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## **STATE OF OREGON**



### **COVER PAGE**

#### **OREGON DEPARTMENT OF EDUCATION**

##### **Request for Information (RFI)**

##### **Wireless Panic Alarm System**

##### **Oregon Buys Bid S-58100-00010183**

**Date of Issue: April 24, 2024 at 5:00 PM PST**

**Closing Date: May 24, 2024 at 5:00 PM PST**

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## **SECTION 1: GENERAL INFORMATION**

### **1.1 INTRODUCTION**

The State of Oregon, acting by and through the Oregon Department of Education, (“ODE”), is issuing this Request for Information (RFI) to solicit information from entities regarding the Wireless Panic Alarm Grant for school districts. Selected vendors will be included on a list developed by the Oregon Department of Education (“Agency”) to be released to school districts no later than June 24, 2024 and to be posted through December 31, 2024.

Responses to this RFI will assist in identifying vendors that can meet the expectations of the grant for the purposes of providing a wireless panic alert system. Vendors that respond to this RFI and prove they can meet the expectations will be added to a list that will be shared with school districts that wish to apply for the Wireless Panic Alarm Grant.

This is **not** a request for proposals (RFP), and it is **not** a supplier prequalification within the meaning of OAR 125-247-0550(1).

**This RFI will not, in itself, result in any kind of contract, nor will it obligate ODE to procure goods or services of any kind or from any particular Respondent. Publication of this RFI allows entities the opportunity to provide information to ODE.**

### **1.2 SINGLE POINT OF CONTACT (SPC)**

The SPC for this RFI is identified on the Cover Page, along with the SPC’s contact information. Respondent shall direct all communications related to any provision of the RFI, whether about the technical requirements of the RFI, the RFI process, or any other provision only to the SPC.

## **SECTION 2: OVERVIEW**

### **2.1 DEFINITION OF TERMS**

For the purposes of this RFI, capitalized words will refer to the following definitions:

Agency: The Oregon Department of Education.

Computer Aided Dispatch or CAD: these systems are utilized by dispatchers, call- takers, and 911 operators to prioritize and record incident calls, identify the status and location of responders in the field, and effectively dispatch responder personnel.

ODE: The Oregon Department of Education (Agency).

Software as a Service or SaaS: A service that licenses and offers software to customers through a subscription basis. SaaS applications are typically on-demand and web-based or web-hosted software services.

Vendor: a company that provides a service that will meet the expectations of the Wireless Panic Alarm Grant and wishes to respond to this RFI.

Wireless Panic Alarm: a system or Software as a Service (SaaS) that can provide a school the following capabilities:

- A remote activation feature such that a teacher or other staff member may be able to activate an alarm outside of a centralized location. The intent of such a system is so that a teacher or other staff member can activate an alarm immediately upon observation of an incident that requires emergency response so that both emergency responders are notified and the whole school can respond simultaneously.
- The panic alarm system, once activated, must be capable of notifying emergency response personnel (police and/or fire) through 911 dispatch.
- The panic alarm system must be capable of activating a school-wide alarm system or provide direct notification to the front office for the purposes of notifying the school campus of the emergency situation.

## **2.2 BACKGROUND AND PURPOSE**

The Oregon State Legislature has allocated funding for a grant during the 23-25 biennium to provide reimbursement to school districts that purchase and install wireless panic alarm systems in their schools. Districts that choose to purchase and install a wireless panic alarm system in their schools during the 23-25 biennium and apply for reimbursement under this grant are eligible to receive \$2000 per school. Installation of the wireless panic alarm system must be complete by the end of the 23-25 biennium (June 30, 2025).

This RFI will be used to identify vendors that can provide the necessary services expected under the Wireless Panic Alarm Grant. In order to aid school districts in their search for a suitable vendor, this RFI will produce a list of vendors that have proven they can provide the necessary services. This RFI will not rank order the vendors, provide information on pricing or on past performance. The list of vendors produced under this RFI will not be exclusive—meaning that a school district will not be required to choose a vendor from the list produced.

## **2.3 TECHNICAL INFORMATION REQUESTED**

The following points are required of a system if a school district wishes to apply for reimbursement under the Wireless Panic Alarm Grant. Vendors responding to this RFI are asked to provide information on how their product can provide the following:

- Ability to integrate with and populate required information to generate calls for service into various Computer Aided Dispatch (CAD) Systems in use by public safety dispatch centers throughout Oregon.
- Ability to permit wireless activation of a notification of a potential emergency from non-central locations on school grounds. Notification can be a direct call for service to a CAD System or a direct notification of the school front office (or other designated place) where school leadership makes the determination for response type.
- Ability to permit school-wide notification of the potential emergency on the school's internal alert system, or by notification of the front office (or other designated place) for follow-on notification of the school for necessary response procedures.

Vendors are requested to provide a document that explains how their product can accomplish the above points with details of how the product works in each of the three categories. Vendors are required to include a list of Oregon agencies or CAD system companies that their system currently operates with and can provide the above services. Vendors that substantially

prove they can provide a service that meets the above requirements, and in which Oregon agencies or CAD systems in use in Oregon, will be added to the list of vendors for ease of reference by school districts that wish to apply for the Wireless Panic Alarm Grant. No pricing information will be shared on the vendor list even if it is submitted by a vendor.

### SECTION 3: RFI PROCESS/ RFI SCHEDULE

#### 3.1 PUBLIC NOTICE

The RFI, including all Addenda and attachments, is published on Oregon Buys at: <https://oregonbuys.gov/> and on the ODE website at: <https://www.oregon.gov/ode/schools-and-districts/grants/Pages/School-Safety-and-Emergency-Management.aspx>.

#### 3.2 SCHEDULE

The table below represents a tentative schedule of events. All dates listed are subject to change. Vendors can apply to be added to the list at any time while the RFI is open. The initial list of vendors will be shared with school districts 30 days after the opening of this RFI. Vendors that apply to be added to the vendor list after the first 30 days will be added within 30 days of response.

Event	Date/ Time
RFI Issued	April 24 <sup>th</sup> 2024
RFI Closing (Responses Due)	May 24 <sup>th</sup> 2024
List Released to School Districts	No later than June 24 <sup>th</sup> , 2024
List Posted thru	December 31 <sup>st</sup> , 2024

#### 3.3 QUESTIONS

All inquiries, whether relating to the RFI process, administration, deadline, or to the intent or technical aspects of the RFI must be sent electronically to [mary.piper@ode.oregon.gov](mailto:mary.piper@ode.oregon.gov). Reference the RFI name and number. Include your entity name and contact information.

#### 3.4 RESPONDENT INFORMATION SHEET

Respondent shall include with its submission the Respondent Information Sheet (Attachment A).

#### 3.5 DELIVERY OPTIONS

Only email delivery of the Response document will be accepted. Submissions must be emailed to the SPC by the Closing Date listed in Section 3.2 of this RFI. Hard copy responses will not be accepted for this RFI.

To ensure delivery, the total combined size of the Response document should be compressed so it does not exceed 10 megabytes for electronic submittal.

### **3.6 RESPONSE DUE**

Respondent is solely responsible for ensuring its Response is received by the SPC in accordance with the RFI requirements before Closing. ODE is not responsible for any delays by transmission errors or delays or mistaken delivery.

## **SECTION 4: ADDITIONAL INFORMATION**

### **4.1 OWNERSHIP/PERMISSION TO USE MATERIALS**

All Responses to this RFI become the Property of ODE. By submitting a Response to this RFI, Respondent grants the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Submission solely for the purpose of evaluating the Submission, or as otherwise needed to administer the RFI process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478).

### **4.2 PUBLIC RECORD/CONFIDENTIAL OR PROPRIETARY INFORMATION**

If a Respondent believes that any portion of its Response contains any information that is a trade secret under ORS Chapter 192.501(2) or otherwise is exempt from disclosure under the Oregon Public Records Law (ORS 192.311 through 192.478), Respondent shall complete and submit the Disclosure Exemption Affidavit (Attachment B) and a fully redacted version of its Response.

Respondent is cautioned that cost information generally is not considered a trade secret under Oregon Public Records Law (ORS 192.311 through 192.478) and identifying the Response, in whole, as exempt from disclosure is not acceptable. ODE advises each Respondent to consult with its own legal counsel regarding disclosure issues.

If Respondent fails to identify the portions of the Response that Respondent claims are exempt from disclosure, Respondent has waived any future claim of non-disclosure of that information.

### **4.3 RESERVATION OF RIGHTS**

This RFI is not a request or authorization to perform work at ODE's expense. Any work a Respondent performs in response to this RFI is at the Respondent's own discretion and expense; ODE will not be obligated for any Respondent costs related to this RFI.

This RFI does not represent a commitment to purchase or lease any product. Submission of a Response constitutes acknowledgement that the Respondent has read and agrees to be bound by such terms.

Respondents are not required to respond to this RFI to be considered for any future opportunities.

## **SECTION 5: LIST OF ATTACHMENTS**

ATTACHMENT A - RESPONDENT INFORMATION SHEET

ATTACHMENT B - DISCLOSURE EXEMPTION AFFIDAVIT