



**REQUEST FOR PROPOSALS
FOR THE CITY OF MT. JULIET, TN**

**Request for Proposal
Digital Evidence Management Solutions**

Issued by:

**City of Mt. Juliet, TN
2425 N. Mt. Juliet Rd.**

(615) 754-2554

Date of Issue: February 6th, 2018

Proposal Due Date: February 22, 2018 at 2:00PM CST

**Proposal must be in sealed envelope
Clearly Marked "Digital Evidence Management Proposal"
Dated February 22, 2018**

Delivered to:

**Attn: Finance Director
City of Mt. Juliet
2425 N. Mt. Juliet
Mt. Juliet, TN 37122
NLT 2:00PM CST 2/22/2018**



Background of the City of Mt. Juliet, TN

The City of Mt. Juliet, TN is located in the Nashville, TN metropolitan area and was incorporated in 1972. The city had a population of 28,159 according to the 2015 Special Census and is one of the fastest growing cities in the State of Tennessee. The city has 4 elected commissioners and an elected mayor, which comprise the governing body. The governing body hires a professional City Manager as the chief administrative official. The City Manager is responsible for all city personnel. The city currently provides public safety, building inspection and codes enforcement, public works, parks and recreation, and administrative functions.

General Proposal Information

Sealed proposals for “**Digital Evidence Management Solutions**” will be received at the office of the City of Mt. Juliet Finance Department at 2425 N. Mt. Juliet Rd, Mt. Juliet, Tennessee 37122, Attention: John Rossmair, on or before 2:00 PM on February 22, 2018 and immediately thereafter all proposals will be publicly opened. For further information, please contact Travis Taylor, ttaylor@mtjuliet-tn.gov.

Proposal Forms

Two paper copies of the proposal are required. All paper proposals must have the name of the project, and the proposal due date on the outside of the envelope. Paper proposal must be signed by authorized representative of company/business placing proposal at time proposal is received by the City of Mt. Juliet.

Special Notice on Iran

By submission of any proposal, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint submission each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to §12-12-106. The link below will provide access to the list of entities that are covered by the Act:

https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf

SUBMISSION

It shall be the responsibility of the vendor to submit a response which complies with: the conditions and specifications of the Request for Proposals; policies and procedures of the City of Mt. Juliet and applicable laws of the State of Tennessee; and any other applicable laws, regulations and requirements.

REJECTION

The City reserves the right to reject any or all proposals, combinations of items, or lot(s), and to waive defects or minor informalities. The City is a member of certain coalitions and has access to the proposals provided by state contracts and may include any of them as a proposal. Any other proposal that is not sealed will NOT be accepted.

City of Mt. Juliet Finance Department
2425 N. Mt. Juliet Rd. | Mt. Juliet TN 37122
Phone: 615-754-2554 | Fax: 615-754-7225



Proposers may not restrict the rights of the City or otherwise qualify their proposals. If a Proposer does so, the City may determine the proposal to be nonresponsive, and the proposal may be rejected.

The City reserves the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the City. Where the City waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, the City may hold any Vendor to strict compliance with the RFP.

Vendors must comply with all of the terms of this RFP and all applicable state laws and regulations. The City may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

PREPARATION COSTS

The City is not liable for any costs incurred by the proposer in preparation.

CONFLICT OF INTEREST

An elected or appointed official, or employee of the City of Mount Juliet may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the elected or appointed official, or employee is an employee of the administrative unit that supervises the award of this contract; or (2) the elected or appointed official, or employee has the power to take or withhold official action so as to affect the award or execution of the contract. Non-controlling ownership in stock of publicly held companies or ownership of mutual funds shall not be considered as a financial interest.

DISCRIMINATION CLAUSE

The City of Mt. Juliet is an equal opportunity entity and does not discriminate on the basis of age, race, sex, national origin, religion or disability in admission to, access to, or operations of its programs, services, activities, or in its awarding of contracts.



GENERAL

The City of Mt Juliet is seeking the following proposals for **Digital Evidence Management Solutions** in Mt. Juliet, TN

General Specifications & Requirements:

- 1) Product that works with existing products or a product where we can consolidate multiple functions into one. (i.e., in-car camera video, body cam video, photos, surveillance video, and scanned document).
- 2) Product that allows us to give other government entities access to specific "case files" and only certain documents within such case file.
- 3) Product that is easy to use for staff, who is not well versed in technology.
- 4) Product that has video editing capability for evidence (i.e. blurring faces, cropping out segments of video,), which will allow certain portions of the video to be released publically.
- 5) Maintains the Chain of Custody / Integrity of the digital evidence whether it be photos, video or audio.
- 6) Product that provides a chain-of-custody report.
- 7) Product that is reliable and in use by larger, progressive departments.
- 8) Ability to add external media, documents to cases as the official digital copy in the evidence file.
- 9) Ability for agents to login and drop digital evidence remotely
- 10) Ability to give access to specific people in other agencies to download and view digital evidence on cases.
- 11) Granular permission levels to allow releasing portions of certain case file evidence without releasing it all.
- 12) Allow multiple officers able to drop digital photos/recordings without issues, to include dropping digital photos/recordings under one case, on multiple dates, over long periods of time.