



City and County of San Francisco Adult Probation Department



REQUEST FOR QUOTES (RfQ) ELECTRONIC MONITORING SYSTEM SOLUTION RfQ#APD2022-01

This Solicitation can be viewed on the Adult Probation Department website at: <https://sfgov.org/adultprobation/requests-proposals>. Check the Adult Probation Department website for latest schedule and other updates.

BACKGROUND

The Adult Probation Department (hereinafter, “SFAPD” or “City”) supervises adults on probation, post-release community supervision, and mandatory supervision, provides reports to the Superior Court to inform sentencing decisions, and connects clients with specialized services designed to increase well-being and reduce recidivism. SFAPD’s mission is to “Protect and Serve the Community, Further Justice, Inspire Change, and Prioritize Racial Equity so that all People May Thrive”. This mission is achieved through the implementation and use of evidence-based supervision practices, including collaboration with the Courts, Community-Based Organizations, Community Corrections Partnership, District Attorney, Reentry Council, Sentencing Commission, Sheriff, Police, Public Defender and other City Departments. SFAPD strives to: increase public safety through effective engagement with clients on supervision; provide services that support client needs; reduce victimization; improve client well-being; and reduce recidivism.

It is the intent of SFAPD (“City”) to seek Proposals from qualified suppliers to provide an Electronic Monitoring System Solution with two components: 1) Supplier-provided equipment for the electronic monitoring of participants through Radio Frequency (RF) and satellite monitoring /remote tracking/global positioning system (GPS), and 2) Supplier-provided equipment for continuous transdermal alcohol monitoring of participants. The solution must include an electronic monitoring software. SFAPD intends to establish an equipment lease agreement in order to procure its Electronic Monitoring System Solution.

Each Proposer must demonstrate that it meets the Minimum Qualifications described in Attachment IV to be considered.

SOLICITATION SCHEDULE (Dates are subject to change)

Request for Quotes (RfQ) Issuance	03/23/2022
Pre-Proposal Video Conference	03/30/2022 (10-11am PT), https://us02web.zoom.us/j/81430627941
Deadline for Questions	03/30/2022 (5pm PT)
Answers and Clarification Available	04/08/2022
Deadline to Submit Proposals	04/21/2022 (12pm PT) 04/13/2022
Notice of Intent to Award	05/13/2022
Contract Administrator:	Elisa Baeza, elisa.baeza@sfgov.org

Adult Probation Department | 945 Bryant Street | San Francisco, CA 94103 | <http://www.sfgov.org/adultprobation>

1. INTRODUCTION

A. Intent of this Solicitation

This Request for Quotes (hereinafter “Solicitation”) is being issued by the Adult Probation Department (hereinafter, “SFAPD” or “City”).

The City seeks Submissions from qualified firms to provide an electronic monitoring system solution with two components:

- 1) Supplier-provided equipment for the electronic monitoring of participants through Radio Frequency (RF) and satellite monitoring /remote tracking/global positioning system (GPS), and
- 2) Supplier-provided equipment for continuous transdermal alcohol monitoring of participants.

The solution must include an electronic monitoring software. SFAPD (“City”) intends to lease electronic monitoring equipment, both geographical location and alcohol consumption, in order to monitor clients placed on electronic monitoring supervision. The City intends to establish an equipment lease agreement in order to procure its Electronic Monitoring System Solution.

B. Anticipated Contract Performance Period

The City expects to establish an initial 12-month Contract term with selected Proposer, with two options to extend the term for 24 additional months each time, for a total of 60 months.

C. Estimated Contracting Authority

A Contract awarded pursuant to this Solicitation shall have an estimated contracting authority of \$500,000 annually, and is contingent on total funds available and on Contract negotiations.

D. Indefinite Quantity, As-Needed Contract

A Contract awarded pursuant to this Solicitation will result in a term, indefinite quantities, as-needed Contract. There is no guarantee of a minimum amount of goods or services for any of the Proposers selected for Contract negotiations or for the awarded Proposer. Unless otherwise specified herein, deliveries and services will be required in quantities and at times as ordered during the period of the Contract. Estimated quantities, if any, stated in this Solicitation are approximations only. City, in its sole discretion, may purchase any greater or lesser quantity. City may also make purchases of items awarded pursuant to this Solicitation from other suppliers when City determines, in its sole discretion that it is in the best interest of the City to do so.

E. Cooperative Agreement

Any other City department, public entity or non-profit made up of multiple public entities, may use the results of this Solicitation to obtain some or all of the commodities or services to be provided by Proposer under the same terms and conditions of any Contract awarded pursuant to this Solicitation (SF Administrative Code, Section 21.16).

F. Public Disclosure

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a Contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person’s or organization’s net worth or other proprietary financial data submitted for qualification for a Contract or other benefit until and unless that person or organization is awarded the Contract or benefit.

If the City receives a Public Records Request (“Request”) pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure (“Response Date”). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production (“Withholding Directive”), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

G. Limitation on Communications During Solicitation

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer’s control, shall communicate solely with the Contract Administrator whose name appears in this Solicitation. Any attempt to communicate with any party other than the Contract Administrator whose name appears in this Solicitation – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

H. Pre-Proposal Video Conference

The Pre-Proposal Video Conference will begin at the time specified in the schedule on the cover sheet of this Solicitation. Proposers’ representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the Pre-Proposal Conference shall not excuse the awarded Proposer from any obligations of a Contract awarded pursuant to this Solicitation. Any change or addition to the requirements contained in this Solicitation as a result of the Pre-Proposal Conference will be executed by a written Addendum to this Solicitation. It is the responsibility of the Proposer to check for any Addendum to this Solicitation or other pertinent information posted on the Adult Probation Department website at: <https://sfgov.org/adultprobation/requests-proposals>.

Pre-Proposal Video Conference login information is below:

Zoom Meeting Link: <https://us02web.zoom.us/j/81430627941> (Meeting ID: 814 3062 7941)

One tap mobile

+16699009128,,81430627941# US (San Jose) 13462487799,,81430627941# US
(Houston)

Dial by your location:

+1 669 900 9128 US (San Jose)
+1 346 248 7799 US (Houston)
+1 253 215 8782 US (Tacoma)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)

Find your local number: <https://us02web.zoom.us/j/kc2Qv6aFw0>

I. Pre-Submission Questions and Requests for Clarification

Proposers are directed NOT to contact any employees, agents, or officials of the City other than those specifically designated in this Solicitation and its Attachments.

Questions or Requests for Clarification will only be accepted by e-mail to elisa.baeza@sfgov.org until the Deadline for Questions indicated in the cover page of this Solicitation.

Agency Questions about compliance with the City's supplier requirements may still be asked and answered by the contacts designated in this Solicitation.

There is no deadline to submit questions related to compliance with the City's supplier requirements

A summary of the clarifications, questions, and answers pertaining to this Solicitation will be posted on this website: <https://sfgov.org/adultprobation/requests-proposals>.

2. ELECTRONIC MONITORING SYSTEM SOLUTION REQUIREMENTS AND CAPABILITES

The overview described below is intended as a general guide to the work SFAPD ("City") expects to be performed, and is not a complete listing of all services that may be required or desired.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for previous and future survey projects, the selected **Contractor's Lessor's** findings and data gathered may be shared by the City with other City Grantees or Contractors, as deemed appropriate by the City.

I. OVERVIEW OF ELECTRONIC MONITORING

Electronic Monitoring is considered a general term referring to forms of surveillance with which to monitor the location, movement, and specific behavior (e.g., alcohol consumption) of justice involved persons through the use of an electronic monitoring device.

Electronic Monitoring equipment provides continuous signaling or active electronic monitoring of participants. Typically Electronic Monitoring equipment has three essential parts:

- a) a transmitter,
- b) a receiver/dialer, and
- c) a central computer with corresponding electronic monitoring software.

The transmitter is strapped to the participant and broadcasts a coded signal over a telephone line at regular intervals. The receiver/dialer picks up signals from the participant's transmitter and reports to a central computer when the signals stop and start. Using a specific software program, the computer compares any signal interruptions with the participant's curfew schedule (inconsistent, pre-determined movement or geographical locations) and alerts public safety officials to unauthorized absences.

II. EXPECTED CAPACITY NEED OF ELECTRONIC MONITORING DEVICES

SFAPD ("City") currently uses electronic monitoring equipment to monitor approximately 45 clients on a monthly basis, but estimates this number to fluctuate between 30 and 75 on any given month.

The selected **Proposer firm** must have the capacity and capability to meet equipment and technological needs for any changes in SFAPD's clients and/or needs.

The selected Proposer must provide body-attached devices housing the transmitter and receiver into a single unit must be Federal Communications Commission (FCC) Compliant (registered under Part 68 and certified under Part 15 Rules and Regulation), state of the art, and must utilize the most advanced technology available through the duration of the agreement.

III. ELECTRONIC MONITORING SYSTEM SOLUTION: QUALITY CONTROL REQUIREMENTS

The selected firm must have a written quality control plan for an Electronic Monitoring System Solution to ensure that all requirements described in Section 2 of this Solicitation are met. The plan and any future amendments to the plan are subject to SFAPD review and approval and shall include, but not be limited to the following:

- a) A method for ensuring uninterrupted service to SFAPD in the event of a strike of the firm's employees;
- b) A method of ensuring that record confidentiality is maintained;
- c) A method of archiving recorded calls, reports, and system data for a minimum of five years;
- d) A method of ensuring SFAPD staff is properly trained and aware of the firm's policies, procedures, and system operations manuals; and
- e) A method for backing up the central monitoring computer system with both local redundancy and geographic redundancy.

IV. ELECTRONIC MONITORING SYSTEM SOLUTION: TRANSMITTING AND RECEIVING EQUIPMENT REQUIREMENTS

The specifications and requirements outlined below are only general guidelines. Other designs will be considered and fully evaluated provided that they meet the intent and needs of SFAPD, and will be further clarified during Contract negotiations.

The following are basic features and specifications SFAPD expects from the selected equipment:

- a) Body-attached devices housing the transmitter and receiver into a single unit must be Federal Communications Commission (FCC) Compliant (registered under Part 68 and certified under Part 15 Rules and Regulation), state of the art, and must utilize the most advanced technology available through the duration of the agreement. ~~The technology must have a 5g or higher capability.~~
- b) Tracking equipment must be court validated and legally defensible as a single source of admissibility for results, which should have a documented extensive history of success in jurisdictions with 2,000 clients or more on electronic monitoring.
- c) Tracking equipment offered shall be able to track participants utilizing GPS or RF Signals.
- d) All tracking units must meet the following specifications:
 - i. Unit must allow for movement during routine work or leisure activity and minimize restrictions to physical movement;
 - ii. The units dimensions shall be are no larger than 4.5" x 2.25" x 1.25";
 - iii. The unit weight, including the strap, shall be no more than seven ounces in weight;
 - iv. The units must be easy to install;
 - v. Units must feature resistance to damage from shock or water (up to 50 feet), and include anti-tampering features; and
 - vi. The units must track clients at a minimum of every 10 minutes, and allow to configure the interval based on SFAPD requirements.
- e) The GPS tracking equipment offered shall allow the following types of monitoring:
 - i. Hybrid Monitoring - The device can provide both active and passive monitoring as needed by SFAPD. It is sometimes called On Demand;

- ii. Active Monitoring - The device can be monitored in near real time (approximately 90 seconds of status update request) providing information about a client's whereabouts or condition;
 - iii. Active Off-Site Monitoring - The device can be actively monitored from an off-site location; and
 - iv. Passive Monitoring - The device "reports in" past-tense information for examination on either a pre-set schedule or "on-demand" basis.
- f) The RF tracking equipment must:
- i. Have internal batteries that are either field replaceable or are manufacturer replaceable and have a field lifespan of at least one year and be capable of sending alerts to SFAPD when battery is low.
 - ii. Be capable of storing data for a minimum of 72 hours in the event that communication with the central computer is disrupted and be immediately transmitted when communication is restored.
 - iii. Record departure and arrival from transmitter range.
 - iv. Be state of the art.
 - v. Be water (up to 50 feet), tamper, and shock resistant.
- g) The GPS tracking equipment must:
- i. Have internal batteries that are rechargeable.
 - ii. Be capable of running on internal batteries for at least 24 hours without having to be recharged.
 - iii. Be capable of sending alerts to SFAPD when battery is low.
 - iv. Have an internal battery that lasts a minimum of one year before requiring replacement.
 - v. The device must incorporate memory capable of storing at least 24 hours' worth of events (with date and time of occurrence) at times when the cellular service may become unavailable and continual attempts to report these events have been unsuccessful. In particular, memory will retain unreported events and report them once power/cellular services have been restored, including date and time of occurrence.
 - vi. Unit must be state of the art.
 - vii. Unit must be water (up to 50 feet), tamper and shock resistant.
- h) The continuous transdermal alcohol monitoring equipment must:
- i. Provide a numeric result that accurately corresponds to the level of alcohol contained in the participant's blood.
 - ii. Provide positive identification of the participant who is being tested, including security and tamper measures that prevent anyone (or anything) other than the participant from completing the test.
 - iii. Provide test results that are date and time stamped.
 - iv. Take an alcohol sample once every 30 minutes.
 - v. Be compatible with, and/or usable in conjunction with, all other equipment required elsewhere in this Solicitation.
- i) Allowances must include:
- i. Spare parts for the tracking equipment will be provided to the Department, as needed, at no charge;
 - ii. Selected firm will be required to supply an additional 10% (based on the number of units in use) inactive shelf units at no additional cost.
 - iii. Selected firm will include a 10% (based on the number of units in use) allowance for lost or damaged units.
 - iv. Equipment support at no extra charge.

The selected firm will provide updated tracking equipment to SFAPD as it becomes available and at no additional cost.

Replacement or additional units shall be delivered within 2-3 working days of the initial time of order date and overnight in an emergency situation.

V. ELECTRONIC MONITORING SYSTEM SOLUTION: CASE MANAGEMENT SYSTEM INTEGRATION REQUIREMENTS

The selected equipment and its corresponding software system shall be required to integrate into SFAPD's Community Corrections and Probation Case Management System (CCP CMS).

VI. ELECTRONIC MONITORING SYSTEM SOLUTION: SOFTWARE SYSTEM INTEGRATION REQUIREMENTS

The selected firm shall provide a software system, accompanying the electronic monitoring devices/transmitting equipment, that offers:

- a) Confidential monitoring and data collection compliant with San Francisco City and County security and data collection policies.
- b) Secure Internet access and application support, via Internet Service Provider (ISP) that allows SFAPD's personnel access to monitoring data from computer or mobile device.
- c) Software support at no extra charge. This includes a toll free telephone number for live technical and customer support 24 hours a day, seven days a week, and 365 days per year
- d) Security features preventing unauthorized individuals from accessing any information held by the system. Secure access to the monitoring system shall be maintained at all times and meet the FBI, CA DOJ and San Francisco City and County security requirements, provide SOC2 Type II report. If vendor does not have a SOC2 Type II report for the product, it will need to complete a Cybersecurity Risk Assessment Questionnaire.
- e) Immediate alert notifications when individuals commit a system violation. These alert notifications must be automated and come via phone, email, or text or as designated by SFAPD. These notifications shall be sent to SFAPD 24 hours a day, seven days a week, and 365 days per year at no additional cost.
- f) Capability for SFAPD staff to look up client information, create and edit schedules, view event histories, and print reports online.
- g) Capability to sending alerts to multiple entities via email, text messaging, fax, and alphanumeric pagers.
- h) Continuous and reportable 24/7 monitoring.
- i) Provisions for both local and geographic redundancy and disaster recovery capabilities.
- j) Active, passive, and hybrid (active and/or passive) monitoring. Including the option for active off-site monitoring.
- k) Central monitoring computer must be backed up in real-time to local redundant servers and to redundant servers located at least 500 miles away from the Lessor's facility.
- l) Notification of all enrollments, completions and terminations on a daily basis.
- m) Capability to establish global positioning satellite (GPS) and radio frequency (RF) and other monitoring at one or more locations.
- n) Capability to design geographic exclusion and inclusion zones in any format and provide three-dimensional mapping at no additional cost.
- o) Capability to allow SFAPD personnel to administratively transfer caseloads and/or assign cases utilizing website access from one staff member to another.
- p) Capability to conduct crime correlation with participant locations.

- q) Central monitoring computer for GPS tracking must be set to perform an automatic monitoring check-in with field monitoring device at a minimum of every 10 minutes, or as determined by SFAPD. If check-in is not received within two hours, direct communication with the Point of Contact for the Agency must be made.
- r) Central monitoring system must include an uninterruptible power supply and a backup power source to supply secondary power in the event of an extended power outage.

VII. ELECTRONIC MONITORING SYSTEM SOLUTION: REPORTING REQUIREMENTS

The electronic monitoring system solution shall be able to have the following reporting capabilities:

- a) Capability to show a dashboard view for the officers.
- b) A printable Mapping Report that includes the time, speed, direction, latitude, longitude, number of satellites, and address of each GPS data point collected per client. SFAPD personnel should be able to zoom in and out, fast-forward, and rewind when viewing the report.
- c) A printable report for a single alert, with zone violation that includes a map, the participant's zones and schedules, and comments associated with the alert whether open or closed.
- d) Activity Summary Report: listing the client's daily activities.
- e) Alert Summary Report: showing any alerts for each participant during a specific time.
- f) Caseload at a Glance Report: Summary of caseload statistics.
- g) Caseload Profile Report: Lists including the client's name, case ID, phone number, start and estimated end date, and file equipment ID's for all active clients for an officer's caseload.
- h) Client Profile Report: Lists including the client's personal information, contact information, equipment type, risk status, which allows room for an optional digital picture of the client as well as officer's comments. Users must be able to run this report for one, several, or all active client(s) on a caseload.
- i) Daily Summary Report: GPS data points superimposed on a map and list of all alerts that occurred during the specified time period.
- j) Aerial Mapping Summary Reports: Client's location(s) superimposed on a satellite image during a specified period of time. The summary shall show active zones for the client and client's location(s) anywhere from one hour time period to 24 hours.
- k) Mapping Playback Report: Moving dots to show where a client was during a specific period of time. The client's direction, speed, and equipment status displayed at each point. This report must be interactive and allow the County to customize the playback.
- l) Monthly Equipment Summary Report: Summary, by month, which includes the total number of units used by an agency, the number of new installs, the number of disconnects, and the number of active participants.
- m) Monthly Equipment Detailed Report: Detailed report, by month, which includes the units used by an agency, list of units with new installs, list of units disconnected with the reason for disconnect, list of units of active participants and list of units with various issues including types of issues.
- n) Zone by Zone Report: List of all client movement associated with entering and leaving zones during a specified time period, including both event and alerts.
- o) Alcohol Consumption Report: List of alcohol readings by participants.
- p) Demographics Report: Monthly lists including client's Ethnicity, Gender, Race, Age and Group.

- q) Compliance Reports: reports that show aggregate client compliance on EM, including compliance across multiple cases and on multiple devices (e.g., on GPS and alcohol monitoring) based on varying points in time as requested by SFAPD staff
- r) Provide capability for SFAPD to create ad-hoc reports based on the data fields of electronic monitoring system.
- s) Provide capability for export any reports into Excel/CSV and PDF format.

VIII. ADDITIONAL AS-NEEDED SOLUTION FEATURES AND FUNCTIONALITIES

Subject to the City's approval, the ~~Contract equipment lease agreements~~ awarded under this Solicitation may be amended in accordance with City requirements to include City-requested as-needed additional features and functionalities from the selected firm that is related to the system solution described in this Solicitation. The extent and cost of as-needed additional features and functionalities will be determined and negotiated by the City.

3. PROPOSAL SUBMISSION REQUIREMENTS

Proposers interested in responding to this Solicitation MUST SUBMIT THE FOLLOWING INFORMATION, IN THE ORDER SPECIFIED BELOW. All Submissions for funding must be developed using the format below. This is necessary so that all Submissions can receive fair and equal evaluation. Submissions not following the required format will not be considered for funding. Information must be at a level of detail that enables effective evaluation and comparison between Submissions by the Solicitation Evaluation Panel.

A. Proposal Format

Proposals must be created using a word processing software (e.g., Microsoft Word or Excel) and typed in a serif font (e.g., Times New Roman, Calibri, Arial). The document must have page margins of at least .5" on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Proposals. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions (if any), may negatively impact the evaluation of your Proposal.

B. Proposal Content

Complete, but concise responses are recommended for ease of review. Submissions should provide a straightforward, concise description of the **Proposer's Firm's** capabilities to satisfy the requirements of this Solicitation. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled, and organized in a clear and logical fashion so that Submission readers can easily understand information.

Complete Submissions must include all of the following:

- 1) **Attachment I: Terms and Conditions, signed acknowledgment page only**
 - i. Pass/Fail
 - ii. Must use Attachment I
 - iii. Must sign Attachment I
- 2) **Attachment II: RESERVED**
- 3) **Attachment III: Cover Sheet**
 - i. Pass/Fail
 - ii. Must use Attachment III
 - iii. Must sign Attachment III

- 4) **Attachment IV: Minimum Qualifications & Prior Project Descriptions**
 - i. Pass/Fail
 - ii. Must use Attachment IV (10-page limit, INCLUDING the length of Attachment V template)
 - iii. Please type responses directly onto the template provided

- 5) **Attachment V: Description of Electronic Monitoring System Solution & Pricing Sheet**
 - i. 100 maximum points possible
 - ii. Must use Attachment VI (16-page 14-page limit, INCLUDING the length of Attachment V template)
 - iii. Please type responses directly onto the Attachment V template provided
 - iv. **Bonus Points available**

- 6) **Attachment VI: Sample Contract**
 - i. Optional
 - ii. See Attachment I, Section I (“General”), Sub-Section D (“Contract Terms and Negotiations”) **for more information.**

C. Time and Place for Submission

Proposals, Attachments, and all related material must be received by the deadline indicated on the cover page of this Solicitation.

In order to be considered, Proposals must be e-mailed to elisa.baeza@sfgov.org by the specified deadline on cover page of this Solicitation. Proposal, Attachments and all related material may be e-mailed in separate batches if files are too large to send all at once.

Proposals submitted by postal mail or fax will not be accepted. Late submissions will not be considered whatsoever.

4. PROPOSAL EVALUATION CRITERIA AND SELECTION

This section describes the criteria that will be used for analyzing and evaluating Submissions. The acceptance and/or selection of any Proposal shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further approvals before the City may be legally bound thereby.

This Solicitation does not in any way limit the City’s right to solicit Contracts for similar or identical services if, in the City’s sole and absolute discretion, it determines the Submissions are inadequate to satisfy its needs. The City reserves the right to not award any **Contract lease agreement** under this **Solicitation Request for Quotes**.

A. Minimum Qualifications (Pass/Fail)

Any Submission that does not demonstrate that the Proposer meets the Minimum Qualifications by the Proposal deadline will be issued a Notice of Non-Responsiveness and will not be evaluated or eligible for award under this Solicitation.

To meet the Minimum Qualifications and to be deemed eligible for Proposal evaluation, each Proposer must submit and verify ALL of the following items. Proposer must meet all submission requirements described in Section **3 -4** of this Solicitation.

- a) **Required Attachments to be Included in Submission:** Submissions must include the required Attachments I, III, IV, V. Attachment II is Reserved, and Attachment VI is optional.
- b) **Prior Project Descriptions:** Proposers must provide details of TWO (2) Prior Projects that have been operational for a minimum of TWO (2) consecutive years within the past

FIVE (5) years that demonstrate how the firm provided global positioning satellite (GPS), radio frequency (RF), and continuous alcohol consumption tracking devices and monitoring services, requiring strict confidentiality, for 1) a law-enforcement or similar agencies of similar size to the City and County of San Francisco, and 2) a law-enforcement or similar agencies of larger size to the City and County of San Francisco.

- c) **Cybersecurity Risk Assessment:** As part of City's Proposal evaluation process, the City shall require a completed Cybersecurity Risk Assessment (CRA) of each Proposer. Proposers must include ONE of the following documents in their Submission as part of the Minimum Qualification requirements:
- i. SSAE 18 SOC-2, Type 2 Report: Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy (management's description of a service organization's system and the suitability of the design and operating effectiveness of controls, aka SOC-2 Type 2); or
 - ii. City Cyber Risk Assessment (CRA) Questionnaire: City Cybersecurity Risk Assessment questionnaire based on Consensus Assessments Initiative Questionnaire-Lite. See Attachment IV, "Minimum Qualifications & Prior Projects."

See Attachment IV, "Minimum Qualifications & Prior Project Descriptions."

~~d) **Technological Capacity Requirement:** Proposers must provide body-attached devices housing the transmitter and receiver into a single unit must be Federal Communications Commission (FCC) Compliant (registered under Part 68 and certified under Part 15 Rules and Regulation), state of the art, and must utilize the most advanced technology available through the duration of the agreement. The technology must have a 5g or higher capability.~~

B. Proposal Evaluation Criteria (100-Maximum Possible Points)

Responsive Proposals that meet the Minimum Qualifications will be evaluated by a panel ("Evaluation Panel") consisting of parties with expertise in the community corrections and public safety field. The Evaluation Panel may include staff from various City departments.

The City shall award a Contract to the Proposer whose Proposal receives the highest ranking score.

The panel of reviewers will be responsible for evaluating and scoring Submissions based on Proposer qualifications and demonstrated capacity to provide the City with an Electronic Monitoring System Solution (See Attachment V, "Description of Electronic Monitoring System Solution & Pricing Sheet"). Thereafter, the panel of reviewers and the City shall make a recommendation for award.

If a satisfactory Contract cannot be negotiated in a reasonable time or for a reasonable price with the selected Proposer, then the City, in its sole discretion, may terminate negotiations and begin Contract negotiations with next highest scoring Proposer. The selection of any Proposer for Contract negotiations shall not imply acceptance by the City of all terms of their Proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

The City may conduct reference checks to confirm Proposer's experience with providing an Electronic Monitoring System Solution. The City will use references listed on Attachment IV of the Solicitation ("Minimum Qualifications") to verify the quality of solution provided to prior clients, and adherence to schedules and budgets.

Upon the City's determination that contracted services are appropriate, the City will send a Notice of Intent to Award to the selected Proposer with the anticipated scope and details of the

proposed engagement. Proposers may be required to provide additional information to the City to aid in its selection for Contract negotiations and/or for Contract award.

The City reserves the right to not award any Contracts under this Solicitation.

C. Bonus Points

The City shall award 10-Bonus Points to Proposers that demonstrate that the specifications of its electronic monitoring equipment currently has a 5g or higher capability. See Attachment V, “Description of Electronic Monitoring System Solution & Pricing Sheet” for more information.