

**ST TAMMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA**

RFP #196 – Access Control 2024

ADDENDUM I

December 9, 2024

The St. Tammany Parish School Board received several questions regarding RFP #196. Below are the questions with corresponding answers for clarification for all parties.

Q&A provided:

Q1. Do the district current have an incumbent in place that has been servicing this contract?

A1. We purchase off state contract

Q2. Would the district consider and pre bid meeting to go over any particular details?

A2. No the details is in RFP and we can answer questions.

Q3. Dna fusion does integrate in avigilon, which is a motorola solutions product. Would the district be open to avigilon?

A3. We will evaluate all responsive requests.

Q4. Would the district consider a cloud solution or does the district want on premise only that integrates with dna fusion?

A4. On premise

Q5. Assumption - Complete Cost is the Maintenance cost for 4500 existing Doors (new door installs will be priced by items below “complete cost”)

A5. Page 9 section 11

Q6. Question - Renewal Cost after Initial Term – What is the “duration” of this renewal?

A6. Page 10 top of the chart and page 9 section 11.

Q7. Question – What current type/qty of DNA Fusion license does STPSB currently own?

A7. Site license for district

Q8. Assumption – Installation is the labor that will be applied to each new door

A8. Section 4 paragraph one and two

Q9. Assumption – Wiring is the wiring cost that will be applied to each new door

A9. Section 4 paragraph one and two

Q10. Assumption – Conduit is the conduit cost that will be applied to each new door

A10. Section 4 paragraph one and two

Q11. Assumption – Training Services is based on on-site training for new staff members and is based on a 4 hour session per training event.

A11. Incorrect, see page 9 section 9

- Q12. Through 27 – Assumption – These prices are for new supply only. These prices can not be applied to a deletion from the Complete Cost figure.
- A12. Incorrect, these are individual parts that may or may not be needed for an install
- Q13. Question – Is this Price per Door pricing to be a “replacement” for the Complete Cost pricing?
- A13. Price per door is for new door install, complete cost is maintenance on existing and new doors.
- Q14. What are the payment terms for the contract (e.g., milestones, net terms, or per-site Purchase Order)?
- A14. Net term 30 days, pay upon completion and STPSB sign off of individual purchase orders issued.
- Q15. Will progress payments be issued during implementation, or is payment tied to project completion?
- A15. Payment upon completion.
- Q16. How will delays caused by external factors (e.g., general contractor, unforeseen circumstances) impact payment schedules?
- A16. Payment upon completion and delays will be addressed in contract
- Q17. How will orders be placed? One school at a time or one order for everything?
- A17. By issuing a Purchase order
- Q18. Can you confirm if the existing DNA Fusion system is compatible with the proposed hardware from different manufacturers and which manufacturers?
- A18. DNA is compatible with hardware listed in the RFP. If different manufacturers are proposed it is the vendor’s responsibility.
- Q19. What is the maximum number of doors the current system can support without additional server or software upgrades?
- A19. 8,002
- Q20. Will STPSB allow for multiple servers if needed for scalability and future expansion?
- A20. No
- Q21. Are there specific standards for integrating existing hardware with proposed new components (e.g., compatibility testing)?
- A21. All must conform to current industry standards and all RFP requirements.
- Q22. Are Wi-Fi-enabled access control components strictly prohibited across all locations, or are there exceptions for specific areas
- A22. No wi-fi devices.
- Q23. What are STPSB's access control system reporting requirements?
- A23. See RFP page 7 section 4.

- Q24. Does STPSB require non-standard commercial building access control system monitoring requirements or features?
A24. This question is unclear.
- Q25. How many additional new construction doors are expected to be added as part of this RFP?
A25. Unknown at this time
- Q26. How many additional existing construction doors are expected to be added as part of this RFP?
A26. Unknown at this time, but the RFP is for renovation and repair, support, maintenance and new construction.
- Q27. Are there specific locations or schools prioritized for new installations or upgrades?
A27. No priority at this time
- Q28. Will any existing door hardware need to be replaced or retrofitted, or is this strictly for new construction installations?
A28. The RFP will be for existing maintenance as well as new construction.
- Q29. Who is responsible for providing electrical power to devices and ensuring compatibility with building wiring?
A29. Our maintenance department.
- Q30. Is there a requirement for plenum-rated cabling for specific installations (e.g., in ceilings or ductwork)?
A30. Dependent on specific location requirements
- Q31. Will drawings for new installations or device placements need to be submitted for approval?
A31. Yes
- Q32. Who will handle Fire Marshal submittals and approvals for new installations?
A32. The vendor who is awarded the contract.
- Q33. What are the requirements and timelines for system acceptance/sign-off?
A33. Notification from the vendor that door(s) is complete, and once we are notified of completion we will walk through and verify its functionality then we will sign off.
- Q34. What are the hours during which installations can be performed?
A34. Normal school and office hours outside of testing.
- Q35. Are there limited periods of access (e.g., testing hours, holidays, summer break, or celebrations)?
A35. Yes
- Q36. What are the hours during which onsite maintenance can be performed?
A36. Case by case basis agreed upon by vendor and STPSB.
- Q37. How will the installation teams gain access to the buildings?
A37. Check in at front desk.

- Q38. Will there be one point of contact for the entire project?
A38. The I.T. department
- Q39. Will that person be readily available as needed at each school or building?
A39. No
- Q40. How much advanced notification will be needed to get someone to a specific site?
A40. Depends on the type of service being performed.
- Q41. How will possible disruptions from the general contractor be handled if this RFP is specifically for new construction?
A41. Not specific to new construction.
- Q42. The RFP states that the general contractor will provide conduit to the door and does it include conduit for CAT5 cable? Also, is this just for new construction or will there be a contractor that will install conduit in existing building installations?
A42. See RFP page 7 section 4.
- Q43. Who will be responsible for power requirements to devices where needed?
A43. Question not clear could be POE or electrical.
- Q44. Is there a color requirement for cabling?
A44. Will be provided to awarded vendor.
- Q45. Will plenum cabling be required for any new buildings?
A45. Unknown as new building requirements will potentially vary.
- Q46. What are the cabling installation requirements for ceilings?
A46. RFP attachment H page 3.
- Q47. Will drawings be required for new devices installed?
A47. Yes, see previous question.
- Q48. Will the general contractor be responsible for Fire Marshal submittals for new construction projects?
A48. Yes, see previous question.
- Q49. How will door modification be handled if required?
A49. We will work with vendor if required.
- Q50. What are the school safety requirements for on-site contractors?
A50. School safety RFP page 5 section 1.3
- Q51. How does the performance bond need to be structured? What are the criteria that it needs to meet?
A51. Question not clear
- Q52. Will it be per school?
A52. No

- Q53. Who is providing the BOM for each door. Is there an engineering firm or architect specifying the products to use?
- A53. No one is providing a BOM. The vendor will suggest the products and STPSB would approve
- Q54. Is there a requirement for on-call maintenance support? What is the expected response time? Is there response time requirement for telephone support related to software? Is there a response time requirement for on-site services? Is there a preference for in-person versus remote support for software-related issues? What are the hours during which onsite maintenance can be performed? When does the warranty start (e.g., system turn-up, project substantial completion, STPSB sign-off, or receipt of payment)? What happens if a warranty service call is requested and it turns out to not be a warranty item? Is the service call paid for and how?
- A54. See RFP page 9 section 8.
- Q55. Does the service agreement cover parts only, labor only, or both? What is the minimum warranty period required for newly installed equipment?
- A55. See RFP page 10 section 1.7
- Q56. Is the service contract specific to the software or a total parts and labor agreement for all current equipment installed?
- A56. See RFP page 9 section 11.
- Q57. Is there a list of all current hardware installed by school and door location?
- A57. No
- Q58. How many STPSB staff members will require training on the system? Is remote training acceptable, or must it be conducted in person? Are there specific training certification requirements for STPSB staff?
- A58. See RFP page 9 section 9.
- Q59. Is a performance bond required only for the installation phase, or does it extend into the maintenance period? Are you wanting the performance bond for the service agreement? This cannot be calculated until we know the duration of the agreement and associated total cost? What is the expected duration of the performance bond requirement relative to the service agreement?
- A59. The awarded vendor will be required to submit a performance bond in the amount of fifty percent (50%) of the total cost of the awarded order.
- Q60. Are there specific certifications or training requirements vendors must meet to qualify for this RFP?
- A60. See RFP page 8 section 5, page 5 section 1.3 and page 3 section 1.2
- Q61. Are subcontractors allowed to perform specific tasks, and if so, what documentation is required for subcontractor approval?
- A61. See RFP page 4 section 1.3

- Q62. Are there specific requirements for background checks for onsite personnel? What cybersecurity training certifications must vendor personnel have before accessing STPSB systems?
A62. See RFP page 5 section 1.3, review previous question.
- Q63. Are there any specific Louisiana state data privacy requirements not outlined in the RFP?
A63. See RFP page 4 section 1.3
- Q64. What is the weighting of evaluation criteria beyond the stated points (e.g., preference for local vendors, veteran-owned)?
A64. See RFP page 11 section 1.8
- Q65. Will an interview or presentation phase be part of the evaluation process?
A65. See RFP page 3 and 4 section 1.3 and page 10 section 1.7
- Q66. How soon will the award decision be announced after the December 13, 2024 submission deadline?
A66. Unknown
- Q67. Can there be a scheduled site walk with interested parties for examination of typical installation requirements? Specific to device locations, cabling, conduit, locking hardware etc?
A67. See RFP page 3 and 4 section 1.3 and page 10 section 1.7
- Q68. Can photos of typical door installations be shared to aid in proposal preparation? Can maps or existing blueprints of the sites be shared to aid in proposal preparation?
A68. No
- Q69. When is the expected installation start date, what is the annual volume, and is there a specific deadline for completing the project?
A69. Unknown
- Q70. Will work need to be coordinated with other ongoing construction projects or the general contractor on the site?
A70. Potentially

Your proposal should state “I have received and I am aware of the contents of Addendum I.” Alternatively, you may sign the acknowledgement of receipt below.

ACKNOWLEDGE OF RECEIPT OF ADDENDUM I

SIGNATURE

SIGNATORY NAME