

**City of Casper, Wyoming
Casper Police Department
201 North David Street
Casper, WY 82601**

www.casperpolice.org

Sealed bids will be accepted in the above office

By 5:00 P.M., June 1, 2018

For

RFP #2018-05

Law Enforcement Video System Project

Notice is hereby given that the City of Casper, Wyoming will receive sealed proposals for qualified and experienced Vendors to provide a comprehensive and interlinked system comprised of Mobile Video Recording Equipment, Body Worn Cameras, Interview Room System, and combination of a local and cloud-based Digital Evidence Management Software for a period of 5 years. Proposals shall be submitted to Police Technologies Manager Scott Hoffman by 5:00 p.m. on **June 1, 2018**.

The primary intent of this request for proposal (hereinafter “RFP”) is to enter into an agreement with a contractor capable of providing and installing a system (hereinafter referred to as “SYSTEM”) comprised of a Mobile Video Recording Equipment (MVR), Body Worn Cameras (BWC), and Interview Room Solution (IVS) capable of being interlinked through Digital Evidence Management Software (DEMS) that is local and cloud-based.

The City of Casper, Wyoming reserves the right to accept or reject any or all proposals, to waive informality and to accept the proposal deemed to be in the best interest of the City.

Introduction

The City of Casper, Wyoming is seeking proposals from qualified and experienced Vendors to provide and install an integrated SYSTEM of hardware and software that is available in terms of rugged Mobile Video Recording Equipment (MVR), Body Worn Cameras (BWC), Interview Room Solution (IVS) and Digital Evidence Management Software (DEMS) that is a combination of local and cloud-based storage. The MVR equipment will be permanently mounted in City vehicles such as police cars and individual officers will utilize the BWC equipment in the field. The MVR and BWC equipment will be exposed to harsher conditions than a typical office environment. The IVS will be stationary and not exposed to conditions other than a typical officer environment.

As a result of this RFP, the City expects to receive proposals that will address how the products meet or exceed City requirements as defined in this RFP. The City intends to work with selected Vendor(s), as desired, to conduct onsite Vendor demonstrations of the hardware and software and to perform extensive hands-on field and/or bench evaluation and testing of the Vendor’s products. Once the Evaluation Committee has scored the RFP responses, evaluated the products based on the demonstrations and performed field and/or bench evaluations, the City desires to select a complete SYSTEM; and to enter into contract(s) for the purchase and installation of the SYSTEM, as well as training, maintenance and support of hardware and software as needed.

This RFP provides a list of required services, general information, instructions for submitting responses, and Vendor selection procedures.

The selected Vendor will be capable of providing a comprehensive and interlinked SYSTEM in its entirety. The SYSTEM should have an emphasis on a combination of local and cloud-based digital evidence management (back end) software to index, categorize and sort all MVR, BWC, and IVS video and must include redaction features. The DEMS should be intuitive and user friendly for front line personnel, investigative personnel and administrative personnel. The SYSTEM is required to have a local and cloud-based storage solution for all video recording.

This RFP is issued for the City of Casper, Wyoming. The issuing office is the City of Casper Police Department. The points of contact are listed below.

Technical Contact Personnel:

Scott Hoffman
shoffman@casperwy.gov
Police Technologies Manager

Michael Szewczyk
mszewczyk@casperwy.gov
IT Manager

Chad Edwards
cedwards@casperwy.gov
City of Casper Network Administrator

Chief of Police:

Keith McPheeters
kmcpheters@casperwy.gov

The City of Casper, Wyoming 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 the City.

1. RFP Schedule

The City of Casper, Wyoming reserves the right to modify these dates if extenuating circumstances necessitate.

DATE TIME ACTIVITY

April 27, 2018 – RFP is released on the Casper Police Website, City of Casper Website and local paper.

May 11, 2018 – Questions are due by 5:00 PM MST.

May 18, 2018 – Anticipated answers to questions are released.

June 1, 2018 – RFP responses are due by 5:00 PM MST.

TBD Vendor Demonstrations, if deemed necessary by the Department.
June 4, 2018 – RFP Awarded
TBD RFP Council Approval

***Tentative City Council proposal and contract award date subject to change at City’s discretion.**

2. Scope of Services

Instructions: Initial the bottom of each page of the Scope of Services and remit as part of your Proposal as Attachment A, acknowledging a demonstrated understanding of the 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 City for interlinked MVR, BWC, IVS, 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 Casper Police Department is seeking to purchase 85 MVR devices, and 100 BWC devices that integrate with the MVR devices. The Casper Police Department is also seeking an Interview Room Camera solution to outfit 5 interview rooms.

This SYSTEM shall include, but not limited to of MVR devices with microphones, BWC devices with microphones, mounting solutions, cabling, docking stations, and IVS solution with cameras and microphones with multiple viewing device ability and a local and cloud-based DEMS that allows for redaction. The SYSTEM shall provide a local and cloud-based storage solution for the MVR, BWC, and IVS data.

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 for the administrator role and end user training. The training will include how to operate the SYSTEM for all users. The cost of the proposed training plan, if any, shall be included in the proposal.

Under the contract awarded from this 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 will be required to have the capability to support all components of the SYSTEM in an integrated manner.

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 of all warranties that are applicable to the services and equipment being provided to the City. The proposal shall include all fees, if any, to maintain the warranty on all equipment during the 5-year period.

2.3. Project Manager/Key Personnel

Vendor shall provide a full time 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 City and will be responsible for the management, implementation and ongoing troubleshooting of the SYSTEM during its installation. The Project Manager shall coordinate efforts with the City designee. The Project Manager shall be available to the City at all times by telephone during the course of the project and have the ability to respond on-site if necessary and requested, to respond to City needs, questions and/or issues. The Project Manager will develop in consultation with the City a detailed implementation and project plan for the SYSTEM.

2.4. Subcontractors

The Vendor shall provide a list of names, addresses, and telephone numbers for subcontractor(s) the Vendor intends to employ in the installation, training and ongoing maintenance and support of the SYSTEM with the proposal. The Vendor will ensure a criminal background check/fingerprinting is performed for all subcontractors and their employees before they are allowed to perform any services for the City. The vendor shall not assign personnel to this project if they are a registered sex offender, narcotics offender, or have a felony conviction; documentation of background clearance shall be provided to the City.

The City reserves the right to reject any subcontractor and/or subcontractor employee. Should a subcontractor be rejected, the Vendor will be required to provide an acceptable alternate subcontractor.

Should a subcontractor fail to provide the established level of service and response, the Vendor will be required to subcontract with another agency. Such action shall be provided in a timely manner so as not to cause delays to the project schedule. Any additional costs associated with securing a competent subcontractor shall be the responsibility of the Vendor.

2.5. Vendor Coordination Responsibilities

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

2.6. Delivery Schedule

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 shall allow the project goals and deadlines of the City to be met. This proposed project timeline and implementation plan shall be finalized during the negotiation phase.

2.7. Project Implementation Status Reports

The Vendor shall provide weekly updates on the project timeline and implementation plan to the designated point of contact for the City.

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 SYSTEM. All required instruction manuals, qualified instructors 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 shall identify all costs for SYSTEM hardware, software, installation, project management, training, maintenance, etc. Due to the life expectancy of the BWC devices, the cost for replacement of all BWC devices at 24 to 30 month intervals shall be included, too include instant replacement and new product release. Maintenance cost shall be provided for a term of five (5) years, priced annually, from the date of SYSTEM acceptance. Proposal should itemize each SYSTEM component which shall include the cost per MVR, BWC, IVS and DEMS.

3. Technical Specifications

3.1. General Requirements

The SYSTEM must incorporate the following standards:

1. Critical reliability
2. Provide system / operator performance statistics
3. Acceptable audio and video quality
4. Acceptable audio, video, data transfer capability
5. Protocols that are open and non-proprietary or can convert to a non-proprietary format
6. Interface with system clocks for accuracy

Minimum SYSTEM 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 a preferable, but not mandatory requirement.

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

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 City.

3.3. Digital Evidence Management Software

The SYSTEM must have a comprehensive local and cloud-based Digital Evidence Management System (DEMS) that is Criminal Justice Information Services (CJIS) compliant. The DEMS must be fully integrated with the MVR, BWC and IVS. MVR and BWC 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 MVR, BWC, and IVS video recordings must be retrievable from the same database. All MVR, BWC, and IVS video recordings will be stored on a CJIS compliant, local and cloud-based solution with AES security protocols, at minimum.

The primary features required in the DEMS are detailed below:

1. **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. File names (Case Number)
 - d. Video categories with Retention
 - e. Source (MVR/BWC)
 - f. Bookmarks
2. **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. In addition, the player will display file functions available to the user based on permissions.
3. **Mapping:** GPS position data must be collected during MVR and BWC recordings.

4. **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.
5. **Video Asset Verification:** The DEMS should use a hashing protocol 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.
6. **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.
7. **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.
8. **Digital Evidence Retention Policy and Workflow Management:** The DEMS should 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 Casper Police Department's retention and storage policy.
9. **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 standard media types, as well as proprietary file types by associating the related codecs and compatible player.
10. **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 DVD which is viewable from any standard DVD player.
11. **Sharing:** The DEMS should 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

Casper Police Department. Access to video files from the Casper Police Department will be limited to a configurable time frame.

12. **Automatic Redaction:** The system must 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).
13. **Additional Digital Evidence:** The system must have the capability to accept additional digital evidence, such as photos, for inclusion into a case file. The system must have the ability to accept bulk uploads of additional files.

3.4. Mobile Video Recording Equipment (MVR)

The MVR must facilitate the reliable and efficient collection, storage and protection of digital evidence in the intensely challenging mobile law enforcement environment. The MVR must function with minimal officer involvement. The proposed MVR must align with the City's specification for a robust camera system that automates the collection and wireless upload of audio and video with minimum impact on the officer.

1. The MVR should be capable of the following:
 - a. Complete turnkey solution
 - b. Very compact hardware components; Video recorded in any of the common compression schemes (h.264, MPEG 1, 2, 4, Motion JPEG, Etc.)
 - c. Pre-recording capable
 - d. Support for at least 2 cameras, including "High Definition" cameras
 - e. Support for configurable triggers
 - f. Automated Wi-Fi wireless file upload capability. The MVR should have the capability for wired offload to the storage solution
 - g. Upload can be delayed if the Officer is in range but still reviewing video or completing annotations
 - h. Full integration with proposed DEMS
 - i. Maintain complete chain-of-custody (including views and/or download mode)
 - j. Video Files must be verified for authenticity with a verification hash

The MVR will be required to be configured to collect metadata that can be reviewed in the management system once it has been uploaded. Below is an outline of the kind of metadata that needs to be captured:

1. **GPS, Longitude & 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 situation when the location of the vehicle is in question.

2. **Triggers:** When the trigger is activated, the MVR starts recording in response. Typical triggers include but are not limited to: speed, light bar activated, impact (accident), siren activated, gun rack, door opened, etc. The solution should provide support for customizable triggers.
3. **Categories:** The MVR will be configured to require specific “Categories” 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 Categories available.

3.5. Mobile Video Recording Equipment 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:

1. Forward-facing camera specifically designed to maximize officer visibility
2. Rear Seat Camera with Microphone
3. Solid state storage
4. GPS location
5. Any and all wiring and harnesses
6. Required MVR software

3.6. Body Worn Camera Equipment

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

1. Body worn units capable of video and audio recording
2. Vendor provided software
3. Recorded video and audio must not be able to be manipulated or deleted by user
4. Unit must be of rugged design and water resistant
5. Mounting system that is secure and stable without damaging the uniform
6. Unit must have a customizable pre-record feature
7. Unit must have a battery capable of 12 hours of use after a full charge when the pre-record feature is enabled
8. Ability for user to add notes or flag significant events
9. Rechargeable battery; time to charge completely depleted battery should not exceed twelve (12) hours
10. BWC devices should integrate with the MVR
11. Access to back-end software; review of video/audio data must have audit capabilities for all users
12. Software retrieval process should include secured multi-users access levels

13. The video unit should contain a configurable option for the camera record resolution as defined by the SYSTEM administrator.
14. The SYSTEM must support an integrated body worn video solution uploaded to the secure web application using a computer on the police network or designated docking stations

3.7. Detailed Minimum Requirements: Integrated Body Worn Cameras

1. **Turnkey Solution:** Complete turnkey solution
2. **Recording Format:** Video and audio to record and export in a standard, open, non-proprietary format 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. VGA, HD 720P, and 1080 HD are predominant standard resolutions.
3. **Video Resolution:** Video resolution should be configurable up to 1080 HD. For example, 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 1080), or comparable video resolution.
4. **Video Encoding/Compression:** Video encoding/compression shall meet or exceed industry standards. Use of the lowest possible amount of compression in order to maximize the amount of information available to law enforcement. Consider what sort of analysis may be conducted on the video before selecting video encoding or compression. Examples include MPEG-4, H.264, and H.265. H.264 is an improvement over MPEG-4 compression. H.265 is a new standard which further reduces storage needs.
5. **Frame Rate:** The system shall record at 30 frames per second (fps) or better.
6. **Horizontal Field of View:** Adequate to capture a majority of activity at a reasonable distance (90-180 degree field of view).
7. **Camera Focus:** Device should be able to focus on all objects from about one (1) foot away to 300 Feet. Continuous autofocus or fixed focus should be employed for usability. Manual settings should be avoided as they can distract the user.
8. **Auto Stabilization:** Auto stabilization is preferred. Motion jitter and blur can be significant when the camera is moving. Automatic image stabilization can reduce this effect.
9. **Audio Quality:** The system is capable of clearly capturing conversational speech at a distance of six (6) feet without wind or excessive background noise. Dual channel microphone is preferred.
10. **Audio Mute:** The device should have the ability to mute the microphone while still recording video.
11. **Recording Triggering:** Cameras must have the ability to be user-triggered or event-triggered. Cameras take time to start recording video after being powered on and after recording is initiated. This recording latency period should be minimal.
12. **Pre-Event Recording:** The device must have a pre-record feature where the events immediately preceding the device activation are captured. The pre-record feature

- should be customizable to the amount of time which will be captured before the device is activated.
13. **Activation Switch:** 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.
 14. **Recording Indicator:** The device should have a customizable feature (via vibration, light indicator, audible indicator etc.) to verify that the device is recording.
 15. **Night-time/Low Light Functionality:** Quality of video footage recorded in low light or night conditions should be comparable to average human eye sight.
 16. **Synchronization and Metadata:** The device is capable of recording audio and video simultaneously and synchronized with time. Consider the additional information that should be collected with the recorded material. Automatically generated data about the wearer, location, date, and time can be collected and packaged in the video format. Device clock must be synchronized with an external universal clock when the unit is plugged in for absolute time of day to ensure accuracy.
 17. **Tamper Resistance:** The device prohibits recordings from being edited or deleted and should not overwrite existing data before they have been transferred. Systems that can export a hash value of files being transferred may provide an enhanced capability to demonstrate tamper resistance. Standard encryption such as AES can be employed to protect data and improve the management of lost devices and memory cards.
 18. **Data Transfer:** Wi-Fi and/or USB is the preferred standard for charging and data. The connections should be standard on both the device and on any docking station. Data connections that use a proprietary form factor are not recommended.
 19. **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 information such as device serial number and device events—e.g., on/off, charging, start/stop recording, remaining storage capacity, date/time etc.
 20. **Onboard Storage:** Storage must be integrated into the device. Device must have non-volatile storage that is capable of recording a full 12-hour shift. Loss of power must not cause data to be lost or corrupted.
 21. **Battery Life:** The battery must provide enough power to record a full 12-hour shift. The devices must have rechargeable batteries.
 22. **Durability:** Device should withstand considerable and repetitive pressure, vibration, and mechanical shock. It should operate within a temperature range from -20 degrees to 120 degrees Fahrenheit and be resistant to common environmental hazards, such as dust, condensation, water splashes, and RF interference.
 23. **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. Cameras are designed with widely varying mounting methods and options. Device should be selected for maximum usability and safety.
 24. **Integration:** Integration with proposed MVR and IVS.

3.8 Interview Room Solution

1. Complete turnkey solution
2. Very compact hardware components; Video recorded in any of the common compression schemes (h.264, MPEG 1, 2, 4, Motion JPEG, Etc.)
3. Pre-recording capable
4. Support for at least 2 cameras, including “High Definition” cameras
5. Support for up to configurable triggers
6. Wired file upload.
7. Video monitoring with audio from multiple simultaneous locations
8. Full integration with proposed MVR, BWC, and DEMS
9. Maintain complete chain-of-custody (including views and/or download mode)
10. Video Files must be verified for authenticity with a verification hash

4. Proposal Requirements

Although the City requires no specific format, this section is intended to provide guidelines to the Vendor regarding features that the City will look for and expect to be included in the proposal.

4.1. Content and Format

The City requests that proposals submitted be in 12 point font, organized and presented in a neat and logical format and are relevant to these services. Vendor’s proposals shall be clear, accurate, and comprehensive. Excessive or irrelevant material will not be favorably received.

The proposal should include the following:

1. Transmittal/offer letter
2. Page numbering
3. Index/Table of Contents
4. Approach
5. Team organization of key staff
6. Statement of qualifications of key staff to be assigned during the term of the contract
7. Brief resumes of key staff
8. Fee Proposal, in a separate sealed envelope
9. Sample contract of services, similar in scope and size, between Vendor and other City
10. Professional references from (3) cities similar in size

4.2. Approach

A description of the Vendor’s approach and work program to meet the City’s objectives shall be included. It should explain the technical approach, methodology, and specific tasks and activities that will be performed to address the specific issues and work items.

4.3. Team Organization

The purpose of this section is to describe the organization of the project team including subcontractors and key staff. A project manager shall be named whom shall be the prime contact and be responsible for coordinating all activities with the City. There also should be a brief description of the role and responsibilities of all key staff and subcontractors identified in the team organization.

4.4. 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 that are similar in scope and size to demonstrate competence to perform these services. The projects listed should be those that 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).

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 City. 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 City.

4.5. 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.

The Fee Proposal shall be submitted in a separate, sealed envelope and marked as "Fee Proposal" along with the name of the project.

The Fee Proposal shall identify all costs associated with the comprehensive SYSTEM, including hardware, software, installation, project management, training, support and maintenance. Maintenance cost shall be provided for a term of five (5) years, priced annually, from date of SYSTEM acceptance. Prices should be included for 100 body worn cameras, 85 in-car systems, and 5 interview room systems. This information will be used by the City staff to evaluate the reasonableness of the fee proposal and may be used in negotiating the final fee amounts for the contract agreement.

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.

4.6. Statement of Offer and Signature

The Proposal shall contain a statement that the proposals are a firm offer for a 90-day period and signed by an individual authorized to act on behalf of the Vendor.

5. Terms and Conditions

5.1. Insurance Requirements

The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Wyoming in the following types and amounts:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location. The CGL policy shall be endorsed to contain Employers Liability/Stop Gap Coverage
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than Five Hundred Thousand (\$500,000) per accident for bodily injury and property damage.
3. Workers' Compensation: as required by the State of Wyoming with Statutory Limits.
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location.

5.2. Standard Form of Agreement

The vendor will enter into an agreement with the City based upon the contents of the RFP and the vendor's proposal. The Vendor shall include a sample contract of services, within the last 3 years, as part of the Proposal. Upon review of submitted proposals and Vendor selection, the City will provide the selected Vendor a standard form of agreement. **The Vendor shall carefully review the agreement, and respond with a description of any exceptions requested to the standard contract.** The City will award the Mobile Video

System, Body Worn Camera, and Interview Room System Contract to the selected vendor upon City Council approval.

5.3. Disclaimer

This RFP does not commit the City to award a contract, or to pay any costs incurred in the preparation of the proposal. The City 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 City 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.

5.4. Assigned Representatives

The City will assign a responsible representative to administer the contract, and to assist the vendor in obtaining information. The vendor also shall assign a responsible representative (project manager) and an alternate, who shall be identified in the proposal. The vendor's representative will remain in responsible charge of the vendor's duties from the notice-to-proceed through project completion. If the vendor's primary representative should be unable to continue with the project, then the alternate representative identified in the proposal shall become the project manager. The City's representative shall first approve any substitution of representatives or subcontractors identified in the proposal in writing. The City reserves the right to review and approve/disapprove all key staff and subcontractor substitution or removal, and may consider such changes not approved to be a breach of contract.

6. Evaluation and Selection Process

The City's selection of qualified Vendor(s) 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 and 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 from (3) cities similar in size
9. SYSTEM capability

The criteria for evaluating the offers will be based off of the following guideline.

1. 35% – Functionality and feature set of the proposed system from an administrative and end user perspective.
2. 25% – Initial cost of the entire system.
3. 20% – Vendor experience in providing the services solicited by this RFP. This includes demonstrating the ability to design and implement systems of this size and business model as a result of reference checks.

4. 20% – Cost of recurring maintenance and service.

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

7. Administration Specifications

7.1. The City of Casper, Wyoming Rights to Proposals

All proposals, upon submission to the City of Casper, Wyoming shall become its property for use as deemed appropriate. By submitting a proposal, the Vendor covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. The City reserves the right to take one or more of the following actions as determined in the best interest of the organization:

1. To accept or reject in whole or in part any or all proposals;
2. To cancel this RFP in whole or in part without prior notice. Thereafter, City may issue a solicitation for new proposals;
3. City makes no guarantee as to the usage of the services by City;
4. To waive, at its discretion, any minor errors, informalities or irregularities, which the City deems correctable or otherwise not warranting rejection of the RFP;
5. To correct any arithmetic errors in any or all proposals submitted;
6. To negotiate with any Vendor(s) as necessary to serve the best interest of the City and to negotiate the final contract(s) with the most responsive, responsible Vendor;
7. To investigate the qualifications of any Vendor under consideration;
8. To disqualify a proposal upon evidence of collusion with the intent to defraud or other illegal practices on the part of the Vendor;
9. To require confirmation of information furnished by the Vendor;
10. To award one contract for the total SYSTEM, or make multiple awards for separate SYSTEM components if it is deemed to be in the best interest of the City;
11. To utilize any or all the ideas from proposals submitted;
12. To change the proposal's due date upon appropriate notification;
13. To adopt any or all of a vendor's proposal; and
14. To negotiate modifications to the scope and fee with selected Vendor(s) prior to contract award.

7.2. Interviews/On-Site Demonstrations/Equipment Testing

City 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, City 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. City 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 City. The Vendor's key project team members will be invited to attend the interview and/or on-site demonstrations and/or equipment testing. The 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.

7.3. Proposal Instructions

Deadline for submitting proposals is June 1, 2018 by 5:00 PM MST.

Mail or deliver to:

Casper Police Department
Attn: Scott Hoffman, Police Technologies Manager
201 North David Street
Casper, WY 82601

Five (5) copies of each submission are required along with one electronic copy on USB. All submissions must be sealed in a package with reference to "RFP for Law Enforcement Video System Project" on the outside. Proposals received after the deadline will be returned, unopened, to the Vendor.

7.4. Addendum or Supplements to the RFP

If it becomes necessary to revise any part of this RFP, an addendum or revision will be transmitted to all prospective vendors by email and will be posted on the City's website. Questions concerning the RFP document must be submitted in writing to City of Casper, Attn: Police Technologies Manager, Scott Hoffman, 201 North David Street, Casper, Wyoming 82601, or email at shoffman@casperwy.gov. Questions are due May 11, 2018 by 5:00 PM MST and anticipated answers to questions are released on May 18, 2018.

Vendors are cautioned that any statements made by the contact person that materially change any portion of the RFP shall not be relied upon unless subsequently ratified by a formal written amendment to this RFP.

7.5. Award of Contract

The City reserves the right to reject any and all Proposals. A formal contract award is anticipated for the best overall vendor as determined by the Evaluation Committee and approved by City Council as a result of this RFP. The City reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation of the RFP, which does not affect the funding request, or gives one party an advantage or benefit not enjoyed by the other parties, or adversely impacts the interest of the City.

Waivers, when granted, shall in no way modify the RFP requirements or excuse the party from full compliance with the RFP specifications and other contract requirements, if the party is awarded the contract.

7.6. False or Misleading Statements

Any submittals containing, in the opinion of the City, false or misleading statements will be rejected.

7.7. Prospective Vendor Costs

Costs for developing submittals are entirely the responsibility of the vendor and shall not be chargeable in any manner to the City.

7.8. Evaluation process

The City will form an Evaluation Committee to review all submittals received by the deadline including the Police Technologies Manager, Police Chief, IT Network Administrator, and IT Manager at a minimum. Any submittal failing to meet any of the qualifications documented in this RFP may be rejected. The purpose for the Evaluation Committee is to recommend which vendor is best able to provide, install, maintain and support the SYSTEM, to the City's requirements, and within the City's budget. A submission in response to this RFP indicates your acceptance of the City's evaluation criteria.

7.9. Clarification of Proposals

The City reserves the right to obtain clarification on any item in any vendor's submittal or to obtain additional related information necessary to properly evaluate the submittal. Failure of a vendor to respond to a request for more information may result in the proposal being rejected.

7.10. Confidential Information

All responses to this RFP become the property of City and will be kept confidential until such time as recommendation for award of contract has been announced. Thereafter, proposals are subject to public inspection and disclosure under the Wyoming Public Information Act. If a vendor believes that any portion of its proposal is exempt from public disclosure, such portion may be marked "confidential." City will use reasonable means to ensure that such confidential information is safeguarded but will not be held liable for inadvertent disclosure of such materials, data and information. Proposals marked "confidential" in their entirety will not be honored and City will not deny public disclosure of all or any portion of proposals so marked. By submitting information with portions marked "confidential", the Vendor represents it has a good faith belief that such material is exempt from disclosure under the Wyoming Public Information Act and agrees to reimburse the City for, and to indemnify, defend and hold harmless City, its officials, officers, employees and agents from and against: (a) any and all claims, damages, losses, liabilities, suits, judgments,

fines, penalties, costs and expenses including, (collectively, "Claims") arising from or relating to the City's non-disclosure of any such designated portions of a proposal if disclosure is deemed required by law or court order. Additionally, City may request that the Vendor directly defend any action for disclosure of any information marked confidential.

7.12. City Use of RFP Ideas

The City reserves the right to use any and all service and product ideas presented from prospective vendors. Selection or rejection of a vendor does not affect this right.

7.13. Copyrights and Patents

The Vendor shall hold the City of Casper, Wyoming and its officers, agents, servants, and employees harmless from liability of any nature or kind because of any copyrighted information, secret or proprietary process, patented or unpatented invention, disclosed or used in response to this RFP, and agrees to defend, at its own expense, any and all actions brought against the City or its officers, agents, servants, or employees or the Vendor alleging or arising from unauthorized use of such information, process or invention.

7.14. Reliance on Information

VENDORS MAY RELY ONLY UPON WRITTEN INFORMATION AND/OR INSTRUCTIONS FROM THE CITY GIVEN HEREIN OR SUBSEQUENT TO THE ISSUANCE OF THIS RFP. VENDOR MAY NOT RELY ON ANY ORAL INFORMATION AND/OR INSTRUCTIONS GIVEN WITH REGARD TO THIS RFP.

7.15. Replacement of Incompatible Staff

The City reserves the right to request and receive a replacement for any vendor staff member whom the City, in its sole and absolute discretion, determines is not working effectively with the City's staff assigned to this project, or who is inadequately qualified to perform the services to be provided, or who is unsuitable to be performing services in secure areas.