SUMMARY

Madison County seeks proposers with demonstrated experience in cost allocation accounting plans for shared local government services.

The county is considering various scenarios for consolidated 9-1-1 Dispatch Services in Madison County. Currently, there are 16 Public Service Answer Points Dispatch centers serving 27 municipalities, a university, and the unincorporated areas of the county. The 16 centers are operated by municipal police departments and the County Sheriff’s Department. The PSAP’s dispatch emergency 9-1-1 calls for police, fire, and emergency ambulance.

A 2015 revision to the Illinois Emergency Telephone Systems Act requires a minimum 50% reduction in the number of PSAP’s in Madison County by 2017 (Madison County is currently seeking a waiver extending the deadline to 2018).

The study will examine eight different scenarios for consolidation and develop documentation for the full cost of the services provided in the consolidated dispatch. The parties in each scenario seek a methodology and documentation to determine a cost of service that the parties to consolidation agreements would agree is the amount to be used in an agreement. The report findings shall provide sufficient detail that if the parties do not agree as to inclusion of certain cost elements; they will be able to identify the cost impact of including or excluding the cost of services that that the entities may not agree should be part of the rate to be paid under agreement between the entities.

SCOPE OF SERVICES

The County, through an agreement with each municipality being studied, shall make reasonable effort to furnish the Consultant with all available necessary information pertinent to the execution of this agreement. The County shall cooperate with the Consultant in carrying out the work herein, and shall provide adequate liaison between the Consultant and other agencies.

The planned study will examine the impact of consolidation at each facility in order to achieve direct dispatch capability, both for emergency and non-emergency calls. The authorized PSAPs remaining after consolidation shall directly dispatch all emergency calls. However, because some public safety agencies may continue to do their own non-emergency dispatching after consolidation, cost data shall be broken out for both emergency dispatch and non-emergency dispatch. Both sets of costs will be provided to the parties to each consolidated dispatch the options and associated costs. This will be critical information that will aid in the decision making for the municipalities. The Diagram found on Exhibit A shows the flow of call data under either scenario.
Because the study will break out both emergency and non-emergency costs, it will be necessary to examine the workload and duties of the telecommunications personnel. It should be noted that in addition to 911 emergency call taking, personnel are also responsible for the following additional duties, but not limited to: all non-emergency calls to their agency; administrative calls to their agency; serving as the after-hours point of contact and notification centers for local public works agencies; feeding of housed prisoners; monitoring (physical and video) of housed prisoners; radio traffic for all police units; radio traffic for all fire units; radio traffic for local public works agencies; etc.

The study will examine the current call data for each public safety agency in Madison County. Based on the call data, a model will be built that assigns a percentage of usage of a consolidated dispatch center based on the number of calls, and time consumed. This percentage may then be used to assign a cost based on the total dispatch cost model developed in the study.

Another component of consolidated dispatch centers will be to ascertain any improvements or impact costs that will be factored into the shared cost of the center. Additional personnel, space availability, and communications system improvements may be needed. Each PSAP has unique dispatch center capabilities. Some of this information may fall under the scope of this analysis. It may be necessary, however, to rely on outside sources such as vendors to obtain this information. The responsibility of the consultant will be determined when the contractual scope of services are developed, as set part in the following paragraph.

It is the intent of this solicitation to designate a firm, or firms, that are most qualified to perform the services and to negotiate a scope of services based on a more thorough review of the needs of Madison County. The scope is not meant to constitute an exhaustive list of duties provided under these requested services. The actual scope will be developed in collaboration with the qualified firm selected. Firms will be asked to propose other services or functions they would recommend as part of this study.
QUALIFICATION STATEMENT CONTENTS

“OFFICIAL DUE DATE” : July 20, 2016

If your organization is interested in submitting a qualification statement to provide the services described above, please submit the following information and/or documentation:

1. Name, address and telephone number of you and/or your organization as well as the name of the contact person.
2. Summarize the firm, its structure and history, and the qualifications to provide the services being requested. Provide a brief summary of each team member’s qualifications, including an organizational chart. Specify who will be the day-to-day contact for the County, if contracted.
3. A representative list of clients, including any public entities, and the name(s) and contact information of individual(s) with each such client who could be contacted by Madison County.
4. A sample of work or reports issued for similar tasks described in this solicitation.

All proposals received pursuant to this Request for Qualifications will be reviewed by Madison County. By way of explanation - not limitation - in conducting its review, Madison County will consider the qualifications and experience of each individual/organization submitting a proposal, as well as each individual/organization’s potential for accessibility and responsiveness to this proposal and other relevant criteria.

After review, the County may decide to entertain limited oral presentations. It will then designate a firm, or more than one firm, to propose a scope of services and a fee proposal. It is anticipated that contract award will be made by August 17, 2016.

The Board reserves the right to reject any and all proposals received for any reason and reserves the right not to make any change in its solicitation. This is a Request for Qualifications only. Do not include fee schedules or cost estimates in your proposal at this time.

Please submit three (3) copies of your proposal to the person listed below. In addition, please submit one electronic copy of the proposal.

Joseph D. Parente, County Administrator
Madison County Administration Building
157 North Main Street, Suite 165
Edwardsville, IL  62025
(618) 296-4453

Questions and requests for clarification may be directed to Mr. Parente at the above address, telephone, fax, or by the following email – jdpante@co.madison.il.us  www.co.madison.il.us.

All qualification information must be delivered no later than 4:30 p.m., Wednesday, July 20, 2016.