



CITY OF FAYETTEVILLE REQUEST FOR PROPOSAL

Issue Date: 08/08/18	RFP Number: #VSP211-16	RFP Title: Law Enforcement Video System Project For The City of Fayetteville
RFP Due Date & Time: 09/06/2018 @ 2pm		Number of Pages:

CONTACT INFORMATION	
Procurement Agent and Contact for this RFP: Danielle Ballard, Purchasing Agent	Procurement Official: Carleetha Talmadge, Assistant Finance Director
City of Fayetteville Finance & Administrative Services Department 240 South Glynn Street Fayetteville, GA 30214	Phone: (770) 461-6029 Fax: (770) 460-4238 Website: www.fayetteville-ga.gov

INSTRUCTIONS TO OFFERORS	
Return Sealed Proposal to:	Mark Face of Sealed Envelope/Package:
City of Fayetteville Finance & Administrative Services Department 240 South Glynn Street Fayetteville, GA 30214	Offeror's Name and Address RFP Name and Number: #VSP211-16 Law Enforcement Video System Project For The City of Fayetteville
	RFP Due Date & Time: 09/06/2018@2pm Special Instructions: Submit 3 copies of all documents- plus one (1) original copy.
IMPORTANT: SEE STANDARD TERMS AND CONDITIONS	

OFFERORS MUST COMPLETE THE FOLLOWING	
Offeror Name & Address:	Authorized Signatory:
	(Please Print Name and Sign in Ink)
Offeror Phone Number:	Offeror Fax Number:
Offeror Federal I.D. Number:	Offeror Email Address:
OFFEROR MUST RETURN THIS COVER SHEET WITH RFP RESPONSE	

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OFFEROR'S RFP CHECKLIST

The 10 Most Critical Things to Keep in Mind When Responding to an RFP for the City of Fayetteville

1. _____ **Read the entire document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; funding amount and source; contract requirements (e.g. contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the procurement agent's name, address, phone numbers and e-mail address.** This is the only person you are allowed to communicate with regarding the RFP and is an excellent source of information for any questions you may have.
3. _____ **Attend the pre-proposal conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions to the procurement agent by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" issued for the RFP. All addenda issued for an RFP are posted on the City's website and will include all questions asked and answered concerning the RFP.
5. _____ **Follow the format required in the RFP** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the City or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the City. The proposals are evaluated based solely on the information and materials provided in your response.
7. _____ **Use the forms provided**, e.g. cover page, sample budget form, certification forms, etc.
8. _____ **Check the City website for RFP addenda.** Before submitting your response, check the City website at www.fayetteville-ga.gov to see whether any addenda were issued for the RFP. If so, you must submit a signed cover sheet for each addendum issued along with your RFP response.
9. _____ **Review and read the RFP document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and complete. The copies are provided to the evaluation committee members and will be used to rank your response.
10. _____ **Submit your response on time.** Note all the dates and times listed in the Schedule of Events and within the document, and be sure to submit all required items on time. Late proposal responses will not be accepted.

This checklist is provided for assistance only and should not be submitted with Offeror's

SCHEDULE OF EVENTS

EVENT	DATE
RFP Issue Date	08/08/18
Deadline for Receipt of Written Questions	08/21/18
Deadline for City Response to written Questions	08/24/18
RFP Response Due Date	09/06/18
Notification of Offeror Interviews/Product Demonstrations	N/A
Offeror Interviews/Product Demonstrations	TBA if needed
Intended Date for Contract Award	09/20/18

SECTION 1: PROJECT OVERVIEW AND INSTRUCTION

1.0 Project Overview

The City of Fayetteville, Georgia is will receive sealed proposals for qualified and experienced Vendors to replace the current video systems used by the City of Fayetteville’s Police Department. This project will involve providing an in-car video system as well as body worn camera (BWC) solution capable of being interlinked through Digital Evidence Management Software (DEMS) that is cloud based. The primary intent of this request for proposal (hereinafter “RFP”) is to enter into an agreement with a contractor capable of providing and installing a system as described (hereinafter referred to as “SYSTEM”).

The City of Fayetteville reserves the right to accept or reject any or all proposals, to waive informality and to accept the proposal deemed to be in the best interest of the County.

Introduction

As a result of this RFP, the City expects to receive proposals that will address how the products meet or exceed City requirements as defined in this RFP. The City intends to work with selected Vendor(s), as desired, to conduct onsite Vendor demonstrations of the hardware and software and to perform extensive hands-on field and/or bench evaluation and testing of the Vendor’s products. Once the Evaluation Committee has scored the RFP responses, evaluated the products based on the demonstrations and performed field and/or bench evaluations, the City desires to select a complete SYSTEM; and to enter into contract(s) for the purchase and installation of the SYSTEM, as well as training, maintenance and support of hardware and software as needed.

This RFP provides a list of required services, general information, instructions for submitting responses, and Vendor selection procedures. The selected Vendor will be capable of providing a comprehensive and interlinked SYSTEM in its entirety. The SYSTEM should have an emphasis on a cloud-based digital evidence management (back end) software to index, categorize and sort all In-car Video Systems and BWC video and must include redaction features. The DEMS should be intuitive and user friendly for front line personnel, investigative personnel and administrative personnel. The SYSTEM is required to have a cloud-based storage solution for all video recording.

1.1 Single Point of Contact

From the date this Request for Proposal (the “RFP”) is issued until an offeror is selected and the selection is announced by the procurement officer, **offerors are not allowed to communicate with any City staff or elected officials regarding this procurement, except at the direction of Danielle Ballard**, the procurement agent in charge of the solicitation. Any unauthorized contact may disqualify the offeror from further consideration. Contact information for the single point of contact is as follows:

Procurement Agent: Danielle Ballard
Address: 240 South Glynn Street
Fayetteville, GA 30214
Telephone Number: 770-461-6029
Fax Number: 770-460-4238
E-mail Address: dballard@fayetteville-ga.gov

1.2 Required Review

1.2.1 Review RFP: Offerors should carefully review the instructions, mandatory requirements, specifications, and standard terms/conditions as set out in this RFP and promptly notify the Procurement Agent, identified above, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which they discover upon examination of this RFP.

1.2.2 Form of Questions: Offerors with questions or requiring clarification or interpretation of any section within this RFP must address these questions in writing or via e-mail to the Procurement Agent referenced above on or before August 21, 2018. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.

1.2.3 City’s Answers: The City will provide by August 24, 2018, an official written answer to all questions received within the time frame stipulated under section 1.2.2. The City's response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFP will not be binding upon the City. Any formal written addendum will be posted on the City’s website alongside the posting of the RFP at www.fayetteville-ga.gov by the close of business on the date listed.

1.2.4 Standard Terms and Conditions: By submitting a response to this RFP, offeror agrees to acceptance of the standard terms and conditions as set forth in *Appendix A* of this RFP. Much of the language included in the standard terms and conditions reflects requirements of state law. Requests for exceptions to the standard terms and conditions or any added provisions must be submitted to the Procurement Agent referenced above by the date for receipt of written/e-mailed questions or with the offeror’s RFP response and must be accompanied by an explanation of why the exception is being taken and what specific effect it will have on the offeror’s ability to respond to the RFP or perform the contract. The City reserves the right to address non-material, minor, insubstantial requests for exceptions with the highest ranking offeror during negotiation. Any material, substantive, important exceptions requested and granted to the standard terms and conditions will be addressed in any formal written addendum issued for this RFP and will apply to all offerors submitting a response to this RFP.

1.2.5 Mandatory Requirements: To be eligible for consideration, an offeror **must** meet the intent of all mandatory requirements. The City will determine whether an offeror's RFP response complies with the intent of the requirements. RFP responses that do not meet the full intent of all requirements listed in this RFP may be subject to ranking reductions during the evaluation process or may be deemed non-responsive.

1.3 Submitting a Sealed Proposal

1.3.1 Organization of Proposal: Offerors must organize their proposal into sections that follow the format of this RFP, with tabs separating each section. A point-by-point response to all numbered sections, subsections, and appendix is required. If no explanation or clarification is required in the offeror's response to a specific subsection, the offeror shall indicate so in the point-by-point response or utilize a blanket response for the entire section with the following statement:

"(Offeror's Name)" understands and will comply.

1.3.2 Failure to Comply with Instructions: Offerors failing to comply with these instructions may be subject to ranking reductions. The City may also choose to not evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read, or are missing any requested information.

1.3.3 Multiple Proposals: Offerors may, at their option, submit multiple proposals, in which case each proposal shall be evaluated as a separate document.

1.3.4 Cost Proposal Form: Offerors **must** respond to this RFP by utilizing the Cost Proposal form found in *Section 5*. The Cost Proposal form will be used as the primary representation of each offeror's cost/price, and will be used extensively during proposal evaluations. Additional information should be included as necessary to explain in detail the offeror's cost/price. One Cost Proposal shall be submitted in a separate, sealed envelope marked "Cost Proposal, RFP #, RFP Name, and Due Date/Time. Additional Cost proposal sheets shall not be included in proposal original or copies.

1.3.5 Standard Forms: Offerors **must** respond to this RFP by completing the standard forms set forth under *Appendix B*. The standard forms include legal requirements that must be met before formal negotiations can be completed and the award process commenced.

1.3.6 Copies Required and Deadline for Receipt of Sealed Proposals: All proposals must be received in sealed packaging. Offerors must submit **one (1) original proposal** and **3 copies** to the address set forth in the Cover Page. **One (1) Cost Proposal** shall be submitted in a separate, sealed envelope marked "Cost Proposal", RFP #, RFP Name, and Due Date/Time. Additional Cost Proposal sheets **shall not** be included in proposal original or copies.

Proposals must be received sealed and at the receptionist's desk of the location noted in the Cover Page prior to September 6, 2018, local time 2:00 pm. Facsimile responses to requests for proposals are NOT accepted.

1.3.7 Late Proposals: ***Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.*** It shall be the offeror's sole risk to assure delivery to the receptionist's desk at the designated office by the designated time. Late proposals will not be opened and may be returned to the offeror at the expense of the offeror or destroyed if requested.

1.4 Offeror's Certification

1.4.1 Understanding of Specifications and Requirements: By submitting a response to this RFP, offeror agrees to an understanding of and compliance with the specifications and requirements described in this RFP.

1.4.2 Offeror's Signature: The proposals must be signed in ink by an individual authorized to legally bind the business submitting the proposal. The offeror's signature on a proposal in response to this RFP guarantees that the prices quoted have been established without collusion and without effort to preclude the City from obtaining the best possible supply or service. Proof of authority of the person signing the RFP response must be furnished upon request.

1.4.3 Offer in Effect for 90 Days: A proposal may not be modified, withdrawn, or canceled by the offeror for a 90-day period following the deadline for proposal submission as defined in the Schedule of Events, or receipt of best and final offer, if required, and offeror so agrees in submitting the proposal.

1.5 Cost of Preparing a Proposal

1.5.1 City Not Responsible for Preparation Costs: The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the City are entirely the responsibility of the offeror. The City is not liable for any expense incurred by the offeror in the preparation and presentation of their proposal.

1.5.2 All Timely Submitted Materials Become City Property: All materials submitted in response to this RFP become the property of the City and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the City and offeror resulting from this RFP process.

SECTION 2: RFP STANDARD INFORMATION

2.0 Authority

This RFP is issued under the authority of the City of Fayetteville. The RFP process is a procurement option allowing the award to be based on stated evaluation criteria.

2.1 Offeror Competition

The City encourages free and open competition among offerors. Whenever possible, the City will design specifications, proposal requests, and conditions to accomplish this objective, consistent with the necessity to satisfy the City's need to procure technically sound, cost-effective services and supplies.

2.2 Receipt of Proposals and Public Inspection

2.2.1 Public Information: During the opening of sealed proposal information such as name of bidder, bid price, and name of product or service. If a price is submitted on an addendum, this should be read and abstracted rather than original bid price. Prices should be read twice. No other information will be disclosed nor shall the proposals be considered open record until after council award. All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the council award with the following four exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the City; (3) any company financial information requested by the City to determine vendor responsibility, unless prior written consent has been given by the offeror; and (4) other constitutional protections.

2.2.2 Procurement Agent's Review of Proposals: Upon opening the sealed proposals received in response to this RFP, the Procurement Agent in charge of the solicitation will review the proposals and separate out any information that meets the referenced exceptions in Section 2.2.1 above, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the proposal;
- The proposal does not contain confidential material in the cost or price section; and,
- An affidavit from an offeror's legal counsel attesting to and explaining the validity of the trade secret claim is attached to each proposal containing trade secrets. Counsel must use the City's *Affidavit for Trade Secret/Private Information* form in requesting information remain confidential. This affidavit form is available by contacting the Procurement Agent at the contact number set forth under *Section 1.1*.

Information separated out under this process will be available for review only by the Procurement Officer, Procurement Agent, the Evaluation Committee members, and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

2.3 Classification and Evaluation of Proposals

2.3.1 Initial Classification of Proposals as Responsive or Nonresponsive: All proposals will initially be classified as either “responsive” or “nonresponsive”. Proposals may be found nonresponsive any time during the evaluation process or negotiations if any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the proposal is not within the plans and specifications described and required in the RFP. If a proposal is found to be nonresponsive, it will not be considered further.

2.3.2 Determination of Responsibility: The Procurement Officer will determine whether an offeror has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through negotiation if information surfaces that would result in a determination of non-responsibility. If an offeror is found non-responsible, the determination must be in writing, made a part of the procurement file and mailed to the affected offeror.

2.3.3 Evaluation of Proposals: The Evaluation Committee will evaluate the remaining proposals and recommend whether to award to the highest ranking offeror or, if necessary, to seek discussion/negotiation or a “best and final offer” in order to determine the highest ranking offeror. All responsive proposals will be evaluated based on stated evaluation criteria. In ranking against stated criteria, the City may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors. These rankings will be used to determine the most advantageous offering to the City.

2.3.4 Completeness of Proposals: Selection and award will be based on the offeror’s proposal and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by offerors outside the formal response or subsequent discussion/negotiation or “best and final offer,” if requested, will not be considered, will have no bearing on any award, and may result in the offeror being disqualified from further consideration.

2.3.5 Achieve Passing Ranking: Any proposal that fails to achieve a passing ranking for any part/section for which a passing ranking is indicated will be eliminated from further consideration.

2.3.6 Opportunity for Discussion/Negotiation and/or Oral Presentation/ Product Demonstration: After receipt of all proposals and prior to the determination of the award, the City may initiate discussions with one or more offerors should clarification or negotiation be necessary. Offerors may also be required to make an oral presentation and/or product demonstration to clarify their RFP response or to further define their offer. In either case, offerors should be prepared to send qualified personnel to the City to discuss technical and contractual aspects of the proposal. Oral presentations and product demonstrations, if requested, shall be at the offeror’s expense.

2.3.7 Best and Final Offer: The “Best and Final Offer” is an option available to the City under the RFP process which permits the City to request a “best and final offer” from one or more offerors if additional information is required to make a final decision. Offerors may be contacted asking that they submit their “best and final offer,” which must include any and all discussed and/or negotiated changes. The City reserves the right to request a “best and final offer” for this RFP, if any, based on price/cost alone.

2.3.8 Evaluation Committee Recommendation for Award: The Evaluation Committee will provide a written recommendation for award to the Procurement Officer that contains the ranking and related supporting documentation for its decision. The Procurement Officer will review the recommendation to ensure its compliance with the RFP process and criteria before concurring in the Evaluation Committee's recommendation.

2.3.9 Negotiation: Upon recommendation from the Selection Committee, the Procurement Officer and/or City department representatives may begin negotiations with the responsive and responsible offeror whose proposal achieves the highest ranking and is, therefore, the most advantageous to the City. If negotiation is unsuccessful or the highest ranking offeror fails to provide necessary documents or information in a timely manner, or fails to negotiate in good faith, the City may terminate negotiations and begin negotiations with the next highest ranking offeror.

2.3.10 Award: Award, if any, will be made to the highest ranking offeror who provides all required documents and successfully completes the negotiation process.

2.4 City's Rights Reserved

While the City has every intention to make an award as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the City to award. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:

- cancel or terminate this RFP;
- reject any or all proposals received in response to this RFP;
- waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any proposal;
- not award if it is in the best interest of the City; or
- if awarded, terminate any contract if the City determines adequate funds are not available.

3.0 City's Intent

Instructions: as part of your Proposal please sign Attachment A, acknowledging a demonstrated understanding of the Scope of Services and acknowledging any issued addenda.

1.1. General Provisions

It is the intent of this SCOPE to describe the minimum requirements for a SYSTEM to be used by the Fayetteville Police Department for interlinked In-Car Video System, BWC, and DEMS. The SYSTEM will be used to accurately document public contacts in response to a call for service or when investigating criminal activity through audio and video recordings. All items, details of construction, services or features not specifically mentioned which are regularly furnished in order to provide a SYSTEM shall be furnished at the RFP price and shall conform in strength, quality, and workmanship to that usually provided by the practice indicated in the SCOPE, and the associated network, hardware, and software.

The City of Fayetteville Police Department is seeking to purchase 34 in-car video devices, 2 interview room camera systems and 42 BWC devices with microphones, mounting solutions, cabling, docking stations, and cloud based DEMS that allows for redaction. The SYSTEM shall provide a cloud-based storage solution for the In-car Video System and BWC data. All videos stored in the cloud-based solution will remain sole property of the City of Fayetteville Police Department.

The successful Vendor will be required to furnish all equipment and materials and install the SYSTEM. The successful Vendor will also be required to provide a training plan for the administrator role and end user training. The training will include how to operate the SYSTEM for all users. The cost of the proposed training plan, if any, shall be included in the proposal.

Under the contract awarded from the RFP, the successful Vendor will be the single point of contact for all installation, maintenance, and support of all hardware and software acquired in the solicitation, and will be required to have the capability to support all components of the SYSTEM in an integrated manner.

1.2. Equipment Warranty

Vendors shall include a copy of each manufacturer's written warranty statement for each piece of equipment furnished and installed into the SYSTEM with their proposal. Vendors shall also provide the details of all warranties that are applicable to the services and equipment being provided to the Police Department. The proposal shall include all fees, if any, to maintain the warranty on all equipment during the 5-year period.

1.3. Project Manager/Key Personnel

Vendor shall provide a full time Project Manager and key personnel who will be responsible for project oversight and delivery of the SYSTEM. The Project Manager shall be the single point of contact for the Police Department and will be responsible for the management, implementation and ongoing troubleshooting of the SYSTEM during its installation. The Project Manager shall coordinate efforts with the Police Departments designee. The Project Manager shall be available to the Police Department at all times by telephone during the course of the project and have the ability to respond on-site if necessary and requested, to respond to needs, questions and/or issues. The Project Manager will develop in consultation with the Police Department a detailed implementation and project plan for the SYSTEM.

1.4. Vendor Coordination Responsibilities

The Vendor shall be responsible for coordinating the design and installation of the SYSTEM with the Police Department and the vendor's subcontractors and suppliers involved in this project.

1.5. Delivery Schedule

Vendor shall provide an integrated project timeline and implementation plan for the SYSTEM. The project timeline and implementation plan shall include details for all phases of activity for the project including all deliverables and major milestones. It shall allow the project goals and deadlines of the Police Department to be met. This proposed project timeline and implementation plan shall be finalized during the negotiation phase.

1.6. Project Implementation Status Reports

The Vendor shall provide weekly updates on the project timeline and implementation plan to the designated point of contact for the Police Department.

1.7. Training

The Vendor must provide a plan for in-depth technical training for administrators, end users and IT staff on system components which shall include the use and management of the SYSTEM. All required instruction manuals, qualified instructors cost, and travel and lodging costs for instructors, in addition to class materials shall be furnished by the Vendor and included in the Fee Proposal.

1.8. Cost

Vendors shall identify all costs for SYSTEM hardware, software, installation, project management, training, maintenance, etc. Due to the life expectancy of the BWC devices and In-car video systems, the cost for replacement of all BWC devices and In-car video systems at 24 to 30 month intervals shall be included, too include instant replacement and new product release. Maintenance cost shall be provided for a term of five (5) years, priced annually, from the date of SYSTEM acceptance. Proposal should itemize each SYSTEM component which shall include the cost per In-Car Video System, BWC, and DEMS.

1.9 Support

The Vendor must provide technical support 24 hours a day 7 days a week to include Holidays.

2. Technical Specifications

2.1. General Requirements

The SYSTEM must incorporate the following standards:

1. Critical reliability
2. Provide system/operator performance statistics
3. Acceptable audio and video quality
4. Acceptable audio, video, data transfer capability
5. Protocols that are open and non-proprietary or can convert to a non-proprietary format
6. Interface with system clocks for accuracy

Minimum SYSTEM Requirements:

The following are the minimum requirements for the SYSTEM. Where the words “will” and “must” are indicated, it means it is a mandatory requirement. Failure to meet any one mandatory requirement will result in the proposal being found non-compliant. Where the words “should”, “can”, “may”, “desirable” and “preferred” are indicated, it means it is a preferable, but not mandatory requirement.

All equipment and hardware must be new. The Police Department is not interested in purchasing used or refurbished hardware and/or equipment.

2.2. System Architecture

Vendors shall provide a detailed description of the SYSTEM to be provided, including a discussion of the SYSTEM’s architecture and its ability to provide the services required by the Police Department.

2.3. Digital Evidence Management Software

The SYSTEM must have a comprehensive cloud-based Digital Evidence Management System (DEMS) that is Criminal Justice Information Services (CJIS) compliant. The DEMS must be fully integrated with the in-car video system and the BWC. All In-car and BWC video recordings must be retrievable from the same database. All in-car and BWC video recordings will be stored on a CJIS compliant cloud-based solution. **The cloud-based solution must be established and have a successful operational period of at least five years.**

The primary features required in the DEMS are detailed below:

1. **Searching:** Users must be able to narrow their search by one or more criteria simultaneously from the client search page:
2.
 - a. Date and time frame
 - b. User/Officer
 - c. File names (Case Number)
 - d. Video categories with Retention
 - e. Source (In-car/BWC)
 - f. Bookmarks
3. **Video and metadata Playback:** Clicking the thumbnail image should start the video media player. The player will play the video and associated metadata. The player supports typical functions such as play, rewind, fast forward, and stop. In addition, the player will display file functions available to the user based on permissions.
4. **Mapping:** GPS position data must be collected during In-car Video Systems and BWC recordings.
5. **File Tagging:** All assets managed in the DEMS must be able to be assigned user definable video tags. These tags can be used to categorize assets. For example, it's common to tag video with an incident type and case number. Since tags are user definable, virtually any meta-tag should be able to be introduced to the system.
6. **Video Asset Verification:** The DEMS should use a hashing protocol to verify that the file ingested into the management system is an exact duplicate of the file recorded in the vehicle. The file verification can be performed at any point forward on demand. The application will automatically verify an exact duplicate anytime an asset is moved from one storage location to another.
7. **Chain of Custody:** A full evidentiary audit trail must be recorded in the DEMS. A chronological report can quickly be generated to document who has accessed a file, what file operations have been performed on the file, and when they were performed. Reports will also be run by user or other selection criteria.
8. **User or Group Permissions:** Rights and permissions will be configured within the DEMS to allow or restrict file access or file functions. For example, a user group such as a "Patrol Commander" may have access to view, export, and write a DVD of any patrol video, whereas a group of users such as "Patrol Officers" may have rights to view their own files only. Permissions are highly configurable.
9. **Digital Retention Policy:** The DEMS should incorporate a function that makes it possible to manage storage periods based on event type (metadata). The particular video's storage period should be able to be changed individually. For example, once an event has been categorized, the defined saving process is automatically applied.
10. **Comprehensive Video File Management:** The DEMS must maintain all metadata associated with a video asset. Triggers and other metadata are to be integrated with the player, and

viewable upon playback. This system needs to support standard media types, as well as proprietary file types by associating the related codecs and compatible player.

11. **Exporting and Extracting:** The DEMS must include tools for extracting videos, e.g. taking two minutes from a 10-minute video and allow that excerpt to be published to certain users. The DEMS should also provide a mechanism to export video assets in their native format or convert the proprietary video asset to a Windows Compatible file format (.WMV, .MP4, etc.)
12. **Sharing:** The DEMS should provide a mechanism to share access to select video files by accessing the evidence management database. For example, video files may be shared with other law enforcement and criminal justice agencies to assist with their investigations/prosecutions. When sharing video files with an agency, they should only have access to view the selected file(s) authorized by an administrator at the City of Fayetteville's Police Department. Access to video files from the City of Fayetteville's Police Department will be limited to a configurable time frame.
13. **Automatic Redaction:** The system must have an automatic redaction feature when exporting video evidence. The redaction feature should have the ability to blur recognizable features (i.e. face, distinguishing marks, license plates, signs, etc.) of (a) selected person(s) which would not be viewable when the video is played. The automatic redaction should not require extensive input or time by the administrator to process a redacted version of selected video(s).
14. **Additional Digital Evidence:** The system must have the capability to accept additional digital evidence, such as photos, for inclusion into a case file. The system must have the ability to accept bulk uploads of additional files.
15. **Backup Storage:** The DEMS must be backed up with Multi-site storage location.

2.4. In-car Video Recording Equipment

The In-car Video Recording Equipment must facilitate the reliable and efficient collection, storage and protection of digital evidence in the intensely challenging mobile law enforcement environment. The In-car Video Recording Equipment must function with minimal officer involvement. The proposed In-car Video Recording Equipment must align with the City's specification for a robust camera system that automates the collection and wireless upload of audio and video with minimum impact on the officer.

1. The In-car Video Recording System should be capable of the following:
 - a. Complete turnkey solution
 - b. Very compact hardware components; Video recorded in any of the common compression schemes (h.264, MPEG 1, 2, 4, Motion JPEG, Etc.)
 - c. Pre-recording capable
 - d. Support for at least 2 cameras, including "High Definition" cameras
 - e. Support for configurable triggers
 - f. Automated Wi-Fi wireless file upload capability. The In-car video recording system should have the capability for wired offload to the storage solution
 - g. Upload can be delayed if the Officer is in range but still reviewing video or completing annotations
 - h. Full integration with proposed DEMS
 - i. Maintain complete chain-of-custody (including views and/or download mode)
 - j. Video Files must be verified for authenticity with a verification hash

The In-car Video System will be required to be configured to collect metadata that can be reviewed in the management system once it has been uploaded. Below is an outline of the kind of metadata that needs to be captured:

1. **GPS, Longitude & Latitude:** Location metadata helps locate where the driver was at a specific point in time when an incident occurs. This is critically important in forensic situation when the location of the vehicle is in question.
2. **Triggers:** When the trigger is activated, the In-car Video System starts recording in response. Typical triggers include but are not limited to: speed, light bar activated, impact (accident), siren activated, gun rack, door opened, etc. The solution should provide support for customizable triggers.
3. **Categories:** The In-car Video System will be configured to require specific "Categories" at the end of a recording to catalog the incident. The department needs to be able to determine the best categories for their specific needs and then configure the system to require the user to choose from the drop down list of Categories available.

2.5. Mobile Video Recording Equipment Mounting Solution

The mobile video mounting solution needs to be a highly reliable and durable platform for capturing, managing and storing video. The mobile video mounting solution will consist of the following hardware and software installation per vehicle:

1. Forward-facing camera specifically designed to maximize officer visibility
2. Rear Seat Camera with Microphone
3. Solid state storage
4. GPS location
5. Any and all wiring and harnesses
6. Required In-car Video System software

2.6. Body Worn Camera Equipment

The proposed body worn video solution should meet or exceed the required specifications outlined in this document. The successful proposal may provide added value and/or functionality above and beyond the minimum requirements. The BWC solution needs to be a highly reliable and durable platform for capturing, managing and storing video. It shall meet the following specifications for hardware and software installation per unit:

1. Body worn units capable of video and audio recording
2. Vendor provided software
3. Recorded video and audio must not be able to be manipulated or deleted by user
4. Unit must be of rugged design and water resistant
5. Mounting system that is secure and stable without damaging the uniform
6. Unit must have a customizable pre-record feature
7. Unit must have a battery capable of 12 hours of use after a full charge when the pre-record feature is enabled
8. Ability for user to add notes or flag significant events
9. Rechargeable battery; time to charge completely depleted battery should not exceed twelve (12) hours
10. BWC devices should integrate with the MVR
11. Access to back-end software; review of video/audio data must have audit capabilities for all users
12. Software retrieval process should include secured multi-users access levels
13. The video unit should contain a configurable option for the camera record resolution as defined by the SYSTEM administrator.
14. The SYSTEM must support an integrated body worn video solution uploaded to the secure web application using a computer on the police network or designated docking stations
15. System should be able to automatically upload data to a cloud-hosted service while preserving the original file format, without any loss of quality or the metadata added.

2.7. Detailed Minimum Requirements: Integrated Body Worn Cameras

1. **Turnkey Solution:** Complete turnkey solution
2. **Recording Format:** Video and audio to record and export in a standard, open, non-proprietary format such that it can be replayed in freely available software (e.g., VLC player) without processing or conversion. Standard open formats should be used for interoperability. Examples include MP4 and AVI. Data formats that can only be viewed within manufacturer-specific replay software are not recommended. VGA, HD 720P, and 1080 HD are predominant standard resolutions.
3. **Video Resolution:** Video resolution should be configurable up to 1080 HD. For example, the system should have the capability to select one of the following resolution settings: VGA (640 x 480), HD 720P (1280 x 720), 1080 HD (1920 x 1080), or comparable video resolution.
4. **Video Encoding/Compression:** Video encoding/compression shall meet or exceed industry standards. Use of the lowest possible amount of compression in order to maximize the amount of information available to law enforcement. Consider what sort of analysis may be conducted on the video before selecting video encoding or compression. Examples include MPEG-4, H.264, and H.265. H.264 is an improvement over MPEG-4 compression. H.265 is a new standard which further reduces storage needs.
5. **Frame Rate:** The system shall record at 30 frames per second (fps) or better.
6. **Horizontal Field of View:** Adequate to capture a majority of activity at a reasonable distance (90-180-degree field of view).
7. **Camera Focus:** Device should be able to focus on all objects from about one (1) foot away to 300 Feet. Continuous autofocus or fixed focus should be employed for usability. Manual settings should be avoided as they can distract the user.
8. **Auto Stabilization:** Auto stabilization is preferred. Motion jitter and blur can be significant when the camera is moving. Automatic image stabilization can reduce this effect.
9. **Audio Quality:** The system is capable of clearly capturing conversational speech at a distance of six (6) feet without wind or excessive background noise. Dual channel microphone is preferred.
10. **Audio Mute:** The device should have the ability to mute the microphone while still recording video.
11. **Recording Triggering:** Cameras must have the ability to be user-triggered or event-triggered. Cameras take time to start recording video after being powered on and after recording is initiated. This recording latency period should be minimal.
12. **Pre-Event Recording:** The device must have a pre-record feature where the events immediately preceding the device activation are captured. The pre-record feature should be customizable to the amount of time which will be captured before the device is activated.
13. **Activation Switch:** The device should have an easy to use switch which officers can use to activate the device by touch without taking their attention away from other duties.
14. **Recording Indicator:** The device should have a customizable feature (via vibration, light indicator, audible indicator etc.) to verify that the device is recording.
15. **Night-time/Low Light Functionality:** Quality of video footage recorded in low light or night conditions should be comparable to average human eye sight.
16. **Synchronization and Metadata:** The device is capable of recording audio and video simultaneously and synchronized with time. Consider the additional information that should be collected with the recorded material. Automatically generated data about the wearer, location, date, and time can be collected and packaged in the video format. Device clock must

be synchronized with an external universal clock when the unit is plugged in for absolute time of day to ensure accuracy.

17. **Tamper Resistance:** The device prohibits recordings from being edited or deleted and should not overwrite existing data before they have been transferred. Systems that can export a hash value of files being transferred may provide an enhanced capability to demonstrate tamper resistance. Standard encryption such as AES can be employed to protect data and improve the management of lost devices and memory cards.
18. **Data Transfer:** Wi-Fi and/or USB is the preferred standard for charging and data. The connections should be standard on both the device and on any docking station. Data connections that use a proprietary form factor are not recommended.
19. **Data Export:** Device exports all recorded footage to data archiving or data management system in its original file format and without loss of quality or associated metadata. Device should record an audit log which should include information such as device serial number and device events—e.g., on/off, charging, start/stop recording, remaining storage capacity, date/time etc.
20. **Onboard Storage:** Storage must be integrated into the device. Device must have non-volatile storage that is capable of recording a full 12-hour shift. Loss of power must not cause data to be lost or corrupted.
21. **Battery Life:** The battery must provide enough power to record a full 12-hour shift. The devices must have rechargeable batteries.
22. **Durability:** Device should withstand considerable and repetitive pressure, vibration, and mechanical shock. It should operate within a temperature range from -20 degrees to 120 degrees Fahrenheit and be resistant to common environmental hazards, such as dust, condensation, water splashes, and RF interference.
23. **Weight and Form Factor:** Device should not distract or hinder the officer wearing the device from performing other job functions, especially ones related to officer safety. Cameras are designed with widely varying mounting methods and options. Device should be selected for maximum usability and safety.
24. **Integration:** Integration with proposed In-car Video System.

SECTION 4: OFFEROR QUALIFICATIONS

4.0 City's Right to Investigate

The City may make such investigations as deemed necessary to determine the ability of the offeror to provide the supplies and/or perform the services specified.

4.1 Offeror Informational Requirements

In determining the capabilities of an offeror to perform the services specified herein, the following informational requirements must be met by the offeror. **(Note: Each item must be thoroughly addressed. Offerors taking exception to any requirements listed in this section may be found non-responsive or be subject to ranking reductions.)**

4.1.1 References: Offeror shall provide a minimum of **three** references that are using services of the type proposed in this RFP. The references may include any government or universities where the offeror, preferably within the last **five** years, has successfully set up and provided Audio System services. At a minimum, the offeror shall provide the company name, the location where the services were provided, contact person(s), customer's telephone number, a complete description of the service type and dates the services were provided. These references may be contacted to verify offeror's ability to perform the services requested. The City reserves the right to use any information or additional references deemed necessary to establish the ability of the offeror to perform the conditions of this request. Negative references may be grounds for proposal disqualification.

4.1.2 Resumes/Company Profile and Experience: Offeror shall specify how long the individual/company submitting the proposal has been in the business of providing services similar to those requested in this RFP. A resume or summary of qualifications, work experience, education, skills, etc., which emphasizes previous experience in this area should be provided for all key personnel who will be involved with any aspects to perform the services requested. Offeror should specify how long it has been in the business of providing these services and under what company name.

4.1.3 Method of Providing Services: Offeror should provide a description of the work plan and the methods to be used that will convincingly demonstrate to the City what the offeror intends to do, the timeframes necessary to accomplish the work, and how the work will be accomplished.

SECTION 5: COST PROPOSAL

Proposal Price Certification

In compliance with the attached specification, the undersigned offers and agrees that if this proposal is accepted by the City Council within one hundred and twenty (120) days of the date of proposal opening, that the undersigned will furnish any or all of the deliverables upon which prices are quoted, at the price set opposite each, to the designated point(s) within the time specified.

COMPANY _____

ADDRESS _____

AUTHORIZED SIGNATURES _____

PRINT / TYPE NAME _____

SECTION 6: EVALUATION CRITERIA

6.0 Evaluation Criteria

Evaluation and Selection Process

The City's selection of qualified Vendor(s) will be based on the following:

1. Quality and completeness of submitted proposal
2. Understanding of project objectives and SYSTEM requirements
3. Project approach
4. Project timeline and implementation and training plan
5. Fee Proposal/Proposed Cost
6. Support and services
7. Qualifications and experience with similar types of efforts
8. Professional references from (3) law enforcement agencies similar in size
9. SYSTEM capability

The criteria for evaluating the offers will be based off of the following guideline.

1. 40% – Functionality and feature set of the proposed system from an administrative and end user perspective.
2. 20% – Initial cost of the entire system.
3. 20% – Vendor experience in providing the services solicited by this RFP. This includes demonstrating the ability to design and implement systems of this size and business model as a result of reference checks.
4. 20% – Cost of recurring maintenance and service.

APPENDIX A: STANDARD TERMS AND CONDITIONS

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. Unsealed proposals will not be accepted. No responsibility shall attach to The City of Fayetteville for the premature opening of a proposal not properly addressed and identified.

WITHDRAWAL OF PROPOSAL:

An offeror may withdraw his proposal before the expiration of the time during which proposals may be submitted without prejudice to the proposer, by submitting a written request of withdrawal to The City of Fayetteville Purchasing Office.

REJECTION OF PROPOSAL:

The City of Fayetteville may reject any and all proposals, and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with The City of Fayetteville. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. The City of Fayetteville shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various offerors.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The offeror may be required, upon request, to prove to the satisfaction of The City of Fayetteville that he/she has the skill and experience and the necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any offeror is not satisfactory, the proposal of such offeror may be rejected. The successful offeror is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

By submitting a proposal, the offeror represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, and that the offeror has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person, firm or corporation to refrain from bidding and that the offeror has not in any manner sought by collusion to secure to that offeror any advantage over any other offeror.

INTEREST OF:

By submitting a proposal, the offeror represents and warrants that neither a Council Member, employee nor any other person employed by The City of Fayetteville has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to offerors, general conditions, and instructions for offerors, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.

PERFORMANCE PRIOR TO THE EXECUTION OF THE CONTRACT:

The successful offeror shall not begin performance of the project prior to the execution of a formal written contract by the City and the offeror. Any offeror beginning performance prior to the execution of the contract shall be deemed to be proceeding at the offeror's risk, and shall not be entitled to any compensation for such performance. In addition, the City reserves the right to withdraw or cancel the award of the bid.

1. The instructions contained herein shall be construed as a part of any bid/proposal invitation and/or specifications issued by The City of Fayetteville and must be followed by each bid/proposal.
2. The written specifications contained in this bid/proposal shall not be changed or superseded except by written addendum from The City of Fayetteville. Failure to comply with the written specifications for this bid/proposal may result in disqualification by The City of Fayetteville.
3. All goods and materials shall be F.O.B. Fayetteville, Georgia and no freight or postage charges will be paid by The City of Fayetteville unless such charges are included in the bid/proposal price.
4. The following number, **RFP #VSP211-16** should be written clearly on the outside of your envelope in order to avoid opening in error.
5. All bids/proposals must be sealed, received and in-hand at bid/proposal due date and time. Each offeror assumes the responsibility for having his/her bid/proposal received at the designated time and place of bid/proposal due date. Bids/Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. The City of Fayetteville accepts no responsibility for mail delivery. Unsealed proposals will not be accepted.
6. Unless otherwise stated, all bids/proposals submitted shall be valid and may not be withdrawn for a period of 90 days from the due date.
7. Each bid/proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the bid/proposal. When submitting a Bid/Proposal package to the City of Fayetteville, the first page of your bid/proposal package should be the Bid or Proposal Form listing price, delivery, etc. unless the Proposal form is requested to be in a separate sealed envelope.
8. The City of Fayetteville reserves the right to accept a bid/proposal that is not the lowest price if, in the City's judgment, such bid/proposal is in the best interest of the City and the public. The City reserves the right to reject any and all bid/proposals.
9. Telephone, Telegraphic or Facsimile bids/proposals will not be accepted.
10. No sales tax will be charged on any orders.
11. If applicable, completed questionnaires must be signed manually. The City of Fayetteville reserves the right to accept or reject any bid/proposal on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Offerors shall state delivery time after receiving order.
14. Offerors shall identify any subcontractors, and include an explanation of the service or product that they may provide.

APPENDIX B: STANDARD FORMS

This section contains the forms necessary to ensure compliance with various laws as described within this RFP.

CITY OF FAYETTEVILLE DISCLOSURE FORM

This form is for disclosure of campaign contributions and family member relations with City of Fayetteville officials/employees.

Please complete this form and return as part of your RFP package when it is submitted.

Name of Offeror _____

Name and the official position of the Fayetteville Official to whom the campaign contribution was made. Please use a separate form for each official to whom a contribution has been made in the past two (2) years.

List the dollar amount/value and description of each campaign contribution made over the past two (2) years by the Applicant/Opponent to the named Fayetteville Official.

Amount/Value Description

Please list any family member that is currently (or has been employed within the last 12 months) by the City of Fayetteville and your relation:

I certify that the provisions of the O.C.G.A. 45-10-20 through 45-10-28 have not been violated and will not be violated in any respect. O.C.G.A. 45-10-20 through 45-10-28 provide that it is unlawful for a state employee to transact business with the agency by which that person is employed for himself, on behalf of a business in which the employee or his spouse or dependents has a substantial interest, or on behalf of anyone as agent, broker, dealer or representative. Transacting business is defined as selling real property, personal property, or services, or purchasing surplus real or personal property.

Authorized Signature _____ Date _____

Print/Type Name _____

Print/Type Company Name Here _____

(Sign and return with proposal)

**COMPLIANCE WITH GEORGIA SECURITY AND IMMIGRATION ACT
DECLARATION OF EMPLOYEE-NUMBER CATEGORIES**

Please indicate the employee/number category applicable to your organization by checking one (1) of the following boxes:

500+ employees

100 to 499 employees

1 to 99 employees

Organization Name: _____

I certify that the above information is true and correct.

Signed: _____

Printed: _____

Title: _____

Date: _____

STATE OF GEORGIA
CITY OF FAYETTEVILLE
GEORGIA SECURITY AND IMMIGRATION
CONTRACTOR AFFIDAVIT AND AGREEMENT

Certification Regarding Georgia Department of Labor Compliance. Contractor certifies that it is in compliance with O.C.G.A. Section 13-10-91 and Chapter 300-10-1 of the Rules of the Georgia Department of Labor, and that it has registered and currently participates in the federal work authorization program* to verify information of all new employees as of July 1, 2007 if Contractor employs 500 or more employees, or July 1, 2008 if Contractor employs 100 or more employees, or July 1, 2009 if Contractor employs fewer than 100 employees or July 1, 2009, with respect to all public employers, contractors or subcontractors. Further, as part of any subcontracting agreement, the Contractor certifies that any subcontractor entering into this contract for the physical performance of services within this state is in compliance with O.C.G.A. Section 13-10-91 and Chapter 300-10-1 of the Rules of the Georgia Department of Labor and has registered and currently participates in the federal work authorization program to verify information of all new employees as of July 1, 2007 if the subcontractor employs 500 or more employees, or July 1, 2008 if the subcontractor employs 100 or more employees, or July 1, 2009 if the subcontractor employs fewer than 100 employees or July 1, 2009, with respect to all public employers, contractors or subcontractors.

The Contractor may be suspended, terminated, or debarred if it is determined that the Contractor has made false certification or that the Contractor has violated such certification by failure to carry out this requirement.

EEV/Basic Pilot Program* User Identification Number

Contractor Name

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Signature of Authorized Officer or Agent Date

Sworn to and subscribed before me this ____ day of _____, 20__.

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

NOTICE OF "NO BID"

BID NO. _____ RFP NO. _____ QUOTATION NO. _____

CLOSING DATE: _____

IMPORTANT NOTICE – Please read

It is important to the City of Fayetteville to receive a reply from all invited bidders. There is no obligation to submit a bid, quotation or proposal; however, if this "Notice of No Bid" is not executed and returned, your company may be deleted from our list of qualified bidders/proposers.

INSTRUCTIONS:

If you are unable, or do not wish to participate on this bid, quotation, or proposal, please complete this form in full and forward to the City's procurement division at the contact information provided below. State your reason for not participating by checking the applicable space(s) or by explaining briefly in the space provided. It is not necessary to return any other bid/quotation/proposal information in connection with this solicitation.

- 1. We do not manufacture/supply the commodity _____
- 2. We do not manufacture/supply to this specification _____
- 3. Unable to quote completely _____
- 4. Cannot handle due to present plant loading _____
- 5. Quantity/job too large _____
- 6. Quantity/job too small _____
- 7. Cannot meet delivery/completion requirements _____
- 8. Agreements with distributors/dealers do not permit us to sell direct _____
- 9. Licensing restrictions _____

Other reasons/additional comments: _____

Do you wish to bid on these goods/services in the future? Yes _____ No _____

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE OF COMPANY REPRESENTATIVE: _____

POSITION: _____

TELEPHONE NO.: _____ DATE: _____

PLEASE FAX TO (770) 460-4238, E-MAIL TO dballard@cityoffayetteville-ga.gov, OR MAIL TO THE ADDRESS PROVIDED IN THIS OFFERING TO THE ATTENTION OF DANIELLE BALLARD IDENTIFYING THE ENVELOPE AS CONTAINING "NOTICE OF NO BID".

Addendum 1

Video System for Police Department

RFP Item # VSP211-16

The following schedule for RFP #VSP 211-16 has been extended.

The new Due Dates have been highlighted.

SCHEDULE OF EVENTS

EVENT	DATE
RFP Issue Date	08/08/18
Deadline for Receipt of Written Questions	08/21/18
Deadline for City Response to written Questions	08/29/18
RFP Response Due Date	09/11/18
Notification of Offeror Interviews/Product Demonstrations	N/A
Offeror Interviews/Product Demonstrations	TBA if needed
Intended Date for Contract Award	09/20/18

Addendum 2

Video System for Police Department

RFP Item # VSP211-16

The answers to questions that were submitted will be answered:

- Upon further research

The following schedule for RFP #VSP211-16 has been extended, pending further research.

The **new** Due Dates will be determined based upon completion of research and the dates will be included in the next Addendum.

SCHEDULE OF EVENTS

EVENT	DATE
RFP Issue Date	08/08/18
Deadline for Receipt of Written Questions	08/21/18
Deadline for City Response to written Questions	08/29/18
RFP Response Due Date	09/11/18
Notification of Offeror Interviews/Product Demonstrations	N/A
Offeror Interviews/Product Demonstrations	TBA if needed
Intended Date for Contract Award	09/20/18

Addendum 3
Video System for Police Department
RFP Item # VSP211-16
Q & A

BODY WORN CAMERA QUESTIONS:

1. Does Fayetteville currently own body cameras? **Yes**
 - a) If yes, can you please provide the current make/model? **Safety Vision**
 - b) If yes, is this RFP an add-order? **No**
2. How is Fayetteville currently sharing its digital evidence with their Prosecuting team?
By downloading a disk and sending it over, would like to be able to share through the program.
3. How many admin users does Fayetteville need (these are typically non-camera users and reserved for reviewers, approvers, etc.) **10**
4. Does the agency currently have redaction software in place?
 - a) If yes, what make/model. **No, we do not redact video.**
5. Is Fayetteville looking for their BWCs and In-Car Videos to be integrated with their CAD/RMS system (for automatic event tagging)? **Yes**
 - a) If yes, what CAD/RMS system is currently in use? **RMS is Courtware/ CAD is spillman**

IN-CAR CAMERA SYSTEM QUESTIONS

OFFLOAD METHOD:

1. Which offload method does your agency prefer: WiFi or 4G LTE? **WiFi**
If WiFi offload is preferred, please provide the following information:
 - a) Recording Resolution Preferred? **720**
 - b) Number of shifts per day? **2**
 - c) Number of vehicles per shift? **8**
 - d) Hours of video typically recorded per shift? **8**
 - e) Maximum number of cars to offload concurrently? **8**
 - f) Available internet bandwidth - please provide exact amount of internet bandwidth that will be dedicated to video upload? **20 -25**
 - g) How long will a vehicle be typically parked, allowing it to upload?
N/A
 - h) WiFi Overhead - how many other applications will be using the WiFi access points? **several**
 - i) Network Protocol Overhead - please list the percentage of network chatter expected from QoS other management / security protocols **25%**
 - j) How many WiFi access points do you have today?**N/A**
 1. What is the make/model of the access points? **N/A**
 2. What is the throughput of your access points? **N/A**
 - k) Do you currently have a server rack? **Yes**
2. If 4G LTE Offload method is preferred:
 - a) Is your 4G/LTE data plan unlimited? **Yes**
 - b) Is your 4G/LTE data plan throttled? **Yes**

c) Who is your wireless provider? **Verizon**

2. **MDT Information Needed:**

1. Are MDTs dedicated to the officer or the vehicle? **Yes**
2. Do you use NetMotion or another VPN service? **Another VPN service**
3. Does the MDT have internet connectivity? **Yes**
4. Are the MDTs mounted to mobile docks? **No**
5. Do the MDTs (or docks) have an open USB port? **Yes**
6. Do the MDTs (or docks) have an open Ethernet port? **Yes**
7. Do the MDTs have 802.11 compatible WiFi cards? **Yes**
8. Do the MDTs run Windows 7 or 10? **7**
9. Do you/agency have admin rights to the MDTs? **Yes**
10. Do the MDTs have at least 24GB of free disk space? **Yes**
11. Are all the MDTs the same model? **No**
12. Do the MDTs have GPS? **No**

3. **Network Information Needed:**

1. Are your vehicles currently equipped with routers? **No just MIFI's /verizon**
 - a) If yes, please provide make/model
2. Do you use a CAD or AVL system? **CAD**
- 3.

4. **Installation Information Needed:**

1. How many locations will installation take place at? **Only one, Fayetteville police department**
2. Does your agency have a preferred installer you plan to use (Train-the-Trainer); or would you like the awarded vendor to install the systems (**Full Service Install**)

INTERVIEW ROOM SYSTEM INFORMATION NEEDED:

1. How many locations (e.g. Building 1, building 2 may be across town) **Only 1 building centrally located**
2. How many rooms in those locations? **1**
3. How many cameras per room? **2**
4. will those rooms be overt or covert cameras? (they can be mixed, please specify) **covert**
 1. If covert, what type of cover (fire strobe/motion detector)? **Can be discussed**
5. Will you be running the power and cat6 cables or will Axon? **Power is already run**
6. The cameras require POE data switches, are these rooms connected to a POE switch currently, or will Axon need to provide one as part of our turn-key solution? **Axon**
7. Wall type?
 1. Are there any sound-proofing materials installed? **No**
8. Ceiling type (sealed/drop tiles)? **Drop tiles**

Addendum 4
Video System for Police Department
RFP Item # VSP211-16

On page 1 the Offeror's RFP Checklist #7 which states:

"7. _____ Use the forms provided, e.g. cover page, sample budget form, certification forms, etc. "

Correction: The City does **not** provide a cover page, sample budget form, or certification form, etc.

Addendum 5

Video System for Police Department

RFP Item # VSP211-16

The following schedule for RFP #VSP 211-16 has been extended

The **new** Due Date for RFP Item # VSP211-16 is as follows: Thursday, September 20, 2018 at 2pm.

The new Intended Date for Contract Award will change and will be updated at a later time.

SCHEDULE OF EVENTS

EVENT	DATE
RFP Issue Date	08/08/18
Deadline for Receipt of Written Questions	08/21/18
Deadline for City Response to written Questions	08/24/18
RFP Response Due Date	09/06/18
Notification of Offeror Interviews/Product Demonstrations	N/A
Offeror Interviews/Product Demonstrations	TBA if needed
Intended Date for Contract Award	09/20/18

