

INSTRUCTIONS TO BIDDERS
For
Body-Worn and In-Vehicle Camera System,
Software, Integration, and Services
RFP #24-10

April 3, 2024
1:00 P.M. CST

Sealed Proposals are invited pursuant to specifications

Request for Proposals:

Proposals will be received and publicly acknowledged by Rock Valley College at the place, date, and time hereinafter designated. You are invited to be present if you so desire.

PLACE:

Rock Valley College
SSB Conference Room 1309
3301 N Mulford Rd
Rockford, IL 61114-5699

OPENING DATE: Wednesday, April 3, 2024

TIME: 1:00 P.M. Central Standard Time

Proposals received after this time will not be accepted.

Proposals must be in accordance with the instructions contained herein. All Submittals are to contain a total of **two (2) hard copy and one (1) digital device**. They shall be submitted on or before the specified closing time in an opaque sealed envelope addressed to:

Karen Kerr, Director of Business Services
Business Services, SSB 2205
Rock Valley College
3301 N Mulford Rd
Rockford IL 61114-5699

All envelopes must be plainly marked, with the Respondent's Name and Address and the following notation: *RFP #24-10: Body-Worn and In-Vehicle Camera System, Software, Integration, and Services.*

EMAILS OR FAXES ARE NOT ACCEPTABLE

QUESTIONS: Must be submitted no later than 4:00 P.M. CST on Wednesday, March 27, 2024 via email to Rhonda Yaun at r.yaun@rockvalleycollege.edu.

STANDARD INSTRUCTIONS

1. **TAX EXEMPTION:** Rock Valley College (“RVC”) is exempt from Federal, State, Municipal taxes and Illinois Retailers Occupational Tax.
2. **SIGNATURE AND REPRESENTATION:** The signature on Bid/Proposal documents is to be that of an authorized representative of said company. Each bidder (individually, “Contractor/Vendor/Bidder”), by making their Bid/Proposal, represents that they have read and understand the Bid/Proposal documents and that these instructions to bidders are a part of the specifications. Further, by signing the Bid/Proposal documents, each bidder acknowledges that Bids/Proposals shall include the delivery of all materials, including but not limited to, all necessary equipment, supplies, tools, accessories, transportation, insurances, warranties, and all other facilities, and the performance of all labor and services necessary for the proper completion of the Work (as defined in this RFP), and that Bids/Proposals shall not include federal excise tax or state sales tax for materials to be incorporated in, or totally consumed in the prosecution of, the Work to be performed. **BY SUBMITTING A BID/PROPOSAL, THE BIDDER REPRESENTS TO ROCK VALLEY COLLEGE THAT IT HAS CAREFULLY REVIEWED THIS BID/RFP PACKAGE, AND IS NOT AWARE OF ANY VAGUE, AMBIGUOUS OR INCONSISTENT TERMS CONTAINED THEREIN.**
3. **DISQUALIFICATION:** RVC’s Director of Business Services will make such investigation as is necessary to determine the ability of the Bidder to fulfill Bid/Proposal requirements. RVC reserves the right to reject any Bid/Proposal if it is determined that Contractor/Vendor is not properly qualified to carry out the obligations of the Contract, in which case Contractor/Vendor will be declared non-responsible.
4. **ACKNOWLEDGEMENT OF ADDENDA:** The signature of a company official on original Bid/Proposal document shall be construed as acknowledgement of receipt of any and all addenda pertaining to the specific Bid/Proposal. Identification by number of the addenda and date issued should be noted on all Bids/Proposal submitted. A copy of any and all Addenda must be included with the Bid/RFP packet.
 - a. ***FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON BID/PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF BID/PROPOSAL.***
 - b. ***Bidders are responsible for checking back on the Bid/RFP website for any addenda issued.***
5. **PROPRIETARY INFORMATION:** Contractor/Vendor should be aware that the contents of all submitted Bids/Proposals are subject to public review and will be subject to the *Illinois Freedom of Information Act*. All information submitted with your Bid/Proposal will be considered public information unless Contractor/Vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While RVC will endeavor to maintain all submitted information deemed proprietary within the College, it will not be liable for the release of such information, and the Contractor/Vendor hereby waives and releases any and all such claims.
6. **BLACKOUT PERIOD:** After RVC has advertised for Bids/RFPs, no Contractor/Vendor shall contact any RVC officer(s) or employee(s) involved in the solicitation process, except

for interpretation of Bid/RFP specifications. No Contractor/Vendor shall visit or contact any RVC officers or employees until after the Bids/RFPs are awarded. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective Contractor/Vendor in violation of this provision may cause the disqualification of such Contractor/Vendor's submittal; RVC shall have the sole, absolute, and unilateral discretion to disqualify such Contractor/Vendor.

7. **FIRM BIDS:** All Bids/Proposals shall be considered firm for a period of ninety (90) days from the date established for the opening of Bids/Proposals, as such Bids/Proposals may not be withdrawn during that period without the consent of RVC. RVC reserves the right to accept any Bid/Proposal or to reject any and all Bids/Proposals, or parts of such Bid/Proposal, and/or to waive any informalities or irregularities in bidding.
8. **TERMINATION:** RVC may terminate this Contract at any time, in whole or in part, with or without cause, upon written notice to Contractor/Vendor. If this Contract is terminated by RVC for cause, including but not limited to Contractor/Vendor's breach of any provision of this Contract, RVC shall have no further obligation to make payments to Contractor/Vendor for work or services completed, and Contractor/Vendor shall be liable to RVC for any increase in cost incurred by RVC in completing the work or services. If this Contract is terminated by RVC for convenience, Contractor/Vendor shall be paid for work or services properly completed prior to termination but shall not be entitled to any other compensation by RVC. Regardless of whether RVC exercises its right of termination, Contractor/Vendor hereby waives any and all claims for lost profits, and for any other consequential or incidental damages.
9. **TERMINATION OF FUNDING:** RVC's contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Contractor/Vendor shall be paid for the reasonable services performed under this Contract up to the effective date of termination. RVC shall give notice of such termination for funding as soon as practicable after becoming aware of the failure of funding.
10. Each Contractor/Vendor shall carefully examine all Bid/RFP documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a Bid/Proposal. Should a Contractor/Vendor find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall at once notify RVC. If necessary, RVC shall send written addendum to all Contractor/Vendors. RVC will not be responsible for any oral instructions. All inquiries shall be directed to RVC's Director of Business Services. After Bids/Proposals are received, no allowance will be made for any oversight by Contractor/Vendor.
11. Upon award of the Contract by RVC's Board of Trustees, Contractor/Vendor shall enter into a contract with RVC in the same form as included in the bid/RFP documents and/or incorporating all terms and conditions contained in this bid/RFP package, including but not limited to the Standard Instructions and all applicable Minimum Insurance Requirements (the "Contract").
12. **INDEMNIFICATION:** The Contractor/Vendor agrees to indemnify, hold harmless and defend RVC, the members of the Board of Trustees of RVC, its officers, employees, student teachers, and agents thereof against any and all suits, actions, legal proceedings, claims, and

demands of any kind, and against all damages, judgments for personal injuries, including death to any person (including but not limited to third parties, employees of RVC, employees of Contractor/Vendor or any subcontractor or any agent or Contractor/Vendor and their dependents or personal representatives), loss, cost, expense and attorneys' fees, in any manner caused by, arising from, incidental to, connected with or growing out of the subject matter of and services provided under the Contract and this Bid/RFP. However, nothing in this Contract shall require Contractor/Vendor to indemnify RVC or any other party from RVC's own negligence, and this clause shall be interpreted to be consistent with the Construction Contract Indemnification for Negligence Act. Contractor/Vendor's duty to indemnify RVC shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor/Vendor under the Illinois Workers' Compensation Act. Contractor/Vendor waives any and all rights and releases any and all claims it may have under any worker's compensation act or interpretations of the act, including, but not limited to those rights under *Kotecki v. Cyclops Welding Corporation*.

13. A current W-9 form must be returned with the bid/RFP packet. (*A blank form can be found at the IRS.Gov website.*)
14. CONTRACTOR/VENDOR'S REPRESENTATION. Bids/Proposals are to include the delivery of all materials, including but not limited to all necessary equipment, tools, accessories, transportation, insurance, warranties, and all other facilities, and the performance of all labor and services necessary for the proper completion of the project, except as may be otherwise expressly provided in the Contract Documents. By submitting a bid/Proposal, Contractor/Vendor represents to RVC that it has carefully reviewed this bid/RFP package, and is not aware of any vague, ambiguous or inconsistent terms contained therein; further, Contractor/Vendor represents that it has reviewed the project Specifications, the project site and all other relevant information, and that the Contract Documents are complete and able to be performed without modification or alteration.
15. EQUAL OPPORTUNITY EMPLOYMENT/BUSINESS ENTERPRISE ACT COMPLIANCE: RVC is an Equal Opportunity Employer. In the event of Contractor/Vendor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practice Act, or the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the Contractor/Vendor may be declared non- responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporation and the Contract may be terminated in whole, or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
 - a. It is also RVC's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the *Business Enterprise for Minorities, Females and Persons with Disabilities Act*, 30 ILCS 575, (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities.
 - b. If Contractor/Vendor is certified with the State of Illinois as a BEP vendor, include a copy verifying such certification.
 - c. To register with the State of Illinois as an MBE/WBE/FBE/DBE, please visit this site: https://www.illinois.gov/cms/business/sell2/bep/Pages/Vendor_Registration.aspx
16. NO DELEGATION OR ASSIGNMENT: Contractor/Vendor shall not assign any right or delegate any duty under this Contract to any third party without RVC's prior written consent

which it may withhold in its sole, absolute, and unilateral discretion. Any attempted assignment or delegation without such prior written consent shall be void.

17. **DEFECTIVE SERVICES AND GUARANTEES:** All work and services shall be of high quality and free of defect. Contractor/Vendor shall promptly correct any defective work or services. Payment by RVC for any work or services later determined to be defective shall not relieve Contractor/Vendor of its obligation to correct the defective work or services. Contractor/Vendor hereby represents and warrants that all work and services are and shall remain free from defect for a two (2) year period following completion of the work and services, and upon notice by RVC, Contractor/Vendor shall promptly correct such defects appearing within said two (2) year period. This warranty is in addition to any warranties that may be required by the Contract Documents and by law, and this warranty does not abrogate or nullify any breach of contract claim or other causes of action that RVC may have against Contractor/Vendor.

MINIMUM INSURANCE REQUIREMENTS

The undersigned Contractor/Vendor or User of Rock Valley College's Campus Facilities shall purchase and maintain the following insurance coverages with carriers with a Bests Financial Rating not less than A, XII to which Rock Valley College (RVC) has no reasonable objection.

A Contractor/Vendor or User shall furnish a certificate of insurance and the specified endorsement to RVC prior to the commencement of any work covered by this, or any resulting, contract or purchase order, as evidence that all requirements of this addendum have been complied with. The certificate and endorsement shall also contain a provision that the coverages afforded under the policies required shall not be cancelled or allowed to expire unless 60 days prior written notice has been given to RVC. Failure on the part of the Contractor/Vendor or User to maintain coverage as required shall constitute a default and entitle RVC, at its sole option, to either terminate the contract or procure replacement coverage and offset the cost against any money due the Contractor/Vendor or User.

Coverages, whether written on occurrence or claims made, shall be maintained without interruption from the date of commencement of work/event until the date of final payment and termination of any coverage to be maintained after final payment.

1. WORKERS COMPENSATION/EMPLOYERS LIABILITY:

- \$500,000 per accident
- \$500,000 disease, policy limit
- \$500,000 disease, each
- The policy will be endorsed showing a **waiver of right of recovery** form **#WC000313** or equivalent in favor of **Rock Valley College**.

2. COMMERCIAL GENERAL LIABILITY:

Coverage shall include premises operations, independent contractors, contractual liability, products and completed operations including broad form property damage, covering bodily injury and property damage or limits as shown below. Products and completed operations liability shall be maintained for two years after completion of the work performed under this Contract or Purchase Order.

- \$1,000,000 each occurrence
- \$2,000,000 general aggregate
- Policy shall be properly endorsed to show **Rock Valley College** as an **Additional Insured** on a primary and noncontributory basis.
- The policy shall also contain form **#GL2503** showing the aggregate limits apply per project or **GL2504** showing that the aggregate limit applies per location.

3. COMMERCIAL AUTOMOBILE LIABILITY:

Coverage shall be written to include all owned, non-owned, and hired automobiles covering bodily injury and property damage, including uninsured and underinsured motorist's coverage for limits as shown below.

- \$1,000,000 combined single limit each occurrence OR
- \$1,000,000 bodily per person, per occurrence and property damage per occurrence
- Policy shall be properly endorsed to show **Rock Valley College** as an **Additional Insured** on a primary and noncontributory basis.

4. UMBRELLA LIABILITY:

The policy shall cover excess of Employers Liability, General Liability, and Automobile Liability with underlying limits as shown in items 1, 2, and 3 and shall also name Rock Valley College as an **ADDITIONAL INSURED** on a primary noncontributory basis with the following limits.

- \$1,000,000 each occurrence
- \$1,000,000 general aggregate

5. DATA SECURITY / CYBER LIABILITY INSURANCE:

This policy shall cover excess of General Liability and shall also name Rock Valley College as an **ADDITIONAL INSURED** on a primary noncontributory basis with the following limits:

- \$2,000,000 each occurrence.

Should any of the above policies be written on a claims-made basis, the policy date or retroactive date shall predate the contract. The Additional Insured provisions as contained in these paragraphs shall be maintained for a period of not less than five years after the expiration and or nonrenewal of this Contract. The termination date of the policy or applicable extended reporting period shall be no earlier than the termination date of coverages required to be maintained as shown above.

Specifications and RFP Documents start on the following page (8)

**Note:
Pages 8 through 45 and the digital
HECVAT 304 Form must be
included with Vendor's proposal**

Specifications and Instructions For Body-Worn and In-Vehicle Camera System, Software, Integration, and Services RFP #24-10

Background

Rock Valley College (RVC) is a comprehensive two-year community college in Rockford, Illinois, offering more than 100 courses for transfer, career programs, and certificates. Rock Valley College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. Rock Valley College is also recognized by the Illinois Board of Higher Education and by the Illinois Community College Board.

RVC houses its own Police Department (RVC PD) on main campus and employs sworn law enforcement officers who serve a diverse college community of students, faculty, and staff. RVC PD oversees seven campuses located across the City of Rockford and the City of Belvidere.

Objective

Rock Valley College is requesting proposals from qualified and experienced vendors to provide and install a complete SYSTEM for hardware and software which is available in terms of rugged Mobile Video System (MVS), Body Worn Cameras (BWC's), and a Digital Evidence Management Software (DEMS). The MVS devices will be permanently mounted in vehicles such as police cars and on the person of individual officers who will utilize the BWC's in the field. The MVS and BWC's will be exposed to harsher conditions than a typical office environment.

Specifications

Proposals must address how the products meet or exceed College requirements as defined in this RFP. Once the selection committee has reviewed and scored the RFP responses the College may request a short-list of vendors to provide demonstrations of the hardware and software, and to perform extensive hands-on field and/or bench evaluation and testing of the Vendor's solution. After any demonstrations are completed the selection committee will make a final selection for recommendation to the Board of Trustees to select a complete SYSTEM and to enter into a contract for the purchase, installation, training, maintenance, and support of the SYSTEM. This RFP provides a list of required services, general information, instructions for submitting responses, and Vendor selection procedures.

The selected Vendor must be capable of providing a comprehensive and interlinked SYSTEM in its entirety. The SYSTEM should have an emphasis on the digital evidence management (back end) software to index, categorize and sort all MVS and BWC's video and include redaction features. The evidence management software should be intuitive and user friendly for front line personnel, investigative personnel, and administrative personnel. The SYSTEM must be flexible to allow server based or cloud-based storage solutions for all video recordings.

The College's goal is to procure what is evaluated to be the best SYSTEM, inclusive of all SYSTEM components. Therefore, Vendors must submit proposals for the entire SYSTEM, including all related installation and support services.

Rock Valley College reserves the right to accept or reject any or all proposals, to waive any informality, to negotiate separately with competing Vendors and to accept the proposal deemed to be in the best interest of Rock Valley College.

Vendors with local government and public safety technology experience are preferred, but not required. Local vendors or vendors with local presence are also preferred, but not required.

The selected firm will be invited to enter into an agreement with the College, in a form to be approved by the College ("Agreement"). The College has the ultimate authority to approve any proposal and to authorize execution of the Agreement.

1. EXPECTED TIMELINE

The College of Rock Valley reserves the right to modify these dates if circumstances necessitate.

Release of RFP March 20, 2024

Question Deadline March 27, 2024

Proposal Deadline April 3, 2024 at 1:00 PM CST

Demonstrations/Equipment Testing if requested April 15 – 17, 2024

Award of Contract April 24, 2024*

*Subject to change at College's discretion. Award of contract is contingent upon approval by the Board of Trustees of Rock Valley College, District No. 511.

2. SCOPE OF SERVICES

2.1 General Provisions

It is the intent of this SCOPE to describe the minimum requirements for a SYSTEM to be used by the College for an interlinked MVS, BWC's, and DEMS. The SYSTEM will be used to accurately document public contacts, to include, but not limited to traffic stops, parking enforcement, suspect interviews, witness interviews, victim interviews, and any other citizen contact 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 this SCOPE, and the associated network, hardware, and software.

The Rock Valley College Police Department maintains a patrol fleet of approximately 5 vehicles and expects to equip all patrol vehicles with an MVS. In addition to MVS, the RVC PD is seeking to purchase up to 14 body-worn video recording units. It is required that these devices integrate with the chosen MVS. The College may negotiate a term with the selected Vendor for up to five (5) years. These specifications include a technical overview of the systems the College employs.

This SYSTEM shall consist of cameras, microphones, Wi-Fi access points for wireless video off load, cabling, and software. The SYSTEM shall provide either a cloud based or on-premise server-based storage solution for the MVS, BWC, and DEMS data. With any Vendor hosted solution, the Rock Valley College Police Department will retain sole ownership of all the records and recordings. The use or dissemination, without the written consent of the Rock Valley College Police Department, of any record or recording by selected Vendor or anyone affiliated

with the selected Vendor is strictly prohibited.

The successful Vendor will be required to furnish all labor, equipment, and materials and install the SYSTEM. The successful Vendor will also be required to provide a training plan and training materials for the administrator role and end user training. The training will include how to operate the MVS, BWC's, and DEMS for all users. The cost of the proposed training plan must 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 the Vendor will be required to have the capability to support all components of the SYSTEM in an integrated manner.

The College has identified multiple aspects to this project, which are preferred as an addition to the original scope of identifying and selecting an interlinked MVS, BWC, and DEMS system.

2.2 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, including all financial details, of all warranties, such as limited and extended warranties, which are applicable to the services and equipment being provided to the College.

2.2.1 Services Warranty

Vendors represent and warrant that all services and the SYSTEM shall remain free from defect for the term of the Contract following completion of the installation. Upon notice by RVC, Contractor/Vendor shall promptly correct such defects appearing within the term. This warranty is in addition to any warranties that may be required by the Equipment Warranty, Contract Documents, and by law.

2.3 Project Manager/Key Personnel

The Vendor shall provide a fulltime 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 College and will be responsible for the management, implementation, and on-going troubleshooting of the SYSTEM during its installation. The Project Manager shall coordinate efforts with the College's point of contact or their designee. The Project Manager shall be available to the College at all times by telephone during the course of the project and on-site within seventy-two (72) hours of notification if necessary and requested, to respond to College needs, questions and/or issues. The Project Manager will develop in consultation with the College a detailed implementation and project plan for the SYSTEM.

2.4 Subcontractors

The Vendor shall provide in their proposal a list of names, addresses, and telephone numbers for subcontractor(s) the Vendor intends to employ in the installation, training, and on-going maintenance and support of the SYSTEM. The RVC PD will ensure a criminal background check and/or fingerprinting is performed for all subcontractors and their employees before they are allowed to perform any services for the College. The Vendor shall not assign personnel to this project if they are a registered sex offender, narcotics offender, or have a conviction for a felony or any crime related to honesty such as theft. The College reserves the right to deny any subcontractors and their employee's access to police facilities and equipment who meet the above aforementioned criteria.

2.5 Vendor Coordination Responsibilities

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

2.6 Delivery Schedule

The 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 is our intent to have the SYSTEM installed, functional, and users fully trained no later than September 1, 2024. Vendors must disclose in their proposal any anticipated concerns regarding this deadline.

2.7 Project Implementation Status Reports

The Vendor shall provide weekly updates on the project timeline and implementation plan to the College's point of contact. The point of contact will be provided upon award of the contract.

2.8 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 MVS, BWC's, and DEMS. All required instruction manuals, qualified instructor 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.

2.9 Cost

Vendors must identify in their proposal all costs for SYSTEM hardware, software, installation, project management, training, maintenance, and support for a term of five (5) years, priced annually, and a single payment option. Maintenance cost and

re-occurring costs must be provided for up to a term of five (5) years, priced annually, from date of SYSTEM acceptance. Proposals should itemize each SYSTEM component, which shall include the cost per MVS, BWC's, and DEMS.

The College acknowledges that not all Vendors offer both a cloud-based storage solution and an on-premise server-based data solution. Both will be given consideration. If a Vendor offers both a cloud-based data storage solution and an on-premise server-based data storage solution, they may submit a proposal for each solution.

3. TECHNICAL SPECIFICATIONS

3.1 General 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 preferable, but not a mandatory requirement.

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

The SYSTEM must incorporate the following standards:

- a. Critical reliability
- b. Interface with Intranet managed private networks and include adequate security that can be provided and proven
- c. Provide system/operator performance statistics
- d. Acceptable audio and video quality
- e. Acceptable audio, video, and data transfer capability
- f. Protocols which are open and non-proprietary or can convert to a non-proprietary format
- g. Interface with networked system clocks

Minimum SYSTEM Requirements:

3.2 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 College.

3.3 Digital Evidence Management Software

The SYSTEM will have a comprehensive enterprise Digital Evidence Management System (DEMS) which is fully integrated with the MVS and BWC's. MVS and BWC's metadata will automatically flow into the evidence management application where video assets are verified as original or exact duplicates (non-edited data), and managed as evidence. All MVS and BWC's video recordings must be retrievable from the same database. All MVS and BWC's video recordings will be stored either on a preferred cloud-based storage solution, or on an on-premise server with both storage options having AES security protocols, at a minimum. The department will select a data storage solution, which is the most advantageous to the College. The Vendor will provide on-site training on DEMS as part of the contract.

The College prefers to maintain and/or operate one data storage solution. In the event, the College or the Vendor no longer wishes to continue business, the SYSTEM will readily allow all department owned data stored on the Vendor's storage solution to seamlessly transfer to the College's new storage solution.

The primary features required in the DEMS are detailed below:

1. Active Directory Integration (ADI): The SYSTEM should be ADI ready in order to populate and maintain user's information for more efficient operation of the SYSTEM.
2. Searching: Users must be able to narrow their search by one or more criteria simultaneously from the client search page:
 - a. Date and time frame
 - b. User/Officer
 - c. Video objects (cabinets/folders/video file descriptions)
 - d. Video tags (user definable tags)
 - e. Source (MVS/BWC)
 - f. GPS location (MVS required/BWC's desired)
 - g. Bookmarks and Storage type
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. Additionally, the player will display file functions available to the user based on permissions (verify, export, convert, burn DVD, etc.).
4. Mapping: GPS position data must constantly be collected during MVS

recordings. This position data should be used to provide an interactive map, which updates as the video is played back. As the video plays, the map updates to show precisely where the car is in each frame of the video.

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, which complies with current industry best practices 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 Evidence Retention Policy and Workflow Management:** The DEMS shall provide a configurable and easy-to-use structure for automatically managing digital evidence based on the type of event and retention period. Once digital evidence is tagged, the system can be configured to automatically trigger a workflow process based on the Rock Valley College Police Department's retention and storage policy. The video management must be automated with rules and associations based on Rock Valley College Police Department's Digital Evidence Retention Policy.
 - a. Test retained 90 days
 - b. No event retained 90 days
 - c. Non-criminal Traffic retained 180 days
 - d. RTR/Other Policy retained 365 days

- e. Criminal Traffic retained three (3) years
 - f. Misd Non-Traffic retained three (3) years
 - g. Felony retained ten (10) years
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 all standard media types, as well as proprietary file types by associating the related codecs and compatible player.
11. Exporting: The DEMS will 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.) or authored format. The DEMS will produce a video using the native proprietary file and player, or convert the asset to a Windows compatible file and produces a DVD, which is playable in Windows Media Player, or convert to author DVD, which is viewable from any standard DVD player.
12. Sharing: The DEMS will 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 Rock Valley College Police Department. Access to video files from the Rock Valley College Police Department will be limited to a configurable period (i.e. 30 days).
13. Automatic Redaction: The SYSTEM will 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).

3.4 Mobile Video System

The MVS must facilitate the reliable and efficient collection, storage and protection of digital evidence in the intensely challenging mobile law enforcement environment. The MVS must comply with current industry best practices/standards, and function with minimal officer involvement. The proposed MVS must align with the College's specification for a robust two camera/stand-alone system, which automates the collection and wireless upload of audio and video with minimum impact on the officer.

The MVS should be capable of the following and additional information in Appendix A:

- a. Complete turnkey solution
- b. Vendor provided on-site training for all users
- c. Very compact hardware components; Video recorded in any common compression schemes (h.265, MPEG 1, 2, 4, Motion JPEG, Etc.)
- d. Pre-record capable with a minimum pre-record time of at least 30 seconds.
- e. Support for a minimum of two (2) cameras, including “High Definition” cameras, which record at a minimum of 720p and capable of recording at 1080p
- f. Desirable the front camera be capable of LPR functions during traffic stops
- g. Support for a minimum number of required triggers and up to 16 configurable triggers as noted in Appendix A
- h. Support for continuous recording from ignition on/off
- i. Receiving audio feeds from synced BWC’s rather than requiring a separate audio receiver/transmitter
- j. Automated wireless file upload capability from the MVS to the DEMS. Wireless upload capability must provide sufficient receiver points
- k. Evidence upload can be prioritized based on the evidence tags (more important offenses uploaded first)
- l. System must allow for live stream video capabilities to be monitored via the Vendor’s DEMS
- m. Full integration with proposed DEMS
- n. Maintain complete chain-of-custody (including views and/or download mode)
- o. Video Files must be verified for authenticity with verification hash which meets current industry best practices

The MVS will be required to be configured to collect metadata that can be searched in the DEMS once it has been uploaded. Below is an outline of the kind of metadata that needs to be captured:

1. GPS, Longitude and 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 situations when the location of the vehicle is in question.

2. Triggers: When the trigger is activated, the MVS starts recording in response. The solution should provide support for a minimum number of required triggers and up to 16 customizable triggers. Minimum triggers include, but are not limited to; speed, rifle removed from dock, light bar activated, impact (accident)/g-force, siren activated, rear door opened, and self-activation.

3. Force Evidence Tags: The MVS will be configured to require specific “Evidence Tags” 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 Evidence Tags available.

3.5 Mobile Video 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:

- a. Forward-facing camera specifically designed to maximize officer visibility with a field of view (FOV) of at least 120 degrees
- b. Rear Seat Camera with Microphone
- c. DVR equipped solid state hard drive
- d. GPS location
- e. Any and all wiring and harness
- f. Required MVS Software

3.6 Body-Worn Video Camera Solution

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

- a. Body worn units capable of video and audio recordings
- b. Vendor provided software/hardware; on-site training for all users
- c. The solution should provide for a minimum required number of triggers and up to 16 customizable triggers. Minimum triggers include, but are not limited to; Rifle removed from dock, holstered weapon removal, holstered Conducted Energy Weapon removal, light bar activation, and self-activation.

- d. Recorded video and audio must not be able to be manipulated or deleted by user
- e. Unit must be rugged design and water resistant
- f. Unit must operate at extreme temperatures (-4 degrees F to 120 degrees F)
- g. Unit must have a customizable pre-recorded feature with a minimum of 30 seconds of pre-record time
- h. Desirable Body worn units be capable of Record After the fact – department able to retrieve video beyond the pre-record time
- i. Unit must have a battery capable of 12 hours of use at 720p, after a full charge when the pre-record feature is enabled
- j. Ability for a user to add notes or flag significant events after upload to serve for ease of retrieval
- k. Rechargeable battery; time to charge completely depleted battery should not exceed four (4) hours
- l. Video recording devices should integrate with the Vendor's proposed MVS
- m. Access to back-end software; review of video/audio data must have audit capabilities for all users
- n. Software retrieval process should include secure multi-users access levels
- o. The video unit should contain a configurable option for the camera record resolution as defined by the SYSTEM administrator
- p. Body worn video solution must be uploaded wirelessly from the squad car or uploaded to the secure web application using a computer on the police network or designated docking stations.
- q. Body worn units must be capable of being secured to a variety of clothing options such as, but not limited to, an exterior vest carrier, an external vest carrier using a MOLLE system, a uniform shirt, dress shirt, lightweight jacket, or winter jacket.

3.7 ALTERNATE PROPOSAL OPTIONS

The College has identified multiple aspects to this project which are preferred as an addition to the original scope of identifying and selecting an interlinked MVS, BWC, and DEMS system. The following are listed as Alternate bid proposal options also described in detail in Appendix A:

Alternate One

Investigative Interview Room Evidence Management System. The department has one investigative interview room, which operates via cameras and audio recording system processed via on premise server and software system managed by Rock Valley College Police Department. It is preferred the Interview

Room camera/audio system fully integrates with the proposed MVS, BWC, & DEMS. The cameras and audio microphones were installed new in 2019. The Vendor proposal must include all costs for cameras, audio microphones, wiring, cabling, installation, warranty and extended warranty information, and any discounts, buyback, credit and/or trade-in value for the current cameras. Vendors may submit two cost proposals; 1) for a cloud-based storage solution and 2) for an on premise server storage solution.

Alternate Two

Cradlepoint Connectivity for MVS - Through this RFP, the department intends to upgrade the current MVS installed in our fleet of 5 squad cars. The department currently employs a wireless download point at select locations to receive the recorded MVS data via the wireless function in the squad Mobile Digital Computer (MDC) to the DEMS. Any Cradlepoint proposal must include all costs and warranty information for all components such as devices and hardware, software, cabling, harness, mounting, data receiver site(s), wiring, installation, and any initial and re-occurring cost associated with a wireless data service plan.

3.8 Statement of Qualifications

The information provided in this section should describe the qualifications of the Vendor and key staff in performing projects within the past five (5) years, which are similar in scope and size to demonstrate competence to perform these services. The projects listed should be those, which the key staff named for this project, were responsible for performing. Information shall include:

1. Names of key staff that participated on named projects and their specific responsibilities.
2. The client's name, contact person, addresses, and telephone numbers.
3. A brief description of type and extent of services provided.
4. Completion dates (estimated, if not yet completed).
5. Total costs of the projects.

Brief resumes of key personnel who will provide these services demonstrating their qualifications and experience should be included. Resumes should highlight education, relevant experience, licenses, and specific responsibilities for services described.

Vendor agrees to perform a criminal background check/fingerprinting for all vendor personnel and subcontractors before they are allowed to perform any services for the College. The Vendor shall not assign personnel to this project if they are a registered sex offender, narcotics offender, or have a serious felony conviction. Documentation of background clearance shall be provided to the College.

3.9 Financial Statement

Vendor must substantiate their financial stability along with the financial stability of any subcontractors. The most recent audited financial statements may be submitted with your bid to establish financial stability. Provide a complete written description concerning past, current, and future financial stability relative to Vendor's ability to meet the long-term requirements of this contract. The information should be supported with appropriate documentation, such as a current Dun & Bradstreet report. The College will exclusively determine financial stability of respondents to this RFP process. Vendor should provide, at a minimum, the financial data for the College to determine its financial stability.

4.0 Vendor Response

The College has identified the minimum requirements, the Vendor will provide in the SYSTEM. Each Vendor will provide a comprehensive response on how the Vendor and the SYSTEM will meet the College's requirements.

4.1 Fee Proposal

Compensation for services provided shall be based upon the Vendor's detailed Fee Proposal to furnish the services and equipment detailed in their proposal. Vendors must submit a detailed fee proposals based on whether their proposal is a cloud-based storage data solution or an on-premise server data storage solution.

The Fee Proposal must identify all costs associated with the comprehensive SYSTEM, including hardware, software, installation, project management, training, support, and maintenance. Maintenance and data storage costs shall be provided for a term of five (5) years, priced annually, from date of SYSTEM acceptance. Price breaks should be included for up to 14 body worn and up to 5 in-car systems, so the College can determine how many BWC's and how many MVS they may procure based on cost and budget. This information will be used by the College staff to evaluate the reasonableness of the fee proposal and may be used in negotiating the final fee amounts for the contract agreement. The Fee Proposal shall include the following:

- Unit price for MV camera
- Unit price for MV camera accessories (mounts, cables, etc.)

- Unit price for MVS data transfer unit
- Unit price for BWC
- 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
- Price for hosting storage for immediate access
- Price for hosting archival storage
- Hourly rates for training services (if not included)
- Any discounts, buyback, credit and/or trade-in value for the College's current MVS.

Reimbursable expenses shall not be allowed unless negotiated prior to a contract. Price escalations during the contract term are disfavored and will not be allowed unless negotiated prior to execution of contract.

Acceptance of the insurance by the College shall not relieve, limit, or decrease the liability of the Vendor. Any policy deductibles or retention shall be the responsibility of the Vendor. The Vendor shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The College does not represent that the insurance requirements are sufficient to protect the Vendor's interest or provide adequate coverage. Evidence of coverage is to be provided. A thirty (30) day written notice is required if the policy is canceled, not renewed, or materially changed. The Vendor shall require any of its subcontractors, if sub-contracting is authorized, to comply with these provisions, or the Vendor will assume full liability of the subcontractors.

4.2 Indemnification

The Vendor agrees to indemnify, defend, and hold harmless, the College and its officers, agents, officials and employees for any and all claims, actions, causes of action, judgments and liens to the extent they arise out of any negligent or wrongful act or omission by the Vendor or any of its officers, agents, employees or subcontractors, regardless of whether or not it is caused in part by the negligence of a party indemnified hereunder. Such indemnity shall include attorneys' fees and all costs and other expenses arising therefrom or incurred in connection therewith and shall not be limited by reason of the enumeration of any insurance coverage required herein.

4.3 Disclaimer

This RFP does not commit the College to award a contract, or to pay any costs incurred in the preparation of the proposal. The College reserves the right to extend the due date for the proposal, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Vendor, or to cancel this RFP

in part or in its entirety. The College may require the selected Vendor to participate in negotiations and to submit such technical, fee, or other revisions of their proposals as may result from negotiations.

4.4 EVALUATION AND SELECTION PROCESS

The College's selection of a qualified Vendor 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, 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
9. SYSTEM capability

Vendors will be notified of any additional required information and/or demonstrations and product testing after the written proposals have been evaluated.

4.5 RFP Judgement Criteria

As a general guideline, the principal factors influencing our product selection and the associated weighing are outlined below. The ability and willingness of a Vendor to provide comprehensive and reliable support are of paramount importance to Rock Valley College. Our ultimate selection will be based on the Vendor and solution we feel will most appropriately serve our business needs.

- 40% based on technical merit of the proposed solution
- 35% based on price
- 10% based on the level and training of staff assigned to the project
- 15% based on the level and expertise of the overall company

On-Site Demonstrations/Equipment Testing/Interviews

College reserves the right to conduct interviews, and/or to require on-site demonstrations and/or product testing with some or all of the Vendors at any point during the evaluation process.

However, College may determine that interviews/on-site demonstrations/equipment testing are not necessary. In the event interviews/on-site demonstrations/equipment testing are conducted, information provided during the interview/on-site demonstrations/equipment testing shall be taken into consideration when evaluating the stated criteria. College shall not reimburse the Vendor for the costs associated with the interview/on-site demonstrations/equipment testing process. Equipment testing will be held at a time and place specified by the College. The Vendor's key project team members will be invited to attend the interview and/or on-site demonstrations and/or equipment testing. If selected, Vendors should be prepared to discuss at the interview their specific experience providing services and equipment similar to those described in this RFP, project approach, estimated work effort, available resources, and other pertinent things distinguishing the Vendor from others.

Body-Worn and In-Vehicle Camera System, Software, Integration, and Services RFP #24-10

Appendix A

Detailed Minimum Requirements: Integrated Body Worn Camera System		
Feature	College Requirement	Vendor Response
Training	Vendor provided on-site training for all users	
Recording	Units must be capable of video and audio recordings. Video/audio recordings must integrate with MVS. Devices must be standalone units and do not require a separate camera or audio receiver tethered to the power unit.	
Recording Format	Video and audio must record and export in a standard, open, non-proprietary format, including both Codec and Container, 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 or desired.	
Video Resolution	Video resolution should be configurable up to 1080 HD. 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 1088), or comparable video resolution.	
Video Encoding/Compression	Video encoding/compression shall meet or exceed current industry standards. Use of the lowest possible amount of compression in order to maximize the amount of information available is desirable. Functions include MPEG-4, H.264, and H.265. H.265 is the preferred	

Frame Rate	The system shall record at 30 frames per second (fps) or better.	
Horizontal Field of View	Adequate to capture a majority of activity at a reasonable distance (90–180-degree field of view).	
Camera Focus	Device should be able to focus on all objects from about one (1) foot away to infinity. Continuous autofocus for fixed focus should be employed for usability. Manual settings are not desired.	
Auto Stabilization	The device must have Auto stabilization.	
Audio Quality	The system is capable of clearly capturing conversational speech at a distance of six (6) feet without wind or excessive background noise.	
Audio Only Feature	The device must have a feature to record only audio in situations where recorded statements are necessary, but video evidence is not.	
Audio Mute	The device must have the ability to mute the microphone while still recording video.	
Recording Triggering	The solution should provide for a minimum number of required triggers and up to 16 customizable triggers. Minimum triggers include, but are not limited to; rifle removed from dock, holstered weapon removal, holstered Conducted Energy Weapon removal, light bar activation, and self-activation.	
Pre-Event Recording	The device must have a customizable pre-record feature, but at a minimum, the device must be able to pre-record at least 30 seconds prior to activation.	
Activation Switch/Recording Indicator	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. The device should have a customizable feature (via vibration, light indicator, audible indicator, etc.) to verify the device is recording.	
Night-time/Low Light Functionality	Quality of video footage recorded is low light or night conditions should be useable. Low light functionality should be comparable to average human eyesight.	
Synchronization and Metadata	The device must be capable of recording audio and video	

	simultaneously and synchronized with time. The device must automatically generate data about the wearer, location, date, and time to be collected and packaged in the video format. Device clock must be synchronized with an external universal clock, either GPS or another source, when the unit is plugged in for absolute time of day to ensure accuracy.	
Tamper Resistance	The device must prohibit recordings from being edited or deleted, and should not overwrite existing data before they have been transferred. Standard encryption such as AES must be employed to protect data and improve the management of lost devices and memory cards.	
Data Transfer	Wireless and/or USB3 is a preferred standard for charging and data. The connections should be standard on both the device and on any docking station. Data connections, which use a proprietary form factor, are not recommended.	
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 such as device serial number and device events – e.g., on/off, charging, start/stop recording, remaining storage capacity, date/time, etc.	
Onboard Storage	Storage will be integrated into the device. BWC should have enough storage available to record a full shift by the officer wearing the device, such as 8- 12 hours of non-volatile onboard storage. Loss of power must not cause data to be lost or corrupted.	
Battery Life	The battery must provide enough power to record a full shift at 720p by the officer wearing the device, such as a 12-hour battery life. Devices that do not run on rechargeable batteries are not recommended.	
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. Body worn units must be	

	capable of being secured to a variety of clothing options such as, but not limited to, an exterior vest carrier, an external vest carrier using a MOLLE system, a uniform shirt, dress shirt, lightweight jacket, or winter jacket.	
Live Stream	Device should have the ability to live stream video in real time to be monitored via the Vendor's DEMS or other vendor solution.	

Detailed Minimum Requirements: Mobile Video System		
Feature	College Requirement	Vendor Response
Design	System must be DVR equipped solid state hard drive, any and all wiring and harness included, required MVS software is included in the proposal, the System includes GPS location tracking, and full integration to the Vendor's DEMS.	
Training	Vendor provided on-site training for all users	
Recording	System must support continuous recording from ignition on/off	
Recording Format	Video and audio must record and export in a standard, open, non-proprietary format, including both Codec and Container, 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 or desired.	
Video Resolution	Video resolution should be configurable up to 1080 HD. 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 1088), or comparable video resolution.	

Video Encoding/Compression	Video encoding/compression shall meet or exceed current industry standards. Use of the lowest possible amount of compression in order to maximize the amount of information available is desirable. Functions include MPEG-4, H.264, and H.265. H.265 is the preferred.	
Frame Rate	The system shall record at 30 frames per second (fps) or better.	

Horizontal Field of View	Adequate to capture a majority of activity at a reasonable distance (90–180-degree field of view).	
Cameras	System supports a minimum of two cameras, including “High Definition” cameras, which record at a minimum of 720p and capable of recording at 1080pi. Desirable the front camera be capable of LPR functions during traffic stops.	
Camera Focus	Device should be able to focus on all objects from about one (1) foot away to infinity. Continuous autofocus for fixed focus should be employed for usability. Manual settings are not desired.	
Audio	System must be able to receive audio feeds from synched BWC's rather than requiring a separate audio receiver/transmitter.	
Audio Quality	The MVS will capable of clearly capturing conversational speech through the use of the Vendor's BWC solution.	
Audio Mute	The device should have the ability to mute the microphone while still recording video.	
Recording Triggering	The solution should provide support for a minimum number of triggers and up to 16 customizable triggers. Minimum triggers include, but are not limited to; speed, rifle removed from dock, light bar activated, impact (accident)/g-force, siren activated, rear door opened, and self-activation.	
Pre-Event Recording	The device must have a customizable pre-record feature, but at a minimum, the device must be able to pre-record at least 30 seconds prior to activation.	

Activation Switch/Recording Indicator	The device should have an easy to use switch/button, which officers can use to activate the device by touch without taking their attention away from other duties. The device should have a customizable feature (via light indicator, audible indicator, etc.) to verify the device is recording.	
Night-time/Low Light Functionality	Quality of video footage recorded is low light or night conditions should be useable. Low light functionality should be comparable to average human eyesight.	

Synchronization and Metadata	The device must be capable of recording audio and video simultaneously and synchronized with time. The device must automatically generate data about the vehicle location, date, and time to be collected and packaged in the video format. Device clock must be synchronized with an external universal clock, either GPS or another source for absolute time of day to ensure accuracy. Also, the MVS will be configured to require specific "Evidence Tags" at the end of a recording to catalog the incident. The department needs the system to require the user to choose from the drop down list of Evidence Tags available to categorize the video.	
Tamper Resistance	The device must prohibit recordings from being edited or deleted, and should not overwrite existing data before they have been transferred. Standard encryption such as AES must be employed to protect data and improve the management of lost devices and memory cards.	

Data Transfer	Must have automated wireless file upload capability from the MVS. MVS should support wired data transfer from the upload receiver to the DEMS. Wireless upload capability must provide sufficient receiver point to cover roughly a 50,000 sq. ft. parking garage and multiple upload receiver points on the exterior of department to receive upload data from squads parked outside of the department. Evidence upload can be prioritized based on the evidence tags (more important offenses uploaded first). Upload can be delayed if the officer is in range, but is still reviewing video or completing annotations. Full integration with proposed DEMS which maintains complete chain of custody, and video files must be verified for authenticity with verification hash.	
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 such as device serial number and device events – e.g., on/off, charging, start/stop	
	recording, remaining storage capacity, date/time, etc.	
Onboard Storage	Storage will be integrated into the device. The MVS should have enough storage available to record a full shift by the officer wearing the device, such as 8- 12 hours of non-volatile onboard storage. Loss of power must not cause data to be lost or corrupted.	
Durability	MVS should withstand considerable and repetitive pressure, vibration, and mechanical shock. It should operate within a temperature range from -4 degrees to 120 degrees Fahrenheit and be resistant to common environmental hazards, such as dust, condensation, water splashes, and RF interference.	

Mounting	Forward facing internal camera specifically designed to maximize officer visibility with a field of view of at least 120 degrees, rear seat camera with microphone, and ability to add two additional cameras at the department's discretion.	
Live Stream	Device should have the ability to live stream video in real time to be monitored via the Vendor's DEMS or other vendor solution	
Detailed Minimum Requirements: Digital Evidence Management Software		
Feature	College Requirement	Vendor Response
DEMS Design	DEMS must fully integrate with the MVS and BWC systems. MVS and BWC metadata will automatically flow into the DEMS where video data is verified as original or exact duplicates (non-edited data), and managed as evidence. All MVS and BWC video recordings must be retrievable from the same database. All MVS and BWC video will be stored in a Cloud based storage solution or an On Premise Server storage solution with both having AES security protocols.	
Training	Vendor provided on-site training for all users	
Active Directory Integration	DEMS must be ADI ready in order to populate and maintain user's information for more efficient operation of the system.	
Searching	Users must be able to narrow their search by one or more criteria simultaneously from the client search page: Date/time frame, user/officer, video objects, video tags, source (MVS or BWC) GPS location, bookmark and storage type.	

Video & 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. Additionally, the player will display file functions available to the user based on permissions (verify, export, convert, burn DVD, etc.).	
Mapping	GPS position data must constantly be collected during MVS recordings. This position data should be used to provide an interactive map, which updates as the video is played back. As the video plays, the map updates to show precisely where the car is in each frame of the video.	
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.	
Video Asset Verification	The DEMS should use a hashing protocol, which complies with current industry best practices 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.	
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.	

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.	
Digital Evidence Retention Policy and Workflow Management	<p>The DEMS shall provide a configurable and easy-to-use structure for automatically managing digital evidence based on the type of event and retention period. Once digital evidence is tagged, the system can be configured to automatically trigger a workflow process based on the Rock Valley College Police Department's retention and storage policy. The video management must be automated with rules and associations based on Rock Valley College Police Department's Digital Evidence Retention Policy.</p> <ul style="list-style-type: none"> • Test - retained 90 days • No event - retained 90 days • Non-criminal Traffic - retained 180 days • RTR/Other Policy - retained 365 days • Criminal Traffic - retained three (3) years • Misd Non-Traffic - retained three (3) years • Felony - retained ten (10) years 	
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 all standard media types, as well as proprietary file types by associating the related codecs and compatible player.	

Exporting Data	The DEMS will 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.) or authored format. The DEMS will produce a video using the native proprietary file and player, or convert the asset to a Windows compatible file and produces a DVD, which is playable in Windows Media Player, or convert to author DVD, which is viewable from any standard DVD player.	
Importing Data	The SYSTEM will have the capability of importing or receiving civilian captured video and more importantly the department's current MVS video data, stored within on-premise servers to the Vendor's cloud-based storage solution or on-premise server. The City is not interested in maintaining and operating two separate data storage solutions. In the event, the City or the Vendor no longer wishes to continue business, the SYSTEM will readily allow all department owned data stored on the Vendor's storage solution to seamlessly transfer to the City's new storage solution.	
Sharing	The DEMS must 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 Rock Valley College Police Department. Access to video files from the Rock Valley College Police Department will be limited to a configurable period (i.e. 30 days).	

Automatic Redaction	The system will 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).	
ALTERNATE 1		
Detailed Minimum Requirements:		
Feature	College Requirement	Vendor Response
Investigative Interview Rooms Evidence Management System	The department has one investigative interview rooms, which operate via cameras and audio recording system processed via on premise server and software system managed by RVC PD. It is preferred the Interview Room camera/audio system fully integrates with the proposed MVS/BWC DEMS. The cameras and audio microphones were installed new in 2019. The Vendor proposal must include all costs for cameras, audio microphones, wiring, cabling, installation, warranty and extended warranty information, and any discounts, buyback, credit and/or trade- in value for the current cameras. Vendors shall submit two cost proposals; 1) for a cloud-based storage solution and 2) for an on-premise server storage solution.	
ALTERNATE 2		
Detailed Minimum Requirements:		
Feature	College Requirement	Vendor Response

Cradlepoint Connectivity for MVS	<p>Through this RFP, the department intends to upgrade the current MVS installed in our fleet of 5 squad cars. The department currently employs a wireless download point at select locations to receive the recorded MVS data via the wireless function in the squad Mobile Digital Computer (MDC) to the DEMS. Any Cradlepoint proposal must include all costs and warranty</p>	
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APPENDIX B

TECHNICAL ARCHITECTURE OVERVIEW

Rock Valley College Technical Environment

Rock Valley College Information Technology team supports a flat network segmented by VLAN. This network design separates different groups of devices and users' access to the same physical network infrastructure. This separation is crucial for security, traffic management, and resource optimization.

Desk Environment

Rock Valley College Information Technology team supports a Windows-based desktop infrastructure that instructors, students, and staff utilize. Our desktop infrastructure is designed to offer a user-friendly interface with intuitive navigation, limited customization options, and utilities that support the college's initiatives.

We also support a virtual desktop environment for our Engineering program, housed in our Microsoft Azure cloud environment. This infrastructure allows us to build resources for student learning while lowering the cost of supporting a physical infrastructure. These resources also increase accessibility to students while they are on or away from the campus.

Directory Services / Authentication

Rock Valley College Information Technology has leveraged tools such as Windows Defender for Endpoint, Microsoft Azure Security Center, Microsoft Office 365, SonicWALL VPN appliance, SonicWALL 6650 NSA, Barracuda Anti-Spam, and Barracuda Security Email Gateway to increase security within the organization.

These Microsoft security tools and services, among others, are designed to work together, providing the college with a comprehensive security ecosystem to help the Rock Valley College Information Technology Team defend against evolving cyber threats, secure student, and staff data, and maintain compliance and standard operations.

Rock Valley College Authentication policies

- ten failed attempts before accounts are locked out.
- 60-second lockout until the account is unlocked
- 90-day password reset
- Multifactor Authentication for all users

Hosting Services

Rock Valley College utilizes many hosted services for the various departments across the campus. These tools are used for convenience, cost efficiency, scalability, and access to the most advanced technology solutions without supporting the infrastructure. Tools such as, but not limited to, are used within the organization:

Azure
AWS
Barracuda
Canvas
Google
Ellucian
Informer
Honorloc
IClicker Cloud
Watermark
Modern Campus
And more

Virtualization

We use the following tools for virtualization:

- Microsoft Azure Cloud Infrastructure
- AWS Virtual Cloud Platform VPC, EC2, Amazon S3, AWS Direct Connect
- Simplivity (Inhouse solution)
 - o Windows servers 2019
 - o Windows servers 2016
 - o Windows Servers 2008
 - o Linux Red Hat
 - o Cold Fusion

Databases Services

We use the following database services.

- Microsoft SQL Server 2012
- Access 365, 2019, 2016 (depending on the installed version of Office)

Web Environment

- Azure
 - o Windows Server 2019
- Modern Campus
 - o Windows Server 2019

DMS Environment

- Ellucian / Colleague (Enterprise Resource Planning system)
 - o Rock Valley College uses the software platform as a centralization database for all staff and students' personal information. This system also helps streamline business processes such as Finance, Human Resources, Purchasing, and academic enrollment.
- Informer (Reporting system)

- Integrated with Ellucian / colleague for report writing.
- Microsoft ODS (Open Document Spreadsheet)
 - Configuration is used to convert Unidata from Colleague and store it into an SQL database, which translates the language in a format other 3rd party applications can understand and use the data.
- Microsoft SQL 2019
- RVC Cluster (Microsoft File Storage Server)
 - Central location, where all departmental files and information are stored.

Email Environment

- Barracuda Anti-Spam Filter
- Barracuda Security Email Gateway protection

Geographic Information System (GIS) Environment

- No data is provided for this category.

Business Intelligence Environment

- Ellucian / Colleague
- Canvas
- Informer
- Perceptive Content
- Maxient
- Blackthorn
- Copyleaks
- Honorloc
- SARS
- Microsoft Office 365 Suite
- Google (Forms, Docs, Excel, Classroom)
- Qualtrics
- Watermark
- World Pay
- Dentrax
- Blackbaud
- And More

	information for all components such as device and hardware, software, cabling, harness, mounting, data receiver site(s), wiring, installation, and any initial and re-occurring cost associated with wireless data service plan.	
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The following items must be included with proposals

1. **Letter of Interest.** This cover letter shall contain the name and address of the proposing vendor, and the contact individual(s) authorized to answer technical, price, and contract questions. Include contact individuals' telephone number and email address.
2. **Experience.** Describe your company's experience in providing services similar to those requested in this document. Provide general information about the company's personnel resources, including the proposed project manager and primary tech support contact.
3. **Statement of Work (SOW).** This document should contain the responses to the scopes of work referenced above. Within this document, each scope will be outlined separately and will include details like vendor or College responsibilities, cost, software/hardware version information, anticipated schedule and delivery of hardware, any expected issues with lead times, estimated hours, and in-scope/out-of-scope work. The Vendor's proposed SYSTEM should be detailed in this section.
4. **Project Management.** Describe your approach to management of projects of this nature. A draft project and installation timeline should be included. Show a demonstrated ability to meet work schedule and deadlines.
 - a. Please provide a written statement of work (can be included in SOW) detailing the proposed installation schedule for all hardware and software. The College must approve the final installation schedule.
5. **Training.** Explain what training is included in your proposal.
6. **A detailed breakdown of responses for all items in Appendix A**
7. **Cost and Fee Structure with detailed pricing and official quote**
8. **Completed Vendor Information Page.**
9. **References.** Provide three client references where you provide services similar to the work being described herein.
10. **W-9**
11. **The HECVAT Lite cyber security assessment form.** A completed form must be included on the digital device along with the rest of the full submittal.

Award of Order

This Request for Proposals will be awarded to the vendor that best fulfills the College's needs based on the price, conformity with specifications, terms of delivery, quality, and serviceability ("Selected Bidder"). The College will accept the proposal which is considered to be in the best interest of the College. All such contracts awarded to the Selected Bidder are contingent upon approval by the Board of Trustees of Rock Valley College, District No. 511.

Vendor Information <i>(Please Print)</i>	
Company Name	
Address	
City, State, Zip	
Telephone (including Area Code)	
Date	
Name	
Title	
Authorized Signature	
Contact Email	

I have read and understand the requirements contained in the RFP specifications, and I agree to these requirements.

VENDOR
Authorized Representative

DATE

REFERENCES

Provide a minimum of three (3) customer references for similar projects.

Company: _____
Address: _____
City, State, Zip: _____
Contact Person: _____
Telephone: _____
Email: _____
Services Provided: _____

Company: _____
Address: _____
City, State, Zip: _____
Contact Person: _____
Telephone: _____
Email: _____
Services Provided: _____

Company: _____
Address: _____
City, State, Zip: _____
Contact Person: _____
Telephone: _____
Email: _____
Services Provided: _____