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Bureau of Justice Assistance  
U.S. Department of Justice

**The Guiding Principle of BJA:**  
**Reduce crime, recidivism, and  
unnecessary confinement, and  
promote a safe and fair criminal justice  
system.**



## **BWC TTA National Meeting 2017: Procurement Considerations**

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New Orleans, LA

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## Outline

- Introduction
- Review of Resources and Technology for Procurement Consideration – Todd Maxwell, BAH
- Review of BJA Procurement Guidelines – Stephen Fender, BJA
- Questions and Answers



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## Technology Procurement Considerations Overview



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## Technology Procurement Resources

- What is out there to help me define my requirements?
  - BWC Toolkit
  - BWC Podcast Series
  - NIJ 2016 Markey Survey
  - DHS 2015 SAVER Market Survey
  - BWC TTA
  - BWC Generic RFP



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## Technology Considerations

- Camera Technology
  - Recording (Format, Resolution, Low Light & Audio)
  - Storage & Transfer Method (Dock, Cellular, Encryption & Encoding)
  - Camera Angle and Focus
  - Add-on Features (Facial Recognition, Live Stream, Bluetooth, GPS, etc.)
- Storage Options: Server versus Cloud?
  - Sharing Capabilities
- Digital Media Evidence Management
  - Video Analytics & Redaction



### Camera Considerations from NIJ & DHS SAVER Markey Surveys

- Price
- Product dimensions
- Product weight
- Camera mount options
- LCD display
- Recording capacity
- Video Resolution
- Field of view (FOV)
- Lux rating
- Night mode
- Recording speed (fps)
- Capture photos
- Date/time stamp
- Pre-event recording
- Pre-event recording length
- Event marking (Tagging)
- Microphone (built in or external)
- Battery life at standby
- Battery life recording
- GPS data
- WiFi (transfer/live feed)
- Bluetooth (auto activate)
- Durability



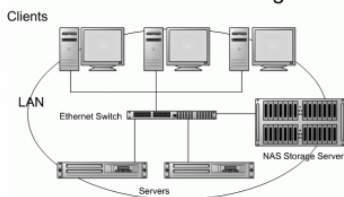
#	Vendor	Product Name & Model	MSRP	Dimensions (H x W x D)	Weight (oz)	Mounting Options	LCD Display	Recording Capacity (GB)	Video Resolution (P)	FOV (degrees)	Lux Rating (lux)	Night Mode	Recording Speed (fps)	Photo Capture	Date/Time Stamp	Pre-Event Recording	Event Marking	Microphone	Battery Standby (hours)	Battery Life While Recording (hours)	GPS	Warranty (months)	Data Management	Export	Redacting / Editing	Chain of Custody Support	Report
50	TASER*	Avon Body 2	\$399	3.4 x 2.8 x 1.0	5.0	Chest, belt, pocket	N	64	1080	142	< 0.1	Y	30	N	Y	Y	Y	Y	12+	11.3	N	12	Search, categorize, and tag	Y	Y	Y	Y
51	TASER*	Avon Flex	\$599	8.8 x 0.7 x 3.2	3.8	Glasses, head, hat, collar, epaulet	N	8	480	75	< 1	Y	30	N	Y	Y	N	Y	12+	9	N	12	Search, categorize, and tag	Y	Y	Y	Y
52	Titan*	BWC-3HV2	\$350	3.7 x 2.3 x 1.4	6.0	Chest, shoulder, eye level, collar	Y	16-64	1080	110	< 1	Y	60	Y	Y	Y	Y	Y	120	13-15	Y	24	Search, categorize, and tag	Y	Y	Y	Y
53	Utility*	BodyWorn	\$400	5.5 x 2.9 x 0.2	5.1	Chest	Y	64	4000	130	1.0	Y	30	Y	Y	Y	Y	Y	24-48	12+	Y	12	Search, categorize, and tag	Y	Y	Y	Y
54	View*	LE4	-	3.3 x 2.1 x 1.1	5.5	Chest, car	N	64	1080	95	-	N	30	Y	Y	Y	Y	Y	14	12	N	3	Search, categorize, and tag	Y	Y	Y	Y
55	View*	LE4 Mini	-	1.9 x 1.9 x 1.0	2.5	Chest, car	N	64	1080	95	-	N	30	Y	Y	Y	Y	Y	3	3	N	3	Search, categorize, and tag	Y	Y	Y	Y
56	VP360*	Argus Gen 1 Digital BWC	\$235	3.5 x 2.3 x 0.9	6.2	Chest, ear, button hole, shoulder tab	Y	16-64	1296	140	< 0.1	Y	30	Y	Y	Y	Y	Y	10	8	Y	24	Search, categorize, and tag	Y	Y	Y	Y

Source: [Market Survey of Body Worn Camera Technologies](#) (National Institute of Justice, 2016)



## Which storage is right for me?


### Network Attached Storage



## Storage Considerations

- Review Cloud, On-Premise or Hybrid Approaches
  - Security & Connections
  - Sharing Capabilities
  
- Consider Cost and Complexity
  - Staffing, Time, Dedicated Space
  - State and Local Laws on Retention
  
- Create & Review Storage Policies
  - Agency and Vendor






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## On-Premise or Cloud Storage or Hybrid

- On-Premise storage has some advantages over offsite storage, including:
  - Immediate access to data
  - May be less expensive
  - Internet access not needed
  - Clear ownership and audit trails
- Offsite storage has some advantages over onsite storage, including:
  - Access to data from any location, via Internet or FTP
  - External Data Preservation & Redundancy
  - Ease of uploading data from remote locations
  - Ease of adding more memory for storage
- Hybrid Storage
  - Short term vs long term storage
  - Costs
  - Access



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## Law Enforcement Calculations Example

- Chula Vista Police estimated that if it equipped every one of its 200 sworn officers with cameras, they could potentially generate 33 terabytes of data every year *According to Police Chief Magazine*
- Oakland Police Department has had cameras since 2009 (“currently 661 operational”) stated that it has been averaging five terabytes of data every month since inception. They now require 500 Terabytes of storage capacity.



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## Storage Policy Considerations

- Cloud – who owns the data
- Responsibility for failure of system
- Redundancy
- Security and access
- Retention options
- Connections



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## Vendor Review Considerations

- Pilot vs. no Pilot
  - Pros – Test features and functionality, helps define storage needs
    - Recruit Champion Officers & SGTs
  - Cons – Delays deployment period, monetary timeframe considerations, other local pilots
- Company History
  - Support & Warranty
- Review options for procurement local, state, GSA





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## Pilot Policy Considerations

- Law Enforcement Implementation Checklist on BWC toolkit:  
<https://www.bja.gov/bwc/pdfs/BWCImplementationChecklist.pdf>
- Collaboration
  - Other Justice Agencies (Local LE, Prosecutors, Courts, Defense)
  - Community & Advocacy Group Inputs (Police Advisory Council, Victims)
- Recording discretion
- Officer's Right to Review
- Supervisor Audits & Compliance
- Public release
- Training updates to other Policy for items that will be on Video




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## Guidance for Purchasing BWCs


- “Generic” Request for Proposals (RFP) - Based on existing RFPs from other agencies
- Template/Model to assist agencies during the procurement process
- Disclaimer – not definitive; does not replace Federal, state or local requirement





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## Department of Justice Procurement Guidelines Overview



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## Federal Guidelines For BWC Procurement

- Ensure Competition for All Federal Funds
  - All procurement transactions must be conducted in a manner to provide the maximum extent practical, open and free competition
- Grantees Should Follow their local/state guidelines for procurement
  - When deciding the specific processes for bids, timelines, and how the scope of those documents, you should use your local/state guidelines
- Timeline
  - Agency timeline not a factor for compliance



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## Avoid Restrictions on Competition

- Unreasonable requirements in order to qualify for competition;
- Unnecessary experience or excessive bonding;
- Engaging in noncompetitive practices between firms or in noncompetitive contracts with consultants on retainer;
- Staff conflicts of interest (Stock Ownership)
- Specifying a “brand name” product without provision for an equivalent product to be offered (and without performance requirements or features being clearly described), or
- Any arbitrary action in the procurement process.



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## Testing and Evaluation

- Given the complex nature of Law Enforcement technology it is not uncommon to test products before a purchase is made.
- Testing and Evaluation is not equal to procurement.
- Often conducted using select vendor products.
- May inform the final procurement documents by serving as the foundation for procurement criteria.



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## Procurement Thresholds

- Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold (currently set at \$150,000).
- For purchases above the threshold Competitive Sealed Bidding is recognized as the preferred method of procurement
- The non-Federal entity should consider the most economical approach to the acquisition.



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## Sole Source

- Exceptions to the prime rule of competition. These exceptions result in “sole source” or non competitive contracting.
- The Administrative Rules are quite clear regarding the necessity to have open and free competition to satisfy grantee contractual requirements.
- Grantees may make the initial determination that competition is not feasible if one of the following circumstances exists:
  1. The item of service is available only from a single source
  2. The public exigency or emergency for the requirement will not permit a delay resulting from a competitive solicitation.
  3. After solicitation of a number of sources, competition is considered inadequate

**Non-competitive proposals that exceed the Simplified Acquisition Threshold must be approved.**



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## Procurement Documentation

- Monitoring documentation
  - It is crucial that you maintain all procurement related documentation for BJA review
  - Regardless of the need of approval all procurement decisions should be documented and evidence maintained for review
  - What was sent out, what was received, how the decision was made.
- Match Requirements
  - Treated as the same as federal funds
  - All documentation should be maintained
  - Federal procurement rules apply



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## Questions and Answers


Q & A



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## Resources

- BJA Body-Worn Camera Toolkit  
<https://www.bja.gov/bwc/topics-gettingstarted.html>
- BJA BWC Podcast Series on iTunes  
<https://itunes.apple.com/us/podcast/bja-bwc-podcast-series/id1052357304?mt=2>
- Body-Worn Camera Training and Technical Assistance  
<http://www.bwctta.com/>
- Generic Request for Proposals (RFP)  
<http://bwctta.com/resources/bwc-resources/generic-request-proposals-rfp>
- 2015 DOJ Financial Guide  
[http://oip.gov/financialguide/DOJ/pdfs/2015\\_DOJ\\_FinancialGuide.pdf](http://oip.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf)
- Federal Procurement Guide  
[http://oip.gov/financialguide/PDFs/New%20Procurement%20Guide\\_508compliant.pdf](http://oip.gov/financialguide/PDFs/New%20Procurement%20Guide_508compliant.pdf)
- NIJ 2016 Market Survey  
<https://www.ncjrs.gov/pdffiles1/nij/grants/250381.pdf>
- DHS SAVER 2015 Markey Survey  
[https://www.dhs.gov/sites/default/files/publications/Body-Worn-Cams-MSR\\_0615-508\\_1.pdf](https://www.dhs.gov/sites/default/files/publications/Body-Worn-Cams-MSR_0615-508_1.pdf)



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## Notes on Competitive Sealed Bidding

- Used when the following conditions exist:
- 1. The requirement can be described and is finite and specific in detail. The contract will be awarded to the lowest responsive (the bid meets all the requirements of the solicitation including design specifications), and responsible bidder (the contractor has the capability in all respects) that can accomplish the contract requirements.
- 2. There are two or more contractors that could satisfy the requirement and are willing and able to compete for the contract.
- 3. There is enough time available to issue the solicitation, conduct a public bid opening, and award a firm fixed-price contract to the lowest responsive and responsible bidder.
- 4. The requirement to hold “negotiations/discussions” is not necessary and does not exist.