



City of Portland, Oregon

# RFP NO.

## REQUEST FOR PROPOSALS

for

### Portland Police Bureau Body-Worn Cameras

Date Issued: XXXXX, XX, XXXX

Proposals Due: XXXXX by 4:00 p.m. Pacific Time

There will be a pre-proposal meeting scheduled for this Project on XXXXX at XXXXX a.m./p.m. via Microsoft Teams. For an invitation please contact Mark Ariza (contact info on page 1 of this RFP).

This is a mandatory meeting. Therefore, all proposers will be required to attend if they intend to submit a proposal.

**SUBMITTAL INSTRUCTIONS:** Submit one (1) Adobe PDF electronic copy clearly marked "Master" or "Original," and if redactions are requested, one (1) additional electronic copy, in MS Word format with redactions made (the Redacted for Public Disclosure Copy) through the City's Online Procurement Center:

<https://procure.portlandoregon.gov/bs/>

REFER QUESTIONS TO:

Mark Ariza  
Senior Procurement Specialist  
Procurement Services  
Phone:

Email:

RFP #  
Project #

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## **II. Proposal Requirements**

### **A. General Information**

#### **1. Purpose**

This Request for Proposals (RFP) document is a request for sealed competitive proposals under Portland City Code Chapter 5.33. The City of Portland is seeking proposals from qualified Proposers with demonstrated experience in Law Enforcement Body-Worn Cameras. Defined terms in this RFP are listed in the attached sample contract.

The City of Portland, Bureau of Police (PPB) in partnership with the citizens of Portland, is committed to working with all community members to preserve life, maintain human rights, protect property and promote individual responsibility and community commitment. The cornerstones of the Bureau's vision are:

- Organizational Excellence
- Community Engagement and Inclusion
- Crime Prevention and Reduction

To further this vision, PPB is seeking proposals from qualified companies (Proposers) to provide body-worn cameras, a user and administrative interface, and a video storage System that effectively and efficiently meets, at a minimum, the specifications included in this Request for Proposals.

#### **2. Background**

The Bureau is currently authorized 917 sworn officers and 312 professional staff. Personnel are assigned to one of three organizational branches:

- Operations – comprised of 3 precincts (Central, North, and East), and Crowd Management Incident Command
- Investigations – comprised of Specialized Resources, Detectives, Community Engagement, and Property/Evidence
- Services – comprised of Personnel, Business Services, Information Technology, Records, Training, Strategic Services, and the Technology Integration Group (TIG)

#### **3. Business Challenge**

The anticipated cost for the pilot period and full implementation described herein is TBD. The successful proposal will include the Proposer's true estimated cost to perform the work irrespective of the City's budgeted funds for this work.

Full implementation must be approved by City Council following a successful pilot. The proposal shall include a true estimate for a pilot period for 173 cameras and a full implementation for 636 cameras. All members of the Proposer's staff working on the Project or having Access to the System for Maintenance must pass a CJIS security background check which includes a national fingerprint check. Attachment X

Each vendor member performing technical work must have a unique logon. The vendor shall not access any technical equipment without first notifying and received authorization from the Portland Police Bureau, via the Program Manager.

#### **4. Outcomes Desired**

Having followed the evolution of body-worn camera technology for several years, PPB believes the technology supports 21st Century Policing and will enhance the community-police relationship by providing additional transparency into the daily operations of the Police Bureau. Body-worn camera systems will also build community trust, which is essential to effectively serving a city of Portland's size, diversity, and complexity. Body-worn cameras will provide police officers and community members with greater accountability and a better understanding of critical events of public concern. Additionally, body-worn camera systems will facilitate fair and transparent adjudication of criminal and civil matters.

#### **5. Work Overview**

The selected Contractor shall be expected to work closely with designated City of Portland personnel to perform the tasks described in Attachment A - Statement of Work.

PPB requests proposals to procure, implement, and support body-worn cameras and a comprehensive digital evidence storage system to store and manage the Bureau's audio, video, and still images. PPB plans to pilot the cameras and associated Software/Equipment of the top vendor for eight (8) weeks and fully implement the selected System Bureau wide after a successful pilot period.

PPB will equip uniformed Officers and selected Detectives, and front-line command staff with a bureau-issued camera. These individual use systems are expected to capture a ten (10) hour shift. PPB may require additional cameras for Officers who serve multiple roles within the bureau. The pilot program will equip Officers at PPB's Central Precinct and the Focused Intervention Team. An estimated 173 cameras are required during the pilot period. Following a successful pilot period, full implementation will require a minimum of 636 cameras and associated equipment to support implementation.

The camera shall include a user-friendly interface for activating and de-activating the video/audio recording and uploading, viewing, and tagging all captured video. The System shall be a fully integrated (either vendor or on-premises hosted) digital evidence system that includes the ability to upload, store, tag, retrieve, manage, redact, and disseminate audio, video, and still digital images. In addition, PPB prefers the camera be capable of docking for purposes of uploading all captured video/audio. Charging of the camera shall not exceed six (6) hours.

The City seeks a single provider System. While multiple companies may support and implement the overall System, an identified single contracting party must be fully responsible for achieving all specifications under the contract.

#### **6. RFP Estimated Timeline**

The following is the estimated timeline for the RFP and Contracting process:

<b>Event</b>	<b>Date</b>
Pre-Proposal Meeting (if applicable)	11 Feb 22
Deadline for RFP Questions	25 Feb 22
Written proposals due at 5:00 p.m. (Phase 1 response)	11 Mar 22

Posting of the short list and Phase 2 Instructions (if applicable)	1 Apr 22
Vendor Demonstrations	19 – 21 Apr 22
Contract Negotiations for pilot phase	May – Jul 22
Pilot	1 Aug – 30 Sept 22
Notice of Intent to Award posted	14 Oct 22
Contract Negotiations with successful Proposer	Nov 22 – Feb 23
Implementation	Mar – Dec 23

The City reserves the right to adjust the above noted schedule as necessary.

## 7. Grant Funding

PPB intends to apply for the U.S. Dept of Justice, Bureau of Justice Assistance Body-worn Camera Policy and Implementation Program to Support Law Enforcement Agencies FY 2022 Competitive Grant.

# III. Proposal Development

## A. Proposal Preparation

### 1. Pre-Proposal Meeting

There will be a pre-proposal meeting scheduled for this Project on XXXXX at XXXXX a.m./p.m. via Microsoft Teams. For an invitation please contact Mark Ariza (contact info on page 1 of this RFP).

This is a mandatory meeting. Therefore, all proposers will be required to attend if they intend to submit a proposal.

The City of Portland will make reasonable accommodation for people with disabilities. Please notify the person listed on the title page no less than three (3) Business Days prior to the event, by the City's TTY at 503-823-6868, or by the Oregon Relay Service at 1-800-735-2900.

### 2. Questions or Clarifications

It is the proposer's responsibility to ask questions, request changes or clarifications, or otherwise advise the City of Portland if any language, specifications or requirements of this RFP appear to be ambiguous, contradictory, or appear to inadvertently restrict or limit competition to a single source.

Questions and requests for clarification regarding this RFP must be directed in writing, via email, to the person listed on the title page at least seven (7) Calendar Days prior to the proposal due date. Any questions received less than seven (7) Calendar Days prior to the RFP opening date may not be answered.

In order to maintain a fair and equitable RFP process, the City shall provide all additional relevant or pertinent information via the issuance of an addendum.

## **B. Proposal Submission**

### **1. Proposals Due**

Proposals must be received by the City no later than the date and time specified on the first page of this solicitation. It is the proposer's responsibility to ensure that proposals are received prior to the specified closing date and time, and in the manner required by Part II, Section B.3 below. Proposals received after the specified closing date, or time or in a manner other than specified in this RFP, shall not be considered and will be rejected.

### **2. Proposal Page Limit**

Proposals must be clear, succinct and not exceed twenty (20) pages.

Those portions of a Proposal excluded from the page limit are identified in RFP Part II Section C, Proposal Submittal Checklist.

The City will evaluate all proposals on the completeness and quality of the content. Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

### **3. Proposal Submission**

For purposes of this proposal submission, the proposer shall submit: one (1) original copy of their proposal and all separately attached documents in PDF format through the City's Online Procurement Center (BuySpeed) at:

<https://procure.portlandoregon.gov/>

Please see attached BuySpeed submittal instructions (Attachment 3). Disclaimer: These instructions are advice only and the City does not warrant that following these instructions will guarantee that a proposer's proposal is submitted correctly. Proposers bear complete and total responsibility for ensuring their proposal is properly submitted and received on time.

The entire proposal must be properly submitted through the City's Online Procurement Center (BuySpeed) before the time and date specified on the cover page of this RFP. Proposers are advised to allow extra time to upload their proposal documents into BuySpeed.

### **4. Open Data Requirements**

The City of Portland established an Open Data Policy and Program in 2017 per Portland City Council Ordinance 188356 (<https://efiles.portlandoregon.gov/Record/10879908/>). Accordingly, the City is committed to the publication, open access, and widespread sharing of data collected and generated by the City, and by private sector companies, non-profit organizations, academia, and other parties working on behalf of the City. Proposers will be specifically required to acknowledge the goals of the Open Data Policy, and work with the City to meet those goals. Proposers' acknowledgement will be part of the Proposer Information Form.

### **5. Proposal Components**

Proposers must provide all information requested by the City in this RFP. Responses must follow the format outlined in this RFP. Additional or unrequested materials, and proposals submitted in other formats, may not be considered.

**a. Cover Letter**

The Proposal Cover Letter shall include a general statement of the purpose for submission and must be signed by a legal representative of the proposer who is authorized to bind the proposer in contractual matters. A proposer’s submission of a proposal through BuySpeed constitutes an electronic signature of the proposal.

**b. Proposer Information Form**

Proposers shall fully complete and submit the proposer Information Form (Attachment C).

**c. Response to City’s Functional and Technical Requirements**

Proposers shall respond to each functional and technical requirement in RFP Attachment A. For each line item please indicate the extent to which the proposed Product can meet the requirement. Comments are encouraged.

**d. Project Approach**

Proposers shall provide a Scope of Work (SOW) for their proposed solution.

The City has provided information on the tasks, Deliverables, roles, and responsibilities anticipated for a successful Project. See RFP Attachment A. The City requests proposers use Attachment A as a guide when crafting their proposed SOW. The proposed SOW should demonstrate a clear and concise understanding of the Project. For each phase identified in the proposed SOW, Proposers should provide the following information:

- i. Describe the tasks and activities, the methodology that will be used to accomplish them, and which team members will work on each task;
- ii. Describe the Deliverables that would result from each task or activity;
- iii. Identify points of input and review with staff; and
- iv. The time frame estimated to complete each task.

**e. Pricing Proposal**

The proposal shall include the true estimated cost or fixed-price estimate for the proposed Project approach irrespective of the City’s anticipated cost. Additionally, this cost shall include the hourly rates of each person associated with the Project as well as the estimated number of hours each staff member will be expected to work on each task.

Costs should include storage, equipment, replacement, cloud transfer (if applicable) and any other additional costs. These costs should cover both the pilot period (if applicable) and full implementation.

**f. References**

Proposer should include references from three (3) clients for which the proposer worked on projects of similar scope and complexity, within the past five (5) years. Please include:

- i. Contact name
- ii. Contract title
- iii. Address
- iv. Phone number
- v. Email address
- vi. Location/jurisdiction
- vii. Summary of the project
- viii. Project start and end dates
- ix. Project contract value (initial and current ending value)

Reference Checks may be conducted by the City at any point during evaluation process. The City will make a reasonable attempt to contact each reference three (3) times. If after three (3) attempts the reference does not respond, the reference shall not be evaluated, if applicable the proposer shall receive 0 points for that reference, and the proposer shall only be evaluated on their remaining references.

If the proposer provides more than the requested number of references, references beyond the requested number of references provided may not be contacted, evaluated or considered.

#### Right to Check Other References

The City reserves the right to contact any additional references it deems appropriate or in its best interests when evaluating the proposer's proposal. The City may conduct other reference checks with persons whose names have not been provided by the proposer, but of whom the City has knowledge.

#### Reference Uses, Responsibility Determination

The City may use references to obtain additional information, break tie scores, or verify any information needed. Any References which indicate a failure to provide complete and accurate information in a Proposal may lead to rejection for lack of Responsibility.

#### **g. Corporate Responsibility**

Through the adoption of The Portland Plan, the Social Equity Contracting Strategy, and Sustainable Procurement Policy, the Portland City Council has shown its commitment to contracting with socially and environmentally responsible businesses. The City values and supports diversity and is dedicated to advancing equity in public contracting by increasing opportunities for firms certified by the State of Oregon's Certification Office for Business Inclusion and Diversity ("COBID"). The Social Equity Contracting Strategy promotes economic growth and encourages partnering and mentoring between large and small COBID firms on City contracts. Proposing firms are encouraged to use the Directory of Certified Firms on the COBID website (<https://www.oregon4biz.com/How-We-Can-Help/COBID/>) for identifying potential certified subcontractors.

All proposers shall address the following in their proposals:

- i. Oregon State Certification

Please indicate in your response if your firm is currently a COBID-certified firm.

- ii. Subcontracting to COBID-Certified Firms
  - a. Please list the total project Contract amounts being performed by the prime contractor and by any subcontractors on COBID Participation Disclosure Form 1 (Form 1).
  - b. Points will be awarded based upon the relative value of work performed by COBID-certified subcontractors to the overall cost of the project.

\*Note: Failure to submit Form 1 with your proposal may result in the proposal being found non-responsive and rejected.

- iii. Workforce Diversity and Community Involvement
  - a. Describe your firm's workforce demographics and any measurable steps taken to ensure a diverse internal workforce (e.g., women and people of color).
  - b. How do you approach internal on-the-job training, mentoring, technical training, and/or professional development opportunities for women and people of color?
  - c. Describe your firm's employee compensation structure, (e.g., living wages, healthcare coverage, employee leaves, dependent care, etc.).
  - d. Describe your firm's commitment to community service, (e.g., charitable programs, scholarships, economic development, etc.)
- iv. Sustainable Business Practices
  - a. List the top five actions/ongoing practices your firm has implemented to reduce the environmental impacts of your operations (e.g., energy efficiency, use of recycled content or non-toxic Products, use of public transit or alternative fuel vehicles, waste prevention and recycling, water conservation, green building practices, etc.).
  - b. Regarding your top five actions, please reference implementation dates and/or timelines, and any performance metrics or third-party awards/recognition (such as Sustainability at Work).
  - c. Does your firm participate in any third-party sustainability related organizations, networks, or committees? If so, list up to five examples and how long your firm has been an active participant in each.
  - d. The City expects thoughtful consideration of all of the above Corporate Responsibility criteria in the preparation of proposals. The City will enforce all COBID commitments submitted by the successful proposer. The successful proposer will not be permitted at any time to substitute or delete any COBID Certified subcontractor without the prior written approval of the Chief Procurement Officer.

#### **h. Hosted Software Questionnaire**

Proposers offering a hosted solution must complete and submit the hosted software questionnaire, which should be included as RFP Attachment F.

#### **i. System Authentication and Access Control**

Authorized access to City information through approved access controls is a hosted -service requirement. Access to City confidential and restricted information, regardless of location, requires multi-factor-authentication (MFA) that integrates with City Microsoft Active Directory, MS Azure AD, or

supported Single Sign-On services. All hosted account settings must align with City authentication and access control standards and support activity alerts, reports and audits.

**j. Exceptions and Deviations to The Sample Contract**

The Sample Contract attached as Attachment H contains the terms and conditions that will govern the resulting Contract between the City and the Contractor.

As part of the Evaluation Phase 2 shortlisted proposers shall be required to submit exceptions and deviations to the City’s Sample Contract. The proposer must identify the specific provision the proposer would like to negotiate, provide an explanation of why the proposer believes the provision should be a negotiable provision, and provide the suggested revised language. RFP Attachment I contains an exception and deviation request form for submission as part of Evaluation Phase 2. Exception and deviation requests that are not submitted in the format of RFP Attachment I may not be considered. Requests that state the entire Contract be negotiated will not be considered.

**k. Proposal Redactions for Public Records Purposes**

Any portion of a proposal that the proposer claims as exempt from disclosure must meet the requirements of Oregon public records law. When preparing their proposal submission, if the proposer requests redactions to their proposal, the proposer shall provide one (1) “Redacted for Public Disclosure” copy of the proposal in unprotected MS Word format with the requested redactions highlighted in yellow with their submission. The “Redacted for Public Disclosure” copy shall be a complete copy of the submitted proposal, in which all information that the proposer deems to be exempt from public disclosure has been identified. The proposer shall also include a completed “Redaction Summary Form” (use RFP Attachment I) detailing the location of all redacted information and reason for redaction.

When exempt information is mixed with nonexempt information on the same page, the exempt information must be redacted in such a way as to allow the disclosure of the non-exempt information. Should the proposer determine that no redactions are required, that should be indicated in the proposer Information Form. If a proposer fails to submit a “Redacted for Public Disclosure” copy of their proposal as required, the City may release the proposer’s original proposal without redaction.

**C. Proposal Submittal Checklist**

Each complete proposal must contain the following, in the order indicated below.

<b>Proposal Component</b>	<b>Status</b>	<b>Included in narrative page limit?</b>	
Cover Letter	Required	Y	
Proposer Information Form	Required	N	
Response to City’s Functional & Technical Requirements	Required	N	
Project Approach	Required	Y	
Pricing Proposal	Required	N	

References (3)	Required	Y	
Corporate Responsibility, including: COBID Participation Disclosure Form 1	Required	Y	
Hosted Software Questionnaire	Required	N	
Exceptions and Deviations to Contract	Optional	N	
Redaction Summary Form	Required if Redacted for Public Disclosure Copy is provided.	N	
Redacted for Public Disclosure Copy	Optional	N	
Background Form	Required	N	

## IV. Proposal Evaluation

### A. Proposal Review and Selection

#### 1. Evaluation Overview

A Selection Review Committee (Committee) will be appointed to evaluate the proposals received. For the purpose of scoring proposals, the Committee will evaluate each proposal in accordance with the criteria listed below. The Committee may seek the assistance of outside expertise, including, but not limited to, technical advisors. The Committee will require a minimum of ten (10) Business Days to evaluate and score the proposals.

The choice regarding how or when to proceed, the need for additional clarifications, decisions to begin or terminate negotiations, determination of a reasonable time, decisions to open negotiations with a lower scoring proposer, and any decision that a solicitation should be cancelled are all within the sole discretion of the City.

#### 2. Evaluation Process

The proposal evaluation process consists of a series of evaluation phases that may lead to the identification of a finalist. Each proposal will be evaluated in accordance with the following evaluation criteria:

##### a. Responsiveness, Responsibility, and Mandatory Criteria

The City shall determine if the proposer is a Responsible Proposer that has submitted a Responsive Proposal, in accordance with Portland City Code.

##### b. Evaluation Phase 1 – Written Scoring

Proposals meeting the responsiveness, responsibility, and mandatory requirements will be further evaluated as part of Evaluation Phase 1. One hundred possible points are available at Phase 1. This step consists of a detailed review of the written proposal responses as follows:

<b>Phase 1 Evaluation Criteria</b>		
<b>Criteria</b>	<b>Maximum Phase 1 Score</b>	<b>Point Distribution by Subsection</b>
<b>1. Response to City’s Functional and Technical Requirements</b>	<b>40</b>	
<b>2. Project Approach and Understanding</b>	<b>10</b>	
<b>3. Pricing Proposal</b>	<b>20</b>	
<b>4. Proposer’s Capabilities</b>	<b>10</b>	
<b>5. Corporate Responsibility</b>	<b>20</b>	
OR State Certification		<b>4</b>
COBID Subcontracting		<b>8</b>
Workforce Diversity & Community Involvement		<b>3</b>
Sustainable Business Practices		<b>5</b>
<b>6. Hosted Software Questionnaire</b>	<b>0</b>	<b>Required</b>
<b>TOTAL:</b>	<b>100</b>	

**c. Short Listing:**

At the end of any evaluation phase, the Evaluation Committee may focus on only a limited number of proposals by developing a “short list” based on the scores, or may proceed directly to Contract negotiation and award. The number of proposals on the short list depends on whether the Committee believes such proposals have a reasonable chance of leading to the award of a contract. Proposers that are eliminated from further consideration will be notified by a Notice of Shortlisting posted in the same manner as the RFP.

**d. Subsequent Evaluation Phases:**

The City may proceed with subsequent phases of evaluation as it deems necessary, including but not limited to oral interviews, demonstrations, presentations, or site visits, along with further clarification of the proposals. Proposers invited to participate in subsequent evaluation phases will be given additional information and instructions regarding the City’s desired content a reasonable time before any further evaluation is held.

**e. Total Overall Score:**

Following completion of each evaluation phase, the points from that phase will be added to each proposer’s cumulative score to determine their Total Overall Score. The highest scoring proposer, based on their Total Overall Score, may be identified as the finalist.

The selection of the finalist may be based on negotiated costs and conformance to the City’s terms and conditions within the City’s Sample Contract. Negotiations will follow with the finalist, and if successful, may result in a final award and Contract for the work. If the Contract with the finalist cannot be reached

within a time period deemed reasonable to the City, the City may elevate any of the proposers that passed Phase 1.

**f. Evaluation Phase 2 – Product Demonstrations**

The scoring of Phase 2 generally will be as follows, however further detail on specific criteria, weighting and point breakdown may be part of the information and instructions provided by the City at the conclusion of Phase 1:

<b>Phase 2 Evaluation Criteria</b>		
<b>Criteria</b>	<b>Maximum Phase 1 Score</b>	<b>Point Distribution by Subsection</b>
<b>1. Content of product presentation</b>	<b>70</b>	
<b>2. Reference check results</b>	<b>30</b>	
<b>TOTAL:</b>	<b>100</b>	

**g. Additional Optional Evaluation Phases and Methods**

In addition to the standard evaluation phases above, the City may exercise one, or any combination, of the methods of Contractor selection described in PCC 5.33.100, including best and final offers, serial negotiations, and competitive simultaneous negotiations.

Proposers that are eliminated at any stage of the evaluation process will be notified of their elimination.

Evaluation Phase #3, will consist of a pilot period of the top scoring Proposer from the first 2 phases. The top scoring Proposer will be expected to provide 173 units of all equipment and software necessary to install and implement their proposed system at Central Precinct and the Focused Intervention Team. These 173 units will need to be made available to the City within seven (7) days after the final scores for phase 1 and 2 are released.

After the short list is posted, and a reasonable time before the scheduled Evaluation Phase #3 pilot period is scheduled to begin, shortlisted Proposers will be given additional information regarding the City’s desired content, details, and specifications for Evaluation Phase #3. The City may also request further clarification of the Proposer’s response. Evaluation Phase #3 will consist of testing of the proposed system by sworn PPB Officers, evaluation by PPB’s safety committee, evaluation by the technical committee, evaluation of the support model provided by the Proposer, and the evaluation of any other specifications or clarifications identified by the City as applicable to Evaluation Phase #3.

The schedule for the pilot period will allow for eight (8) weeks of testing for the top scoring Proposer. After the eight (8) week pilot period, the Committee will score Evaluation Phase #3 and decide on awarding the contract or going back to the next top Proposer.

The scoring of the Evaluation Phase #3 will be as follows:

<b>Phase #3 Evaluation Criteria</b>		
<b>Criteria</b>	<b>Maximum Level #3 Score</b>	<b>Point Distribution by Subsection</b>

<b>Officer assessment during Pilot period</b>	<b>30</b>	
<b>Safety committee</b>	<b>10</b>	
<b>Technical committee</b>	<b>25</b>	
<b>Application features and functionality</b>	<b>25</b>	
<b>Support Model</b>	<b>10</b>	
<b>Total:</b>	<b>100</b>	

## **B. Award Review and Protest**

### **1. Review:**

The City shall post a Notice of Intent to Negotiate and Award in the same manner as the RFP. The Notice shall identify the proposer(s) to which the City intends to award a contract. Following the Notice of Intent to Negotiate and Award, the public may view proposal documents, in accordance with the Oregon Public Records Act. Proposers not awarded the Contract may seek additional clarification or debriefing, request time to review the selection procedures, or discuss the scoring methods utilized by the Evaluation Committee.

### **2. Protests:**

Proposers are permitted to challenge the City's decision to exclude the proposer from the next step in the evaluation process, and to award a contract. Proposers who wish to protest their elimination must submit a protest within seven (7) Calendar Days of the City's posting of the Notice of Intent to Award. Depending on the nature of the protest, proposers may wish to review Portland City Code (PCC) 5.33.720, 5.33.730, and 5.33.740 regarding protest procedures, all of which may be found online at the City Auditor's website. The exercise of judgment used by the Committee in scoring the written proposals and any subsequent evaluation phase, including the use of outside expertise, is not grounds for appeal.

## **V. Terms and Conditions**

### **A. RFP Process**

**Addenda:** If, in the opinion of the Chief Procurement Officer, additional information or interpretation is needed, the City shall issue an addendum. Any addenda issued by the Chief Procurement Officer seventy-two (72) hours or more before the scheduled closing time, Saturday, Sunday, and City-observed holidays not included, shall be binding. The City shall provide such addenda in the same manner in which it provided the RFP, but failure of the proposer to receive or obtain such addenda shall not excuse the proposer from compliance with its contents.

**Oral Instructions:** Oral instructions or information concerning the RFP or the project given out by officers, employees, or agents of the City shall not modify the RFP nor bind the City. Any changes or revisions to the RFP shall be binding only if issued by the City in a written addendum.

**Cost of Responding:** This RFP does not commit the City to pay any costs incurred by any proposer in the submission of a proposal, or in making necessary studies or designs for the preparation thereof, or for procuring or contracting for the items to be furnished under the resulting Contract.

**Taxes:** Taxes, whether State or Federal, shall not be included in the offered prices. A tax exemption certificate will be provided by the City upon request.

**Sustainable Procurement:** The City strives to be more sustainable in its operations and planning. Starting with the City's Sustainable City Principles (1994) the City established a variety of policies to guide its work on sustainability, including: the Sustainable Procurement Policy, Green Building Policy, Local Action Plan on Global Warming, and the Stormwater Management Manual. To view these and related City policies, go to the Portland Policy Documents Website: <http://www.portlandoregon.gov/citycode/26812>. As applicable to City procurement, these policies guide the City to buy products and services that reduce the City's negative environmental and social impacts. While specific goals vary, the City's sustainability objectives tend to focus on: reducing energy use; reducing air, water, and land pollution; building and maintaining high-performance green buildings; reducing the use of materials toxic to the environment and human health; utilizing resources efficiently, including the use of renewable, reusable and recycled materials; utilizing minority-owned, small, and/or local businesses; preserving or enhancing biodiversity; and maintaining fiscal health in the short and long term. As such, the City seeks to do business with firms that will actively contribute to the City's sustainability objectives.

**Withdrawal, Modification or Alteration of Proposal:** Prior to the RFP due date and time, a proposer may submit revised versions of its proposal. Also, a proposal may be withdrawn upon written request of the proposer prior to the due date and time. Negligence on the part of the proposer in preparing their proposal confers no right to withdraw their response after the scheduled closing time for filing proposals. As a result of any of these actions, if the intent of the proposer is not clearly identifiable, the interpretation most advantageous to the City will prevail.

**Late Proposals:** Proposals must be received no later than the date and time specified on the cover of this solicitation. It is the proposer's responsibility to ensure that proposals are received prior to the specified closing date and time. Proposals received after the specified closing date and/or time shall not be considered and will be rejected.

**Cancellation:** The City of Portland reserves the right to modify, revise, or cancel this RFP. Receipt and evaluation of proposals, or the completion of subsequent evaluation phases does not obligate the City to award a contract.

**Rejection of Proposals:** The City reserves the right to reject any or all responses to the RFP in the City's sole discretion.

**Public Records:** Any information provided to the City pursuant to this RFP shall be public record and subject to public disclosure pursuant to Oregon public records laws.

The general requirement for public disclosure is subject to a number of exemptions. When preparing a proposal submission, a proposer must plainly mark each page containing information deemed by the proposer to remain exempt from public disclosure after proposals have been evaluated (e.g., pages

containing trade secret, economic development information, etc.). A summary of the redactions shall be provided with the redacted version of the proposal response.

The fact that a proposer marks and segregates certain information as exempt from disclosure does not mean that the information is necessarily exempt. Any portion of a proposal that the proposer claims as exempt from disclosure must meet the requirements of the Oregon Public Records Act. The City will make an independent determination regarding exemptions applicable to information that has been properly marked and redacted. Information that has not been properly marked and redacted may be disclosed in response to a public records request. When exempt information is mixed with nonexempt information, the nonexempt information must be disclosed.

Unless expressly provided otherwise in this RFP or in a separate communication, the City does not agree to withhold from public disclosure any information submitted in confidence by a proposer unless the information is otherwise exempt under Oregon law.

If the City refuses to release the records, the proposer agrees to provide information sufficient to sustain its position to the District Attorney of Multnomah County, who currently considers such appeals. If the District Attorney orders that the records be disclosed, the City will notify the proposer in order for the proposer to take appropriate legal action. The proposer further agrees to hold harmless, defend, and indemnify the City for all costs, expenses, and attorney fees that may be imposed on the City as a result of appealing any decision regarding the proposer's records.

**Conflict of Interest:** By submitting a proposal, a proposer thereby certifies that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer on this particular RFP, and that the proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

**Intergovernmental Cooperative Purchasing:** The proposer agrees to extend identical goods and services under the same prices, terms, and conditions to all public agencies. Requirements stated herein reflect the City of Portland's usage only. A public agency wishing to utilize like services will execute its own contract with the Contractor for its requirements and may negotiate the terms of that contract in accordance with its own requirements. The Contractor shall provide quarterly usage reporting of the City of Portland as well as that of other public agencies to the City of Portland, Procurement Services. Any proposer by written notification included with their proposal, may decline to extend the services, prices and terms of this RFP to any and/or all other public agencies.

## **B. Award and Contracting Process**

**Contractor Selection:** The City will award a contract to the proposer whose proposal is considered and evaluated as being the most advantageous to the City. The contractor selection process will be carried out under Portland City Code.

**Clarifying Proposal During Evaluation Period:** During the evaluation process, the City has the right to require any clarification or change it needs in order to understand the proposer's view and approach to the project and scope of the work.

**Notice of Intent to Award Is Not a Contract:** A notice of intent to negotiate and award posted on the Procurement Services website does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with Services. Before performing any work, the contractor must receive a properly authorized purchase order or Contract.

**Contract Development:** The proposal and all related responses provided by the proposer may become a part of the final Contract. The form of Contract shall be the City's Sample Contract provided with this RFP.

**Insurance – Proof of Coverage:** Work shall not commence until all insurance requirements have been met and certificates thereof have been filed with the City. All insurance requirements shall be as indicated within the attached sample Contract.

**City of Portland Business License Tax Account #:** Prior to execution of a Contract, Contractor shall provide City of Portland business license tax account number, or shall provide proof of exemption from said registration requirements, as issued by the City of Portland Bureau of Revenue. Failure to do so within twenty (20) Calendar Days after posting of the Notice of Intent to Award may result in withdrawal of any resulting contract award. Details of compliance requirements are available from the Revenue Bureau License and Tax Division, (503) 823-5157, website: <http://www.portlandoregon.gov/revenue/29320>

**Failure to Execute Contract:** Failure on the part of the proposer to whom a contract is awarded to execute the Contract and deliver the Contract and required documents with all required bonding and insurance certificates within ten (10) Calendar Days shall be just cause for cancellation of the award and withdrawal of the Contract.

**Public Safety:** Public safety may require limiting access to public work sites, public facilities, and public offices, sometimes with little advance notice. The Contractor shall anticipate delays in such places and include the cost of delay in the costs in its proposal. The Contractor's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. City project managers have discretion to require the Contractor's employees and agents to be escorted to and from any public office, facility or work site.

**Governing Law:** The provisions of any contract shall be construed in accordance with the provisions of the laws of the State of Oregon without reference to its conflict of law provisions. Any action or suits involving any question arising under the resulting Contract must be brought in the appropriate court in Multnomah County Oregon. All statutory, charter and ordinance provisions that are applicable to public contracts in the City of Portland and the State of Oregon shall be followed with respect to this Contract. In connection with its activities under this Contract, Contractor shall comply with all applicable federal, state and local laws and regulations including the City's Equal Benefits Ordinance and its administrative rules, all of which are incorporated by this reference. These requirements are available on the City of Portland's Procurement Services website: <http://www.portlandoregon.gov/brfs/27353>

Failure to comply with the City's Equal Benefits Ordinance permits the City to impose sanctions or require remedial actions as stated in Section 13.1 of the rules. All statutory, charter and ordinance provisions applicable to public contracts in the City of Portland and the State of Oregon shall be followed with respect to this Contract.

**Americans With Disabilities Act Compliance:** Proposers agree that if awarded a contract, the successful Contractor will comply with all applicable provisions of the Americans with Disabilities Act of 1990, 42

USC Section 12101 et seq. If any proposer requires special assistance or auxiliary aids during the proposal, evaluation or award process, please notify the Procurement Services, (503) 823-6855, or TDD (503) 823-6868, at least two (2) Business Days prior to the required assistance.

**Assignment of Anti-Trust Rights:** By entering into a contract, the Contractor, for consideration paid to the contractor under the Contract, does irrevocably assign to the City of Portland any claim for relief or cause of action which the Contractor now has or which may accrue to the Contractor in the future, including, at the City's option, the right to control any such litigation on such claim for relief or cause of action, by reason of violation of 15 USC SS 1-15 or ORS 646.725 or ORS 646.730, in connection with any goods or services provided to the Contractor by any person, which goods or services are used, in whole or in part, for the purpose of carrying out the contractor's obligation under this Contract.

In the event the Contractor hires subcontractors to perform any of the Contractor's duties under the Contract, the Contractor shall require the subcontractor to irrevocably assign to the City of Portland, as a third party beneficiary any right, title or interest that has accrued or may accrue to the subcontractor by reasons of any violation of 15 USC SS 1-15, ORS 646.725 or ORS 646.730, including, at the City's option, the rights to control of any litigation arising thereunder, in connection with any goods or services provided to the subcontractor by any person, in whole or in part, for the purpose of carrying out the subcontractor's obligations as agreed to by the Contractor in pursuance of the completion of the Contract.

In connection with this assignment, it is an express obligation of the contractor that it will take no action, which will in any way diminish the value of the rights conveyed or assigned hereunder to the City of Portland. It is an express obligation of the Contractor to advise the City Auditor or the Office of the City Attorney of Portland, Oregon:

1. In advance, of its intention to commence any action on its own behalf regarding such claims for relief or causes of action;
2. Immediately, upon becoming aware of the fact that an action has been commenced on its own behalf by some other person or persons, of the pendency of such action; and
3. The date on which it notified the obligor(s) of any such claims for relief or causes of action of the fact of its assignment to the City of Portland.

Furthermore, proposer understands and agrees that in the event any payment under such claim is made to the Contractor, it shall promptly pay over to the city of Portland its proportionate share thereof, if any, assigned to the State hereunder.

## **VI. Attachments**

### **A. Statement of Work**

#### **1. Technical and Required Services**

For the comments in this section, please indicate your level of response using the following:

- Yes, without configuration or customization

- Yes, requires configuration (please describe)
- Yes, requires customization (please describe)
- No

Configuration is defined as the use of administrative functions provided in the Software to adapt the Software to City-specific requirements, revisions or modifications to enhance features and functionality but which do not include programmatic changes or additions to the source code, or in the case of Equipment, adapting the Equipment to City Specifications.

Customization is defined as in the case of Software, any new or modified source code, prepared, created, or developed by Contractor specifically for the City. In the case of Work Product, Customization means any Documentation that is developed specifically for the City. The City desires to minimize customization. Please include any information on how customization will be maintained (by the City, by the vendor) and what is the effect on customization when the system is patched or upgraded.

**1. TECHNICAL SPECIFICATIONS:**

The City has outlined the proposed specifications in the below tables broken down by category. Please complete all information requested. Additional documentation can be submitted as an attachment by reference provided it is clearly marked. If a requirement is not a current capability but is a future planned Upgrade, document that within the comments and provide a road map for any planned system upgrades.

**General System Specifications**

Req #	Description	Yes / No	Comments
1.1	System shall be a fully integrated digital evidence system that includes the ability to upload, store, retrieve, manage, redact, and disseminate audio, video, and still digital		
1.2	Shall have a comprehensive Digital Evidence Management System (DEMS) that the Oregon CJIS Systems Officer (CSO) has deemed CJIS compliant.		
1.3	Shall have an IOS based application or a mobile-friendly, secure webpage. The City standard is iPhone.		

<p>1.4</p>	<p>Shall have a robust end-user interface that allows for complete administration of all data including but not limited to:</p> <ul style="list-style-type: none"> <li>• Internal and External Sharing</li> <li>• Make confidential or restrict access</li> <li>• Digital Evidence Redaction</li> <li>• Purging/Permanent Retention</li> <li>• Account Administration</li> <li>• System Reporting including access to raw data for custom</li> </ul>		
<p>1.5</p>	<p>Shall have system administration security at a granular level to effectively manage appropriate access to digital evidence including but not limited to:</p> <ul style="list-style-type: none"> <li>• Uploading</li> <li>• Tagging/Indexing</li> <li>• Viewing</li> <li>• Deleting</li> <li>• Redacting</li> <li>• Sharing</li> <li>• Generating Audit Logs</li> </ul>		
<p>1.6</p>	<p>Shall have the ability to deactivate a user account while maintaining all digital evidence and releasing the license count for deployment to another</p>		

1.7	Shall have the ability to capture GPS coordinates of video and still images captured through vendor supplied mobile application, including continuous capture for video.		
1.8	Shall have the ability to tag and index (in field) required data fields for captured video and still images through vendor supplied web interface or mobile application. Please describe.		
1.9	Indexed data fields shall be configurable and selections limited in the mobile application. Please describe.		
1.10	All digital evidence shall be classified for retention and storage. Classifications shall be configurable and revert to a default if none are selected. Users with appropriate permissions shall be able to update the classification. Please		
1.11	Digital evidence shall have a configurable retention and purge system based on agency defined business rules. Shall also have the ability to manually purge based on security		
1.12	Shall have a configurable warning period prior to system purging. Please		

1.13	Shall have the ability to recover a video during a grace or warning period after purging. Please describe.		
1.14	Shall have the ability to upload industry standard video files, audio files, and still images in multiple formats. Please list all acceptable formats and bandwidth		
1.15	System shall ensure all digital evidence uploaded through the vendor supplied mechanism has been successfully uploaded prior to deletion/ overwritten from the device. Please describe.		
1.16	System shall ensure all digital evidence uploaded through the vendor supplied mechanism is removed from the device upon successful upload. Please describe if this is through deletion or		
1.17	System shall allow redaction of digital evidence based on appropriate security and redaction information should be noted in metadata. Original digital evidence shall be retained and		

1.18	System shall include a fully integrated redaction tool complete with industry standard redaction techniques, including the ability to automatically detect and render faces unidentifiable. Shall include manual selection of items and the ability to follow those items and redact throughout the video. Shall include the ability to redact audio and		
1.19	Please describe if system includes auto transcription of audio.		
1.20	Shall have the ability to download video for storage on other devices (DVD, thumb drive, etc.) and prove authenticity (chain of custody) if challenged		
1.21	Shall have ability to search and sort files by the following criteria, as well as missing or null values for each category: <ol style="list-style-type: none"> <li>1. Date and time frame</li> <li>2. User/Officer</li> <li>3. File name</li> <li>4. Video categories</li> <li>5. Source Device</li> <li>6. Case/incident number</li> </ol>		

1.22	Shall have the ability to view/play digital evidence recordings in most standard DVD players or PCs using a standard format not requiring specialized software installation.		
1.23	System shall have the ability to upload digital evidence from multiple users, multiple devices and multiple locations simultaneously. Please describe the ability to batch download or the ability to identify and download multiple clips simultaneously, or in automated sequence, from an event or investigation.		
1.24	Shall provide initial Administrative and Super-User training onsite. Please describe including recommended training hours per subset of users (i.e. officer,		
1.25	Shall provide on-going Administrative and Super-User training for all substantive system upgrades. Please describe if this is on-site or other and if there are additional costs involved.		

1.26	<p>Shall provide initial and ongoing training materials including but not limited to:</p> <ul style="list-style-type: none"> <li>• Electronic manuals</li> <li>• Web-based / Self-guided presentations</li> <li>• Quick reference guides / Cheat sheets</li> <li>• Videos</li> </ul>		
1.27	<p>Shall provide onsite demonstrations testing during RFP proposal to include but not limited to:</p> <ul style="list-style-type: none"> <li>• Camera ease of use</li> <li>• Camera functionality</li> <li>• Camera durability including cables</li> <li>• Video and audio quality (in variety of lighting settings)</li> <li>• Tagging</li> <li>• Digital evidence upload process</li> <li>• Video access / Playback retrieval process (filter and sort via tags, etc)</li> <li>• Digital evidence distribution / sharing</li> <li>• Redaction software / process</li> <li>• Account administration</li> </ul>		
1.28	<p>Shall provide 24/7 technical and functional support including camera replacement. Onsite support is available as required by priority / severity.</p>		

1.29	Vendor shall provide technical and engineering litigation testimony in court on different components including hardware and software if needed.		
1.30	Identify if your solution also has an in-car camera system and/or an interview room video recording system.		
1.31	The City of Portland prohibits the use of Facial Recognition technologies. Identify if your solution uses facial recognition technology and if so, can it be turned off. Describe in		

**Body Camera Specifications**

Req #	Description	Yes / No	Comments
1.32	Shall be a wearable body camera that will be able to capture video from an Officer's perspective.		
1.33	Cameras should have multiple mounting options available, including but not limited to: <ul style="list-style-type: none"> <li>• Shoulder</li> <li>• Helmet</li> <li>• Chest</li> <li>• Glasses</li> </ul>		

1.34	<p>Shall have the capability to capture images comparable to natural human vision. To include:</p> <ul style="list-style-type: none"> <li>• Twilight</li> <li>• Nighttime household lighting</li> <li>• Hallway/stairwell in a typical office building</li> <li>• Outdoors, overcast</li> <li>• Outdoors, full daylight, but not direct sunlight</li> <li>• Outdoors, direct sunlight</li> </ul>		
1.35	Shall have a drop resistance of at least 6 feet.		
1.36	List the dimensions and weight of the system (with various mounting options).		
1.37	List the field of view provided. Preferred minimum of 120		
1.38	Camera shall provide a stable video recording. Please describe the image stabilization of your		
1.39	Describe if the camera has a built-in display screen.		
1.40	<p>Captured video shall record in multiple formats (non-proprietary) including:</p> <ul style="list-style-type: none"> <li>• MPEG4</li> <li>• H.264</li> </ul>		
1.41	Shall have a minimum record time of 10 hours at 1080p video resolution size. For each resolution available, provide the maximum record time.		
1.42	Shall hold a minimum battery life of 12 hours fully charged and stand by time in buffering. Please describe estimated battery life for each available video resolution. Please describe specific file sizes and hour blocks. Please describe if this is continuous or requires		

1.43	Shall have the ability to capture no less than thirty (30) frames per second video.		
1.44	Describe the method used to keep system clocks accurate. Describe if time code/clock indicators are present when recording audio only.		
1.45	The total number of wire or cable connections for the body-worn devices shall not exceed one cable on the body.		
1.46	Shall have storage that is secure and non-removable.		
1.47	Shall have the ability to pre-record audio/video for a minimum of 30 seconds and be configurable at the individual device by administrators. If pre-recording includes audio, must be configurable at the		
1.48	Shall contain easily accessible user controls or interface to activate recording, end recording, and upload the data.		
1.49	Wearable devices shall provide a configurable audio/visual cue when activated and recording. Please describe any "stealth" modes. Are these indicators logged in the metadata? Please		
1.50	Shall have a minimum IP67 rating. With IP68 preferred.		
1.51	Shall have a rechargeable battery. Describe if the battery is removeable or replaceable.		
1.52	Recharging a fully depleted battery shall not exceed six (6)		
1.53	Shall have mode indicator lights that include storage space, battery strength, and power. Describe "stealth" mode if applicable. Are these indicators logged in the metadata? Please		

1.54	Shall have an audible warning for low battery. Describe if “stealth” mode can mute this tone. Describe if this notification is logged in the		
1.55	Shall have upgrade/replacement options for cameras that have reached end of life. Describe what determines end of life.		
1.56	Camera, battery, and associated equipment shall have a minimum one-year warranty. Describe the warranty including		
1.57	Should have the ability to have a companion external or internal camera mounted in or on a vehicle that is fully compatible with the system for uploading and charging. Describe how this companion system would upload including bandwidth		
1.58	Shall have a simple camera charging and video upload process. A dock-and-walk upload process for uploading and charging simultaneously (preferred) or remote uploading (LTE or wifi). Please describe the process for charging and		
1.59	Should include multiple charging options including but not limited to: <ul style="list-style-type: none"> <li>• USB</li> <li>• Wall Charger</li> <li>• Vehicle Charger</li> <li>• Charging Stations (both single and bulk)</li> </ul>		

1.60	<p>Describe any triggers that will automatically activate recording, to include:</p> <ul style="list-style-type: none"> <li>• Activation of lights/siren</li> <li>• When a firearm is drawn from the holster</li> <li>• When running</li> <li>• Shot detection</li> <li>• Fall detection</li> <li>• Remote activation by supervisor or CAD integration</li> <li>• Proximity to other cameras</li> </ul> <p>Describe any others if applicable. Please provide data on the</p>		
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**Video Specifications**

Req #	Description	Yes / No	Comments
1.61	Shall allow Officers to review video while in the field. Please describe.		
1.62	Shall have the ability to control the volume for audio/visual playback in the field.		
1.63	Shall have the capability in the field to tag and index related data via in-car computer and/or smart device. The City standard is iPhone. Describe the connectivity requirements for this feature.		
1.64	Shall have the capability in the field to index a single video to multiple events and multiple events to a single video. Please describe.		

**Interface Specifications**

Req #	Description	Yes / No	Comments
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RFP #  
Project #

1.65	System shall allow for the data conversion of existing digital images into industry standard formats. Video output format of MP4 (H.264) is preferred. Describe what formats your system is capable of supporting.		
1.66	System shall allow for the data conversion or migration of existing video files in industry standard formats. Describe what formats your system is capable of supporting.		
1.67	System shall allow for the data conversion or migration of existing audio files in industry standard formats. Describe what formats your system is capable of supporting.		
1.68	System shall be capable of interfacing to 3 <sup>rd</sup> party systems. Please describe examples of previous systems successfully implemented. Please describe specific examples for GovQA (by Granicus), Legal Hold Pro (by Zapproved), or Versadex RMS (by		
1.69	System shall be capable of interfacing with the Versadex CAD system to link metadata from calls to BWC video. Please describe previous instances of		

**Database Specifications:** PPB uses currently supported versions of Microsoft SQL Server to support the Bureau's software applications.

**Data / Disaster Recovery Specifications:** In the event that a hosted system is proposed, the Service Provider must indicate the capability to recover from natural, human-caused, and electronic disasters - including security compromises that could interrupt service to the City and the City's customers. The Service Provider will detail their system to include:

- Procedures for off-site storage of information;
- Capabilities and availability of alternate processing, communications, and operations facilities;
- Plans for maintaining business processes, including communications with the City, the City's customers, and suppliers of goods and services.
- Estimated time to recover from disaster events, and service level expectations for business continuity following a disaster;
- Cost to the City, if any, for disaster recovery services; and
- Documented disaster recovery and business continuity plan, including dates of disaster recovery tests and schedule for future tests.

**Vendors offering cloud-base hosted systems must fill out Exhibit D to this RFP.**

Req #	Description	Yes / No	Comments
1.70	Cloud based hosted systems must be approved by State of Oregon CJJ Dept and shall have environmental safeguards of data centers such as: <ul style="list-style-type: none"> <li>• Fire detection and suppression</li> <li>• Uninterruptible power supplies</li> <li>• Power generation management</li> <li>• Climate control</li> </ul>		
1.71	Provide Country, City, and State or Province of all data centers that could potentially host PPB data.		
1.72	City of Portland shall retain all ownership of any and all digital evidence stored on a vendor hosted		
1.73	City of Portland shall receive any and all digital evidence including metadata back in industry standard usable format in the event of contract end.		
1.74	Shall have third party vendor access to system prohibited unless allowed by City of Portland authorized		

**Networking Infrastructure Specifications**

The Portland Police Bureau LAN is a 1/10GB switched network. The metro area network is a switched fiber optic ring that transmits data from the core server farm to each building making up the Bureau’s network. Each building contains another GB switched environment.

The operating system infrastructure is Microsoft Windows Server (version 2016 or 2019). All data and applications reside on one of these platforms. Microsoft Active Directory is utilized for printing, and user authentication. TCP/IP is the protocol used to connect the dissimilar systems into one homogeneous network. All user and application authentication must use Microsoft Active Directory or Lightweight Directory Access Protocol (LDAP).

Desktop PCs utilize Microsoft Windows 10 on both desktops and in car laptops. Local applications are deployed using Microsoft System Center Configuration Manager. All server infrastructure is based upon Dell hardware as a standard and Hyper-V as the virtualized server environment of choice.

Req #	Description	Yes / No	Comments
1.75	Shall use IPv4 and be compatible for IPv6.		
1.76	Shall be capable of wireless 802.11 a, b, g, n, and ac protocols utilizing LEAP authentication. Please describe if you use Bluetooth or LTE.		
1.77	Shall be compatible with browsers including: <ul style="list-style-type: none"> <li>• Microsoft Edge</li> <li>• Safari</li> <li>• Chrome</li> </ul> System shall maintain compatibility with latest versions.		
1.78	Captured images from software/ picture shall export at a minimum in the following formats: <ul style="list-style-type: none"> <li>• JPEG</li> <li>• TIFF</li> <li>• PNG</li> </ul>		
1.79	Shall have a preferred minimum resolution of 720p. Describe what the maximum record loading time (view/ upload/download) is for each resolution: <ul style="list-style-type: none"> <li>• 640 x 480</li> <li>• 720p</li> </ul>		
1.80	Shall be able to export video format and be compatible with the following: <ul style="list-style-type: none"> <li>• MP4</li> <li>• AVI</li> <li>• WMV</li> <li>• WAV</li> <li>• MOV</li> </ul>		
1.81	At a minimum, software shall be compatible with Microsoft Windows 10 64-bit, and run as a standard user without the need for elevated administrative privilege. Software will comply with Microsoft development standards.		

1.82	Shall have a redundancy of network gateways using multiple, physical non-continuous US locations in case of network related issues of host		
1.83	Shall have the ability to print still photos utilizing current supported name brand printers/drivers. Describe any unsupported brands.		

### Solution Specifications

Portland Police Bureau local area network connects to the Internet through a single 1000MB/s fiber connection to our Internet Service Provider and is backed up by a hot standby 1000MB/s at a second ISP. Our security is built on redundant firewalls. Rule base is vetted and approved by the City of Portland Police IT and City Information Security office, rules must be specific as possible to prevent unauthorized access to Portland's network and systems, and at a minimum we require destination IP, port, and protocol. All mobile devices utilize an encrypted NetMotion Virtual Private Tunnel that provides connectivity to both the secure Police network and city resources. City desktops must also go through a proxy server for Internet traffic. Portland's laptops connect to the Internet through a Verizon wireless card integrated into the laptop, all traffic follows the same route as desktops for Internet, Police and city resources. Internet traffic directly to Verizon is prohibited by policy and is routed through the city proxy server. Mobile devices manufactured by Apple, running at least iOS 15, will be used to capture evidence in the form of video, audio, and pictures for uploading into the digital evidence system. Active Directory is utilized for authentication.

Req #	Description	Yes / No	Comments
1.84	Storage system shall be in compliance with FBI CJIS Security Policy data protection and transport standards (i.e. TLS standards supported by NIST: currently TLS 1.2.). No external party-initiated connections will be allowed. Must be located within the United States or Canada including data storage for disaster		
1.85	Vendor shall provide details of encryption methodology used and shall comply with FBI CJIS Security Policy v5.9 section 5.10.1.2 Encryption.		

1.86	Cloud based video management systems shall leverage Microsoft Active Directory Federation Servers (ADFS) or Lightweight Directory Access Protocol (LDAP) for managing system security access and authentication.		
1.87	On Premises video management system shall leverage Microsoft Active Directory (AD) for managing system security access and authentication.		
1.88	Should have the ability to send email messages sourced from portlandoregon.gov, on behalf of hosted systems, to end users.		
1.89	Provide detailed system architecture documentation, including system, network, security, and traffic flows to assist City of Portland Police Information Technology Division with integration into the secure Police		
1.90	Describe in detail how you interact with customer IT teams and how this process works. Include response times and escalation process in your reply.		
1.91	Provide Service Level Agreement which will include uptime, system performance, incident resolution response time, recovery return to operation time for site failure, and penalty schedule.		

**Security Specifications**

The City of Portland Police Bureau is committed to protecting its information resources from accidental or intentional intrusion. To accomplish this, the City will require Information Security features be included with software/hardware purchases, (e.g. Role Based Access Controls and permissions, data encryption) along with any security audits or certification levels awarded to the provider for restricted data and data that passes from trusted to untrusted networks (SFTP, RDP, SSL, SSH, etc.), common authentication (Active Directory) and Active Directory Federated Services (ADFS for single sign-on functionality) or LDAP. Please describe the security capabilities of the proposed technology, and your company’s security procedures to include handling of electronic data, hard copy information, and

employee security. Since the software/hardware will store regulated data (CJIS, PCIDSS, HIPAA, NCIC/ ACIC, DOJ, etc.) please include relevant compliance letters and third-party audit reports or attestations. Specific Information Security procedures and standards can be supplied upon request.

Req #	Description	Yes / No	Comments
1.92	The system shall allow multi-faceted role-based security levels for activities within the system. For example: division assignment + role = permission/access to video.		
1.93	System shall have the ability to enforce security by Active Directory (AD) group membership.		
1.94	Any installed application (PC or mobile), shall contain methods of security to prevent unauthorized access. Please describe.		
1.95	Shall allow the user to run application after initial installation without local administrative access to user's PC, including software updates.		
1.96	Security of data during connection and transfer to hosted cloud system minimum of 256-bit AES encryption using SHA-256 algorithm. Encryption in transit shall use SSL 2048 bit key or better and at least AES 256 or better. Firmware and software updates must be kept up to current CJIS standards if updated by the FBI.		
1.97	Local encryption at rest shall use AES 256 or better.		
1.98	Provide security of hosted network gateways including Intrusion Detection and Prevention restrictive firewall rules sets or other		
1.99	Shall have third party vendor access to system prohibited unless allowed by authorized personnel at the City of Portland.		

2.0	Provide options for Advanced Authentication (two factor authentication), IP access restriction, and/or security challenge questions upon access from an unknown or not previously used location or device.		
2.1	System shall be capable of providing authentication and complete access logs for the life of all Digital Evidence.		
2.2	System shall have a complete audit trail generated for all digital evidence to include: <ul style="list-style-type: none"> <li>• Uploading</li> <li>• Viewing</li> <li>• Exporting</li> <li>• Sharing</li> <li>• Deleting</li> <li>• Redacting</li> <li>• Indexing/Tagging</li> <li>• Updating</li> <li>• Purging</li> </ul> Audit Trail should include: username, ID #s (DPSST), computer IP or name, and date/time stamps, device		

## 2. OTHER INFORMATION

The remaining portion of the questionnaire is focused on informational specifications covering the implementation plan/schedule, warranty and maintenance support, training and documentation, and specific operational questions.

### Implementation Plan/Schedule

Req #	Description	Response
2.3	Provide an implementation plan and project schedule/timeline that is predicated on the initiation of Phase 3, Pilot Period, and an award following a final decision of selected vendor that will show all key steps, milestones, and responsibilities for	
2.4	Describe the criteria for ensuring full system performance and outline how tests will be conducted to demonstrate proper installation.	

2.5	Describe the Quality Assurance your hardware and software go through prior to release to customers.	
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### Warranty and Maintenance Support

Req #	Description	Response
2.6	Will the vendor provide a one-year warranty upon the Final Acceptance of the project?	
2.7	Describe the warranty coverage that will apply during the one-year period.	
2.8	Indicate the hours of operation any costs for the customer service/help	
2.9	What is the turnaround time for a support call per criticality level?	
2.10	Is the customer service/help desk function performed in-house or is it outsourced? If outsourced, indicate the location and how CJIS compliance will be maintained.	
2.11	Explain how often new versions including enhancements and upgrades of the product are released.	
2.12	Is new or updated documentation supplied with all patches and	
2.13	Is the cost to receive enhancements and upgrades, including major and minor versions, included in the maintenance and support fee?	
2.14	Does the company agree not to charge maintenance during the one-year warranty period?	
2.15	What is the company's up time/ availability record over the last three (3) years?	
2.16	Are service and repair of devices provided at no cost to the City? List any exceptions to covered repairs.	
2.17	Describe the replacement timeline when sending a device in for repair?	

## Training and Documentation

Req #	Description	Response
2.18	Describe the training program and cost offered for each type of user.	

## Specific Operational Questions

Req #	Description	Response
2.19	Provide your recommended system for employees of the bureau (i.e. K9) who are required to respond from home to police situations that do not allow time for them to retrieve an assigned body-worn camera from their typical work location. What is the company recommendation to ensure that these on-call Officers have the ability to visually document	
2.20	Provide detailed descriptions and diagrams regarding the body-worn camera mounting options.	
2.21	Provide a detailed description and examples of the company's integrated redaction tool that is included within the digital evidence storage system.	
2.22	Explain in detail, including timeframes, how your company will handle replacement or upgrade of the body-worn cameras and batteries based on warranty issues.	
2.23	Explain in detail, including timeframes, how your company will handle replacing and/or upgrading body-worn cameras that have	

## 2. Work Performed by The City

City staff shall make available sufficient hours of staff personnel as is required to meet with the contractor and provide such information as required.

The City has assigned a project manager who will oversee the work and provide support as needed.

Other specific duties the City will perform include:

1. Assignment of the equipment to the participating units in the pilot and follow-on implementation.
2. Testing of the selected camera systems for a minimum of eight (8) weeks.
3. Escorted access to police facilities and personnel as necessary for the contractor to perform their duties under the Contract.
4. The City will also provide technical resources as required to work with the Contractor, subject matter experts and business analysts, and a resource(s) to lead organizational change management.
5. Monitor and seek approval for any unforeseen vendor costs related to the pilot.
6. Coordinate with Bureau and City partners to ensure infrastructure is in place for the pilot and beyond.

### **3. Deliverables and Schedule**

Deliverables shall be considered those tangible resulting work products that are to be delivered to the City such as reports, draft documents, data, interim findings, drawings, schematics, training, meeting presentations, final drawings, and reports. Unless otherwise specified by the City, the successful Proposer shall prioritize submitting applicable deliverables electronically, and any paper-based deliverables shall be printed double-sided and in bindings or report covers that are fully recyclable, preferably using materials containing post-consumer waste (PCW) recycled content.

Deliverables and schedule for this project shall include:

- a. Provide a project implementation plan and timeline with dates of each milestone and expected deliverable (Gantt charts or similar representation). The schedule will include adequate descriptions of what the tasks include.
- b. Contractor will list any additional hardware, software, or equipment needed for the project.
- c. Contractor will provide all applicable training documentation.
- d. Contractor will provide or make available instructional trainings on the use of the System.
- e. Short list candidates: provide one remote resource for approximately eight (8) weeks during the pilot period to assist with device setup, answering questions, and supporting testers. This resource will be required full-time for two business days to develop device preparation (or until process is developed), then as-needed remotely for eight (8) weeks during testing.
- f. Short list candidates: Provide 173 body-worn cameras and associated equipment for a duration of approximately eight (8) weeks. Devices would need to be received within seven business days of the short list candidate announcement.
- g. Finalist: provide one resource full time for approximately 3 business days to develop device preparation process (or until process for device setup is complete).
- h. Submit a Monthly Contractor Payment and Utilization Report by the 15th of each month with invoice.
- i. Vendor to provide secure online project repository accessible by all team members during pilot and implementation phases.

All Deliverables and resulting work products from this Contract will become the property of the City of Portland. As such, the Contractor and any Subcontractor grant the City the right to copy and distribute (in any and all media and formats) project deliverables for regulatory, project certification/recognition,

program development, public education, and/or for any purposes at the sole discretion of the City of Portland.

#### **4. Place of Performance**

Contract performance may take place primarily at the Portland Police Bureau locations or the Contractor's location as necessary.

#### **5. Period of Performance**

The initial Term of the Contract is anticipated to be five (5) years from the Effective Date, with the City's option to renew for additional periods. The City anticipates having the Contractor begin work immediately upon Contract execution with camera assignment and installation complete nine (9) months after signing of the Contract, unless otherwise agreed. Proposals containing earlier completion of the Contractor's work are acceptable and encouraged.

#### **6. Performance Management**

On a day-to-day basis, the progress of the work will be managed by the City's Program Manager. The following project reviews will be conducted:

1. Regular project status reports will be provided by contractor to enable City Program Manager to update all stakeholders on project status.
2. Frequency of project status reports will either be weekly or monthly. Contractor may use its own project status reporting formats to include milestones or key accomplishments, issues/risks, change management, next steps, and progress summary in relation to project timeline.
3. City's Bureau of Technology Services may review technical implementation of systems.
4. An approved monthly Project Status Report Summary should be included with the monthly billings (see 5.H.).

### **B. Buyspeed Submittal Instructions**

Attachment B Bid Submittal Instructions is separately attached.

### **C. Proposer Information Form**

This Attachment C must be submitted with your Proposal.

<b>Proposal Date</b>	
<b>RFP Number</b>	
<b>Project Title</b>	
<b>Proposer's Full Legal Name</b>	
<b>Doing Business As (<i>if applicable</i>)</b>	
<b>Proposer's Address</b>	

<b>Authorized Representative Name</b>	
<b>Authorized Representative Title</b>	
<b>Authorized Representative Phone</b>	
<b>Authorized Representative Email</b>	
<b>Authorized Representative Mailing Address</b>	
<b>Authorized Representative Signature</b>	
<b>Local Contact (if different)</b>	
<b>Local Contact Phone</b>	
<b>Local Contact Email</b>	
<b>City of Portland Business License Tax Account # (if currently licensed) <a href="https://www.portlandoregon.gov/revenue/29320">https://www.portlandoregon.gov/revenue/29320</a></b>	
<b>State of Oregon Registry Number <a href="http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login">http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login</a></b>	
<b>City of Portland Buyspeed Vendor Number <a href="https://procure.portlandoregon.gov/">https://procure.portlandoregon.gov/</a></b>	
<b>Federal Taxpayer Identification Number (EIN)</b>	
<b>State of Incorporation</b>	
<b>Type of Organization</b>	<input type="checkbox"/> Sole proprietorship; <input type="checkbox"/> Partnership; <input type="checkbox"/> Corporate entity (not tax-exempt); <input type="checkbox"/> Corporate entity (tax-exempt); <input type="checkbox"/> Government entity (Federal, State, or local); <input type="checkbox"/> Other _____
<b>Common Parent</b>	<input type="checkbox"/> Proposer is not owned or controlled by a common parent: <input type="checkbox"/> Name and EIN of common parent: Name: EIN:
<b>Redaction for Public Records</b>	<input type="checkbox"/> No redactions are required; OR <input type="checkbox"/> Proposer requires redactions and included with this proposal is a redacted copy and a summary of redactions.

RFP #  
Project #

<b>Open Data Requirements</b> <a href="https://efiles.portlandoregon.gov/Record/10879908/">https://efiles.portlandoregon.gov/Record/10879908/</a>	<input type="checkbox"/> Proposer acknowledges the goals of the City of Portland's Open Data Policy and will work with the City to meet the goals of the Policy, as is applicable to this project.
<b>Insurance Requirements</b>	<input type="checkbox"/> Proposer acknowledges the insurance requirements for the resulting Contract have been read, and proposer either currently has or will be able to obtain insurance at level required if awarded the Contract.

## D. Proposer Pricing Template

[INSERT PRICING TEMPLATE OR REFERENCE TO ATTACHMENT]

## **E. COBID Participation Disclosure Form 1**

The City's disclosure program is used to document the utilization of businesses certified by the State's Certification Office for Business Inclusion and Diversity (COBID) on City projects.

This Request for Proposal (RFP) requires submission by the proposer of the City's COBID Participation Disclosure Form 1. Proposers must disclose the following information with their proposal response:

1. Contact information and Employer Identification Number (EIN or FED ID#) for all Contract participants
2. State of Oregon COBID designation. (Verify current certification status with the Office of Minority, Women, and Emerging Small Business at <http://egov.oregon.gov/DCBS/OMWESB/index.shtml>)
3. The proposed scope or category of work that the proposer and any subcontractors will be performing
4. The dollar amount of the proposer's self-performing work and of all subcontractors' contract(s)
5. Percentage of total Contract amount allocated to Oregon certified COBID participation

Report all amounts in United States Dollars (USD). The use of 'TBD', 'N/A', or similar symbols is not acceptable. All requested information must be provided.

If the proposer will not be using any subcontractors, the proposer is still required to enter its own information in the appropriate section and to indicate "NONE" in the subcontractor section of the accompanying form and submit the form with its proposal.

**FAILURE TO SUBMIT THE CITY'S COBID PARTICIPATION DISCLOSURE FORM 1 WITH THE PROPOSAL MAY RESULT IN THE PROPOSAL BEING FOUND NON-RESPONSIVE AND REJECTED FROM CONSIDERATION.**

**ATTACHMENT E - CITY OF PORTLAND**  
**COBID PARTICIPATION DISCLOSURE FORM 1**

This Request for Proposal requires submission by the proposer of the following information and presented on this COBID PARTICIPATION DISCLOSURE FORM 1. Proposers must disclose the following information:

Please print all information clearly.

Proposer Name: \_\_\_\_\_ Proposer's Total Cost: \$ \_\_\_\_\_

Project Name: \_\_\_\_\_ RFP Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Percentage of total Contract amount allocated to Oregon certified COBID participation</b>	<b>(Proposer &amp; subcontractors added together)</b>	<b>%</b>
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<b>PROPOSER INFORMATION (Please Print)</b>	<b>COBID</b>	<b>SCOPE / TYPE OF WORK</b>	<b>SELF-PERFORMING AMOUNT</b>
Firm Legal Name: Email: Phone #: Fax#: <b>FED ID OR EIN # (No SS#):</b>			\$
<b>SUBCONTRACTOR INFORMATION (Please Print)</b>	<b>COBID</b>	<b>SCOPE / TYPE OF WORK</b>	<b>SUBCONTRACT AMOUNT</b>
Firm Legal Name: Email: Phone #: Fax#: <b>FED ID OR EIN # (No SS#):</b>			\$
Firm Legal Name: Email: Phone #: Fax#: <b>FED ID OR EIN # (No SS#):</b>			\$

RFP #  
Project #

Firm Legal Name: Email: Phone #: Fax#: <b>FED ID OR EIN # (No SS#):</b>			\$
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**NOTE:**

- 1) The proposer and all subcontractors must be listed on this form. Leave COBID column blank if firm is not confirmed as currently certified through the State of Oregon Certification Office for Business Inclusion and Diversity: <http://www.oregon4biz.com/How-We-Can-Help/COBID/>
- 2) If the proposer will not be using any subcontractors, please indicate "NONE" in the Subcontractor Information section of this form.
- 3) Do not enter Social Security numbers on this form.



## I. Sample Contract Exceptions and Deviations Form

Proposers are instructed to request exceptions and deviations to the Sample Contract attached to this RFP using the table below.

Contract Section No.	Current language	Requested exception (in redline)	Reason
EXAMPLE: Section 1.0 Definition - System	“ <u>System</u> ” means collectively all Products to be provided by Contractor to City and the Third Party Software and equipment specified by Contractor under this Contract.	“ <u>System</u> ” <b>or</b> “ <u>Solution</u> ” means collectively all Products to be provided by Contractor to City and the Third Party Software specified by Contractor under this Contract.	Company requests this change because our SLA and EULA refer to “Solution”. No equipment is being provided under this Contract.