



Request for Proposals (RFP)

Table of Contents

Section I: INVITATION

Section II: GOALS AND OBJECTIVES

Section III: GENERAL CONDITIONS

1. TERMS
2. DESIGNATED CONTACTS
3. SCHEDULE OF EVENTS
4. REFERENCES
5. COMMUNICATION WITH STAFF
6. PROPRIETARY INFORMATION
7. APPLICABLE LAW

Section IV: PROPOSAL SUBMISSION AND PROCESS

1. PROPOSAL FORMAT
2. PROPOSAL REQUIREMENTS
 - a. Executive Summary
 - b. Experience and References
 - c. Staff Qualifications and Availability
 - d. Conceptual Treatment of Project and Workplan
 - e. Body Worn Camera Selection and Assessment Tool
 - f. License Agreement, Software Maintenance Agreement and Hosted Agreement
 - g. Financial Statements
 - h. Budget Detail Worksheet and Budget Narrative

Section V: EVALUATION OF PROPOSAL

Section VI: WITHDRAWAL OF PROPOSAL

Section VII: REJECTION OF PROPOSAL

Section VIII: TECHNOLOGY INFORMATION AND REQUIREMENTS

1. CAMERA AND SOFTWARE CONSIDERATIONS
2. OWNERSHIP AND PUBLIC RECORDS



3. MAINTENANCE AND USER FEES

Section IX: EVALUATION OF SELECTED CAMERAS

1. TESTING PERIOD
2. TESTING DATA

Section X: APPENDIXES

Appendix 1: BWC Selection and Assessment Tool

Appendix 2: Suggested Contract Language

Appendix 3: References

Appendix 4: Budget Template (excel file)



Request for Proposals (RFP)

Section I. INVITATION

The REJIS Commission (herein, REJIS) is soliciting proposals from qualified companies on behalf of a collective of eight St. Louis area Municipal Police Departments (herein, *the Collective*) for two hundred and fifty (250) to three hundred (300) officer worn body cameras. The Collective consists of police departments in Bellefontaine Neighbors, Brentwood, Bridgeton, Clayton, Moline Acres, Richmond Heights, Town & Country, and the University of Missouri – St. Louis. In addition, companies must provide a software solution, which partners with the provided body worn cameras to manage, retrieve and share captured digital video. Qualified companies will also provide a Service Agreement that includes service on equipment, hardware and software. Potential Vendors must demonstrate experience in designing and maintaining body worn camera and associated software. Potential Vendors shall only submit one proposal per firm.

Proposals that do not conform to the mandatory items as provided in the proposal instructions will not be considered. Proposals that do not respond to all items will be ranked lower.

Based upon results of the review and evaluation, REJIS may, on behalf of the Collective, decide to proceed with an offer to one company to furnish and deploy units on a permanent basis throughout the Police Departments. REJIS, and the Collective, retain the option to forego proceeding with an offer to any company if the available options do not meet the needs of the Collective and REJIS.

Potential Vendors that are minority-owned or women-owned are invited to submit a proposal. REJIS and the Collective will comply with 2 CFR 200.321 and take affirmative steps to assure that such businesses are used when feasible to do so.

Section II. GOALS AND OBJECTIVES

The intent of this request for proposals is to acquire body worn video cameras for public safety use that offers ease of use, functionality, and recording capabilities. Potential Vendors will also be required to provide training on the use of body cameras and associated software. Potential vendors are directed not to include storage in their proposal. Storage for body worn camera video is planned to be hosted at REJIS. Potential Vendors will also be required to work with REJIS to ensure that the storage solution works seamlessly with the hardware and software of the Potential Vendor.

All proposals submitted must address the key components discussed in the Technical Information and Requirements section and the Body Worn Camera Selection and Assessment Tool.



Section III. GENERAL CONDITIONS

TERMS

The agreement, which results from this RFP, will be a contract. The length of the contract will be determined during negotiation with the vendor. The initial contract will be applicable to all participating police departments (i.e. one agreement). This agreement may be extended, on the same terms and conditions, for all police departments or for the individual departments. The option to extend the contract is solely decided by the police departments and REJIS. Any contract extension will not require REJIS or the police departments to re-negotiate terms if the renewal option is selected.

DESIGNATED CONTACTS

Any explanation desired by a potential vendor regarding the meaning or interpretation of any RFP provision or questions must be submitted via email to the procurement contact, Joseph Durso, no later than close of business on June 22, 2018. Joseph Durso is the only individual who may be contacted regarding the RFP and all inquiries should be sent to jdurso@rejis.org. Responses to the questions will be posted as an Addendum to the RFP by June 28, 2018 on the REJIS website.

SCHEDULE OF EVENTS

ACTIVITY	DATE/TIME
1. Release Request for Proposal	June 15, 2018
2. Deadline to submit written questions	June 22, 2018
3. Response to written questions posted on website	June 28, 2018
4. Deadline for submitting proposal	Close of business, July 18, 2018
5. Proposal opening date	July 19, 2018
6. Tentative contract award date	October 1, 2018

LOCATION OF RFP

The RFP will be posted to the REJIS webpage under an “RFP” tab along the top ribbon of the webpage. The REJIS webpage is located at <https://www.rejis.org>.

REFERENCES

The Collective reserves the right to check any reference(s), regardless of the source of the reference information, including but not limited to, those that are identified by the company in the proposal, those indicated through the explicitly specified contacts



in Appendix 3, those that are identified during the review of the proposal, or those that result from communication with other entities involved with similar projects.

COMMUNICATION WITH STAFF

From the date the RFP is issued until a contract is executed, communication regarding this proposal between potential vendors and individuals employed by the Collective is prohibited. Only written communication with the procurement contact, as listed in this Request for Proposal, is permitted (unless otherwise noted).

Potential Vendors are hereby notified that this acquisition will be conducted in accordance with 2 CFR 200 ("Uniform administrative requirements, cost principles, and audit requirements for federal awards.") Potential vendors are directed to consult these regulations prior to contacting the procurement contact.

REJIS and the Collective will select a limited number of vendors to conduct a one-month on-street field test of body worn cameras by the police departments. All vendors not selected for this test will be eliminated and therefore not be considered to supply body worn cameras.

Once vendors have been selected for a field test, the vendors will be permitted to speak with person(s) participating in the field test. When the field test is concluded and a vendor is selected, the vendor will be permitted to speak only with the person(s) conducting the contract negotiation or the procurement contact. 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 provided that communication focuses solely on the pre-existing contract or obligation. Vendors that choose to offer integration with the body worn cameras and any pre-existing product or service are directed to refrain from discussing body worn cameras; and
- Presentations, key personnel interviews, clarification sessions or discussions to finalize a contract, as requested by the Collective.

PROPRIETARY INFORMATION

All information and data contained in the proposal becomes the property of the REJIS Commission 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 Collective and REJIS to withhold from the public must be submitted in a sealed package, which is separate from the remainder of the response. The separate package must be clearly marked PROPRIETARY on the outside of the package. Individual pages must also be clearly marked as proprietary.

APPLICABLE LAW

The laws of the State of Missouri 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 Missouri, regardless of the place of business, residence or incorporation of the Vendor.

Section IV. PROPOSAL SUBMISSION AND PROCESS

PROPOSAL FORMAT

The proposal submitted should not exceed 50 pages. Other attachments may be included as Appendices. These additional materials will not be counted against the 50-page limit for the proposal.

It is suggested that proposals be on 8-1/2" x 11" paper bound with tabbed dividers labeled by section to correspond with the proposal requirements requested.

The Potential Vendor shall submit one clearly labeled original and three copies of their proposal. The name of the Potential Vendor firm shall be indicated on the spine and/or cover of each submission. Additionally, the Potential Vendors must submit an electronic version of their proposal and supporting documents on a USB thumb drive.

Proposals shall be signed by an authorized representative of the offeror. All information requested must be submitted. Failure to submit all information requested may result in requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. Elaborate brochures and excessive promotional materials are not sought or required.

All proposals must be submitted in a sealed envelope plainly marked with the name and address of the Potential Vendor and a title that reads "Response to the Request for Proposals for Body Worn Cameras for St. Louis County Police Departments". No responsibility will attach to the REJIS Commission, partner police departments, or any official or employee thereof, for the pre-opening of, post-opening of, or the failure to



open a proposal not properly addressed and identified. The vendor is responsible for postage and ensuring the package is received by the deadline.

Send all proposals to the attention of David Mueller, REJIS Commission, 4255 W. Pine Blvd. St. Louis, MO 63108.

FAXED AND EMAILED PROPOSALS ARE NOT ALLOWED AND WILL NOT BE CONSIDERED.

PROPOSAL REQUIREMENTS

The Potential Vendors shall provide the appropriate information in sufficient detail to demonstrate that the evaluation criteria has been satisfied as specified. To allow for easier comparison of proposals during evaluation, proposals should contain the following sections and attachments and be arranged in consecutive order.

Executive Summary. This section shall serve to provide the collective 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 Vendors may also provide mitigation of the risk or concern. Potential Vendors 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 Potential Vendor during negotiations. A summary of scope, costs, and schedule should also be included.

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, and number of years each has been using your cameras and software.

Staff Qualifications and Availability. Provide information concerning the experience, background and resumes of key personnel who would actually perform work on the project. Key personnel include the project manager, sales point of contact, infrastructure lead, training lead, and any other primary persons that will participate on the project. Potential vendors may also opt to list principals as key personnel if they will be participating in the implementation. Indicate the present workload of the project staff to demonstrate their ability to devote sufficient time to meet the proposed schedule.

Conceptual Treatment of Project and Work Plan. Describe in more detail the approach to the project. Include a preliminary project plan that includes Potential Vendor's concept of the project including the methodology to be used, proposed timeline,



and the major deliverables to be produced. In addition, the Potential Vendor must provide and specify the roles and responsibilities for the eight departments, Potential Vendor, any subcontractors, and REJIS. 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 Collective. If the Potential Vendor wants consideration of multiple devices, then a tool must be submitted for each device.

License Agreement, Software Maintenance Agreement, and Hosted Agreement. Copies of these agreements must be provided for review and evaluation. A lease option may also be presented by the Potential Vendor. If a lease option is presented, then please include the buyout cost after the contract period, if any. Additionally, please indicate if the lease will cover break/fix. Perpetual licensing is preferred, but will also accept subscription-based licensing. Pre-payment of original licensing fees for major product releases/versions will not be accepted.

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

The Potential Vendor should provide, at a minimum, the financial data listed below. The Potential Vendor may submit this material in a separate package. If so, please follow the instructions listed previously. If the Potential Vendor requires a non-disclosure agreement to view this material, please contact the Procurement Contact via email prior to submission of the package.

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

Budget Detail Worksheet and Budget Narrative. A Budget Detail Worksheet is included in Appendix 4. Potential Vendors that submit their budget in a different format should include the budget categories (i.e. Hardware, Software, Services, and Budget Summary) listed in the sample budget worksheet.

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets must be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Vendors should demonstrate in their budget narratives how they will maximize cost effectiveness. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the vendor estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format.

Only responses that utilize Firm Fixed Price will be considered.

The Budget Narrative must include the following:

- Unit price for wearable cameras. Please indicate any accessories that are included with the camera.
- Unit price for camera accessories (e.g., mounts, collars, batteries, chargers, etc.)
- Unit price for evidence transfer managers (e.g., docking stations)
- Annual price for hardware maintenance and support
- Annual price for software licensing, if applicable
- Annual price for software maintenance/support, specifying the full list of modules or features included.
- Hourly rates for any services not included as part of initial purchase (e.g. training of officers who receive cameras post-implementation)

Specifically, the initial order is estimated to be for 288 cameras, but please provide pricing for cameras in the 250 to 300 range. Please also provide unit pricing for cameras in excess of 300. 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 at least 12 months from the date of acceptance at no additional cost. Longer warranties will yield higher scores.

Section V. EVALUATION OF PROPOSAL

Proposals will be reviewed by an Evaluation Panel made up of representatives of the Collective and REJIS. The Evaluation Panel will select a "short list" of qualified Service Providers who may be formally interviewed, may be requested to make cameras available for a field test to the Collective and REJIS (see Section III), and/or may provide cameras for a testing period (see Section IX). The contract will be awarded to the Potential Vendor whose proposal the Collective and REJIS determines, in its sole



discretion, is the most advantageous. Evaluations will be based on the required criteria listed in Section VIII and Appendix 1, and the following criteria in order of importance:

- Ease of solution's use
- Ability to meet the requirements of the RFP Scope of Services
- Maintenance, training, and support offering
- Cost of Services provided, in respect to utility/functionality received
- Acceptance of the Collective'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 submitted to the designated procurement contact in writing. Proposals must be re-submitted and time-stamped in accordance with the RFP in order to be accepted.

No proposal may be withdrawn for a period of 90 calendar days after the date of proposal opening. All proposals received are considered firm offers during this period. The Potential Vendor's offer will expire after 90 calendar days. If a Potential Vendor intended for award withdraws their proposal, that Potential Vendor may be deemed non-responsible if responding to future solicitations.

Section VII. REJECTION OF PROPOSAL

The Collective and REJIS 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 REJIS Commission web site as an Addendum at <https://www.rejis.org>. The collective 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.

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.
- Horizontal field of view of at least 90 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.
- Description of safeguards for camera to maintain location during physical activity or altercation.
- Maximum number of wire or cable connections for the worn device.
- Auto-tagging function for date/time, including hours, minutes, and seconds.
- Resolution of VGA (640x480), 720p HD (1280x720), and/or 1080p HD (1920x1080).

Display and Access:

- Ability to view the video in the field
- Presence of enhanced user authentication
- Existence of a software audit trail including a log showing users that have viewed and copied the video
- Device should record audit log of serial number and events (e.g. on/off, charging, start/stop recording, etc...)
- Ability to set and control the length of video retention by the System Administrator
- Identified management of account administration
- Ability to support multiple concurrent user log-ins, from multiple agencies
- Existence of customized search criteria, such as date range or offense type
- Software has audio and video redaction capability
- Customizable logs/reports

Technical Capabilities:

- Capability with existing storage solution

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
- Clear indication of equipment replacement costs. Disclosure of all additional costs.

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 Collective's contract including their roles and estimated participation in delivering the services.
- The Potential Vendor shall disclose and explain any litigation, threatened litigation, investigation, reorganization, receivership, filing, strike, audit, corporate acquisition, unpaid judgments or other action that could have an adverse impact on their ability to provide the required needs.
- The Potential Vendor shall disclose and explain whether they have been unable to complete a contract, been removed from a contract, or been replaced during a contract period in the past five years.
- If selected, Vendor, and any of their employees who work with the video system, must agree to submit and pass a criminal background check.

Storage-related:

- Ability to export video in an industry standard (generic) file format. If different than MP4, please specify.
- Storage solution compliance with law enforcement Criminal Justice Information Services (CJIS) data protection and transport (i.e. SSL) standards. No external party-initiated connections will be allowed.
- Ability to export audit trail along with video, including redactions.
- Full identification of the scope of the audit trail.
- Full identification of the software capabilities.
- Full identification of data integrity safeguards.
- Capability to produce digitally authenticated duplicates.

Technical Component:

- Ability to index data, e.g. officer name, serial number, date/time of recording, report number, and type of crime.
- Identify and describe tagging capabilities (i.e., auto or manual tagging).
- Ability to automatically integrate with CAD systems and list or identify supported CAD vendors.
- Identified technical support and assistance that will include, but not be limited to the following: devices worn by police personnel, docking/charging stations, networking equipment, WAN/LAN connectivity,



system software, system upgrades, and video retrieval software and procedures.

- Identified areas of expertise and resources available both nationally and locally to provide the requested services.
- Described process for video uploading.
- Supported integration system to support integration for the backup of data (including video and database with audit logs) for data integrity in the event of corruption or malware.
- Use of lowest amount of compression possible. Examples include H.264 and H.265.
- Identify frames per second – minimum is 30 fps.
- Autofocus lens preferred.
- Audio quality should capture conversational speech at a distance of 3 feet without excessive background noise.
- A sampling rate of at least 22khz with at least 24-bit capture when in audio-only record mode.
- User-triggered recording.
- The device prohibits recordings from being edited, deleted, or overwritten.
- USB 2.0 compliant connection minimum; prefer USB 3.0.

OWNERSHIP AND PUBLIC RECORDS

The individual departments shall own all rights to its data and video that is stored at the REJIS Commission, (if applicable) with no transfer, conveyance, assignment, or sharing of data ownership to/with the Potential Vendor or REJIS. REJIS must follow the State's Retention Records Schedule.

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

Potential Vendors are also advised that RSMo Section 610.100 may also apply.

MAINTENANCE AND USER FEES

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

User account fees, if any, will include costs for all subscription-licensed software provided by the Vendor, such as third-party modules, middleware, and integration. During implementation, testing, training, validation and integration, the Vendor will provide sufficient numbers of user access accounts to enable the team to achieve a successful "go-live" into production. User Account fees, if any, will be based on



production system use. Training, Development and Test accounts will not be considered additional users for access purposes.

Section IX. EVALUATION OF SELECTED CAMERAS

Testing Period: The testing period will be performed, and during this time, the eight police departments 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
- Data Distribution Capability
- Account Administration/Storage Rights
- Meets All Minimum Tech Requirements Specified in this RFP

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

Each Potential Vendor will indicate any pre set-up requirements needed from police department or REJIS 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 members of the Collective. All units undergoing testing will be returned to the proposer at the proposer's expense following the testing and grading of the units.

Testing Data:

- Upon completion of the test period, all data collected during the testing phase will be submitted to the Collective in its entirety at no cost and submitted in a readily viewable format.
- Data must be indexed and searchable by date and time of recording.
- Data must be submitted to the Agency upon request by a member of the Collective or REJIS.

Appendix 1: BWC Selection & Assessment Tool

SYSTEM QUESTIONS

If you would like multiple solutions considered, please submit one form for each proposed solution. You may use a separate form if the space provided is not sufficient for a response.

ID	Item/Question	Vendor Response	Cost of Modification
General Requirements			
1.0 PHYSICAL ASPECTS			
1.1	What is the model number and name of the Body Worn Camera (BWC) that you are proposing?		
1.2	Describe and explain the BWC mounting options (e.g., Head, Chest, Glasses, Various).		
1.3	Identify optional mounting locations. Costs required to use the optional mounting location should also be provided.		
1.4	What is the weight of the device (oz)?		
1.5	What are the dimensions of the device (H x W x D, in inches)?		
1.6	How is the battery docked and recharged?		
1.7	Is the device instant-on with battery replacement?		
1.8	Describe the field serviceability of the replaceable battery.		
1.9	How long does it take for the battery to recharge (in hours)?		
1.10	Is there a battery charge indicator light? If so, please describe.		
1.11	Is there a back-up battery in the event that the primary battery fails? If so, please describe.		

1.12	Is there a visual indicator of active recording? If so, please describe.		
1.13	Describe the in-field playback capabilities (audio and visual).		
1.14	Describe the user interface (audio and visual).		
1.15	What is your certified International Protection Rating for Dust and Water protection?		
1.16	What is your certified drop test rating per Mil Standard 810?		
1.17	Please describe how the camera will maintain its mounting location in the event of a physical activity and/or altercation.		
1.18	Please describes safeguards against accidental engagement or disengagement.		
2.0 EQUIPMENT PERFORMANCE			
Video Resolution and Frame Rate			
2.1	Recording frame rate at 30 frames preferred second (fps) is required. Please describe any deviation from this.		
2.2	What is your maximum resolution for recording at 60 fps?		
2.3	Please define your operational/working camera resolution.		
2.4	Does your video recording comply with H.264 and H.265 video compression standards? If not, please describe the proposed equipment standard.		
Field of View			

2.5	Please list the field of view specification and describe any peripheral distortion based on field of view.		
2.6	Does the unit have the ability to capture still photos? If yes, at what Megapixel?		
2.7	Does the unit apply date and time stamp? Identify the format.		
2.8	Describe GPS marking capabilities and attributes.		
2.9	Operational time and storage capacity of 12 hours continuous at highest video resolution and frame rate available per device is required. Describe any deviation from this. Please note resolution and frame rate in response		
2.10	What is the Lux rating?		
2.11	Please describe camera recording video quality when camera is in night mode.		
2.12	Please describe distance capabilities when camera is in night mode.		
2.13	Please describe field of view when camera is in night mode.		
2.14	Does the camera capture 30 seconds pre-event record? Is audio included in pre-event capture?		
2.15	What capabilities exist to prevent deletion or modification of any captured video locally (on the device)?		
2.16	Is there functionality to allow for event marking at any time during recording? Please describe.		
3.0 APPLICATION PERFORMANCE			
3.1	Describe the functionality of the proposed application.		

3.2	How is the application deployed and supported? Is it compatible with an on premise storage solution? Is it compatible with a cloud-based solution?		
3.3	How often is the application upgraded? Please describe the upgrade process. Does upgrade impact functionality?		
3.4	Describe how the video content is moved from the BWC to the storage repository. Include estimated communications needs based on various compression and quality options.		
3.5	Will the proposed application support the management of uploaded video from other recording sources? Will the application allow import, playback and editing of other video formats?		
3.6	Can other video (in a similar format) be uploaded into the application?		
3.7	What is your contractor coverage/SLAs? Do you provide device replacement? How do you handle a service failure? What are your hours of support service?		
3.8	System must have emergency 24x7 help / support services available. Please describe any deviations from this.		
3.9	Describe security access and permissions. Is it granular enough to segregate / limit access to video content data? Please describe how your application accomplishes this.		
3.10	Do you offer an on premise storage option? How is the data stored (video, audio and metadata)?		

3.11	How is the data archived or backed up? How does your service support data being backed-up?		
3.12	Does your system support enterprise-wide single sign-on? Please describe.		
3.13	What capabilities exist to set retention periods for data storage and can this be managed by system administrators? How are these permissions controlled?		
3.14	System should be certified to national standards. What certifications does your system have?		
3.15	System must be compatible with current web browsers (Chrome, Firefox, Safari, Internet Explorer) to access system functions and ensuring security of the system and data. Please describe your approach to browser compatibility. How do you assure future compliance?		
3.16	Video clearinghouse methodology -- how does the application/process prevent flooding the network with uploading requests from multiple agencies?		
3.17	Are there restrictions on the number of simultaneous uploads?		
3.18	Please describe any performance metrics or constraints.		
3.19	What are the bandwidth/ time metrics requirements for one unit downloading the maximum video capacity? Can video be managed at the source?		
3.20	Describe any attributes of your system that allow for download management. Describe access to video links to manage video footage.		

3.21	Does your software allow video marking with searchable metadata? Does software allow marking/tagging on device?		
3.22	Please describe redaction capabilities within the software, if any.		
3.23	What capabilities exist to audit system access and modifications?		
3.24	Please describe the chain of custody abilities to determine who has accessed, viewed, edited or copied data.		
4.0 TRAINING AND IMPLEMENTATION			
4.1	Vendor must train all staff on-site. Staff consists of: Maximum of ___ Officers, ___ Command Staff, ___ Administrators. Please describe your approach to training. Is training included in quoted price?		
4.2	System must have system administrators trained by vendor on-site for how to do configurations, user permissions, etc. Please describe your approach to admin technical training.		
4.3	Would you support providing a demo or a proof of concept?		
4.4	What training do you provide to evaluate the audit trail?		
4.5	Potential Vendor must provide training on how the system produces customized, ad-hoc, aggregate reports.		
5.0 CONTRACT TERMS AND CONDITIONS			
5.1	Please provide a sample contract.		

5.2	Please describe the length of contract you are proposing and how replacements and upgrades will be handled.		
5.3	Describe the equipment refresh contracts available; i.e. Lease, hardware maintenance, warranty, etc		
5.4	Please describe how the contract will be structured to allow for expansion of additional units or to other law enforcement entities.		
5.5	Will the company send legal representation to present in a legal case in the event there is a lawsuit pertaining to use and application of the BWC?		

Appendix 2: Contract Language

The following terms and conditions will be included in a contract to comply with the requirements of 2 CFR 200. Additional terms and conditions may be added at a later time.

1. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
3. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
4. A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
5. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification.

Appendix 3. References

CONTRACTOR NAME: _____

Contractors are expected to provide three (3) references with accurate contact information. Every proposal must include this sheet (or an exact replica) to facilitate proposal evaluation. This is a requirement that will not be waived.

1. Name of business _____
Address _____
Contact person _____
Telephone number/email address _____
Years dealing with your company _____

2. Name of business _____
Address _____
Contact person _____
Telephone number/email address _____
Years dealing with your company _____

3. Name of business _____
Address _____
Contact person _____
Telephone number/email address _____
Years dealing with your company _____

Appendix 4. Budget Template

Police Department Body Worn Camera Procurement Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Hardware—Itemize each piece of hardware equipment necessary for body-worn camera program implementation and show basis for computation. Generally, include any materials that are expendable or consumed during the course of the project.

Hardware Items	Computation		Cost
	Quantity	Unit Price	
Wearable Cameras			\$0.00
Accessories (collar, epaulette, etc.)			\$0.00
Evidence Transfer Manager (docking station)			\$0.00
Hardware Maintenance & Support- Yr2 and Yr3			\$0.00
Hardware Maintenance & Support- Yr4 and Yr5			\$0.00
Subtotal Hardware			\$0.00

B. Software—Itemize each piece of software equipment necessary for body-worn camera program implementation and show basis for computation. Generally, include any materials that are expendable or consumed during the course of the project.

	TOTAL
Software Maintenance & Support- Yr2 and Yr3	\$0.00
Software Maintenance & Support- Yr4 and Yr5	\$0.00
Hosting Storage –immediate access	\$0.00
Hosting Storage –cold storage Tier 2 Archival storage	\$0.00
Subtotal Software	\$0.00
Total Hardware and Software	TOTAL \$0.00

C. Services— Please provide information on costs associated with the body-worn camera program implementation including (but not limited to): training activities, additional storage, etc Show basis for computation. Generally, include any additional services or fees that are incurred during the course of the project.

	Quantity	Unit Price	
Training Program			\$0.00
End Users – Train the Trainer			\$0.00
System Administrator			\$0.00
Fixed Labor Rates for additional training			\$0.00
Evidence Transfer via Wireless Solution			\$0.00
Additional Storage			\$0.00
Subtotal Services			\$0.00

Budget Summary—When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Hardware	\$0.00
B. Software	\$0.00
C. Services	\$0.00
TOTAL PROJECT COSTS	\$0.00