



Michael A. Spera  
Chief of Police

# TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES

225 Main Street • Old Saybrook, Connecticut 06475

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## **Request for Proposal Digital High Definition In-Car Video System RFP # DVS-291211**

The Town of Old Saybrook Department of Police Services hereby solicits proposals for the following systems:

**Digital High Definition In-Car Video Systems with a supporting computer hardware and software package with wireless video upload.**

All responsible firms are strongly encouraged to submit proposals to The Town of Old Saybrook Department of Police Services. Chief Michael A. Spera will serve as the point of contact for this project.

**The Town of Old Saybrook reserves the right to award in part or in whole or to reject any or all proposals.**

The following conditions are to apply concerning the purchase of the above items:

1. All Proposals are to be sealed with the RFP Number visible on exterior.
2. **Proposals will be received at:**

**Old Saybrook Department of Police Services  
6 Custom Drive  
Old Saybrook, Connecticut 06475**

3. It is understood that the Town of Old Saybrook reserves the right to accept or reject any and/or all proposals and to waive any informalities.
4. All proposals must be dated and signed by authorized personnel.
5. No prices shall include state or federal excise taxes.
6. **Proposals must be received by Noon on Thursday, March 29, 2012.**

The following must accompany the Vendor's proposal:

1. **Agency Background:** The Town of Old Saybrook Department of Police Services is looking for a Vendor that already understands the needs of a law enforcement agency. This section must provide company qualifications and brief history of experience in the industry.
2. **Implementation Service:** Vendor should provide information regarding the implementation services to be provided, and included in the proposal.
3. **Training Services:** Vendor should provide information regarding the methodology and subject matter to be provided and included within this proposal.
4. **Project Management Services:** Vendor should provide information regarding the project management services to be provided, and included, in the proposal.
5. **Support Services:** Vendor should provide information regarding the support services to be provided, and included, in the proposal. Out-sourcing of support is not acceptable.
6. **Cost Information:** The Vendor should provide a section that itemizes all hardware, system software, application software, implementation services, and on-going costs for the systems.
7. **Licensing Agreement:** A copy of all required agreements to be signed must be included.

**THERE ARE NO SUBSTITUTIONS PERMITTED  
TO ANY OF THE REQUIREMENTS LISTED IN THIS DOCUMENT.**

**THE TOWN WILL NOT ENTERTAIN SALES CALLS OR REQUESTS FOR PRESENTATIONS.**

**QUESTIONS MAY BE DIRECTED, IN WRITING AND ONLY BE EMAIL TO THE FOLLOWING  
EMAIL ADDRESS:**

**[MSPERA@OLDSAYBROOKPOLICE.COM](mailto:MSPERA@OLDSAYBROOKPOLICE.COM)**

# **TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES REQUEST FOR PROPOSAL (RFP)**

## **1.0 GENERAL INFORMATION**

The Old Saybrook Department of Police Services is requesting proposals for Digital High Definition In-Car Video Systems with a supporting computer hardware and software package capable of wireless video upload. The systems shall be compatible to be installed in 2012 Ford Police Interceptors and Ford Expeditions. It is anticipated that four to five systems will be purchased.

### **1.1 PROPER PROPOSALS.**

Proposals will be accepted from qualified Vendors to furnish all hardware, application software and related services to make the proposed Digital High Definition Video System operational on the hardware and system software recommended by the Vendor. All companies submitting proposals must be fully capable of providing installation, training, support, 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, and project management based on information provided within this RFP. Adjustments may be made during contract negotiations.

The Town of Old Saybrook reserves the right to award in part or in whole or to reject any and all proposed system.

## **1.2 HARDWARE REQUIREMENTS**

The Digital High Definition In-Car Video System hardware recommended will be the manufacturer's most recent model. Equipment recommended that is at the middle or near the end of its life cycle will not be acceptable. The company making the proposal must provide a detailed list of recommended hardware and system software required to make the proposed Digital High Definition In-Car Video System and mobile solution software operational.

The Town of Old Saybrook Department of Police Services may acquire necessary hardware, networking (if needed), and system software separate from this RFP.

## **1.3 EXPANDABLE**

The proposed system will be directly expandable by adding or replacing hardware and/or software.

## **1.4 DEFINITIONS**

- a. **High Definition Video Recording** – video recording at 1280x720 resolution, 720P or higher.
- b. **DVR** – Digital video recorder.
- c. **Contractor** – Vendor who is awarded the contract as a result of responding to this RFP.
- d. **Operating System** - The set of instructions that tells the computer how to perform various internal functions and provides the necessary intelligence to monitor and operate the workstations, mobile laptops and other system equipment.
- e. **Licensee** – Town of Old Saybrook Department of Police Services.
- f. **Project Manager(s)** – The person designated by the Chief of Police and the person designated by the Vendor to manage the project and to receive official communications from their counterpart concerning the work.
- g. **Vendor** - The person, partnership or corporation submitting a proposal for the performance of the work by these specifications.
- h. **Subcontractor** - Any party having a direct contract with the Contractor/Vendor to provide software or services. Subcontractors must be approved by the Town of Old Saybrook Department of Police Services.
- i. **System** - All hardware, software, installation and adjustments required to meet the functional requirements defined in the RFP.
- j. **Workstation** - An intelligent device used to enter information into the computer system and/or retrieve information from it either mobile or stationary dispatch position.
- k. **Work** - All labor necessary to produce the system required by the contract documents and all materials and equipment incorporated or to be incorporated in the project by the Contractor or the Subcontractor.

## **2.0 EVALUATION CRITERIA**

As set forth in this RFP, evaluation of the proposals will be made on the following basis:

1. To what extent the system offered meets the mandatory requirements.
2. To what extent the system offered meets functional and operational requirements defined in this RFP
3. Vendor's Qualifications
4. Costs

## **3.0 INTERFACE REQUIREMENTS**

### **3.1 – INTERFACE REQUIREMENTS**

The Town of Old Saybrook Department of Police Services requires development and delivery of the following interfaces:

1. The system must include a universal client application compatible with Windows XP Professional and Windows 7 32 and 64 bit versions.
2. Server software must be Windows Server 2008 R2 64-bit compatible and utilize Microsoft SQL Server 2008 R2 Standard for its database backend.
3. System must support video transfer via 802.11n wireless, wired Ethernet, or USB Flash Drive (manual transfer).

Vendor shall include technical scope document with technical details of interface with proposal.

## **4.0 IMPLEMENTATION SERVICES**

The Vendor should include a preliminary schedule and costs to provide implementation, and project management services.

## **5.0 TRAINING**

Vendors shall include a discussion of the on-site system orientation and training. All relevant employees of Town of Old Saybrook Department of Police Services are to be trained.

There are approximately twenty four field personnel to be trained. The training information shall describe how the Vendor will accomplish training relating to the system, including:

- (1) Provide a description of the training and the materials to be provided.

- (2) Describe the training in terms of the number of training sessions to be held; the length of these sessions; and the number of people to be trained.
- (3) Credentials of the Instructor or program facilitator providing the training.

All training shall be conducted on- site, at a date and time mutually determined by the Chief of Police and the Contractor. NO OUT-OF-STATE TRAINING WILL BE ACCEPTED.

The Town of Old Saybrook reserves the right to make audio and video recordings of any and all training sessions for later use for INTERNAL training of new system users. The successful Vendor shall cooperate with the Chief of Police to make these recordings.

## **6.0 PAYMENT TERMS**

Suggested terms for payment of the contract amount are as follows:

- 100% of the Software upon delivery
- 100% of Vendor provided Hardware upon delivery
- 100% of Services as invoice when rendered

Vendor must detail a proposed payment term schedule.

## **7.0 RESPONSE**

Please provide one (1) original and two (2) copies of the printed response. All costs for development of the proposal are to be incurred by the Vendor.

### **FORMAT**

Please follow the below format when preparing and submitting proposals. See Section 1.0 for information to be included in each section.

**Cover Letter**

**Table of Contents**

**Company Background**

**Management Summary /Proposal Overview – no more than 3 pages.**

#### **Response**

- Checklist to Section 9.1
- Any Written Response to Section 1.0
- Written Comments to Section 3.0
- Implementation/Installation Information
- Training Information
- Support Information

#### **Attachments**

Customer References- Must include Law Enforcement agencies where the proposed system is currently deployed.

#### **Pricing**

- Summary
- Details

## **8.0 COMPETITIVE NEGOTIATIONS AND AWARD**

Selection shall be made of the Vendor deemed to be fully qualified on the basis of the factors involved in the Request for Proposal, including cost.

All supplies, materials, and equipment must be new and in first class condition.

All bids must be firm and not subject to increase.

## 9.0 Digital High Definition Video System Compliancy Table

This section of the RFP contains a list of the general requirements for the DVS applications. If additional comments are required, please put an \* next to the code and supply response immediate below the requirement.

Please use the attached forms or exact facsimile in responding to the requirements and questions regarding functions features, and reporting capabilities in this section of the RFP.

The codes defined below must be used wherever a bracket [ ] is located.

| <u>Response Code</u> | <u>Definition</u>                                                                                                                                                           |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E                    | Requirements will be met by Vendor's existing system application that is installed and operational at other sites.                                                          |
| M                    | Requirement will be met by proposed modifications to existing system application. All work will be performed by the Vendor. Modification cost is included in the bid price. |
| O                    | Same as above, but cost is NOT included, rather it is presented as an option.                                                                                               |
| F                    | Requirement can be met by a planned, future version release. Please state approximate release date, if any.                                                                 |
| X                    | Requirement cannot be provided.                                                                                                                                             |

*\*The Town of Old Saybrook Department of Police Services strongly recommends the vendor responds to each question. An omitted response will be scored the same as a response code of X (requirement cannot be provided).*

# Digital High Definition Video System Requirements

## 9.1 System Requirements

1. The system provides high definition video recording at or above 1280x720 resolution, or 720P. [ ]
2. The system provides dual drive architecture consisting of a removable solid state USB Flash Drive no smaller than 16GB in size and an integrated automotive grade hard drive at least 80-GB in size. [ ]
3. The system provides multiple video transfer mechanisms to support video transfer via 802.11n wireless and USB Flash Drives. [ ]
4. The system automatically transfers video the moment the vehicle is in range of the wireless network. The user must not be required to initiate or interface this in any way. [ ]
5. The system must support partial transfer without losing video. [ ]
6. The DVR must protect the buffered version of the event until the server confirms receipt of the entire record event, regardless of the transfer mechanism. [ ]
7. The system must be based on client/server architecture. [ ]
8. The system must have an integrated automotive grade hard drive of at least 80 gigabytes in size, a shock tolerance of at least 200G's and an operational temperature range of -30C to +85C degrees to ensure recordings under all conditions. [ ]
9. The system must have a geographical user interface with system settings, hard drive playback and supervisor controls. No text based user interface shall be acceptable. [ ]
10. The system shall have a LED backlit, touch screen liquid crystal display that is no less than 4.0 inches measured diagonally. The display shall have a resolution of at least 480x272 and a contrast ratio of at least 300:1 with minimum viewing angle of 60 degrees left and right of center for a total of 120 degrees horizontally. [ ]
11. The system must record the front view camera must record in two resolutions at all times, 1280x720 (720P) and 720x480 (D1), and able to be configured to allow each event to be saved in either maximum or standard resolution. [ ]
12. The system must compress all video with H.264 main profile (not baseline). [ ]

13. The system must automatically store overflow video on the integrated hard drive if the USP Drive fills to video capacity. The system shall be capable of storing at least 60GB of video. [ ]
14. The system must push configurations and firmware upgrades wirelessly and without any user intervention in the car. [ ]
15. The system must be capable of automatically capturing and appending both pre-event and post-event video for as little as 15 seconds and up to 10 minutes per event. Systems that record pre- and post-event times onto separate video events will not be acceptable. [ ]
16. The system shall be able to playback previously recorded video while simultaneously recording new video on two cameras and two microphones simultaneously. [ ]
17. The system must include a 3-axis, solid state crash detection sensor integrated into the DVR enclosure. [ ]
18. The system must allow the agency to program up to six different event category prompts in order to collect data deemed relevant regarding each event. [ ]
19. The system must record event metadata including but not limited to event category, date, time, officer name, record status, microphone status, emergency lighting status, brake status and GPS coordinates. [ ]
20. The system must have a graphical user interface for recording any portion of the hard drive buffer (events and non-events) as a new DVD recording. This feature must allow the agency to go back at least 24 hours to capture video not previously recorded. [ ]
21. The system must support a minimum of two cameras. [ ]
22. The front zoom camera shall be capable of at least 18x optical zoom. [ ]
23. The camera's nighttime optimization setting must be engaged and disengaged automatically by the DVR without any user intervention in order to eliminate the possibility of user error in enabling night mode. [ ]
24. The system shall isolate the audio during playback between the wireless microphone and the cabin microphone using a standard left/right stereo fader control, the system shall record the two audio tracks separately onto the left or right channel. [ ]
25. The system must include a digital 2.4 GHz wireless microphone system consisting of a belt back transceiver and a charging synchronization base. [ ]
26. The wireless microphone transceiver shall become fully charged within 3 hours of being placed in the docking station if the battery is low. The wireless transceiver shall allow for up to 8 hours of talk time. [ ]

27. Each system must include an internal cabin microphone that will record on a separate sound audio channel from the wireless microphone system when activated. This microphone must be amplified in order to clearly pick-up even the faintest conversations. Additionally, this cabin microphone must be extendable so that it may be installed in an optimal location for any type of vehicle. [ ]
28. To guarantee data security and integrity, the system shall be able to ensure that the user cannot delete, edit or erase video data from either the hard drive buffer or the USB Flash Drive. Access to the USB Flash drive must be secured by a lock to protect access. [ ]
29. The system must allow for evidence to be deleted or archived automatically on a schedule or manually according to the customized retention period. [ ]
30. The system will include cables, accessories and electronic components necessary for a complete vehicle installation. [ ]
31. The system will include all necessary cables, accessories and electronic components necessary for complete wireless network installation. [ ]
32. The system must include back-officer server hardware capable of storing at least four hundred (400) hours of video. [ ]
33. The system must include back-office server software. Server software must be Windows Server 2008 R2 64-bit compatible and utilize Microsoft SQL Server 2008 R2 Standard for its database backend. [ ]
34. The system must include a universal client application compatible with Windows XP Professional and Windows 7 32 and 64 bit versions. [ ]
35. The system shall have a minimum of a one (1) year replacement warrantee from the date of installation. [ ]

## SUMMARY COSTS

Vendor will provide both a summary cost sheet for each major category and a detailed cost sheet for each major category.

Major categories shall include:

### Vendor Provided Software and Services:

Hardware (4 cruiser video systems, server, wireless network components, cables, wires, etc)

\$ \_\_\_\_\_

Software

\$ \_\_\_\_\_

Application Software Licenses & Training

\$ \_\_\_\_\_

Installation, Set-up, Configuration & Testing

\$ \_\_\_\_\_

Project Management and Consultation

\$ \_\_\_\_\_

***Sub total Vendor Software & Services***

***\$ \_\_\_\_\_***

### Third Party Products (Vendor Provided)

Hardware

\$ \_\_\_\_\_

Software

\$ \_\_\_\_\_

***Sub total Third Party Products***

***\$ \_\_\_\_\_***

### **GRAND TOTAL**

***\$ \_\_\_\_\_***

### First Year Annual Support

Vendor Products

\$ \_\_\_\_\_

Third Party Products

\$ \_\_\_\_\_

***TOTAL First Year Annual Support***

***\$ \_\_\_\_\_***

### Other ESTIMATED Expenses (Billed At ACTUAL Cost)

Travel Related to On-Site Installation, Implementation,

Training, Project Management

\$ \_\_\_\_\_

Shipping and Handling

\$ \_\_\_\_\_

***Total ESTIMATED Other Expenses***

***\$ \_\_\_\_\_***