



STATE OF NORTH CAROLINA

WESTERN CAROLINA UNIVERSITY

Request for Proposal #: 73-RFPIT0016

WCU POWER GIS System

Date of Issue: 02/16/2026

Proposal Opening Date: 04/16/2026

At 02:00 PM ET (Technical Evaluation)

<https://teams.microsoft.com/meet/23828484904043?p=iYup3tKDeODDP63M56>

Meeting ID: 238 284 849 040 43

Passcode: iv7dY2cu

Direct all inquiries concerning this RFP to:

Brent Russ

IT Vendor Management Analyst

Email: bdruss@wcu.edu

Phone: 828-227-2972



STATE OF NORTH CAROLINA

Request for Proposal #

73-RFPIT0016

For internal State agency processing, including tabulation of proposals, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your proposal.
Failure to do so may subject your proposal to rejection.**

Vendor Name

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered Vendor in good standing. You must enter the Vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a Vendor number, register at <https://evp.nc.gov/SignIn>

*Electronic responses ONLY will be accepted for this solicitation
via <https://wcu.bonfirehub.com/opportunities/27852>.*

STATE OF NORTH CAROLINA Western Carolina University	
Refer <u>ALL</u> Inquiries regarding this RFP to: Brent Russ <u>bdruss@wcu.edu</u>	Request for Proposal #: 73-RFPIT0016
	Proposals will be publicly opened: 04/16/2026 at 02:00 PM ET (Technical Evaluation) https://teams.microsoft.com/meet/23828484904043?p=iYup3tKDeODDP63M56 Meeting ID: 238 284 849 040 43 Passcode: iv7dY2cu
Using Agency: Western Carolina University	Commodity No. and Description: 81101512 Geographic information system GIS services
Requisition No.:	

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor’s knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for Vendor’s entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this proposal, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the ATTACHMENTS page within this document.

Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

VALIDITY PERIOD

Offer shall be valid for at least sixty 60 days from date of bid opening, unless otherwise stated here: _____ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

ACCEPTANCE OF PROPOSAL

If your proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

<p>FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on</p> <p>The attached certification, by _____.</p> <p style="text-align: center;">(Authorized Representative of Western Carolina University)</p>
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1.0 PURPOSE AND BACKGROUND

Western Carolina Power (WCP), a university-owned electric utility, is seeking a vendor to perform a comprehensive field inventory and GIS mapping of its electric distribution assets to replace outdated CAD records and improve reliability, safety, and operational efficiency. The project involves documenting poles, transformers, meters, lines, and support structures; assessing asset conditions and environmental risks; integrating data into a mobile-accessible ArcGIS platform; and training WCP staff on GIS tools and data governance. This initiative supports WCU’s modernization and sustainability goals and will enable better maintenance planning, outage response, and infrastructure investment decisions.

The intent of this solicitation is to award an Agency Specific Contract.

1.1 CONTRACT TERM

The contract term will be a single event for the work until it is completed and all requirements within the scope of work are accepted; however, it will include long-term post-implementation support.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

Proposals must be submitted electronically at:
<https://wcu.bonfirehub.com/opportunities/27852>

2.1 REQUEST FOR PROPOSAL DOCUMENT

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendors’ instructions herein or to render the proposal non-binding or subject to

further negotiation. Vendor’s proposal shall constitute a firm offer that shall be held open for the period required herein (“Validity Period” above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon through negotiation and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s proposal as nonresponsive.

2.3 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	State	02/16/2026
Mandatory Pre-Proposal Meeting/Site Visit	State	03/03/2026 @ 10:00 AM ET
Submit Written Questions	Vendor	03/20/2026 @ 5:00 PM ET
Provide Response to Questions	State	03/27/2026 @ 5:00 PM ET
Submit Technical Proposals	Vendor	04/16/2026 @ 2:00 PM ET
Cost Proposals Submitted (Separately)	Vendor	04/16/2026 @ 2:00 PM ET
Technical Proposals Opened Virtual Bid Opening via MS TEAMS	State	04/16/2026 @ 2:00 PM ET https://teams.microsoft.com/meet/23828484904043?p=iYup3tKDeODDP63M56 Meeting ID: 238 284 849 040 43 Passcode: iv7dY2cu
Oral Interviews	State	TBD
Cost Proposal Bid Opening	State	TBD
Negotiation	State	TBD
Contract Award	State	TBD

2.4 SITE VISIT or PRE-PROPOSAL CONFERENCE

Mandatory Pre-Proposal Conference

Date: 03/03/2026
 Time: 10:00 AM Eastern Time
 Location: 3476 Old Cullowhee Road
 FM Conference Room
 Cullowhee, NC, 28723
 Contact #: 828-227-7224

Instructions: It shall be MANDATORY that a representative from each Vendor be present for a pre-proposal site visit. Attendees must arrive promptly. All attendees must sign in upon arrival and clearly indicate each prospective Vendor represented on the sign in sheet. LATE ARRIVALS WILL NOT BE ALLOWED TO SIGN IN OR PARTICIPATE IN THE SITE VISIT, NOR SHALL THEIR PROPOSAL BE CONSIDERED. Once the sign-in process is complete, all other persons wishing to attend may do so to the extent that space and circumstances allow.

FAILURE TO ATTEND THE MANDATORY SITE VISIT SHALL RESULT IN VENDOR’S PROPOSAL BEING DEEMED NON-RESPONSIVE AND NOT CONSIDERED FOR AWARD.

The purpose of this visit is for all prospective Vendors to apprise themselves of the conditions and requirements which will affect the performance of the work called for by this RFP. Vendors must stay for the duration of the site visit. No allowances will be made for unreported conditions that a prudent Vendor would recognize as affecting the work called for or implied by this RFP.

Vendors are cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this RFP, must be confirmed by written addendum before it can be considered to be a part of this RFP.

Non-Disclosure Agreement (NDA)

- WCP will be providing sensitive customer information; therefore, each proposing vendor **must sign a Non-Disclosure Agreement** as a condition of this RFP.
- **Authorized Signature Required:** The NDA must be signed by an individual authorized to bind the company represented.
- Vendors who do **NOT** sign the agreement will **NOT** be allowed to participate in the meeting or site visit.

2.5 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the “Submit Written Questions” date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum.

Written questions shall be emailed to *bdruss@wcu.edu* by the date and time specified above. Vendors should enter “RFP # 73-RFPIT0016: Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the State’s response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to *the electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, as well as Bonfire, <https://wcu.bonfirehub.com/opportunities/27852>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFP and an addendum to this RFP.

2.6 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor’s sole responsibility to ensure its proposal has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal deadline will be rejected.

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check the State’s eVP website and Bonfire’s website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

2.7 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor’s submission of incomplete items, may result in the State rejecting Vendor’s proposal, in the State’s sole discretion.

Vendor RFP responses shall include the following items and attachments, which shall be arranged in the following order:

- a) Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP, (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor’s agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.
- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- e) Vendor’s Proposal addressing all Specifications of this RFP.
- f) Completed version of ATTACHMENT A: PRICING (Submitted separately)
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- i) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- k) Completed and signed version of ATTACHMENT H: VENDOR REQUEST FOR EO50 PRICE-MATCHING
- l) Completed and signed version of CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and OMB STANDARD FORM LLL

2.8 ALTERNATE PROPOSALS

Unless provided otherwise in this RFP, Vendor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: “Alternate Proposal #73-RFPIT0016_____”. Each proposal must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of other proposals offered.

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this RFP are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found below which are incorporated herein by this reference.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of

criteria; however, all award decisions shall be in the State’s best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below.

While the intent of this RFP is to award a Contract(s) to a single vendor, the State reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

The State reserves the right to waive any minor informality or technicality in proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this RFP is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a proposal to this RFP, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the procurement lead named above, any department secretary, agency head, members of the General Assembly and Governor’s office); or private entity, if the communication refers to the content of Vendor’s proposal or qualifications, the content of another Vendor’s proposal, another Vendor’s qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor’s proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or inquiries directed to the procurement lead named in this RFP regarding requirements of the RFP (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct a Two-Step evaluation of Proposals:

Proposals will be received from each Vendor as two separate volumes - the Technical Proposal and the Cost Proposal. Both proposals (Technical and Cost) shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.

NOTE: No technical information shall be contained in the cost proposal. No cost information shall be contained in the technical proposal. Inclusion of any cost information in the technical proposal and/or any technical information in the cost proposal shall constitute sufficient grounds to reject Vendor’s proposal.

1. Deadline for Submission

All proposals must be received by the issuing agency no later than the date and time specified in the **RFP Schedule** section, unless modified by Addendum. Vendors are cautioned that this is a request for proposals,

not a request to contract. The State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

2. Public Opening of Technical Proposals

At the date and time specified in the **RFP Schedule** section (unless modified by Addendum), the package containing the technical proposals from each responding Vendor will be publicly opened, and the name of each Vendor announced. A notation will also be made regarding whether a separate sealed cost proposal has been received. Cost proposals will be placed in safekeeping until opened at a later date.

3. Evaluation Process

A Selection Committee consisting of WCU and WCP staff will evaluate proposals. The Committee will:

- o Review all proposals for compliance with threshold criteria and responsiveness.
- o May allow Bidders to clarify proposals to ensure full understanding of their response.
- o Evaluate all responsive proposals based on the evaluation criteria stated below in Section 3.4.

4. Opening of Cost Proposal

Upon completion of the technical evaluation, the cost proposal of the Vendor whose technical proposal is deemed most advantageous to the State will be publicly opened. The total cost offered will be tabulated and become a matter of public record. These costs are subject to further evaluation for completeness and correctness and may not be an exact indicator of a Vendor’s pricing position.

5. Negotiation and Confidentiality

If negotiation is anticipated under 01 NCAC 05B.0503, pricing may not be public until award.

6. Oral Interviews

The evaluators will conduct oral interviews with the highest-ranking Vendors for clarification and to amplify materials presented in any part of the proposals.

7. Clarification Not Guaranteed

Vendors are cautioned that evaluators are not required to request presentations or other clarification—and often do not.

8. Award Posting

Upon completion of the evaluation process, the State will make award(s) based on the evaluation and post the award(s) to eVP and Bonfire under the RFP number for this solicitation. Award of a contract to one Vendor does not mean that other proposals lacked merit; it means the selected proposal was deemed most advantageous and represented the best value to the State.

9. Right to Negotiate

The State reserves the right to negotiate with one or more Vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement. In either case, the State may require Vendors to submit a Best and Final Offer (BAFO) based on discussions and negotiations.

3.4 EVALUATION CRITERIA

In addition to the general criteria in G.S. 143-52 which may or may not be relevant to this RFP, all qualified proposals will be evaluated, and award made based on considering the following criteria, to result in an award most advantageous to the State:

Proposals will be evaluated on their overall quality, completeness, and demonstrated ability to meet the requirements of this RFP. Each proposal will be reviewed against five key factors:

1. Organizational and Financial Stability

Evidence that the vendor has the resources and structure to sustain the project through completion.

2. Project Operational Structure and Methodology

Clarity of the management plan, milestones, risk management strategies, and data collection approach.

3. Implementation Approach and Timeline

Alignment with industry best practices and the vendor’s ability to deliver on schedule.

4. System Architecture and Technical Capability

Emphasis on scalability, integration with WCP systems, and support for both field and office use.

5. Vendor Experience and References

Demonstrated success with similar electric utility GIS projects and positive client feedback.

Scoring:

Each factor will be scored on a **scale of 1 to 5**, where:

5 = Excellent alignment with WCP’s requirements

1 = Poor alignment

Scores will be totaled for a maximum of **25 points**.

Following the scoring of written proposals, WCP reserves the right to interview a select number of the highest-ranking vendors to further assess their capabilities, clarify proposal details, and confirm alignment with project goals.

Scoring Table

Factor	Score (1-5)	Comments
Organizational and Financial Stability		
Project Operational Structure and Methodology		
Implementation Approach and Timeline		
System Architecture and Technical Capability		
Vendor Experience and References		

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State’s information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the State’s business requirements and internal operational culture
- g) Particular risk factors such as the security of the State’s information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.6 INTERPRETATION OF TERMS AND PHRASES

This RFP serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State’s needs as described in the RFP. Except as specifically stated in the RFP, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better proposal, the Vendor is urged to submit these items in the form of a question during the question-and-answer period in accordance with the Proposal Questions Section above.

To be considered, responding agencies shall have at a minimum (but not limited to) the following:

- Must return RFP in a timely manner with all sections requiring responses completed and document signed.

Proposals must be submitted electronically at:

<https://wcu.bonfirehub.com/opportunities/27852>

4.1 PRICING

Proposal price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include as a separate submission from the Vendor's proposal to Bonfire. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

NOTE: No cost information shall be contained in the technical proposal. Inclusion of any cost information in the technical proposal and/or any technical information in the cost proposal shall constitute sufficient grounds to reject the Vendor's proposal.

NOTE: Vendors shall provide a detailed cost proposal itemizing all tasks and deliverables. Pricing shall clearly identify the total project cost, as well as any expected cost reductions or efficiencies resulting from WCP's support during field data collection (e.g., provision of a qualified lineman, access coordination, and existing system data). The proposal should indicate how WCP's assistance impacts fieldwork duration, personnel requirements, and overall project cost. Vendors are encouraged to reflect these efficiencies in their final pricing.

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED.

4.1.1 Import Tariff Temporary Surcharge

Pricing shall be exclusive of any pending tariffs or temporary tariff surcharge. Vendor may request a temporary tariff surcharge in ATTACHMENT A: PRICING SUBMITTAL WORKBOOK as a charge separate from the contract price. Any temporary tariff surcharge(s) associated with purchases shall be provided by way of a percentage tariff surcharge. All tariff surcharges proposed are intended to be temporary and based on current tariff implications specific to related commodities with evidence of submitted documentation of affected MSRP products. Vendor understands that the agency may request additional justification. Any temporary tariff surcharge percentage will be negotiated and mutually agreed upon. The state is not obligated to accept any proposed import tariff surcharge. Proposed tariff surcharges may be used as a factor for evaluation and award.

4.2 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this

Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor's financial stability.

4.3 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this RFP will serve to identify those Vendors that are minority owned or have a strategic plan to support the State's Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.4 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the State. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

4.5 REFERENCES

Vendor shall provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. References shall not be from the same company or from the soliciting State entity. . In addition, Vendor shall provide references for and identify other government contracts it has received, for which your company has provided services of similar size and scope. The State may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the Proposal.

4.6 BACKGROUND CHECKS

Vendor and its personnel are required to provide or undergo background checks at Vendor's expense prior to beginning work with the State. As part of Vendor background, the following details must be provided to the State:

- a) Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, by Vendor, its officers or directors, or any of its employees or other personnel to provide Services on this project, of which Vendor has knowledge, or provide a statement that Vendor is aware of none;
- b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge, or provide a statement Vendor is aware of none;
- c) Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies within the past three years

or a statement that there are none. As used herein, the term “regulatory sanctions” includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;

- d) Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies of which Vendor has knowledge or a statement that there are none.
- e) Any **civil litigation**, arbitration, proceedings, or judgments pending against Vendor during the three (3) years preceding submission of its proposal herein or a statement that there are none.

Vendor’s response to these requests shall be considered a continuing representation, and Vendor’s failure to notify the State within thirty (30) days of any criminal litigation, investigation or proceeding involving Vendor or its then current officers, directors or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.

4.6.1 GENERAL INFORMATION

It is the policy of the State to provide a safe environment for State Government employees to work. Due to the Contract requirements, the State requires criminal background checks of awarded Vendors, including but not limited to: owners, employees, agents, representatives, subcontractors, and all personnel of their respective companies. All costs and expenses associated with criminal background checks are the responsibility of the Vendor.

The following requirements must be met:

- a) Criminal background checks shall be current and completed within ninety (90) days of the Contract effective date.
- b) The criminal background check shall include a social security verification/check, felonies, misdemeanors, and traffic records covering a minimum of the last seven (7) years for all states and countries where the individual has resided. The criminal background check information shall be first thoroughly reviewed by the Vendor and then sent to the Contract Administrator for review and approval. Out-of-state searches shall be required for persons living in the state of NC for fewer than seven (7) years. Fingerprint background checks may be required in some instances depending on the facility requirements.
- c) A criminal background check on the awarded Vendor and its employees shall be provided by the Vendor prior to Contract effective date. Copies of the original criminal background check shall be sent to the Contract Administrator for evaluation. In some cases, badging cannot take place until after the evaluation and approval of the Vendor’s criminal checks.
- d) When a new employee or individual is identified to perform Services on this Contract, the Vendor shall provide the Contract Administrator with a criminal background check before the individual can be approved for work. Persons without approved criminal background checks shall not be allowed to work in the relevant buildings until proper documentation is submitted and approved.
- e) The State may require the Vendor to exclude the Vendor’s employees, agents, representatives, or subcontractors based on background check results. Discovery that one or more employees have convictions does not disqualify the Vendor from award.
- f) Additionally, the State may use The North Carolina Department of Public Safety Offender Public Information or similar Services to conduct additional background checks on the Vendor’s proposed employees.

4.6.2 BACKGROUND CHECK REQUIREMENTS

As part of Vendor’s criminal background checks, the details below must be provided to the State:

- a) Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including but not limited to fraud, misappropriation or deception, of Vendor, its officers or directors, or any of its employees or other personnel to provide Services on this project of which Vendor has knowledge, or provide a statement that Vendor is aware of none;
- b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge, or provide a statement Vendor is aware of none;
- c) Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term “regulatory sanctions” includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;
- d) Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies of which Vendor has knowledge, or provide a statement that there are none.
- e) Any **civil litigation**, arbitration, proceedings, or judgments pending against Vendor during the three (3) years preceding submission of its proposal herein, or provide a statement that there are none.

4.6.3 BACKGROUND CHECK LIMITATIONS

Any individual representing the Vendor, who:

- a) In his/her lifetime, has been adjudicated as a habitual felon as defined by GS 14-7.1 or a violent habitual felon as defined by GS 14-7.7, shall not be allowed to work in buildings occupied by State Government employees.
- b) During the last seven (7) years has been convicted of any criminal felony or misdemeanor sexual offense or a crime of violence shall not be allowed to work in buildings occupied by State Government employees.
- c) At any time has an outstanding warrant or a criminal charge for a crime described in (b) above shall not be allowed to work on State property.
- d) The Vendor must ensure that all employees have a responsibility to self-report to the Vendor within twenty-four (24) hours any arrest for any disqualifying offense. The Vendor must notify the Contract Administrator within twenty-four (24) hours of all details concerning any reported arrest.
- e) Upon the request of the Contract Administrator, the Vendor will re-screen any of its employees, agents, representatives, and subcontractors during the term of the Contract.
- f) Vendor’s responses to these background check requests shall be considered a continuing representation, and Vendor’s failure to notify the State within thirty (30) days of any criminal charge, investigation, or proceeding involving Vendor or its then-current officers, directors or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.
- g) If there are problems or delays with performance associated with the completion and compliance with this background check requirements, any Vendor’s performance bond could be used to complete these Services.

4.6.4 DOCUMENT REQUIREMENTS

Required documentation to be submitted prior to date Contract is effective and for performing any Services on State property shall include:

- a) A cover letter by the Vendor on company letterhead with a list of the full names matching a required government issued photo ID, addresses, and birth dates of each person representing the contracting company.
- b) Vendor shall also provide a photocopy of the required State or Federal government issued picture ID or Driver License.
- c) A letter on company letterhead is not acceptable proof in itself but can be used to further clarify information on the criminal background check submitted. All documentation shall be submitted at the same time. Submit documents which are clear and legible.
- d) Background checks consisting of:
 - 1. Original unaltered criminal background check from the organization providing the background check.
 - 2. The background check provider’s company name, company mailing address, and contact phone numbers.
 - 3. The full name of the individual, which matches the government issued photo ID.
 - 4. The current address of individual being checked.
 - 5. The date the criminal background check search was conducted.

4.6.5 VENDOR BACKGROUND CHECK AGREEMENT

Vendor agrees to conduct a criminal background check per the specifications above in this section on all employees proposed to work under this Contract, at its expense, and provide the required documentation to the State in order to perform Services under this Contract:

YES NO

4.7 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. “Professional manner” means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor’s proposal result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.8 VENDOR’S REPRESENTATIONS

If Vendor’s Proposal results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor’s proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunication equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.9 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction

4.10 AGENCY INSURANCE REQUIREMENTS MODIFICATION

A. Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- Small Purchases
- Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- Contract value in excess of \$1,000,000.00

4.11 SUBCONTRACTORS

No portion of the work shall be subcontracted without prior written consent of the State. In the event that the Vendor desires to subcontract some part of the work specified herein, the Vendor shall furnish with their bid the names, qualifications, and experience of their proposed subcontractors. The Vendor shall, however, remain solely and fully liable and responsible for the work done by its subcontractor(s) and shall assure compliance with all the requirements and specifications of the contract.

4.12 SECRETARY OF STATE REGISTRATION

Prior to entering into a contract with the State, the awarded Vendor(s) must complete registration with the NC Secretary of State. Upon notification of award, the selected Vendor(s) must furnish evidence of filing within 10 business days. Failure to provide this documentation may result in the disqualification of the Vendor(s) bid from further consideration for the award. No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State.

A contract award under the above-referenced solicitation, and the resulting purchase orders, will produce repeated orders and transactions in North Carolina and will constitute “transacting business” in the State, which requires a certificate of authority from the North Carolina Secretary of State as provided in G.S. §55-15-01 (corporations) or §57D-7-01 (LLCs). Please go to: <https://www.sosnc.gov/> to register.

Vendor registered with the North Carolina Secretary of State: Yes No

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 GENERAL

WCP is seeking proposals from an entity to provide a full scope of services related to Geographic Information Systems (GIS), hereafter referred to as GIS. The successful applicant will work collaboratively with WCU/WCP staff to develop web-based GIS solutions utilizing the ArcGIS Platform. GIS applications should be viewable and usable on desktops, laptops, and mobile devices.

5.2 SPECIFICATIONS

The specific items and any specifications that the Procurement Entity is seeking are listed below. Items offered by the Vendor must meet or exceed the listed Specifications to be considered for award.

As part of the GIS implementation, the selected vendor will be expected to:

- *Import, convert, and georeferenced the existing CAD drawings into the new GIS platform.*
- *Evaluate data quality and completeness, noting areas where field verification or updates are required.*
- *Integrate the CAD-derived data with newly collected and/or verified spatial data to ensure a comprehensive and accurate GIS model of the WCP system.*

*These CAD drawings should be treated as **starting point resources**, not definitive records of existing infrastructure. Field validation, updates, and corrections will be necessary to ensure accuracy for operational use.*

The scope will encompass the collection and or update to ArcGIS of all overhead and underground electric assets, including, but not limited to:

- *Poles*
 - *Pole height*
 - *Latitude/longitude coordinates*
 - *# of communication attachments or foreign attachments*
 - *Anchors guys or span guys*
 - *Primary or service meters*
 - *# and types of Switchgears*
 - *Junction boxes*
 - *Risers*
 - *Any joint-use poles owned by other companies with WCP attachments with the company name.*
 - *Condition Assessment of the pole*
 - *Visible asset condition (good/fair/poor)*
 - *Environmental risks (leaning, clearance issues, vegetation encroachment)*
 - *Identification of abandoned assets (poles, anchors, conductors no longer in use)*
- *Overhead and Underground Transformers*
 - *KVA rating*

- *High side voltage*
- *Secondary voltage*
- *Latitude/longitude coordinates*
- *Phase connection*
- *Overhead or Underground Pad Mount*
- *Meters associated with each transformer*
- *Map OH and UG primary service lines*
 - *Identify metering point as feeder/circuit starting point*
 - *Feeder name/number for every OH/UG line segment*
 - *Wire size and material for OH lines*
 - *Wire size for UG lines*
 - *Voltage*
 - *Phase configuration*
 - *Cabinets, pedestals, service boxes*
- *Map OH and UG secondary service lines*
 - *Wire size and configuration (Duplex, Triplex)*
 - *Voltage*
 - *Service drop (OH and UG) and connection points*
- *Fuses and Switches*
 - *Location*
- *Collection of security light information, including:*
 - *Latitude/longitude coordinates*
 - *Type (LED or other)*
 - *Wattage*
 - *Arm length*
 - *Day burning*
 - *Supporting pole number*
- *Support Structures*
 - *Crossarms (type, size, material, condition)*
 - *Insulators (type, number per phase)*
 - *Brackets, braces, mounts*
- *Attributes*
 - *Unique asset ID for every feature*

- *Additional system elements or components identified based on the contractor's field experience.*

WCP Support

Western Carolina Power (WCP) will provide a qualified lineman familiar with the distribution system to accompany the contractor during field data collection activities. The lineman will assist in identifying system components, verifying underground line locations, and providing local knowledge of access routes, and asset locations to facilitate efficient and accurate data gathering. WCP will also coordinate site access and ensure compliance with all applicable safety procedures. This support aims to streamline fieldwork, minimize redundant data collection, and improve the accuracy of final GIS deliverables. WCP will provide a printed map from that 2000 distribution study.

Training

- *The vendor is required to train WCU/WCP staff on how to use the GIS applications, dashboards, and reporting tools.*
- *The vendor will ensure that WCU/WCP staff are trained on using mobile GIS applications (e.g., Collector, Field Maps/Survey 123) for inspections, edits, and new asset entry.*
- *Training should include, but not be limited to, how to edit existing equipment attributes, how to create and attach/connect new equipment, and how to remove/delete existing equipment.*
- *The vendor will train one or more WCU/WCP staff as ArcGIS administrators, covering system configuration, user management, and data governance.*
- *The vendor will provide user guides, workflows, and updated procedures specific to WCP's system.*

Field Tools and Technology

- *The vendor is required to specify/recommend mobile hardware (rugged tablets/phones) and required ArcGIS apps (ArcGIS Field Maps, Survey 123, Workforce, etc.).*
- *The vendor will ensure that field tools support offline use in low/no signal areas, with seamless syncing once connectivity is restored.*
- *The tools should have the ability to attach photos, notes, and condition documentation to individual assets.*

Data Governance and Maintenance

- *The vendor will work with WCU/WCP staff to define how new assets, retirements, or replacements will be entered into the system.*
- *The vendor will work with WCU/WCP staff to develop a structure for data versioning, edits approval, and rollbacks if errors occur.*
- *The vendor will set up user access levels (view only, field editor, administrator, etc.).*

- The vendor will confirm compatibility with other WCU/WCP systems (billing, AMI, outage management, etc.).

Deliverables and Standards

- The vendor should provide a metadata schema (who collected, when, and accuracy level).
- The vendor will provide all asset locations, which shall be collected in the NAD83 North Carolina State Plane coordinate system with sub-meter horizontal accuracy and documented vertical accuracy.
- The vendor will configure executive dashboards (e.g., asset age, profile, pole condition summaries, transformer loading, etc.).
- The vendor will establish a location-based numbering system for all collected assets, subject to the approval of WCP.
- The vendor will identify WCP-owned assets that are ready for removal.
- The vendor will coordinate with WCU IT and Facilities Management to ensure integration and compatibility with existing databases and systems.
- All GIS data, maps, schemas, and related deliverables created under this contract shall remain the exclusive property of Western Carolina Power.

Long Term Support

- The vendor will define a post-implementation support window (e.g., 12 months) for bug fixes, edits, and staff assistance.
- The vendor will ensure that the system will be scalable for future asset classes (EV chargers, distributed generation, smart grid devices, etc.).
- WCP may contract the vendor for future data updates, condition checks, or system improvements.”

Vendor Proposal Format:

Section 1: Executive Summary

The vendor should provide a brief overview of its qualifications and experience with utility GIS projects, including a statement of understanding of WCP’s goals: converting CAD to GIS, building a field-usable system, conducting condition assessments, and integrating data. The response should highlight key differentiators such as prior electric utility GIS work, Esri business partner status, sub-meter GPS capability, and any innovative or emerging technologies that may enhance WCP’s GIS program (e.g., drone imagery, AI condition analysis, mobile dashboards).

Section 2: Crew Composition and Equipment Overview

The vendor should describe the composition of its field crews, outlining the roles and qualifications of team members, and provide an overview of the equipment that will be used to complete the project. This should include details on GPS devices, mobile data collection tools, and any specialized software that supports accurate and efficient data capture. Vendors must also address field safety practices, including adherence to OSHA and utility-specific requirements (e.g., PPE, training, insurance, and site safety protocols).

Section 3: Data Collection Methodology

The vendor should outline its approach to data collection, including how existing CAD drawings will be converted and validated, the field verification process, and the methods used to ensure accuracy and completeness. The response should also address how condition assessments will be performed and how data will be integrated into the ArcGIS environment for operational use. Vendors should also describe data security and protection measures, including backup procedures, controlled access, and compliance with applicable IT or regulatory standards.

Section 4: Project Management Strategy

The vendor should present its project management strategy, including the overall timeline, proposed work schedule, milestones, and reporting practices. This section should explain how communication with WCP staff will be maintained, how risks will be managed, and how responsibilities will be assigned across the project team to ensure timely and successful completion. The vendor shall clearly state the estimated level of WCP staff involvement required, including the approximate number of hours by role. This estimate should address project meetings, data reviews, field verification support, and training sessions. The vendor should also describe its support and maintenance practices, including issue-resolution procedures, service-level expectations, and options for ongoing system updates or enhancements beyond the initial project delivery.

Section 5: Data Delivery and Validation Practices

The vendor should describe its approach to data delivery, including the format of GIS deliverables, accuracy standards, and validation procedures. This section should also include information on metadata documentation, quality assurance checks, and the field re-verification process when discrepancies are identified. Vendors should clarify data ownership (all GIS and associated data must remain the property of WCP) and provide examples of best practices in cybersecurity and data integrity.

Section 6: Training and Knowledge Transfer

The vendor should describe its approach to training and knowledge transfer, including the delivery of user guides, SOPs, and quick-reference materials. The vendor should also explain its approach to training WCP staff, including the materials provided and the format of the training sessions. Options for refresher training or remote support should also be included.

Section 7: Client Reference List

The vendor should provide a list of client references, including contact information and project descriptions, that demonstrate prior experience with similar GIS and utility-related projects. References from electric utilities or municipalities similar to WCP are preferred.

Section 8: Service Pricing

The vendor should provide a detailed pricing structure for the proposed services. The pricing should include all costs associated with data collection, conversion, integration, and validation, as well as training, maintenance, and system updates. This pricing information must be submitted in a separate, sealed (closed) attachment (Attachment A) that will only be opened if the vendor is identified as the highest-ranking responder.

5.3 TASKS/DELIVERABLES

The development of the GIS project for Western Carolina Power involves several major tasks that together form a comprehensive framework for achieving the project's objectives. The first step is data acquisition and conversion, which involves importing and georeferencing legacy CAD drawings into the ArcGIS platform, as well as validating their accuracy. This foundational work ensures that existing data is usable and meets the required standards, such as sub-meter horizontal accuracy in the NAD83 North Carolina State Plane coordinate system.

Next, the project moves into field inventory and condition assessment. This phase requires collecting detailed information on all electric assets—such as poles, transformers, and lines—along with their geographic coordinates and physical condition. Field crews will use rugged mobile devices and GIS applications to capture data, including photos and notes, even in areas with limited connectivity. Western Carolina Power will provide a lineman to assist with asset identification and underground verification, which will help streamline the process and improve accuracy.

Once data collection is complete, the vendor will integrate the field data with converted CAD information and configure the GIS system for operational use. This includes setting up web and mobile applications, dashboards for asset management, and ensuring compatibility with existing WCP systems like billing and outage management. Training and knowledge transfer follow, equipping WCP staff with the skills to manage and update the GIS system, including mobile workflows and administrative tasks. Comprehensive user guides and standard operating procedures will support this effort.

Finally, the vendor will establish data governance protocols, define user roles, and implement security measures to maintain data integrity. Post-implementation support will be provided for at least 12 months, ensuring system stability and scalability for future enhancements such as EV chargers or smart grid devices. Throughout these tasks, vendors are encouraged to propose innovative approaches—such as drone imagery or AI-based condition analysis—and apply proprietary techniques to optimize performance. Metrics like data accuracy, completeness, and user proficiency will serve as benchmarks for success, ensuring that each task contributes effectively to the overall goal of creating a robust, field-ready GIS platform for Western Carolina Power.

5.4 PROJECT ORGANIZATION

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

5.5 TECHNICAL APPROACH

Vendor's proposal shall include, in narrative, outline, and/or graph form the Vendor's approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.

See **ATTACHMENT I** for Distribution Map Layer Import specifications for Tantalus Analytics.

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor's planning purposes.

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

The Vendor shall be required to designate and make available to the State a contract manager. The contract manager shall be the State’s point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

Contract Manager Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

The Vendor shall be required to designate and make available to the State for customer service. The customer service point of contact shall be the State’s point of contact for customer service-related issues (define roles and responsibilities).

Customer Service Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

6.2 INVOICES

Vendor shall invoice the Procurement Entity. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Procurement Entity with an invoice for each order. Invoices shall include detailed information to allow Procurement Entity to verify pricing at point of receipt matches the correct price from the original date of order. The following fields shall be included on all invoices, as relevant:

Vendor’s Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer’s Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED

Payments shall be made **only upon acceptance** of deliverables as defined below:

Milestone 1 – Project Initiation and ArcGIS Schema Approval (10%)

- Approved project plan and schedule
- Approved ArcGIS geodatabase schema
- Approved data dictionary and field methodology

Payment: 10% upon written acceptance

Milestone 2 – Field Data Collection Completion (40%)

- Completion of field inventory for all in-scope assets

- Preliminary dataset submitted
- Initial QA/QC report provided

Payment: 40% upon conditional acceptance
(Final payment contingent upon correction of any identified deficiencies)

Milestone 3 – ArcGIS Integration and Validation (30%)

- Final dataset loaded into ArcGIS Enterprise
- Utility Network and topology validation passed
- Attribute and spatial accuracy verified

Payment: 30% upon written acceptance

Milestone 4 – Final Documentation and Closeout (20%)

- All final deliverables submitted
- Metadata, QA/QC certification, and documentation approved
- All corrections completed

Payment: 20% upon final acceptance

6.3 POST AWARD BUSINESS REVIEW MEETINGS

The Vendor, at the request of the State, shall be required to meet periodically with the State for Business Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and State performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

6.4 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.5 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed in accordance with the Contract requirements, applicable ArcGIS and utility GIS standards, and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Administrator.

Acceptance of Vendor’s work product shall be based on the following criteria:

A. Data Completeness (ArcGIS-Ready)

- **100% of in-scope assets** defined in the Contract (including poles, conductors, transformers, switches, protective devices, meters, services, and associated attributes) shall be inventoried and delivered.
- **Mandatory fields** defined in the approved **ArcGIS geodatabase schema** shall be populated for **≥ 99.5%** of records.

- No asset class may have more than **0.5% missing or incomplete records**, unless expressly approved in writing by the Contract Administrator.

B. Positional Accuracy

- Spatial accuracy shall meet or exceed the following:
 - **Poles and point assets: ± 1 meter**
 - **Line features: ± 2 meters**
- Accuracy shall be verified through:
 - GNSS metadata embedded in the dataset, and/or
 - Random field verification by the State of a minimum **5% sample**.

C. Attribute Accuracy and Validation

- Attribute values shall conform to:
 - ArcGIS domains,
 - Subtypes,
 - Coded value lists, and
 - WCP-approved data dictionary.
- Vendor shall achieve a minimum **99% attribute accuracy** for all attributes that are **reasonably observable from the ground** using standard field collection methods.
- For attributes **not reasonably observable from the ground** (including, but not limited to, transformer kVA, nameplate ratings, or serial numbers):
- Vendor shall not be required to climb poles or access energized equipment.
- Vendor shall:
 - Record the attribute as **“Unknown – Not Observable”** using an approved coded value, and
 - Capture **supporting observable indicators**, where available, such as:
 - Transformer physical configuration,
 - Can size classification (small/medium/large),
 - Single-phase vs. three-phase,
 - Number of bushings,
 - Presence of secondary services.
- Vendor shall document the methodology used to infer or classify transformer characteristics and clearly distinguish between:
 - **Field-verified values**, and
 - **Estimated or unobservable values**.
- No critical attribute error shall exist where the attribute is **visibly identifiable from the ground** (e.g., phase configuration, mounting type, voltage class when labeled or otherwise evident).

D. ArcGIS Utility Network and Topology Integrity

- Deliverables shall:
 - Load successfully into the State’s ArcGIS Enterprise environment without schema modification.
 - Pass all Utility Network and topology validation rules defined in the Contract with **zero critical errors**.
- The dataset shall be:
 - Fully connected from source to service points,
 - Free of unintended gaps, overlaps, or orphaned features,
 - Structured to support tracing, outage analysis, and future AMI and OMS integration.

E. System Compatibility and Performance

- All datasets, scripts, and tools shall:

- *Be compatible with the State’s current ArcGIS Pro and ArcGIS Enterprise versions.*
- *Load and render without data corruption, performance degradation, or errors.*
- *Vendor shall provide written certification of compatibility.*

F. Documentation and Metadata

Vendor shall submit complete documentation, including:

- *FGDC- or ISO-compliant metadata,*
- *Final data dictionary,*
- *Field collection methodology,*
- *QA/QC procedures and results,*
- *ArcGIS schema documentation is sufficient for long-term maintenance by WCP staff.*

G. Quality Assurance / Quality Control (QA/QC)

- *Vendor shall submit a formal **QA/QC Certification Report** confirming:*
 - *Compliance with all Contract requirements,*
 - *Satisfaction of acceptance metrics,*
 - *Resolution of all identified deficiencies.*
- *The State reserves the right to validate all QA/QC results independently.*

Final acceptance shall occur only when:

- *All acceptance criteria are met,*
- *All deliverables are approved in writing,*
- *All validation and testing procedures are complete.*

Final acceptance shall not relieve Vendor of responsibility for latent defects or non-conforming work discovered after acceptance, as permitted by law.

The State shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

6.6 FAITHFUL PERFORMANCE

Any Contract may include terms ensuring a Vendor's performance such as: (1) a bond, or similar assurance; (2) liquidated damages; (3) a percentage of the Contract value held as a retainage; (4) withholding final payment contingent on acceptance of the final deliverable; and (5) any other provision that assures performance of the Vendor. The parties agree that the Vendor shall be subject to the following faithful performance requirements:

- *The State shall notify Vendor in writing within **ten (10) calendar days** following delivery if work or deliverables are not acceptable.*
- *The notice shall specify deficiencies in reasonable detail.*

- Vendor shall correct and resubmit all deficient work at **no additional cost** within a timeframe approved by the Contract Administrator.
- Acceptance shall not be unreasonably withheld but may be delayed for testing, validation, or integration activities.

6.7 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State’s Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor’s Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.8 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be made through the contract administrator.

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7.0 ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE
FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

ATTACHMENT A: PRICING

Complete and return the Pricing associated with this RFP, which can be found as a separate document on Bonfire, titled "73-RFPIT0016 Attachment A Pricing." The submitted pricing proposal MUST be uploaded to Bonfire as a separate document from this RFP.

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:
<https://www.doa.nc.gov/pandc/north-carolina-instructions-vendors-1-2025/open>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:
<https://www.doa.nc.gov/north-carolina-general-terms-and-conditions-5-2025/open>

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/pc-hub-supplemental-vendor-information-92021-pdf/open>

ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form, which can be found at the following link:
<https://ncadmin.nc.gov/media/15503/open>

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/pc-worker-location-92021-pdf/open>

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/pc-certification-financial-condition-92021-pdf/open>

ATTACHMENT H: VENDOR REQUEST FOR EO50 PRICE-MATCHING

Complete, sign, and return the Vendor Request for EO50 Price-Matching, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/pc-eo-50-vendor-price-matching-opportunity-92021-pdf/open>

ATTACHMENT I: VENDOR REQUEST FOR EO50 PRICE-MATCHING

1. Specification for Import of the distribution map layer:

Tantalus analytics supports visualization of the utility’s distribution system as a background layer. This layer typically is comprised of distribution lines, transformers, substations, capacitor banks, regulators and breakers/reclosers.

The typical process involves logging into the GIS system, selecting the relevant layers, then generating an export in shapefile format (.shp). As each utility uses their own set of colors to indicate the phase and parameters to indicate the type of equipment or equipment placement, a table or screenshot showing examples must be provided.

1.1 Layers:

The layers that contain the following elements are recommended for export:

- Overhead primary & secondary
- Underground primary & secondary
- Reclosers/Breakers
- Capacitor banks
- Regulators
- Substations
- Transformers
- Service locations for all residential and commercial customers

To simplify, Tantalus can accommodate a complete GIS shapefile export and filter out the above layers and fields for presentation in the analytics tool.

1.2 Required Fields:

The following fields are required for presentation and for the Grid Address Verification application:

Layer	Field	Definition	Notes
All	Global id / GUID / Object ID	Unique identifier for the object, typically 20 - 100 characters long.	
All	Feeder		Okay if some are incorrect or missing
All	Phase	The current phasing code	Okay if some are incorrect or missing
Transformer	Transformer rating Transformer rating A Transformer rating B Transformer rating C	kVA rating of the transformer object Transformer banks can use combined rating or separated by phase	Transformers can be represented as banks or individually
All	Service location id	Unique location id of the service point or pole	Use device serial if the service location id is unknown. Transformer banks can be represented as transformer A / transformer B / transformer C

1.3 Phase Mapping:

The export files will contain fields that have information related to the phasing of the component. Fill in the table below or provide an equivalent table that provides the required data. An example has been provided for reference. Please note that the value may be a letter or number. The color code may also be provided as a hex value.

Phasing Field Name	<i>PhaseCode</i>	
Phase A		
color	<i>red</i>	
value	<i>129</i>	
Phase B		
color	<i>fusia</i>	
value	<i>130</i>	
Phase C		
color	<i>blue</i>	
value	<i>132</i>	
Phase ABC		
color	<i>green</i>	
value	<i>135</i>	
Phase AC		
color	<i>purple</i>	
value	<i>133</i>	
Phase BC		
color	<i>cyan</i>	
value	<i>134</i>	
Phase AB		
color	<i>orange</i>	
value	<i>131</i>	
Phase Unknown		
color	<i>charcoal</i>	
value	<i>136</i>	

1.4 Additional Layer Parameters:

If a single layer contains multiple sub-types such as a layer for all distribution devices, a mapping table will need to be provided that identifies the configuration field and the definition for the values. See following for examples:

1.4.1 Example: Distribution Device Types:

- Field mapping to show what type of device is listed

Layer: devices

Field: devicetype

Values:

100, transformers

200, capacitor banks

300, regulators

1.4.2 Example: Distribution Device Placement:

Layer: devices

Field: placement

Values:

True, pad mounted

False, not pole mounted

1.4.3 Example: Lines – Primary/Secondary determination

Layer: lines

Field: voltageclass

Values:

1, secondary

2, primary

1.4.4 Example: Lines – Overhead/Underground determination

Layer: lines

Field: position

Values:

3, overhead

5, underground

1.5 File Specification:

	Definition	Example/Notes
FTP upload directory location	Sftp account	place the zip file(s) in the default directory of your sftp account on the Insight presentation server
Filename(s)	<p><BID>-<layer name>.zip</p> <p><i><BID> is the utility business identifier assigned to the Tantalus server.</i></p> <p><i><layer name> is the layer file exported from the gis. It does not need to be renamed.</i></p>	<p>170-OHprimary.zip</p> <p>170-transformer.zip</p> <p>*some layers may contain multiple devices or line segment types. Please provide a table that maps this.</p> <p>*A single zip file containing all layer files is acceptable as well.</p>
File format	shapefile	<p>The export may contain multiple files:</p> <p>.cpg,.dbf, .prj, .sbn, .sbx, .shp, .shp.xml, .shx.</p> <p>Note:</p> <p>If the “.prj” projection file is missing when exporting, we require the projection information such as in the example below:</p> <p>NAD27/Colorado South - EPSG:26755</p>

LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS

The Certification for Contracts, Grants, Loans, and Cooperative Agreements and the OMB Standard Form LLL are separate documents that can be found at the following link:

<https://www.doa.nc.gov/pc-contracts-grants-loans-cooperative-agreements-certification-72020-pdf/open>

***** Failure to Return the Required Attachments May Eliminate
Your Response from Further Consideration *****