

Request for Proposal #19PSX0156

WEATHER FORECASTING SERVICES FOR THE DEPARTMENT OF TRANSPORTATION

Contract Specialist: **Marisol Rivera**

Date Issued: **19 June 2019**

Due Date: **11 July 2019 at 2:00 pm Eastern Time**

**Department of Administrative Services
Procurement Division**



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Request for Proposals (RFP)

WEATHER FORECASTING SERVICES FOR THE DEPARTMENT OF TRANSPORTATION

Guide to Electronic Proposal Submissions

1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (DAS)/Procurement Division that all Companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program have already created a BizNet account.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select Doing Business with the State and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc.).

Existing Companies Needing to Update Their Information: Login to BizNet and select Doing Business with the State and Company Information.

Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Division at 860-713-5095.

2. Business Friendly Legislation

As a result of Public Act 11-229, DAS/Procurement Division's goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each request for proposal are being automated in BizNet.

DAS/Procurement Division began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must submit forms electronically to their BizNet account if they haven't already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change. Rather than completing them with each proposal submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a proposal response.

Instructions for Uploading Affidavits and Non-Discrimination Forms:

Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:

<http://das.ct.gov/images/1090/Upload%20Instructions.pdf>

(a) AFFIDAVITS

THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Ethics Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION –

CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) Form C – Affidavit by Entity (RECOMMENDED) (Valued at \$50,000 or more)
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following link:

http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

3. Online Proposal Responses

Any proposal posted by DAS/Procurement Division must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and then upload these completed documents (as well as any other required submittal documents) through BizNet prior to date and time upon which the Proposal is due pursuant to the RFP. Late submissions will not be accepted. All proposals response submitted must be e-signed. Proposals that are not e-signed are not received by DAS/Procurement and cannot be viewed or considered. If any required documents have not been uploaded, the system will not allow you to e-sign. After successful e-signature, Proposers will get a confirmation that their proposal has been successfully submitted. If you do not receive this electronic confirmation, please contact DAS/Procurement at 860-713-5095. Proposals are not publicly opened and are not available for viewing until after the Contract has been awarded.

- Contractor Information/Electronic Signature Page – Web Based fillable Form
- Employment Information Form (DAS-45) – Web Based fillable Form
- Statement of Qualifications (DAS-14) – PDF Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based fillable Form
- Contract Exhibit B – Price Schedule (RFP-16)
- RFP Addendum (RFP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the proposer prior to proposal submittal:

- Standard Terms and Conditions (RFP-19)
- Request for Proposal Document (RFP-22)
- Request for Proposal Contract (RFP-50)
- Contract Exhibit A – Description of Goods & Services and Additional Terms & Conditions
- Contract Exhibit C – Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitations Limitations

4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet accounts with new and/or updated insurance information.

The following documentation will need to be uploaded to each company's BizNet account and evidencing that the State is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under "DAS Business Friendly Initiatives" at the following website: [http://portal.ct.gov/DAS/Search-Results?SearchKeyword=insurance instructions](http://portal.ct.gov/DAS/Search-Results?SearchKeyword=insurance%20instructions)

Proposers are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the RFP. Please read ALL RFP documents carefully and provide all required information. Failure to do so may result in rejection of your proposal.

Overview

The State of Connecticut Department of Administrative Services (DAS) is issuing this Request for Proposal to solicit proposals for Weather Forecasting Services (the "Services") for the Department of Transportation.

Scope of Services

- a) This contract is intended to provide Services twenty-four (24) hour per day, 365 days per year. to inform the Department of Transportation Office of Maintenance and Highway Operations of routine and adverse weather conditions.
- b) The contract resulting from this solicitation (the "Contract") will be in place from October 1, 2019 through September 30, 2023.
- c) This contract replaces the following contract award(s) in part or in total: 15PSX0185

Instructions to Proposers

1. Proposal Schedule

RELEASE OF RFP:	Date:	19 June 2019
RECEIPT OF QUESTIONS:	Date:	27 June 2019 , by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	2 July 2019
RFP DUE DATE:	Date:	11 July 2019 at 2:00 pm Eastern Time

2. Pre-Proposal Meeting Requirements

This RFP contains no pre-proposal meeting requirements.

3. Questions

Questions for the purpose of clarifying this RFP must be received no later than the date and time specified in Section 1, "Proposal Schedule" and must be directed to the Contract Specialist, Marisol Rivera via email: marisol.rivera@ct.gov.

4. Communications

During the period from your organization's receipt of this Request for Proposal, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the Contract Specialist, Marisol Rivera via email: marisol.rivera@ct.gov.

5. Solicitation Submission

Solicitations shall be submitted online by the RFP due date and time only. Proposers shall upload their solicitation submission to their BizNet Account.

Description of Goods & Services Specifications and Additional Terms & Conditions

1. DESCRIPTION OF GOODS AND SERVICES:

(a) Definitions

Qualified Meteorologist- Meteorologist is one that has formal educational training, with a minimum of a Bachelor's degree in Meteorology and or military institution or both.

(b) Required Services

- 1) The Contractor shall have a Qualified Meteorologist on call twenty-four (24) hours a day.
- 2) The Contractor shall provide a zone specific weather planning forecast for nine (9) geographic zones within the state and deliver the forecast to the Client Agency as indicated in section four (4) of Required Services. A map showing the nine (9) geographic zones for weather forecasts is included as Attachment 1.
- 3) Seven days a week Monday through Sunday, the Contractor shall issue to the Client Agency, one (1) weather planning advisory no later than 7:00 am Eastern Time , and one (1) weather planning advisory no later than 2:00 pm Eastern Time.
- 4) The advisory must contain links to a radar map, temperature map, and zone specific map, a zone specific weather map on the document with a written general overview and a detailed narrative forecast in the following format:

7:00 am Eastern Time:

- (a) mm/dd/yy; now until midnight (this morning, this afternoon, this evening)
- (b) mm/dd/yy; Midnight until sunrise (overnight)
- (c) mm/dd/yy; daytime hours (sunrise to sunset)
- (d) mm/dd/yy; sunset to midnight (tomorrow night)
- (e) mm/dd/yy; general outlook

2:00 pm Eastern Time:

- (a) mm/dd/yy; now until midnight (this afternoon, this evening)
- (b) mm/dd/yy; midnight until sunrise (overnight)
- (c) mm/dd/yy; daytime hours (sunrise to sunset)
- (d) mm/dd/yy; sunset to midnight (tomorrow night)
- (e) mm/dd/yy; general outlook

- 5) The weather planning advisory must include the maximum and minimum temperature in each of the nine (9) geographic zones, general cloudiness, precipitation types and intensity, timing, duration, wind direction and velocity and other relevant data and remarks pertinent to the forecast. In advance of State of Connecticut holidays, the weather forecast must be projected through to the next calendar day.
- 6) The Contractor shall provide to the Client agency additional information in the weather planning advisories. This includes a written emergency weather advisory forecasts, and pertinent weather maps, which must include anticipated emergency conditions for each geographic zone such as:
 - (a) hurricanes
 - (b) tropical storms
 - (c) major coastal storms
 - (d) snow and ice storms
 - (e) early morning frost-up
 - (f) strong and gusty winds
 - (g) temperatures and reference to the time onset of heavy precipitation
 - (h) time of onset of winds sixty (60) miles per hour or more; as well as timing in regard to cessation of precipitation and diminishment of winds.

Sample of a weather map is attached as Attachment 2.

- 7) Summertime emergency weather advisories must contain information on severe thunderstorms, strong gusty winds, tropical storms, hurricanes and tornado advisories. In addition, radar images that illustrate the path, track, intensity and the height of severe thunderstorms, which must show the most logical areas for tornados to occur.
- 8) Wintertime emergency notifications and advisories must primarily consist of snow and ice storms. The Contractor shall telephone the designated "storm monitor" three (3) hours in advance of any precipitation entering the State. The Contractor shall contact the designated "storm monitor" at the telephone number provided by the Client Agency to the Contractor prior to November 1 of each year. Unless the forecast changes, one (1) hour following the telephone notification to the on duty "storm monitor", the Contractor shall email the official two (2) hour emergency weather advisory and radar images illustrating the path, track, intensity, snowfall amounts and the most logical areas for snow and ice to occur, maximum wind gusts and marine wave heights in Connecticut, to the Client Agency.
- 9) Particular emphasis must be made on precipitation start times in the nine (9) geographic zones of the State. In addition, the advisory must include types of precipitation and expected ground accumulations with percentages, duration of storm, temperatures, wind speed and direction, and post storm weather.
- 10) Once an emergency weather advisory has been issued, updated advisories must be issued every four (4) hours except during the five day work week Monday through Friday where it will be three (3) hours at 2:00 pm, 5:00 pm and 8:00 pm Eastern Time. Forecast containing additional days in place of the 2:00 pm Eastern Time daily forecast, or as required by the Client Agency throughout the day and night or until the emergency condition has ended. The emergency weather advisories must include types of precipitation, expected accumulations with percentages, duration of storm, temperatures, wind speed and direction, and post- storm weather for each geographic zone

(c) Notification

All weather planning advisories and emergency weather advisories must be electronically sent to the e-mail addresses provided below and to the Storm Monitor's emails provided prior to November 1st of each year. All weather advisories must be faxed to the Client Agencies Emergency Operations Center at fax number 860-594-3476.

E-Mail Addresses:

BDLOPS@bradleyairport.com
DOT-DLHOCNewington@po.state.ct.us

(d) Emergency

In the event of a declared emergency or natural disaster within the State of Connecticut, Department of Administrative Services (DAS) and the Client Agency reserves the right to request the goods or services or both called for in this contract from the Contractor. The Contractor shall make best effort to provide goods or services or both at the time and in the manner specified by DAS and the Client Agency. From the time a request for the goods or services or both is made, the Contractor shall acknowledge the request within two (2) hours. If the Contractor is unable to respond or provide request of goods or services or both, DAS and the Client Agency reserves the right to procure said goods or services or both from another source. Contractors called upon to perform under emergency circumstances shall supply the goods or services or both in a timely manner.

(e) Project Meetings

The Client Agency shall request project meetings as needed. Such meetings shall be provided at no additional cost.

(f) Consultation

The Contractor shall provide personal consultation by telephone, with a staff meteorologist at any time before or during emergency conditions requested by the Client Agency. Such conditions as snow and ice storms, hurricanes and tropical storms. The Contractor shall provide clarification of forecast or a brief update on current or future weather conditions. The Contractor shall provide road weather information to share and translate weather forecasts into consistent transportation impact statements for the public in calls with Client Agencies, National Weather Service and possibly local Television.

(g) Delivery

Should the Contractor fail to deliver within thirty minutes of 7:00 am and 2:00 pm Eastern Time as specified under the Requirements of Section (C.) number four (4) in this exhibit, shall be considered as noncompliant. The Client Agency shall deduct \$50.00 for each noncompliant forecast from the next invoice submitted by the Contractor.

(h) Purchase Orders and Invoicing

Purchase orders shall be issued by the Client Agency. Contractors shall not perform services without receiving a purchase order number from the Client Agency. Questions concerning purchase orders are to be directed to the Client Agency processing unit at 860-594-2070.

The Contractor shall provide detailed invoices to the Client Agency.

All invoices must include:

- 1) Contractor F.E.I.N. or Social Security number.
- 2) Contractor name and billing address.
- 3) Project number, if applicable.
- 4) Invoice number and date.
- 5) Purchase order number.
- 6) Itemized description of services or material supplied.
- 7) Adjustments, if applicable.
- 8) Quantity, unit, unit price, and extended amount.
- 9) Ticket numbers corresponding to each invoice must be listed or attached to the company invoice as a separate sheet, if applicable.
- 10) Payments may be delayed if the invoice form is not properly completed.
- 11) For prompt payment processing, please mail invoices to the following address:
Department of Transportation
Accounts Payable SW2A
P.O. Box 317546
Newington, CT 06131-7546

2. ADDITIONAL TERMS AND CONDITIONS:

(a) Contract Separately/Additional Savings Opportunities

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

(b) Mandatory Extension to State Entities

Contractor shall offer and extend the contract (including pricing, terms and conditions) to political sub-Divisions of the State (towns and municipalities), schools, and not-for-profit organizations.

(c) P-Card (Purchasing MasterCard Credit Card)

Purchases made by the Client Agency from the Contractor that are less than \$1,000 may be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

(d) Subcontractors

DAS must approve any and all subcontractors utilized by the Contractor prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

Contractor must provide the majority of services described in the specifications.

(e) Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security and/or property entrance policies and procedures for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.

Proposal Requirements

1. Contract Period

The State intends that this contract shall be in effect from 1 October 2019 through 30 September 2023.

The parties, by mutual agreement, may extend this Contract for additional terms beyond the original term, prior to Termination or expiration, one or more times for a combined total period not to exceed the complete length of the original term, but only in accordance with the section in this Contract concerning Contract Amendments.

2. Stability of Proposed Prices

Any price offerings from proposers must be valid for a period of 30 days from the due date of the proposals.

3. Amendment or Cancellation of the RFP

DAS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

4. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

5. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

6. Proposer Demonstration of Proposed Services and or Products

At the discretion of DAS, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

7. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

8. Proposal Expenses

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DAS.

9. Ownership of Proposals

All proposals shall become the sole property of the State and will not be returned.

10. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract.

11. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

Selection Criteria

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process and are listed in order of relative importance.

1. Qualifications

- (a) Staff ability to meet specifications, requirements.
- (b) Staff certifications and affiliations
- (c) Size of staff

2. Expertise:

- (a) Expertise and familiarity with weather conditions in the Northern United States.

3. Technology

- (a) Weather forecasting methodology
- (b) Contingency plans

4. Value

- (a) Form RFP-16 Exhibit B Price Schedule or Product and Pricing Schedule

5. Business Scope:

- (a) References
- (b) Notifications

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all RFPs in whole or in part, and waive minor irregularities and omissions if the best interest of the state will be served.

Submittal Requirements

1. Qualifications

- (a) Staff Ability to perform
Provide Resumes of staff describing the education and work experiences
- (b) Certifications and affiliation
Provide pertinent certifications and affiliations with related professional organizations for the meteorologists and other staff who will be assigned to the project.
- (c) Size of Staff
Specify size of forecasting crew during daytime and nighttime hours and the overall size of the forecasting staff.

2. Expertise:

- (a) Expertise and familiarity with weather conditions in the Northern United States.

2. Technology:

- (a) Weather forecasting methodology
- (b) Contingency plans

6. Value

- (b) Form RFP-16 Exhibit B Price Schedule or Product and Pricing Schedule

7. Business scope:

- (a) References
Describe your experience and capabilities in providing weather forecast services to a minimum of three (3) entities (other than State contracts) in the past two (2) years. Provide references including name, address, telephone number and email address.
- (b) Notifications
Submit a minimum of three (3) samples of notifications used by your company which include information and format that are similar to the requirements provided.

Attachment 1 - Sample Contract

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The State will pursue negotiations with the proposer whose proposal scores highest. If, for whatever reason, DAS and the initial proposer fail to reach consensus on the issues relative to a contract, then DAS may commence contract negotiations with other proposers. DAS may decide at any time to suspend the current RFP process and start the RFP process again.

Attachment 1 to this RFP is a draft contract and it is included in this RFP for informational purposes only in order to show some contract provisions that the State of Connecticut requires. It is not intended to, and will not, be the specific contract that the State and the successful vendor(s) will sign. After DAS selects a vendor, DAS will deliver a draft contract to the vendor for consideration and negotiation. The contract that DAS and the successful vendor will sign may vary from Attachment 1. The contract may include a liquidated damages clause at the discretion of the State.