



## CITY OF NEWARK

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220 South Main Street · Newark, Delaware 19711  
302.366.7000 · [www.cityofnewarkde.us](http://www.cityofnewarkde.us)

BIDDER \_\_\_\_\_

BID SECURITY \_\_\_\_\_

### REQUEST FOR PROPOSAL (RFP) NO. 19-05

IN-CAR MOBILE VIDEO RECORDER (MVR), BODY-WORN CAMERAS (BWC)  
AND INTERVIEW ROOM RECORDING SYSTEMS AND RELATED DATA RETENTION

CITY OF NEWARK  
DELAWARE

RFP No. 19-05

IN-CAR MOBILE VIDEO RECORDER (MVR), BODY-WORN CAMERAS (BWC)  
AND INTERVIEW ROOM RECORDING SYSTEMS AND RELATED DATA RETENTION

NOTICE

A PDF copy of proposal responses to RFP No. 19-05, IN-CAR MOBILE VIDEO RECORDER (MVR), BODY-WORN CAMERAS (BWC) AND INTERVIEW ROOM RECORDING SYSTEMS AND RELATED DATA RETENTION, will be received by the City of Newark's Purchasing Office at [purchasing@newark.de.us](mailto:purchasing@newark.de.us) until 2:00 p.m. on Tuesday, August 20, 2019. One sealed envelope containing basis for fees documents (as outlined in the "BASIS FOR FEES SUBMISSION" section on pages 10 and 11 of RFP 19-05) will also be received via mail by the City's Purchasing Office (Newark Municipal Building, 220 South Main Street, Newark, Delaware 19711) until the deadline previously mentioned. If desired, paper copies of RFP 19-05 responses can be mailed to the Newark Purchasing Office for consideration, but this is not necessary.

Copies of this request may be obtained from the City's website at [www.newarkde.gov/bids](http://www.newarkde.gov/bids).

CITY OF NEWARK  
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RFP No. 19-05

IN-CAR MOBILE VIDEO RECORDER (MVR), BODY-WORN CAMERA (BWC)  
AND INTERVIEW ROOM RECORDING SYSTEMS AND RELATED DATA RETENTION

PURPOSE AND INTENT

The Newark Police Department (NPD) is soliciting proposals for In-Car Mobile Video Recorder (MVR), Body-Worn Cameras (BWC) and Interview Recording Systems and Related Data Retention/Management. **NPD is seeking proposals for fully integrated turnkey solutions for MVR, BWC and Interview Rooms with related data retention/management and a breakout proposal for MVR and Interview Rooms with related data retention/management only, without BWCs. BWC-only proposals are not desired and will not be accepted.**

BACKGROUND AND CONCEPT STATEMENT

The City of Newark, Delaware is seeking written proposals to provide in-car mobile video recorder (MVR) systems for up to twenty-five (25) police vehicles inclusive of a data storage and data management system. The City is also seeking to provide sixty (60) body-worn cameras for sworn Officers in conjunction with the MVR systems. Additionally, the city is further seeking the inclusion of recording systems for four (4) interview rooms located within the police department with integration to the data storage/management solution. The systems will be used to provide audio and video recordings of police activities, encounters, interviews, prisoner transports, etc. The proposed systems, including the data storage and data management systems, shall include the ability to easily categorize, store, retrieve, reproduce/transfer and view the video/audio recordings using the existing City network infrastructure or included proposed systems.

RFP specifications have been developed, in part, using various manufacturers' sample specifications, posted information, and the City's current MVR and Interview Room solution—L3 mobile vision. As a result, it is possible that the City may have listed a specification that is unique to one manufacturer. It is not the City's intent to specify equipment unique to a single manufacturer. A proposer who meets most, but not all, of the City's specifications and requirements, including training, support and delivery requirements, may be determined to best meet the needs of the City. The City reserves the right to consider the advantages of each proposal and waive specific individual requirements if the overall proposal is the most advantageous to the City.

## GENERAL REQUEST FOR PROPOSAL INFORMATION

1. Questions - Any questions concerning the technical aspects of this RFP should be directed to Michael Van Campen, Auxiliary Services Captain, at 302-366-7100 Ext. 3154 or [mvancampen@newark.de.us](mailto:mvancampen@newark.de.us). Questions regarding the submission of RFPs or procedures of evaluation should be directed to Jeff Martindale, Assistant to the City Manager, at 302-366-7000 Ext. 2005 or [jmartindale@newark.de.us](mailto:jmartindale@newark.de.us).
2. Award - The City Manager or designee will review each of the bids submitted. The City Manager will make a recommendation to the City Council on the disposition of the bids. The City shall have the full authority to award projects to the firm who best meets the specifications and conditions of this RFP.
3. Rejection of Proposals - The City reserves the right to reject any or all proposals if deemed to be in the best interest of the City to do so and to waive any irregularities or defects where the best interest of the City would be served.
4. Revisions to RFP/Addendum - In the event it becomes necessary to revise any part of the RFP, revisions will be provided to all engineering firms which received the initial RFP in the form of an addendum. Firms are responsible to confirm receipt of all addenda prior to proposal submittal.
5. Assignment – The firm shall not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the City.
6. Acceptance of Proposal Content - The contents of the proposal of the successful firm will become a part of any agreement as a result of these specifications.
7. Termination of Contract - If through any cause, the firm selected shall fail to fulfill the obligations agreed to in a timely and efficient manner, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least thirty (30) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.
8. Accounting Records – Individual task orders will be negotiated based on the submitted “Basis for Fees”.
9. Ownership of Material - All documents prepared and submitted pursuant to this RFP or contract shall be property of the City upon submittal and will be subject to staff and public review and discussion in association with our public bidding and formal proposal process. Any information or documents deemed proprietary shall be so marked at time of submittal and limited to detail where the disclosure of contents could be prejudicial to competing offerors during the process of negotiation, and any commercial or financial information of a privileged or confidential nature.

10. Approval – In the event that City Council is required to approve the award of a contract based on this RFP, the selected firm may be required to attend the Council Meeting to address any questions. Costs for attendance shall be incorporated in the bid.
11. Advertisements - Any bidder submitting a bid will not use the name of the City in any advertisement without first obtaining the written consent of the City Manager or designee.
12. EEO and Business Licenses - The bidder shall possess all required business or other licenses and shall be a fair and equal opportunity employer.
13. Noncollusion - The bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with the contract.

#### SCOPE OF WORK

The proposal will provide a comprehensive overview of the following deliverables:

In-Car Camera System – The offeror will confirm the ability to meet, complete, and/or provide the following:

- Forward-facing camera - a field of view with a minimum of 68 degrees or greater with low light capabilities and minimal obstruction for the officer's view while seated in the equipped vehicle
- Forward-facing camera - the ability for rotation which is easily achieved by the officer
- Video Compression - H.264 complaint, H.265 preferred
- Video Resolution – minimum of 720 configurable up to 1080p preferred - offeror will detail their resolution
- Pre-Event Buffer – minimum of 30 seconds and/or configurable
- Rear seat camera - IR or low light capabilities
- Recording Speed – offeror will detail the frames per second
- Recording Triggers – minimum of light and siren activations, crashes, speed,

wireless microphone and manual

- Sixty (60) wireless microphones to be assigned to officers with a range of 1,000 feet or greater and be compatible with shared fleet vehicles. (No wireless microphones for the BWCs included solution, as the BWCs must work in conjunction with the in-car system.)
- Wired rear compartment microphone with the capability of recording front and rear cameras with audio from both tracks simultaneously
- Have up to twenty (20) wirelessly transfer/upload via 802.11 or greater concurrently to the server and provide the required number of wireless access points needed to facilitate the transfer
- GPS
- System may be DVR storage media in a solid-state drive or MDT powered – vehicles are already equipped with CradlePoint routers – specific details required
- Uploads data using an industry-standard layered secure transfer method
- Tag data in the field and ability to relay video from the field
- Time/Date Stamp
- Camera must be able to operate in temperatures between -4 degrees to 122 degrees or better.

Interview Room Recording System – The offeror will confirm the ability to meet, complete, and/or provide the following:

- Provide traditional (non-covert) cameras for four (4) rooms within the police department—one (1) camera per room.
- one covert camera in one (1) room in addition to the traditional cameras
- Ability to live remote or stream interviews
- Provide wired concealed microphones
- Detail POE needs and Video Encoding
- Installation

Body-Worn Cameras – The offeror will confirm the ability to meet, complete, and/or provide the following:

- Chest Mounting of the Camera option - a minimum of at least one mount per camera to be included
- Video Resolution of 640 x 480 or better
- Recording Speed of 30 frames per second or better
- Detail video format and compression being H.264 compliant
- Field of View of 100 degrees or greater
- Recording life of 10 hours or greater
- Charge time of 6 hours or less
- Recording feedback indicators of vibration, visual and audible with the ability to selected preference
- Pre-event buffer with a minimum of 30 seconds but configurable
- Record in low light and provide LUX rating
- Easy to use manual activation of BWC. For integrated MVR solution the ability for the BWC to have synced activation for vehicle's lights activations activation
- Automatically embed time/date stamp in the video
- Mute the audio portion of an event while still being to record the event
- Prevent users from deleting recorded files on the camera
- Recording format in a non-proprietary format
- Operate at a minimum of -4 degrees and between 122 degrees (Fahrenheit)
- Identify audio format
- Determine the camera's battery life from the field
- Inclusion of multi-unit charging/docking stations with the capability of uploading

digital evidence from multiple cameras

- Docking/charging stations for up to sixty (60) BWCs and the ability to interface with the internet which will allow all the devices to connect to the cloud solution via an ethernet connection

Data Storage and Management System – The offeror will confirm the ability to meet, complete, and/or provide the following:

- Isolated cloud platform
- All data must be housed in the United States
- Must be CJIS compliant
- Confirm that all data is owned by the City
- Security Audit
- Access – multiple users/passwords
- The offeror will describe the functionality for the following:
  - Edit/Redaction capability, if included and/or is 3<sup>rd</sup> party software
  - Chain of Custody
  - Video/Data sharing and any specific licenses needed and quantities
  - Audit Trails
  - Delete/Alter and Erase protection
  - Searchability of tagged data
  - Disaster recovery capabilities
  - Video format non-propriety
- Provide pricing for unlimited data storage or a la carte storage for GB, TB quantities for a 5-year retention time.
- Software as a Service option



Warranty/Technology Refresh – The offeror will confirm the ability to meet, complete, and/or provide the following:

- A minimum of a 2-year warranty on all components
- Components/units failing within warranty period to be replaced within 48 hours of the City's initial notification to the vendor of failure
- Details relative any no cost replacements/refreshes during the project span to ensure most current technology

Training – The offeror will confirm the ability to meet, complete, and/or provide the following:

- Hard copy manuals structured for efficient and comprehensive reference
- Durable “quick guides” must be available for all end-users of a size that will allow placement in vehicles
- Online training tutorials structured so that an end-user can easily select tutorials for various functions without having to devote extensive time to a single all-inclusive tutorial
- In-person training: Train the Trainer session(s) and classroom training led by the awarded vendor for large rollouts
- identify, based on previous experience with public sector contracts, the number of training hours typically needed on the end-user to be confident in the operation of the systems (In-Car, Interview Room, and Data Storage and Management Systems)
- In-person training for selected contractor vendor to install the in-car video systems

Customer Service/Support – The offeror will confirm the ability to meet, complete, and/or provide the following:

- Provide concise detail on the availability of customer service and technical support to end-users
- Offer support availability 24/7, 365 days a year

- Describe the standard procedures for escalation of service/support issues when required
- Provide in-person service/support when such a need is identified by the City.

Out Year Date Retention and Transfer – The offeror will confirm the ability to meet, complete, and/or provide the following:

- All data retained in the data storage and management system belong to the City. At the end of the contract term, the awarded vendor will retain the data until the City can accomplish a transfer of data
- Identify their standard procedures for facilitating the transfer of data

## PROPOSAL AND QUALIFICATIONS

The written proposal shall, at a minimum, include the following information:

1. The vendor/offeror name and contact person, together with the address, telephone number and email address, of the office from which the services will be provided. Corporate office information shall also be provided, if applicable.
2. A brief history of the vendor/offeror (limit two pages), including organization structure, location of management, and evidence that the firm is authorized to do business in the State of Delaware.
3. The vendor/offeror will list successfully completed and implemented MVR/Interview Room and Data Retention/Management contracts with other governmental entities over the past three (3) years including the number of cameras placed/supported and the degree to which data storage/management program was included.
4. A list of references the City may contact to assist in the evaluation of your past performance. For each reference listed, the information provided should consist of the following:
  - (1) Name and mailing address of the governmental entity.
  - (2) Name and telephone number of your contact person within said governmental entity.
5. Information on the nature and magnitude of any litigation or proceeding whereby, during the past three (3) years, a court or any administrative agency has found fault, held proceedings or ruled against the proposer in any matter related to the professional activities

of the proposer. Similar information shall be provided for any current or pending litigation or proceeding.

6. A statement to the effect that the selection of the proposer shall not result in a conflict of interest with any other party which may be affected by the work to be undertaken. Should any potential or existing conflict be known by a proposer, said proposer must specify the party with which the conflict exists or might arise, the nature of the conflict, and whether or not the proposer would step aside or resign from the engagement or representation creating the conflict. (The City reserves the right to select more than one offeror/vendor to perform the required services to avoid conflict of interest and other similar occurrences.)
7. Time frame in which the project as defined within this RFP can be completed, including the approach to the project and any unusual problems anticipated.
8. The capacity and capability of the offeror to perform the work within the time limitations indicated.
9. Fees or fee structure as may be appropriate for the designated service.
10. Availability of financial and operating resources as required to complete the work.
11. The ability of the firm to meet statutory or ordinance requirements.
12. Other items that may arise as a result of the proposal or interview process.
13. Any additional information that you feel will be beneficial to the City in evaluating your qualifications to provide in response to RFP 19-05.

#### PROPOSAL REQUIREMENTS/EVALUATION CRITERIA

A Selection Committee, as designated by the City Manager, will review and score proposals and make a recommendation to City Council. The City reserves the right to reject any/all proposals received and to award the contract to the offeror/bidder which the City believes will offer the best value for the scope of work. Decisions of the selection committee shall be final, subject only to the approval of the City of Newark's City Manager, Mayor, and City Council.

Proposals will be evaluated according to the following criteria with a maximum score of 100 points:

1. Reputation and experience of the firm in connection with services related to the scope of work.  
Point Range: 0-35

2. Responsiveness of the written proposal in clearly stating an understanding of the work to be performed, as outlined in the scope of services portion of this request for proposals.  
Point Range: 0-25
3. Warranty/Upgrade  
Point Range 0-15
4. The offeror's ability to offer an easy to use non-propriety data storage/management system and City-owned data.  
Point Range 0-15
5. Time frame in which the project as defined within this RFP can be completed, including the approach to the project and any unusual problems anticipated.  
Point Range: 0-10

Maximum Points: 100

#### DISCOVERY

After the proposals are evaluated, the highest-ranked offerors will be required to provide a presentation and demonstration at the City Municipal Building. The number of vendors selected to participate in the Discovery process is at the sole discretion of the selection committee.

Upon completion of discovery, the selected offerors will have an opportunity to revise their original bid proposal to include any necessary changes to ensure the project is successful.

The vendors are then given a final ranking by the review committee after their site visit and oral presentation.

#### BASIS FOR FEES SUBMISSION

In a separate envelope (see below) provide a "Basis for Fees" including sufficient detail, such as a current Fee Schedule, to provide the broad array of services anticipated in this solicitation.

#### DEADLINE FOR SUBMISSION AND NUMBER OF COPIES REQUIRED

1. As a PDF file, send the RFP response proposal titled 'RFP 19-05 CAR MOBILE VIDEO RECORDER (MVR), BODY-WORN CAMERAS (BWC) AND INTERVIEW ROOM RECORDING SYSTEMS AND RELATED DATA RETENTION' to [puchasing@newark.de.us](mailto:puchasing@newark.de.us). Alternatively, in one sealed envelope, provide six (6) copies of the proposal marked 'RFP 19-05, CAR

MOBILE VIDEO RECORDER (MVR), BODY-WORN CAMERA (BWC) AND INTERVIEW ROOM RECORDING SYSTEMS AND RELATED DATA RETENTION’.

2. In a separate and sealed envelope, provide three (3) copies of the firm’s Fee Schedule marked ‘BASIS FOR FEES: RFP 19-05 IN-CAR MOBILE VIDEO RECORDER (MVR), BODY-WORN CAMERAS (BWC) AND INTERVIEW ROOM RECORDING SYSTEMS AND RELATED DATA RETENTION’. Please provide a separate Fee Schedule for the scope of work for MVR and Interview Rooms with Data Retention/Management Systems; please provide a separate Fee Schedule for MVR, BWC, Interview Rooms, and Data Retention/Management Systems. Cost will not be a primary determinant for selection.
3. Emailed PDFs and mailed items must be received by the Purchasing Office on or before 2:00 p.m. on Tuesday, August 20, 2019. Again, the email address PDFs of RFP response proposals should be sent to is [purchasing@newark.de.us](mailto:purchasing@newark.de.us) and the mailing address sealed basis for fees documents (and, optionally, paper copies of RFP responses) is:

City of Newark  
Purchasing Office  
220 South Main Street  
Newark, Delaware 19711

**BIDDER REQUIREMENTS**

1. **Insurance and Indemnification:**

The selected firm shall provide evidence of professional liability insurance with the following limits, as well as acceptable certificates of workers' compensation, auto liability, and general liability.

\$2,000,000 Each Occurrence Limit  
\$2,000,000 Personal & Advertising Injury Limit  
\$3,000,000 Annual Aggregate Limit  
\$3,000,000 Products-Completed Operations Limit  
\$1,000,000 Business Auto Liability Limit  
\$5,000,000 Commercial Umbrella Limit

The Prime/General Contractor, Newark (owner), and all other parties required of the General Contractor, shall be included as insured on the CGL, using Additional Insured Endorsements providing coverage as broad as the coverage provided for the named insured subcontractor.

Subcontractors approved in association with the hiring of the successful firm shall

be required to provide Commercial General Liability (CGL) coverage with limits of insurance not less than:

- \$1,000,000 Each Occurrence Limit
- \$1,000,000 Personal & Advertising Injury Limit
- \$2,000,000 Annual Aggregate Limit
- \$2,000,000 Products – Completed Operations Limit
- \$1,000,000 Business Auto Liability Limit
- \$3,000,000 Commercial Umbrella Limit

2. The firm shall solely be responsible and liable for the accuracy and completeness of all work performed and shall agree to indemnify, defend and hold harmless the City of Newark, its officers, agents and employees, from and against any and all claims, actions, suits and proceedings arising out of, based upon or caused by negligent acts, omissions or errors of or the infringement of any copyright of patent, by the firm, its officers, agents, employees in the performance of the contracted agreement.
3. Further, the firm recognizes that the City of Newark is not in the business of preparing specifications, and any omissions in this request for proposal must be strictly addressed by the firm with the submittal of its proposal.
4. The firm shall comply with all current federal and state nondiscrimination and equal opportunity status and policies and agrees to not hold the City of Newark liable for any inadvertent action by the firm which conflicts with such statues and/or policies.
5. Any proposal may be withdrawn until the date and time stated above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer to sell to the City of Newark the services indicated for a period of ninety (90) days, or until one or more of the proposals have been accepted by the Departments, whichever occurs earlier.

#### PROCUREMENT PROCESS

The NPD plan to employ the following implementation schedule *(All listed dates are simply projections for discussion)*:

- The RFP is issued on July 24, 2019.
- Questions relative to RPF 19-05 shall be submitted by August 01, 2019.

- Proposals shall be submitted by 2:00 p.m. on August 20, 2019.
- The highest offerors to attend oral presentations for the committee during the week of September 9, 2019.
- The selected vendor may be required to attend the last City Council Meeting of September 2019 or the first meeting of October 2019 in order to address any questions from Council or the public.
- The successful vendor shall commence shipping of hardware by October 15, 2019.
- The City reserves the right to modify the above schedule should it be in its best interests to do so, and in that event, will duly notify all interested vendors.