

**Addendum No. 1  
To  
Request for Proposal No. 2016-ERB-0314**

**Security System Infrastructure and Integration Master Plan 2016**

**DATE: April 18, 2016**

The following addendum will expand, amend, revise and clarify the specifications bearing the above title, dated April 18, 2016 and will become a part of them – not replace them. All information in the original contract documents still applies unless specifically omitted or revised by the addendum.

This addendum will consist of answers to the following questions:

1. **Question:** Is there a budget expectation or order of magnitude range for this service?

**Answer:** The project budget should not exceed \$50,000.

2. **Question:** Is it a correct assumption that the security systems listed including electrical door hardware, requires investigation as a part of this service? Can you advise as to what level of detail is required in the resulting report deliverables? For example should our submission point out each door or each call box requiring some form of repair/replacement/upgrade?

**Answer:** The report is intended to be a master plan leveraging existing infrastructures and hardware. The university is not seeking a detailed review of repairs needed; this is not a security audit project. Pathways to upgrade may be addressed as related to the overall master planning process.

3. **Question:** Is it your expectation that all buildings will require physical inspection?

**Answer:** The expectation is that the consultant will have an understanding of the various types and uses of the buildings. Physical inspection of a limited nature, while not listed as a requirement, certainly seems a logical part of fact gathering.

4. **Question:** Will security systems installers be considered for this project?

**Answer:** The University is not seeking installation information. The University is seeking a master plan.

5. **Question:** Is there an intent that the University will be upgrading its security systems based on the results of the analysis?

**Answer:** There is no pre-determined intent to upgrade, other than those listed in the RFP. All other recommendations for upgrades as a result of the overall master plan report will be considered.

6. **Question:** Is the intent of the University to restrict participation in this project to consultants who have no direct or indirect financial benefit from or association with the products or services they may recommend?

**Answer:** Within this request for proposal, the University is seeking a master plan document with a plan scope focused on leveraging and addressing existing systems and infrastructure. There is no purchasing of equipment associated with this master plan project, nor any recommendation as such.

7. **Question:** May a Contractor's standard terms and conditions be attached to the proposal, without invalidating it?

**Answer:** A stipulation of the rfp is the need for full compliance with the University's terms and conditions, and any subsequent agreement would contain all of these terms and conditions. Please reference section 3.2 "Specific Proposal Requirements" and Appendix IV "General Terms and Conditions" within the request for proposal for further information in this area.

8. **Question:** The State of Connecticut contracting portal website notes the RFP number as 2016-ERB-0214, while the document notes 2016-ERB-0314. Please clarify the bid number.

**Answer:** The RFP number is 2016-ERB-0314.

9. **Question:** The third page of the RFP document reflects pricing and proposal validity for (90) days after the bid opening, while Section 1.5 of the RFP notes pricing and proposal validity for 180 days. Please clarify.

**Answer:** The University requests pricing and proposal validity for (180) days.

10. **Question:** Referencing Section 2.3 General Scope of Services Part b) Scope: on Page 6 - Please provide additional details regarding the extent of the assessment of the fire alarm system. For instance, is the University looking for the Consultant to provide any level of code compliancy review of the system, assessment of devices or system testing?

**Answer:** The University is interested in examination of the fire alarm system from the perspective of integration and standardization as well as best practices in a global sense. We are not seeking any inspection nor testing.

11. **Question:** If the Consultant performed all work under the Scope of Service with the exception of assessing the Fire Alarm system(s), would this disqualify us?

**Answer:** The University is interested in reviewing options for integration as part of the overall proposal. Assuming that this question addresses code compliance and testing concerns, we are not looking for that work, so it should not be eliminated from the overall scope of service. If a consultant cannot provide the scope of services requested, that would disqualify them.

12. **Question:** What is the correct number of copies of our proposal the University is requesting?

**Answer:** The University requests four (4) copies of the proposal.

13. **Question:** Referencing Section 2.3 General Scope of Services Part h) Payment Schedule: on Page 8 - Is the proposed compensation schedule negotiable?

**Answer:** As this is a request for proposal, with a number of criteria associated with the evaluation of proposals, the University reserves the right to address proposed compensation levels.

14. **Question:** Referencing Appendix I References on Page 13, what is the correct number of references the University is requesting?

**Answer:** Please include the five references as requested in the text. The formatting of the individual references was a clerical oversight.

15. **Question:** As there is no specific mention in the RFP of expenses that are typically reimbursable, such as travel costs, does the University expect them to be detailed separately or built in as part of our fees for the project?

**Answer:** All costs should be built into the final submittal as fees for the project.

16. **Question:** Is there a requirement for the bidder to have an ASIS International CPP (Certified Protection Professional) credentials as part of the team?

**Answer:** No.

17. **Question:** Is there a requirement for the bidder to have an ASIS International PSP (Physical Security Professional) credentials as part of the team?

**Answer:** No.

18. **Question:** Is there a requirement for the bidder to have an ASCE and Building Security Council BSCP (Building Security Certified Professional) credentials as part of the team?

**Answer:** No.

19. **Question:** Is there a requirement for the bidder to utilize any specific methodology in the assessment process? Example: ASCE Manuals and Reports on Engineering Practice No. 128 Building Security Rating System.

**Answer:** No.

20. **Question:** Are all the systems noted in the Scope (access control security camera, security hardware, mass notification, fire protection systems and other peripheral systems (code blue phone, campus television, website, etc.) being reviewed from the premise as noted in the Objective “conduct a comprehensive security systems and mass notification security infrastructure master plan evaluation including a path toward full integration”? Are the fire protection systems and other peripheral systems (code blue phone, campus television, website, etc.) being exclusively looked at from this perspective? For example:

- a. There will not be a review of fire protection from a code compliance aspect to include sprinkler head and smoke detectors, work related to this system shall be limited to mass notification and integration.
- b. Website review will be limited to the aspects of mass notification and campus safety information but not include network security and website design.

**Answer:** The University is not seeking inspections for device functionality. The fire protection systems and other peripheral systems (code blue phone, campus television, website, etc.) being exclusively looked at from this perspective? There will not be a review of fire protection from a code compliance aspect to include sprinkler head and smoke detectors; work related to this system shall be limited to mass notification and integration. Website review will be limited to the aspects of mass notification and campus safety information but not include network security and website design.

21. **Question:** The Scope states “other peripheral systems (code blue phone, campus television, website, etc.)” can more information be provided on what is include in the etcetera classification?

**Answer:** The “etc.” allows the consultant to include systems that the University may not have previously considered in its list of potential systems to leverage.

22. **Question:** Will the awarded bidder be provided with similar previous assessments performed for the University?

**Answer:** During the course of the information gathering stage, The University will supply information as requested.

23. **Question:** Will University police, university entities and local police incident and crime report statistics related to on campus incidents be available for review and evaluation? If not is the expectation that they are to be gathered by the awarded bidder?

**Answer:** Interviews with university police will be coordinated jointly through the information gathering process.

24. **Question:** The Deliverables section notes that 'benchmarking' shall be provided in the reporting; can the university provide specific criteria on what benchmarks are to be evaluated and if 'confidential institution' would be an acceptable classification of source data supplier as our other clients are reluctant to provide some specific types of information.

**Answer:** The University is seeking to be consistent with other business of a similar nature. Confidential classifications are acceptable provided other comparable details are provided, for example, enrollment statistics, public versus private, etc.

25. **Question:** Are any open forums with students planned for the project?

**Answer:** No.

26. **Question:** Will escorts with a full set of keys and credentials be provided for the survey team?

**Answer:** Yes.

27. **Question:** Are background checks required for the onsite survey staff?

**Answer:** Not required.

28. **Question:** Is there a daycare or early childhood learning/research facilities on campus where children or infants would be present?

**Answer:** A day care is on site, but will not be visited during this plan review.

29. **Question:** Will the University manage staff, student and faculty notifications of the survey staff and coordinate interviews?

**Answer:** Yes.

30. **Question:** Are the student government or other student groups to be interviewed?

**Answer:** No.

31. **Question:** To determine the best application of security elements it is typically best to base those determination on a recent asset based threat and vulnerability assessment; is one available for reference to the awarded bidder? If no is the intent to have that included in the scope of work?

**Answer:** The University has an emergency plan where threat assessments have been outlined. That information would be available to the awarded bidder.

32. **Question:** Are physical security elements such as fences, door hardware, locks, etc. to be included in the scope or is it limited to the technical security items identified?

**Answer:** Those items are to be considered as they relate to the overall security systems for a comprehensive program.

33. **Question:** Are operational security elements such as policies and procedures to be included in the scope or is it limited to the technical security items identified?

**Answer:** No.

34. **Question:** Are Site security items like lighting, pathway placements, landscaping configuration and CPTED (Crime Prevention Through Environmental Design) elements to be included in the scope or is it limited to the technical security items identified?

**Answer:** The University is not looking for a site survey, but rather references to those best practices in the master plan.

35. **Question:** Are the shuttles that service the campuses or other vehicles to be included in the scope? If so what are the type and quantity of the vehicles owned and operated by the university?

**Answer:** No.

36. **Question:** Are any permanent trails in the nature preserve to be included in the scope of work?

**Answer:** No.

37. **Question:** Does the scope of work exclude the consideration of third party events and entities operating on campus?

**Answer:** These are standard business practices of the University, and should be considered as such while working on the master plan.

38. **Question:** Will an extension be granted to incorporate the answers to the submitted questions?

**Answer:** No extensions are being considered.

**END OF ADDENDUM**