



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

REQUEST FOR PROPOSAL

RFP No. 2017-022

Issued: May 4, 2017

Subject: Body Worn Camera Video/Evidence Management & Storage

The Town of Stratford through the Office of the Purchasing Agent will receive SEALED PROPOSALS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Proposals will be received until 3:00 pm May 18, 2017, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposals received after the date and time specified shall NOT be considered.

B. INSTRUCTIONS:

Proposals are to be submitted (THREE COPIES) in a sealed envelope/box and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc). Proposals via fax or email will not be accepted.

Proposals must be delivered to:

Purchasing Department
Stratford Town Hall — Rm 202
2725 Main Street
Stratford, CT 06615

C. CONDITIONS:

Bid Surety:

A Bid is not required.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Addendums: All addendums will be posted on the town website www.townofstratford.com. It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

Conflict of Interest: No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

The Stratford Police Department is seeking proposals for the purchase, programming, installation, support and training for Body Worn Camera (BWC) video/evidence management and storage. The Stratford Police Department has selected VIEVU as the BWC to be issued to its patrol personnel. The cameras , 75 units and charging station 7 multi dock units have already been purchased. Storage and data management need to be put in place.

Storage Specifications:

1. Secure data storage and archiving solution.
2. Configurable permissions and user access for stored files and for the storage system.
3. Storage system must have searchable fields, e.g., last name, first name, badge number.
4. Access log.
5. Ability to assign permissions and manage user permissions.
6. Long term archiving system.
7. Software shall operate under Windows 10 or later operating system
8. Programmable retention policy settings.
9. Export to CD/DVD.
10. Unlimited user accounts.
11. Chain of custody.
12. Ability to REDACT images and video prior to release.
13. Standalone, in house management software included not cloud based.

Video Usage Specifications:

1. Search, slow motion, fast forward, rewind, pause, and zoom functionality.
2. Download, export, and file sharing function of full videos, clips, and portions of data to long term storage devices and/or dissemination to criminal investigation units.
3. Audit trail (history of access and usage by each individual user) for each video.
4. In-the-field video and audio review capability.
5. Any standard PC with Windows Media Player or QuickTime or similar can playback the videos.
6. Two (2) viewing stations for the management and viewing of video evidence.

Service, Maintenance, And Support Specifications:

1. Experience with VIEVU BWC preferable.
2. Ability to have system purchased, programmed and installed on or before June 30, 2017.
3. In-person customer service.
4. 24/7/365 web based or other training.
5. 24/7/365 email customer support.
6. Phone/web chat customer support minimum 9:00AM to 8:00PM EST Monday through Friday.
7. Software updates at no extra charge for a minimum of 1 year.
8. Capability to update and upgrade software and hardware without additional costs or on-site Support for 1 year.
9. User training program.

Selection Criteria:

Will include but not be limited to:

1. Overall firm experience
2. Relevant project experience
3. References (other Police Departments)
4. Does software and hardware satisfy requirements of the RFP
5. Fee proposal
6. Customer support and training
7. Experience with VIEVU