

Jefferson City Schools

Request for Proposal (RFP) Video Surveillance

Inquiries and requests regarding this RFP should be directed to:

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Sealed proposals and bids must be delivered no later than May 29, 2018 to:

Jefferson City Schools 345 Storey Lane Jefferson, GA 30549

Please note that all proposals must be received at the designated location by the stated deadline. Late proposals will be returned unopened and shall be considered void and unacceptable. After the deadline, proposals will be evaluated for this RFP. Not all proposal information is considered public, and only the final contract and costs of award will be available to the public. No proposal information will be shared until after the award.

JEFFERSON CITY SCHOOLS RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND PROPOSALS AND TO AWARD IN PART OR IN TOTAL WHICHEVER IS DEEMED TO BE IN THE BEST INTEREST OF THE SCHOOL DISTRICT.

SECTION 1—GENERAL INFORMATION

1.1 – Background

Jefferson City is located approximately twenty miles from Athens, GA and the University of Georgia. This nationally renowned community is considered both a rural and suburban community. Parental support for the school system is strong, and the Board of Education is positive and constructive in support of the academic and extra-curricular programs in all Jefferson City schools. Our schools continue to lead Georgia in academics, the arts, and athletics.

We have two elementary schools, one middle school, and one high school in our school system. We have two administrative locations - Central Office and Transportation/Maintenance. We enroll approximately 3700 students and employ approximately 420 professional employees.

We are looking to upgrade our current video surveillance system to an IP system as well as a more comprehensive video coverage at all four schools and auxiliary sites. An IP system will also offer a more efficient way to analyze video data. Jefferson City Schools will want this system to integrate with an access control system in the near future.

1.2 – Intent of the RFP

It is the intent of this Request for Proposal (RFP) to provide proposers with sufficient information to prepare a proposal for a comprehensive IP video surveillance system per the specifications of this document, including all labor, materials, equipment, and services. Technical specifications and requirements are detailed in Section 4. This proposal will be entirely funded using special purpose local option sales tax (SPLOST) and/or Bond funds.

1.3 --Evaluation Criteria

This package is not meant to favor any proposer. It is designed to meet the needs of Jefferson City Schools. Jefferson City Schools designated staff will weigh the proposals based on the proposer's references, qualifications, support as well as technical merit, cost and the proposed system plan.

In awarding the Contract, the review team may take into consideration the proposer's skill, facilities, capacity, experience, support capabilities, previous work record, costs, the necessity of prompt and efficient completion of work described in the proposal documents, or other factors we consider relevant. Inability of Contractor to meet these conditions may be cause for rejection of the proposal. Contractor is required to disclose whether any of its owners, directors, officers or principals is, or is closely related to any JCS employee who has or may appear to have any control over the award, management or evaluation of the contract.

Jefferson City Schools reserves the right to utilize the evaluation rubric as a part of the decision making process and not as the sole evaluation tool.

Each Proposal response will be evaluated utilizing these evaluation criteria based on a 100-point scale.

Item Evaluated	Possible Points
1. System(s) proposed	25
2. Proposer	
<i>References</i>	5
<i>Years in Business</i>	5
3. Installation Capability	5
4. Ongoing Support Capabilities	15
5. Quality of RFP Response Documents	5
6. Plan/Schedule	
<i>Proposed installation Schedule</i>	5
<i>Proposed Project Cutover Plan</i>	10
7. Cost*	25
TOTAL	100

An explanation of each factor is listed follows. All awarded points determined by a formula will be rounded to the nearest whole number.

*SUBMIT ALL COST INFORMATION IN A SEPARATE SEALED ENVELOPE IN THE PROPOSAL PACKAGE CLEARLY MARKED ‘FEE PROPOSAL’.

1. System Proposed: 25 points

System evaluation criteria points are based on ability of system and sub-systems to meet the project needs.

2. Proposer: 10 points

Proposer evaluation criteria points are based on similar project references, and years in business performing work similar in nature to the scope of this project.

References/Similarity of Past Projects (5 points)

4-5 points: All three references are favorable and all three are similar to the project and organization as specified in this RFP.

2-3 points: All three references are favorable and one or two are not similar to the project and organization as specified in this RFP.

0-1 points: Any reference provides unfavorable comments about the Proposer. Or all three references are favorable but none are similar to the project and organization as specified in this RFP.

Years in Business (5 points)

5 points: The Proposer has been performing work similar to the scope of this project for at least five (5) years. Proposers with less than 5 years of experience will receive a percentage of the total points.

3. Installation Capability: 5 points

Installation Capability is based on the number and qualifications of certified technicians, and the Proposer's proven capability to meet project deadlines (from information gathered from references).

5 points: The proposer employs five (5) or more technicians who have manufacturer certification and project experience for each sub-system.

0-4 points: The proposer employs between one (1) and four (4) technicians who have manufacturer certification and project experience for each sub-system.

4. Ongoing Support Capability: 15 points

Installation Capability is based on the number and qualifications of local certified and trained technicians, and the Proposer's proven capability to meet project deadlines (from information gathered from references).

7.5 points: The proposer employs at least one or more local technicians (within 100 miles) who have manufacturer certification and project experience.

7.5 points: The proposer employs three (3) or more local technicians (within 100 miles) for each subsystem (VMS, & access control) who have manufacturer certification and project experience.

5. Quality of RFP Response: 5 Points

Quality of RFP response is based on the overall quality and presentation of the proposer's response documents. This criteria gives more points to responses that are complete, organized and provide all relevant materials to properly evaluate the response and the company.

5 points will be awarded for the most complete RFP response while other proposals are awarded points based on a percentage of the best proposal.

6. Proposer's Project Plan/Schedule: 25 Points

Quality of RFP response is based on the overall quality and presentation of the proposer's response documents. This criteria gives more points to responses that are organized, complete and provide all relevant materials to properly evaluate the response and the company.

5 points will be awarded for the most detailed and favorable proposed project schedule while other proposals are awarded points based on a percentage of the best proposed schedule.

10 points will be awarded for the most detailed and least disruptive proposed project plan. This criteria will consider potential system downtime, necessary additional staff required and overall disruption to daily operations.

7. Cost: 25 points

Lowest cost proposal is awarded full points while the other proposals are awarded points based on a percentage of the lowest proposal.

JCS reserves the right to seek clarification of any or all proposers in order to assist in the evaluation process. To assist JCS, the award evaluation criteria is based on, but not limited to, the following:

1.4 --Terms and Conditions

All specification terms and conditions as outlined in the RFP are complied with and met.

Suitability of proposed solution with respect to the district's needs and objectives

1. Proposer participation and responsibility clearly defined
2. JCS's participation and responsibilities clearly defined
3. Hardware and peripheral product quality and content including, but not limited to, durability, performance, integration, serviceability, warranty, maintenance, meets or exceeds industry standards, and fulfillment of criteria specified in this RFP.
4. Proposer's service and support hours clearly defined.
5. Price of proposal including, but not limited to, individual system pricing, upgrades/downgrades pricing, installation support, annual subscriptions, warranty support, training, and any other relevant options with associated pricing.
6. Experience and/or references of the company submitting proposal.
7. Submission of satisfactory reference checks with proposal submitted on company letterhead.
8. Installation procedures clearly defined if applicable.
9. Proposer agrees to provide an on-site proof of concept at no cost to JCS if requested.
10. Acknowledgement in writing that any software will be properly licensed for JCS.

1.5 --Contract Negotiation

JCS reserves the right to negotiate with any company/supplier submitting a response to alter, clarify, or further enhance the company's proposals and/or any contract arising out of the acceptance of the response. In the evaluation of the proposal, the pricing submitted will be considered the best and final pricing.

1.6 --Contract Award Process

The laws of the State of Georgia shall prevail concerning all legal issues pertaining to this contract. The provisions of O.C.G.A 20-2-506 shall be made part of any contract resulting from this RFP.

The Board reserves the right to make an award without further discussion of any proposal submitted. Each proposal should be initially submitted on the most favorable terms the proposer can offer. There will be no best and final offer procedure.

The Board reserves the right, at its sole discretion, to negotiate with the apparent best evaluated proposer. Price will be a major determining factor.

Contract award shall be subject to the contract approval of all appropriate Board officials in accordance with applicable laws, policies and regulations.

SECTION 2 –SUBMITTAL REQUIREMENTS

2.1 – Company Experience, Contractor License Information and/or References

JCS reserves the right to fully investigate the qualifications of any Proposer(s) based on references supplied and publicly available information.

Proposer(s) are encouraged to supply evidence of experience on projects of similar nature and/or magnitude listing: customer name, address, contact names, and telephone/fax numbers. The proposer(s) may also supply third party ratings to demonstrate their success in the IT marketplace.

The winning respondent must provide:

- HB 87 Immigration Affidavit

2.2 – Mandatory Requirements

Mandatory requirements for the acceptance of your proposal. Please INITIAL in appropriate box.

Requirement	Vendor Can Comply	Vendor Cannot Comply
Contractor must be licensed to perform all elements of this contract in the State of Georgia		
Contractor must not currently be suspended or debarred from any governmental contract or have been so within the past five years		
Contractor must agree to hold all pricing firm for 12 months as specified in this document		
Company personnel working on-site must be identifiable, and will perform all services as according to all applicable laws, ordinances, rules and regulations		

2.3 – Confidential Material

Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by JCS to the extent allowable.

2.4 – Supplemental/Supporting Materials

Please include descriptive literature/brochures, if available, in the proposal. All user/owner/technical reference manuals should be included with and submitted upon delivery of equipment.

SECTION 3 –TECHNICAL REQUIREMENTS

3.1 --General & Technical Requirements

3.1.1 All equipment, materials, and supplies necessary to perform the services contracted herein shall be included by the Contractor and be reflected in the Bid Pricing.

3.1.2 Tobacco/Alcohol/Drugs- All JCS property shall be free from any tobacco products (smoking or smokeless), alcohol, and illegal drugs. This includes vehicles and personal items. Failure to adhere may result in contract termination without remedy and/or criminal prosecution to the fullest extent of the law. JCS vehemently defends the safety of JCS students and staff pertaining to these banned substances. Any vehicle or personal property (lunch box, bag, box etc) is subject to search at any time by JCS personnel without probable cause.

3.1.3 Employee of Contractor must submit to immediate drug/alcohol screening in the case of an accident on school grounds (Contractor expense)

3.1.4 Safety and Security - At all times, the Contractor (all employees) shall exercise exceptional caution to protect JCS students, personnel, or visitors from any and all hazards associated with the execution of this contract. Contractor personnel shall exercise extreme caution to not harm or remove any property not owned by Contractor. JCS will prosecute any criminal activity to the fullest extent of the law. Contractor shall not interact with any non - contractor personnel while on JCS property unless directly associated with the performance of contract. Personnel shall not, under any circumstances, converse or interact in any manner, with JCS students or staff. Contractor shall refrain from vulgar language, obscene gestures, and any behavior deemed inappropriate for the K - 12 environment.

3.1.5 Identification of Personnel - In addition to the requirements of Section 2.2, all contractor personnel shall be identifiable at all times. ID issued by Contractor must be worn at all times.

3.1.6 Damage by Contractor - Any damage done to any part of the any JCS property shall be replaced to the satisfaction of JCS, at no cost to JCS. This includes, but not limited to sprinkler heads, vehicles, structures, and windows.

3.1.7 Workmanship - All work shall be done in a professional manner and must comply with all Federal, State, and Local codes. All work requiring licensed mechanics by code or regulation shall be done only by employees having met such criteria.

3.1.8 Inspection of Work - Under this contract, the Contractor has assumed the responsibility of furnishing all services, labor, and materials for the work as specified. Any inspection of the work by JCS personnel shall in no way affect said responsibility of Contractor; nor shall the failure of any of the foregoing to discover or to bring to the attention of the Contractor the existence of any work not in accordance with said specifications.

3.1.9 Correction of Work - Any work deemed unsuitable per contract standards as determined by JCS shall be corrected within 24 hours. Any corrected work shall be at no additional cost to JCS.

3.1.10 Interaction with JCS Students, personnel, and visitors should be limited to business pertaining only to the performance of this contract.

3.1.11 Insurance - Proof of insurance must be submitted with proposal response and at any point during the life of the contract.

Workman's Compensation - In accordance with Georgia Code

Other Insurance - The contractor shall obtain and maintain at his expense, insurance with minimum limits as prescribed below and shall protect the Contractor and Owner from any claims for property damage or bodily injury, including death, which may arise from the execution of this contract. The Contractor shall furnish to JCS Facilities the Owner Certificates, policies and cancellation endorsements as shown below.

Contractor's General Liability Insurance:

Split Limits Liability:

Bodily Injury: Limits for \$500,000 for each occurrence and \$500,000 for the aggregate.

Property Damage: Limits of \$300,000 for each occurrence and \$500,000 for the aggregate of operations

Or If Combined Single Limit of Liability:

Bodily Injury and Property Damage Combined:

\$500,000 each occurrence; \$1,000,000 aggregate

Cancellation Endorsement - These insurance coverage shall not be canceled until at least 30 days prior to written notice has been given to the Owner

Disposition - Certificate from insurance company confirming specified coverage must be sent to the Owner prior to commencement of work. (Two copies)

Contractor's Public and Automobile Insurance

Split Limits of Liability:

Bodily Injury: Limits of \$250,000 for each person and \$500,000 each occurrence

Property Damage: Limits of \$1,000 for each occurrence

Or If Combined Single Limit of Liability:

Bodily Injury and Property Damage Combined: \$500,000 each occurrence

Cancellation Endorsement - These insurance coverage shall not be canceled until at least 30 days prior to written notice has been given to the Owner

Disposition - Certificate - from insurance company confirming specified coverage must be sent to the Owner prior to commencement of work. (Two copies)

Acceptability of Insurance Companies - Insurance only written by a company licensed by the State Insurance Commissioner to do business in the State of Georgia at the time of the policy issuance will be acceptable.

3.2 – Financial

Please provide quotes detailing your solution for JCS. The quote should include all necessary hardware, software, and cabling needed to complete a full installation as well as any license subscriptions.

3.3 – Warranty

Warranty terms on the hardware and any associated software should be clearly defined.

3.4 – Delivery and Installation

Any delivery and installation charges should be clearly defined as separate line items.

All equipment installation has an anticipated completion of Fall 2018.

3.5 – Training

Please describe any training included in the proposal. If there are any costs associated with training, they should be clearly defined as separate line items as well. Training methodology should include,

but not limited to the following:

- a) Comprehensive Training for School Safety Staff
- b) School Based Training per Site
- c) Written Training Materials, On-line Training Materials

3.6 – Proposer Suggested Options and/or Alternatives

Any suggested options or alternatives that JCS should consider for a surveillance system must be included in the proposal bid. The bid can also include any alternate technologies you feel would benefit our district and that we should take under consideration.

In order to remain fair and to ensure the integrity of the bid process, if an alternative option is of interest to JCS all RFP responders will be informed so that they may update their bid to provide supplemental information on the alternative solution as well.

Copies of all vendor questions and answers, as well as clarifications that JCS provides to a single vendor, will be available to all respondents by way of a Q&A page on the school district’s website.

SECTION 4 –SPECIFICATIONS AND SCOPE OF WORK

4.1 -- Scope of Work

4.1.1 Provide visualization of persons inside all school building hallways and office areas (Jefferson Elementary, Jefferson Academy, Jefferson Middle, and Jefferson High). Minimum camera requirements are 3 megapixels or comparable specifications. District goal is clear visualization.

4.1.2 Provide facial recognition capability at all main points of entry for all facilities mentioned above as well as; Jefferson STEAM Center, Agriculture facility, Transportation facility, Maintenance facility, and baseball/softball complex (and future Memorial Stadium Multi-Sport Complex). Minimum camera requirements are 5 megapixels or comparable specifications. District goal is clear facial recognition.

4.1.3 Provide visualization of driveway entry and exit points as well as parking for all facilities. District goal is to capture vehicle description and/or identification criteria such as license plates.

4.1.4 Appropriate VMS and storage should be included for each school facility. Auxiliary facilities should be included with Jefferson High VMS and storage. Minimum storage capacity requirements are 30 days of storage.

4.1.5 Appropriate video management system (VMS) with the capability to integrate with an access control system should be included along with a list of said access control systems.

4.1.6 If applicable provide VMS certification along with expiration date.

4.1.7 Below is a count of current dedicated drops for cameras. Please provide cost and location of additional cameras/drops needed.

Facility	Number of Drops
Jefferson Elementary School	16
Jefferson Academy	35
Jefferson Middle School	31
Jefferson High School	75

4.1.8 All network parts should be clearly defined by facility to include but not limited to patch panels, network drops, cabling, and installation.

4.2 -- Maps and Layouts of Existing Facilities

Proposer shall acquire Maps and Layouts document, which detail the approximate floor plan and equipment (hardware) location for each JCS facility to be bid under this contract. **Map Package must be picked up at JCS Board of Education, 345 Storey Lane, Jefferson, GA and returned with company proposal.**

4.2.1 Camera system placement is not established to allow vendors to provide the most effective placement to ensure goals established in section 4.1 Scope of Work. Vendor should provide placement of devices along with proposal. Depending upon remaining budgets and cost considerations, JCS designated staff may consult with awarded contractor to add/delete/modify camera selection/location during pre-planning phase of contract. If the option to modify is taken, it shall not materially alter scope of work, especially the hardware/software package and work requirements.

4.2.2 Any system procured and installed during the course of this contract must be in compliance with all material elements of the specifications. Any changes to must be approved by JCS and documented in writing.

4.2.3 **Map Notes** - Maps provided under this RFP are not guaranteed for scale and only provide representation for bidding purposes. Maps are not guaranteed for 100 percent accuracy as there may have been minor alterations to some facilities that may or may not affect work. Vendor is responsible for site visits if 100 percent accuracy is required.

4.2.4 **Site Visits** - Visits to sites are not mandatory; however, contractor is responsible for all cost associated with this installation and JCS cannot guarantee accuracy of dimensions (drawing scale), specific building nuances, impediments, and any other installation related consideration. Site Visits, if requested must be documented and scheduled through Logan Carter via written request to lcarter@jeffcityschools.org

4.3 -- Service and Support - Proposer shall include with response a detailed explanation of all material elements regarding service and support elements of this contract including, but not limited to:

- a) VMS - Please discuss service levels for software systems including response time, escalation procedures, and preventative problem identification capabilities.
- b) Protocol and Price for Upgrades and/or Updates
- c) All Licensing Considerations
- d) All initial fees and annual subscription costs
- e) System Troubleshooting Assistance and Protocol for Rest of System including Cameras, Servers, ancillary systems.

4.4 -- Installation - Please discuss all pertinent elements and methodologies of installation including but not limited to:

- a) Pre-planning
- b) Sourcing/Product Acquisition
- c) Delivery/Set-up/Storage/Security
- d) Installation
 - i) **Schedule** - Please include your understanding of working in occupied K-12 space, school hours, administration support and partnership, safety, clean-up, and potential schedule. System “Start-up”, Testing, and Quality Control
 - ii) All work should be completed after school hours of operation or during school breaks
 - iii) Removal of old equipment is expected
 - iv) Inventory list of cameras and other equipment required in an excel format. File layout to be provided at a later time.

SECTION 5 -- CONTRACTOR QUALIFICATIONS

5.1 - Contractor shall submit a statement pertaining to the labor/staff that will be utilized in the performance of this contract. This statement should include experience, qualifications, training, etc.

- **VMS Certification** - If applicable, be sure to identify which staff member(s), who will be assigned to this specific project, are certified.
- **Single Point of Contact** - Please identify and detail qualifications of the Single Point of Contact from your company for this contract. While JCS may interact with multiple layers of staff, contractor must provide one point of accountability for all material aspects of the contract include installation, warranty, service, etc.

5.2 Sub - Contractor

Proposer shall disclose proposed use of contract labor in relation to labor performed by company staff. If contracted labor will be used, the proposer shall detail process for acquisition, vetting, supervision, and management during length of engagement. Proposer shall also certify the warranty and back all work performed by any sub-contracted labor and to be responsible for all communication as single point of contact.

5.3 Permits - If applicable, the Contractor will be required to be in compliance with all Federal, State, City, and local laws, rules and regulations and shall be responsible for all coordination and cost associated with license(s), permits, etc.

SECTION 6 -- Vendor Demonstrations

Jefferson City Schools understands the complexity of video surveillance systems and is allowing vendors to provide a demonstration before complete evaluations of proposals. Clearly indicate in the proposal the desire for a demonstration. Jefferson City Schools will contact the preliminary top 5 proposers and will schedule a demonstration.

Please follow the script below if you would like to provide a demonstration. Jefferson City Schools designated staff will notify proposers of the time and place of demonstrations. Demonstrations are tentatively scheduled for the week of June 11, 2018.

Introduction

The purpose of this scripted software demonstration is to help Jefferson City Schools determine the suitability of proposed video management system. The objective is to provide all software vendors the opportunity to show how their product will perform specific tasks that are central to our operation.

At the end of the scripted portion of the demonstration, each vendor will have the opportunity to show features and functions that are not covered by the script, but are thought by the vendor to be major differentiators of their software.

Attendees

The product demonstration will be performed for the Jefferson City Schools project team that is tasked with selecting the new video management system. The team needs to be able to ask questions and obtain clarification on points in the demonstration that are unclear. The answer to a question may be responded to by email after the demo if further clarification is required.

Software Components

Jefferson City Schools understands that certain areas of the software can be enhanced as a result of adding supplemental modules to the basic software package, and that some enhancement of the basic software will probably be necessary in order to complete all of the tasks in the demonstration. If the software is being shown with such enhancements, this fact must be mentioned prior to beginning the demonstration. During the course of the demonstration, as features are shown that are not part of the basic package, this must be mentioned at the time the specific task is demonstrated.

Time Considerations

The demo will be limited to 2 hours. Due to the time constraints of this demo, if any point of the demo will take a prohibitively long time, that item may be prepared in advance with a full explanation of the steps and time it takes.

Advance Preparations

In advance of the demo, responses to the following questions should be prepared and provided.

1. Describe how the video management system is licensed, and how device endpoint licenses are managed.
2. Describe the pricing structure of the product and any available add-ons.

3. Describe the available support options and service level agreements.

User Task Demonstration

The following sections define several functional aspects of a video management system which should be demonstrated to prove the software's suitability. The demonstrations outlined here should be performed in the specific order shown. If the software being shown does not support a feature required for the successful completion of a demonstration, the specific demonstration may be skipped, but it must be noted that no demonstration of the feature was shown.

User Control

Demonstrate how access to different video feeds can be limited by role.
Describe how your system can be configured to use LDAP.

Workflow

Demonstrate how the VMS functions. Describe the process of time management in terms of searching through hours of video.

System Architecture

Describe a typical server configuration, and how that can grow with increased traffic.

Licensing

Describe all related license costs, and how they are broken down.
Describe any costs associated with maintenance, support, or updates.

Support

Describe what support resources are available.
Describe the hours of operation for phone support, associated costs, and turn around times.

Access Control Integration

Describe integration of access controls with VMS.