

April 12, 2022

SHELBY COUNTY BOARD OF EDUCATION

PROCUREMENT SERVICES

160 South Hollywood Street, Room 126 □ Memphis, Tennessee 38112-4892 □ Phone (901) 416-5376

(This RFI will not be accepted electronically or by facsimile. All responses must be mailed to the above address.)

REQUEST FOR INFORMATION

(NOT AN ORDER)

Please submit information on the item(s) listed below. The right is reserved to reject any or all information. If substitutions are offered, give full particulars. There will not be a public opening of information. Due no later than **April 22, 2022 @ 2:00 P.M. CST**

The Shelby County Board of Education reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in the best interest of the Shelby County Board of Education.

Information for

WEAPONS DETECTION SYSTEMS

The Shelby County Board of Education (“SCBE”) invites the submission of Information for the provision of the services described above (“Information”) in accordance with the specifications enclosed herewith.

Information **MUST** be received by SCBE by the due date and time set forth above. Questions regarding submission of Information may be directed to SCBE via telephone at (901) 416-5376 or via facsimile at (901) 416-5325.

Issued by: LaJuanna Jones-Sulton

RFI# 04222022LJS

NAME OF FIRM

TERMS _____

ADDRESS

PHONE _____ FAX # _____

CITY STATE ZIP CODE

E-MAIL ADDRESS _____

___ CHECK HERE IF YOU ARE A MINORITY VENDOR

___ CHECK HERE IF YOUR COMPANY QUALIFIES AS A LOCAL VENDOR

PRINT AUTHORIZED REPRESENTATIVE NAME

PLEASE NOTE: Per the Local Vendor Preference Resolution adopted by the SCBE Board of Commissioners on January 29, 2013, local vendors must have physical address located within the limits of Shelby County. A Post Office Box is not acceptable.

CHECK HERE IF YOU ATTACHED A COPY OF A VALID SHELBY COUNTY BUSINESS LICENSE.

“Memphis-Shelby County Board of Education does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age.”

Announcement
Request for Information for:
Weapons Detection Systems

With this request for Information (this “RFI”), Shelby County Board of Education (“SCBE”) hereby solicits submissions of Written Information (“Information”), from qualified companies (“Respondents”) to provide for SCBE information related to the services described herein, all in accordance with the terms and conditions detailed herein. **In particular, the services sought by SCBE will require the Respondent to:** Provide Information related to **Weapons Detection Systems**.

1.0 OVERVIEW

1.1 The Memphis Shelby County School District (The “District”) is seeking information from interested parties who can provide a comprehensive weapons detection system. The implementation, training, and support services are to be stated and broken down into sections, along with a detailed overview of all requested minimum required specs and all additional features/specs, along with a brief explanation on why this will be a good fit to help better secure the District.

1.2 Further, the District will not accept unsolicited proposals. Interested parties are advised that the District will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party’s expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. If a solicitation is released, it will be synopsised on the MSCS Procurement website at <http://www.scsk12.org/procurement/bids?PID=252>.

1.3 It is the responsibility of the interested parties to monitor these sites for additional information.

2.0 BACKGROUND ABOUT MSCS

As the largest school district in the State of Tennessee, the Memphis Shelby County School District (MSCS) enrolls more than 100,000 students in Pre-K through 12th grade at over 150 schools and 58 public charter schools. The District is the second largest employer in the Shelby County Tennessee, employing over 13,000 employees. The District boundaries includes the City of Memphis as well as several unincorporated sections of Shelby County Tennessee.

About the Safety and Security Department

The Safety and Security Department, led by the Chief of Safety and Security, is responsible for supporting the District’s instructional mission and operations, through deployment of the most current, robust, user-friendly, and cost-effective safety technology solutions.

Submission of Information

The request for Information (RFI) will be accepted until **2:00 P.M., CST on April 22, 2022. INFORMATION RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.** One (1) original, one (1) USB (with information formatted into a single pdf file), and five (5) copies of your Proposed Information must be submitted.

Proposed Information must be sealed in a container marked on the lower left-hand corner with the name and address of the Respondent. SCBE will date stamp the container with the submission date and the submission time. In addition, the sealed container in which the information is submitted should be labeled “**Weapons Detection Systems**”. **FAXED RESPONSES WILL NOT BE ACCEPTED.**

Further instructions for submitting Information may be obtained from: **DEPARTMENT OF PROCUREMENT SERVICES SHELBY COUNTY BOARD OF EDUCATION 160 SOUTH HOLLYWOOD STREET ROOM 126, MEMPHIS, TENNESSEE 38112**

All completed Proposed Information and accessory documents should be mailed or delivered to: **LAJUANNA JONES-SULTON, PROCUREMENT SERVICES, SHELBY COUNTY BOARD OF EDUCATION, 160 SOUTH HOLLYWOOD STREET ROOM 126, MEMPHIS, TENNESSEE 38112**

Inquiries for information regarding procurement procedures, Proposed Information submission requirements or other administrative concerns may be directed to my office at (901) 416-5376.

Thank you for your participation.

Gwendolyn Johnson,
Director Department of Procurement Services

SCOPE OF SERVICES

Request for Information

Weapons Detection Systems

1.0 THE SERVICES.

REQUESTED SOLUTION

School shootings in the United States have become a growing area of concern. In the past several years, there have been an increased amount of school shootings. School districts are left with the challenge of being vigilant about safety, while also providing and maintaining a positive learning environment.

Securing schools is a complex task. Some MSCS schools have walk through metal detectors. This involves placing detectors at controlled entry points where students and their bags are scanned before entering the school. Current metal detectors create alerts from all metal items that are carried, whether it is a threat or not. This ultimately causes a slow-down of traffic and delays entry into schools.

The requested solution will ideally be a comprehensive weapons detection system, that will not only allow the constant flow of student traffic without having to remove all items from pockets and bags, but also ensure the district is notified if any threat of weapons comes into the building. This ideal solution should allow the District to maintain safety and security of all students and staff while ensuring the efficient flow of traffic ingress.

DESIRED SOLUTION FEATURES

Desired solution will be a school entry point weapons detection system that uses advanced technology for scanning and processing, to create real-time accurate representation of weapons that may be hidden out of sight. The ideal system will detect weapons such as guns, metallic weapons, metallic explosive devices, and other weapons while also giving the ability to classify threats as one of three levels; threat, non-threat, and anomaly. This information can empower staff to act accordingly to possible threats and make it feasible to allow the passage of everyday items such as cell phones, tablets, coins, and keys without delay, while still instantly displaying the location of a possible threat when alerting the operator.

The ideal system will be portable and be able to be placed both indoors and outdoors. Scanning and classification throughput of at least one thousand (1,000) to three thousand (3,000) people per hour and/or a single file “pause and pose” with scan time of an average of 2-3 seconds is desirable to minimize disruption of student activity.

This ideal system will be a contactless weapons detection system with the ability to alert on an elevated body temperature and also supply face mask detection, with the ability to adapt to future threats, all while maintaining social distancing, minimizing the chance of the operators, employees, and visitors coming in contact with individuals presenting a potential health threat.

The ideal system will not be cleared or intended to replace any medical thermometer and should not be used to diagnose or exclude diagnosis of COVID-19 or any other disease or condition.

Functional Minimum Requirements:

1. Fast, direct, and non-intrusive means of scanning while remaining touchless.
2. Ability to scan with high amounts of student and visitor throughput and alert in real-time.
3. Ability to directly integrate with current District camera system (Milestone Systems) to allow further enhancement of current District security infrastructure.

4. Ability to provide clear video and picture for instant face mask detection when visitors and students walk through without having to stop and disrupt student and visitor entry.
5. Ability to gather, review, and analyze data from the screening system both on-site and remotely for a minimum stored time period of 90 days.
6. Ability to not only receive both video and picture during alarms, but also gives the ability to instantly see where the potential threat is detected on the body to allow personnel to quickly validate whether possible threat is valid or invalid and ability to correctly classify alarm in the system for detailed reporting purposes.
7. Ability to aggregate data across all systems remotely.
8. Ability to provide detailed visitor arrival times and trends for future resource planning.
9. Ability to export data in csv, and pdf form to easily enable sharing with colleagues and leadership.
10. Ability to compare the detection settings of all individual systems for future possible adjustments.
11. Ability to scan visitors with a minimum of 2ft and a maximum of 7ft.
12. Ability to properly scan visitors without having to remove glasses and hats, while maintaining full system functionality and not sacrificing on security.
13. System must be completely safe for individuals, including but not limited to, pregnant women, children, and pacemakers, while having the ability not to alarm on artificial implants such as prosthetics, etc.
14. System must be able to self-diagnose and alert individuals of malfunctions so that repairs can be made within a maximum time period of 24 hours to minimize possible system downtime.
15. Ability to directly integrate with current district Motorola radio system to allow real-time alerting on any district security Motorola handheld radio whether on-site or remotely to ensure quickest possible response time.
16. Ability to capture visitor and student temperatures +/- 0.3c (0.5F) between 96F and 104F during screening but should not be intended to replace a medical thermometer.

2.0 FORMAT OF RESPONSE.

The response submitted by the Respondent must contain the following information, which information collectively constitutes the Response.

2.1 **Description of the Services.** The Response must contain a thorough description of the Services being offered in response to this RFI. The Response should show that the Services being provided, at a minimum, meet the specifications set forth in this RFI. All requests included in this RFI for information regarding the Services should be included in this part of the Response, including but not necessarily limited to the following:

- Cover Letter Referencing the RFI;
- Table of Contents
- A description of any additional services the Respondent believes are necessary to fully provide the Services or which the Respondent believes would be beneficial to SCBE within the context of the Services requested in this RFI; and
- Any other relevant information about the proposed Services deemed to be material.

2.2 **References of the Respondent.** References of the Respondent, including at least three (3) other clients for whom the Respondent has provided services similar to the Services (with preference given to clients comparable to SCBE) and, for each such reference, the business name, the identification of a contact person, the title of the contact person, a telephone number and email address;

- A description of any other resources available to the Respondent that will be useful in providing the Services.

3.0 QUESTIONS REGARDING THIS RFI

Questions or requests for clarification of technical issues and terms pertaining to this RFI must be submitted in writing via e-mail to **LaJuanna Jones-Sulton @ jonessultonlm@scsk12.org** and must be received by SCBE no later than **10:00 a.m./CST on April 15, 2022**. Questions should include a return e-mail address and should specifically reference the section of the RFI to which the question pertains. All questions must be submitted in writing. **IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED.** All questions and answers will be posted on Procurement's website a minimum of at the end of the business day on **April 19, 2022**. These guidelines for communication have been established to ensure a fair and equitable evaluation process for all Respondents. Any attempt to bypass the above lines of communication may be perceived as establishing an unfair or biased process and will lead to disqualification.

4.0 ERRORS AND OMISSION IN RFI DOCUMENT

If the interested Party discovers any discrepancy, ambiguity, error, or omission in this RFI or any related documents, the Interested Party should notify the District's Procurement Services Office immediately and request clarification or correction. Any such errors or omissions, if verified by the District, will be corrected by written addendum to the RFI.

5.0 MARKETING:

Making any reference to the District in any literature, promotional material, brochures, or sales presentations is strictly prohibited without the express written consent of the District

7.0 FUTURE REQUEST FOR PROPOSAL (RFP) OR REQUEST FOR QUOTE (RFQ)

The District reserves the option to issue a solicitation based on information gathered through this RFI and testing. In the event a solicitation is issued, the District anticipates soliciting proposals through open competition.

The submission of a response to this RFI is not a precondition for submitting a proposal in response to a future solicitation. Such interested parties or participants shall have no priority in consideration of responses to the future solicitations, based on submitting equipment for testing and/or responding to the RFI.

8.0 THIS IS A REQUEST FOR INFORMATION (RFI) ONLY

This RFI is issued solely for information and planning purposes; it does not constitute a Request for Proposal (RFP), applications, proposal abstracts, or quotations. This RFI does not commit the Government to contract for any supplies or services or make a grant award. Further, SCBE is not seeking proposals through this RFI and will not accept unsolicited proposals. Responders are advised that the U.S. Government will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future procurement, if conducted. It is the responsibility of the potential responders to monitor this RFI announcement for additional information pertaining to this request.



VENDOR INFORMATION

(Please Complete Form)

Memphis Shelby County Schools reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in the best interest of Memphis Shelby County Schools. Successful vendor shall be paid only when delivery is complete. *Material safety data sheets (MSDA) must accompany all shipments covered under the Tennessee Hazardous Chemical Right To Know Law: Tennessee Public Chapter #417 – House bill #731.

Name of Firm: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____ E-Mail Address: _____

Time Required for Delivery: _____ Days Payment Terms: _____

Signature of Authorized Representative /S/: _____

We propose to furnish the item(s) listed at prices quoted and guarantee safe delivery **F.O.B. delivered** and as specified. These prices are submitted with a declaration that no Shelby County Schools Board of Education Commissioner or employee has a financial or beneficial interest in this transaction.

***IS YOUR COMPANY A MINORITY-OWNED OR DISADVANTAGED BUSINESS AS DEFINED BELOW?** Yes No

If your response is YES, check the category that properly defines your minority status:

- Black American Indian Alaskan Native Asian American Hispanic Women
- Other (Please specify _____) HUBZone Small Business

"A minority business is defined as a business that is both owned and controlled by minorities and/or women, Minorities and/or women must own at least 51% of the business and control its management and daily operations. Minorities include Black, Women, American Indians, Alaskan Natives, Asian American, Hispanics and members of other groups determined to be economically or socially disadvantaged by the Small Business Administration under Section A of the Small Business Act as amended (15 USC 637 a)" HUBZone business as determined by the Small Business Administration is a small business located within a HUBZone.

_____ **CHECK HERE IF YOUR COMPANY QUALIFIES AS A LOCAL VENDOR**

Please Note: Per the Local Vendor Preference Resolution adopted by the SCS Board of Commissioners on January 29, 2013, local vendors must have physical address located within the limits of Shelby County. A Post Office Box is not acceptable.

_____ **CHECK HERE IF YOU ATTACHED A COPY OF A VALID SHELBY COUNTY BUSINESS LICENSE. (Please attach copy of license to the first line item of the bid/quote.)**

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