

REQUEST FOR PROPOSAL (RFP)
VIDEO SURVEILLANCE SYSTEM



DURANGO SCHOOL DISTRICT 9-R

201 EAST 12TH STREET
DURANGO, COLORADO 81301

MAY 2019

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1. SUMMARY AND BACKGROUND

The Durango School District 9-R is currently accepting proposals to design, procure, install, support, and maintain a video surveillance system for eleven District school locations (Durango Big Picture High School, Escalante Middle School, Miller Middle School, Animas Valley Elementary, Florida Mesa Elementary, Fort Lewis Elementary, Needham Elementary, Park Elementary, Riverview Elementary, Sunnyside Elementary and the Durango 9-R Transportation Bus Barn. This initiative will be the initial deployment of video surveillance at all these locations with the exception of the Durango High School, whose existing 88 camera infrastructures will be integrated with the new district platform.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the optimum solution.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until June 7, 2019 (5 p.m. MST). Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted. All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Durango School District 9R legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project. All submittals will become the property of the district. Unless deemed proprietary content, information in the proposals are subject to the Colorado Open Records Act (CORA) and may be publicly disclosed.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

Durango School District 9R desires to enhance security for students, staff and visitors, and minimize vandalism to facilities and vehicles through the implementation of a new video surveillance system covering all school sites and its transportation facility.

Project Description:

Durango School District 9R is seeking a vendor to design, install and provide support services for an IP-based, integrated video surveillance system based on the latest video surveillance technology. The system should provide the flexibility to integrate existing surveillance technology as well as the ability to easily expand to additional locations.

Although this system will be used primarily for post-event research and retrieval, the ability to provide live monitoring of selected cameras throughout each system is mandatory. The cameras and system are to provide high-quality resolution in good lighting conditions and the highest practical industry-standard resolution in low-light conditions.

Project Scope:

The district desires to implement the core infrastructure and minimally two middle schools and one elementary school before the beginning of the next school year (August 15th, 2019). Additional schools will be implemented as soon as practical thereafter with priority given to minimizing educational operations impact. All locations are to be operational by August 30th, 2021.

The district has identified its desired camera types and camera placements for both internal and external cameras at each location. *Site Floor maps will be available at site walk-throughs. See below to schedule. Bidders may suggest modifications to these camera types, locations and number of cameras providing the proposed changes maintain the desired areas and angles to be monitored. Recommendations regarding changes to the number and type of cameras will also be considered for the purpose of meeting budgetary requirements.

4. SCOPE OF WORK , SPECIFICATIONS & REQUIREMENTS

The scope of work for this project includes the; discovery, design, procurement, installation, training, maintenance, and support necessary to effectively implement and operate video surveillance systems at the locations described.

The selected bidder will be responsible for providing effective project management and communications with the 9R project team.

The following criteria are strongly desired to achieve a successful project. Please provide detail regarding any criteria below that the proposed system cannot meet.

Technical Specifications**Capacity & Scalability**

The system should be capable of supporting more than 250 cameras installed in multiple locations connected via the district's Wide-Area Network (WAN). The system should be capable of adding cameras as deemed necessary. The system should support any combination of local, centralized on premise, or cloud-based data storage.

Indoor & Outdoor Cameras

All outdoor cameras should be vandal and weather resistant with anti-vibration capability. All indoor and outdoor cameras should have the following *minimum* specifications:

- | Day/Night capability
- | Image stabilization
- | Power over Ethernet (PoE)
- | RJ-45 connectivity
- | 10 FPS frame rate
- | 2 megapixel resolution
- | Motion detection
- | Tamper detection
- | Independent gain/image quality configuration

Additional features for specific cameras may include:

- | Pan/Tilt/Zoom (PTZ)
- | Infrared illumination
- | Full High Definition (FHD)

Video Management System (VMS)

The proposed VMS solution should provide a rich set of administrative and operational features. Preference will be given to systems that; demonstrate ease of use, use Web-based clients, have the ability to record on alarm, programmed schedule or manual input (activate a PTZ, etc.), supports video aging and have the option to search by a variety of criteria. Additionally, the system should provide the following features:

- | The ability to view at least 15 days of stored video with up to 25 Terabytes of total storage.
- | Role-based security to manage user scope and function.
- | Comprehensive reporting and logging of system status, configuration, and use.
- | Email or other external notification of critical system events.
- | The ability to define recording schedules and alarms at an individual camera level.
- | The ability to digitally zoom and adjust video characteristics to enhance recorded video.
- | The ability to dynamically define monitor groups and to define and use predefined monitor groups.
- | The ability to define repeatable monitor scanning sequences for monitor groups.
- | The ability to combine live and recorded feeds in a monitor group.
- | The ability to time-synchronize multiple camera playbacks.
- | Adequate infrastructure to protect against data loss or service disruption due to hardware or software failure.
- | The ability to annotate recordings with notes or keywords to support search or documentation tasks.
- | The ability to export video and still frame files to common encoding formats including; MPEG4, H.264, JPEG, PNG formats.

System Infrastructure

The proposed solution should identify the network switching, routing, servers, access points, and storage required to support and operate the proposed system. In addition, the proposal should include all physical cabling required for implementation.

- | The district uses predominantly HPE/Aruba networking devices and servers and prefers this manufacturer for network equipment.
- | The district adheres to a minimum Ethernet cabling standard of IEEE category 6a for all network connections.
- | Bidders should calculate and report the estimated nominal bandwidth required at each location and be prepared to develop alternative solutions for 3 locations that are bandwidth constrained (≤ 200 Mbps).

Support and Maintenance

The district desires a three-year support and maintenance agreement with the option to continue annual support after the initial period has ended. Bidders should provide a detailed description of the standard and extended support offered and the response time committed to. Support services should include:

- | Installation and configuration of system hardware and software.
- | Training in the administration, operation and routine maintenance of the systems.
- | Troubleshooting and corrective work for system errors and disruptions.
- | Repair/Replacement of failed devices.
- | Software and Firmware maintenance for all system devices.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Time-line:

All proposals in response to this RFP are due no later than 5pm MST June 7, 2019. Evaluation of proposals will be conducted from June 10, 2019, to June 14, 2019. If additional information or discussions are needed with any bidders during this one week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than June 17, 2019. Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by June 21, 2019.

Notifications to bidders who were not selected will be completed by June 21, 2019. Questions about the project will be accepted through June 6th, 2019 and should be directed to Kathleen Morris at kmorris@durangoschools.org. Vendors must direct all inquiries through Kathleen Morris and not through any other district representative.

Project Timeline:

- Project planning and design phase may start immediately upon vendor selection
- On-site installation work may begin no sooner than July 1, 2019.
- All installation work must be completed by August 1, 2020.
- The entire project including training must be completed by August 1, 2021

6. BUDGET

All proposals must include line item pricing for all primary equipment include all design, planning, installation and training. Any recurring costs must be identified as either monthly or annual recurring costs. NOTE: All costs and fees must be clearly described in each proposal.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- a. Description of experience in design, installation, training and support for similar video surveillance systems
- b. Contact information for three references of similar video surveillance systems or testimonials from past clients that includes at least one K12 School District client.
- c. Anticipated resources you will assign to this project (total number, role, title, experience)
- d. Project management methodology
- e. Certificate of insurance from all companies involved in the installation of the systems

8. PROPOSAL EVALUATION CRITERIA

Durango School District 9R will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- a. Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- b. Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- c. Previous work: Bidders will be evaluated on examples of their work pertaining to video surveillance systems as well as client testimonials and references.
- d. Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- e. Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.

*A site walk-through will be made available on June 3rd and 4th by appointment only. For security reasons, site floor maps will not be posted to our websites or sent out electronically. Site floor maps will be made available during site walk-throughs.

Each bidder must submit 5 copies of their proposal to the address below by June 7, 2019 at 5pm MST.

Durango School District 9-R
201 E. 12th Street
Durango, CO 81031

Attention: Kathleen Morris, School Safety & Security