

Request for Proposals (RFP)

Purchasing of Police Camera and Video Storage Solutions For City of Bonner Springs, Kansas

Proposals Due: May 2, 2017 by 3:00 p.m.

The City of Bonner Springs, Kansas is soliciting proposals from qualified companies to provide the Bonner Springs Police Department with a police camera and video storage solution. The Bonner Springs Police Department is seeking proposals which would enable the agency to deploy approximately 25 officer worn body cameras (22 patrol officers and 3 detectives). The department is also seeking proposals for consideration to retrofit the patrol fleet with new in car video system solutions (11 vehicles) and integrate the additional aforementioned 25 body cameras. Each proposal should be submitted in a manner that is independent of each other as the City will most likely choose either a full services solution of both in car and body camera system or solely a body camera system. In addition to the aforementioned provision of hardware, companies must provide a video storage solution, which partners with the provided body worn cameras and or both in car and body camera solution, to store, manage, retrieve and share captured digital video. Qualified companies will also provide a Service Agreement which includes service on equipment, hardware and software.

Potential Vendors must demonstrate experiences in designing and maintaining body worn camera and backend server solutions. The intent of this request for proposals is to acquire body worn video cameras for public safety use which offer ease of use, functionality, recording and storage capabilities. Potential Vendors shall only submit one proposal per firm.

Proposals that do not conform to the mandatory items as provided in the proposal instructions will not be considered. Vendors who choose to provide solely a body camera and not partake in the body-camera and in car video solution will still receive proper consideration.

Based upon results of the review and evaluation of proposals, the City may decide to proceed with an offer to one of the companies to furnish and potentially deploy units on a permanent basis throughout the Bonner Springs Police Department.

Section I. GOALS AND OBJECTIVES

The intent of this request for proposals is to acquire body worn video cameras for public safety use which offer ease of use, functionality, recording and storage capabilities.

A second independent assessment will be to determine if the City wishes to proceed with a full service storage solution and deployment of both worn body cameras and in car camera system throughout the Bonner Springs Police Department.

Potential Vendors will also be required to provide training on the use of body cameras and storage systems. All proposals submitted must address the key components discussed in the Technical Information and Requirements section.

Section II. GENERAL CONDITIONS

TERMS

The agreement which results from this RFP will be a contract for a period of an agreed upon amount of years. This agreement may be extended, if the City exercises the option to do so.

DESIGNATED CONTACTS

The City welcomes questions on or before 3:00 p.m. on May 2, 2017 regarding this solicitation. All questions shall be submitted in writing via email to: William “Billy” Naff, Chief of Police, bnaff@bonnersprings.org.

REFERENCES

The City reserves the right to check any reference(s), regardless of the source of the reference information.

COMMUNICATION WITH STAFF

From the date the RFP is issued until a contract is executed, communication regarding this project between potential vendors and individuals employed by the City is prohibited. Only written communication with the procurement contact, as listed on page one of this Request for Proposal, is permitted.

Once a determination is announced regarding the selection of a vendor, the Vendor will be permitted to speak with person(s) participating in contract negotiations.

Violation of these conditions may be considered sufficient cause to reject a vendor’s proposal and/or selection irrespective of any other condition.

The following exceptions to these restrictions are permitted:

- Contacts made pursuant to any pre-existing contracts or obligations; and
- Presentations, key personnel interviews, clarification sessions or discussions to finalize a contract, as requested by the City.

PROPRIETARY INFORMATION

All information and data contained in the proposal becomes the property of the City and becomes public information upon receipt to the City.

Section III. PROPOSAL SUBMISSION AND PROCESS

PROPOSAL FORMAT

The proposal submitted should not exceed 25 pages. Other attachments may be included with no guarantee of review.

The Potential Vendor shall provide a printed and digital copy on CD or Thumb Drive for submission. The name of the Potential Vendor firm shall be indicated on the proposal.

Proposals shall be signed by an authorized representative of the offeror. All information requested must be submitted. Failure to submit all information requested may result in the City requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Mandatory requirements are those required by law or such that they cannot be waived and are not subject to negotiation.

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. Elaborate brochures and excessive promotional materials are not required or desired

All proposals must be submitted in a sealed envelope plainly marked with the name and address of the Potential Vendor and the RFP title. No responsibility will attach to the City or any official or employee thereof, for the pre-opening of, post-opening of, or the failure to open a proposal not properly addressed and identified.

Sealed submittals shall be delivered to be following addressee on or before 3:00 p.m. on May 2, 2017 to:

Amber McCullough, CMC, City Clerk
City of Bonner Springs
205 E. 2nd Street
Bonner Springs, KS 66012

Late submittals will not be accepted.

PROPOSAL REQUIREMENTS

The Potential Vendors shall provide the appropriate information in sufficient detail to demonstrate that the evaluation criteria has been satisfied as specified. To allow for easier comparison of proposals during evaluation, proposals should contain the following sections and attachments and be arranged in consecutive order.

Executive Summary. This section shall serve to provide the City with the key elements and unique features of the proposal by briefly describing how the Potential Vendor is going to provide the best solution. The Executive Summary should include a schedule of major milestones to accomplish the implementation.

The Executive Summary should also include a list of high risk or problematic areas which were identified during the proposal process that are reasons for concern. Potential Vendor will not be evaluated on this paragraph and cannot lose evaluation points for listing areas of concern. These concerns will be addressed with the successful Vendor during negotiations.

Experience & References. Provide a list of at least three (3) references where you have provided similar goods and services to include organization name, address, contact name, phone number, number of cameras in use, number of years each has been using your system, and corresponding interfacing systems that will be used by the Department.

Staff Qualifications and Availability. Provide information concerning the experience and background of those persons who would actually perform work on the project.

Conceptual Treatment of Project and Work Plan. Describe in more detail the approach to the project. Include a preliminary project plan that includes Potential Vendor's concept of the project including the methodology to be used, proposed timeline, and the major deliverables to be produced. In addition, the Potential Vendor must provide and specify the roles and responsibilities for the City, Potential Vendor, and any companies providing the video storage solution. Include any assumptions and constraints.

License Agreement, Software Maintenance Agreement and Hosted Agreement must be provided for review and evaluation by the Department.

BUDGET DETAIL WORKSHEET

Submit an itemized budget worksheet for review for evaluation by the City.

BUDGET NARRATIVE

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets must be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the vendor estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format.

The Budget Narrative must include the following:

- Unit price for wearable cameras
- Unit price for in camera system
- Unit price for camera accessories (mounts, collars, etc.)
- Unit price for evidence transfer managers (docking stations)
- Annual price for hardware maintenance and support
- Annual price for software maintenance and support
- Price for hosting storage for immediate access
- Price for hosting archival storage
- Price for Independent Onsite Storage and Backend Software for System (if applicable)
- Extended Warranty and Upgrade/Replacement pricing

- Hourly rates for training services

Specifically, the initial order is estimated to be for 25 cameras. If the decision is made to proceed with a full serviced solution of body camera and in car video systems the initial order would be for 25 body camera and 11 in car video systems. The equipment pricing will be used for purchases of equipment throughout the term of the contract. All yearly maintenance and support fees shall be provided at a “fixed” per year price. Operation of all software and hardware products shall be covered by warranty for a period of 12 to 36 months from the date of acceptance at no additional cost.

Section V. EVALUATION OF PROPOSAL

Proposals will be reviewed by an Evaluation Panel made up of representatives of the City. The contract will be awarded to the Potential Vendor whose proposal the City determines, in its sole discretion, is the most advantageous to the City and in the City’s best interest. Evaluations will be based on the required criteria listed, and will also be based on:

- Ease of solution’s use
- Ability to meet the requirements of the RFP Scope of Services
- Maintenance, training, and support offering
- Cost of Services
- Acceptance of City’s RFP Terms and Conditions

Section VI. WITHDRAWAL OF PROPOSAL

Potential Vendors may request withdrawal of a posted, sealed proposal prior to the scheduled proposal opening time provided the request for withdrawal is submitted to the City Clerk in writing. Proposals must be re-submitted and time-stamped in accordance with the RFP document in order to be accepted.

No proposal may be withdrawn for a period of 90 calendar days after the date of proposal opening. All proposals received are considered firm offers during this period. The Potential Vendor’s offer will expire after 90 calendar days. If a Potential Vendor intended for award withdraws their proposal, that Potential Vendor may be deemed non-responsible if responding to future solicitations.

Section VII. REJECTION OF PROPOSAL

The City reserves the right to reject any and all proposals received by reason of this request.

Section VIII. TECHNOLOGY INFORMATION AND REQUIREMENTS

All potential vendors must provide detailed and specific information on the following characteristics and requirements, at a minimum, of their body-worn camera systems.

CAMERA AND SOFTWARE CONSIDERATIONS

Body Worn Camera Characteristics:

- Maximum total combined weight of device to be worn by officers, in ounces
- Minimum recording capability on a single battery charge, in hours
- Minimum storage capacity on the device, in hours
- Minimum sustained stand-by battery life without recharging, in hours
- Recording indicator visible to the operator
- Ability for the officer/operator to turn the recording indicator off and on
- Minimum field of vision, in degrees
- Low light functionality similar to the human eye
- Ability to disable night vision function
- Ability to transfer camera between multiple locations on the body
- Maximum number of wire or cable connections for the worn device
- Auto-tagging function for date/time, including hours, minutes, and seconds
- Additional product literature

Display and Access:

- Ability to view the video in the field
- Presence of enhanced user authentication
- Existence of a log showing users that have viewed and copied the video
- Ability to set and control the length of video retention by the System Administrator
- Identified management of account administration
- Ability to support multiple concurrent user log-ins
- Existence of customized search criteria
- Built in audio and video redaction capability
- Customizable logs/reports

Technical Capabilities:

- Capability with existing Department software

System Warranty:

- Minimum warranty for all patches, hardware, and software with option to extend warranty
- Articulated Return Material Authorization process
- Maximum time allowed for replacement of inoperable equipment by the vendor

Replacement and Upgrade

- Technical and mechanical upgrade's for equipment after purchase
- Matrix, cost, and time frame expectations for component and system upgrades available in the future

In Car Video System

- Method of monitoring/controlling inside patrol vehicle, including ability to interface with existing tablets

- Space specifications for in car proprietary system monitoring and control
- Operating Temperature
- Front Camera Zoom
- Rear Camera Capability
- Multi Microphone / Body Camera Capability
- Microphone Range (if applicable)
- Microphone Battery Life
- Pre Event Recording Buffer
- Look Back Buffer
- Event Activation types
- Camera Expansion
- Removable Hard Drive
- Secondary Recording
- ALPR Integration

Back End Storage and Maintenance Solution

- Server or cloud solution to store and maintain recorded videos from in-car and body camera
- Server specifications for a department of 25 and fleet if applicable
- Back End software to search and manage videos
- Maintenance, Hardware, and Upgrade expenses associated with proprietary server

Qualifications and Experience:

- The Potential Vendor shall provide a history of the business including the date established, the type of ownership or legal structure of the business (sole proprietor, partnership, corporation, etc.), the length of time that the firm has been operating as the legal entity, and the length of time the firm has been providing the requested service.
- The Potential Vendor shall list the proposed key members of staff to be assigned to the City's contract including their roles and estimated participation in delivering the services.
- The Potential Vendor shall disclose and explain whether they have been unable to complete a contract, been removed from a contract, or been replaced during a contract period in the past five years.
- If selected, Vendor, and any of their employees who work with the video system, must agree to submit and pass a criminal background check.

Storage

- Ability to export video in an industry standard file format
- Acknowledgment that all data is property of the city and must be made available at no additional cost
- Storage solution compliance with law enforcement Criminal Justice Information Services (CJIS) data protection and transport (i.e. SSL) standards. No external party-initiated connections will be allowed. The storage facility must be located within the United States (lower 48) including data storage for disaster recovery (DR) solutions. *[NOTE: For*

additional information on CJIS standards, please see <https://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center>.]

- Clear indication of storage costs, equipment replacement costs, and cloud transactions costs. Disclosure of all additional costs.
- Ability to export audit trail along with video, including redactions. Identified scope of audit trail.
- Identified data integrity.
- Capability to produce digitally authenticated duplicates.

Technical Component:

- Ability to index data, e.g. officer name, serial number, date/time of recording, report number, and type of crime.
- Identified technical support and assistance that will include, but not be limited to the following: devices worn by police personnel, docking/charging stations, networking equipment, WAN/LAN connectivity, system software, system upgrades, and video retrieval software and procedures.
- Identified areas of expertise and resources available both nationally and locally to provide the requested services.
- Described process for video uploading.
- Supported integration system to backup data (including video and database with audit logs) for data integrity in the event of corruption or malware.
- Supported local backend infrastructure in addition to CJIS compliant cloud storage with the ability to migrate in either direction at the discretion of the police department.

OWNERSHIP AND PUBLIC RECORDS

The City shall own all rights to the data and video that is stored at the Vendor's host site, (if applicable) with no transfer, conveyance, assignment, or sharing of data ownership to/with the hosting provider. It will be the responsibility of the City to notify the Vendor when the data can be deleted from the Vendor's host site.

MAINTENANCE AND USER FEES

The City will not pay software maintenance or support fees until the functions and features are demonstrated as operational in production. The City shall be entitled to exercise its option to purchase Extended Maintenance for a given option period.

User account fees, if any, will include costs for all subscription licensed software provided by the Vendor, such as third-party modules, middleware, and integration. During implementation, testing, training, validation and integration, the Vendor will provide sufficient numbers of user access accounts to enable the team to achieve a successful "go-live" into production. User Account fees will be based on production system use. Training, Development and Test accounts will not be considered additional users for access purposes.