

STATE OF NORTH CAROLINA	REQUEST FOR INFORMATION NO.	
	Due Date: 5 PM EDT, September 15th, 2023	
Refer ALL Inquiries to: Cameron Paschall, Business Analyst, UNCG Information Technology Services Telephone: 336-334-3296	Issue Date: 8/22/2023 Commodity: Door Access Control System	
E-Mail: cedillin@uncg.edu	Using Agency Name: University of North Carolina Greensboro	

SUBMISSION INSTRUCTIONS: Electronically submit the RFI via email to cedillin@uncg.edu. It is the responsibility of the vendor to have the RFI emailed to this office by the specified due date.

NOTICE TO VENDOR

Request for Information (RFI) will be received at this office via email until 5 PM EDT on 9/15/2023.

QUESTIONS

Submit written questions to Cameron Paschall, Business Analyst, UNCG Information Technology Services, until 12 PM EDT on 9/12/2023 Questions may be submitted by e-mail to cedillin@uncg.edu.

EXECUTION

VENDOR NAME:	E-MAIL:	
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE:	TELEPHONE NUMBER:	TOLL-FREE TEL. NO:
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:	FAX NUMBER:	
AUTHORIZED SIGNATURE:	DATE:	

1. EXECUTIVE SUMMARY

The University of North Carolina Greensboro is developing plans to replace the current video door monitoring and control system used on some of the buildings on campus with a new solution that is compatible with UNCG's existing card access and manual key systems (Transact and/or Mill Lock). The campus has recently change from a Cisco UC system to a Microsoft Teams for voice communication solution and this has introduced some complications due to the way Microsoft Teams handles notifications to the end users. Our desire is to provide a solution that works for our clients. The preference is for a simple, open access system that would be easily maintainable. The current system is a 2N modular IP intercom door entry system and is used in seven locations across campus which encompass both interior doors for single offices and exterior doors to buildings containing multiple offices.

This Request for Information (RFI) is intended to collect information and recommendations regarding door access control systems that can meet the requirements listed within this document. This is not a solicitation, request for offer, or an offer; responses to this RFI will not result in a contract award.

UNC Greensboro requests detailed point-by-point responses showing how your firm would address the items in section 3.0 of this RFI.

2. RFI PROCEDURES

2.1. **Schedule**

Respondents will have 4 weeks to prepare their submissions to this RFI. Responses must be received by the date, time, and location specified on the cover sheet of this RFI. Respondents may also be asked to present virtually and discuss their submissions. Respondents will be notified of the specific date and time at least one week before their presentation.

2.2. **Clarification Questions**

Clarification questions will be accepted until 12 PM EDT on 9/12/2023, as specified on the cover sheet of this RFI. All questions must be submitted via email. An addendum containing any general clarification questions and their answers will be issued as an addendum to this RFI.

2.3. **Response**

UNC Greensboro recognizes that considerable effort will be required in preparing a response to this RFI. **However, please note this is a request for information only and not a request for services.** The Vendor shall bear all costs for preparing this RFI.

2.3.1. **Content and Format**

UNC Greensboro expects concise, detailed, point-by-point responses to each of the RFI response items identified in Section 3 of this RFI. UNC Greensboro is not interested in brochures or "boilerplate" responses. Instead, responses should clearly define how the vendor's proposed solution(s) would meet UNCG's business requirements. Any issues or exceptions to the State's requirements should also be identified and explained.

A comprehensive, detailed list of software/hardware required for the proposed solution should be provided. While UNC Greensboro will require a pilot installation of any final solution adopted, UNC Greensboro is not interested in participating in any field trials of new software/hardware.

The response should define all services that would be required by the proposed solution. The response should also include:

2.3.2. **Multiple Responses**

Multiple responses will be accepted from a single vendor, provided that each response is comprehensive, meets all of the requirements, and is truly unique. Please place in separate emails and clearly mark responses as "Response #1, Response #2, etc.

3. Requirements and Specifications

In this section, the team responsible for evaluating responses has outlined their desired requirements. Vendors should closely review these requirements and provide a detailed point-by-point response showing how your firm would address the items in this section.

3.1. General Requirements

- 3.1.1. Solution must provide video surveillance to user of person(s) requesting access
- 3.1.2. Solution must provide the ability for user to interact with person(s) requesting access
- 3.1.3. Solution must provide the ability to remotely unlock door
- 3.1.4. Solution must provide the option to have multiple end users and the ability to select more than one contact option for person(s) requesting access
- 3.1.5. Solution must be compatible with our existing card access and manual key systems