**Generic Request for Proposals (RFP)**

**A Guide for Purchasing Body Worn Cameras**

**For State and Local Agencies[[1]](#footnote-1)**

**Section I. INVITATION**

The City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_is soliciting proposals from qualified companies to provide the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Police Department with \_\_\_\_\_ (insert a number) officer worn body cameras. In addition, companies must provide a video storage solution, which partners with the provided body worn cameras, 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 for \_\_\_ years.

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 camera for public safety use that offers 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.

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

**Section II. GOALS AND OBJECTIVES**

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

The City will then select a limited Number of vendors to conduct a \_\_\_\_\_\_ month (or longer) on-street field test of body worn cameras and storage solution by the \_\_\_\_\_\_\_\_\_\_\_ Police Department. All vendors not selected for this test will be eliminated and therefore not be considered to supply body worn cameras and/or a video storage solution to the City of \_\_\_\_\_\_\_\_\_.

**Section III. GENERAL CONDITIONS**

**TERMS**

The agreement which results from this RFP will be a contract for a period of \_\_\_\_ years. This agreement may be extended, on the same terms and conditions for an additional \_\_\_\_\_ year terms, if the City exercises the option to do so.

**DESIGNATED CONTACTS**

Any explanation desired by a potential vendor regarding the meaning or interpretation of any RFP provision or questions must be submitted in writing via email to the procurement contact, \_\_\_\_\_\_\_\_\_\_\_ (name of contact), no later than \_\_\_\_\_ on \_\_\_\_\_\_\_, 2016. \_\_\_\_\_\_\_\_\_\_ (name of contact) is the only individual who may be contacted regarding the RFP and all inquiries should be sent to [\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_.gov](mailto:___________@________.gov). Responses to the questions will be posted as an Addendum to the RFP by \_\_\_\_\_\_\_ (date) on the City’s RFP website.

**SCHEDULE OF EVENTS**

|  |  |  |
| --- | --- | --- |
| **ACTIVITYYY** | | **DATE/TIME** |
| 1. | Release Request for Proposal |  |
| 2. | Deadline to submit written questions |  |
| 3. | Response to written questions posted on website |  |
| 4. | Deadline for submitting proposal |  |
| 6. | Evaluation Committee Review |  |
| 7. | Interviews for selected firms if necessary |  |
| 8. | Final recommended selection |  |
| 9. | Final approval by CITY |  |
| 10. | Tentative contract award date |  |

**REFERENCES**

The City reserves the right to check any reference(s), regardless of the source of the reference information, including but not limited to, those that are identified by the company in the proposal, those indicated through the explicitly specified contacts in Appendix \_\_\_, those that are identified during the review of the proposal, or those that result from communication with other entities involved with similar projects.

**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 opening the proposal.

If the Potential Vendor wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within the state’s Public Record statutes.

All proprietary information the Potential Vendor wishes the City to withhold from the public must be submitted in a sealed package, which is separate from the remainder of the bid. The separate package must be clearly marked PROPRIETARY on the outside of the package.

**APPLICABLE LAW**

The laws of the State of \_\_\_\_\_\_\_ shall govern, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located in the State of \_\_\_\_\_\_\_, regardless of the place of business, residence or incorporation of the Vendor.

**Section IV. PROPOSAL SUBMISSION AND PROCESS**

**PROPOSAL FORMAT**

The proposal submitted should not exceed \_\_\_\_ (number) of pages. Other attachments may be included with no guarantee of review.

[Suggested option: All proposals shall be on 8-1/2" x 11" paper bound with tabbed dividers labeled by section to correspond with the evaluation information requested.]

The Potential Vendor shall submit one clearly labeled original and six copies of their proposal. The name of the Potential Vendor firm shall be indicated on the spine and/or cover of each binder.

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 number and 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.

FAXED PROPOSALS ARE NOT ALLOWED AND WILL NOT BE CONSIDERED.

**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 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, background and resumes of those persons who would actually perform work on the project. Indicate the present workload of the project staff to demonstrate their ability to devote sufficient time to meet the proposed schedule.

*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.

*Body Worn Camera Selection and Assessment Tool.* All potential vendors must complete and submit this form for review by the Department.

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

*Financial Statement.* The Potential Vendor must substantiate their financial stability along with the financial stability of any subcontractors. The most recent audited financial statements must be submitted with your bid. Provide a complete written description concerning your past, current, and future financial stability relative to your ability to meet the long-term requirements of this contract. The information should be supported with appropriate documentation, such as a current Dunn & Bradstreet report. The City will exclusively determine financial stability of respondents to this RFP process.

The Potential Vendor should provide, at a minimum, the following financial data:

* Most current audited financial statement including an Income Statement, Statement of Cash Flows and a Balance Sheet (publicly held firms should include quarterly reports since the last annual report)
* Financial information specific to the division within the organization responsible for research, development, marketing and support of the proposed Products and Services
* Bank references and name of auditing firm
* Identification of any and all parent or subsidiaries relationships.

**BUDGET DETAIL WORKSHEET**

A sample Budget Detail Worksheet is included in Appendix \_\_. Vendors that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

**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). Vendors should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. 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 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
* Hourly rates for training services

Specifically, the initial order is estimated to be for \_\_\_\_ cameras, with potentially another \_\_\_\_ cameras in the initial contract year based on funding availability. 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 warranted for a period of \_\_\_ (12, 24, or 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 Evaluation Panel will select a "short list" of qualified Service Providers who will be formally interviewed and may be requested to provide a formal demonstration to 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 qualitative evaluation 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's Purchasing Analyst in writing or a proposal release form has been properly filled out and submitted to the Purchasing & Contracts reception desk. 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.

**ADDENDUM TO THE RFP**

If any addendum is issued for this RFP, it will be posted on the City’s web site as

an Addendum at \_\_\_\_\_\_\_\_\_\_\_.gov. The City reserves the right to cancel or amend the RFP at any time.

**Section VIII. TECHNOLOGY INFORMATION AND REQUIREMENTS**

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

*[NOTE: For more information on body-worn camera implementation among law enforcement agencies, please refer to the Technology section of the Bureau of Justice Assistance’s National Body-Worn Camera Toolkit found at* [*https://www.bja.gov/bwc/Topics-Technology.html*](https://www.bja.gov/bwc/Topics-Technology.html)*.]*

**CAMERA AND SOFTWARE CONSIDERATIONS**

*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

*[NOTE: For additional camera criterion, see ‘Body Worn Cameras for Criminal Justice: Market Research’, NIJ 2014.* [*https://www.justnet.org/pdf/Body-Worn-Camera-Market-Survey-508.pdf*](https://www.justnet.org/pdf/Body-Worn-Camera-Market-Survey-508.pdf)*]*

*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

*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 any litigation, threatened litigation, investigation, reorganization, receivership, filing, strike, audit, corporate acquisition, unpaid judgments or other action that could have an adverse impact on their ability to provide the required needs.
* 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*](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.
* Ability to automatically integrate with CAD systems and list or identify supported CAD vendors.
* 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 support integration for the backup of 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, the City must follow the State’s Retention Records Schedule. It will be the responsibility of the City to notify the Vendor when the data can be deleted from the Vendor’s host site.

*SUGGESTED OPTIONAL LANGUAGE*

The City is a public agency as defined by state law, and as such, it is subject to the State’s Public Records Law. Under that law, all of the City’s records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person.

**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.

**Section IX. EVALUATION OF SELECTED CAMERAS**

*Testing Period*: The testing period will be performed, and during this time, the City will evaluate each camera to assess in a static and fluid environment based on the following:

* Ease of Camera Use
* Camera Functionality
* Camera Sturdiness
* Video Download Capability
* Ease of Storage System
* Data Distribution Capability
* Account Administration/Storage Rights

Vendors who pass the Technical Component evaluation criteria will be required to attend an assigned testing date and will provide training to police officers who will test that proposer’s camera.

Each Potential Vendor will indicate any pre set-up requirements needed from City staff or equipment required for training. On the assigned training day, each proposer will provide three working test units and training at no cost to the City. All units undergoing testing will be returned to the proposer at the proposer’s expense following the testing and grading of the units.

*[NOTE: For more information on training policies, see ‘Implementing a Body Worn Camera Program –Recommendations and Lessons Learned’, COPS 2014.* [*https://www.bja.gov/bwc/pdfs/PERF-ImplementingBWCProgram2014.pdf*](https://www.bja.gov/bwc/pdfs/PERF-ImplementingBWCProgram2014.pdf)*]*

*Testing Data:*

* Upon completion of the test period, all data collected during the testing phase will be submitted to the City in its entirety at no cost and submitted in a readily viewable format.
* Data must be indexed and searchable by date and time of recording.
* Data must be submitted to the Agency by \_\_\_\_\_\_\_\_\_\_\_.

1. This document 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. [↑](#footnote-ref-1)