



City of East Providence
Roberto L. DaSilva
Mayor



East Providence Police
William C. Nebus
Chief

FOR IMMEDIATE RELEASE

November 6, 2020

CONTACT INFO. :

Office of the Mayor
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East Providence seeks police body cam and in-car video proposals

EAST PROVIDENCE, RI – The city of East Providence is seeking proposals for police body-worn cameras and in-car video camera systems. A body-worn camera is a small recording device that attaches to a police officer’s uniform. The body cam captures audio and video from the officer’s perspective.

The City will purchase a minimum of 50 police body-worn cameras, 17 in-car video systems and an enterprise-wide digital video management system.

“Providing body cameras for our officers will not only provide full transparency to our community, but it will also protect officers against unfounded accusations,” Mayor Bob DaSilva said.

Specifications, scope of work, qualifications and deadline are included in Request for Proposal (RFP) No. EP 20/21-01, which is available below and may be viewed here:

<http://www.eastprovidence.com/news/?FeedID=2281>

The city of East Providence will receive sealed proposals until 11 a.m., Friday, Nov. 20, 2020.



CITY OF EAST PROVIDENCE

EAST PROVIDENCE POLICE

**POLICE BODY CAMERAS AND IN CAR VIDEO AND DIGITAL EVIDENCE
MANAGEMENT SYSTEMS**

WEBSITE ADVERTISEMENT

REQUEST FOR PROPOSALS

RFP NO. EP20/21-01

BID OPENING DATE FRIDAY, NOVEMBER 20, 2020 AT 11AM

The City of East Providence is requesting proposals for Police Body Worn Cameras and In-Car Video. The City will purchase a minimum order of 50 Police Worn Body Cameras, 17 In-Car Video Systems and enterprise-wide Digital Video Management System. Specifications may be downloaded from the City's website under Current Bids.

<http://www.eastprovidence.com/content/9457/10056/default.aspx>

The original proposal and six (6) copies of the proposal shall be submitted in one (1) sealed envelope to East Providence City Hall, Controller's Office, Room 103, Attn: Procurement Specialist, 145 Taunton Avenue, East Providence, RI 02914 no later than **FRIDAY, NOVEMBER 20, 2020 AT 11AM**. The bids will be publicly recorded. Bids received with a time of 11:01 AM or later will be rejected. The envelope needs to be marked **BID EP20/21-01**.

The City reserves the right to waive any informality in or to reject any or all Bids if deemed to be in its best interest. The Contract shall be awarded to responsive and responsible bidder whose bid in either the lowest price, or lowest evaluated or responsive bid price.

Questions on this RFP should be in writing to Dawn Kenney, Procurement Specialist
dkenney@eastprovidenceri.gov by **THURSDAY, NOVEMBER 12, 2020 AT 4PM**.

Equal Opportunity/Affirmative Action Employer
Dawn Kenney, Procurement Specialist
dkenney@eastprovidenceri.gov



BID FORM

**FOR: POLICE BODY CAMERAS AND IN CAR VIDEO AND DIGITAL EVIDENCE
MANAGEMENT SYSTEMS**

BID: RFP EP20/21-01

BIDS DUE: FRIDAY, NOVEMBER 20, 2020 AT 11AM

**TO: East Providence City Hall
Controller's Office, Room 103
145 Taunton Avenue
East Providence, RI 02914**

The City reserves the right to make an award in whole or in part to one or more Bidders whenever deemed necessary and in the best interest of the City. All minimum quantities provided are considered to be estimates only. Bidder must include in its Bid price all labor, supervision, materials, equipment, and tools of the trade required to meet the Contract requirements. Prices quotes shall be in U.S. dollars, delivered prices, F.O.B. destination, exclusive of state and federal excise, sales and manufacturer's taxes. The City will not accept charges for transportation, handling, packaging, installation or out-of-pocket expense other than specified in the bid. Prices quoted shall remain firm for 90 days from the date of opening the bid.

Line Item	Per Unit Price	Units	Total
A. In-Car Video System			
B. In-Car Video System Warranty			
C. Body Worn Cameras			
D. Body Worn Camera Warranty			
E. Enterprise Annual Maintenance/License			
F. Display Visor Mounting Brackets			
Line Item	Per Unit Price	Units	Total
G. Body Worn Camera Single Port Docking Station			
H. Extended Warranty for Docks and Chargers			
I. Bluetooth Trigger Box			
J. Warranty for Bluetooth Trigger Box			
K. Body Worn Camera magnetic quick release charging USB cables			
L. Body Worn Camera USB AC Adapters			
M. Body Worn Camera 12.5 ft USB Extension Cables			
N. Body Worn Camera Magnetic Mounts			
O. TOTAL PRICE FOR ALL			

BIDDING FIRM: _____

NUMBER & STREET: _____

CITY/STATE/ZIP: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ TITLE: _____

PHONE NO: () _____ FAX NO: () _____

EMAIL ADDRESS: _____



CITY OF EAST PROVIDENCE

EAST PROVIDENCE POLICE DEPARTMENT

**POLICE BODY CAMERAS AND IN CAR VIDEO AND DIGITAL EVIDENCE
MANAGEMENT SYSTEMS**

SPECIFICATIONS

REQUEST FOR PROPOSALS

RFP NO. EP20/21-01

BID OPENING DATE FRIDAY, NOVEMBER 20, 2020 AT 11AM

A. INTRODUCTION

The City of East Providence will receive sealed proposals for Body Worn Police Cameras and In Car Video Systems until **11AM, on Friday, November 20, 2020**, East Providence City Hall, Controllers Office, Room 103, 145 Taunton Avenue, East Providence, RI 02914.

The purpose of this document is to outline the general scope of work and outline the evaluation and selection process.

The original proposal and six (6) copies shall be submitted in a sealed envelope that shall plainly indicate on it the title of the proposal and the date for receiving. This shall be delivered to East Providence City Hall, Controller's Office, Room 103, 145 Taunton Avenue, East Providence, RI

02914 until **11AM., prevailing time on Friday, November 20, 2020.** The envelope shall be clearly labeled as **RFP EP20/21-01 for Body Worn Cameras, In Car Video Systems and Digital Video Management Systems.**

Proposals received by the Procurement Specialist after the hour specified will not be considered. Proposers are invited to be present at the RFP opening.

No Pre-Proposal conference will be held. To facilitate the clarification of requirements, proposers are required to submit questions in writing, by **4:00 PM on Thursday, November 12, 2020.**

Modified proposals submitted during the usual conduct of negotiations are not to be considered as late proposals.

The City of East Providence reserves the right to accept or reject any or all bids, and to accept or reject any part of a bid that may not be in the public interest.

All costs incurred by proposers are considered by the City to be marketing costs required in order to select a company to perform this work, and the City will not be reimbursing for any costs incurred.

B. AUTHORIZATION OF INVITATION

The City of East Providence recognizes and states that the awarding of a contract for professional services cannot be solely based upon the selection of the lowest bidder. Emphasis is placed on factors such as professional qualifications, experience, and familiarity with the nature of the service to be performed.

Any questions or clarifications concerning the RFP shall be directed to Dawn Kenney, Procurement Specialist in writing by 4PM on Thursday, November 12, 2020
dkenney@eastprovidenceri.gov

C. SPECIAL CONDITIONS

It is the City's intent that this RFP permit competition. It shall be the proposer's responsibility to advise the City in writing if any language, requirements, specifications, etc., or any combination thereof inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Procurement Specialist no later than **Thursday, November 12, 2020 at 4PM.**

The City of East Providence Purchasing Policy gives the ability to award a contract for professional services to be based solely on professional qualifications, experience, and familiarity.

D. QUALIFICATIONS

The proposal shall include, at a minimum, the following information with regards to qualifications and references:

- A list of at least three (3) client references including two (2) government clients where you have provided similar goods and services. The reference information shall include the name, address, contact name, email address, phone number, number of cameras in use, number of years each has been using your system and corresponding interfacing systems.
- A complete written description concerning your past, current and future financial stability relative to your ability to meet the long-term requirements of this contract. The City will exclusively determine financial stability of respondents to this RFP.
- Identification of any and all parent or subsidiary relationships.

E. SCOPE OF WORK TO BE PERFORMED

The City of East Providence desires to solicit sealed bids for Police Body Worn Cameras and In-Car Video. The City will purchase a minimum order of **50 Police Worn Body Cameras, 17 In-Car Video Systems and enterprise-wide Digital Video Management System.**

The Successful Proposer shall provide reliable Police Body Worn Cameras and In Car Video which includes but is not limited to:

Point of View. Cameras must capture and record digital video and audio from an officer's point of view or perspective when the officer is away from the vehicle. The officer wearable video and audio recording devices shall be lightweight.

Ease of Operation. Cameras and System shall be user friendly that can be activated easily during times of stressful events, preferably automatically triggered. Assignment, usage and upload capabilities shall be seamless for the officers causing minimal impact or time out of their shift.

Multiple Mounting Options. Cameras shall be configured to be worn on an officer's outermost piece of uniform. The Camera should be able to be worn and transferred easily between multiple viewing/mounting locations on the body.

Environmentally Durable. Cameras shall be rain, wind, high humidity and fluid resistance. They should be able to operate in temperatures ranging from -5° F to 120° F and dust and dirt resistant. Lens scratch resistant and cameras must meet a six-foot (6') drop test requirement.

Tactical Operations. Cameras should be able to be made tactically secure, lights/audible alerts to be dimed/or muted in tactical operations.

Warranty. Components must have a minimum of a 2 year warranty. Batteries must have a 1 year warranty.

Data. 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 and the awarded vendor will provide their standard procedures for facilitating the transfer of data.

Camera Specifications:

- Must possess a minimum 100 degree field of view.
- The video image shall be in full color.
- The Camera shall have low light capability of ≤ 1 lux.
- Chest Mounting of the Camera
- Recording Speed of sixty (60) frames per second.
- There shall be a minimum eight (8) GB internal/integrated memory.
- Configurable A/V settings, minimum video resolution of AVG 640 x 480 or better.
- Camera must have the capacity or options to view the recorded video on scene.
- The Camera must have a standby battery life of twelve (12) hours without recharging or additional batteries.
- A minimum ten (10) hours of record time.
- Recording feedback indicators of vibration, visual and audible with the ability to select preference.
- Recharge in less than six (6) hours.
- Ability to mute the audio portion of an event while still recording the video.
- Multiple charging capabilities.
- Video/audio files shall be tagged with date, time and GPS coordinates, if available.
- LTE Connected
- Ability to “Live View” to a smartphone or laptop.
- A minimum 30-second pre-event capability, no audio.
- Ability to review video in the patrol vehicle via camera LCD, smartphone or laptop.

- Recording format in a non-proprietary format.
- Automated record trigger (e.g. removal of Electronic Control Device and/or firearm from holster or approved alternative).
- Ability to determine the camera's battery life from the field.
- Full Disk Encryption

Centralized Docking Stations. It is desired to have a centralized docking station for multiple devices so all devices can be kept centrally in the Police Department. However, there should also be an option for officers to upload their video from a vehicle, or other remote sites.

Security. Camera does not have the capability of editing or deleting original video footage or file.

F. SYSTEM REQUIREMENTS

The System at a minimum shall provide the following:

Storage System, software and/or hardware must be Window 10, 64 bit compatible and able to be accessed via internet (if applicable) using Internet Explorer 11 or higher or Microsoft Edge browsers.

System shall be a secure external cloud-based data storage system with the capability of organizing/managing incidents. East Providence Police shall be able to search by name, date, event, device, case/incident number, and category; as well as categorized, add case numbers, notes, etc. to each file.

The System must be compliant with Criminal Justice Information Services (CJIS) requirements including all data will be stored within the United States.

The System should allow the officer to view and tag video in-car post-event and prior to uploading to server. It is preferred that the system tag the information automatically from the Central Square IMC CAD call if available.

The System shall employ latest protocols for security of digital evidence with 97% access times.

The System shall be able to share Digital Evidence efficiently and securely with other LEA's, SAO, or PDO, etc.

The System's video must be of evidentiary quality for court and to be tactically useful for investigative purposes.

The System will create a fully secure Digital Evidence Management System for Body Worn Camera video, crime scene photos, audio interviews, 3rd party video, smartphone video/audio, and surveillance video etc.

The System will offer a centralized highly granular digital evidence management/administration program.

The System shall be accessible throughout the East Providence Police Department.

The System will securely store all video and recordings to which only East Providence Police authorized have access and others approved by East Providence Police utilizing two-factor authenticated logons.

Data and video files will be encrypted in transit and at rest.

Upload of video to the System should require minimal User interaction (e.g. dock, plug-in device or wireless and files are uploaded).

System must have defined Roles and Permissions on all systems that is configurable by East Providence's Police administration. The System allows officers access to view their footage and administrator's access to view and restrict footage as necessary.

System must allow unlimited storage of video evidence.

Storage must allow free and unlimited downloads of East Providence's Police digital evidence.

System software must recognize a device and associate the device with the officers assigned to the device. Metrics on officer uploads, downloads, GB of data, etc. must be tracked and available to the East Providence Police Department.

The System must generate an audit trail for every incident and track all user activity. The System will provide Litigation support (documentation and testimony in court if needed) to support transport/chain of custody, and storage system.

Must be able to add metadata information to digital evidence files.

The System shall have the ability to set variable and enforce retention rules per the State of Rhode Island and internal regulations. In addition, allow administrators to delete/purge files based on the retention rules and regulations.

The System shall provide management solutions to video evidence copying, sharing and redaction.

The System must include full and rich report generation capabilities. The ability to run ad hoc reports on various parameters will be essential.

The System must have the ability to perform Security Audits and must contain Audit Trails.

The System must have Edit/Redaction capability including redaction assistance in the form of common object detection such as license plates, screens and faces.

The System will allow East Providence administration to safely share and receive digital evidence and disclosures from Public Defenders, Prosecutors and other legal entities. The System will have a full audit trail of sending and receipt notices.

G. PREPARATION OF RFP'S

Proposers are expected to examine any specifications, schedules or instructions included in the RFP package. Failure to do so will be at the proposer's risk.

The applicant shall complete the questions listed on the Proposal Form in a complete and concise manner.

Proposals are to be prepared simply, providing a straight-forward and concise description of the successful proposer's capabilities to satisfy the requirements of this proposal. Emphasis should be on completeness and clarity of content.

Each copy of the proposal and all documentation shall be bound in a single volume.

If erasures or other changes appear in the proposal, each erasure or change must be initialed by the person signing the submittal.

Receipt of amendments/addendums by a proposer must be acknowledged on the appropriate City form and included in the proposal.

Ownership of all data, material, and documentation originated and prepared for the City pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with the Freedom of Information Act. Trade secrets or proprietary information submitted shall not be subject to public disclosure; however, the proposer must invoke this protection in writing. The proprietary or trade secret material submitted must be identified. The classification of an entire proposal, line item prices and/or total proposal prices as proprietary or trade secret is not acceptable and will result in rejection and return of proposal.

H. MODIFICATION OR WITHDRAWAL OF RFP'S

An RFP that is in the possession of the Procurement Specialist may be amended by certified letter bearing the signature or name of the person authorized for bidding, provided it is received

prior to the time and date of opening. The certified letter should not reveal the RFP price but should indicate the addition, subtraction or other change in the RFP.

An RFP that is in the possession of the Procurement Specialist may be withdrawn by the proposer in person or by written request up until the time of the RFP opening. RFP's may not be withdrawn after the opening.

I. RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates the acceptance by the attorney to the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of East Providence and the attorney.

After the date and time established for the receipt of proposals by the City, any contact by proposer with any City representative, other than the Procurement Specialist, concerning the RFP is prohibited. Any such unauthorized contact may cause the disqualification of the proposer from this procurement action.

The City of East Providence reserves the right to reject any or all bids and reserves the right to award the job to the bidder deemed to be in the best interest of the City.

J. EVALUATION & SELECTION PROCESS

During the entire selection process, proposers shall only contact the Procurement Specialist regarding details of the work to be performed, unless otherwise authorized. This will minimize missed information and duplication of effort.

The Evaluation Committee will choose to conduct interviews with finalists after the initial review of proposals is complete. If interviews are conducted, finalists will be contacted individually by the Purchasing Coordinator's Office.

The following comprises the initial review elements and potential points allocated to a bidder's score. The evaluation process will progress through two stages, an initial review and scoring of the bid proposal, invitation to interview with high scoring bidders, and invitation to supply equipment and software for a 3-week in-field trial with uniformed officers.

Stage One-Review of Proposals and Scoring by Administration

Review Elements - Proposal	Total Points
1. Company Qualifications	15 points
2. Technical Functionality of System	50 points
3. References	5 points
4. Cost Proposal – Fees	30 points
Total	100 Points
Points	

Stage Two- In-Field Tests and Scoring by Uniformed Officers

The Committee will require an In-Field test of the body worn cams and in-car video. We will request 7 cameras that will be field testing by 7 Uniform Police Officers testing all functionality of the system including the software.

Review Elements – Field Test	Total Points
Resolution	20 points
Durability	20 points
Battery Life	20 points
Field of View	20 points
Ease of Use-Hardware and Software	20 points
Total Points	100 points

The Committee has the responsibility to negotiate the most favorable cost terms and conditions for the City. This negotiating process may continue until the award of the contract. All proposals will become part of the official file on this matter without obligation to the City of East Providence. The bidder agrees to provide the exact model and version of the equipment on the bid response for the test. If a newly featured unit or version is released prior to the contract award, the bidder will be responsible to notify the City. At the time of the contract award, the City will be issued the absolute latest model and version of all equipment and software.

K. CONTRACT REQUIREMENTS

The successful proposer shall maintain all records for five (5) years after final payment on the contract and any and all other pending matters are closed. After the five (5) years retention period, the City shall have the option to take possession of the work papers whenever the successful proposer decides to dispose of them.

All reports, information, data, etc., furnished by the City to the successful proposer shall remain confidential and shall not be released by the successful proposer to any individual or organization without the prior written approval of the City.

L. CONTRACT

A contract and/or engagement letter will be drafted by the City and executed by both the City and successful proposer. Incorporated into that agreement will be this Request for Professional Services and the Proposal accepted by the City of East Providence through the Law Department. The contract will be for a term of three (3) years.

M. CONTRACT TERMINATION

The City of East Providence shall have the right to terminate the contract or any part thereof:

1. If unknown circumstances arise which make it desirable, in the best interest of the City, to void the contract.
2. The proposer does not adequately comply with the specifications.
3. The proposer neglects to carry out the direction of the represented parties.
4. The proposer in the judgment of those represented is unnecessarily or willfully delaying the performance and the completion of the work.
5. The proposer refuses to proceed with work as directed by those represented.
6. The proposer abandons the work.

Proposers who have questions concerning various aspects of this Contract should contact Dawn Kenney, Procurement Specialist dkenney@eastprovidenceri.gov

N. TAXES

The successful proposer will be responsible for remitting all Federal, State and local taxes or contributions imposed or required under Unemployment Insurance, Social Security and income tax laws under the Workers' Compensation law with respect to this contract.

O. INSURANCE

The Successful Proposer, at the time of execution of the contract, shall also furnish the City with insurance certificates of adequate limits, as later indicated, to protect the City of East Providence, its agents, and employees, from any litigation involving Worker's Compensation, Public Liability and Property Damage, involved in the work. All subcontractors must also furnish copies of their liability insurance and Worker's Compensation Insurance certificates to the City. No subcontractor will be allowed to perform any work under this contract by the City unless such certificates are submitted to and approved by the City beforehand.

INSURANCE REQUIREMENTS: Please refer to “Standard Instructions to Bidders Form”.

P. INDEPENDENT PROPOSER

The parties hereto expressly agree and understand that the successful proposer may not be an employee or agent of the City of East Providence in any sense. The proposer must be independent of City government affiliation.

Q. LAWS TO BE OBSERVED

The successful proposer shall keep fully informed on all federal, state and local laws, regulations, and all orders and decrees of bodies having any jurisdiction or authority which in any manner affect those engaged or employed on the work or which in any way affect the conduct of the work. The successful proposer shall at all times observe and comply with all such laws, ordinances, regulations, orders and decrees in force at the time of award. The successful proposer shall protect and indemnify the City of East Providence and its representatives against any claim or liability arising from or based on the violation of any such law, ordinance, regulations, order and decree whether by the proposer or the proposer's employee. No extension of time or additional payment will be made for loss of time or disruption of work caused by any actions against the successful proposer for any of the above reasons.

R. INDEMNIFICATION

Successful proposer hereby undertakes to indemnify and hold the City harmless from all losses, costs, damages and fees arising out of or in any manner connected with the successful proposer's performance of this agreement. Executed Indemnification Agreement must be submitted with the proposal.

S. FEE PROPOSAL

The Fee Proposal should be submitted in a **separate, sealed envelope** clearly marked “Fee Proposal”.

The City of East Providence will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar proposal. Such costs should not be included in the proposal.

T. EVALUATION OF PROPOSALS

The Committee will evaluate each written proposal, determine whether oral discussions with the individuals or firms are necessary, then based on the content of the written proposal and any oral discussions, select the best qualified for the assignment and which is most advantageous to the City of East Providence, price and all other factors considered.

Evaluations will be based on the required criteria listed, and qualitative evaluation will also be based on the Ease of the solution’s use, Technology Information and Requirements provided by the Proposer, Maintenance, training, and support offering, cost of services and the Acceptance of the City’s RFP Terms and Conditions.

APPENDIX 1 –ASSESSMENT TOOL

BODY-WORN CAMERAS SELECTION AND ASSESSMENT

TOOL

Item	Question	Vendor Response	Cost of any Modification
General Requirements			
1.0 PHYSICAL SPECIFICATIONS			
1.1	What is the Model Number and Name of the Body Worn Camera (BWC) which you are proposing?		
1.2	Describe and Explain the BWC mounting options (ex.: Head, Chest, Glasses, Helmet, various)		

1.3	Identify optional mounting locations and devices w/costs required to use the optional mounting location		
1.4	Can the officer/operator transfer camera between multiple locations on the body?		
1.5	Does your solution allow for a device to be mounted on a police dog?		
1.6	What is the maximum total combined weight of the worn device?		
1.7	What are the dimensions of the device?		
1.8	How is the battery recharged?		
1.9	Is the device instant-on with battery replacement?		
1.10	Describe the field serviceability of the replaceable battery.		
1.11	How long does it take for the battery to recharge?		
1.12	Is there a battery charge indicator light? If so, please describe		
1.13	Is there a back-up battery in the event that the primary battery fails? If so, please describe.		
1.14	What is the minimum recording capability (in hours) on a single battery charge?		
1.15	What is the minimum sustained stand-by battery life (in hours) without recharging?		
1.16	Is there a visual indicator of active recording? If so, please describe.		
1.17	Describe the in-field playback capabilities and the user interface (audio and visual).		

1.18	What is your certified International Protection Rating for Dust and Water protection?		
1.19	What is your certified drop test rating per Mil Standard 810?		
1.20	Describe any restrictions on downloading or uploading data outside of the formal process.		
1.21	Does the proposed device allow for expanded optional memory? If so, describe the process to upgrade the memory.		
1.22	How many microphones does the device have?		
1.23	Does the device support sensor detection activation?		
1.24	Can the officer/operator turn the recording indicator off and on?		
1.25	How many devices can be charged in a single docking station?		
1.26	What is the maximum number of wire or cable connections for the worn device?		
1.27	Are the devices assigned to a specific officer/operator or are they pool devices?		
1.28	Are there other device features that we should be aware of?		
2.0 EQUIPMENT PERFORMANCE			
	Video Resolution and Frame Rate		
2.1	Recording frame rate at 60 frames per second (fps) is required. Please describe any deviation from this.		
2.2	What is your maximum resolution for recording at 60 fps?		
2.3	Please define your maximum camera resolution.		

2.4	Does your video recording comply with H.264 video compression standards? If not, please describe the proposed equipment standard field of view.		
2.5	Please list the field of view specification and describe how it balances depth versus breadth.		
2.6	Does the unit have the ability to capture still photos? If so, at what Megapixel?		
2.7	Does the unit apply date and time stamp? Identify the format.		
2.8	Describe GPS marking capabilities and attributes.		
2.9	Operational time and storage capacity of 12 hours of continuous recording at highest video resolution and frame rate available per device is required.		

	Describe any deviation from this. Please note resolution and frame rate in response.		
2.10	What is the Lux rating (to what lux operational scale)?		
2.11	Please describe night mode; distance, clarity and field of view.		
2.12	Can the officer/operator disable the night vision function?		
2.13	Does the camera allow for pre-event buffering? If so, what is the amount of time of the buffering? Describe what is included in pre-event capture.		
2.14	What capabilities exist to prevent deletion or modification of any captured video locally (on the device)?		

2.15	Does your solution allow the officer/operator to view the video in the field?		
2.16	Is there functionality to allow for event marking at any time during recording? Please describe.		
2.17	Are there auto-tagging functions for date/time, including hours, minutes and seconds?		
3.0 APPLICATION PERFORMANCE			
3.1	Describe the functionality of the proposed application.		
3.2	How is the application deployed and supported? Is it an on premise or cloud application or hybrid?		
3.3	How often is the application upgraded?		
3.4	Describe how the video content is moved from the BWC to the application repository.		
3.5	Will the proposed application support the other management of uploaded video from other recording sources? (Will the application allow import, playback and editing of other video formats?)		
3.6	System must have 24x7 help/support services available. Please describe any deviations from this.		
3.7	Describe security access and permissions. Is it granular enough to segregate/limit access to video content data? Please describe how your application accomplishes this.		
3.8	Where the data is stored (video, audio and metadata)?		
3.9	How is the data backed up?		

3.10	System must support an enterprise wide single sign-on user authentication process that allows individual users to log-on to different systems with one global user ID and password. Please describe how you accomplish this.		
3.11	What capabilities exist to set retention periods for data storage and can this be managed by system administrators?		
3.12	System should be certified to National Standards. What certifications does your system have?		
3.13	System must be compatible with current web browsers (Internet Explorer, Edge) to access system functions and ensuring security of the system and data. Please describe your approach to browser compatibility.		
3.14	Video clearinghouse methodology – how does the application/process prevent flooding the network with uploading requests?		
3.15	Are there restrictions on the number of simultaneous uploads?		
3.16	Please describe any performance metrics.		
3.17	What are the bandwidth requirements for one unit downloading the maximum video capacity?		
3.18	Describe any attributes of your system that allow for download management.		

3.19	Does your software allow video marking with searchable metadata? Identify the attributes that are included in the video marking, example: officer name, serial number, date/time of recording, report number, type of crime, etc.		
3.20	Please describe redaction capabilities within the software, if any. If video is redacted, is the original audio and video recording preserved?		
3.21	What capabilities exist to audit system access and modifications? Please describe the chain of custody abilities to determine who has accessed, viewed, edited or copied data?		
3.22	How many languages does your solution support and what are they?		

3.23	Does your solution have built in spell check capabilities?		
3.24	Does your solution provide the ability to produce digitally authenticated duplicates?		

4.0 TRAINING AND IMPLEMENTATION

4.1	Vendor must train on-site. Please describe your approach to training.		
4.2	System must have system administrators trained by vendor onsite for how to do configurations, user permissions, etc. Please describe your approach to administrative training.		

4.3	System must have Vendor provided training on Quality Control through audit trail. Please describe your approach.		
4.4	System Vendor must provide training on how the system produces customized, ad hock, aggregate reports.		
5.0 CONTRACT TERMS AND CONDITIONS			
5.1	Please provide a sample contract.		
5.2	Please describe our data rights and how we would retrieve our data and information in the event of our relationship being terminated.		
5.3	Please provide a cost summary and itemization. Include the cost of any modifications.		
5.4	If a cloud solution, please describe CJIS compliance for both the application and hosting. Please describe any other compliance considerations. We require that if we use a service provider for electronic storage data (i.e., vendor or cloud storage) the written agreement establishes a) data ownership; b) data sharing, access, and security; c) loss of data irregularities and recovery; d) data retention and redundancy; e) required reports, if any; and f) special logistical and financial arrangements.		
5.5	Please describe the length of contract you are proposing and how replacements and upgrades will be handled.		
5.6	Describe the equipment refresh contracts that are available. Example: Lease, hardware maintenance, warranty, etc.		

5.7	Please describe how the contract will be structured to allow for expansion of additional units or to other law enforcement entities.		
5.8	Will the company send legal representation to present in a legal case in the event there is a lawsuit pertaining to use and application of the Body Worn Camera?		

APPENDIX 2 – DETAILED REQUIREMENTS CHECKLIST

The following specifications are being provided to potential bidders as guidelines which describe the minimum type and quality of service the City of East Providence is requiring. The Bidder must indicate compliance or list exceptions to each specification item for consideration and/or acceptance. Failure to comply with this provision shall be cause for rejection of the bid as non-responsive.

Line Item	Specifications	Yes	No
A. In-Car Video System	Does your bid include an In-Car Video Solution complete with Camera, Display, DVR and Mount?		
B. In-Car Video System Warranty	Does your bid include the extended warranty (years 2, 3, 4, 5) for the In-Car Video Camera, DVR, and Display?		
C. Body Worn Cameras	Does your bid include Body Worn Cameras with 1 year warranty?		
D. Body Worn Camera Warranty	Does your bid include extended Body Worn Camera warranty for years 2 and 3?		
E. Enterprise Annual Maintenance/License	Does your bid include the license and annual maintenance?		
F. Display Visor Mounting Brackets	Does your bid include visor mounting brackets for display unit?		
G. Body Worn Camera Single Port Docking Station	Does your bid include a price for Body Worn Camera Single Port Docking Stations?		
H. Extended Warranty for Docks and Chargers	Does your bid include a price for extended warranty on docks and chargers?		

I. Bluetooth Trigger Box	Does your bid include a Bluetooth trigger box?		
J. Warranty for Bluetooth Trigger Box	Does your bid include an extended warranty on the Bluetooth trigger box for years 2, 3,4 and 5?		
K. Body Worn Camera magnetic quick release charging USB cables	Does your bid include Body Worn Camera magnetic quick release charging USB cables?		
L. Body Worn Camera USB AC Adapters	Does your bid include Body Worn Camera USB Adapter cables?		
M. Body Worn Camera 12.5 ft USB Extension Cables	Does your bid include Body Worn Camera 12.5 ft USB cables?		
N. Body Worn Camera Magnetic Mounts	Does your bid include Body Worn Camera Magnetic Mounts?		

The Detailed Requirement Checklist Form is hereby submitted by the undersigned:

Printed Legal Name of Bidder: _____

Printed name of individual/corporate officer: _____

Signature

Date