responses from Owner not contained in an official addendum to the solicitation will not be binding on
Owner. The final addenda, if any, will be released no later than the date specified in Section 05. Proposers are encouraged to check on the status of all addenda prior to submission of their proposal.

1.7 PROTESTS

1.7.1 Solicitation Protests
Prospective Proposers must submit protests of particular solicitation provisions, specifications, and/or conditions (including comments on any specifications that a firm believes limits competition) via email to proposals@pdx.edu. Solicitation protests must be received by the deadline indicated in Section 1.5.

Solicitation protests must include the reasons for the protest and any proposed changes to the RFP. Protests will be answered directly with the protesting Proposer. Any changes to the RFP resulting from a protest will be made only via addenda to the RFP. Responses from Owner not contained in an official addendum to the solicitation will not be binding on Owner. Proposers are encouraged to check on the status of all addenda prior to submission of their proposal.

Protests must fully specify the grounds for the protest and include all evidence that the protestor wishes PSU to consider and must otherwise comply with OAR 580-061-0145.

1.7.2 Selection Protest
Any Proposer who has proposed on this RFP and claims to have been adversely affected or aggrieved by the selection of competing Proposers may submit a protest via email to proposals@pdx.edu. Selection protests must be received by the deadline indicated in Section 1.5.

Protests will be answered directly with the protesting Proposer. Selection protests must comply with and will be addressed pursuant to Oregon Administrative Rule 580-061-0145. (http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_580/580_061.html)

1.8 ADDENDA

This solicitation will only be modified by documents issued as addenda by Owner. No other direction or comments received by Proposers, written or oral, will serve to change the solicitation document.

1.9 INCURRED COSTS

Portland State University is not liable for any costs incurred by the design team in the preparation or presentation of their proposals.

No billable work can proceed prior to negotiation and execution of Agreement and the Contractor’s receipt of a Notice to Proceed.

1.10 PUBLIC RECORDS

PSU will keep this RFP and each proposal received in response to it, together with all documents pertaining to the award of any contract, as part of the file or record that is open to public inspection. If a proposal contains any information that constitutes a trade secret under ORS 192.501(2), each sheet containing a trade secret must be marked with the following legend:
“This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure may apply “unless the public interest requires disclosure in the particular instance.” (ORS 192.501.) Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law. These restrictions may not include cost or price information.

1.11 PROPOSAL SUBMISSION

To be considered for selection, written Proposals must arrive at the location shown below by the date and time specified in Section 0. Delivery is recommended. Proposers who mail packages should allow ample delivery time to ensure timely arrival. The address is:

FOR DELIVERY:

Portland State University  
Contracting and Procurement Services  
Attn: Cate Antisdel  
Campus Wide Access Control System Services RFP  
1600 SW Fourth Avenue, Suite 260  
Portland OR 77201

FOR MAIL: (Not Recommended)

Portland State University  
Contracting and Procurement Services  
Attn: Cate Antisdel  
Campus Wide Access Control System Services RFP  
PO Box 751, Mail Stop: FAST-CAPS  
Portland OR 97207-0751

It is the sole responsibility of the Proposer to ensure timely delivery. Late Proposals shall not be considered.

Proposals will not be accepted at any other PSU location other than the address specified above. FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED

Proposers selected may be requested to provide additional information, either informally or via the interview process, to clarify their proposals and to ensure mutual understanding of the scope of the work requirements and schedule.

1.12 FORM OF AGREEMENT

A sample copy of the Agreement is attached to this RFP (Appendix 4.1). The Agreement will include the terms of this RFP and the PSU General Conditions (Appendix 4.2). PSU will enter into negotiations with the selected firm to determine final scope and description of services, schedule and cost and, if the negotiations are successful, will enter into an Agreement substantially similar to the attached sample agreement. The sample agreement attached to this RFP is subject to change by PSU. All Proposers must identify in their proposal any terms and conditions that they wish to negotiate. Failure to identify those terms they wish to negotiate may result in termination of negotiation with the selected firm. If the negotiations are not successful, PSU reserves the right to enter into negotiations with the next highest ranked Proposer.
1.13 PREVAILING WAGE RATES

All Proposers must comply with requirements of the prevailing wage law in ORS 279C.800 through ORS 279C.870. Contractor and any subcontractors performing all or part of the Agreement must pay not less than prevailing wages to each worker in each trade or occupation employed in the performance of the Agreement, as determined by the Oregon Bureau of Labor and Industries ("BOLI") in the applicable publication entitled Definitions of Covered Occupations for Public Works Contract in Oregon. The latest prevailing wage rates for public works contracts in Oregon are contained in the following publications: The July 1, 2014 Prevailing Wage Rates for Public Works Projects in Oregon, and the July 1, 2014 PWR Apprenticeship Rates. Such publications can be reviewed electronically at http://www.oregon.gov/boli/WHD/PWR/Pages/pwr_state.aspx and are hereby incorporated as part of the Agreement Documents.

1.14 NON-RESPONSIVE PROPOSALS

Proposals which are incomplete, conditioned or qualified, are not in conformity with the law, contain a statement by the Proposer reserving the right to accept or reject an award or to enter into the Agreement, or include any other irregularity shall be rejected as non-responsive if the irregularity is material and may be rejected as non-responsive if the irregularity is not material.

1.15 PROPOSAL VALIDITY PERIOD

If an Agreement is to be awarded, it shall be made within 60 calendar days after the proposal submission deadline. Proposal shall be considered valid during this period.

1.16 TERMS FOR PROPOSING

By submitting a proposal, the Proposer certifies conformance to the applicable federal, state and local laws, acts, executive orders, statutes, administrative rules, regulations, ordinance and related court rulings concerning Affirmative Action toward Equal Employment Opportunities. All information and reports required by the Federal or Oregon State or local Governments, having responsibility for the enforcement of the foregoing, shall be supplied to the Owner upon request for purposes of investigation to ascertain compliance with the foregoing.

Pursuant to OAR 580-061-0030, by submitting a proposal, the Proposer certifies that the Proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR 061-0040, Proposers are hereby notified that PSU has adopted policies applicable to consultants and contractors that prohibit sexual harassment and that Proposer and their employees are required to adhere to Owner’s policy prohibiting sexual harassment in their interactions with members of Owner’s community.

The Owner is committed to ensuring equity and diversity in its procurement and contracting process and increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses. Therefore the Owner strongly encourages its contractors and consultants to use these businesses in providing services and materials for Owner contracts and projects.

END OF SECTION 1
SECTION 2 - PROPOSAL REQUIREMENTS

2.1 PROPOSAL SUBMISSION

To be considered for selection, written Proposals must arrive at Portland State University, Contracting and Procurement Services by the date specified in Section 1.5. Delivery is recommended. Proposers who mail packages should allow ample delivery time to ensure timely arrival. The address is:

2.1.1 Proposals must:
1. Include responses to the requested information in Section 2.2
2. Include name, address, email and phone number for the main proposal contact person
3. Include page numbers and firm name on each page
4. Respond with information in the same order and headings as in Section 2.2
5. Not exceed fifteen (15) double-sided 8 ½” x 11” pages in length for a total of thirty (30) pages. This page count does not include the required Pricing Proposal. Ledger size 11”x17” pages may be used. Each side of an 11”x17” page counts as two (2) pages. Page count includes all proposal sheets submitted except for a blank page. If proposal exceeds the page limit, only the allowed number of pages will be considered starting with the first page.
6. Be of a readable font size (such as Arial size 10)
7. Be stapled in the corner and printed on recycled paper

2.1.2 Submission must include:
1. One (1) CD containing a PDF (Portable Document Format) version of the written proposal and Appendix 4.10 Pricing Proposal
2. Six (6) paper copies of the proposal and Appendix 4.10 Pricing Proposal
3. Items above submitted in a sealed envelope that includes Proposer name and project name

2.2 EVALUATION CRITERIA

2.2.1 Company Information - 40 Points

1. Company Profile. (15 points)
   a. History. Provide a history of your company, especially as it relates to access control installations at multi-building client campuses. Include your history in the Portland-area market, number of current clients, and years in business (minimum of five years). Demonstrate that your firm has successful business experience performing services comparable to those specified in this RFP.
   b. Expertise. Demonstrate your company’s security expertise and explain your experience with Lenel OnGuard Pro I or Lenel OnGuard Enterprise systems. Describe your company's experience with data exchange, mobile badging constraints and issues. Clearly indicate your level of support and your engineer’s training in this area.
   c. Service Capabilities. Please provide a description of local and regional service capabilities, including the total number of qualified technicians, their training, their base locations, the locations of backup service technicians, and the location of primary and backup spare parts.
   d. Management Ability. Describe the expertise and management capability your firm has that is necessary to direct PSU in supporting, augmenting, and expanding PSU’s Lenel system.
2. **Key Personnel.** (15 points)
   For the personnel listed below, provide the information requested for each type as well as dates of education, explanation of the depth of knowledge and training in Information Technologies including networking and database administration, security expertise and burglary/fire system integration. For all of the above positions, "travelers" (roving personnel) required to travel more than a two state region in the course of their duties are not acceptable.
   a. **Technicians:** List the number and type of technicians on staff and available to PSU as well as their certification levels. The Contractor must have at least three Lenel certified technicians with, at a minimum, one Gold and one Platinum certified engineer or technician available locally.
   b. **Project Manager:** Identify the project manager(s) who will be assigned to the project. Provide relevant information on three installations managed by this project manager.
   c. **Start-up Engineer:** Identify the start-up engineer(s) who will be assigned to the project. Provide relevant information on three Lenel installations programmed by this start-up engineer.
   d. **CAD Drafter:** Identify the in-house CAD drafter. Provide relevant information on three installations using the proposed access control system that were drawn by this CAD drafter.
   e. **Installers:** Identify at least five limited energy (low voltage) technicians regularly involved in the installation of Lenel access control products and licensed in the State of Oregon.
   f. **Account Manager:** Provide name, address, telephone, and email contact information for the PSU Account Manager and main contact in addition to their resume.

3. **Training and Certification.** (5 points)
   a. Provide a letter from Lenel showing your authority to install and maintain Lenel OnGuard systems and how long have you been certified by Lenel (minimum of five continuous years).
   b. Provide a detailed description of the training you provide your employees to keep them up-to-date on technological advances and licensure upgrades. Describe any additional training your staff may have received. List current Lenel training certificates received by all Lenel trained technicians.
   c. List all Microsoft certifications or other network experience held by staff listed in section 2.2.1.2.

4. **Employee Checks.** (5 points)
   Explain your company’s drug testing and background check policies that meet or exceed the requirements below. Contractor will be required to perform drug testing and background checks at Contractor’s sole expense, and such costs will not be reimbursable expenses through the Agreement.
   a. **Employee Drug Testing**
      At Contractor’s expense, Contractor shall require all employees, including management employees, who shall be working at PSU in any capacity (“Subject Employee”) to pass a drug screening test. The Contractor shall not permit an employee who fails any drug screening to be placed on PSU premises.
Contractor shall submit to PSU an employee drug testing program for employees that will be working on PSU premises in any capacity. The program shall include, at a minimum, the following, which shall be maintained for the duration of this Contract:

1. A written employee drug-testing policy;
2. Required drug testing for all new Subject Employees;
3. Annual drug testing of all on-going employees;
4. Required Random testing;
5. Required testing of a Subject Employee when Contractor has reasonable cause to believe the Subject Employee is under the influence of drugs or upon the reasonable request of PSU.
6. Required testing of a Subject Employee when the Subject Employee is involved in: (1) an incident causing an injury requiring treatment by a physician, and/or (2) an incident resulting in damage to property of equipment.

Contractor shall be required to provide results of all drug testing to PSU within fifteen (15) days of completion of the drug testing, or receipt of the drug test by Contractor from the source providing the drug testing, for all Subject Employees.

b. **Employee Background Checks:**

Prior to the commencement of Work at PSU:

1. Contractor shall provide at no cost to PSU, nationwide criminal background checks of all Subject Employees. All Background checks shall include fingerprinting.
2. Contractor shall maintain verification that all Subject Employees have passed fingerprinting and background checks, and shall make the information available to PSU upon request.
3. Contractor shall provide at no cost to PSU, regional background checks and fingerprinting for Subject Employees every six (6) months for the duration of this Agreement.
4. Contractor shall not employ Subject Employees who:
   a. have been convicted of a crime(s) involving moral turpitude, whether classified as a felony or misdemeanor
   b. have been convicted of any of the crime(s) listed in the Oregon Revised Statutes Chapter 163 [http://www.oregonlaws.org/ors/chapter/163](http://www.oregonlaws.org/ors/chapter/163), incorporated by reference herein, within ten (10) years prior to employment on the PSU campus.
   c. have been convicted in another jurisdiction of a crime that is substantially equivalent, as defined by rule, within ten (10) years prior to employment on the PSU campus.
   d. are currently under a term of judicial oversight, parole or probation for any offense
   e. are currently under a term of discretionary disqualification as defined in ORS 813.010, ORS 811.700, ORS 811.182, ORS 811.540, or ORS 811.140.

This prohibition shall apply with equal force to said statutes, as they may be amended from time to time, or to successor statutes which are substantially equivalent.

5. Contractor shall ensure that its employees do not carry any weapon, firearm, controlled substance, or alcohol on the PSU campus.
2.2.2 Approach to this Project – 40 points

1. **Support.** (10 points)
   Describe in detail what experience your company has in providing full and complete service and maintenance for Lenel Access Control systems. In your Proposal clearly indicate the type and level of ongoing/preventive maintenance the PSU system will require. How will all types of support be coordinated? How will documentation be kept so others can respond in their place seamlessly?
   Describe the following:
   a. **Technical Support Personnel:** How will you provide necessary technical and network personnel to support PSU systems? Identify personnel listed in Section 2.2.1.2 that will provide this support. Will support of these systems require use of temporary employees by your company?
   b. **Product Support:** Describe how your company provides product support and explain your support process. Identify personnel listed in Section 2.2.1.2 that will provide this support. Provide information on procedures for obtaining and maintaining parts for PSU.
   c. **Post-Installation Support:** Detail how your organization is equipped and staffed to handle system problems. Identify personnel listed in Section 2.2.1.2 that will provide this support. Explain situations requiring the dispatch of personnel to PSU and logistics.

2. **New installations.** (10 points)
   Indicate your experience in installing a Lenel access control system computer network. Address your technical capability and expertise in performing the installation and testing of remote sensors and readers and integrating them into the system. Identify personnel listed in Section 2.2.1.2 that will provide these services. Detail the experience your company has in providing technical and budgetary input for expansion of existing systems. What experience does your company have integrating authentication technologies and existing alarm systems into the Lenel reporting system?

3. **Emergency repairs and response.** (10 points)
   Describe in detail the process and procedures for receiving emergency service calls and what your average response time is. Explain how you are equipped and staffed to respond to service calls from PSU on a 24/7/365 basis and within the necessary two hour response time (for a service technician to be at the issue location on the PSU campus after the service call is placed). What are your emergency authorization procedures? What approach does your company take when it is necessary to perform non-emergency repairs?

4. **Upgrades and Enhancements.** (5 points)
   Lenel will issue software upgrades from time to time. Specify the scope of your software support agreement (SSA). Explain the service(s) offered as part of the Lenel license and your service scope as an integrator. Describe how Lenel changes and upgrades are communicated to your customers. Indicate if such upgrades are no-charge items and, if so, for what period of time (e.g., warranty period only, extended period, for the life of the equipment).

5. **Training.** (5 points)
   Contractor may be required to provide training to our workstation operators and our supervisors, as requested, and to conduct training at a PSU site as appropriate and when upgrades have been performed. How do you inform your customers of changes and upgrades to the Lenel system?
Describe in detail your plan to keep PSU appraised of the newest technology related to this contract. Indicate how you conduct trainings and list the training materials and manuals that will be provided. Who are your Lenel-certified trainers and what is their experience? Is training on upgrades an extra cost item, and if so, what are the costs?

2.2.3 Warranty – 15 points
The minimum acceptable warranty is one (1) year from the date of purchase on all parts and labor. Provide a description of proposed warranty terms. Include any extended warranties, or alternative warranty options.

2.2.4 Safety, Logistics and Coordination – 20 points
Describe how you will keep students, faculty, staff and visitors to campus safe while minimizing impact to the day to day operations of the campus. How will you coordinate building system outages? What other signage and safety precautions do you employ?

2.2.5 QA/QC Plan – 15 points
Describe your organization’s Quality Assurance/Quality Control Plan. What steps will your organization take to test the components, software, and functionality of the system? What will be PSU’s procedure for escalating an issue if there is any difficulty receiving appropriate service? Upon award of the contract, Contractor shall supply names, titles, phone numbers and emails of supervisory personnel in this escalation chain.

2.2.6 Equity and Diversity – 20 Points
PSU is committed to increasing contract opportunities for Minority, Women and Emerging Small Businesses (MWESB).

1. MWESB Utilization. (10 points)
List State of Oregon MWESB certification numbers for your company or any MWESB subcontractors, partners, or suppliers that you will utilize, as well as any self-identified firms. The selected contractor will be required to report actual utilization to PSU.

Provide examples of your firm’s past performance with regards to MWESB utilization and subcontracting plans. Please include number and dollar amount of subcontracts awarded, and any utilization percentages or other performance indicators.

2. Workforce Diversity and Community Involvement. (10 points)
State your firms’ nondiscrimination policies and practices, hiring strategies, workforce diversity plans, and outreach plans that ensure a diverse workforce. Include the diversity of your current workforce and what steps are taken to provide employment and promotional opportunities for women and minorities. Include any community activities that promote workforce diversity, such as job fairs and youth outreach events.

2.2.7 Cost - 50 Points
Complete Pricing Proposal included in Appendix 4.10. In each category, the proposer with the lowest base bid will receive full points, higher cost proposers will receive proportionally lower points according to the formula: [1-(proposer’s bid - low proposer’s bid)/proposer’s bid] x number of points per item.
2.2.8 **Optional Reference Check – 10 Points**
Provide five (5) customer references within 50 miles of Portland, Oregon. At least three (3) of the references must be public institutions similarly sized to PSU (or larger) that have been customers for a minimum of 3 years.

2.2.9 **Optional Interview – 40 Points**
Interviews may be conducted to allow the bidder to expand on each of the above categories at the sole discretion of the Owner. Your firm will be notified if interviews will occur.

**END OF SECTION 2**
SECTION 3 - EVALUATION AND SELECTION PROCESS

3.1 SELECTION PROCESS

Proposals will be evaluated by a qualified committee. Evaluation Committee member names will not be announced prior to interviews. The Evaluation Committee will numerically evaluate the responses to the RFP based on the Evaluation Criteria. A Notice of Intent to Award may be released naming the top scoring firm or the highest scoring firms may be selected for final consideration through interviews and further investigation of references.

3.2 EVALUATION CRITERIA

The evaluation criteria and maximum allowable points to be used in the evaluation process are as stated in Section 2.2:

<table>
<thead>
<tr>
<th>Item</th>
<th>Criteria and Points</th>
<th>Evaluated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.1</td>
<td>Company Information - 40 Points</td>
<td>Selection Committee</td>
</tr>
<tr>
<td>2.2.2</td>
<td>Approach to this Project – 40 points</td>
<td>Selection Committee</td>
</tr>
<tr>
<td>2.2.3</td>
<td>Warranty – 15 points</td>
<td>Selection Committee</td>
</tr>
<tr>
<td>2.2.4</td>
<td>Safety, Logistics and Coordination – 20 points</td>
<td>Selection Committee</td>
</tr>
<tr>
<td>2.2.5</td>
<td>QA/QC Plan – 15 points</td>
<td>Selection Committee</td>
</tr>
<tr>
<td>2.2.6</td>
<td>Equity and Diversity – 20 Points</td>
<td>MWESB Committee</td>
</tr>
<tr>
<td>2.2.7</td>
<td>Cost - 50 Points</td>
<td>Calculation</td>
</tr>
</tbody>
</table>

Total available for written proposals – 200 points

<table>
<thead>
<tr>
<th>Item</th>
<th>Criteria and Points</th>
<th>Evaluated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.8</td>
<td>Optional Reference Check – 10 Points</td>
<td>Selection Committee Designee</td>
</tr>
<tr>
<td>2.2.9</td>
<td>Optional Interview – 40 Points</td>
<td>Selection Committee</td>
</tr>
</tbody>
</table>

Total available for short-listed firms – 50 points

Total possible – 250 points

3.3 SELECTION PROCESS

The proposal packages will be evaluated as follows:

A. Review for inclusion of all elements specified in Proposal Requirements Section 2. Any proposals which do not include all required elements may be rejected as non-responsive at Owner’s discretion.

B. Total preliminary point ratings will be assigned to the proposal packages using the criteria specified in Section 2.2, items 2.2.1 through 2.2.7.

C. At Owner’s sole discretion the proposers submitting the proposal packages who receive the highest point totals, may be invited to an interview with the Selection Committee. Should interviews occur, points will be assigned using the criteria specified in Section 2.2, item 2.2.9.

D. At this point, references shall be checked and scored for interviewed firms. Points will be assigned using the criteria specified in Section 2.2, item 2.2.8.

E. The Proposer with the most cumulative total points (Section 2.2, items 2.2.1 through 2.2.9) shall be issued a Notice of Intent to Award.

END OF SECTION 3
APPENDICES

4.1 Sample PSU Public Improvement Agreement
4.2 PSU General Conditions, July 1, 2014
4.3 Division 1
4.4 PSU Information Security Policy
4.5 OAR 055 Information Security Policy
4.6 PSU System Information
4.7 PSU Physical Security Standards
4.8 PSU Campus Map
4.9 As-Built Drawing of Existing Campus Security System
4.10 Pricing Proposal