

# **Nixa Fire Protection District**

## **REQUEST FOR PROPOSAL (RFP) Mobile Device Application**

### **MOBILE DEVICE APPLICATION**

**Nixa Fire Protection District**

**301 South Nicholas Road**

**Nixa, Missouri 65714**

**Phone: 417-725-4025 | Fax: 417-725-4025**

**[Wweaver@nixafire.org](mailto:Wweaver@nixafire.org)**

**Prepared By: Whitney Weaver**

**Date: October 16, 2017**

**REQUEST FOR PROPOSAL  
MOBILE DEVICE APPLICATION  
Nixa - Missouri**

**SUBMISSION DEADLINE: November 6, 2017, 4:00 PM**  
**QUESTION SUBMISSION DEADLINE: October 30, 2017**

Questions may be submitted in written form no later than October 30, 2017 to:

RFP Contact Name: Whitney Weaver  
Contact Address: 301 South Nicholas Road  
Nixa, Missouri 65714  
Telephone Number: 417-725-7314  
Email Address: Wweaver@nixafire.org

**INTRODUCTION**

Nixa Fire Protection District invites and welcomes proposals for their Mobile Device Application project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

**BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.**

**PROJECT AND LOCATION**

The bid proposal is being requested for Mobile Device Application which is or shall be located at 301 South Nicholas Road, Nixa, Missouri 65714.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following: For

questions or information regarding this project, contact:

Name: Whitney Weaver  
Title: Asst. Chief  
Phone: 417-725-7314  
Fax: 417-725-2393

Email: Wweaver@nixafire.org

## PROJECT OBJECTIVE

The objective and ultimate goal for this project is to create and give support for a fire department mobile application. this application will be for the general public and also members of the fire department. the app will provide information about the department along with updates/news and also have the ability for the public to fill out forms and give feedback..

## PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

Features that we would like to see:

Welcome

Fire Safety Checklist

Burn Permits - form

Integration with our social media

Photo Gallary

Contact Us

Emergency contact links

FAQ

Alerts/News

Feedback form

This app will need:

Push notifications with multi channels if possible

Ability to add features to existing app

Control Panel with ability to be accessed from any device

Platform

iOS – 7 and above.

Display orientation Portrait or landscape both

Display Support iPhone (480 x 320), iPhone Retina (960 x 640), iPhone 5(1136 x 640), iPad (1024 x 768), iPad Retina (2048 x 1536)

Android – 4.0 and above

Display orientation Portrait or landscape both

Small (426dp x 320dp), Normal (470dp x 320dp), Large (640dp x 480dp), XLarge (960dp x 720dp)

Windows Mobile

Display orientation Portrait or landscape both

Small (426dp x 320dp), Normal (470dp x 320dp), Large (640dp x 480dp), XLarge (960dp x 720dp)

## SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE	DATE
RFP award:	December 1, 2017
Application Development Start Date :	January 1, 2018

## PROPOSAL BIDDING REQUIREMENTS

### PROJECT PROPOSAL EXPECTATIONS

Nixa Fire Protection District shall award the contract to the proposal that best accommodates the various project requirements. Nixa Fire Protection District reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Nixa Fire Protection District or to any Bidder offering or submitting a proposal.

### DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Nixa Fire Protection District no later than 4:00 PM on November 6, 2017 for consideration in the project proposal selection process.

### PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Nixa Fire Protection District.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Nixa Fire Protection District shall reserve the right to cancel, suspend, and/or discontinue any

proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

## PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

### Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Missouri (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

### Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

### Proposed Outcome

- Summary of timeline and work to be completed.

### Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

### References

- Provide 3 references

Bidder agrees that Nixa Fire Protection District may contact all submitted references to obtain any and all information regarding Bidder's performance.