



Ithaca Police Department
120 East Clinton Street
Ithaca, New York 14850
Phone (607) 272-9973

Request for Proposal

Body Camera and Management System

For

CITY OF ITHACA, NEW YORK

March 17, 2015

Letter of Public Notice

City of Ithaca

The City of Ithaca and the Ithaca Police Department gives public notice that it is requesting proposals from interested and qualified firms for the following project:

Body Camera and Management System

The City of Ithaca, New York is soliciting sealed written proposals from experienced and qualified firms to provide and install a Body Camera hardware and associated Management System.

Copies of the request for proposal (RFP) are available from the office of:

<http://www.cityofithaca.org/bids>

Responses must be received by Monday, April 6, 2015, no later than 2:00 p.m., after which time and date they will no longer be accepted. Responses must be delivered to:

City of Ithaca
Public Information and Technology
Attn: Alan Karasin
108 East Green Street
Ithaca, NY 14850

**REQUEST FOR PROPOSALS (“RFP”)
CITY OF ITHACA
ITHACA POLICE DEPARTMENT**

Body Camera and Management System

March 17, 2015

SCOPE

The City of Ithaca, New York (hereinafter referred to as “COI”) is soliciting sealed written proposals from experienced and qualified firms to provide and install Body Camera and Management System Solutions. Proposals should include all product descriptions, part numbers, and line item costs for all components needed for a complete turnkey system. Please note in your proposal any and all annual recurring charges and anticipated annual pricing increases. Respondents are encouraged to include discounted annual licensing for 4- and 5-year terms.

All responses shall be taken under advisement by the Ithaca Police Department, and the information will be used to determine if it is in the best interests of the COI to enter into a contract with the proposing vendor. Potential vendors will be ranked on their ability to implement the New System Requirements starting on page 5.

Any and all questions shall be directed to:

Alan Karasin, Public Information and Technology
(607) 274-6437
akarasin@cityofithaca.org

SELECTION PROCESS

Each proposal received will be evaluated and a determination will be made if it meets the minimum requirements. Failure to meet these requirements will be cause for eliminating the proposal from further consideration.

COI reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all or part of the proposal, and to be the sole judge of the suitability of the proposals offered.

Proposals will be evaluated generally on the following criteria, which is neither weighted nor prioritized:

1. **Responsiveness to and Compliance with RFP** - Overall responsiveness to and compliance with the Request for Proposal. Proposals must be neat, complete, and fully address technical, cost, vendor qualification, reference and evaluation concerns.
2. **Cost** – Overall project costs to perform the work described in the proposal documents including costs associated with hardware, software, upgrade, and annual maintenance.

3. **Qualifications** – Experience of key personnel completing projects of similar scope; experience with aforementioned hardware, software and recreational systems.
4. **Record of Performance** – Work experience and history of the firm successfully completing similar projects within originally allocated time frames and budget.
5. **Growth**–How well the solution meets the COI's projected growth needs; simplicity of adding and provisioning additional modules.
6. **Integration** - Allow integrated accounting for all aspects of the Recreational Programs on one central program.
7. **Effectiveness** - Improve staff effectiveness and efficiency, and simplify training.
8. **References** - References for which the contractor has provided similar product and services in similar quantities.

COI reserves the right to reject any and all proposals submitted in response to this RFP. COI is under no obligation to award any Agreement as a result of this RFP. If no Agreement can be reached with the first choice firm, COI may choose to consider recommending approval of an Agreement with the second choice firm but is under no obligation to do so.

PROJECT GOAL:

The City of Ithaca (COI) is soliciting proposals from experienced and highly qualified firms to provide and install a new Body Camera solution for police officers, as well as its related Management System. An award from this RFP is expected to result in a firm, fixed price contract for the purchase, installation and configuration of said solution. The solution should include maintenance for three years (minimum); cover software upgrades and hardware failure (if applicable); and have an option to extend coverage for two additional years, as well as include all necessary Ithaca Police Staff training. We will consider proposals from single vendors or from multiple vendors working as a team. The ideal vendor(s) shall have experience and certifications in implementing camera hardware, storage and management system solutions in businesses and/or local government agencies of similar size to the COI, and in larger agencies. The successful vendor shall be responsible for the final owner-approved design, procurement, installation and commissioning of the solution including development of user acceptance testing, system integration and connectivity to existing resources.

GENERAL INFORMATION:

The Ithaca Police Department is a 24-hour operation, utilizing three (3) eight (8) hour shifts. In general, six (6) officers will be in the field at any time; however special details and events may dramatically increase that number.

Body Worn Cameras enhance the effectiveness of Law Enforcement while promoting professional accountability and aiding in event documentation. Officers are required to respond to certain types of offenses including but not limited to family violence calls, in progress emergency calls, traffic/pedestrian stops and DUIs. Body Worn Cameras cover a wide spectrum of police operations that an in-car camera system cannot. Critical incident documentation is facilitated by an Officer-worn Body Camera Deployment.

Body Worn Cameras will assist the Ithaca Police Department in:

- Increasing Department transparency, Officer accountability, and build on the public's trust and confidence in the Ithaca Police Department
- Provide an accurate documentation of encounters involving Police Officers during the performance of their duties
- Reporting, Evidence collection and court/complaint testimony
- Deter violence or other negative behavior by a suspect who may otherwise choose to assault a victim or an Officer
- Reduce the number of complaints and use of force incidents

Please reference Appendix A for specific software specifications. These specifications assume an on-site implementation; however web-based (hosted) solutions are also encouraged. Please feel free to propose one method or both.

NEW SYSTEM REQUIREMENTS:

COI has identified the following needs:

1. Hardware / Camera specifications
 1. Pre-record mode with a minimum of 30 seconds video only
 1. Audio as well if feasible
 2. Battery Life – minimum 8 hours continuous usage
 1. Criteria may be met via in-car recharge or battery swap
 3. Body Worn Camera Unit must meet minimum water resistance compliance with IPX4
Cameras will be worn on the outside of the Officer's uniform
 1. Clip / Attachment to uniform for men and woman
 4. Captures Officers Point of View
 5. Wide Angle Lens Minimum 71°
 6. Minimum video resolution of 640 x 480 with recording in color and low light
 7. Unit shall store minimum eight (8) hours of video at 640 x 480 resolution at 30 frames per second
 8. Noise cancelling internal microphone with the ability to record high quality audio minimum 44.1kHz
 9. One-touch recording activation button

2. Software Modules with a minimum of seventy-five (75) Concurrent User Licenses including the following:
 1. Windows 7 or greater compatibility
 2. Video Upload
 1. Automatic Video transfers from Body Worn Camera Unit into Local On-Site Storage Solution and/or Vendor Hosted Cloud Storage Solution
 2. Automatic Video transfers must be performed via multi-charging/docking stations
 3. Multi-docking station software must have throttle control capability when connected to network so as to not overload network pipe and allow for seamless upload and charging of captured media and battery
 4. Ability to share videos (read-only) with other users
 1. Body Worn Cameras must utilize a backend IP based retrieval system available to multiple users

3. Each Body Worn Camera Unit must have its own unique ID that can be registered to a specific Officer by badge number
4. Original captured media file must not be able to be deleted or altered upon capture and upload to Local Server Storage/Hosted Cloud Storage
 1. Once uploaded a copy of the original captured file must remain in its original captured state
 2. Captured media must be searchable by Camera Serial Number, Officer Name, Officer Badge Number, Date, Time, Incident Type and/or custom searchable fields
 3. Captured media must have the capability to be downloaded to various media for export

1. Captured media must be able to be edited to include pixilation of faces if needed for distribution for Public Records Request
 2. System should be capable of producing a snapshot from video playback
5. Audit Tracking and Reporting functions must include the following: User Accounts Logins, Video Downloads and Views, Dates and times logged into the system, video deletion
6. At a minimum system storage/retention must categorize video content by the following parameters:
 1. Critical Incidents
 2. Arrests (Felony and Misdemeanor)
 3. Pursuits
 4. Traffic
 5. Possible Complaints
 6. Field Interview
 7. No Action
 8. Pending Review
 9. Use of Force
7. Records Retention and Review
 1. Retention Schedule must be able to be tied to video categorization (see above) types.
 2. Ability to group different videos under a common case number, etc.
 3. All videos must be retained for a minimum of 180 days (6 months). After that, retention policy should be based upon the tag(s) assigned.
 4. Videos must be able to be tagged for a permanent hold
 5. Must have Desktop Player compatibility with Windows Media Player and/or Quick Time
8. Service Plan
 1. Must provide at minimum three years standard manufacture warranty to include equipment, software, servers and storage
 2. Technical support via remote access, telephone and e-mail
 3. Replacement plan for Body Worn Camera Units, Servers, Storage and Back-up Storage and any other related equipment that is obsolete and/or not operable
 4. Software updates for Body Worn Camera Units, Video Management Backend Software, Servers and associated Storage arrays

Basic Functionality Features

In the field, the camera should utilize a rolling 30-second record during the entire shift. The officer needs to be able to activate and deactivate the camera active recording in an easy motion, while receiving a reminder (audio alert or vibration) that the recording is active.

Camera uploads should be allowed via dock, while users should have no access to raw video outside of the management system.

Certain user levels need to be maintained in the management system including (but not limited to) view only, edit (tag) own videos only, export, delete and security/user management.

A full audit trail of user access and actions while in the management system needs to be available for review and/or reporting.

Proof of Concept

A thirty day pilot period for the Body Worn Camera System may be required from the Proposers. The City desires to evaluate the proposed Body Worn Camera System on Ease of Use, Camera functionality, Video upload and download capability and approach to evidence disk creation.

SCHEDULE:

Proposals will be accepted until 2:00 p.m. on Friday, April 6, 2015. Proposals will be reviewed by the City of Ithaca Police Department, Public Information and Technology group, and the City Attorney's Office, and qualified vendors may be invited to demonstrate their products in April 2015.

ITEMS TO INCLUDE WITH PROPOSAL

- A. Cover Letter of Introduction - addressed to Alan Karasin, Public Information and Technology, indicating: statement of interest, location of the company, form of the organization (partnership, corporation, etc), other names under which the firm(s) has operated, the nature of the business and services provided, how long the company has been in this business, primary contact information including name, address, phone number, fax number, and e-mail address,
- B. Exceptions - Include in the letter any exceptions (with reasons) taken to RFP statements and/or language,
- C. Statement of Qualifications – The names, persons, and responsibilities of key personnel participating in this project. Also include in your statement a description of previous experience and competence with similar projects dating to at least three years prior,
- D. References – Provide at least three contacts for similar projects in which your company was the primary agent under contract,
- E. Approach – Provide a description of how your firm would approach this project and address the items listed in the proposal. Include equipment choices and strategies for maintaining continuity of services including end-user training,
- F. Schedule – Provide a preliminary schedule of completion, with milestones,
- G. Other – Provide any additional relevant information that you feel would be helpful in the City's review of your proposal or recommendations to improve the project that you believe are outside the scope outlined above,

H. Due Date – Proposals shall be received by mail or in person at the Ithaca City Hall Attention Alan Karasin, 108 East Green Street, Ithaca, New York 14850, no later than 2:00 p.m. on April 6, 2015.

FORM I

GENERAL INFORMATION:

1. Name of firm: _____

2. Address: _____

3. Name and Title of Contact person for this project: _____

4. Telephone number of contact person: _____

5. Lead personnel for this project (persons who will have supervisory or other responsibility for the work to be performed):

Name

Title

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. Number of years the firm has been in business: _____

FORM 2

WAIVER OF IMMUNITY CLAUSE

By submission of its proposal, the submitter hereby agrees to provisions of Section 103-a of the General Municipal Law, which requires that upon refusal of a person, when called before a grand jury, head of city department, or other city agency which is empowered to compel the attendance of witnesses and examine them under oath, to testify in an investigation concerning any transaction or contract had with the state, any political subdivision thereof, a public authority, or with any public department, agency or official of the state or of any political subdivision thereof, of or a public authority, to sign a Waiver of Immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract:

(a) such person, and any firm, partnership or corporation of which he/she is a member, partner, director, or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or fire district, or any public department, agency, or official thereof, for goods, work, or services for a period of five years after such refusal, and

(b) any and all contracts made with any municipal corporation, or any public department, agency, or officer thereof on or after the first day of July 1959, or with any fire district, or agency, or official thereof on or after the first day of September 1960, by such person, and by any firm, partnership or corporation of which he/she is a member, partner, director, or officer may be cancelled or terminated by the municipal corporation or fire district without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation or fire district for goods delivered or work done prior to the cancellation or termination shall be paid.

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, the bidder hereby certifies and affirms as true, under the penalties of perjury, that to the best of knowledge and belief:

(a) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or any competitor;

(b) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(c) No attempt has been made or will be made by the bidder to induce any other person, partner, or corporation to submit or not to submit a bid for the purpose of restricting competition.

Dated: _____ Submitted by: _____

By: _____ Title: _____

Phone: _____ E-Mail: _____

Appendix A – Software Specifications

1.1	The proposed software is supported and can operate in a true 64bit Operating System environment. It is supported on MS Windows XP SP3, Windows 7 and Windows 8 client platforms and must support Windows XP.
1.2	The proposed software must support Active Directory authentication.
1.3	Client Installer comes with MSI Package for automated Deployment in addition to an Executable file for ease of installation
1.4	The proposed software is supported and can operate in a true 64bit Server Operating System environment with Server 2008 R2 and/or Server 2012 R2, Hyper-V virtualization
1.5	The proposed software is a Client/Server solution using Microsoft SQL Server (2005, 2008 or 2012) and writes directly to the Microsoft SQL Server database without passing through any intermediate or proprietary databases
1.6	The proposed software allows the System Administrator to create user/group “profiles” that allow granting security rights to various functions of the system. Each user can be attached to a specific profile, which gives them all of the rights of the particular group. They can also change the specific rights for any individual user
1.7	Tech Support is located in the United States and within the Eastern Time Zone

RFP Recipients (Internal only – do not distribute)