



RFP #022525
REQUEST FOR PROPOSALS
for
Passenger and Crowd Flow Management Solutions and Related Products

Proposal Due Date: February 25, 2025, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Passenger and Crowd Flow Management Solutions and Related Products to result in a procurement solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than February 25, 2025, at 4:30 p.m. Central Time, and late proposals will not be considered.

SOLICITATION SCHEDULE

Public Notice of RFP Published:	January 7, 2025
Pre-proposal Conference:	January 30, 2025, 10:00 a.m., Central Time
Question Submission Deadline:	February 17, 2025, 4:30 p.m., Central Time
Proposal Due Date:	February 25, 2025, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	February 25, 2025, 4:30 p.m., Central Time See RFP Section V.G. "Opening"

I. ABOUT SOURCEWELL

A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and master agreement award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements (including Canadian Free Trade Agreement, Ontario-Quebec Trade and Cooperation Agreement, and Canada-European Union Comprehensive Economic and Trade Agreement, as applicable), and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and master agreement expanding the reach of awarded suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. USE OF RESULTING MASTER AGREEMENTS

In the United States, Sourcewell's master agreements are available for use by:

- Federal and state government entities;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

In Canada, Sourcewell's master agreements are available for use by current and future members including:

- Federal, provincial, and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Indigenous self-governing bodies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be

limited to the cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;

- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest; and
- Canoe procurement group of Canada's current and future members. Canoe members include:
 - Federal, provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
 - Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;
 - Indigenous self-governing bodies;
 - Airport authorities;
 - Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities; and
 - Canoe procurement group of Canada's current and future partner associations, including Saskatchewan Association of Rural Municipalities, Association of Manitoba Municipalities, Local Authorities Services/Association of Municipalities Ontario, Nova Scotia Federation of Municipalities, Federation of Prince Edward Island Municipalities, Municipalities Newfoundland Labrador, Union of New Brunswick Municipalities, Northwest Territories Association of Communities, Association of Yukon Communities, CivicInfo BC, Association and their current and future members.

For a listing of current United States and Canadian Participating Entities visit Sourcewell's website (note: there is a tab for each country): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Participating Entities typically access master agreements for equipment, products, or services through a purchase order issued directly to the awarded supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell master agreements is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities' needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In addition, where applicable, other purchasing cooperatives and procurement officials receive notice and are encouraged to re-post the solicitation opportunity.

Proof of publication will be available at the conclusion of the solicitation process.

C. INTERGOVERNMENTAL SUPPORT AGREEMENTS

Pursuant to 10 U.S.C. § 2679, United States Department of Defense authorized installations may access Sourcewell's awarded cooperative purchasing master agreements through an Intergovernmental Support Agreement with Sourcewell. All transactions completed through this Intergovernmental Support program are directly facilitated by Sourcewell and may be subject to additional terms and conditions.

II. SOLICITATION DETAILS

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, school district, or regional cooperative.

1. Sourcewell is seeking proposals for Passenger and Crowd Flow Management Solutions and Related Products intended to promote efficient movement and safety of individuals utilizing airports, ports, railways, bus stations, and other public facilities including but not limited to the following:
 - a. Passenger detection, movement, flow, tracking and counting at various touchpoints, entrance-to-gate analytics;
 - b. Passenger dwell, occupancy and service level monitoring, automatic passenger counting (APC);
 - c. Queue management, wait times, foot fall traffic patterns and analytics, asset utilization;
 - d. Unusual behavior detection and incident monitoring;
 - e. Real-time Smart Transit Displays and Equipment;
 - f. 3D vision and AI sensors for people & vehicle movement;
 - g. Traffic flow dividers, panels, and stanchions; and
 - h. Electronic and mobile check-in kiosks.

Proposers may offer complementary solutions directly related to those solutions in a-h above, including but not limited to: integration and interoperability solutions, crowd traffic flow planning and design, data analytics and storage, biometric and automated screening solutions, access control management, collision avoidance systems, port navigational systems and freight profiling solutions, timed-entry ticketing, and schedule and capacity prediction dashboards.

2. The primary focus of this solicitation is on Passenger and Crowd Flow Management Solutions and Related Products. This solicitation should NOT be construed to include “service-only” solutions. Proposers may include related services to the extent that these solutions are directly complementary to the offering of the equipment and products being proposed.
3. This solicitation does not include those equipment, products, or services covered under categories included in pending or planned Sourcewell solicitations, or in contracts currently maintained by Sourcewell, identified below:
 - a. Curb Management Technologies with Related Services (RFP# 120423)
 - b. Parking Management Systems with Related Equipment, Supplies, and Services (RFP# 080321)
 - c. Facility Security Systems, Equipment, and Software with Related Services (RFP# 121024)

Generally, the solutions preferred for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment-only or products-only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting master agreement. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting master agreement.

Sourcewell encourages suppliers to offer the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.

2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. PROSPECTIVE MASTER AGREEMENT TERM

The term of any resulting master agreement(s) awarded by Sourcewell under this solicitation will be four years. Sourcewell and supplier may agree to up to three additional one-year extensions based on the best interests of Sourcewell and its Participating Entities. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

E. ESTIMATED MASTER AGREEMENT VALUE AND USAGE

Based on past volume of similar master agreements, the estimated annual value of all transactions from master agreements resulting from this RFP are anticipated to be USD 100 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the master agreement(s) awarded from this RFP; however, sales and sales volume from any resulting master agreement are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any master agreement award.

G. ADDITIONAL CONSIDERATIONS

1. Master agreements will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. A proposer may submit only one proposal. If related, affiliated, or subsidiary entities elect to submit separate proposals, rather than a single parent-entity proposal, each such proposal must be prepared independently and without cooperation, collaboration, or collusion.

3. If a proposer works with a consultant on its proposal, the consultant (an individual or company) may not assist any other entity with a proposal for this solicitation.
4. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
5. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
6. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell master agreement may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. **Line-item Pricing** is pricing based on each individual product or service. Each line must indicate the proposer's published "List Price," as well as the "Master Agreement Price."
 - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any master agreement resulting from this RFP.
2. The proposer's not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the agreed upon price.
3. Stated in U.S. and Canadian dollars (as applicable).
4. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

B. ADMINISTRATIVE FEES

Proposers awarded a master agreement are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting master agreements. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. MASTER AGREEMENT

Proposers awarded a master agreement will be required to execute a master agreement with Sourcewell (see attached template). Only those modifications the proposer indicates in its proposal will be available for discussion. Much of the language in the Master Agreement reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation.

To identify any exception, or to request any modification, to Sourcewell's standard master agreement terms, conditions, or specifications, a proposer must submit the proposed exception(s) or requested modification(s) via redline in the Master Agreement Template provided in the "Documents" section of the "Bid Details" page on the Sourcewell Procurement Portal and uploaded as part of its response. Only those exceptions noted at the time of the proposal submission will be considered.

Exceptions must:

1. Clearly identify the affected article and section.
2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the master agreement document provided to the awarded supplier for signature.

If a proposer receives a master agreement award resulting from this solicitation it will have up to 30 days to sign and return the master agreement. After that time, at Sourcewell's sole discretion, the master agreement award may be revoked.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell

Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive procurement process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Vendor Account. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer's proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

1. make any required adjustments to its proposal;
2. acknowledge the addenda; and
3. ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell's support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential master agreement award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a master agreement award and may subject the proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

1. In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
2. Complete. A proposal will be rejected if it is conditional or incomplete.
3. Submitted in English.
4. Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

G. OPENING

The Opening of proposals will be conducted in the Sourcewell Procurement Portal immediately following the proposal due date and time. To view the list of proposers resulting from the opening, verify that the Sourcewell Procurement Portal opportunities list search is set to “All” or “Closed.”

Members of the public may attend the Opening at Sourcewell’s office located at 202 12th Street NE, Staples, MN to hear the results.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more master agreements to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities.

Factors to be considered in determining the number of master agreements to be awarded in any category may include the following:

1. Total evaluation scores (giving consideration to natural breaks in the scoring of responsive proposals);
2. The number and geographic location of highest-scoring proposers that offer:
 - a. A comprehensive selection of the requested equipment, products, or services;
 - b. A sales and service network ensuring availability and coverage for Participating Entities’ use; and
 - c. Other attributes of the proposer or contents of its proposal that assist Participating Entities in achieving environmental and social requirements, and goals.

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

B. AWARD(S)

Award(s) will be made to the highest-scoring proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcwell Evaluator Scoring Guide (a copy is available in the Sourcwell Procurement Portal):

Conformance to RFP Requirements	Pass/Fail
Financial Viability and Marketplace Success	50
Ability to Sell and Deliver Solutions	150
Marketing Plan	100
Value Added Attributes	100
Depth and Breadth of Offered Solutions	200
Pricing	400
TOTAL POINTS	1000

C. PROTESTS OF AWARDS

Any protest made under this RFP by a proposer must be in writing, addressed to Sourcwell’s Executive Director, and delivered to the Sourcwell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received, and time stamped at the Sourcwell office by 4:30 p.m., Central Time, no later than 10 calendar days following Sourcwell’s notice of master agreement award(s) or non-award. A protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal’s content will not be entertained.

A protest must include the following items:

- The name, address, and telephone number of the protester;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;
- Analysis of the basis for the protest;
- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of \$20,000 (except where prohibited by law or treaty).

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcwell to award any master agreement, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for master agreements or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;
- Award a master agreement if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a master agreement to one or more proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting master agreement. It is the proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law. Sourcewell may reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.

Sourcewell will not consider the prices submitted by the proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a proposer is not considered trade secret under the statutory definition.



2/11/2025

Addendum No. 1

Solicitation Number: RFP 022525

Solicitation Name: Passenger and Crowd Flow Management Solutions and Related Products

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Question # 62 Describe any standard transaction documents that you propose to use in connection with an awarded agreement (order forms, terms and conditions, service level agreements, etc.). Upload all template agreements or transaction documents which may be proposed to Participating Entities. *Vendor Question: Please provide clarification, are these documents between *vendor and Sourcewell or with the end-customer? What is the contractual relationship between *vendor and Sourcewell and *vendor and End-Customer, will we be contracting directly with the end-customer?

Answer 1:

Participating Entities typically access master agreements for equipment, products, or services through a purchase order issued directly to the awarded supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell master agreements is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources. Refer to Section I. B. Use of Resulting Master Agreements.

Question 2:

Question # 73 If you are awarded an agreement, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the agreement. *Vendor question: Required more context, is 'awarded an agreement' a deal or merely an agreement with Sourcewell to introduce opportunities to *vendor?

Answer 2:

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and master agreement award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements (including Canadian Free Trade Agreement, Ontario-Quebec Trade and Cooperation Agreement, and Canada-European Union Comprehensive Economic and Trade Agreement, as applicable), and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Question 3:

In the RFP Description document, page 4, section B.1, under requirements (a) through (h), will respondents who do not offer the full range of requested equipment, products, or services be disqualified or subject to scoring penalties? Additionally, is there an opportunity for partial compliance or alternative solutions to be considered?

Answer 3:

It is the intent of Sourcewell to award one or more master agreements to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities. Sourcewell encourages suppliers to offer the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

End of Addendum

Acknowledgement of this Addendum to RFP 022525, posted to the Sourcewell Procurement Portal on 2/11/2025, is required at the time of proposal submittal.



2/14/2025

Addendum No. 2

Solicitation Number: RFP 022525

Solicitation Name: Passenger and Crowd Flow Management Solutions and Related Products

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

RFP document reference: RFP_022525_Passenger_Crowd_Flow.pdf, Section III. PRICING, point 3. Stated in U.S. and Canadian dollars (as applicable). Please confirm if pricing must be provided in both USD and CAD, or if it is permissible to provide pricing in USD only, stating that the CAD price will be based on the USD/CAD exchange rate posted by the Bank of Canada on the date of purchase order.

Answer 1:

Refer to RFP Section III. A. Requirements. "Stated in U.S. and Canadian dollars (as applicable)."

Question 2:

General Was there a similar RFP requesting similar products/services done in the past?
If yes, when?

Answer 2:

This is the first time we are advertising this RFP.

Question 3:

General How many contracts and with what volume has Sourcewell realized in the last 3

years?

Answer 3:

Refer to Answer 2.

Question 4:

General Based on previous RFPs, what is the number of contracts being awarded per supplier?

Answer 4:

Refer RFP Section VI. A. Evaluation. "It is the intent of Sourcewell to award one or more master agreements to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities."

Question 5:

General If we are contacted by one of Sourcewell's entities for negotiations, are we bound to Sourcewell to sign a contract with that entity or can we also walk away if not to our liking?

Answer 5:

Use of Sourcewell contracts is voluntary and participating entities retain the right to obtain similar equipment, products, or services from other sources.

Question 6:

General If several suppliers are awarded under this RFP, how will Sourcewell determine who will get a specific contract?

Answer 6:

Participating Entities typically access master agreements for equipment, products, or services through a purchase order issued directly to the awarded supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell master agreements is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

Question 7:

REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES - Passenger detection, movement, flow, tracking and counting at various touchpoints, entrance-to-gate analytics Please provide details about the detection points, areas, tracking expectations and requirements. Especially regarding airports, ports, railways, bus stations, and other public facilities, please provide additional details including drawings.

Answer 7:

The Sourcewell RFP is an open and competitive solicitation process. Each proposer, in its discretion, will propose the equipment, products, and services that it deems to fall within Sourcewell's requested equipment, products, and services as described in the RFP. Only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of the solicitation and each Proposal will be evaluated based on the criteria stated in the RFP.

Question 8:

REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES - Passenger detection, movement, flow, tracking and counting at various touchpoints, entrance-to-gate analytics Please provide details about the expectations and requirements for the analytics.

Answer 8:

See Answer 7.

Question 9:

REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES - Passenger dwell, occupancy and service level monitoring, automatic passenger counting (APC) What is the expected number of vehicles per type, to be equipped under this contract per year? Please include number of doors per vehicle type, door widths, technical requirements incl. industry standards, communication interfaces etc.

Answer 9:

See Answer 7.

Question 10:

REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES - Passenger dwell, occupancy and service level monitoring, automatic passenger counting (APC) Please provide requirements on data analytics.

Answer 10:

See Answer 7.

Question 11:

REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES - Queue management, wait times, foot fall traffic patterns and analytics, asset utilization Please provide details about the detection points, areas, tracking expectations and requirements. Especially regarding airports, ports, railways, bus stations, and other public facilities, please provide additional details including drawings.

Answer 11:

See Answer 7.

Question 12:

REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES - Queue management, wait times, foot fall traffic patterns and analytics, asset utilization Please provide details about the expectations and requirements for the analytics.

Answer 12:

See Answer 7.

Question 13:

REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES - 3D vision and AI sensors for people & vehicle movement Please provide details on the application for data aggregated by those sensors.

Answer 13:

See Answer 7.

Question 14:

REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES - 3D vision and AI sensors for people & vehicle movement Please provide details about the detection points, areas, tracking expectations, and requirements. Especially regarding airports, ports, railways, bus stations, and other public facilities, please provide additional details including drawings.

Answer 14:

See Answer 7.

Question 15:

REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES - 3D vision and AI sensors for people & vehicle movement Please provide details about the expectations and requirements for the analytics.

Answer 15:

See Answer 7.

Question 16:

REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES While the requirement list in this RFP is quite general, how will specific requirements from the entity be handled?

Answer 16:

See Answer 7.

Question 17:

Pricing What is the expected volume of this contract per year?

Answer 17:

Refer to RFP Section II. E. Estimated Master Agreement Value and Usage. Based on past volume of similar master agreements, the estimated annual value of all transactions from master agreements resulting from this RFP are anticipated to be USD 100 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the master agreement(s) awarded from this RFP; however, sales and sales volume from any resulting master agreement are not guaranteed.

Question 18:

Pricing What is the minimum and the average volume (out of experience from similar RFPs) per contract?

Answer 18:

See Answer 17.

Question 19:

Pricing What is the reference year for the requested pricing?

Answer 19:

Refer to RFP V. E. General Proposal Requirements. Valid and Irrevocable for 90 days following the Proposal Due Date.

Question 20:

Pricing How will ongoing costs, e.g. maintenance and support fees, be handled?

Answer 20:

Each proposer, in its discretion, will determine and propose the pricing approach that aligns with its business methods and satisfies all the requirements of the RFP Article on Pricing. Proposers should clearly identify any costs that are not included in the proposed pricing of the equipment, products, or services.

Question 21:

Pricing Can we include price escalations for possible contract extensions?

Answer 21:

Refer to the Master Agreement Article 2. 2. Product and Price Changes Requirements. Supplier may request Included Solutions changes, additions, or deletions at any time. All requests must be made in writing by submitting a Sourcewell Price and Product Change Request Form to Sourcewell. At a minimum, the request must:

- Identify the applicable Sourcewell Agreement number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Included Solutions affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of Pricing List with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Included Solutions offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Agreement and will be incorporated by reference.

Question 22:

ADMINISTRATIVE FEES When will the administrative fee be determined and in which way?

Answer 22:

Refer to RFP Section III. B. Administrative Fees. Proposers awarded a master agreement are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting master agreements. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

Question 23:

General When is Sourcewell expecting to answer all questions?

Answer 23:

Sourcewell responds to open questions through the portal within 24-48 business hours depending on the amount and detail of questions received.

Question 24:

General Considering the already short timeframe between the question due date and the proposal due date, and the complexity of the request, we kindly ask Sourcewell to extend the proposal due date by 3 weeks to March 18, or at least to 2 weeks after the provision of all answers to the questions received.

Answer 24:

With the availability of the Sourcewell Procurement Portal allowing for 24/7 remote access, extensions are not typically deemed necessary.

End of Addendum

Acknowledgement of this Addendum to RFP 022525, posted to the Sourcewell Procurement Portal on 2/14/2025, is required at the time of proposal submittal.



2/18/2025

Addendum No. 3

Solicitation Number: RFP 022525

Solicitation Name: Passenger and Crowd Flow Management Solutions and Related Products

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Regards to question on Table 7A about subcategories, Can you clarify what you are looking for in terms of subcategories? Would it be appropriate to list different industries, such as airports and public transportation, as subcategories, or are you seeking more solution-oriented classifications? Additionally, can you provide a few examples of the types of subcategories you expect to see?

Answer 1:

In the competitive process, Sourcewell cannot advise a proposer on the content of the proposal. It is left to the discretion of the proposer to identify subcategory descriptors that may be relevant to the proposer's offered equipment, products, and services.

Question 2:

In regards to the product offering of traffic flow dividers, panels, and stanchions, on table 7B - Can you clarify the intent of this category—are you looking for providers of the physical hardware (such as traffic flow dividers, panels, and stanchions), or are you considering solutions that detect and analyze these objects using software tools? If the focus is on hardware, can you expand on the specific use cases you have in mind?

Answer 2:

Refer to Addendum 2 Question 7.

Question 3:

In regards to the master agreement Table 8 - We have reviewed the Master Agreement and find all terms acceptable except for the insurance coverage requirement. The agreement specifies \$1.5 million in coverage, while we currently carry \$1 million. Is this a firm requirement? If so, are we able to wait to increase/add the coverage until we know we will be awarded the contract?

Answer 3:

Refer to Master Agreement Article 2. 22. Insurance Coverage. If a supplier is awarded they must have this, unless an exception is made in the RFP response process and accepted by Sourcewell.

Question 4:

In regards to the CAGE/unique entity identifier code (SAM) on Table 1 - is this required? Our firm does not currently have either of these.

Answer 4:

A CAGE or Unique Entity Identifier (SAM) code is not required to be considered for, or awarded, a Sourcewell contract. Proposals are evaluated based on the criteria as stated in the RFP.

Refer to the General Instructions above Questionnaire Table 1. Respond "N/A" if a question does not apply (preferably with an explanation).

Question 5:

In regards to items on Table 7B, can you confirm that we do not need to respond yes to all of these categories in order to be eligible for a contract award for this RFP? For example, if we respond yes to items 1-7 but no to item 8 (electronic and mobile check in kiosks) will we still be eligible for a contract award?

Answer 5:

Refer to Addendum 1 Question 3.

Question 6:

Table 2B - References - Most of this information is confidential or could be considered trade secrets, will this information made public?

Answer 6:

Refer to RFP VI. E. Disposition of Proposals. All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete.

End of Addendum

Acknowledgement of this Addendum to RFP 022525, posted to the Sourcewell Procurement Portal on 2/18/2025, is required at the time of proposal submittal.



2/24/2025

Addendum No. 4

Solicitation Number: RFP 022525

Solicitation Name: Passenger and Crowd Flow Management Solutions and Related Products

Consider the following to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

The RFP due date has been extended due to technical difficulties with the Procurement Portal. The RFP submission deadline has been extended to March 4, 2025.

RFP Timeline (Revised)

Proposal Due Date: **March 4, 2025, 4:30 p.m., Central Time**
Late responses will not be considered.

Opening: **March 4, 2025, 4:30 p.m., Central Time**
See RFP Section V.G. "Opening"

End of Addendum

Acknowledgement of this Addendum to RFP 022525, posted to the Sourcewell Procurement Portal on 2/24/2025, is required at the time of proposal submittal.