REQUEST FOR PROPOSALS

CITY OF FARGO, NORTH DAKOTA

Mobile Video System and Body Worn Cameras

RFP 21024

Proposals are due 12:00 p.m. CST, Thursday, February 4, 2021

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Mobile Video System and Body Worn Cameras

CONTENTS

CITY OF FARGO REQUEST FOR PROPOSALS

MOBILE VIDEO SYSTEM AND BODY WORN CAMERAS

Notice is hereby given that the City of Fargo will receive sealed proposals for qualified and experienced Vendors to provide a comprehensive and interlinked system comprised of a Mobile Video System, Body Worn Camera, and Digital Evidence Management Software. Proposals should be submitted to the office of City Fargo Auditor's Office by 12:00 PM, on February 4, 2021.

The primary intent of this request for proposal (hereinafter "RFP") is to enter into an agreement with a contractor capable of providing and installing a system comprised of a Mobile Video System (MVS) and Body Worn Cameras (BWC's) capable of being interlinked through Digital Evidence Management Software (DEMS).

The City of Fargo reserves the right to accept or reject any or all proposals, to waive any informality and to accept the proposal deemed to be in the best interest of the City of Fargo.

City of Fargo, Fargo, North Dakota
David Zibolski, Chief of Police

Dated this 4th day of January, 2021

Attention Vendors – It is the City of Fargo's intent to enter into an agreement with a vendor on a suitable value approach. We will treat suitable value as a combination of availability, fit, short-term costs and long-term costs that, in totality, are deemed to best meet the City of Fargo needs.

INTRODUCTION

The City of Fargo, North Dakota, requests proposals from qualified and experienced Vendors to provide and install a SYSTEM for hardware and software which is available in terms of rugged Mobile Video System (MVS), Body Worn Cameras (BWC's), and a Digital Evidence Management Software (DEMS). The MVS devices will be permanently mounted in City vehicles such as police cars and individual officers will utilize the BWC's in the field. The MVS and BWC's will be exposed to harsher conditions than a typical office environment.

As a result of this RFP, the City expects to receive proposals which will address how the products meet or exceeds City requirements as defined in this RFP. The City intends to work the selected Vendor(s) to preferably conduct onsite Vendor demonstrations of the hardware and software, and to perform extensive hands-on field and/or bench evaluation and testing of the Vendor's products. Once the evaluation committee has scored the RFP responses, evaluated the products based on the demonstrations and perform field and/or bench evaluations, the City desires to select a complete SYSTEM; and to enter into contract(s) for the purchase and installation of the SYSTEM, as well as training, maintenance and support of hardware and software. This RFP provides a list of required services, general information, instructions for submitting responses, and Vendor selection procedures.

Ideally, the selected Vendor will be capable of providing a comprehensive and interlinked SYSTEM in its entirety. The SYSTEM should have an emphasis on the digital evidence management (back end) software to index, categorize and sort all MVS and BWC's video and include redaction features. The evidence management software should be intuitive and user friendly for front line personnel, investigative personnel, and administrative personnel. The SYSTEM must be flexible to allow server based or cloud based storage solutions for all video recordings.

The City's goal is to procure what is evaluated to the best SYSTEM, inclusive of all SYSTEM components. Therefore, Vendors must submit proposals for the entire SYSTEM, and related installation and support services. This RFP is used for the City of Fargo. The issuing office is the City of Fargo Police Department and is the sole point of contact for this request. The contact person is Deputy Chief Joe Anderson. Deputy Chief Anderson can be reached at janderson@fargond.gov or by calling (701) 476-4174.

The City of Fargo reserves the right to accept or reject any or all proposals, to waive any informality, to negotiate separately with competing Vendors and to accept the proposal deemed to be in the best interest of the City of Fargo.

Vendors with local government and public safety technology experience are preferred, but not required. Local vendors or vendors with local presence are also preferred, but not required.
The selected firm will be invited to enter into an agreement with the city, in a form to be approved by the City ("Agreement"). The City commission has the ultimate authority to approve any proposal and to authorize execution of the Agreement.

1. RPF SCHEDULE

The City of Fargo reserves the right to modify these dates if extenuating circumstances necessitate.

Release of RFP	January 6, 2021
Question Deadline	January 13, 2021 by 5 PM
Proposal Deadline	February 4, 2021 by 12 PM
Evaluation/On-site Demonstrations/Equipment Testing (if needed)	February 4 – 25, 2021
Vendor Selection/Proposal to City Commission	March 8, 2021*
Award Contract	March 10, 2021*

*Tentative City Commission proposals and contract award date, subject to change at City's discretion

2. SCOPE OF SERVICES

Instructions: Initial the bottom of each page of the Scope of Services and remit part of your proposal as Attachment A, acknowledging a demonstrated understanding of the Scope of Services.

2.1 General Provisions

It is the intent of this SCOPE to describe the minimum requirements for a SYSTEM to be used by the City for an interlinked MVS, BWC's, and DEMS. The SYSTEM will be used to accurately document public contacts, to include, but not limited to traffic stops, parking enforcement, suspect interviews, witness interviews, victim interviews, and any other citizen contact in response to a call for service or when investigating criminal activity through audio and video recordings. All items, details of construction, services, or features not specifically mentioned which are regularly furnished in order to provide a SYSTEM shall be furnished at the RFP price and shall conform in strength, quality, and workmanship to that usually provided by the practice indicated in this SCOPE, and the associated network, hardware, and software.

The Fargo Police Department maintains a patrol fleet of approximately 53 vehicles and expects to equip all patrol vehicles with a MVS. In addition to MVS, the Fargo Police department is seeking to purchase up to 185 body worn video recording units. It is required that these devices integrate with the chosen MVS. The City may negotiate a term with the selected Vendor for up to five (5) years. The Information Services Department has provided a technical overview of the systems the City employs (Appendix E).

This SYSTEM shall consist of cameras, microphones, Wi-Fi access points for wireless video off load, cabling and software. The SYSTEM shall provide either a cloud based or on premise server based storage solution for the MVS, BWC, and DEMS data. With any Vendor hosted solution, the Fargo Police Department will retain sole ownership of all the records and recordings. The use of dissemination of any record or recording by selected Vendor or anyone affiliated with the selected Vendor is strictly prohibited, without the written consent of the Fargo Police Department.

The successful Vendor will be required to furnish all labor, equipment, and materials and install the SYSTEM. The successful Vendor will also be required to provide a training plan for the administrator role and end user training. The training will include how to operate the MVS,

BWC's, and DEMS for all users. The cost of the proposed training plan shall be included in the proposal.

Under the contract awarded from the RFP, the successful Vendor will be the single point of contact for all installation, maintenance, and support of all hardware and software acquired in the solicitation, and will be required to have the capability to support all components of the SYSTEM in an integrated manner.

The City has identified multiple aspects to this project, which are preferred as an addition to the original scope of identifying and selecting an interlinked MVS, BWC, and DEMS system. Consequently, the City will provide an "Alternate" proposal options Vendors may choose to submit proposals.

2.2 Equipment Warranty

Vendors shall include a copy of each manufacturer's written warranty statement for each piece of equipment furnished and installed into the SYSTEM with their proposal. Vendors shall also provide the details (to include the financial details) of all warranties, such as limited and extended warranties, which are applicable to the services and equipment being provided to the City.

2.3 Project Manager/Key Personnel

The Vendor shall provide a full time Project Manager and key personnel who will be responsible for project oversight and delivery of the SYSTEM. The Project Manager shall be the single point of contact for the City and will be responsible for the management, implementation, and on-going troubleshooting of the SYSTEM during its installation. The Project Manager shall coordinate efforts with the City designee. The Project Manager shall be available to the City at all times by telephone during the course of the project and on-site within seventy-two (72) hours of notification if necessary and requested, to respond to City needs, questions and/or issues. The Project Manager will develop in consultation with the City a detailed implementation and project plan for the SYSTEM.

Resumes for all key personnel assigned to the project shall be provided with the proposal.

2.4 Subcontractors

The Vendor shall provide a list of names, addresses, and telephone numbers for subcontractor(s) the Vendor intends to employ in the installation, training, and on-going maintenance and support of the SYSTEM with the proposal. The Department will ensure a criminal background check and/or fingerprinting is performed for all subcontractors and their employees before they are allowed to perform any services for the City. The Vendor shall not assign personnel to this project if they are a registered sex offender, narcotics offender, or have a conviction for a felony or any crime related to honesty such as theft. The City reserves the right to deny any subcontractors and their employee's access to police facilities and equipment who meet the above aforementioned criteria.

2.5 Vendor Coordination Responsibilities

The Vendor shall be responsible for coordinating the design and installation of the SYSTEM with the City and the vendor's subcontractors and suppliers involved in this project.

2.6 Delivery Schedule

The Vendor shall provide an integrated project timeline and implementation plan for the SYSTEM. The project timeline and implementation plan shall include details for all phases of activity for the project including all deliverables and major milestones. It is our intent to have the System installed, functional, and vendor/City approved by May 15, 2021.

2.7 Project Implementation Status Reports

The Vendor shall provide weekly updates on the project timeline and implementation plan to the City's point of contact, Deputy Chief Joe Anderson.

2.8 Training

The Vendor must provide a plan for in-depth technical training for administrators, end users, and IS staff on system components which shall include the use and management of the MVS, BWC's, and DEMS. All required instruction manuals, qualified instructor cost, and travel and lodging costs for instructors, in addition to class materials shall be furnished by the Vendor and included in the Fee Proposal.

2.9 Cost

Vendors should submit two (2) proposals identifying all costs for SYSTEM hardware, software, installation, project management, training, maintenance, etc., for the Vendor's cloud based data storage solution and Vendor's on premise server based data storage solution for a term of five (5) years, priced annually, and a single payment option. Maintenance cost and re-occurring costs shall be provided for up to a term of five (5) years, priced annually, from date of SYSTEM acceptance. Proposals should itemize each SYSTEM component, which shall include the cost per MVS, BWC's, and DEMS. The City acknowledges that not all Vendors offer both a cloud based storage solution and an on premise server based data solution.

3. TECHNICAL SPECIFICATIONS

3.1 General Requirements

The SYSTEM must incorporate the following standards:

1. Critical reliability
2. Interface with Intranet managed private networks, and if adequate security can be provided and proven
3. Provide system/operator performance statistics
4. Acceptable audio and video quality
5. Acceptable audio, video, and data transfer capability
6. Protocols which are open and non-proprietary or can convert to a non-proprietary format
7. Interface with networked system clocks

Minimum SYSTEM Requirements:

The following are the minimum requirements for the SYSTEM. Where the words "will" and "must" are indicated, it means it is a mandatory requirement. Failure to meet any one mandatory requirement will result in the proposal being found non-compliant. Where the words "should", "can", "may", "desirable" and "preferred" are indicated, it means it is preferable, but not mandatory requirement.

All equipment and hardware must be new. The City is not interested in purchasing used or refurbished hardware and/or equipment.

3.2 System Architecture

Vendors shall provide a detailed description of the SYSTEM to be provided, including a discussion of the SYSTEM's architecture and its ability to provide the services required by the City.

3.3 Digital Evidence Management Software

The SYSTEM will have a comprehensive enterprise Digital Evidence Management System (DEMS) which is fully integrated with the MVS and BWC's. MVS and BWC's metadata will automatically flow into the evidence management application where video assets are verified as original or exact duplicates (non-edited data), and managed as evidence. All MVS and BWC's video recordings must be retrievable from the same database. All MVS and BWC's video recordings will be stored either on a preferred cloud based storage solution, or on an on premise server with both storage options having AES security protocols, at a minimum. The department will select a data storage solution, which is the most advantageous to the City. The Vendor will provide on-site training on DEMS as part of the contract.

It is preferred the SYSTEM have the capability of importing or receiving the department's current MVS video data, stored within on premise servers to the Vendor's cloud based storage solution, or on premise server. The City prefers to maintain and/or operate one data storage solution. In the event, the City or the Vendor no longer wishes to continue business, the SYSTEM will readily allow all department owned data stored on the Vendor's storage solution to seamlessly transfer to the City's new storage solution.

The primary features required in the DEMS are detailed below:

1. **Active Directory Integration (ADI):** The SYSTEM must be ADI ready in order to populate and maintain user's information for more efficient operation of the SYSTEM.

2. **Searching**: Users must be able to narrow their search by one or more criteria simultaneously from the client search page:
    - Date and time frame
    - User/Officer
    - Video objects (cabinets/folders/video file descriptions)
    - Video tags (user definable tags)
    - Source (MVS/BWC)
    - GPS location (MVS required/BWC's desired)
    - Bookmarks and Storage type

3. **Video and metadata Playback**: Clicking the thumbnail image should start the video media player. The player will play the video and associated metadata. The player supports typical functions such as play, rewind, fast forward, and stop. Additionally, the player will display file functions available to the user based on permissions (verify, export, convert, burn DVD, etc.).

4. **Mapping**: GPS position data must constantly be collected during MVS recordings. This position data should be used to provide an interactive map, which updates as the video is played back. As the video plays, the map updates to show precisely where the car is in each frame of the video.

5. **File Tagging**: All assets managed in the DEMS must be able to be assigned user definable video tags. These tags can be used to categorize assets. For example, it's common to tag video with an incident type and case number. Since tags are user definable, virtually any meta-tag should be able to be introduced to the SYSTEM.

6. **Video Asset Verification**: The DEMS should use a hashing protocol, which complies with current industry best practices to verify that the file ingested into the management system is an exact duplicate of the file recorded in the vehicle. The file verification can be performed at any point forward on demand. The application will automatically verify an exact duplicate anytime an asset is moved from one storage location to another.

7. **Chain of Custody**: A full evidentiary audit trail must be recorded in the DEMS. A chronological report can quickly be generated to document who has accessed a file, what file operations have been performed on the file, and when they were performed. Reports will also be run by user or other selection criteria.

8. **User or Group Permissions**: Rights and permissions will be configured within the DEMS to allow or restrict file access or file functions. For example, a user group such as a "Patrol Commander" may have access to view, export, and write a DVD of any patrol video, whereas a group of users such as "Patrol Officers" may have rights to view their own files only. Permissions are highly configurable.

9. **Digital Evidence Retention Policy and Workflow Management**: The DEMS shall provide a configurable and easy-to-use structure for automatically managing digital evidence based on the type of event and retention period. Once digital evidence is tagged, the system can be configured to automatically trigger a workflow process based on the Fargo Police Department's retention and storage policy. The video management must be automated with rules and associations based on Fargo Police Department's Digital Evidence Retention Policy.

    - Test — retained 90 days
    - No event — retained 90 days
    - Non-criminal Traffic — retained 180 days
    - RTR/Other Policy — retained 365 days
    - Criminal Traffic — retained three (3) years

- Misd Non-Traffic retained three (3) years
- Felony retained ten (10) years

10. **Comprehensive Video File Management**: The DEMS must maintain all metadata associated with a video asset. Triggers and other metadata are to be integrated with the player, and viewable upon playback. This system needs to support all standard media types, as well as proprietary file types by associating the related codecs and compatible player.

11. **Exporting**: The DEMS will provide a mechanism to export video assets in their native format or convert the proprietary video asset to a Windows Compatible file format (.WMV, .MP4, etc.) or authored format. The DEMS will produce a video using the native proprietary file and player, or convert the asset to a Windows compatible file and produces a DVD, which is playable in Windows Media Player, or convert to author DVD, which is viewable from any standard DVD player.

12. **Sharing:** The DEMS will provide a mechanism to share access to select video files by accessing the evidence management database. For example, video files may be shared with other law enforcement and criminal justice agencies to assist with their investigations/prosecutions. When sharing video files with an agency, they should only have access to view the selected file(s) authorized by an administrator at the Fargo Police Department. Access to video files from the Fargo Police Department will be limited to a configurable period (i.e. 30 days).

13. **Automatic Redaction**: The system will have an automatic redaction feature when exporting video evidence. The redaction feature should have the ability to blur recognizable features (i.e. face, distinguishing marks, license plates, signs, etc.) of (a) selected person(s), which would not be viewable when the video is played. The automatic redaction should not require extensive input or time by the administrator to process a redacted version of selected video(s).

3.4 Mobile Video System

The MVS must facilitate the reliable and efficient collection, storage and protection of digital evidence in the intensely challenging mobile law enforcement environment. The MVS must comply with current industry best practices/standards, and function with minimal officer involvement. The proposed MVS must align with the City's specification for a robust two camera/stand-alone system, which automates the collection and wireless upload of audio and video with minimum impact on the officer.

1. The MVS should be capable of the following and additional information in Appendix A:
   a. Complete turnkey solution
   b. Vendor provided on-site training for all users
   c. Very compact hardware components; Video recorded in any common compression schemes (h.265, MPEG 1, 2, 4, Motion JPEG, Etc.)
   d. Pre-record capable with a minimum pre-record time of at least 30 seconds.
   e. Support for a minimum of two (2) cameras, including "High Definition" cameras, which record at a minimum of 720p and capable of recording at 1080p

i. Desirable the front camera be capable of LPR functions during traffic stops

f. Support for a minimum number of required triggers and up to 16 configurable triggers as noted in Appendix A
g. Support for continuous recording from ignition on/off
h. Receiving audio feeds from synced BWC's rather than requiring a separate audio receiver/transmitter
i. Automated wireless file upload capability from the MVS to the DEMS. Wireless upload capability must provide sufficient receiver points to cover roughly a 50,000 sq. ft. parking garage and multiple wireless upload receiver points on the exterior of the department
j. Evidence upload can be prioritized based on the evidence tags (more important offenses uploaded first)
k. System allow for live stream video capabilities to be monitored via the Vendor's DEMS
l. Full integration with proposed DEMS
m. Maintain complete chain-of-custody (including views and/or download mode)
n. Video Files must be verified for authenticity with verification hash which meets current industry best practices

The MVS will be required to be configured to collect metadata that can be searched in the DEMS once it has been uploaded. Below is an outline of the kind of metadata that needs to be captured:

1. **GPS, Longitude and Latitude**: Location metadata helps locate where the driver was at a specific point in time when an incident occurs. This is critically important in forensic situations when the location of the vehicle is in question.

2. **Triggers**: When the trigger is activated, the MVS starts recording in response. The solution should provide support for a minimum number of required triggers and up to 16 customizable triggers. Minimum triggers include, but are not limited to; speed, rifle removed from dock, light bar activated, impact (accident)/g-force, siren activated, rear door opened, and self-activation.

3. **Force Evidence Tags**: The MVS will be configured to require specific "Evidence Tags" at the end of a recording to catalog the incident. The department needs to be able to determine the best categories for their specific needs and then configure the system to require the user to choose from the drop down list of Evidence Tags available.

3.5 Mobile Video Mounting Solution

The mobile video mounting solution needs to be a highly reliable and durable platform for capturing, managing and storing video. The mobile video mounting solution will consist of the following hardware and software installation per vehicle:

1. Forward-facing camera specifically designed to maximize officer visibility with a field of view (FOV) of at least 120 degrees
2. Rear Seat Camera with Microphone
3. DVR equipped solid state hard drive
4. GPS location
5. Any and all wiring and harness

6. Required MVS Software

3.6 Body Worn Video Camera Solution

The proposed body worn video solution should meet or exceed the required specifications outlined in this document. The successful proposal may provide benefit and/or functionality beyond the minimum requirements. The BWC solution needs to be a highly reliable and durable platform for capturing, managing and storing video. **The BWC solution shall meet the following specifications for hardware and software installation per unit in addition to the minimum specifications outlined in Appendix A**:

1. Body worn units capable of video and audio recordings
2. Vendor provided software/hardware; on-site training for all users
3. The solution should provide for a minimum required number of triggers and up to 16 customizable triggers. Minimum triggers include, but are not limited to; Rifle removed from dock, holstered weapon removal, holstered Conducted Energy Weapon removal, light bar activation, and self-activation.
4. Recorded video and audio must not be able to be manipulated or deleted by user
5. Unit must be rugged design and water resistant
6. Unit must operate at extreme temperatures (-4 degrees F to 120 degrees F)
7. Unit must have a customizable pre-recorded feature with a minimum of 30 seconds of pre-record time
8. Desirable Body worn units be capable of Record After the fact – department able to retrieve video beyond the pre-record time
9. Unit must have a battery capable of 12 hours of use at 720p, after a full charge when the pre-record feature is enabled
10. Ability for a user to add notes or flag significant events after upload to serve for ease of retrieval
11. Rechargeable battery; time to charge completely depleted battery should not exceed four (4) hours
12. Video recording devices should integrate with the Vendor's proposed MVS
13. Access to back-end software; review of video/audio data must have audit capabilities for all users
14. Software retrieval process should include secure multi-users access levels
15. The video unit should contain a configurable option for the camera record resolution as defined by the SYSTEM administrator
16. Body worn video solution must be uploaded wirelessly from the squad car or uploaded to the secure web application using a computer on the police network or designated docking stations.
17. Body worn units must be capable of being secured to a variety of clothing options such as, but not limited to, an exterior vest carrier, an external vest carrier using a MOLLE system, a uniform shirt, dress shirt, lightweight jacket, or winter jacket.

3.7 ALTERNATE PROPOSAL OPTIONS

The City has identified multiple aspects to this project, which are preferred as an addition to the original scope of identifying and selecting an interlinked MVS, BWC, and DEMS system. The following are listed as Alternate bid proposal options also described in detail in Appendix A:

1	Investigative Interview Rooms Evidence Management System	The department has four investigative interview rooms, which operate via cameras and audio recording system processed via on premise server and software system managed by City of Fargo Information Services Department. It is preferred the Interview Room camera/audio system fully integrates with the proposed MVS, BWC, & DEMS. The cameras and audio microphones were installed new in 2019. The Vendor proposal must include all costs for cameras, audio microphones, wiring, cabling, installation, warranty and extended warranty information, and any discounts, buyback, credit and/or trade-in value for the current cameras. Vendors may submit two cost proposals; 1) for a cloud based storage solution and 2) for an on premise server storage solution.
2	Cradlepoint Connectivity for MVS	Through this RFP, the department intends to upgrade the current MVS installed in our fleet of 53 squad cars. The department currently employs a wireless download point at select locations to receive the recorded MVS data via the wireless function in the squad Mobile Digital Computer (MDC) to the DEMS. Any Cradlepoint proposal must include all costs and warranty information for all components such as devices and hardware, software, cabling, harness, mounting, data receiver site(s), wiring, installation, and any initial and re-occurring cost associated with wireless data service plan.
3	Conducted Energy Weapon System	The department currently utilizes the Axon X26 and X26P models, both of which are near or beyond their service life. The department uses the CEW's for public safety and training, and is looking to upgrade 205 units to the latest Conducted Energy Weapon (CEW) model. The CEW must include (but not limited to) the following: multiple-shot CEW, high efficiency flashlight, close quarter and standoff cartridges (25-foot green). LASER and dual red LASER's that adjust for cartridge angle, arc switch that enables drive-stun with or without a smart cartridge installed, central information display (CID), weapon logs, CEW dock data storage, onboard self-diagnostic and system status monitoring, reporting real-time clock updated when the battery pack is plugged into the CEW dock, ambidextrous safety switch configurable for agency's needs. The trigger activates a single cycle (approximately five seconds). Holding the trigger down will continue the discharge beyond the standard cycle. The CEW cycle can be stopped by placing the safety switch in the down (SAFE) position. In addition to the CEW, all hardware to include, but is not limited to, battery packs, docks and 6 bay multi-docks, CEW holsters (Safariland R & L hand carrier), software and software license, warranty, subscription plan and any discounts, buyback, credit and/or trade-in value for the current CEW's must be included as part of the Vendor's proposal. All actual and re-occurring costs must be clearly stated in the Vendor's proposal.

4. PROPOSAL REQUIREMENTS

Although the City requires no specific format, this section is intended to provide guidelines to the Vendor regarding features that the City will look for and expect to be included in the proposal.

4.1 Content and Format

The City requests that proposals submitted be in 12-point font organized and presented in a neat and logical format and are relevant to these services. Vendor's proposals shall be clear, accurate, and comprehensive. Excessive or irrelevant material will not be favorably received.

The proposal must include the following:

1. Transmittal/offer letter
2. Page numbering
3. Index/Table of Contents
4. Approach
5. Team Organization including an organization diagram and time commitment of key staff
6. Statement of Qualifications including descriptions of similar projects by key staff to be assigned during the term of the contract - Brief resumes of key staff
7. Financial Statement
8. **Vendor Response to City Requirements as outlined in sections 3.3 through 3.7 (Appendix A)**
9. **Fee Proposal in two formats – Cloud Storage Solution and/or On Premise Server Solution (Appendix B)**
10. **City of Fargo Hosting Questionnaire – Vendor Hosted Cloud Solutions (Appendix C)**
11. **City of Fargo Storage and GIS Questionnaire (Appendix D)**
12. Sample contract of services, similar in scope and size, between Vendor and other Cities

4.2 Approach

A description of the Vendor's approach and work program to meet the City's objectives shall be included. It should explain the technical approach, methodology, and specific tasks and activities, which will be performed to address the specific issues and work items.

4.3 Team Organization

The purpose of this section is to describe the organization of the project team including subcontractors and key staff. A project manager and an alternate project manager shall be named who will be the prime contact and be responsible for coordinating all activities with the City. An organization diagram shall be submitted showing all key team members and illustrating the relationship between the City, the project manager, key staff, and subcontractors. There also should be a brief description of the role and responsibilities of all key staff and subcontractors identified in the team organization.

4.4 Statement of Qualifications

The information provided in this section should describe the qualifications of the Vendor and key staff in performing projects within the past five (5) years, which are similar in scope and size to demonstrate competence to perform these services. The projects listed should be those, which the key staff named for this project, were responsible for performing. Information shall include:

1. Names of key staff that participated on named projects and their specific responsibilities.
2. The client's name, contact person, addresses, and telephone numbers.
3. A brief description of type and extent of services provided.
4. Completion dates (estimated, if not yet completed).
5. Total costs of the projects.

Brief resumes of key personnel who will provide these services demonstrating their qualifications and experience should be included. Resumes should highlight education, relevant experience, licenses, and specific responsibilities for services described.
Vendor agrees to perform a criminal background check/fingerprinting for all vendor personnel and subcontractors before they are allowed to perform any services for the City. The vendor shall not assign personnel to this project if they are a registered sex offender, narcotics offender, or have a serious felony conviction. Documentation of background clearance shall be provided to the City.

4.5 Financial Statement

Vendor must substantiate their financial stability along with the financial stability of any subcontractors. The most recent audited financial statements may be submitted with your bid to establish financial stability. Provide a complete written description concerning past, current, and future financial stability relative to Vendor's ability to meet the long-term requirements of this contract. The information should be supported with appropriate documentation, such as a current Dun & Bradstreet report. The City will exclusively determine financial stability of respondents to this RFP process. Vendor should provide, at a minimum, the financial data for the City to determine its financial stability.

4.6 Vendor Response to City Requirement's

The City has identified in sections 3.3 through 3.6 the minimum requirements the Vendor will provide in the SYSTEM. Each Vendor will provide a comprehensive response on how the Vendor and the SYSTEM will meet the City's requirements in Appendix A.

4.7 Fee Proposal

Compensation for services provided shall be based upon the Vendor's detailed Fee Proposal to furnish the services and equipment detailed in their proposal. Vendor's may submit two detailed fee proposals; 1) Cloud based storage data solution and 2) On Premise Server data storage solution.

The Fee Proposals shall also identify all costs associated with the comprehensive SYSTEM, including hardware, software, installation, project management, training, support and maintenance. Maintenance and data storage costs shall be provided for a term of five (5) years,

priced annually, from date of SYSTEM acceptance. Price breaks should be included for up to 185 body worn and up to 53 in-car systems, so the City can determine how many BWC's and how many MVS they may procure based on cost and budget. This information will be used by the City staff to evaluate the reasonableness of the fee proposal and may be used in negotiating the final fee amounts for the contract agreement. The Fee Proposal shall include the following:

- Unit price for MV camera
- Unit price for MV camera accessories (mounts, cables, etc.)
- Unit price for MVS data transfer unit
- Unit price for BWC
- Unit price for camera accessories (mounts, collars, etc.)
- Unit price for evidence transfer managers (docking stations)
- Annual price for hardware maintenance and support
- Annual price for software maintenance and support
- Price for hosting storage for immediate access
- Price for hosting archival storage
- Hourly rates for training services (if not included)
- Any discounts, buyback, credit and/or trade-in value for the City's old/current MVS.

Reimbursable expenses shall not be allowed unless negotiated prior to a contract. Price escalations during the contract term are disfavored and will not be allowed unless negotiated prior to execution of contract.

4.7 Statement of Offer and Signature

The Proposal shall contain a statement indicating the proposals are a firm offer for a 180-day period and signed by an individual authorized to act on behalf of the Vendor.

5. TERMS AND CONDITIONS

5.1 Insurance Requirements

Insurance secured by the Vendor shall be issued by insurance companies acceptable to the City and admitted in this state. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Acceptance of the insurance by the City shall not relieve, limit, or decrease the liability of the Vendor. Any policy deductibles or retention shall be the responsibility of the Vendor. The Vendor shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Vendor 's interest or provide adequate coverage. Evidence of coverage is to be provided. A thirty (30) day written notice is required if the policy is canceled, not renewed, or materially changed. The Vendor shall require any of its subcontractors, if sub-contracting is authorized, to comply with these provisions, or the Vendor will assume full liability of the subcontractors.

5.2 Indemnification

The Vendor agrees to indemnify, defend, and hold harmless, the City and its officers, agents, officials and employees for any and all third party claims, actions, causes of action, judgments and liens to the extent they arise out of any negligent or wrongful act or omission by the Vendor or any of its officers, agents, employees or subcontractors, regardless of whether or not it is caused in part by the negligence of a party indemnified hereunder. Such indemnity shall include attorneys' fees and all costs and other expenses arising therefrom or incurred in connection therewith and shall not be limited by reason of the enumeration of any insurance coverage required herein.

5.3 Limitation of Liability

Neither party shall be liable for any indirect, incidental, special, punitive, or consequential damages, except with respect to the indemnification obligations of the Vendor herein; this includes liability for claims for personal injury or damage to real or personal tangible property caused by the Vendor's negligence or tortuous conduct or that if its officers, employees, agents or subcontractors.

5.4 Confidentiality

All state agencies of North Dakota are subject to North Dakota public records laws. The City cannot agree to contractual terms that attempt to prevent it from having to disclose records that are declared public records under applicable statutes. Although some confidentiality and exemptions are allowed under the public records laws, the City may not agree to more restrictive obligations concerning its records. Under North Dakota public records laws, contracts are records, which are open to the public and may be reviewed at the request of the public.

5.5 Disclaimer

This RFP does not commit the City to award a contract, or to pay any costs incurred in the preparation of the proposal. The City reserves the right to extend the due date for the proposal, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Vendor, or to cancel this RFP in part or in its entirety. The City may require the selected Vendor to participate in negotiations and to submit such technical, fee, or other revisions of their proposals as may result from negotiations.

6 EVALUATION AND SELECTION PROCESS

The City's selection of qualified Vendor(s) will be based on the following:

1. Quality and completeness of submitted proposal
2. Understanding of project objectives and SYSTEM requirements
3. Project approach
4. Project timeline, implementation, and training plan
5. Fee proposal/Proposed Cost
6. Support and services
7. Qualifications and experience with similar types of efforts
8. Professional references

9. SYSTEM capability

Vendors will be notified of any additional required information and/or demonstrations and product testing after the written proposals have been evaluated.

6.1 RFP Judgement Criteria

As a general guideline, the principal factors influencing our product selection and the associated weighting are outlined below. The ability and willingness of a Vendor to provide comprehensive and reliable support are of paramount importance to the City of Fargo. Our ultimate selection will be based on the Vendor and solution we feel will most appropriately serve our business needs.

- 40% based on technical merit of the proposed solution
- 35% based on price
- 10% based on the level and training of staff assigned to the project
- 15% based on the level and expertise of the overall company

7 ADMINISTRATION SPECIFICATIONS

7.1 The City of Fargo's Rights to Proposals

All proposals, upon submission to the City of Fargo shall become its property for use as deemed appropriate. By submitting a proposal, the Vendor covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. The City of Fargo reserves the right to take one or more of the following actions as determined in the best interest of the organization:

1. To accept or reject in whole or in part any or all proposals;
2. To cancel this RFP in whole or in part without prior notice. Thereafter, City may issue a solicitation for new proposals;
3. City makes no guarantee as to the usage of the services by City;
4. To waive, at its discretion, any minor errors, informalities or irregularities, which the City deems correctable or otherwise not warranting rejection of the RFP;
5. To correct any arithmetic errors in any or all proposals submitted;
6. To negotiate with any Vendor(s) as necessary to serve the best interest of the City and to negotiate the final contract(s) with the most responsive, responsible Vendor
7. To investigate the qualifications of any Vendor under consideration;
8. To disqualify a proposal upon evidence of collusion with the intent to defraud or other illegal practices on the part of the Vendor;
9. To require confirmation of information furnished by the Vendor;
10. To award one contract for the total SYSTEM, or make multiple awards for separate SYSTEM components if it is deemed to be in the best interest of the City;
11. To utilize any or all the ideas from proposals submitted;
12. To change the proposal's due date upon appropriate notification;
13. To adopt any or all of a vendor's proposal; and

14. To negotiate modifications to the scope and fee with selected Vendor(s) prior to contract award.

7.2 Interviews/On-Site Demonstrations/Equipment Testing

City reserves the right to conduct interviews, and/or to require on-site demonstrations and/or product testing with some or all of the Vendors at any point during the evaluation process. However, City may determine that interviews/on-site demonstrations/equipment testing are not necessary. In the event interviews/on-site demonstrations/equipment testing are conducted, information provided during the interview/on-site demonstrations/equipment testing shall be taken into consideration when evaluating the stated criteria. City shall not reimburse the Vendor for the costs associated with the interview/on-site demonstrations/equipment testing process. Equipment testing will be held at a time and place specified by the City. The Vendor's key project team members will be invited to attend the interview and/or on-site demonstrations and/or equipment testing. The Vendors should be prepared to discuss at the interview, their specific experience providing services and equipment similar to those described in this RFP, project approach, estimated work effort, available resources, and other pertinent things distinguishing the Vendor from others.

7.3 Proposal Instructions

Deadline for submitting proposals is 12:00 pm, Thursday, February 4, 2021.

Mail or deliver to:

Fargo Auditor's Office
Attn: Auditor Steve Sprague
225 4th St. N.
Fargo, ND 58102

Six (6) copies of each submission are required along with one electronic copy on CD or DVD. All submissions must be sealed in a package with reference to "RFP for Mobile Video System and Body Worn Camera Contract" on the outside. Proposals received after the deadline will be returned, unopened, to the Vendor.

7.4 Addendum and Supplements to the RFP

If it becomes necessary to revise any part of this RFP, an addendum or revision will be transmitted to all prospective vendors by email and will be posted on the City's website. Questions concerning the RFP document must be submitted in writing to City of Fargo, Attn: Deputy Chief Anderson, 105 25th St. N., Fargo, ND 58102, or email at janderson@fargond.gov. Questions will be received through January 13, 2021, at 5:00pm. Vendors are cautioned that any statements made by the contact person, which materially change any portion of the RFP, shall not be relied upon unless subsequently ratified by a formal written amendment to this RFP.

7.5 Award of Contract

The City reserves the right to reject any and all Proposals. A formal contract award is anticipated for the best overall vendor as determined by the evaluation committee and approved by City Commission as a result of this RFP. The City reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation of the RFP, which does not

affect the funding request, or gives one party an advantage or benefit not enjoyed by the other parties, or adversely impacts the interest of the City. Waivers, when granted, shall in no way modify the RFP requirements or excuse the party from full compliance with the RFP specifications and other contract requirements, if the party is awarded the contract.

7.6 False or Misleading Statements

Any submittals containing, in the opinion of the City, false or misleading statements will be rejected.

7.7 Prospective Vendor Costs

Costs for developing submittals are entirely the responsibility of the vendor and shall not be chargeable in any manner to the City.

7.8 Clarification of Proposals

The City reserves the right to obtain clarification on any item in any vendor's submittal or to obtain additional related information necessary to properly evaluate the submittal. Failure of a vendor to respond to a request for more information may result in the proposal being rejected.

7.9 City Use of RFP Ideas

The City reserves the right to use any and all service and product ideas presented from prospective vendors. Selection or rejection of a vendor does not affect this right.

7.10 Copyrights and Patents

The vendor shall hold the City of Fargo and its officers, agents, servants, and employees harmless from liability of any nature or kind because of any copyrighted information, secret or proprietary process, patented or unpatented invention, disclosed or used in response to this RFP, and agrees to defend, at its own expense, any and all actions brought against the City of Fargo or its officers, agents, servants, or employees or the Vendor alleging or arising from unauthorized use of such information, process or invention.

7.11 Reliance on Information

VENDORS MAY RELY ONLY UPON WRITTEN INFORMATION AND/OR INSTRUCTIONS FROM THE CITY GIVEN HEREIN OR SUBSEQUENT TO THE ISSUANCE OF THIS RFP. VENDOR MAY NOT RELY ON ANY ORAL INFORMATION AND/OR INSTRUCTIONS GIVEN WITH REGARD TO THIS RFP.

7.12 Replacement of Incompatible Staff

The City reserves the right to request and receive a replacement for any vendor staff member whom the City, in its sole and absolute discretion, determines is not working effectively with the City's staff assigned to this project, or who is inadequately qualified to perform the services to be provided, or who is unsuitable to be performing services in secure areas.

Appendix A

Detailed Minimum Requirements: Integrated Body Worn Camera System		
Feature	**City Requirement**	**Vendor Response**
Training	Vendor provided on-site training for all users	
Recording	Units must be capable of video and audio recordings. Video/audio recordings must integrate with MVS. Devices must be standalone units and do not require a separate camera or audio receiver tethered to the power unit.	
Recording Format	Video and audio must record and export in a standard, open, non-proprietary format, including both Codec and Container, such that it can be replayed in freely available software (e.g., VLC player) without processing or conversion. Standard open formats should be used for interoperability. Examples include MP4 and AVI. Data formats that can only be viewed within manufacturer-specific replay software are not recommended or desired.	
Video Resolution	Video resolution should be configurable up to 1080 HD. The system should have the capability to select one of the following resolution settings: VGA (640 x 480), HD 720P (1280 x 720), 1080 HD (1920 x 1088), or comparable video resolution.	
Video Encoding/Compression	Video encoding/compression shall meet or exceed current industry standards. Use of the lowest possible amount of compression in order to maximize the amount of information available is desirable. Functions include MPEG-4, H.264, and H.265. H.265 is the preferred	
Frame Rate	The system shall record at 30 frames per second (fps) or better.	
Horizontal Field of View	Adequate to capture a majority of activity at a reasonable distance (90-180 degree field of view).	
Camera Focus	Device should be able to focus on all objects from about one (1) foot away to infinity. Continuous autofocus for fixed focus should be employed for usability. Manual settings are not desired.	
Auto Stabilization	The device must have Auto stabilization.	

Audio Quality	The system is capable of clearly capturing conversational speech at a distance of six (6) feet without wind or excessive background noise.	
Audio Only Feature	The device must have a feature to record only audio in situations where recorded statements are necessary, but video evidence is not.	
Audio Mute	The device must have the ability to mute the microphone while still recording video.	
Recording Triggering	The solution should provide for a minimum number of required triggers and up to 16 customizable triggers. Minimum triggers include, but are not limited to; rifle removed from dock, holstered weapon removal, holstered Conducted Energy Weapon removal, light bar activation, and self-activation.	
Pre-Event Recording	The device must have a customizable pre-record feature, but at a minimum, the device must be able to pre-record at least 30 seconds prior to activation.	
Activation Switch/Recording Indicator	The device should have an easy to use switch, which officers can use to activate the device by touch without taking their attention away from other duties. The device should have a customizable feature (via vibration, light indicator, audible indicator, etc.) to verify the device is recording.	
Night-time/Low Light Functionality	Quality of video footage recorded is low light or night conditions should be useable. Low light functionality should be comparable to average human eyesight.	
Synchronization and Metadata	The device must be capable of recording audio and video simultaneously and synchronized with time. The device must automatically generate data about the wearer, location, date, and time to be collected and packaged in the video format. Device clock must be synchronized with an external universal clock, either GPS or another source, when the unit is plugged in for absolute time of day to ensure accuracy.	
Tamper Resistance	The device must prohibit recordings from being edited or deleted, and should not overwrite existing data before they have been transferred. Standard encryption such as AES must be	

	employed to protect data and improve the management of lost devices and memory cards.	
Data Transfer	Wireless and/or USB3 is a preferred standard for charging and data. The connections should be standard on both the device and on any docking station. Data connections, which use a proprietary form factor, are not recommended.	
Data Export	Device exports all recorded footage to data archiving or data management system in its original file format and without loss of quality or associated metadata. Device should record an audit log which should include such as device serial number and device events – e.g., on/off, charging, start/stop recording, remaining storage capacity, date/time, etc.	
Onboard Storage	Storage will be integrated into the device. BWC should have enough storage available to record a full shift by the officer wearing the device, such as 8-12 hours of non-volatile onboard storage. Loss of power must not cause data to be lost or corrupted.	
Battery Life	The battery must provide enough power to record a full shift at 720p by the officer wearing the device, such as a 12 hour battery life. Devices that do not run on rechargeable batteries are not recommended.	
Durability	Device should withstand considerable and repetitive pressure, vibration, and mechanical shock. It should operate within a temperature range from -4 degrees to 120 degrees Fahrenheit and be resistant to common environmental hazards, such as dust, condensation, water splashes, and RF interference.	
Weight and Form Factor	Device should not distract or hinder the officer wearing the device from performing other job functions, especially ones related to officer safety. Body worn units must be capable of being secured to a variety of clothing options such as, but not limited to, an exterior vest carrier, an external vest carrier using a MOLLE system, a uniform	

	shirt, dress shirt, lightweight jacket, or winter jacket.	
Live Stream	Device should have the ability to live stream video in real time to be monitored via the Vendor's DEMS or other vendor solution.	
Detailed Minimum Requirements: Mobile Video System		
Feature	**City Requirement**	**Vendor Response**
Design	System must be DVR equipped solid state hard drive, any and all wiring and harness included, required MVS software is included in the proposal, the System includes GPS location tracking, and full integration to the Vendor's DEMS.	
Training	Vendor provided on-site training for all users	
Recording	System must support continuous recording from ignition on/off	
Recording Format	Video and audio must record and export in a standard, open, non-proprietary format, including both Codec and Container, such that it can be replayed in freely available software (e.g., VLC player) without processing or conversion. Standard open formats should be used for interoperability. Examples include MP4 and AVI. Data formats that can only be viewed within manufacturer-specific replay software are not recommended or desired.	
Video Resolution	Video resolution should be configurable up to 1080 HD. The system should have the capability to select one of the following resolution settings: VGA (640 x 480), HD 720P (1280 x 720), 1080 HD (1920 x 1088), or comparable video resolution.	
Video Encoding/Compression	Video encoding/compression shall meet or exceed current industry standards. Use of the lowest possible amount of compression in order to maximize the amount of information available is desirable. Functions include MPEG-4, H.264, and H.265. H.265 is the preferred.	
Frame Rate	The system shall record at 30 frames per second (fps) or better.	

Horizontal Field of View	Adequate to capture a majority of activity at a reasonable distance (90-180 degree field of view).	
Cameras	System supports a minimum of two cameras, including "High Definition" cameras, which record at a minimum of 720p and capable of recording at 1080pi. Desirable the front camera be capable of LPR functions during traffic stops.	
Camera Focus	Device should be able to focus on all objects from about one (1) foot away to infinity. Continuous autofocus for fixed focus should be employed for usability. Manual settings are not desired.	
Audio	System must be able to receive audio feeds from synched BWC's rather than requiring a separate audio receiver/transmitter.	
Audio Quality	The MVS will capable of clearly capturing conversational speech through the use of the Vendor's BWC solution.	
Audio Mute	The device should have the ability to mute the microphone while still recording video.	
Recording Triggering	The solution should provide support for a minimum number of triggers and up to 16 customizable triggers. Minimum triggers include, but are not limited to; speed, rifle removed from dock, light bar activated, impact (accident)/g-force, siren activated, rear door opened, and self-activation.	
Pre-Event Recording	The device must have a customizable pre-record feature, but at a minimum, the device must be able to pre-record at least 30 seconds prior to activation.	
Activation Switch/Recording Indicator	The device should have an easy to use switch/button, which officers can use to activate the device by touch without taking their attention away from other duties. The device should have a customizable feature (via light indicator, audible indicator, etc.) to verify the device is recording.	
Night-time/Low Light Functionality	Quality of video footage recorded is low light or night conditions should be useable. Low light functionality should be comparable to average human eyesight.	

Synchronization and Metadata	The device must be capable of recording audio and video simultaneously and synchronized with time. The device must automatically generate data about the vehicle location, date, and time to be collected and packaged in the video format. Device clock must be synchronized with an external universal clock, either GPS or another source for absolute time of day to ensure accuracy. Also, the MVS will be configured to require specific "Evidence Tags" at the end of a recording to catalog the incident. The department needs the system to require the user to choose from the drop down list of Evidence Tags available to categorize the video.	
Tamper Resistance	The device must prohibit recordings from being edited or deleted, and should not overwrite existing data before they have been transferred. Standard encryption such as AES must be employed to protect data and improve the management of lost devices and memory cards.	
Data Transfer	Must have automated wireless file upload capability from the MVS. MVS should support wired data transfer from the upload receiver to the DEMS. Wireless upload capability must provide sufficient receiver point to cover roughly a 50,000 sq. ft. parking garage and multiple upload receiver points on the exterior of department to receive upload date from squads parked outside of the department. Evidence upload can be prioritized based on the evidence tags (more important offenses uploaded first). Upload can be delayed if the officer is in range, but is still reviewing video or completing annotations. Full integration with proposed DEMS which maintains complete chain of custody, and video files must be verified for authenticity with verification hash.	
Data Export	Device exports all recorded footage to data archiving or data management system in its original file format and without loss of quality or associated metadata. Device should record an audit log which should include such as device serial number and device events – e.g., on/off, charging, start/stop	

	recording, remaining storage capacity, date/time, etc.	
Onboard Storage	Storage will be integrated into the device. The MVS should have enough storage available to record a full shift by the officer wearing the device, such as 8-12 hours of non-volatile onboard storage. Loss of power must not cause data to be lost or corrupted.	
Durability	MVS should withstand considerable and repetitive pressure, vibration, and mechanical shock. It should operate within a temperature range from -4 degrees to 120 degrees Fahrenheit and be resistant to common environmental hazards, such as dust, condensation, water splashes, and RF interference.	
Mounting	Forward facing internal camera specifically designed to maximize officer visibility with a field of view of at least 120 degrees, rear seat camera with microphone, and ability to add two additional cameras at the department's discretion.	
Live Stream	Device should have the ability to live stream video in real time to be monitored via the Vendor's DEMS or other vendor solution	
Detailed Minimum Requirements: Digital Evidence Management Software		
Feature	**City Requirement**	**Vendor Response**
DEMS Design	DEMS must fully integrate with the MVS and BWC systems. MVS and BWC metadata will automatically flow into the DEMS where video data is verified as original or exact duplicates (non-edited data), and managed as evidence. All MVS and BWC video recordings must be retrievable from the same database. All MVS and BWC video will be stored in a Cloud based storage solution or an On Premise Server storage solution with both having AES security protocols.	
Training	Vendor provided on-site training for all users	
Active Directory Integration	DEMS must be ADI ready in order to populate and maintain user's information for more efficient operation of the system.	

Searching	Users must be able to narrow their search by one or more criteria simultaneously from the client search page: Date/time frame, user/officer, video objects, video tags, source (MVS or BWC) GPS location, bookmark and storage type.	
Video & Metadata Playback	Clicking the thumbnail image should start the video media player. The player will play the video and associated metadata. The player supports typical functions such as play, rewind, fast forward, and stop. Additionally, the player will display file functions available to the user based on permissions (verify, export, convert, burn DVD, etc.).	
Mapping	GPS position data must constantly be collected during MVS recordings. This position data should be used to provide an interactive map, which updates as the video is played back. As the video plays, the map updates to show precisely where the car is in each frame of the video.	
File Tagging	All assets managed in the DEMS must be able to be assigned user definable video tags. These tags can be used to categorize assets. For example, it's common to tag video with an incident type and case number. Since tags are user definable, virtually any meta-tag should be able to be introduced to the system.	
Video Asset Verification	The DEMS should use a hashing protocol, which complies with current industry best practices to verify that the file ingested into the management system is an exact duplicate of the file recorded in the vehicle. The file verification can be performed at any point forward on demand. The application will automatically verify an exact duplicate anytime an asset is moved from one storage location to another.	
Chain of Custody	A full evidentiary audit trail must be recorded in the DEMS. A chronological report can quickly be generated to document who has accessed a file, what file operations have been performed on the file, and when they were performed.	

	Reports will also be run by user or other selection criteria.	
User or Group Permissions	Rights and permissions will be configured within the DEMS to allow or restrict file access or file functions. For example, a user group such as a "Patrol Commander" may have access to view, export, and write a DVD of any patrol video, whereas a group of users such as "Patrol Officers" may have rights to view their own files only. Permissions are highly configurable.	
Digital Evidence Retention Policy and Workflow Management	The DEMS shall provide a configurable and easy-to-use structure for automatically managing digital evidence based on the type of event and retention period. Once digital evidence is tagged, the system can be configured to automatically trigger a workflow process based on the Fargo Police Department's retention and storage policy. The video management must be automated with rules and associations based on Fargo Police Department's Digital Evidence Retention Policy. • Test - retained 90 days • No event - retained 90 days • Non-criminal Traffic - retained 180 days • RTR/Other Policy - retained 365 days • Criminal Traffic - retained three (3) years • Misd Non-Traffic - retained three (3) years • Felony - retained ten (10) years	
Comprehensive Video File Management	The DEMS must maintain all metadata associated with a video asset. Triggers and other metadata are to be integrated with the player, and viewable upon playback. This system needs to support all standard media types, as well as proprietary file types by associating the related codecs and compatible player.	

Exporting Data	The DEMS will provide a mechanism to export video assets in their native format or convert the proprietary video asset to a Windows Compatible file format (.WMV, .MP4, etc.) or authored format. The DEMS will produce a video using the native proprietary file and player, or convert the asset to a Windows compatible file and produces a DVD, which is playable in Windows Media Player, or convert to author DVD, which is viewable from any standard DVD player.	
Importing Data	The SYSTEM will have the capability of importing or receiving civilian captured video and more importantly the department's current MVS video data, stored within on premise servers to the Vendor's cloud based storage solution or on premise server. The City is not interested in maintaining and operating two separate data storage solutions. In the event, the City or the Vendor no longer wishes to continue business, the SYSTEM will readily allow all department owned data stored on the Vendor's storage solution to seamlessly transfer to the City's new storage solution.	
Sharing	The DEMS must provide a mechanism to share access to select video files by accessing the evidence management database. For example, video files may be shared with other law enforcement and criminal justice agencies to assist with their investigations/prosecutions. When sharing video files with an agency, they should only have access to view the selected file(s) authorized by an administrator at the Fargo Police Department. Access to video files from the Fargo Police Department will be limited to a configurable period (i.e. 30 days).	

Automatic Redaction	The system will have an automatic redaction feature when exporting video evidence. The redaction feature should have the ability to blur recognizable features (i.e. face, distinguishing marks, license plates, signs, etc.) of (a) selected person(s), which would not be viewable when the video is played. The automatic redaction should not require extensive input or time by the administrator to process a redacted version of selected video(s).	
ALTERNATE 1		
Detailed Minimum Requirements:		
Feature	**City Requirement**	**Vendor Response**
Investigative Interview Rooms Evidence Management System	The department has four investigative interview rooms, which operate via cameras and audio recording system processed via on premise server and software system managed by City Information Services Department. It is preferred the Interview Room camera/audio system fully integrates with the proposed MVS/BWC DEMS. The cameras and audio microphones were installed new in 2019. The Vendor proposal must include all costs for cameras, audio microphones, wiring, cabling, installation, warranty and extended warranty information, and any discounts, buyback, credit and/or trade-in value for the current cameras. Vendors shall submit two cost proposals; 1) for a cloud based storage solution and 2) for an on premise server storage solution.	
ALTERNATE 2		
Detailed Minimum Requirements:		
Feature	**City Requirement**	**Vendor Response**
Cradlepoint Connectivity for MVS	Through this RFP, the department intends to upgrade the current MVS installed in our fleet of 53 squad cars. The department currently employs a wireless download point at select locations to receive the recorded MVS data via the wireless function in the squad Mobile Digital Computer (MDC) to the DEMS. Any Cradlepoint proposal must include all costs and warranty	

	information for all components such as device and hardware, software, cabling, harness, mounting, data receiver site(s), wiring, installation, and any initial and re-occurring cost associated with wireless data service plan.	
ALTERNATE 3		
Detailed Minimum Requirements:		
Feature	**City Requirement**	**Vendor Response**
Conducted Energy Weapon System	The department currently utilizes the Axon X26 and X26P models, both of which are near or beyond their service life. The department is looking to upgrade 205 units to the latest Conducted Energy Weapon (CEW) model. The CEW must include (but not limited to) the following: multiple-shot CEW, high efficiency flashlight, close quarter and standoff cartridges (25-foot green). LASER and dual red LASER's that adjust for cartridge angle, arc switch that enables drive-stun with or without a smart cartridge installed, central information display (CID), weapon logs, CEW dock data storage, onboard self-diagnostic and system status monitoring, reporting real-time clock updated when the battery pack is plugged into the CEW dock, ambidextrous safety switch configurable for agency's needs. The trigger activates a single cycle (approximately five seconds). Holding the trigger down will continue the discharge beyond the standard cycle. The CEW cycle can be stopped by placing the safety switch in the down (SAFE) position. In addition to the CEW, all hardware to include, but is not limited to, battery packs, docks and 6 bay multi-docks, CEW holsters (Safariland R & L hand carrier), software and software license, warranty, subscription plan, and any discount, buy-back, credit and/or trade-in value for the current CEW's must be included as part of the Vendor's proposal. All actual and re-occurring costs must be clearing stated in the Vendor's proposal.	

Appendix B

Vendor Name:

Solution type:

(Check appropriate box)

☐ Software-as-a-Service (SaaS)
☐ On-Premise

DESCRIPTION:

53 In-Car-Video Installations
185 Body Worn Cameras
150 Police officers using BWC
185 Officers accessing Digital Evidence System

	Cumulative Costs					
	Year 1	Year 2	Year 3	Year 4	Year 5	
Total Overall Costs:	$0	$0	$0	$0	$0	$0

Expenditures:

	Year 1	Year 2	Year 3	Year 4	Year 5	Total ($)
Hardware/Infrastructure Costs						Totals
Servers	$0	$0	$0	$0	$0	**$0**
Peripherals	$0	$0	$0	$0	$0	**$0**
Network	$0	$0	$0	$0	$0	**$0**
Other	$0	$0	$0	$0	$0	**$0**
…						**$0**
Total Hardware/Infrastructure Costs	$0	$0	$0	$0	$0	$0
Communication						
Local Area Network	$ -	$ -	$ -	$ -	$ -	$ -
Wide Area Network	$ -	$ -	$ -	$ -	$ -	$ -
Remote Access	$ -	$ -	$ -	$ -	$ -	$ -
Wireless Connections	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -
…	$ -	$ -	$ -	$ -	$ -	$ -
Total Communication Costs	$ -	$ -	$ -	$ -	$ -	$ -
Software						
License/Subscription Fees *(From **Subscription Details** below)*	$ -	$ -	$ -	$ -	$ -	$ -
Maintenance Fees	$ -	$ -	$ -	$ -	$ -	$ -
Other Fees	$ -	$ -	$ -	$ -	$ -	$ -
…	$ -	$ -	$ -	$ -	$ -	$ -
Total Software Costs	$ -	$ -	$ -	$ -	$ -	$ -
Implementation						
Development/customization/integration	$ -	$ -	$ -	$ -	$ -	$ -
Training	$ -	$ -	$ -	$ -	$ -	$ -

Consulting	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -
…	$ -	$ -	$ -	$ -	$ -	$ -
Total Implementation Costs	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Management/Maintenance						
Hardware & software upgrades	$0	$0	$0	$0	$0	**$0**
Hardware & software administration	$0	$0	$0	$0	$0	**$0**
Other	$0	$0	$0	$0	$0	**$0**
…						**$0**
Total Management Costs	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Support						
Support staff	$0	$0	$0	$0	$0	**$0**
Staff training	$0	$0	$0	$0	$0	**$0**
Travel	$0	$0	$0	$0	$0	**$0**
Support contracts	$0	$0	$0	$0	$0	**$0**
Overhead labor	$0	$0	$0	$0	$0	**$0**
…						**$0**
…						**$0**
Total Support Costs	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Optional Expenditures						
…	$0	$0	$0	$0	$0	**$0**
…	$0	$0	$0	$0	$0	**$0**
…	$0	$0	$0	$0	$0	**$0**
…	$0	$0	$0	$0	$0	**$0**
…	$0	$0	$0	$0	$0	**$0**
…	$0	$0	$0	$0	$0	**$0**
…	$0	$0	$0	$0	$0	**$0**
…						**$0**
…						**$0**
Total Optional Expenditure Costs	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Total Costs	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Subscription Details	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	
Number of DEM users	0	0	0	0	0	
Subscription fee per DEM user per month	$0	$0	$0	$0	$0	
Number of officers with an assigned BWC	0	0	0	0	0	
Subscription fee per BWC per month	$0	$0	$0	$0	$0	
Number of In-Car-Video Systems	0	0	0	0	0	
Subscription fee per ICV per month	$0	$0	$0	$0	$0	
Other required subscription	0	0	0	0	0	
Subscription fee per month	$0	$0	$0	$0	$0	
Other required subscription	0	0	0	0	0	
Subscription fee per month	$0	$0	$0	$0	$0	

Annual Subscription Costs:	$0.00	$0.00	$0.00	$0.00	$0.00	$0
	* These costs transfer to the License/Subscription Fees entry above.					

NOTE: is incumbent on the vendor to verify the accuracy of the calculations in this spreadsheet.

List the costs to add an additional ICV System.
(configured similar to the present ICV configuration) in years 1 through 5:

List the costs to add an additional BWC for an individual officer.
(configured similar to the present BWC configuration) in years 1 through 5:

Items Not Included:

Appendix C

CITY OF FARGO HOSTING QUESTIONS

Vendor-Hosted (Cloud Provider) Solution Questions

If a vendor-hosted option is being offered, provide a detailed response to the items listed below regarding the hosting environment for the proposed solution.

Vendor Information:

1. Name of the product(s):

2. Name of the Vendor:

3. Contact Information:

System Maintenance:

4. Describe system maintenance included.

5. How are system enhancements prioritized?

6. Describe the upgrade cycle?

Reliability and Availability:

7. How does the hosted solution provide for disaster recovery?

8. Describe your backup process. Include the frequency of backups, if the backup media is stored at an offsite location and how many backup copies are maintained?

9. What redundancy features are available?

10. Describe notification to City of Fargo of scheduled outages?

11. Describe notification to City of Fargo of un-scheduled outages.

12. Are all hosting locations within the United States? Are hosting locations distributed geographically? What is the physical location of each datacenter? If hosted by a third party list the name of the hosting party.?

13. If you monitor your uptime statistics, please provide us with your uptime information for 2019 and 2020.

14. Data Best Practices recommendations for backups are to have 3 copies of data, stored on 2 different media types with at least 1 copy stored geo-diverse. Please describe your data backup solution.

15. Is your solution hosted on a government cloud platform or a commercial cloud platform?

Network Capability and Availability:

16. Describe the backbone connectivity of datacenter(s) to broadband provider(s). Is there physical circuit diversity with respect to how circuits enter the datacenter(s)?

17. What are the speeds of circuits entering the datacenter(s)?

18. What measures are in place to mitigate single points of failure in your network connection(s) to broadband providers?

19. Do you have metrics about network latency of your solution? If yes, what are they?

Performance, Capacity and Scalability:

20. Describe the scalability of the solution.

Security/Access Control:

21. Describe the security and auditing and logging capabilities of the hosting environment.

22. How does the solution provide for Single Sign-On (SSO)? Can the solution utilize the City of Fargo's Active Directory implementation? Is that through Active Directory Federation Services (ADFS)?

23. Describe how data contained in the hosting environment is secured. Capability to encrypt data at rest? Capability to encrypt data during transport?

24. Describe products used to test the security of the datacenter?

25. Describe the physical security policy and access control in place in the datacenter.

26. What methods does the system support for securely sharing data with the City of Fargo systems? Describe the secured transmission capability between the datacenter and the City of Fargo.

27. What audit certifications has the data center passed (SSAE16 audit, FedRAMP, etc.)? Describe how the audit reports will be made available to the City of Fargo upon request.

28. Besides the security tools built into your platform, are there any cloud security tools you recommend to use in conjunction with your solution?

Service Level Agreement (SLA):

29. Describe the SLA metrics that your hosted solution will provide.

30. Please describe any customer outages you have experienced since Jan 1, 2019. At a minimum, include the date, a description of the outage, and the duration.

31. Since Jan 1, 2019, have you ever lost a customer's data? If so, please date and scope of the loss.

Hosting Service Exit Plan:

32. All of the data the City of Fargo stores in your solution is owned by the City of Fargo. Please describe how that large amount of data will be provided to the City at the end of the contract? Please include a description of the format of the data. Will a data dictionary be provided?

33. Please describe if there will be any costs associated with getting a large amount of data transferred back to the City of Fargo at the end of the contract? Please be specific about what those costs will be?

Appendix D

CITY OF FARGO STORAGE & GIS QUESTIONS

Solution Questions

Technical Information:

1. In-Car Video: In your experience, what is the average recording time during a 10-hour shift?

2. Body Worn Camera: In your experience, what is the average recording time during a 10-hour shift?

3. Standard Definition Video Storage: In your experience, what is the average storage size of 1 hour of a standard definition recording?

4. High Definition Video Recording: In your experience, what is the average storage size of 1 hour of high definition recording (720p)?

5. In-Car Video Cameras: Describe the options for uploading data from the body worn camera system. Which option is included in the proposal?

6. Body Worn Cameras: Describe the options for uploading data from the body worn camera system. Which option is included in the proposal?

7. In-Car Video Cameras: Describe the connectivity options for the ICV system? Which option, if any, are included in this proposal?

8. Body Worn Cameras: Describe the connectivity options for the ICV system? Which option, if any, are included in this proposal?

9. In-Car Video Cameras: At the Police Garage, we will have WiFi connections available to the squad cars. Please describe your recommendations for the WiFi implementation?

10. Can the body warn camera be paired with a GPS enable device?

11. If paired with a GPS device can metadata containing location information be collected and stored with the video file?

12. Does the proposed solution use Motion Imagery Standards Board (MISB) compliant metadata?

APPENDIX E

TECHNICAL ARCHITECTURE OVERVIEW

City of Fargo Technical Environment

The City of Fargo's technical environment consists of Windows based desktops and a variety of server platforms connected via an IP based network. Brief descriptions of each component are provided below.

Desktop Environment

The de facto desktop standard is an Intel platform running Windows 10 or higher.

Network Services

All LAN segments are switched Ethernet networks. End User support is provided through a central help desk; this service is available 24x7x365.

Directory Services/Authentication

The City of Fargo provides a Microsoft Active Directory network domain.

Hosting Services

The City of Fargo supports the following platforms:

- Windows servers with Microsoft mainstream support; Windows 2012 R2 Server, or newer, is the preferred operating system,
- Intel Red Hat (RHEL) 7.x Linux.

End User support is provided through a central help desk; this service is available 24x7x365.

Virtualization

The standard deployment platform is a Hyper-V virtual environment hosting either Windows or Red Hat Linux

Database Services

The City of Fargo provides this database services:

- Microsoft SQL Server 2012 and newer.

Web Environment

The City of Fargo can provide either .NET and J2EE web application environments; test and production environments are available.

DMS Environment

Document Management Services are provided by the following platforms:

- Laserfiche

Email Environment

The City of Fargo Email Environment consists of:

- Microsoft Exchange

Geographic Information System (GIS) Environment

The City of Fargo uses Esri's ArcGIS software suite. Versions 10.6 and higher. The web services are running on Windows servers and the geodatabases are using Microsoft's SQL server. The City is running an enterprise setup with ArcGIS Portal, Geo Event Server and Data Store. The City also utilizes an ArcGIS Online organization account. The City's preferred Esri web based development plat form is their Java Script API. The City prefers any mapping application to use the ArcGIS Server REST service for the map display.

Business Intelligence Environment

The City of Fargo supports Cognos, Microsoft SSRS, Crystal Reports, SAS and SPSS.