



**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**

**ADDENDUM #1  
August 5, 2019**

This addendum addresses the responses to questions asked by vendors regarding this RFP. Answers below are in red.

1. What is the anticipated date for project execution?

The anticipated project execution date is tentatively October 07, 2019. The City still reserves the right to modify the dates should it be in the best interest of the City.

2. Does the City plan on conducting trial testing as part of the RFP evaluation? If so, what is the anticipated date that this would happen, for how long, and involving what equipment?

The City will invite the highest rated offerors to participate in oral presentations and demonstrations during the week of September 09<sup>th</sup>, 2019. Currently, the City is not requiring a trial phase.

3. What is the desired length of contract?

5 years.

4. Is the City only interested in a Cloud storage solution, or is it open to local on-premises or hybrid storage solutions?

Currently, the City is seeking Cloud Storage Only.

5. In order to properly calculate required storage space and accessories,

- At what resolution does the City intend to record both MVR and BWC videos?

720.

- How many shifts per day?

3 Patrol Shifts & various Specialized Units (Traffic, Street Crimes, Special Operations).

- How many hours per shift?  
10.
- How many Officers per shift?  
Patrol – 7 Officers – Specialized Unit up to 5 Officers in each).
- How many hours of recorded MVR and BWC video per Officer per shift?  
Average of 1 hour of MVR and 2 hours of BWC.
- How many locations will be used for video and data transfer? Officer counts at each location?  
Up to dedicated 4 locations – up to 20 Officers.
- How much time between shift turnover?  
Vehicles have 6-8 hours of non-service.
- Are service vehicles individual or shared?  
Vehicles are Shared.
- Will body worn cameras be individual or shared?  
Individual/Assigned BWCs.
- Will Officers return to their respective station at the end of each shift?  
Yes.
- How many Officers will be simultaneously uploading video at any given time? At each location?  
Up to 12.
- What is the length of the standard retention period? What is the maximum length of retention?  
Varies – likely retention schedule included (see below):

Incident Tag	How long to Keep Video (in days)
Traffic Accident	1095
Miscellaneous Investigation (No Charges)	90
Property Check/Alarm	90
Civil (Including but not limited to: PBOP, Repossessions, PFA Service, Weapon Relinquishments, Evictions, Custody disputes)	200
Verbal Domestic/Non-Criminal	200
Mental Patient	1095
Vehicle/Pedestrian Stop-Citation	1095
Vehicle/Pedestrian Stop-Warning	90
Officer Injury	Manual deletion only
Disorderly Conduct (No Charges)	90
Misdemeanor Investigation	1460

CID Investigation (Including but not limited to: Homicide, Rape, Shooting)	Manual deletion only
Felony Investigation (Non-CID) Death Investigation (Non-CID)	2190 1460
Use of Force (No Charges)	Manual deletion only

- What percentage of videos are extended beyond the stated standard retention?  
Estimated 10%.
  
- 6. Scope of Work, Page 5. The City states “Tag data in the field and ability to relay video from the field.” Can the City please clarify what is meant by the ability to relay video? Is the City requiring video streaming from the MVR to a remote location, such as headquarters?  
Should read “replay” not “relay”.
  
- 7. Will the interview rooms be all at the same location? If not, at how many locations will the interview rooms be set up  
4 rooms in total; one room in cellblock area and 3 rooms on second floor used by Criminal Investigations.
  
- 8. What is the internet bandwidth/connectivity at each location? Is this dedicated or shared?  
200 up/200 down shared.
  
- 9. How many individuals and/or workstations will be dedicated to performing redaction duties?  
2 persons dedicated/assigned.
  
- 10. Does the City have an existing wireless access point network that will be used, or will the proposer need to include and install new access points as part of the project?  
The City currents has 2 WAPs dedicated for the current L3 mobile solution; proposer to include the number of WAPs to satisfy up to 20 vehicles uploading concurrently for their solution.
  
- 11. Is the City’s cellular data plan uncapped and not subject to speed throttling once a monthly data threshold has been reached?  
Currently the City cellular is uncapped and not subject to speed throttling.

12. Does the City have radio shop/fleet personnel that can be trained to install the MVR? Or will the proposer perform all installations of MVR hardware?

City has requested the proposal to include “train the trainer” for MVR installations by way of fleet personnel/support.

13. Does the City want the proposer to uninstall and remove the existing solution from the vehicles? If so, how many systems must be uninstalled?

Existing solution removal is not required for the proposer.

14. Can the City please clarify, does it want two completely separate technical proposals for MVR and Interview room only, and MVR, BWC, and Interview room scenarios? Or is a separate Fee Schedule for each scenario sufficient?

“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.”

“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.”

A representative of the review committee would like to clarify, however, that for the fee schedule, the City would expect year one to cover hardware and equipment (as we have grant spending for year one, which will result in heavier spending) and then years 2 through 5 would likely be comprised of licensing and storage.

15. If the vendor’s BWCs work in conjunction with the in-car cameras, can the City please explain why they would also like 60 wireless microphones?

“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.” For responses of MVR and Interviews Rooms with related data retention management, 60 wireless microphone would be individually assigned to Officers in lieu of integrated BWCs to capture audio interactions.

16. Is the city seeking a 5-year contract term? Would a potential 5 year program include 5 years of warranty, BWC and dock hardware refreshes at month 30 and again at month 60, and a refresh of all in-car hardware at month 60?

The City is seeking a 5-year contract and offerors/proposers must provide a minimum of a 2 year warranty and should detail any no cost hardware/software refreshes/upgrades during the contract. "Details relative any no cost replacements/refreshes during the project span to ensure most current technology."

17. Does the City require the ability to prioritize the upload of body-worn and in-car videos?

It is not a hard requirement but we would like to understand our options if that's a service they offer.

18. Does the City require the ability to activate both in-car and body-worn cameras from an MDT?

The City is accepting proposals that would allow the ability to activate MVR and BWC from an MDT application or MVR & BWC activation from DVR storage media solution.

19. Does the City require the ability to tag and categorize body-worn and/or in-car video in the field?

Yes.

20. If the City is expecting our Cost Proposal (Basis for Fees Submission) in a separate envelope, should the vendor include fee information as required in question 9 of the Proposal and Qualification section in the technical proposal? If the vendor is required to answer in the technical proposal, may we answer by referring the City to the separate Cost Proposal (Basis for Fees)?

Yes, referring to the sealed Basis for Fees is an appropriate response for this item. Please reference this addendum answer when inserting this response in the proposal as a reminder to the review committee this response was sanctioned via addendum #1.

21. Based on submission requirements on pages 11-12, the Technical Response can either be emailed or mailed, but the Fee Schedule must be mailed. Is that correct?

Correct—the review committee prefers an emailed PDF version of the RFP response, but will accept it if mailed physically. The separately sealed fee schedule must be mailed apart from the rest of the proposal to ensure that the ranking of responders' proposals is completed on merit alone and no question can be raised regarding if

cost played a primary part in the decision process. The City of Newark aims to promote transparency and merit-based review in all its endeavors.

22. Does the City have a specific structure they prefer for the Basis of Fees, or are vendors allowed to format as they see fit?

There is no standard format for this documentation. However, readability and clarity will be useful for the review committee.

--END OF DOCUMENT--