



United Planning Organization

REQUEST FOR PROPOSALS

RFP # 2021-05

Building Access Control System

Request for Proposals (RFP)

Cover Page

Solicitation Issue Date: Friday, April 2, 2021			
Solicitation Closing Date: Friday, April 30, 2021		Solicitation Closing Time: 2:00 PM (EST)	
Issued By: United Planning Organization			
Address: 301, Rhode Island Ave, NW, Washington, DC 20001			
Telephone Number: 202-238-4600			
United Planning Organization (UPO) is a non-profit organization in Washington DC, founded in 1962, and is exempt from any state and federal taxes.			
Responses must be received on or before Friday, April 30, 2021 , by 2:00 PM (EST.) in the Procurement Office, United Planning Organization, 301, Rhode Island Avenue, NW, Washington, DC 20001.			
Electronic Responses: Please submit your Technical Proposal to procurement@upo.org referencing “ Building Access Control System RFP# 2021-07 –Technical ” in the subject line. Please submit Pricing Proposal separately to procurement@upo.org referencing “ Building Access Control System RFP# 2021-07 – Pricing ” in the subject line.			
For questions/information, please email Rizwanul Haque, Procurement Officer at rhaque@upo.org , referencing “ Building Access Control System RFP# 2021-07 ” in the subject line. Questions/information must be emailed no later than April 16, 2021 . All questions received by this date will be answered within three (3) business days and will be posted on the UPO website.			
SITE VISITS: Proposers who are interested in visiting various locations/sites prior to submission of proposals may contact Patrick Agbionu at phone #202-238-4734 or email address pagbionu@upo.org to set up an appointment latest by 04/09/21.			
United Planning Organization reserves the right to waive informalities or irregularities, to reject any or all bids received, to accept the bid deemed best for the organization, and/or request new bids, if necessary.			
Any objection to the above conditions must be clearly indicated in the offers.			
In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the materials in accordance with the attached signed quotation or as mutually agreed upon by subsequent negotiation.			
VENDOR IDENTIFICATION			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
Print Name	Title	Authorized Signature	Date

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I. PURPOSE

The United Planning Organization (UPO) invites experienced, qualified and licensed vendors to submit their proposals to provide Building Access Control System and Support Services, per specifications, terms and conditions as detailed in this RFP.

II. CONTRACT PERIOD

The term of any contract resulting from this solicitation shall be from June 1, 2021 (or from the date the contract is executed) to May 31, 2022 with option to renew for one year maintenance/warranty.

III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND

UPO is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia, providing leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined. UPO is a major Head Start grantee in the Nation's Capital spanning a period of 50 years.

UPO serves as Washington, DC's non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Head Start, Early Head Start, and other childcare programs that make measurable differences in the education of our youngest;
- Comprehensive youth services with scholarships for DC residents;
- Homeless transportation services;
- Training programs designed to prepare participants for skilled employment;
- Weatherization services to make homes more energy efficient;
- Substance abuse treatment programs that assist individuals in overcoming their addictions;
- Tax preparation and e-filing community based tax preparation services;
- Housing Counseling services that help alleviate predatory lending;
- Job placement and career development services.

IV. SCOPE OF WORK / SPECIFICATIONS

UPO is requesting proposals and intends to award the contract to a vendor who shall procure, design, install and configure a single complete centralized access control system for all UPO facilities. This request for proposal aims to provide the UPO with the devices, materials, labor, wiring, software, etc. to complete the project. The solution proposed must include the ability to support up to 500 active individual employee ID cards with photos to allow access to be controlled from multiple locations at any one time. The proposal should also list the software/hardware required to allow the UPO to produce, program, and issue additional cards for new employees or to replace lost/damaged cards on-site once the initial location(s) are complete. The access control system shall integrate with Microsoft Active Directory/Azure Active Directory Single Sign-On and should have the ability to allow access through mobile phones. The Access Control System must accommodate the current and future requirements of all the UPO operations.

Any recommended system components should provide the flexibility for expansion for new locations and in the future. The new Access Control System must provide the UPO personnel and operations with an advanced system that is 99.99% reliable. Access Control peripheral devices shall be powered by power supplies and provide battery back-up sufficient for a minimum of four (4) hours of standby. UPO expects a recommendation for an Access Control System that is specific to location/building/room function, facility, and door type. All components that make up the access control panel shall be securely mounted on the specified back panel, with an approved enclosure. All cables shall be run within a cable management system and shall be neatly dressed and labeled at the point of termination. All labels shall be clearly visible without the need to remove any wire way covering or wire management device.

The Access Control System should allow for the management of the system via UPO internal network by designated UPO employees. UPO requires the ability to manage all Access Control Systems from a single console. The administration feature should allow the administrator to create security groups, enroll users as an individual or members of security groups and grant/revoke access. The Access Control System reader should activate on keypad contact, smartphone app, or non-touch ID Card. The Access Control System should have the parameters such as: authorized users, hours that all users will be allowed and not allowed to gain access to UPO buildings, to include daily and weekly logs and notification alerts of the events, access, and users. The Access Control System software should be compatible with Microsoft Windows operating environments.

Access Control System features shall include:

- access levels and cards per personnel
- Detailed time specifications
- Multiple card formats for mixed card population/ mobile device authentication
- Activation/expiration date/time by person
- No restrictions on the number of users having access without additional cost
- Unlimited number of people who can administer the system with varied levels of security
- Access levels disable for immediate lock-down
- Holiday schedules to restrict access
- Timed unlock schedules
- Card enrollment reader support
- Function on battery back-up should the building lose power
- Allow for viewing events in real-time as well as reviewing historical events
- Provide for pre-defined reporting as well as the ability to design custom reports as needed
- Allow for the operating of individual doors or pre-defined groups of doors from the administrator's workstation
- The software should allow defining time-periods (days/hours) when access can either be granted or denied
- Authorized opening of main entrance door from a workstation
- HID iCLASS Seos + Prox Card 510x
- HID Signo Keypad Reader 40K
- HID FARGO DTC1250e Photo ID System

A. Site Visits

The licensed contractor will examine the existing building access control system at the below-stated UPO leased or owned properties. Those proposers interested in visiting various UPO leased or owned properties shall contact Patrick Agbionu, Interim Director of Facilities at his Office phone number 202-238-4734 or Cell # 202-315-7005 or email address pagbionu@upo.org to set up an appointment for the proposed site visits. After examining each location and other recommendations from authorized UPO personnel, the contractor will recommend an access control system equipment as approved by UPO.

The licensed contractor will estimate and justify recommendations.

UPO Leased and Owned Properties	
Names	locations
HeadQuarters	301 Rhode Island Avenue NW Washington, DC
Anacostia Service Center	1649 Good Hope Road SE Washington, DC
Anacostia Townhouse	1647 Good Hope Road SE Washington, DC
Petey Greene Service Center	2907 Martin Luther King Jr. Avenue SE Washington, DC
Building Careers Academy	915 Girard Street NE Washington, DC
Comprehensive Treatment Center	1900 Massachusetts Ave SE Building #13 Washington, DC
Benning	3938 Benning Rd NE Washington, DC
Azeeze Bates Child Care Center	444 16th Street NE Washington DC
EdgeWood Child Care Center	601 Edgewood Terrace NE Washington DC
Paradise Child Care Center	3513 Jay Street NE Suites A & B Washington DC
Frederick Douglass Child Care Center	3240 Stanton Road SE Washington DC
Atlantic Gardens Child Care Center	4228 4th Street SE Washington DC
Eagle Child Care Center	3425 10th Place SE Washington DC
Marie Reed Child Care Center	2195 Champlain Street NW Washington DC
Ketcham Child Care Center	1919 15th Street SE Washington DC

B. Available Dates

The table below are the available dates and hours for site visits.

Dates	Hours
4/12/2021	9 am - 3pm
4/13/2021	9 am - 3pm
4/14/2021	9 am - 3pm
4/15/2021	9 am - 3pm

C. Training, Warranty, Maintenance & Support Option

The Proposer shall provide scheduled admin training for the programming, operation, service, and user accounts maintenance. The Proposer shall provide complete maintenance and warranty as part of the proposal and full pricing details. The proposal shall include an initial warranty length of all parts, materials, and labor. Provide a separate line item for ongoing support and service warranty with Service Level Agreement (SLA) for the proposed support.

D. Proposal Pricing

The proposer shall provide pricing information separately from the technical proposal for all the locations. The pricing information shall breakdown the pricing per location for each of the equipment for that location.

V. EVALUATION CRITERIA

1. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFP, meet the criteria indicated below, and conform to the objectives and requirements of the RFP.
2. An evaluation team will evaluate the merit of proposals received in accordance with the criteria outlined in this RFP.
3. Incompleteness, significant inconsistencies, or inaccuracies found within a response may result in a reduction of the evaluation rating.
4. UPO reserves the right to (a) waive variances or reject any or all proposals and (b) request clarifications from any or all proposers.
5. Proposals shall be rejected if they: (a) are received after closing date and time, (b) contain alterations not initialed by an authorized official, and (c) are not meeting the minimum qualification requirements.
6. The following criteria will be utilized in the evaluation of the proposals:
 - a. Adherence to RFP: The Proposer adheres to the instructions in this RFP on preparing and submitting the proposal.
 - b. Qualifications and experience: The Proposer's past experience and performance on comparable engagements.
 - c. Reasonableness of Cost: A total dollar amount for the service requested and a detailed breakdown must be provided with the proposal.

Technical proposal will carry 70% and pricing proposal will carry 30% of the total weightage.

VI. SOLICITATION REQUIREMENTS

A. General Requirements

1. In order to be considered for selection, proposers must submit a complete response to this RFP through email addressed to procurement@upo.org. No other distribution of the proposals shall be made by the proposer.
2. **NOTE: A proposer may submit no more than one (1) proposal in response to this RFP.**
3. Proposals shall be signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all information requested may result in the organization requiring prompt submission of missing information. proposals which are substantially incomplete or lack key information may be rejected by UPO.

4. Proposals should be prepared simply, as thorough and detailed as possible, providing a straightforward, concise description to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
5. All responses are to be submitted on standard 8.5" X 11" size in 12 font minimum type. Proposals should not be double-sided. Proposers shall respond to the items in the order they are shown in the RFP. The responses should describe the most favorable terms and shall remain firm for 90 days from the proposal opening date.
6. Prices should be submitted on the attached **Pricing Sheet (Appendix B)** for each locations, exclusive of all federal, state, and local taxes.
7. All documentation submitted with the proposals should be contained in one single volume.
8. Ownership of all data, materials and documentation originated and prepared for this RFP by any proposer shall belong exclusively to UPO.

B. Special Requirements

All pages of the proposals should be numbered and the following are typical documents that a successful proposer will be required to provide to UPO, if awarded the contract, and should be addressed in the proposer's response in the following order:

1. Signed Letter of interest detailing qualifications to provide the material requested in this RFP.
2. Table of Contents, cross-referencing the contents of the proposal.
3. Completed, signed and dated RFP Cover Page.
4. Completed, signed and dated Vendor Identification Form, included as an attachment (Appendix A).
5. Completed Pricing Sheet, included as an attachment (Appendix B) to this RFP.
6. Copy of current business license to operate in the District of Columbia.
7. Copy of current certificate of insurance evidencing coverage of the minimum required in this RFP.
8. Three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address.

VII. AWARD OF CONTRACT

Technical proposal will carry a weightage of 70% and Pricing proposal will carry 30% during the evaluation of all received proposals. Only technically qualified proposals will be considered for their price evaluations. The highest ranked proposer with combined scores of technical and pricing evaluations will be awarded the contract.

VIII. GENERAL TERMS AND CONDITIONS

1. Additions and/or Deletions of Goods or Services: UPO reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a requirement be deleted, payment to the contractor will be reduced proportionally to the amount of goods or services reduced in accordance

with the proposed price. Should additional goods or services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.

2. **Termination of Contract:** The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the bidder of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the bidder.
3. **Licenses:** By submitting a proposal, bidder certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner bidder's fulfillment of the contract.
4. **Anti-Kickback Provision:** This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of UPO for the purpose of obtaining this or any other agreement, purchase order or contract from UPO and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
5. **Non-Collusion/Fraud:** By submitting a proposal, bidder warrants and certifies that neither bidder nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Bidder further warrants and certifies that neither bidder nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that bidder or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, bidder's proposal shall be immediately rejected. Any contract awarded prior to the UPO's discovery of bidder's collusion shall be terminated and bidder shall be liable for all of its damages sustained by the UPO as a result of bidder's collusion.
6. **Equal Opportunity:** The bidder agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this Solicitation on the grounds of actual or perceived sex, race, color, religion, national origin, age (except minimum age and retirement provision), marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by UPO which may result in ineligibility for further UPO contracts. The bidder shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.
7. **Right to Audit:** UPO shall have the right to audit all invoices submitted by the bidder. The organization shall have the right to audit all relevant data upon which the bidder's fees are based.
8. **Informal Communications:** From the date of receipt of this solicitation by each bidder until a binding contractual agreement exists with the selected bidder and all other bidders have been notified, or when UPO rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from bidders to any Office or Department at UPO with the exception of contact for information, comments, etc., and they shall be emailed.
9. **Formal Communications:** From the date of receipt of this solicitation by each bidder, until a binding contractual agreement exists with the selected bidder, and all other bidders have been notified, or when UPO rejects all proposals, all communications between UPO and the bidders will be formal emails.

10. **Costs Incurred:** Any costs incurred by bidders in preparing or submitting a proposal shall be the bidder's sole responsibility.
11. **Minority/Women-Owned Business Enterprises:** Pursuant to Federal Acquisition Regulations and UPO's procurement policy, UPO may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
12. **Federal, State and Local Taxes:** UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the bidder to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the bidder and deemed a part of the quoted prices.
13. **Payments Terms:** Preferred invoice payment terms will be 2% 10, net 30 days from date of invoice. In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor. At any time or times before final payment and three years thereafter, UPO may have the contractors' invoices or vouchers and statement of cost audited.
14. **Indemnification:** Contractor shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by the contractor or (2) any act or omission by the contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the bidder under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.
15. **Insurance:** Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Contractor shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company (ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.
 - Workers' Compensation Insurance providing statutory limits for the District of Columbia.
 - Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
 - Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit.

The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

16. **Solicitation Addendum:** In the event that it becomes necessary to revise this Solicitation, in whole or in part, an addendum will be provided on our website <http://www.upo.org/work-with-us/#rfp>.
17. **Completed Proposals:** A bidder may submit no more than one (1) bid in response to this Solicitation. The bid shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
18. **Withdrawal of Proposals:** At any time prior to the hour and date set for submitting proposals, a bidder may withdraw the bid. This will not preclude the submission of another bid prior to the hour and date set for submission. After the scheduled time and date for submitting proposals, no bidder will be permitted to withdraw the bid unless the award is delayed for a period exceeding 60 days.
19. **Receipt and Opening of Proposals:** Bidders are responsible to assure their bid is delivered to UPO by the scheduled date and time. Only those bids which are received in a timely fashion as set forth in this

Solicitation will receive consideration. Bids received after the date and hour designated are automatically disqualified and will not be considered; late bids will be dated, marked as received late, and placed unopened in the bid file. Bidders must pay particular attention to insure the proposal is properly addressed. ***UPO is not responsible if the proposal does not reach destination specified by the appointed date/time.***

20. Contract Award Notification: When the evaluation process of the proposals is completed, the selected bidder will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.
21. Any agreement resulting from this solicitation shall be subject to but not limited to the following certifications:
 - Certification that it or its principals are not debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any federal department or agency in accordance with 45 CFR Part 76.
 - Certification regarding lobbying under Title 31, US Code, Section 1352.
22. By submitting a proposal, the bidder represents that:
 - The bidder has read and understands the Solicitation and submits the response in accordance therewith.
 - The bidder possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
 - The bidder has all required licenses and insurance.
23. No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of this solicitation.

United Planning Organization

Appendix A

VENDOR IDENTIFICATION (must be completed and returned with bid/proposal)

Company/Individual's Name:	-----		
Doing Business As (DBA):	-----		
Company Federal ID # or Social Security #:	-----		
Address:	-----		
Remit To Address:	-----		
Telephone:	-----		
Fax:	-----		
Email:	-----		
Web address:	-----		
Main Contact Person:	-----		
Person responsible for response (if different):	-----		
Print Name	Title	Authorized Signature	Date



United Planning Organization

Appendix B

RFP#2021-07: Building Access Control System

PRICING SHEET

Please complete the attached Pricing Sheet (excel spreadsheet) and submit separately.