

LEGAL NOTICE

**TOWN OF NORTH HAVEN
REQUEST FOR PROPOSAL**

**BODY WORN CAMERAS AND DIGITAL EVIDENCE STORAGE FOR THE NORTH
HAVEN POLICE DEPARTMENT**

RFP#17-8

The Town of North Haven, on behalf of the North Haven Police Department, is seeking proposals to implement the deployment of Body Worn Cameras and for a contract for secure cloud-based digital evidence storage. Sealed proposals are due on **Tuesday, September 6, 2016 at 10:00 a.m.** in the Finance Department, 18 Church Street, North Haven, CT 06473, at which time they will be opened publicly. Proposals received after this date and time will be rejected. Sealed proposals should be labeled with RFP #17-8 Body Worn Cameras. Specifications may be obtained at the Finance Department or maybe accessed from the Town of North Haven website @ <http://www.town.north-haven.ct.us/>. Any questions regarding the bid process shall be directed in writing only to Edward J. Swinkoski, CPA, Director of Finance/Administration at Swinkoski.Edward@town.north-haven.ct.us. Any inquiries pertaining to the bid specifications shall be directed in writing via email only to Deputy Police Chief Jonathan Mulhern at mulhern.jon@town.north-haven.ct.us.

Each respondent shall hold its proposal, including price, for ninety (90) business days from the date of proposal opening, without modification. Upon award of a contract, the winning respondent shall be bound by its proposal price throughout the contract period.

The Town of North Haven reserves the right to reject any or all proposals, or to waive defects in same, if it deems such to be in the best interest of the Town.

Edward J. Swinkoski, CPA
Director of Finance/Administration

**TOWN OF NORTH HAVEN
REQUEST FOR PROPOSALS (“RFP”)
RFP #17-8
BODY WORN CAMERAS AND DIGITAL EVIDENCE STORAGE FOR THE NORTH
HAVEN POLICE DEPARTMENT**

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1. INVITATION TO SUBMIT PROPOSALS:

The North Haven Police Department is requesting proposals to implement the deployment of Body Worn Cameras and the use of secure cloud-based digital evidence storage. The Department intends to purchase 53 body cameras (50 deployed /3 spares) and adhere to the policy adopted by the Connecticut Police Officer Standards and Training Council.

2. PROPER PROPOSALS:

Proposals will be accepted from qualified Vendors to furnish all hardware, application software and related services to deploy Body Worn Cameras. All companies submitting proposals must demonstrate sufficient experience and expertise and be fully capable of providing installation, training, support (both on-site and remote access), and documentation for all applications of systems required.

The Vendor must also provide a detailed fixed cost for all aspects of the proposed system including the installation, training, any consumables and project management based on information provided with this RFP. Adjustment may be made during contract negotiations.

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 a 5 year term.

All Respondents must include a minimum of four (4) references representing current law enforcement clients with field deployment of greater than 50 body worn cameras.

The Town of North Haven reserves the right to award in part or in whole or to reject any and all proposed system. The Town reserves the right to award a contract to other than the low bidder. The Town will award a contract, if any, based on the Town's decision, in its sole discretion, as to what is the best interest of the Town.

Any proposal that includes the use of local server storage to retain digital evidence will not be considered.

3. SYSTEM REQUIREMENTS:

The North Haven Department has conducted research and field tests of Body Worn Cameras. These efforts have assisted in developing the following requirements:

1. Body Worn Camera (BWC)
 - a. Pre-record mode with a minimum of 30 seconds of video. Audio is not required in Pre-record mode.
 - b. Mounting options (clips / attachments) conducive to wearing camera on uniform in the center of the chest.
 - c. Audio and vibration notification to alert user camera is activated.
 - d. Ability to record in high, medium, and low quality.
 - e. Ability to capture video in all lighting conditions.
 - f. Minimum of 8 hours of battery operation, 12 hours preferred.
 - g. Visual display of battery level.
 - h. Rugged construction to handle adverse conditions and heavy use in a law enforcement environment.
 - i. User friendly one hand activation.

- j. Wi-Fi off-load capability.
 - k. In field video review and tagging using the device and/or external mobile application.
 - l. Minimum one year warranty.
2. Data Management and Secured Cloud-Based Digital Evidence Storage
- a. Provide secured cloud-based file storage that is CJIS and ISO 27001 compliant.
 - b. User license structure that permits unlimited data storage for at least 50 users.
 - c. Provides a full audit trail of user access and actions while in the data management system.
 - d. Automatic video transfers must be performed using multi-docking station.
 - e. System must have ability to allow agency defined categorization that directs file retention.
 - f. Ability to edit video, to include pixilation of faces, when needed to comply with Freedom of Information requests.
 - g. Ability to group multiple videos to a common case number.
 - h. System access control that allows agency determined roles and permissions.

4. SELECTION PROCESS:

1. Proposals will be evaluated **generally** on the following criteria:
- a. Responsiveness and compliance with submission requirements.
 - b. Proposed product quality and durability
 - c. Cost - Overall project costs associated with hardware, software, warranties, annual maintenance and yearly cloud storage.
 - d. Qualifications – Experience of firm and/or personnel completing project of similar scope.
 - e. References – Provided similar product and services for police agencies with sworn staff in excess of 50.
 - f. Time - The ability and capacity of the Respondent(s) to provide the services within a reasonable timeframe.
2. The award for this RFP shall be made, if at all, to the Respondent(s) that the Town deems to be best suited to perform such services and only if such award is deemed by the Town to be in the best interest of the Town of North Haven. The Town of North Haven reserves the right to reject any or all of the RFP responses, or parts thereof, and/or to waive any informality in any of the RFP responses resulting from this RFP if such rejection or waiver is deemed in the best interest of the Town of North Haven.
3. The Town of North Haven, nor any of their respective officers, directors, employees, or authorized agents shall be liable for any claims or damages resulting from the evaluation, selection, non-selection, or rejection of any proposal submitted in response to this RFP.

5. QUESTIONS / AMENDMENTS:

All questions and clarifications regarding this RFP shall be e-mailed to Deputy Chief Jonathan Mulhern at mulhern.jon@town.north-haven.ct.us. No phone calls will be accepted. All questions must be received by e-mail no later than Thursday, September 1, 2016 by 3:00 p.m. All questions will be responded to in the form of an addendum and will be sent to all respondents via email. The addendum,

which shall be part of this RFP, will be posted on the Town website, www.town.north-haven.ct.us under Business – Bids & Proposals, by the close of business on Friday, August 26, 2016. Each Respondent is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no Respondent shall rely on any alleged oral statement.

6. TIMELINE OF THE RFQ/P PROCESS:

The following RFQ/RFP timeline has been tentatively established:

<u>Event</u>	<u>Date</u>
Legal Notification of RFP Release	Thursday, August 18, 2016
Inquiries/Questions due	Thursday, September 1, 2016
Proposals Due	Tuesday, September 6, 2016 @ 10:00 am
Review of RFP responses and Opening	Tuesday, September 6, 2016
Bid Award	Second week of September 2016

7. AWARD OF CONTRACT AND RESERVATION OF RIGHTS:

1. The Town reserves the right to accept and/or reject any or all Requests for Proposals, or waive defects in same, if they deem such to be in the best interest of the Town.
2. Award of the contract will be based upon the final acceptance by the Town’s Director of Finance/Administration.
3. The Town expects to notify the successful Respondent of their selection during the second week of September 2016.
4. The successful Respondent must comply with all applicable laws, including state statutes and regulations, federal codes and regulations, requirements of any governmental agency having jurisdiction over or providing funding for the Project, Town Ordinances and Regulations, the Town’s Code of Ethics, non-resident contractor requirements of the State of Connecticut and any other applicable laws. Respondents are also informed that the Town has a Town-based Business Ordinance. The Town’s Ordinances are available for review at www.town.north-haven.ct.us.