



State of Vermont
Windham County Sheriff's Office
P.O. Box 266 (Route 30)
Newfane, VT 05345
Tel: (802) 365-4942
Keith D. Clark, Sheriff

Request for Proposals (RFP)

Body Worn Cameras

Section I. INVITATION

Windham County Vermont is soliciting proposals from qualified companies to provide the Windham County Sheriff's Office (WCSO) with 20 (twenty) deputy worn body cameras with the option to purchase up to an additional 10 (ten) cameras.

The quote shall include the costs for accessories and options. The quote does not need to include services for the storage, management, retrieval and sharing of captured video. Qualified companies will also provide a Service Agreement which includes service on equipment, hardware and software for a minimum period of 3 years. The proposal must include initial training and setup of the cameras and associated support equipment.

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

For this RFP it should be noted by the Vendor the WCSO will provide and manage its own file storage system. The Vendor awarded this contract will not be required to provide storage services or file management software.

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 County may decide to proceed with an offer to one or more companies to furnish and potentially deploy units on a permanent basis throughout the Windham County Sheriff's Office.

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



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The WCSO retains the option to select a limited number of vendors for up to one (1) month on-street/field test of body worn cameras, accessories and systems. 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 WCSO.

Section III. GENERAL CONDITIONS

DESIGNATED CONTACTS

Any explanation desired by a potential vendor regarding the meaning or interpretation of any RFP provision and or questions must be submitted in writing via email to the procurement contact, Sheriff Keith D. Clark, no later than December 5, 2016. Sheriff Keith Clark is the only individual who may be contacted regarding the RFP and all inquiries should be sent to kclark@windhamcountyvt.gov. Responses to the questions will be posted as an Addendum to the RFP by December 5, 2016 on the Windham County Sheriff's Office website: www.windhamcountyvt.gov/BWCRFP

SCHEDULE OF EVENTS

ACTIVITY		DATE/TIME
1.	Release Request for Proposal	November 18, 2016
2.	Deadline to submit written questions	December 5, 2016
3.	Response to written questions posted on website	December 5, 2016
4.	Deadline for submitting proposal	December 10, 2016 (Bid Opening Date)
6.	Evaluation Committee Review	December 15, 2016
7.	Interviews for selected firms if necessary	December 22, 2017
8.	Final recommended selection	No later than January 22, 2017
9.	Final approval by COUNTY	No later than January 22, 2017
10.	Tentative contract award date	February 01, 2017

REFERENCES

The County and WCSO 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, those that are identified during the review of the proposal, or those that result from communication with other entities involved with similar projects.



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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 County and or WCSO 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 negotiation, product delivery, training and support services.

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 WCSO.

PROPRIETARY INFORMATION

All information and data contained in the proposal becomes the property of the County 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 County 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 Vermont 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 Vermont, regardless of the place of business, residence or incorporation of the Vendor.



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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 County 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.

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 County and the 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. Sections related to data and video storage shall be marked "N/A".**

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

Delivery Time. The vendor state delivery time if they are the chosen vendor.

BUDGET NARRATIVE

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets must be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the vendor



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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
- Hourly rates for training services

Specifically, the initial order is estimated to be for 20 (twenty) cameras, with potentially another 10 (ten) 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 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 WCSO. The Evaluation Panel will select a "short list" of qualified Service Providers who may be formally interviewed and may be requested to provide a formal demonstration to the County. The contract will be awarded to the Potential Vendor whose proposal the County determines, in its sole discretion, is the most advantageous to the County and in the County'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 County'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 WCSO in writing. The request for withdrawal can be mailed or emailed to Sheriff Keith D. Clark. If a vendor wants to resubmit after withdrawal, the resubmitted proposal(s) must be re-submitted and time-stamped in accordance with the RFP document in order to be accepted.



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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 County 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 County's web site as an Addendum at www.windhamcountyvt.gov/BWCRFP The County and WCSO 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>.]

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
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Display and Access:

- Ability to view the video in the field
- Presence of enhanced user authentication

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 County'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.

Storage

- Ability to export video in an industry standard file format

For this RFP it should be noted by the Vendor the WCSO will provide and manage its own file storage system. The Vendor awarded this contract will not be required to provide storage services or file management software.

OWNERSHIP AND PUBLIC RECORDS

The County 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 County's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person.



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MAINTENANCE AND USER FEES

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

Section IX. EVALUATION OF SELECTED CAMERAS

Testing Period: The testing period will be performed, and during this time, the County 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

Vendors who pass the Technical Component evaluation criteria may 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 County 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 County. All units undergoing testing will be returned to the proposer at the proposer's expense following the testing and grading of the units.