



REQUEST FOR PROPOSAL

CONSULTING SERVICES - STRATEGIC STUDY

911 DISPATCH OPERATIONS AND RADIO COMMUNICATIONS OPERATIONS

SPECIFICATION NO. 2017-000-04

**Proposals must be submitted
No later than 3:00 PM Pacific local time, June 1, 2017 to:**

South Sound 911
Budget and Finance/RFP Proposal
955 Tacoma Avenue S, Suite 102
Tacoma, WA 98402

LATE PROPOSALS WILL BE REJECTED
There will not be a public opening for this Proposal

For further information regarding this RFP
Contact Mary Schindler at
(253) 798-7232
Mary.Schindler@SouthSound911.org

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REQUEST FOR PROPOSALS

Specification No. 2017-000-04

South Sound 911 is accepting sealed proposals for **consulting services for conducting a strategic study of regional 911 dispatch operations and radio communications to support local police and fire agencies**. Proposals will be received until 3:00 PM Pacific Daylight Savings Time, June 1, 2017, at which time they will be opened, recorded, and forwarded to a Selection Advisory Committee for evaluation. There will not be a public opening. Proposals will be evaluated by a committee, and the evaluation may include an in person interview.

Proposals must be delivered to South Sound 911 Budget and Finance Department, 955 Tacoma Avenue South, Suite 102, Tacoma, WA 98402. Delivered submittals will be date and time stamped only at the South Sound 911 Budget and Finance Department. All proposals must be received prior to the stated deadline.

Complete solicitation documents are available for download and viewing at www.SouthSound911.org (Agency/Budget & Finance/Purchasing). A list of consultants who submitted proposals for this solicitation will be available on the website for public viewing before 5 p.m. the (business) day after bid opening.

A pre-proposal conference will be held at the South Sound 911 Administration conference room, 955 Tacoma Avenue South, Suite 102, Tacoma, WA 98402, on May 18, 2017, at 10:30 AM PDST. The purpose of the pre-bid conference is to answer questions about this solicitation.

Additional information regarding the specifications may be obtained by contacting Mary Schindler, Financial Specialist, at 253-798-7232.

Janet Caviezel
Budget & Finance Manager, South Sound 911



Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-798-3911.

SOUTH SOUND 911
SECTION I – GENERAL INFORMATION

I. RFP GENERAL INFORMATION

South Sound 911 is a voter-approved, consolidated public safety answering point (PSAP) providing 911, dispatch, records management and technology services for law enforcement, fire, and emergency medical service. South Sound 911 serves all 41 police and fire districts in Pierce County, Washington. South Sound 911’s mission is to provide a modern, unified emergency communications and response system to protect and serve our communities and partner agencies. South Sound 911 is governed by a ten member Policy Board comprised of elected officials from each of the member agencies and one official from a partner city or town with a population under 50,000.

South Sound 911 is seeking a consultant to conduct a strategic study for regional 911 dispatch operations and radio communications to support local police and fire agencies.

All proposals received will be evaluated by a South Sound 911 Selection Advisory Committee (SAC). South Sound 911 reserves the right to award in the best interest of South Sound 911, including to award to more than one Respondent, to waive irregularities, or to not award a contract at all. South Sound 911 also reserves the right to issue a new Request for Proposal.

All Respondents will be expected to read, understand, and comply with the standard South Sound 911 terms and conditions for solicitations and services found on the South Sound 911 purchasing website. www.SouthSound911.org (*Agency/Budget&Finance/Purchasing*). A copy of the terms and conditions can be obtained in person at the South Sound 911 Budget and Finance Department, 955 Tacoma Avenue S., Tacoma, Washington, or by email request to Mary.Schindler@SouthSound911.org.

The apparent successful Respondent(s) will be expected to enter into a contract with South Sound 911 that allows for cooperative purchasing by other governmental entities.

A. PROJECTED CALENDAR OF EVENTS

The schedule of events concerning this RFP is as follows:

Publish and issue RFP.....	May 12, 2017
Pre-Proposal Questions.....	May 16, 2017
Pre-Proposal Conference.....	May 18, 2017
Response Due Date.....	June 1, 2017
Proposals Evaluated.....	June 5-6, 2017
Consultant Interviews (if necessary).....	June 7-8, 2017
Contract Negotiations.....	June 12-21, 2017
Award Recommendation.....	Begins at the end of the negotiation process
South Sound 911 Policy Board Approval....	June 28, 2017
Award Date.....	June 28, 2017
Work Commences.....	July 5, 2017
Work is Completed.....	90-120 days from commencement

This is a tentative schedule and may be altered.

SOUTH SOUND 911
SECTION I – GENERAL INFORMATION

B. ANSWERS TO RESPONDENT INQUIRIES

Any questions concerning the RFP must be submitted in writing to Mary Schindler, via fax (253-798-7874) or by email (mary.schindler@southsound911.org) by 3:00 p.m. Pacific Standard Time (PST), May 16, 2017. South Sound 911 will not be responsible for unsuccessful electronic submittals. The answers to the questions submitted will be an Addendum and will be posted to the following website: www.SouthSound911.org (*Agency/Budget&Finance/Purchasing*) by end of business within 3 working days. It is the Respondent's responsibility to check the website.

South Sound 911 will not be responsible for unsuccessful submittal of questions, and no further written questions will be accepted after the deadline stated above. South Sound 911 also reserves the right at its discretion to group similar questions into one single answer or not to respond, in its discretion, including and not limited to when the information is confidential.

All communications concerning this acquisition should be directed to Mary Schindler. Unauthorized contact regarding the RFP with any South Sound 911 employees may result in disqualification.

C. RFP REVISIONS

In the event it becomes necessary to revise any part of the RFP, addenda will be issued to all persons/firms who receive the RFP, and a notice will be posted on the designated website [www.SouthSound911.org (*Agency/Budget&Finance/Purchasing*)] that an addenda has been issued.

D. RESPONSIVENESS

Proposals must provide sixty (60) days for acceptance by South Sound 911 from the due date for receipt of proposals. All proposals will be reviewed by South Sound 911 to determine compliance with the requirements and instructions specified in this RFP. The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. South Sound 911 reserves the right, in its sole discretion, to waive irregularities deemed by South Sound 911 to be immaterial.

E. PROPOSAL FORMAT

Hard Copies: One (1) original and four (4) copies delivered to the South Sound 911 Budget and Finance Department, 955 Tacoma Avenue South, Suite 102, Tacoma, WA 98402. The original of the proposal is required on standard 8 ½ by 11 inch paper.

Electronic Copies: One electronic copy in PDF format on USB portable electronic memory. Electronic copies shall be submitted in portable document format (pdf) or image file formats. Documents must be capable of being opened, read, and disseminated to accommodate the solicitation process. If electronic copies are submitted in multiple documents, the documents must be numbered in compilation order to mirror hard copy submittals. Document must be printable on 8 ½ by 11 inch paper

South Sound 911 will not be responsible for unsuccessful submittal of documents. The response shall be entirely self-contained. For example, links to web pages or other documents not contained in the submittal are unacceptable. The order and sections of responses should match those listed in Section K, Proposal Content to be Submitted.

SOUTH SOUND 911
SECTION I – GENERAL INFORMATION

F. COSTS TO PREPARE PROPOSAL

South Sound 911 is not liable for any costs incurred by the Respondent for the preparation of a proposal submitted in response to this RFP, for conducting any presentations to South Sound 911, or any other activities related to responding to this RFP.

G. PROPOSALS PROPERTY OF SOUTH SOUND 911

All proposals, accompanying documentation and other materials submitted in response to this RFP shall become the property of South Sound 911 and will not be returned.

H. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

To the fullest extent permitted under law, all proposals received shall remain confidential until the evaluation is completed and the vendor is selected and approved. Thereafter, proposals shall be deemed public records. **See Standard Terms and Conditions Sections 1.17 and 2.25.**

I. CONTRACT OBLIGATION

The apparent successful Respondent(s) will be expected to enter into a professional services contract with South Sound 911. The contract must allow for cooperative purchasing by other governmental agencies.

J. POST-EVALUATION

1. Notification of Selected Responses

Respondents will be notified when a selection has been made of responses that are eligible for further evaluation, if applicable, or when a selection has been made of apparent successful Respondent(s). Failure to include a fax number or e-mail address may result in no notification.

2. Protest Procedures

Respondents submitting a protest to this procurement shall follow the procedures described herein. All protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to the Respondent under this procurement.

All protests shall be in writing and signed by the protesting party or an authorized agent. The protest shall state all facts and arguments on which the protesting party is relying. All protests shall be addressed to the South Sound Executive Director.

Only protests stipulating an issue of fact concerning a matter of bias, discrimination, conflict of interest, or non-compliance with procedures described in the procurement document shall be considered. Protests not based on procedural matters will not be considered.

In the event a protest may affect the interest of any other Respondent, such Respondent(s) will be given an opportunity to submit their views and any relevant information on the protest to the South Sound 911 Executive Director.

Upon receipt of a protest, the South Sound 911 Executive Director or his/her delegate will review the procurement process utilized. This is not a review of responses

SOUTH SOUND 911
SECTION I – GENERAL INFORMATION

submitted or the evaluation scores received. The review is to ensure that procedures described in the procurement document were followed, all requirements were met, and all Respondents were treated equally and fairly.

Protests shall not be accepted prior to notification of selected Respondents. Protests shall be received within two (2) business days from the date of the notification. The South Sound 911 Executive Director or his/her delegate will then consider all the information available to him/her and render a written decision within five (5) business days of receipt of the protest, unless additional time is required. If additional time is required, the protesting party will be notified of the delay. No contracts will be entered into until such written decision is issued.

K. PROPOSAL CONTENT TO BE SUBMITTED

The following information shall be submitted.

1. Cover letter
2. Proposal Signature Page— Complete and submit.
3. Provide a detailed proposal and budget for all deliverables listed in the project background and requirements section. The deliverables set forth in this RFP should not be considered a complete list of all required elements. It is expected vendors will articulate how their response meets the deliverables set forth in this RFP.
4. Experience and Qualifications
 - a) History
Provide a brief description and history of available resources and a listing of relevant products and technologies Respondent has utilized while delivering similar services as outlined in the Scope of Work and Requirements.
 - b) Qualifications
Provide information that highlights your particular abilities to successfully complete the services outlined in the scope of work and requirements.
 - c) Experience
Describe your experience with providing the services outlined in the scope of work and requirements.
6. References
 - d) Provide contact information in the number state in Selection Process and Evaluation Criteria below, related to the experience referenced above. Information should include, at a minimum:
 - Company name
 - Contact's name
 - Contact's title
 - Mailing address
 - Telephone number
 - E-mail address
 - Description of services provided
7. Conflicts of Interest
The Respondent shall document any conflict(s) of interest due to other clients, contracts, or property interest. Include a sworn statement certifying that no member of ownership, management, or staff has vested interest in any aspect of this project (Non-Collusion Affidavit).

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SECTION I – GENERAL INFORMATION

- a) Provide a statement that no assistance in preparing the response was received from any current or former employee of South Sound 911 whose duties relate(s) to this RFP, unless such assistance was provided by a South Sound 911 employee in his or her official public capacity and that neither such employee nor any member of his or her immediate family has any financial interest in the outcome of this RFP.
- b) State if the Respondent or any employee of the Respondent is related by blood or marriage to a South Sound 911 employee. If there are such relationships, list the names and relationships of such parties. Include the position and responsibilities within the vendor's organization of such vendor employees.
- c) State whether any of the individuals to perform work on the contract is a current South Sound 911 employee or a former South Sound 911.

8. Required Supplemental Information

- a) Financial Information
 - (1) Status of Firm —if a corporation, list the state and date of incorporation.
 - (2) If other than a corporation, list all general partners, joint ventures, persons or entities with an interest of ten percent (10%) or more in the Firm, indicating the title, if any, and the percentage of the interest of each.
 - (3) Financial Statements
Provide three (3) years of audited financial statements and the most recent Dun & Bradstreet Business Information Report. (Business Information Report is the minimum level D&B report required for this supplemental information requirement).
 - (4) Failure to Complete Prior Projects
Disclose whether Respondent has ever failed to complete work as outlined in the Scope of Work or similar project, within the past two (2) years. If so, list the entity for which the project was to be performed and explain why the work was not completed.
- b) Litigation
State the case number and party names of all litigation the Respondent has been named in that has been filed since January 1, 2007. The Respondent may omit any employment-related cases. It is not sufficient to state that litigation has no effect on this procurement. FAILURE TO DISCLOSE will result in disqualification of the Respondent and, if applicable, may be grounds for termination of any contract entered with the Respondent. If none, so state.
- c) Other
Include any supplemental information the Respondent thinks will be valuable to South Sound 911 in evaluating the qualifications of the Respondent to provide the services and/or goods described in this RFP.

L. AWARD CRITERIA

It is the intent to award at least one contract for the tasks listed in these specifications. The Respondent who can comply with the provisions and specifications herein, and provided such proposal is reasonable and is in the best interests of South Sound 911 to accept, will be offered

SOUTH SOUND 911
SECTION I – GENERAL INFORMATION

an award. South Sound 911 reserves the right to award more than one contract, in the best interests of South Sound 911.

South Sound 911, however, reserves the right to reject any and all proposals, waive minor deviations or informalities, not award a contract, or issue a subsequent RFP.

M. ADDITIONAL INFORMATION FOR RFP EVALUATION PROCEDURES

1. Request for Clarification

As part of the evaluation process, and at the discretion of the Selection Advisory Committee (SAC), Respondents may be asked to clarify specific points in their proposal[s]; however, under no circumstances will Respondents be allowed to make changes to their proposals.

2. Interviews

The SAC may request an interview with the Respondents who score the highest. If a Respondent declines the request for an interview for any reason, the Respondent may be eliminated from further consideration.

N. SELECTION PROCESS AND EVALUATION CRITERIA

Responses to this RFP will be evaluated and ranked by a Selection Advisory Committee comprised of South Sound 911 personnel and may include other experts chosen at the discretion of South Sound 911. South Sound 911 will request best and final offers from bidders selected from the evaluation of criteria listed below. The relative weight is intended as a general indication as to which criteria is most important to South Sound 911 and a general guide to the evaluators who participate in the process. South Sound 911 reserves the right to give each criterion such weight as it deems appropriate.

Cost of Proposal 25%

The evaluation process is not designed to simply award the contract to the lowest cost proposal but, rather, is intended to help with the selection process to choose the best combination of attributes, including price, based on the evaluation factors.

Understanding of Project 25%

Proposals will be scored for understanding of South Sound 911's needs by evaluating Respondent's description of the proposed service solution, including the ability of Respondent to adhere to the timeline for completion of work as set forth in the general information section of this RFP. The solution should include a detailed description of the processes and services Respondent will provide. The response must clearly indicate Respondent's ability to comply with needs listed in the project description.

Other criteria considered in this area will be whether the Respondent has grasped pertinent issues, identified potential problem areas, understands the deliverables, and understands and accepts South Sound 911's terms, conditions, and schedule requirements.

Experience and Qualifications 50%

Respondent's qualifications and past similar experience will be scored for applicability to South Sound 911's needs. Respondent will provide a minimum of five references. Respondent's references will be checked in addition to past contract performance.

SOUTH SOUND 911
SECTION II – RFP PROJECT BACKGROUND AND REQUIREMENTS

II. RFP PROJECT BACKGROUND AND REQUIREMENTS

PROJECT REQUIREMENTS

The purpose of this RFP is to obtain proposals from qualified parties as to their ability, qualifications, and the cost to provide consulting services to South Sound 911, Pierce County, and the City of Tacoma in conducting a strategic study of regional 911 dispatch operations and radio communications to support local police and fire agencies in Pierce County, Washington. The Project will be administered by an Executive Steering Committee representing the entities, including a representative from one of South Sound 911's other member agencies.

SCOPE OF WORK

Proposals must provide a written, clearly labeled response that addresses each of the following requirements. Responses must be entirely self-contained. For example, links to web pages or other documents not contained in the submittal are unacceptable.

A. Radio Systems:

1. Evaluate the current business models of radio systems servicing public safety agencies in Pierce County. City of Tacoma manages the 800 MHz System (sub-system currently managed by City of Puyallup) and the Combined Communications Network (hereafter, **CCN**), a joint venture between Pierce County and Pierce Transit, manages the 700 MHz System.
 - a. Identify and provide recommendations regarding potential consolidation of services.
 - b. Identify and provide recommendations to reduce overall operational and maintenance costs.
 - c. Analyze current system replacement policies and recommend a unified approach for replacement of fixed network equipment and subscriber units.
2. Provide options for policy leadership assuming a single-system approach.
 - a. Evaluate potential role of South Sound 911 as an administrator and/or operator of a combined radio system.
 - b. Evaluate roles of the CCN and Tacoma Radio Shop assuming a single-system or unified systems approach.

B. Dispatch Operations:

1. Review Fire Dispatch Study and incorporate findings/recommendations into this strategic study.
2. Identify and provide recommendations to achieve operational and maintenance efficiencies.
 - a. Review talk groups and provide recommendations for improving efficiency in operations county-wide to include rural fire.
 - b. Review staffing levels to support combined dispatch operations.
 - c. Review call-taking function to support combined dispatch operations.
3. Evaluate routing and call handling county-wide to include Washington State Patrol (WSP) primary PSAP responsibilities.
4. Evaluate the development of a Municipal Emergency Operations Center (EOC) in the planned Public Safety Communications Center (PSCC)

SECTION II – RFP PROJECT BACKGROUND AND REQUIREMENTS

C. Sustainable Funding:

1. Evaluate the use of \$0.70 E911 Excise Tax collected by Pierce County E911 Office (currently managed by Pierce County Department of Emergency Management)
 - a. Analyze current structure of the E911 Office and provide recommendations for administration of funding and reporting requirements.
 - b. Evaluate role of South Sound 911, as the provider of regional dispatch operations, with the State of Washington E911 Office.
 - c. Evaluate moving the E911 Program Office, including Next Generation 911 (NG911) responsibilities, to South Sound 911.
2. Provide recommendations for the use of excess 1/10 of 1% Sales & Use Tax for Emergency Communications collected through December 31, 2036.
3. Evaluate the structure of South Sound 911 as an interlocal agency and provide information regarding other governance models.

D. Cost


Provide the proposed cost of the required services above in terms of hourly rate and estimated hours per enumerated task, including, if applicable, the separate rates of individual staff members to be assigned to the project.

SOUTH SOUND 911
Submittal Checklist

PROPOSAL SUBMITTAL CHECKLIST

This checklist is provided for convenience only and identifies the documents that must be submitted with each proposal. Any proposal received without these documents may be deemed non-responsive and is subject to not being considered for award.

For number of copies needed, see RFP General Information Section E “PROPOSAL FORMAT”

<p>The following information makes up your submittal package.</p>	
<p>All information in General Information Section K to include: The following information shall be submitted</p> <ol style="list-style-type: none"> 1. Cover letter 2. Proposal including fee structure 3. Proposal Signature Page—Respondent shall complete and submit. 4. Experience, Ability and Capacity of Firm 5. Qualifications and Experience of Staff 6. References 7. Conflicts of Interest / Non-Collusion Affidavit (part of Signature Page) 8. Addendum Acknowledgement (part of Signature Page) 9. Acknowledgement of South Sound 911 standard terms and conditions (part of Signature Page) 10. Required Supplemental Information 	
<p>Any other information relevant to the specification requirements</p>	
<p>After award, the following documents will be executed:</p> <ul style="list-style-type: none"> • Contract • Bond, if required • Personnel Inventory Form, if required • Certificate of Insurance 	

**SOUTH SOUND 911
PROPOSAL SIGNATURE PAGE
ACKNOWLEDGEMENT OF TERMS AND CONDITIONS
NON-COLLUSION AFFIDAVIT
ADDENDUM ACKNOWLEDGMENT**

All proposals must be in ink or typewritten and must be executed by a duly authorized officer or representative of the bidding/proposing entity. If the bidder is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

Hard copy proposals submitted by delivery must be sent to South Sound 911, 955 Tacoma Avenue South, Suite 102, Tacoma, WA 98402.

**PROPOSAL FOR SPECIFICATION NO. 2017-000-04
CONSULTING SERVICES – STRATEGIC STUDY**

The undersigned Respondent hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The Respondent agrees, by submitting a proposal under these specifications, that, in the event, any litigation should arise concerning the submission of proposals or the award of contract under these specifications, or Request for Proposals, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

SOUTH SOUND 911 STANDARD TERMS AND CONDITIONS

The undersigned Respondent agrees, by submitting a proposal under these specifications, that the undersigned has read and understands the standard terms and conditions for South Sound 911 solicitations and services.

Non-Collusion Affidavit

The undersigned Respondent, being first duly sworn, on oath, hereby certifies that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person or entity not herein named; and bidder/Respondent has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a proposal; and that Respondent has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).

Respondent's Registered Name

Signature of Person Authorized to Enter into Contracts for Respondent

Address

Printed Name and Title

City, State, Zip

Date

(Area Code) Telephone Number / Fax Number

E.I.No. / Federal Social Security Number Used on Quarterly Federal Tax Return, U.S. Treasury Dept. Form 941

State Business License Number

State Contractor's License Number
(See Ch. 18.27, R. C. W.)

Signed and sworn before me on this ___ day of _____, 20____.

↑ Place Notary Stamp or Seal Here ↑

Notary Public in and for the State of _____,

County of _____,

My commission expires: _____.

Addendum No. 1 _____ **Addendum No. 2** _____

Addendum No. 3 _____ **Addendum No. 4** _____

***THIS PAGE MUST BE SIGNED, NOTARIZED, AND
RETURNED WITH PROPOSAL***

INSURANCE CERTIFICATE REQUIREMENTS

Please furnish South Sound 911 with a Certificate of Insurance with the following liability limits based on the contract amount:

<u>CONTRACT AMOUNT</u>	<u>LIABILITY LIMITS</u>
\$ 25,000 and Under	\$ 500,000 Combined Single Limit
\$500,000 and Under	\$1,000,000 Per Occurrence / \$2,000,000 Aggregate
Over \$500,000	\$5,000,000 Total Coverage

- A. Umbrella excess liability may be used to reach the limits stated above. Coverage must include:
1. Comprehensive General Liability
 2. Automobile Liability - Hired and Non-Owned
 3. Contractual Coverage
 4. Broad Form Property Damage
 5. Underground Explosion and Collapse Hazard (if necessary by the nature of the work)
 6. Any additional coverage specifically required by South Sound 911's specification
- B. The following general requirements apply:
1. Insurance carrier must be authorized to do business in the State of Washington.
 2. Coverage must include personal injury, protective and employer liability.
 3. Contractor must provide with the certificate (a) evidence of the amount of any deductible or self-insured retention under the policy, and (b) policy endorsement(s) that verify compliance with the additional insured and the primary/non-contributory requirements specified in Section C.1 and C.2 below.
 4. It is the contractor's responsibility to keep an up-to-date Certificate of Insurance and any required Endorsements on file with South Sound 911 throughout the contract.
 5. Contractor's insurance must be primary and non-contributory over any insurance South Sound 911 may maintain, that is, any such South Sound 911 insurance shall be excess to limits stated in the certificate.
- C. The following statements are required on the Certificate of Insurance or an Endorsement:
1. "*South Sound 911 is named as an additional insured*" ("as respects a specific contract" or "for any and all work performed with South Sound 911" may be included in this statement).
 2. "*This insurance is primary and non-contributory over any insurance or self-insurance South Sound 911 may have*" ("as respects a specific contract" or "for any and all work performed with South Sound 911" may be included in this statement).

**** NOTICE OF VENDOR RESPONSIBILITIES ****

Certificates of the above insurance coverage and any applicable endorsement shall be delivered, within ten (10) days of the execution of this Contract, to South Sound 911 by the CONTRACTOR or the CONTRACTOR's insurance carrier or agent certifying the above insurance coverage items are in effect. If any of the above insurance coverage is cancelled or materially changed, the CONTRACTOR shall give written notice to South Sound 911 within 24 hours.

Failure on the part of the CONTRACTOR to maintain the insurance coverage as required shall constitute a material breach of contract, upon which South Sound 911 may, after giving 24 hours notice to CONTRACTOR to correct the breach, immediately suspend or terminate the Contract if CONTRACTOR does not immediately correct the breach by securing the required insurance coverage and providing South Sound 911 with a certificate of insurance as evidence that coverage has been secured before the expiration of the 24 hours period, or South Sound 911 at its sole discretion, may procure or renew such insurance and pay any and all premiums in connection therewith, with any and all sums so expended to be repaid to South Sound 911 on demand, or at the sole discretion of South Sound 911, offset against funds due the CONTRACTOR from South Sound 911