**Generic Request for Proposals (RFP)**

**A Guide for Purchasing Body Worn Cameras**

**For State and Local Agencies**

**Explaining the Guide**

**Introduction and Disclaimer**

We have put together a guide to assist law enforcement agencies and their jurisdictions' contract offices in procuring body worn cameras, accessories, video storage solutions, and maintenance agreements.

The Generic Request for Proposals is a document that serves as a guide for agencies wishing to obtain body worn cameras via a competitive process and using a Request for Proposals (RFP) mechanism. It is not meant to supersede any Federal, State, or Local procurement requirements.

The Generic RFP may be used to assist you in putting together your own RFP. It serves as a model for things to include. It is based on a number of existing RFPs from different agencies and upon the needs of agencies that seek to purchase body worn cameras.

Disclaimer: We recognize that Federal, State and Local contracting rules may supersede the examples that we provide. This guide does not replace any State and Local requirements, nor does it replace any Federal guidelines or requirements. If Federal, State, and Local rules are more restrictive, then you must follow those rules. This is simply a guide that can be used if you so choose. You may and should alter the language to fit your needs.

There is no requirement or mandate to use this template as part of your grant with the Bureau of Justice Assistance.

**Substance of the Generic RFP**

The Generic RFP is divided into 10 sections, including appendices.

Section I is an invitation to apply. The user of this template may fill in the blanks for the city, police department, number of cameras sought, and number of years desired for the service agreement.

Section II is the goals and objectives of the cameras. In this section we suggest that the jurisdiction field-test cameras before completing the final purchase. The user of the template may fill in the blanks for the number of months of the test as well as the name of the department and city.

Section III includes the general conditions of the agreement that results from the selection of the vendor. (Also, Appendix 2 includes more contractual language). The user may fill in the number of years of the contract and if applicable, the number of additional years that the contract might be extended. The name of the contact, dates, and email address may be included. A table of "Schedule of Events" may be filled in with dates for the anticipated activities regarding the RFP and selection process.

Section III also includes items on references, communication with staff, proprietary information and applicable law. These are additional options for the user of the template and depend, in part, on the rules and/or procedures that govern the jurisdiction.

Section IV speaks to the requirements of the proposal. The 'proposal format' includes a fill-in-the-blank about the number of pages of the proposal, the way in which the proposal may be submitted (bound with dividers), about the number of proposals submitted, the required signature, and how it may be sent to the jurisdiction. These are all additional options that are included for the user's discretion.

Section IV includes seven specific suggestions of the proposal. Notably, we have added a section on a 'financial statement' from the vendor and its subcontractor(s). This is to assess the financial stability of the contractor and its subcontractors, as it is important to know that the vendor's business is robust and will be able to fulfill the requirements of the contract. Lastly, the proposals may include a budget and budget narrative. A template of the budget is included in Appendix 4.

Sections V, VI, and VII refer to the evaluation, withdrawal, and rejection of the proposal.

Section VIII refers to the camera technology information and requirements. This section is very important as it requests specific information about the camera, battery, storage, software, warranty, and technical aspects of the camera. In addition, Appendix 1 provides a template for "camera selection and assessment" that may be filled out by the proposer.

Section IX describes the testing period of the selected camera, assuming that the user of this template follows this suggestion.

Section X is the Appendixes which includes the Body Worn Camera Selection and Assessment Tool and templates for suggested contract language, references, and the budget.

Within this generic RFP we have included four "NOTES" that refer the user to different documents. These all appear in Section VIII on Technology Information and Requirements.