BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors

THROUGH: President/CEO Inez P. Evans

FROM: Director of Life Safety and Security Mark Emmons

SUBJECT: Consideration and approval of RFP 22-06-450 IPTC Visitor Management System

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ACTION ITEM A – 12

RECOMMENDATION:

In a manner consistent with IPTC contract award standards, staff requests that the Board authorize the President/CEO to enter into a contract agreement with SISCO Corporation. This agreement is to purchase and install a new Visitor Management System (VMS) at 1501 W Washington Street, 2425 W Michigan Street, and 9503 E 33rd Street, for an amount not to exceed $165,219.

BACKGROUND:

IPTC currently uses a version of Easy Lobby for its VMS, that system is over five years old, no longer under warranty, and cannot be serviced. Additionally, Easy Lobby has purchased by a different company that can't service the system. The current system is not able to meet IPTC's needs now that there are multiple locations.

DISCUSSION:

IPTC released RFP 22-06-450 for solicitation on July 25, 2022. Two companies returned proposals for this project. Those firms were Konica Minolta Business Solutions and SISCO Corporation. The evaluation committee reviewed both submissions and determined that the committee wanted to have a demonstration by both companies. After the demonstrations, the evaluation committee was asked to score each vendor and SISCO was found to best meet the requirements.

The new VMS has features to help strengthen IPTC's security stature when visitors come to the facility. The new system will be able to perform multiple including these below:

- Staff can include the visitor in the meeting invite, and the system will email staff when the visitor checks in
- The system will be able to scan multiple forms of IDs to get information to fill out the required fields
- The system will be able to check the visitor against the Transportation Security Administration (TSA) watchlist
- The system will have kiosks that will allow a visitor to check themselves in and print a badge or have them report to the security desk to obtain the badge

ALTERNATIVES:

The Board of Directors could choose not to approve this contract. If this alternative is selected, IPTC will continue to use the current system until it meets its end of life. However, staff will be unable to expand the current system to the other locations and new systems will need to be purchased for them.

FISCAL IMPACT:

This project is funded from the Operating budget.

DBE/XBE DECLARATION:

There is no XBE goal associated with this contract.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on December 08, 2022.