



REQUEST FOR PROPOSAL

The California Governor's Office of Emergency Services (Cal OES), Homeland Security and Grants Processing Branch, is soliciting proposals for the following program:

SCHOOL COMMUNICATIONS INTEROPERABILITY GRANT PROGRAM (SCIGP)

Release Date: March 11, 2020

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for Cal OES grant funds.

PROGRAM SYNOPSIS

Program Description:

The purpose of the SCIGP is to provide funding assistance to California Community Colleges, and schools in the California State University system to acquire interoperable technology in response to active shooter incidents

Eligibility:

Restricted to California Community Colleges, and schools in the California State University system.

Grant Award Period of Performance:

January 1, 2020 – December 31, 2021

Available Funding:

\$1,000,000

Submission Deadline:

The proposal package must be received electronically, no later than 5:00 pm (PST) on Friday, April 3, 2020.



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8410 TELEPHONE

www.CalOES.ca.gov

SCHOOL COMMUNICATIONS INTEROPERABILITY GRANT PROGRAM

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PART I - OVERVIEW

- A. PROGRAM OVERVIEW AND OBJECTIVE**
 - B. AWARD & ELIGIBILITY INFORMATION**
 - C. CONTACT INFORMATION**
 - D. PROJECT ACTIVITY GUIDELINES**
 - E. SPECIAL CONSIDERATIONS**
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A. PROGRAM OVERVIEW AND OBJECTIVE

The fiscal year (FY) 2019-20 California budget allocated \$5,000,000 for enhancement of communications interoperability technology systems. Cal OES Grants Management established the SCIGP, and allotted \$1,000,000 as a competitive grant to California Community Colleges, and schools in the California State University system. The remaining amount is allotted to K-12 schools, and program management and administrative activities. Funding awarded under the Program is for the acquisition of interoperable communications technology, that enables local fire and/or law enforcement agencies to connect to, and coordinate with, communications and security technology systems installed and operating at California Community Colleges, and schools in the California State University system in response to active shooter incidents.

Interoperable systems funded under this Program must comply with technology and privacy requirements. Therefore, the proposed projects should be certified by the U.S. Department of Homeland Security as Qualified Antiterrorism Technology under the Safety Act. Additionally, proposed projects must operate in conformance with applicable state and federal privacy protections for students.

B. AWARD & ELIGIBILITY INFORMATION

Eligible Applicants (Recipients):	California Community Colleges, and schools in the California State University system
Total Amount Available for Solicitation:	\$1,000,000
Maximum Allowed per Applicant:	\$100,000
Award Period of Performance:	January 1, 2020 – December 31, 2021
Cost Share or Match Requirement:	Cost Share or Match is <u>NOT</u> Required

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C. CONTACT INFORMATION

Questions concerning this RFP, the proposal process, or programmatic issues can be submitted to:

Scott Sano, Unit Supervisor
Infrastructure Protection Grants Unit II
Scott.Sano@caloes.ca.gov

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. During the period of time between the publication date of this RFP and the date that the competitive proposal is due, Cal OES can only respond to technical questions about the RFP.

D. PROJECT ACTIVITY GUIDELINES

Proposals will be considered by Cal OES for eligibility based on the evaluation criteria identified in Part III.

Allowable categories of costs under this Program are Equipment, Planning, Training, and Management and Administration (M&A) of the award. The following is a brief description of examples of costs associated with each of these categories:

Equipment

Allowable costs are focused on interoperable communications technology, and/or services that would provide audio and video access and connectivity between school campuses and first responders. Examples of allowable equipment under this Program include:

- Cell Phones, Smart Phones, Portable/Mobile Satellite Phones;
- Handheld Computers (Netbook Tablets, Pad Devices);
- Portable/Mobile Radios;
- Audio/Visual Teleconferencing Equipment;
- Subscription Services and Licenses related to equipment;
- Security Technology Systems;
- Data Service Access Devices;
- Network Bridges/Routers and Repeaters;
- Antennas;
- Chargers, Batteries, and Accessories; and
- Panic Alarms for use as a trigger to initiate emergency communications.

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Planning

Funding may only be used for planning activities associated with interoperable communication systems; including the materials required to conduct planning activities. Examples of allowable planning activities include:

- The integration of interoperable communications capabilities into existing emergency plans;
- Establishing plans to upgrade communication systems to be compatible with multiagency coordination for fire or other emergency response coordination; and
- Creating an Exercise Plan to annually test interoperable communication systems during an active shooter-type event

Training

Funding may be used for interoperability communication systems training-related costs. Examples of allowable training costs under this Program include:

- Attendance fees for interoperability communication systems training; and
- Related expenses, such as materials, supplies, and/or equipment necessary for conducting the interoperability communication systems training.

M&A

Applicants that receive an award under this Program may use up to five percent of their funds for the M&A activities of the award. This cost consists of hiring a contractor/consultant to assist with the M&A of the SCIGP award.

Unallowable Costs

Award funds may not be used:

- To purchase and share public safety agency radio units with a school and establishing or using a dedicated interoperable or special channel;
- Purchase of video management or surveillance systems, and interoperable communication system components that are closed or proprietary solutions and are not open for integration with third-party vendor solutions; and
- Travel costs.

E. SPECIAL CONSIDERATIONS

Sustainability

Funds are intended to supplement existing resources, and are not guaranteed long term sustainability solutions. Therefore, the Recipient must be able to sustain projects under the award without future SCIGP funding.

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Changes to Scope of Work

Due to the competitive process, changes to the scope of work may not be permitted. The expectation is for each Applicant to thoroughly plan out the entire process of each proposed project, from project conception to completion. Ensure that the projects being proposed are well planned and detailed. Funds remaining at the end of the period of performance will be disencumbered and returned to Cal OES.

Equipment Disposition

When equipment acquired under the SCIGP is no longer needed for program activities, contact Cal OES to request disposition instructions.

Performance Reports

Recipients of the SCIGP are required to submit performance reports via the Cal OES Performance Report template semi-annually for the duration of the award period of performance or until all activities are completed and the award is formally closed. Performance reports will be used as indicators of project feasibility, performance, and grant management capacity.

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PART II – RFP INSTRUCTIONS

- A. PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS**
 - B. PROPOSAL COMPONENTS**
 - C. RESOURCE LINKS**
-

A. PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS

The Proposal must be submitted to Cal OES no later than 5:00 pm (PST) on Friday, April 3, 2020. Only electronic submissions will be accepted. Proposals submitted after this time/date will **NOT** be considered. Applicants are encouraged to apply only for the amount of funding necessary to enable their systems of communications to be connected/interoperable to and coordinate with local first responders. Additionally, Applicants must coordinate their application with their local fire or law enforcement agency, or local Public Safety Answering Point to ensure that the proposed project(s) allow for interoperable communications between the school and emergency responders.

Submit complete proposal to:

Scott.Sano@caloes.ca.gov

B. PROPOSAL COMPONENTS

Applicant's proposal MUST include the following components in order to be considered for funding:

Application Form:

- Applicant Information;
- Risk Factors;
- Budget Details;
- Milestones.

A letter of cooperation and support from the Chief Executive Officer of one or more local public safety agency.

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***Grant applications are subject to the California Public Records Act, Government Code Section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a separate statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.**

C. RESOURCES LINKS(Web Links)

[FY 2019 SCIGP RFP](#)

FY 2019 SCIGP Application Form

FY 2019 SCIGP Performance Report template

FY 2019 State Program Guidance

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PART III – PROPOSAL EVALUATION

- A. EVALUATION CRITERIA**
 - B. EVALUATION CRITERIA DEFINED**
 - C. FUNDING RECOMMENDATION**
 - D. NOTIFICATION PROCESS**
 - E. APPEAL OF DECISION**
 - F. POST AWARD REQUIREMENTS**
-

A. EVALUATION CRITERIA

Evaluation criteria have been established and funding will be awarded to the highest-ranked proposals until all allocated funding is awarded. Evaluation of the proposals is based on three scored criteria, with a total of 25 points.

Applications will be evaluated as follows:

Evaluation Criteria	Maximum Value
Section I. Applicant Information	Not scored
Section II. Risk Factors	15 Points
A. Threats	(5 Points)
B. Vulnerabilities	(5 Points)
C. Potential Consequences	(5 Points)
Section III. Budget Details	5 Points
Section IV: Milestones	5 Points

Points may be deducted during the rating process if all proposal information is not provided. All projects must be completed within the award period of performance.

The Applicant should check the box on the bottom of the last page of the Application if they are willing to accept less than the full amount requested. If the box is not checked, partial funding may not be given in the event that full funding is not available for the project; based on scoring and funding availability.

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B. EVALUATION CRITERIA DEFINED

Section I. Applicant Information.

- **Applicant Name:** Provide the Applicant's name and website address.
- **Physical Address of the Project(s) Location:** Provide the physical address of the project(s) location.
- **Mailing Address, if different:** Provide the Applicant's administrative office address, if different from project location.
- **Primary and Secondary Contact Information:** Provide both the primary and secondary contact information.
- **School Enrollment Population:** Provide the school's current enrollment population data.
- **Funding Request:** Up to a maximum of \$100,000 can be requested.

Section II. Risk Factors

The Applicant should thoroughly describe threats, vulnerabilities, and consequences, which require funding for the proposed project(s). Explain how the funding would be utilized to enhance the school's ability to enable their systems of communication to be connected to, and coordinate with, first responders.

- **Threats:** Applicant should discuss the identification and substantiation of specific threats or attacks against the school.
- **Vulnerabilities:** Applicant should discuss the school's susceptibility to an active shooter event.
- **Potential Consequences:** Applicant should discuss potential negative effects on the school's population due to lack funding for the proposed project(s).

Section III. Budget Detail

Provide a breakdown of all allowable costs, to include an itemized list of activities. The Applicant should provide cost effective solutions in acquiring interoperable communications systems. Providing an analysis of alternatives for achieving the same results, and concluding that the proposed alternative is more cost effective, or if it is the only solution, is encouraged. Costs must be reasonable and/or be supported with vendor price quotes, examples of similar projects from other organizations, hyperlinks to product web sites, etc. The budget should include detailed costs, outlined to provide line-item detail, and be equal to the total amount of funding being requested in the proposal.

Section IV. Milestones

Proposed project(s) must be completed within the period of performance. Proposed project(s) should include a timeline with milestones that provide a clear outline of activities that lead up to the completion of the project. Start

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dates should reflect the start of the associated award activities and end dates should reflect when the milestone event will be completed.

C. FUNDING RECOMMENDATION

Final funding decisions are made by the Director of Cal OES. Funding recommendations are based on the following:

- The ranked score of the application; and
- Consideration of funding priorities

D. NOTIFICATION PROCESS

Applicants will be notified of the results of the rating process in writing. Applicants not selected for funding will receive a notification letter containing their average score and information on the appeal process.

E. APPEAL OF DECISION

Applicants are entitled to appeal the denial of funding pursuant to the Cal OES Appeal Guidelines for Competitive Funding. A copy of these guidelines will be included with the denial of funding letter.

F. POST AWARD REQUIREMENTS

All award funds must be expended by the end of the award period of performance, and final reimbursement requests must be submitted to Cal OES within 20 calendar days of the award expiration date.