

2016 In-Squad Computer Request for Proposals

Office of Traffic Safety (OTS), Minnesota Department of Public Safety (DPS)

The Minnesota Department of Public Safety (DPS), Office of Traffic Safety (OTS) is seeking single agency applications/proposals from Minnesota sheriff's offices and municipal police departments interested in obtaining in-squad computers and related peripherals needed for the proper functioning of equipment. This equipment is to be used only by patrolling officers within the agency, and is to be installed in vehicles that are used for patrolling.

The mission of the OTS is to lead efforts to prevent traffic deaths and serious injuries by changing human behavior in Minnesota. To maintain and improve safety of the traveling public, the DPS works with governmental organizations and the private sector to identify and mitigate traffic problems. Certain programs implemented to fulfill this mission are funded by the US/DOT National Highway Traffic Safety Administration (NHTSA) through the OTS.

Overview

Law enforcement agencies working on traffic safety need various types of support to be effective and efficient. A well-trained and well-equipped enforcement community that is motivated to enforce traffic safety laws is necessary for success. New technologies have created the need for in-squad computer equipment which will enable officers to spend more time patrolling the road and less time on paperwork. With web-based electronic charging, reporting and invoicing systems currently in use, the need for in-squad computers has become widespread. The benefits for the law enforcement agencies range from the administrators ability to gather real time information, to cost savings by lowering administrative time and creating more time for traffic safety enforcement.

NHTSA is providing funding for single city and county law enforcement agencies to purchase in-squad computers. Because the computers can be utilized for more than traffic safety, NHTSA is requiring a 50% match on all equipment purchased through this grant. This grant will cover 50% of the total cost of the computers and related peripherals needed for the proper functioning of equipment (e.g., docking station, printer). The remaining 50% is to be covered by the applying agency. The grant funds will be a reimbursement of 50% of the funds used to purchase equipment. (NOTE: The grant will cover 100% of the cost of Driver's License Readers).

Specifications and Allocation of Equipment

The following types of hardware are eligible for purchase under this program (NOTE: Only the equipment itself is eligible for reimbursement as part of this program. Installation of the equipment will be at the agency's expense.):

- 1) Ruggedized laptop computer
- 2) In-squad docking station for the computer

- 3) Driver's license reader
- 4) Printer
- 5) Wireless aircard (NOTE: The grant is for the cost of the aircard only. Monthly fees for data are to be paid by agency.)
- 6) Antenna for aircard

All purchases must comply with the Buy America Act (*see below*). As of July 30, 2015, a general public interest waiver covers this requirement for all purchases of \$5,000.00 or less. All equipment listed in this RFP is below that threshold when purchased under State contract, and therefore covered by the waiver.

Each agency must apply for its own equipment. The agency must select from the equipment which is currently available under State contract. The agency must make the purchase as part of the State's Cooperative Purchasing Ventures (CPV) program. More information about the CPV program is found at the following link: [Cooperative Purchasing Opportunities](#). The OTS will authorize the agency to proceed with the purchase after granting the award. Purchases cannot be made without prior written approval of the OTS.

The following products in each category are available for purchase through State of Minnesota contracts:

- 1) Ruggedized laptop computer – Contract Release C-1046(5)
 - Dell Latitude 14 Rugged Extreme
 - Getac B300
 - Panasonic Toughbook 31
- 2) Docking station – (*See each item for purchasing options*)
 - Dell Latitude 14 Rugged Extreme - Dell docking stations A7661838 (dual high-gain antenna pass-through) and A7661839 (single high-gain antenna pass-through)
 - i. Contract Release C-1046(5)
 - Getac B300 - Gamber Johnson docking stations B-VDCKGJR (no antenna pass-through) and B-RFVDCKGJR (single and dual high-gain antenna pass-through models)
 - i. Contract Release C-1046(5)
 - ii. Gamber Johnson direct
 - Panasonic Toughbook CF-31 - Havis docking station DS-PAN-111 (single and dual high-gain antenna pass-through models)
 - i. Contract Release C-1046(5)
 - ii. Contract Release V-30(5)
- 3) Driver's license reader – Contract Release C-1046(5)
 - Unitech Mag 4
- 4) Printer – Contract Release C-1046(5)
 - Brother PocketJet 6
- 5) Wireless aircard (NOTE: The grant is for the cost of the aircard only. Monthly fees for data are to be paid by agency.) – Contract Release T-535(5)
 - AT&T
 - i. Beam USB modem
 - Sprint
 - i. NetGear 341U USB modem
 - ii. Novatel Merlin CC208 PCMCIA card
 - Verizon Wireless
 - i. 4G LTE USB modem 551L

- ii. 4G LTE USB modem 295
 - iii. Franklin Wireless X720 PCMCIA card
- 6) Antenna for aircard – Contract Release V-30(5)
- Laird Technologies Model 453550 (and cable model 453440)

Process to Obtain Pricing Information

The agency will have access to discounted pricing under the CPV program using the following steps:

1. Determine what equipment is appropriate for the agency and the number of each item sought.
2. Request the current price for each item from the vendors using the vendor information contained in the Contract Release numbers (*see* below). (Note: Reference the Contract Release number in all communications to vendors)
3. Use the quoted prices to complete the budget section of the application.

Contract Vendor Contact Information

C-1046(5)

- CDW-Government, LLC
 - Tim Gainor - (612) 991-3191 – tim.gainor@cdw.com
- Compar, Inc.
 - Jeffrey Bohlig – (952) 945-2267 – jeffreyb@comparinc.com
- Dell Marketing L.O.
 - Pam Lindahl – 612-237-5659 – Pam_Lindahl@dell.com
- Enpointe Technologies Sales, Inc.
 - Barb Grossman – (866) 457.1377 – bgrossman@enpointe.com
- Insight Public Sector, Inc.
 - Shawn Wood – (763) 607-2618 – shawn.wood@insight.com
 - Mike Mueller – (800) 321-2437 x 6869 – mmueller@insight.com
 - Don Ingman – (800) 467-4448 x 5065 – dingman@insight.com
 - Stephen Henderson – (800) 467-4448 x 6133 – steve.henderson@insight.com
- Now Micro, Inc.
 - Marty Linden – (651) 393-2132 – martyl@nowmicro.com
 - Nick Nascene – (651) 633-9072 – nickn@nowmicro.com
 - Emily Anderson – (651) 393-2137 – emilya@nowmicro.com
- SHI International Corporation
 - Email for quotes - quotesMN@shi.com
 - Jenny Francis – (866) 301-4567 – jenny_francis@shi.com

- Greg Rohleder – (651) 455-0515 – greg_rohleder@shi.com
- St. Croix Solutions, LLC
 - Kristen Schlicht – (952) 653-2910 – kschlicht@stcroixsolutions.com
 - Katie Roberts – (952) 653-2907 – kroberts@stcroixsolutions.com
 - Chris Perrault – (952) 653-2905 – cperrault@stcroixsolutions.com
 - Kelly Kelly – (952) 653-2919 – kkelly@stcroixsolutions.com
- Unique Software and Computers
 - Joseph Walz – (651) 454-0622 x 100 – jwalz@unique-software.com
 - Deb Walz – (651) 454-0622 x 101 – dwalz@unique-software.com
 - Elmer Thell – (651) 454-0622 x 104 – ethell@uniue-software.com

V-30(5)

- Emergency Automotive Technologies, Inc.
 - Michael Schwartz – (651) 765-2657

T-535(5)

- AT&T Mobility National Accounts LLC
 - Robin Weber – (612) 325-5413 – stateofmncontract@att.com
- Sprint Solutions, Inc.
 - Gerald Evans – (763) 274-8685 – gerald.evans@sprint.com
- Verizon Wireless
 - Erik Perschmann – (763) 595-2417 – erik.perschmann@verizonwireless.com

BUY AMERICA ACT

The State will comply with the provisions of the Buy America Act ([23 U.S.C. 313](#)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

On July 30, 2015, a general public interest waiver for all purchases of \$5,000.00 or less went into effect. This waiver was published in the Federal Register as required by the Act.

Grant Basics

The OTS will issue reimbursement funds for half the cost of in-squad computer equipment awarded through this grant. Agencies will purchase equipment by choosing from the preapproved list above. The OTS requires copies of vendor invoices and packing slips for items received before

payment will be issued. Grants awarded will begin on November 16, 2015 and end September 30, 2016. Funding from this grant will cover 50% of the total cost (including tax and shipping charges) of in-squad computers, docking stations, printers and air cards. Funding from this grant will cover 100% of the cost for driver's license readers. The receiving agency will be responsible for 50% of the cost of purchased computer and peripherals (except driver's license readers as noted previously), as well as all costs for installation of the equipment. Costs are reimbursed after they are incurred and paid for by the grantee agencies. Grant applications are due to the Office of Traffic Safety via E-grants by 5 p.m. Monday, November 9, 2015. Award letters for the grant will be sent by November 16, 2015.

Agencies will have one year for project completion. Equipment orders and receipt of orders MUST happen within the same federal fiscal year, which runs from October 1 through September 30. All equipment purchased must be ordered before September 1, 2016 and received before October 31, 2016 in order to qualify for reimbursement.

Any equipment requested to be purchased, either entirely or partially with grant funding, must be used to support traffic safety enforcement. Further, it shall be used primarily for grant-related purposes during the life of the equipment. The grantee may not deviate from this requirement. The grantee shall be responsible for all operating, maintenance, warranty and repair costs of equipment purchased under this grant contract unless otherwise specified. Title to equipment acquired under this grant contract shall vest upon the grantee. Grantee must obtain prior written approval from the OTS of any plan to trade-in, sell, surplus, or otherwise dispose of any piece of equipment purchased in whole or in part through this agreement. The OTS is required to physically inspect the equipment purchased using grant funds every three years.

Financial Reports/Invoices:

In the E-grants system, invoices are referred to as FSRs (Financial Status Reports). FSRs must be submitted no later than the 15th of the month after the activity occurred (equipment received).

Reporting Requirement:

Reports, in a format required by the OTS, are due in the E-grants system no later than the 15th of the month after the activity occurred.

NOTE: Copies of invoices and packing slips must be uploaded into E-grants along with the FSR which reflects the corresponding equipment charge.

Guidelines for reporting on in-squad computers and related equipment:

- Enter what and when equipment was ordered and received
- Enter serial number – MUST be entered for **each piece** of equipment
- Enter date copy of packing slip and vendor invoice were uploaded into E-grants
- Enter the total amount paid for equipment
- Enter when equipment was, or is expected to be, installed
- Enter when equipment was, or is expected to be, first used

All projects require a final report be completed and submitted to the OTS. The OTS will provide a form for the final report.

DWI eCharging Requirement (Dependent on connectivity)

DWI eCharging benefits:

- Law enforcement – helps to quickly and accurately complete forms required for a DWI arrest.

- Prosecutors – provides for accurate charging information that leads to successful prosecution of DWI cases.
- Driver and Vehicle Services – automatically revokes an offender’s driving privileges within 24 hours of publishing the DWI information.
- Office of Traffic Safety – provides DWI arrest data that helps with problem identification and media outreach.
- Traffic Safety – provides swift certain sanctions, which is known to change behavior.

For the above reasons, the OTS is requesting that DWIs written by an agency applying for this grant be processed using the DWI eCharging system. If you have any questions regarding the system or would like to schedule training, contact Mike Asleson, DWI eCharging Deployment Manager at the Bureau of Criminal Apprehension: Contact information: (651) 793-2448 mike.asleson@state.mn.us

Crash Reporting Requirement

All crash reports by TZD Enforcement Grant agencies must be submitted to the State of Minnesota electronically through the web based crash reporting system. The new MN CRASH system will be up and running by January 1, 2016. Training will be available in the fall of 2015. If you have any questions about the new system please contact Kathleen Haney at Kathleen.haney@state.mn.us.

Grant Award Selection Criteria

The OTS grants will be awarded based on the amount of available funding and the number of eligible grant proposals received. Eligible applicants for this RFP are Minnesota sheriff’s offices and municipal police departments. The total amount of funding available is \$1,000,000.00. The grant purchased equipment is to be used by patrolling officers. This equipment is to be installed in vehicles which are used for patrolling. The OTS will limit the number of grants that it awards and the individual grant amounts. Incomplete applications will not be evaluated.

The OTS may revise the grant proposal and/or budget with approval from the grantee after tentative awards have been announced. If necessary, the applicant may need to revise their application in the E-grants system at the request of the OTS. Save your application content in electronic format in case modifications are necessary.

Grant Application Instructions

Responses to the RFP will be submitted through E-grants: <https://app.dps.mn.gov/egrants>. Instructions on how to use E-grants to submit the RFP response are located on the E-grants home page under Training Materials. If you are new to the system, click on the New User link on the E-grants log in page, fill out the form and submit. You will be given access by an administrator at DPS within a day or two. Make sure you have your user name and password in plenty of time before the RFP is due.

All sections of the application must be completed. Please include contact name, address, phone number and email on your application.

Proposal Package Checklist

All aspects of the RFP application are completed in E-grants and include:

- Application form
- Budget
- Signature Option

- Certification that the applicant agrees to the Program Guidelines, Terms and Conditions and Federal Audit Requirements

Negotiations on individual proposals may occur; clarification may be needed, or plans modified. Saving this RFP and a copy of the complete proposal package will make it easier to make necessary changes later.

Applications are due into OTS via E-grants by 5 p.m. on Monday, November 9, 2015.

QUESTIONS regarding the application and evaluation process must be directed to Hal Campbell at hal.campbell@state.mn.us.

Application Form - Complete the form in E-grants.

Complete the information about the agency, including complete contact information. Please make sure to indicate which type and how many pieces of equipment you are requesting. All sections of the application MUST be completed. Incomplete applications will not be evaluated.

Budget - Complete the form in E-grants.

The budget needs to be entered into the budget page in E-grants. In E-grants, there are two amounts to enter for each piece of equipment purchased. One is total amount of purchase and the other is for the required grantee match. When purchasing an OTS-approved equipment item, 50 percent agency match is required. For example, if the total cost of an approved computer is \$3,000.00, the agency pays \$1,500.00, and the OTS reimbursement amount is \$1,500.00. The total match amount for all equipment must be equal to or greater than the dollar amount you are requesting. (NOTE: The grant will cover 100% of the cost for Driver's License Readers)

Equipment

- Short description - identify what the item is and the manufacturer and model.
- Detailed description – state the quantity needed to be purchased; the cost per unit; and the vendor from whom you wish to purchase.

Signature Option

The DPS allows acceptance of grant agreements and amendments using several signature options. Indicate the type of signature you will use to sign the grant agreement if funds are awarded

Certifications

The authorized representative must acknowledge that the following documents are attached to this Request for Proposal and have been read in their entirety. The E-grants system does not require a signature, but by checking the box in front of each document listed, the applicant indicates they have read them and agree with the information and terms and conditions in the documents. The resolution and application forms must be filled out and uploaded into E-grants.

These documents will be incorporated into the grant agreement if funds are awarded to the fiscal agency. The documents include the following:

- Grant Program Guidelines (Attachment A)
- Terms and Conditions (Attachment B)
- Federal Audit Requirements (Attachment C)
- Resolution Process (Exhibit A)
- Approved Budget

Resolution Instructions:

The resolution serves two purposes. It assures that your governing body supports participating in the proposed project and it states who is **authorized to sign the grant**.

The sample resolution has a place for two officials to sign certifying that the resolution was adopted. Other methods of certifying the adoption of a resolution are also acceptable. All resolutions must have ink signatures and may require an imprint of the county seal.

The OTS strongly urges using the sample as the exact model for your resolution. Using the exact format provided will ensure acceptability by DPS and quicker processing of awarded grants.

Never deviate from the grant dates on the sample resolution. All In-Squad Computer Grants must start November 16, 2015 and end September 30, 2016.

Don't include a grant dollar amount in the resolution. The amount awarded may be different than the amount requested in the application. If your board requires a specific amount, have the words "*or a lesser amount as awarded by the Department of Public Safety, Office of Traffic Safety*" added after the amount is specified.

Use the title of the official authorized to sign the grant agreement rather than the specific name of the person. If your board requires a specific name as well as a title, add the words "*and (his or her) successor (on staff or in office)*" after the name is specified.

This grant will reimburse the agency for no more than half of the total cost for the awarded equipment.

Sample Resolution:

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that _____ enter into a grant agreement with the
(Name of Agency)

Minnesota Department of Public Safety, for traffic safety projects during the period from November 16, 2015 through September 30, 2016.

The _____ is hereby authorized to execute such
(Title of Agency Authorized Official)

agreements and amendments as are necessary to implement the project on behalf of the
_____ and to be the fiscal agent and administer the grant.
(Name of Agency)

(The following is an example of a signature block – other formats for certifying a resolution has been adopted are permitted. In addition, you could instead provide a copy of official minutes of council meeting at which the resolution was approved.)

I certify that the above resolution was adopted by the _____
(Executive Body)

of _____ on _____.
(Name of Agency) (Date)

SIGNED:

WITNESSETH:

(Signature)

(Signature)

(Title)

(Title)

(Date)

(Date)