



Request for Proposal of Interview Recording Software and Hardware System

One Place, a private, non-profit 501(c) 3, is a mid-size human services organization in Onslow County. Formerly known as Onslow County Partnership for Children and established 25 years ago, the organization was rebranded as One Place in 2021. In 2010 One Place established a Child Advocacy Center (CAC) which provides comprehensive support to children and families who have experienced child abuse. The CAC provides therapy, medical exams, courtroom preparation, victim advocacy, case management and other services to help children and families heal. In order to serve Onslow County and meet the needs of the community One Place is constructing a new building to house a CAC that is twice as large as its current facility. The new building will be located in Jacksonville North Carolina in Jacksonville Commons Park. One Place is a public-private partnership that is currently accepting proposals for the purchase of a Forensic Interview Recording system for the new building.

The proposal needs to outline your Forensic Interview Recording systems features. Include any details about system integrations with related systems such as billing systems and office productivity systems. One Place's new building, SECU Hope Center, is designed with two forensic interview rooms in the CAC. It will have two exam rooms, two observation rooms, and two family waiting rooms.

System Specifications

The system will have at minimum the following specifications:

- Must have the ability to record in high definition (1280 by 720)
- Must have the ability to have multiple audio inputs
- Must have the ability to make DVD's of recorded interviews
- Must be secure system with unique user access
- Must provide tamper proof evidence capabilities
- Must provide audit trail capabilities
- Must provide multiple recoding formats
- Must have redundant storage facilities
- Must be a Windows compatible system
- Must be a scalable solution handling multiple interview rooms

System Installation

This system will be installed in new construction. Please include installation options. The actual installation will be coordinated with our project management company (Playbook Management) and building company (McKinley Building Corporation).



Submission Details

When submitting a proposal, please be as detailed as possible. The submission email subject needs to include the term "FI System". We are a non-profit agency looking for partners who can work with us to strengthen our mission; and a relationship with a company that is grounded in philanthropy, strong core values, and organizational health for its own staff is preferred. Any discounts or in-kind you may be able to offer should be noted on the submitted bid.

All interested individuals, businesses or agencies email your proposal to OnePlaceRFP@oneplaceonslow.org. If you have questions, please direct them to Scott Lodder (slodder@oneplaceonslow.org).

Schedule

| Item | Timeframe | Duration |
|---------------------|-----------------------|-----------------|
| RFP Release Date | 9/11/2024 | 1 Day |
| Publishing duration | 9/11/2024 - 9/18/2024 | 7 Business Days |
| Proposal Review | 9/19/2024 - 9/23/2025 | 3 Business Days |
| Award | 9/24.2024 | 1 Day |

Submission Parts

The response to this RFP shall consist of the following sections:

- Cover Letter
- Background and Experience of Contractor
- Project Staffing and Organization
- Cost Proposal

1. Cover Letter

Each proposal must include a cover letter, signed and dated by an individual authorized to legally bind the prospective Contractor. If said individual is not the corporate president, submit evidence showing the individual's authority to bind the prospective Contractor. The cover letter must contain a statement that the person signing the proposal is a legal representative of the prospective Contractor and is authorized to bind the prospective Contract.

2. Background and Experience of Prospective Contractor

It is important for our organization to work with companies that value organizational health and see self-improvement internally as part of their culture and their work. Please include your company's philosophy and any evidence to support this belief. Please include



background information that shares details of experience with similar projects outlined in the RFP. A list of at least two references (including contact persons, addresses and telephone numbers) for whom similar work has been performed shall be included.

3. Financial Stability

This section shall include a statement of the company's financial viability and standing with professional organizations that speak to the stability and sustainability of the company. Submit verification of the prospective Contractor's Federal Taxpayer Identification Number (TIN).

4. Project Organization

This section must include the proposed staffing, deployment and organization of personnel to be assigned to this project. The prospective Contractor shall provide information as to the qualifications and experience of the company and the personnel to be assigned to this project. Citing experience with similar projects and the deliverables/outcomes would be key for the reader to have an understanding of the capacity of the company to align with the request. Include a management/manpower summary that clearly specifies the anticipated number, type and time commitment of individual personnel who will be assigned to this project.

5. Cost Proposal

The prospective Contractor must submit a Cost Proposal/Budget for what services within the RFP desires to submit a proposal. If this is a multi-year bid for on-going services, the Cost Proposal/Budget and Budget Narrative should include any cost differentials for each fiscal year of the multi-year proposal period.

GENERAL INFORMATION ON SUBMITTING PROPOSALS

1. TERMS AND CONDITIONS. All proposals are subject to the terms and conditions outlined herein. The prospective Contractor specifically agrees to the conditions set forth by signature to the proposal.

2. ORAL EXPLANATIONS. The Local Partnership shall not be bound by oral explanations or instructions given at any time during the competitive bidding process or after award.

3. REFERENCE TO OTHER DATA. Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.

4. COST FOR PROPOSAL PREPARATION. Any costs incurred by prospective Contractors in preparing or submitting offers are the prospective Contractor's sole responsibility; the Local Partnership shall not reimburse any prospective Contractor for any costs incurred prior to award.

5. RIGHT TO SUBMITTED MATERIAL. All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other



documentation submitted by the prospective Contractors shall become the property of the Local Partnership when received.

6. OFFEROR'S REPRESENTATIVE. Each prospective Contractor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.

7. SUBCONTRACTING. In the event the prospective Contractor desires to subcontract any part of the contracted services, the proposal must clearly indicate what work it plans to subcontract and to whom and must provide all required information for each subcontractor. Only the subcontractors specified in the proposal shall be considered approved upon award of the Contract.

8. PROPRIETARY INFORMATION. Trade secrets or similar proprietary data which the prospective Contractor does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by N.C.G.S. 132-1.3 if identified as follows: each page shall be identified in bold face at the top and bottom as "Confidential." Any section of the proposal that is to remain confidential shall also be so marked in bold face on the top of the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be as governed by North Carolina law.

THE PROCUREMENT PROCESS

The following is a general description of the process by which a prospective Contractor will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective Contractors.
2. A deadline for written questions is set. (RFP notice for details.)
3. Proposals can be submitted electronically provided a signature from an official authorized to bind the firm is a part of the electronic submission. Unsigned proposals will not be considered.
4. All proposals must be electronically received by One Place no later than the date and time specified on the RFP notice. All submissions should be emailed to OnePlaceRFP@oneplaceonlslow.org
5. Proposals will be evaluated according to criteria that may include the need for the program, program content and evaluation, completeness, content, experience with similar projects, ability of the Contractor and its staff, cost, and financial stability of the prospective Contractor. Award of a contract to one prospective Contractor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to One Place.
7. One Place will contact the selected Contractor to obtain information and documentation required for preparation of the contract to include the following:
 - a. Name; title; telephone and fax numbers; and mailing address, including street address and zip code, of the contract administrator.
 - b. Name; title; telephone and fax numbers; and mailing address, including street address and zip code, of the person(s) authorized to sign financial status reports.
 - c. Copy of Conflict of Interest policy.
 - d. Proof of insurance that may include, but not be limited to, the following:
 - 1) Workers' compensation;
 - 2) General business liability;



- 3) Fidelity bonding (e.g., employee crime or dishonesty);
 - 4) Professional liability;
 - 5) Automobile (owned, hired or non-owned).
- Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of the contract. One Place will not contract with any prospective Contractor that is unable to furnish proof of required insurance coverage.
- e. Completed Internal Revenue Service (IRS) Form W-9.
or
 - f. If a nonprofit entity, a copy of the Internal Revenue Code § 501(c)3 determination letter received from the IRS.
8. One Place will not contract with any prospective Contractor that fails to provide all required information and documentation. After all required information and documentation has been submitted, One Place will work with the Contractor to prepare a contract, notify the selected Contractor and request that the Contract be signed.
 9. The Contract must be executed prior to the start of work and incurring any expenses.
 11. If all proposals are rejected, prospective Contractors will be notified promptly by One Place.