

ADVERTISEMENT FOR REQUEST FOR PROPOSAL  
COBB COUNTY PURCHASING DEPARTMENT

**BID OPENING DATE: JUNE 10, 2010**

Sealed proposals from qualified contractors will be receive before 12:00 NOON, June 10, 2010, in the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008 for furnishing all labor. Materials, equipment, appliances, etc. pursuant to the plans, specifications, condition and addenda for:

**SEALED BID # 10 -5491**

**REQUEST FOR PROPOSAL  
POLICE IN-CAR VIDEO CAMERA SYSTEM  
COBB COUNTY DEPARTMENT OF PUBLIC SAFETY**

**PRE-PROPOSAL MEETING: MAY 24, 2010 @ 9:00 A.M.(EST)  
COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GEORGIA 30008**

**No bids will be accepted after the 12:00 noon deadline.**

Proposals are opened at 2:00 p.m. at Cobb County Purchasing Department, 1772 County Services Parkway, 2nd Floor, Bid/Meeting Room, Marietta, GA 30008.

Performance Bond and Labor and Material Payment Bond, or other security instruments as allowed by law each in the amount equal to 100% of the contract sum will be required of the successful bidder. Bonds must be written by a surety company licensed to do business in the State of Georgia, have a "Best's" rating of "A" or better, appear on the current U.S. Treasury Department list of sureties that are acceptable on bonds for the federal government (circular 570), and have recommended bonds limits equal to or in excess of those required for this project; otherwise acceptable to the owner.

No proposal may be withdrawn for a period of ninety (90) days after date of bid opening, unless otherwise specified in the bid documents. Cobb County will consider the competency and responsibility of bidders in making the award.

Cobb County reserves the right to reject any and all proposals, to waive informalities and technicalities, to reject portions of the proposals, and to award contracts in a manner consistent with the County and the laws governing the State of Georgia.

This solicitation and any addenda are available for download in PDF format on the Cobb County purchasing website. [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov)

To request a copy of the proposal documents, **FAX** the following information to the Purchasing Department @ 770-528-1154 or **e-mail** requests to [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org):

Company name, contact name, company address, phone number and fax number.

Please reference the proposal number and the title of the proposal in the request

Advertise: MAY 14, 21, 28, 2010  
JUNE 6, 2010



**SUBMIT BID/PROPOSAL TO:  
COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008-4012**

**BID/PROJECT NUMBER: 10-5491**

**REQUEST FOR PROPOSAL  
POLICE IN-CAR VIDEO CAMERA SYSTEM  
COBB COUNTY DEPARTMENT OF PUBLIC SAFETY**

**DELIVERY DEADLINE: JUNE 10, 2010 BEFORE 12:00 (NOON) EST  
(NO BIDS/PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE).**

OPENING DATE: JUNE 10, 2010 @ 2:00 P.M. IN THE PURCHASING DEPARTMENT BID ROOM.

BUSINESS NAME AND ADDRESS INFORMATION:

**COMPANY NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

NAME AND OFFICIAL TITLE OF OFFICER GUARANTEEING THIS QUOTATION:

\_\_\_\_\_  
(PLEASE PRINT/TYPE) NAME TITLE

SIGNATURE OF OFFICER ABOVE: \_\_\_\_\_  
(SIGNATURE)

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

BIDDER WILL INDICATE TIME PAYMENT DISCOUNT: \_\_\_\_\_

BIDDER SHALL INDICATE MAXIMUM DELIVERY DATE: \_\_\_\_\_

BIDS RECEIVED AFTER THE DATE AND TIME INDICATED WILL NOT BE CONSIDERED. COBB COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, TO WAIVE INFORMALITIES, TO REJECT PORTIONS OF THE BID, TO WAIVE TECHNICALITIES AND TO AWARD CONTRACTS IN A MANNER CONSISTENT WITH THE COUNTY AND THE LAWS GOVERNING THE STATE OF GEORGIA.

THE ENCLOSED (OR ATTACHED) BID IS IN RESPONSE TO INVITATION NUMBER 10-5491; IS A FIRM OFFER, AS DEFINED BY SECTION O.C.G.A. (S) 11-2-205 OF THE CODE OF GEORGIA (GEORGIA LAWS 1962 PAGES 156-178), BY THE UNDERSIGNED BIDDER. THIS OFFER SHALL REMAIN OPEN FOR ACCEPTANCE FOR A PERIOD OF 90 CALENDAR DAYS FROM THE BID OPENING DATE, AS SET FORTH IN THIS INVITATION TO BID UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS.

**NOTICE TO BIDDERS - - BID QUOTES MUST INCLUDE INSIDE DELIVERY CHARGES**

ADVERTISE DATES: MAY 14, 21, 28, 2010  
JUNE 4, 2010

## BIDDING INSTRUCTIONS – TERMS AND CONDITIONS

### 1. PREPARATION OF BID:

- (A) Bidders are expected to examine the drawings, specifications, schedules, and all instructions. Failure to do so will be at the bidder's risk.
- (B) Each bidder shall furnish the information required by the bid form. The bidder shall sign and print or type his/her name where designated. The person signing the bid must initial erasures or other changes.
- (C) Unit price for each quotation shall be shown and such price shall include packing unless otherwise specified, along with a total and grand total where applicable. In case of discrepancy between a unit price and extended price, the unit price will be presumed correct.
- (D) Where not otherwise specified, bidders must definitely state DATE OF DELIVERY.

### 2. EXPLANATION TO BIDDERS:

Any explanation desired by a bidder regarding the meaning or interpretation of Invitation to Bids, Request for Proposals or Qualifications, drawings, specifications, etc., must be in writing. All questions must be received within seven (7) business days prior to the bid opening date for a response to be generated by the County to all bidders in the form of an addendum. If any statement in the bidding documents, specifications, etc., appears ambiguous to the bidder, the bidder is specifically instructed to make a written request to the Purchasing Department, unless otherwise outlined in the specifications. Any information given to a prospective bidder concerning an Invitation for Bid will be furnished to all prospective bidders, as an addendum to the invitation, if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders. Receipt of the addendum by a bidder must be acknowledged on the bid or by letter received before the date and time specified for the bid opening. **ORAL EXPLANATION OR INSTRUCTIONS GIVEN BEFORE THE AWARD OF THE CONTRACT WILL NOT BE BINDING.**

### 3. SUBMISSION OF BIDS: FACSIMILE BIDS WILL NOT BE CONSIDERED.

- (A) Any Bid Package and modifications thereof shall be enclosed in a sealed envelope, addressed to the office specified in the Invitation to Bid, with the name and address of the bidder, the date and hour of bid opening, and name of bid. A bid reply label will be included in most bid packages stating the above referenced information. Any bid package NOT having bid information on outside of package could be opened as regular mail, and bid could be disqualified.
- (B) Samples of items, when required, must be submitted within the time specified, unless otherwise specified by the County, and at no expense to the County
- (C) An item offered must at least meet specifications called for and must be of quality which will adequately service the purpose and use for which it was intended.
- (D) Full identification of each item bid upon, including brand name, make, model, and catalog number, must be furnished according to the bid specifications if requested to identify exactly what the bidder is proposing. Supporting literature may be furnished to further substantiate the proposal.
- (E) The bidder represents that the article(s) to be furnished under this Invitation to Bid is (are) new and that the quality has not deteriorated so as to impair its usefulness.
- (F) Bids cannot be withdrawn or corrected after the bid opening (except reductions or changes by the successful bidder which would be beneficial or advantageous to the County). The County as deemed necessary may reject changes.
- (G) Cobb County is exempt from Federal Excise Tax and Georgia Sales Tax.
- (H) Cobb County does not accept conditional bids.

### 4. DEFAULT:

The Award as a result of bids received under this invitation may be in part based on the delivery factor. Accordingly, should delivery fail to be performed within the time specified by the bidder, the bid may then be declared in default of the contract. In such event, the County may then proceed to purchase in the open market the items from another source.

### 5. F.O.B. POINT:

Unless otherwise stated in the Invitation to Bid and any resulting contract, all articles will be F.O.B. Destination. This means delivered, unloaded, and placed in the designated place.

### 6. AWARD OF CONTRACT:

The Contract will be awarded to the responsible bidder whose bid will be the most advantageous to the County, price, and other factors considered. The County will make the determination. The County reserves the right at any time to reject any and all bids, to waive informalities and technicalities, to award portions of the bid, and to award contracts consistent with the County and the laws governing the State of Georgia. Normal payment terms are net thirty (30) days after receipt of invoice by the Finance Department.



**COBB COUNTY**  
PURCHASING DEPARTMENT  
1772 County Services Parkway  
Marietta, Georgia 30008-4012  
(770) 528-8400/FAX (770) 528-1154  
www.cobbcounty.org

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## **IMPORTANT NOTICE – PLEASE READ CAREFULLY!!**

All vendors are required to submit the ORIGINAL AND AT LEAST one (1) duplicated copy of any bid submitted to Cobb County. Please refer to your bid specifications to determine if more than one (1) copy is required. Non-submission of a duplicate copy may disqualify your bid/proposal.

A “**SEALED BID LABEL**” has been enclosed to affix to your bid. This label ***MUST*** be affixed to the outside of the envelope or package, **even if it is a “NO BID” response**. Failure to attach the label may result in your bid being opened in error or not being routed to the proper location for consideration. No bid will be accepted after the date and time specified. **IT IS THE VENDOR’S RESPONSIBILITY TO ENSURE THAT EACH BID HAS BEEN RECEIVED IN A TIMELY MANNER.**

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### **BIDS MUST BE RECEIVED BEFORE 12:00 (NOON) ON BID OPENING DAY**

Bids must be received at the Cobb County Purchasing Department. **Any bids received later than 12:00 (noon) will not be accepted.** The County accepts no responsibility for delays in the mail. Bids are to be mailed or hand delivered to:

COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008-4012

*Bids will be opened at 2:00 P.M. in the Cobb County Purchasing Department, 1772 County Services Parkway, 2<sup>nd</sup> Floor, Conference/Bid Room, Marietta, GA 30008.*

Thank you in advance for your cooperation.

## SEALED BID LABEL

### **SEALED BID ENCLOSED**

DELIVER TO:  
COBB COUNTY PURCHASING  
1772 County Services Parkway  
Marietta, GA 30008-4012

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**SEALED BID # 10-5491 DATE: June 10, 2010**

**BIDS MUST BE RECEIVED BEFORE 12:00 NOON**

**DESCRIPTION: Request for Proposal**  
**Police In-Car Video Camera System**

**PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE**



*Cobb County...Expect the Best!*

**REQUEST FOR PROPOSAL**

**SEALED BID # 10 – 5491**

**REQUEST FOR PROPOSAL  
POLICE IN-CAR VIDEO CAMERA SYSTEM  
COBB COUNTY DEPARTMENT OF PUBLIC SAFETY**

**BID OPENING DATE: JUNE 10, 2010**

**PRE-PROPOSAL CONFERENCE: MAY 24, 2010 @ 9:00 A.M. (E.S.T.)**  
COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GEORGIA 30008

BIDS ARE RECEIVED IN THE  
COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GEORGIA 30008  
**BEFORE 12:00 (NOON) BY THE BID OPENING DATE**

BIDS WILL BE OPENED IN THE COBB COUNTY PURCHASING DEPARTMENT  
**BID/MEETING ROOM AT 2:00 P.M.**

**VENDORS ARE REQUIRED TO SUBMIT THE ORIGINAL AND 5 COPIES AND 1 CD-ROM DISK OF BID**  
(UNLESS OTHERWISE SPECIFIED IN BID SPECIFICATIONS)

N.I.G.P. COMMODITY CODE: 05512

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL \_\_\_\_\_

**NOTE: The Cobb County Purchasing Department will not be responsible for the accuracy or completeness of the content of any Cobb County Invitation to Bid or Request for Proposal or subsequent addenda thereto received from a source other than the Cobb County Purchasing Department.**



*Cobb County...Expect the Best!*

**"STATEMENT OF NO BID"**

COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008

TO ALL PROSPECTIVE BIDDERS:

Because of the many requests to be placed on our vendors' list, we are continuously updating the list. While we want to include all bona fide vendors, we do not want to mail bids to those vendors who may no longer be interested in participating in our bidding process.

If you do not choose to respond to the attached Invitation to Bid/Request for Proposal, please fill out the form below indicating whether or not you want to be retained on our current vendor list.

Vendors who do not respond in any way (by either submitting a bid or by returning this form) over a period of one year may be removed from the current vendor list.

**Vendors who do not wish to bid often return the entire bid package, sometimes at considerable postage expense. Returning the entire bid package is not necessary. Simply return this form.**

Thank you for your cooperation.  
Cobb County Purchasing Department

**"STATEMENT OF NO BID"  
SEALED BID NUMBER 10-5491  
REQUEST FOR PROPOSAL  
POLICE IN-CAR VIDEO CAMERA SYSTEM**

If you do not wish to respond to the attached Invitation to Bid/Request for Proposal, please complete this form and mail/fax to: **Cobb County Purchasing Department, Attention: Sealed Bid Department, 1772 County Services Parkway, Marietta, GA. Fax # 770-528-1154**

I do not wish to submit a bid/proposal on this solicitation.

**I wish to be retained on the vendor list for this commodity or service: Yes \_\_\_\_\_ No \_\_\_\_\_**

Please PRINT the following:

\_\_\_\_\_  
Company

\_\_\_\_\_  
Representative

You are invited to list reasons for your decision not to bid: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**COBB COUNTY GOVERNMENT**

**REQUEST FOR PROPOSAL**

**POLICE IN-CAR VIDEO CAMERA SYSTEM**

**COBB COUNTY DEPARTMENT OF PUBLIC SAFETY**

**Sealed Bid #10-5491**



*Cobb County... Expect the Best!*

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**Request for Proposals  
Police in Car Video Camera System  
Cobb County Department of Public Safety  
Sealed Bid #10-5491**

**1      *Overview and General Instructions to Proposers***

The purpose of this Request for Proposal (RFP) is to provide sufficient information to interested and competent organizations which will provide them the opportunity to respond by submitting proposals for Police In-Car Video Camera System.

**1.01    *Pre-Proposal Conference***

There will be a pre- proposal conference for all interested parties:

Date:    May 24, 2010  
Time:    9:00 am  
Location: Cobb County Purchasing Department  
          1772 County Services Parkway  
          Marietta, Georgia 30008-4012

Although attendance at this meeting is not mandatory, proposers are strongly urged to attend, as it is expected that many relevant questions will be asked and answered during this conference. Proposers may submit written inquiries or request clarifications verbally at the Pre-Proposal Conference.

**1.02    *Request for Additional Information***

It is anticipated that most questions will be answered at the Pre-Proposal Conference. However, if there are additional questions or inquiries they shall be submitted and received in writing before **5:00 pm Tuesday, June 1, 2010 to:**

Cobb County Purchasing Department  
1772 County Services Parkway  
Marietta, Georgia 30008-4012  
Fax: (770) 528-1154  
Email: purchasing @cobbcounty.org

Proposers are expressly instructed that the above contact is the only authorized source of information. Unauthorized contact with any other personnel may result in immediate disqualification of the proposer. Any response to a properly submitted inquiry will be answered in the form of an addendum. Cobb County is not bound by any oral representations, clarification, or changes made to the written specification by County's employees unless such clarification or change is provided to the vendors in written addendum form from Cobb County.

**1.03    *Addenda to this RFP***

Addenda will be posted on the Cobb County Website at [purchasing.cobbcountyga.gov](http://purchasing.cobbcountyga.gov). No Addenda will be issued later than three days prior to the date for receipt of proposals except an Addendum withdrawing the request for proposals or one, which includes postponement of the date for receipt of proposals. Each proposer shall ascertain prior to submitting a proposal that the proposer has received all Addenda issued, and the proposer shall acknowledge the receipt in the proposal.

#### **1.04 *Proprietary Information***

Any information contained in a proposal that is considered proprietary by the proposer shall be clearly marked as such. Information not marked as proprietary will be considered public information generally available. The entire document may not be designated as proprietary.

#### **1.05 *Costs of Proposal Preparation***

All costs incurred in the preparation of a proposal including but not limited to labor, travel and incidental expenses are the complete responsibility of the proposer and are not recoverable from Cobb County.

#### **1.06 *Delivery of Proposals***

Proposers are instructed to deliver one (1) original hardcopy, (1) CD and five (5) duplicate copies of their response to this RFP before 12:00PM (Noon), **Thursday, June 10, 2010 to:**

Cobb County Purchasing Department  
1772 County Services Parkway  
Marietta, Georgia 30008-4012

All responses shall be sealed and clearly marked "Police In-Car Video Camera System". – Sealed Bid No. 10-5491

No proposal will be accepted after the above date and time. The proposer shall assume full responsibility for timely delivery at the location designated for receipt of proposals.

#### **1.07 *Bonding***

##### **1.07.01 *Performance/Payment Bond***

Within ten (10) days after notice of an award, Proposers are required to have a valid Performance/Payment Bond in force covering the work to be performed up to the time of total acceptance by Cobb County. The bond shall be in the amount of one hundred (100) percent of the contract amount, guaranteeing to Cobb County the completion and performance of the work covered in such a contract, as well as full payment of all suppliers, agents, laborers or subcontractors employed in the performance of the project. Such bond will be in a form and with a surety acceptable to Cobb County and will provide for the protection of all persons supplying labor and materials used for the performance of the work. Purchase Order(s) will not be issued until an acceptable Performance/Payment Bond has been received. The proposer agrees to keep such bond or a replacement thereof, in force at all times during the course of the performance for this project, including any change orders.

##### **1.07.02 *Qualification of Surety***

A surety company of recognized and acceptable standing, authorized to do business in the State of Georgia and having a resident agent in Cobb County or adjacent area shall execute the Performance Bond. The Surety Company will hold a current certificate of authority as acceptable surety on Federal Bonds, in accordance with U.S. Department of Treasury Circular 570, Current Revision.

**1.07.03 Contract Assignment**

A successful proposer(s) may not assign any part of a resultant contractual agreement (except contract payments) without the prior written authorization of Cobb County.

**1.08 Non Collusion Statement**

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

- The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- Unless otherwise required by law, the prices, which have been quoted in the proposal, have not been knowingly disclosed by the vendor prior to opening, directly, or indirectly, to any other vendor or to any competitor.
- No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

**1.09 Conflict of Interest/Contingency Fees/Certification by Subcontractors**

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

- A. No circumstances exist which will cause a conflict of interest in performing the services required by this RFP
- B. That no employee of the County, nor any member thereof, nor any public agency or official affected by this RFP, has any pecuniary interest in the business of the Vendor or his subcontractor(s) has any interest that would conflict in any manner or degree with the performance related to this RFP

The vendor also warrants that he and his subcontractor(s) have not employed or retained any company or person other than a bona fide employee working solely for the vendor or subcontractor(s) to solicit or secure a contract agreement with Cobb County, as related to this RFP, and that he and his subcontractor(s) have not paid or agreed to pay person , company, corporation, individual, or firm other than a bona fide employee working solely for the vendor or his subcontractor(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of this agreement.

For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

The successful vendor shall require each of its subcontractor(s) to sign a statement certifying to and agreeing to comply with the terms of (A) and (B) above.

**1.10 Indemnification/Hold Harmless Agreement**

By submission of a proposal, the selected vendor agrees to indemnify Cobb County and, to the fullest extent permitted by law, protect, defend, indemnify and hold harmless Cobb County, its officers, officials, employees, and volunteers from and against all claims, actions, liabilities, losses, (including economic losses) or costs arising out of any actual or alleged (a) bodily injury, sickness, disease, or death; or injury to

or destruction of tangible property including the loss of use resulting there from; or any other damage or loss arising out of or resulting claims resulting in whole or in part from any actual or alleged act or omission of the vendor, subcontractor, anyone directly or indirectly employed by any of them; or anyone for whose acts any of them may be liable in the performance of work; (b) violation of any law, statute, ordinance, governmental administrative order, rule, regulation, or infringement of patent rights or other intellectual property rights by the vendor in the performance of work; or (c) liens, claims or actions made by the vendor or other party performing the work, as approved by the County.

The indemnification obligations herein shall not be limited by any limitation on the amount, type of damages, compensation, or benefits payable by or for the vendor or his subcontractor(s), as approved by the County, under worker's compensation acts, disability benefit acts, other employee benefits acts or any statutory bar or insurance.

### **1.11 *Proof of Insurance***

Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

#### **A. MINIMUM LIMITS OF INSURANCE**

Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-from property damage, and underground, explosion and collapse hazard.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage including all owned, hired, and non-owned.
3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor code of the State of Georgia and Employers Liability of \$100,000 per accident.
4. Umbrella Liability: \$5,000,000 combined single limits per occurrence.
5. Builders Risk Insurance, if applicable: All Risk coverage on any buildings, structure of work and material in an amount equal to 100 per cent of the value of the contract. Coverage is to cover Cobb County interest and Cobb County shall be named as Loss Payee.

#### **B. DEDUCTIBLES AND SELF-INSURED RETENTION**

Any deductibles or self-insurance retentions must be declared to and approved by the Owner. At the option of the Owner, either: The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Owner, its officers officials, and employees; or the Contractor shall procure a bond guaranteeing payment of losses related to investigations, claim administration and defense expenses.

#### **C. OTHER INSURANCE PROVISIONS**

##### **1. General Liability, Automobile Liability, and Umbrella Liability Coverages**

The Owner and its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor.

Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Owner and its officers, officials employees or volunteers.

The Contractor is responsible for insuring its own property and equipment.

2. Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the Owner and its officers, officials, employees and volunteers for losses arising from the work performed by the Contractor for the Owner.

3. All Coverages: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be changed, cancelled, suspended, terminated or non-renewed except after sixty (60) days prior written notice by certified mail, return receipt requested, has been given to Cobb County of said change of coverage, cancellation, suspension, termination / or non-renewal.

#### D. ACCEPTABILITY.

Insurance is to be placed with insurers with a Best's rating of no less than A: VII, or otherwise acceptable to the Owner.

#### E. VERIFICATION OF COVERAGE.

Contractor shall furnish the Owner with certificates of insurance and with original endorsements effecting coverage required by this clause. These certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Owner before any work commences. The Owner reserves the right to require complete, certified copies of all required insurance policies at any time.

#### F. SUBCONTRACTORS

Subcontractor means one not in the employment of the Contractor who is performing all or part of the services under this Agreement under a separate contract with the Contractor.

Contractor shall include all subcontractors as insured under its insurance or shall ensure that subcontractors have met the insurance requirements of this agreement. Owner may request evidence of subcontractor's insurance.

Contractor is responsible for having all subcontractors comply with all terms and conditions of the Invitation to Bid.

#### G. WAIVER OF SUBROGATION

Vendor shall require all insurance policies in any way related to the work and secured and maintained by Vendor to include clauses stating each underwriter shall waive all rights of recovery, under subrogation or otherwise, against Customer. Vendor shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.

### **1.12 Clarification of Proposals**

During the evaluation of proposals, Cobb County may, at its discretion and at no cost to Cobb County, invite any respondent to appear for questioning or provide written responses during proposal evaluation for the purpose of clarifying statements in the proposal.

### **1.13 System Demonstration**

If requested by Cobb County, the proposer agrees to provide a demonstration of the proposed software and equipment solution on a Cobb County site to be conducted within two weeks of request. For the purposes of this RFP, this request could include a complete in-car system demonstration.

#### **1.14 *Prime Proposer Responsibility***

It is recognized that several firms may wish to combine their resources in responding to this RFP. However, one firm shall be identified as the prime proposer and shall be responsible for the entire contract. Proposals by such combinations are acceptable, provided that each proposal is a complete proposal (as defined within this RFP) and contains all required information. The proposer shall be a certified partner of the software product being proposed.

This specification shall require the successful proposer to supply a fully operational Police In-Car Video Camera System installed and operating in the facilities of the Cobb County Government. Prime proposer responsibility requires that the successful proposer be responsible for the complete definition, delivery, integration, training and implementation and continued maintenance of the systems. If multiple proposers wish to jointly propose a solution, the proposer that will be completely responsible for system integration shall be clearly specified in the proposal. The proposal shall contain a section which describes the Company Information Overview for each company proposed to participate in the solution.

#### **1.15 *Modification or Withdrawal of Proposals***

Modifications to or withdrawals of proposals that have been submitted may take place without hindrance at any time up to the deadline for proposal submission. After this time, no modifications to or withdrawals of proposals may be made for any reason.

#### **1.16 *Proposal Duration***

Proposals submitted in response to this RFP shall be valid for a period of 180 days from proposal submission deadline, and shall be so marked.

#### **1.17 *Proposer's Experience***

Proposers submitting a response to this RFP must have experience with providing similar systems as proposed in this document. The proposer must meet the following criteria:

- The proposer shall provide at least five references that are law enforcement agencies with at least 20 units installed that match the same type as provide in the potential vendor's in-car camera proposal for Cobb County and the agency must have used the systems for at least 6 months.
- The proposer shall provide at least three references from agencies as provided above where video systems were inoperable and repaired by the vendor's service/repair system
- The proposer shall provide at least 6 copies of video using the equipment that is being proposed to Cobb County. These videos must be actual footage of law enforcement officers in day, night and low light (twilight and dusk) interactions with the public. At least two of the videos shall be of interaction with the public on an interstate. All video will be provided in a format that can be viewed in Windows Media Player or via a standard DVD player.
- The proposer shall identify the proposed implementation staff and their related experience. Résumé's shall be included for key implementation staff members.
- The proposer shall identify the proposed support staff and their related experience. Résumé's shall be included for key support staff members.
- The proposer shall identify a site were the proposed system can be viewed functioning in a live environment preferably near Cobb County.

- The applicable customer references shall include contact names, email addresses and telephone numbers along with a brief description of system, including:
  - Type of equipment in use
  - Population base served
  - Number of cars utilizing system
  - Version of software they are using
  - Post implementation support
  - Implementation duration for each customer
  - Equipment Maintenance Response Times
- The proposer shall demonstrate proven reliability of proposed equipment in police vehicles being operated 24 hours a day 7 days a week
- The proposer shall provide a hardware failure rate in the field for the last 12 months

### **1.18 *Uniform Proposals***

To facilitate comparative analysis and evaluation of proposals it is desired that a uniform format be employed in structuring each proposal. The required format is one that will coincide with specifications in Section 4.01 of this RFP in the Proposal Format section. The vendor's degree of compliance with the requirements of the RFP will be a factor in the subsequent evaluation of the proposal. Proposals with major deviations or omissions may be considered non-responsive and not evaluated. Company proposals will become part of the contract with Cobb County should they be selected under the RFP.

### **1.19 *Added Value***

Vendors may include anything unique in their proposed solution which adds value to the products/services provided to Cobb County Government. The cost of this added value must be clearly explained and justified in the proposal.

### **1.20 *Award of Contract***

It is anticipated that a contract will be awarded to the successful proposer. However, no work is to begin, nor is the County liable for any costs whatsoever, until the contract has been duly signed and certified by the appropriate parties.

The successful proposer will enter into a contract with the County on a form agreeable to Cobb County.

### **1.21 *Multiple Awards***

Cobb County reserves the right to make multiple awards or to make an aggregate award, whichever is deemed most advantageous to Cobb County. If Cobb County determines that an aggregate award to one proposer is not in Cobb County's best interest, "all or none" offers shall be rejected. Cobb County reserves the right to purchase any desired equipment, software, and/or services from any source in part or in whole.

### **1.22 *Right to Reject Any or All Proposals***

Each proposal must comply with all requirements for a regular proposal as directed or required by this RFP. Notice is hereby given to all companies bidding that if their proposal is defective or irregular, the proposal may be rejected immediately. Cobb County reserves the right to reject any or all proposals or to waive any

specific technicalities or informalities in order to accept any proposal deemed to be in the best interest of Cobb County. Cobb County also reserves the right to accept any portion of any bid and to enter into a contract with one or more proposers. The successful vendor will be required to enter into a contract agreeable to the County, and in the event a negotiated contract cannot be completed, then the County may withdraw from the negotiations and enter into negotiations with another qualified vendor. Cobb County also reserves the right to accept any portion of any bid and enter into a contract with one or more respondents.

### **1.23 *Multi-Year Contract Provisions***

The successful respondent will be required to enter into a contract containing the provisions as required by Georgia law pertaining to multi-year contracts. The following is a sample of the provision and will be adjusted as to the term or as to the length of the contract.

This contract shall terminate absolutely and without further obligation on the part of Cobb County at the close of the calendar year in which it was executed, and at the close of each succeeding calendar year for which it may be renewed as provided in O.C.G.A. Section 36-60-13. The contract shall automatically renew for each of the remaining calendar years provided for in the contract, unless positive action is taken by Cobb County to terminate such contract, and the nature of such action shall be written notice provided to the consulting firm within sixty (60) days before the end of the initial year of the contract or each succeeding remaining calendar year.

This contract shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of Cobb County under this contract.

### **1.24 *Disadvantaged Business Enterprises (DBE)***

***The following provisions should be carefully read to determine applicability to your business.***

Cobb County Government encourages the participation of all businesses in offering their services and/or products. The Cobb County Government has the goal to fairly and competitively procure the best product at the most reasonable cost.

A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business. The Federal Government has long had a program in place to ensure participation of DBE vendors and suppliers. The State of Georgia has established a similar program whereby DBE firms are defined, certified and made known. This effort is managed by the Georgia Department of Transportation (GDOT). More information can be obtained from GDOT web site:

A. <http://www.dot.state.ga.us/eo-div/index.shtml>

The Cobb County Government addresses DBE business participation (frequency and dollar value) in the following ways:

- A. Cobb County wishes to identify all DBE participation; both at the contractor and sub-contractor levels in the following ways.
  - 1. DBE businesses are requested to identify such status at the time they register as a vendor.
  - 2. DBE businesses are requested to identify themselves at the time they propose to do business. Please complete EXHIBIT B if applicable and return with bid submittal.

3. All businesses will receive with each Purchase Order an instruction sheet for use of the furnished Cobb County Government DBE Participation Report, EXHIBIT C. Businesses are requested to complete this report and submit it with each invoice for the time period billed.
- B. Cobb County has established a Disadvantaged Business Enterprise Plan in accordance with the regulations of the U.S. Department of Transportation (U. S. Department of Transportation (USDOT), 49 CFR Part 26.) The Cobb County Department of Transportation is the lead agency for implementing the USDOT DBE Program for the County.
  - C. The Plan applies only to projects which are clearly indicated by the County.

### **1.25 Americans With Disabilities Act**

Cobb County requires all contractors to comply with applicable sections of the Americans With Disabilities Act (ADA) as an equal opportunity employer. In compliance with the Americans With Disabilities Act (ADA), Cobb County provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees without disabilities. Disabled individuals must satisfy job requirements for education background, employment experience, and must be able to perform those tasks that are essential to the job with or without reasonable accommodations.

## 1.26 **Compliance with Georgia Security and Immigration Compliance Act**

Effective: 04/26/10 (Replaces all prior versions)

### BACKGROUND

Pursuant to the “Georgia Security and Immigration Compliance Act,” Cobb County cannot enter into a contract for the physical performance of services unless the contractor registers and participates in the federal work authorization program to verify information of all new employees. Neither may any contractor or subcontractor enter a contract with the county in connection with the physical performance of services unless the contractor or subcontractor registers and participates in the federal work authorization program to verify information of all new employees. O.C.G.A. § 13-10-91.

Definitions:

Affidavit – a written statement made or taken under oath before an officer of the court or a notary public or other person who duly has been authorized so to act.

Affiant – the person who makes and subscribes to a statement made under oath (affidavit).

Additionally, before a bid for any such service is considered, the bid must include a signed, notarized affidavit from the contractor attesting to the following: (1) the affiant has registered with and is authorized to use the federal work authorization program; (2) the user ID number and date of authorization for the affiant; and (3) the affiant is using and will continue to use the federal work authorization program throughout the contract period. O.C.G.A. § 13-10-91 (b)(1).

Based upon the County’s experience, additional compliance certification shall be required of all contractors and their subcontractors at the time work is commenced under any contract for the physical performance of services.

### PROCEDURE

Bid Documents: Bid documents should contain information regarding the contract language requirement below.

Responsive Bid Documents: Responsive bid documents must include a signed, notarized affidavit from the contractor in the form attached. If the affidavit is not submitted at the time of the bid, the applicant will be disqualified.

This affidavit must be signed, notarized and submitted with any bid requiring the performance of physical services. If the affidavit is not submitted at the time of the bid, bid will be determined non-responsive and will be disqualified.

Contract Language: Affirmative language shall be contained in contracts for the performance of services to cover all statutory and County requirements; such language shall require:

Affidavits in the form attached be executed from a contractor (and any subcontractors, regardless of tier) showing compliance with the requirements of O.C.G.A. § 13-10-91 at the time a contract for the performance of physical services is executed. Such affidavits should be attached to the contract and/or subcontracts.

That the contractor will be responsible for securing affidavits, and submitting them to the County, for any subcontractors (or sub-subcontractors) employed or retained for work under the contract.

That the contractor will comply with the requirements for submitting Compliance Certification (as discussed below);

That failure to comply with any of the requirements and procedures of the County (i.e., failure to supply required affidavits or compliance certification documents; failure to utilize federal work authorization procedures; failure to permit or facilitate audits or reviews of records by County officials upon request; and/or failure to continue to meet any of the foregoing obligations during the life of the contract) shall constitute a material breach of the contract and shall constitute a material breach of the contract and shall entitle the County to dismiss any general contractor, subcontractor, or sub/subcontractor (irrespective of

tier) for failing to fully comply with these requirements.

That upon notice of a material breach of these provisions, the contractor shall be entitled to cure the breach within ten (10) days and provide evidence of such cure. Should the breach not be cured, the County should be entitled to all available remedies, including termination of the contract and damages.

Compliance Certification: Prior to commencing work under any contract for the physical performance of services, the contractor shall complete the "EMPLOYER IMMIGRATION COMPLIANCE CERTIFICATION" form attached hereto and submit the same to the County.

After commencing work under any contract the physical performance of services, the contractor shall update the "EMPLOYER IMMIGRATION COMPLIANCE CERTIFICATION" form attached hereto whenever there is a change in personnel and every six (6) months during the term of the contract.

Prior to allowing any other subcontractor to perform work under the contract, the contractor shall obtain a completed "EMPLOYER IMMIGRATION COMPLIANCE CERTIFICATION" from each subcontractor and submit the same to the County.

**FORM ATTACHMENTS:**

1. CONTRACTOR AFFIDAVIT & AGREEMENT
2. SUBCONTRACTOR AFFIDAVIT & AGREEMENT
3. EMPLOYER IMMIGRATION COMPLIANCE CERTIFICATION

Effective: 04/26/10 (Replaces all prior versions)

**CONTRACTOR AFFIDAVIT & AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with Cobb County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program\* (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)). The undersigned contractor further attests that it will continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subcontractor(s) or should its subcontractor(s) employ other subcontractor(s) for the physical performance of services pursuant to the contract with Cobb County, Georgia, the contractor or subcontractor will:

- Secure from any subcontractor(s) and/or their subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. (EXHIBIT A);
- Provide the subcontractor(s) with legal notice that Cobb County, Georgia, reserves the right to dismiss any contractor or subcontractor for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit; and
- Maintain records of such compliance and provide a copy of each such verification to Cobb County, Georgia, at the time the subcontractor(s) is retained to perform such services or upon any request from Cobb County, Georgia.

\_\_\_\_\_  
EEV/Basic Pilot Program User ID Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
[Contractor Name]

\_\_\_\_\_  
Contractor Business Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

SWORN AND SUBSCRIBED  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 201\_

\_\_\_\_\_  
Notary Public Commission Expires: \_\_\_\_\_

\*The applicable federal work authorization program as of the effective date of the statute is the EEV/Basic Pilot program operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

This affidavit must be signed, notarized and submitted with any bid requiring the performance of physical services. If the affidavit is not submitted at the time of the bid, bid will be determined non-responsive and will be disqualified.

Effective: 04/26/10 (Replaces all prior versions)

**EXHIBIT A**  
**SUBCONTRACTOR AFFIDAVIT & AGREEMENT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Cobb County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program\* (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)). The undersigned contractor further attests that it will continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subcontractor(s) or should its subcontractor(s) employ other subcontractor(s) for the physical performance of services pursuant to the contract with Cobb County, Georgia, the undersigned subcontractor will:  
Secure from any subcontractor(s) and/or their subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. (EXHIBIT A);  
Provide the subcontractor(s) with legal notice that Cobb County, Georgia, reserves the right to dismiss any contractor or subcontractor for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit; and  
Maintain records of such compliance and provide a copy of each such verification to Cobb County, Georgia, at the time the subcontractor(s) is retained to perform such services or upon any request from Cobb County, Georgia.

\_\_\_\_\_  
EEV/Basic Pilot Program User ID Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
[Subcontractor Name]

\_\_\_\_\_  
Subcontractor Business Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

SWORN AND SUBSCRIBED  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 201\_

\_\_\_\_\_  
Notary Public Commission Expires: \_\_\_\_\_

\*The applicable federal work authorization program as of the effective date of the statute is the EEV/Basic Pilot program operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Effective: 04/26/10 (Replaces all prior versions)

**EMPLOYER IMMIGRATION COMPLIANCE CERTIFICATION**

(To be completed by Contractors and all Subcontractors prior to contract initiation, every 6 months after commencement of work, and at any time that there is a change in personnel assigned to the project.)

I certify to the Cobb County Board of Commissioners that the following employees will be assigned to:

\_\_\_\_\_  
(Project Name/Description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I further certify to Cobb County, Georgia the following:

- The E-Verify program was used to verify the employment eligibility of each of the above-listed employees;
- We have not received a Final Nonconfirmation response from E-Verify for any of the employees listed.
- If we receive a Final Nonconfirmation response from E-Verify for any of the employees listed above, we will immediately terminate that employee’s involvement with the project.
- I have confirmed that we have an I-9 on file for every employee listed above and that to the best of my knowledge all the I-9’s are accurate.
- o the best of my knowledge and belief, all of the employees on the above list are legally authorized to work in the United States.
- If any other employee is assigned to this Cobb County project, a certification will be provided for said employee prior to the employee commencing work on the project.

To the best of my knowledge and belief, the above certification is true, accurate and complete.

Sworn to by:

Contractor Name & Address:

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

SWORN AND SUBSCRIBED  
BEFORE ME ON THIS THE  
\_\_\_ DAY OF \_\_\_\_\_, 201\_

Notary Public  
Commission Expires: \_\_\_\_\_

Effective: 04/26/10 (Replaces all prior versions)

**EXHIBIT B**

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) IDENTIFICATION FORM**

A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business. If your firm is classified as a Disadvantaged Business Enterprise (DBE), please complete this form and submit with bid response or send to:

Cobb County Purchasing Department  
Attn: Mr. Rick Brun, Purchasing Director  
1772 County Services Parkway  
Marietta, GA 30008  
Fax: 770-528-1154  
Email: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org)

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

MBE Certification Number: \_\_\_\_\_

Name of Organization Certification \_\_\_\_\_

**This information is acquired for informational purposes only and will have no bearing on the award unless otherwise stated**

## **Instructions for Completing Exhibit C Disadvantaged Business Enterprise (DBE) Participation Report**

**All Cobb County Government contractors or vendors are requested to complete a report descriptive of any DBE subcontractor involvement in work for which the government is making payment. If otherwise specified in an RFP/ITB or contract, additional reporting forms may be required as well.**

The objective of this request is to assist in the identification of Disadvantaged Business Enterprise (DBE) business participation with the Cobb County Government and to quantify that participation.

The Cobb County Government does not administer a DBE Certification Program. The principle certification agency for the State of Georgia is the Georgia Department of Transportation. As a Contractor/Vendor you are not responsible for verification of any DBE Certification information of your subcontractor.

\*\*\* Instructions \*\*\*

1. Contractor/Vendor is furnished the one-page DBE Participation Report form with each Cobb County Government-issued Purchase Order.
2. Contractor/Vendor completes this form for each billing period and attaches it to the invoice to then be sent to the Cobb County Government.
3. Upon receipt of a Contractor/Vendor invoice, County staff should simply separate the completed DBE form and transmit to:  
Cobb County Purchasing Department,  
Attn.: DBE Report

A Disadvantaged Business Enterprise (DBE) is a firm that is under the control of someone in an ownership position (at least 51%) that:

1. Has membership in one or more of the following groups: Female, Black American, Hispanic American, Native American, Subcontinent Asian American and Asian-Pacific America. There may be other groups that may be eligible to be certified as DBE;
2. Is a U.S. citizen or lawfully admitted permanent resident of the U.S.;
3. Has a personal net worth which does not exceed \$750,000; and,
4. The business meets the Small Business Administration's size standard for a small business and does not exceed \$17.42 million in gross annual receipts;
5. The business is organized as a for-profit business.
6. The business may also be DBE eligible as a certified U.S. Small Business Administration 8(a) program.

**EXHIBIT C**  
**Cobb County Government Disadvantaged**  
**Business Enterprise Participation Report**

PLEASE keep this blank form to make copies for actual use as needed. Also, please print or type in the form. ←

Submitted by: \_\_\_\_\_ Period Invoiced: \_\_\_\_\_  
 Name of Prime Contractor/Vendor From/To:

Cobb County Project Name: \_\_\_\_\_ Bid or P.O. Number: \_\_\_\_\_

Cobb County Department or Agency receiving service or product: \_\_\_\_\_

Description of Purchased Service/Product: \_\_\_\_\_  
 \_\_\_\_\_

Full Contracted Amount: \$ \_\_\_\_\_ Payment amount requested at this time: \_\_\_\_\_

1. Are YOU, the Prime Contractor or Vendor a DBE business? YES \_\_\_\_\_ NO \_\_\_\_\_

Please provide the following information for each subcontractor participating during this reporting period:

Subcontractor Business Name	Type Service or Product Supplied	Subcontractor Business/Contact Tel. Number	Actual Dollar Value of Subcontractor Participation this Reporting Period
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Submitted by: \_\_\_\_\_  
 Printed Name

Title or position: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Signature of Authorized Representative

**County Departments: Please send this completed form to the Cobb County Purchasing Department, ATTN: DBE Report**

## **2     *Introduction***

### **2.1    *Opening Statement***

The Cobb County Police Department is an agency of the Cobb County Department of Public Safety. The Chief of Police is the Commander of the department and is appointed by the Director of Public Safety, with confirmation by the Cobb County Board of Commissioners. The Chief of Police may grant or delegate authority to ranking members of the Department as necessary for the efficient operation of the Department. He has the ultimate responsibility for the preservation of life, property, order, investigation of crime, suppression of criminal activity, and enforcement of state laws and county ordinances.

The Cobb County Police Department is accredited by both CALEA and GPAC. CALEA is the primary method for an agency to voluntarily demonstrate their commitment to excellence in law enforcement. The Georgia Police Accreditation Coalition is dedicated to providing its members with professional leadership in meeting organizational objectives regarding national accreditation and/or state certification. Cobb County Police Department's voluntary commitment to these agencies accreditation shows its commitment to the community and the exceptional standards under which they operate in Cobb County.

### **2.2    *Project Background***

Cobb County Police began putting in-car video cameras in their cars in 1995. They currently have a mix of DVD recorder and VHS in the cars as recording devices. They have updated equipment as necessary and as funds have become available. Recently, funding was identified which would replace some of the oldest equipment in the cars and the Police department wishes to move the in-car camera video system to the next level.

### **2.3    *Vision***

Cobb County Police wants to move from a locally recorded and stored video system to one that is accessible from any place in the county while ensuring in-car functionality is at an exceptional level that protects the officer.

### **2.4    *Goals***

This Request for Proposals (RFP) is issued by Cobb County Police to replace existing in-car recording equipment with cameras that are downloaded to a modern digital recording system that is accessible at a local precinct level and also archived to a centralized storage location. While the RFP specifically identifies the cars which are to be converted, it is the goal of this RFP to purchase an enterprise solution that could eventually be utilized by the entire Police fleet.

### **2.5    *Project Objectives***

Cobb County's visions and goals for this project are to procure the following:

- Purchase video and audio equipment for the identified cars
- Purchase a video management system which allows for viewing via desktop computers across the county
- Purchase a system that can be expanded across the county Police force
- Obtain maintenance services that can support cars which need to be operational 24 x 7

### 3 *Operating Environment*

The proposed system (software and hardware) shall include an environment for training and testing which is separate from the live environment.

The following tables provide the current operating environment for Cobb County Government.

This information should be used to determine the system loading level during the system response time test period.

#### Cobb County Information

Total Number of Police Vehicles (note: not all vehicles are addressed in this RFP)	180
Average Hours per Shift	8 hours
Average Recording Time per Shift	2 Hrs/shift
Required Retention Period Video & Audio	5 Years
Cobb County Population	679,325

### 4 *Proposal Format and Content*

#### 4.01 *Proposal Format*

To assist in the evaluation of proposals resulting from the RFP, it is requested that each proposal be written in a concise and forthright manner and that unnecessary marketing statements and materials be avoided. The proposals should consist of nine sections; vendor solutions for each of the proposal requirements criteria listed below (and described further in the sections to follow) must be clearly stated. Additional relevant information may be placed in appendices.

<b>Section</b>	<b>Section Name</b>	<b>Section Description</b>
1.	Executive Summary	This section should contain a summary of the proposal for review by senior management. The required statement found in section 4.02 should be included in the Executive Summary.
2.	Brief Company Overview	This section should contain a brief overview of the responding company and include the following information. Please include same information for companies you may be partnering with: <ul style="list-style-type: none"><li>• Company name</li><li>• Address</li><li>• Telephone number</li><li>• Email Address</li><li>• Website</li><li>• Year company was established</li><li>• Number of employees</li></ul>
3.	Financial Statements	This section should contain a copy of the three most recent financial statements for the responding company and their proposed partners.
4.	Qualifications and References	This section should contain responses to section 1.17 of the RFP and describe the proposer's experience with providing complete solutions.

- |    |  |  |
|----|--|--|
| 5. | Implementation Plan and Project Schedule | This section should contain a draft of the implementation plan for this project including a preliminary project schedule as described in section 7.08.   |
| 6. | Maintenance and Support Plan             | This section should contain responses to section 9.04 of the RFP and describe the proposer’s maintenance and support capabilities.   |
| 7. | Proposal Responses                       | This section should contain the proposer’s responses to all items in sections 5.0 of the RFP.  |
| 8. | Supporting Documentation for Responses   | This section should contain any supporting documentation for the responses provided for sections 5 of the RFP.   |
| 9. | Cost Section                             | This section should contain a completed Cost Section for the proposed system using the form found at the end of the RFP. Costs for additional services and features not covered in the Cost Section forms can be provided in an appendix.<br><b>Do not change the Cost Section Form.</b> |

#### 4.02 *Proposal Contents*

Each proposal shall include a description of the software, recommended hardware and reimbursable services necessary to meet the requirements to implement the Police In-Car Video Camera System. The proposal is not complete unless it contains both a Proposal Response Section and a Cost Section as described. A proposal that lacks either a Proposal Response Section or a Cost Section will not be evaluated and therefore will not be eligible for contract award.

The proposal shall include a proper response to each requirement contained in Section 5 – **Police In-Car Video Camera System Functions and Features** of this RFP. Proposer shall return the forms provided in Section 5 with responses marked as detailed in Section 4.03. The proposal should also include any additional comments necessary to fully describe the functional capabilities of the proposed system, and give enough technical detail to allow the evaluation team to assess the feasibility of the proposed approach.

The Proposal shall include the following statement:

**“This proposal represents all costs to cover and include all labor and supervision, materials, equipment, machinery, apparatus, tools, services, transportation, and all other facilities, licenses, permits, taxes, fees, charges, excises, services, expenses and incidentals of any description whatsoever necessary to perform and complete in a professional manner and to the complete satisfaction and approval of the Cobb County Government, free from all liens or claims of laborers, material, suppliers, or subcontractors and in conformity in all respects with all applicable federal, state, county or municipal laws, ordinances, rules or regulations, all working things contemplated by the RFP in contract.”**

It shall be clearly understood that, although the cost of the system is important, the overriding cost consideration will be the total anticipated cost of installing, operating, and supporting the system over its lifetime, including ultimate replacement considerations.

The proposal’s Cost Section should detail the individual components of the system cost. These components include software licenses, software development cost for modules that shall be modified or created, cost of proposed services, ongoing maintenance and support costs. The proposer shall include the support cost and the professional services cost required for software and hardware upgrades. If included, the cost for the **optional** components should be labeled as “Optional Components”.

In addition, the Cost Section shall include purchase options only. Prices quoted by proposal shall be firm and best prices. Prices for expansions/upgrades of each/all components of the proposal shall be included and guaranteed as “not to exceed” pricing for two years from contract signing.

#### 4.03 *Response Format*

The following section contains the response documents, which shall be completed and submitted as part of the Proposal Response Section. Failure to complete and return this section of the RFP will be a basis for disqualification. This section is to be returned on the original hard copy forms provided; in no case shall the requirements be retyped or altered in any way from those provided within. If the forms are retyped or altered in any way then the response will be disqualified. In the event that the paper response and electronic response differ, the paper response will be used.

Each item in this response document shall be marked with one of the following "status codes":

- [ E ] Requirement is fully and completely met by proposed system and can be demonstrated in the proposed software package.
- [ M ] Requirement will be provided by proposed modifications to the base software package in the total price proposed. These modifications will be maintained in the base software package in a future release within 6 months of the software package being implemented; and a walk-through of the future release can be provided.
- [ P ] Requirement will be provided by proposed modifications to the base software package in the total price proposed. These modifications can be added with a minor modification to the proposed system and become part of the proposed software package.
- [ O ] Requirement will be provided by a standard option. The cost of these options shall be provided in the cost section of the proposal.
- [ C ] Requirement will be provided by custom modifications not supported in future releases and the cost indicated separately.
- [ X ] Requirement can not be provided.

In the event that additional information is to be provided on a separate sheet to further describe the method in which the proposed Land Records System meets the specific requirement, an asterisk shall be entered on the response form following the "status code", such as [M\*].

This part of the proposal shall include a response to each element of **Section 5.0** (Sections 5.01 through 5.13). To avoid ambiguity any additional comments or explanation required by the proposer should be identified by element number.

## 5 *Police In-Car Video Camera System Functions and Features*

### 5.01 *Architecture / Technology Requirements*

1. [ ] The software is built on open standards to support running on Unix/Windows server operating systems.
2. [ ] The web based software supports industry leading commercial web based application servers.
3. [ ] The software is built on architecture that supports custom configuration with no custom programming required.
4. [ ] The software is built on architecture that allows version/system upgrades that support custom configurations with no additional programming.
5. [ ] The system is designed to operate without any software on the client machines including any plug-ins or middleware.
6. [ ] The system is designed to support both Microsoft SQL Server 2005 or higher and/or Oracle 9i or higher.
7. [ ] The system has the ability to create multiple user-defined tables and fields.
8. [ ] The system has the ability to utilize Messaging Application Programming Interface (MAPI) compliant e-mail systems.
9. [ ] The system has the ability to support Extensible Markup Language (XML) transactions with external systems.
10. [ ] The system is "user friendly" so that it can be operated with minimal training by employees who have little or no computer experience.
11. [ ] The system has the ability to support role-level security.

Please provide a written or visual representation of your proposed architectural systems design.

### 5.02 *General Requirements*

12. [ ] Proposal shall include equipment for the following vehicles:
  - Wireless upload in car digital camera solution for 16 vehicles at Precinct 4. These vehicles are driven 24 hours a day 7 days a week.
  - Wireless upload in car digital camera solution for 14 vehicles at Precinct 5. These vehicles are driven 24 hours a day 7 days a week.
  - Wireless, "plug in" or removable media in-car digital camera solution for 11 TAC and 5 K9 vehicles at HQ-pricing will be provide for all options. These are single officer assigned vehicles.
  - Wireless, "plug in" or removable media in-car digital camera solution for 8 VIPER vehicles at the VIPER Office-pricing will be provide for all options. Single officer assigned vehicles.
  - Wireless, "plug in" or removable media in-car digital camera solution for 9 Ranger patrol vehicles with the option to add in-car cameras to 2 pick-up trucks. Pricing will be provided for all options. These are shared vehicles but only driven for one shift per day.
13. [ ] System shall record to commonly available removable solid state media with a minimum size of 8 GB.
14. [ ] System shall be able to store at least 20 hours of video between uploads
15. [ ] System must be able to operate for at least one hour without the vehicle motor running and without a significant drain on the vehicle battery.
16. [ ] System shall include the following recording triggers (triggers will start the recording via the front camera)
  - Accelerometer limits exceeded-i.e. crash sensor
  - Emergency lights activation

- Speed triggers-i.e.-the system should begin to record when certain speeds are reached as determined by the system manager
  - Manual activation from inside the vehicle
  - Manual activation of external wireless microphone
17. [ ] The system must allow video recording to begin via any of the listed recording triggers while the monitor is off
18. [ ] System shall add meta data to the video to include:
- Unit number
  - Officer name
  - Vehicle speed
  - Braking
  - Emergency lights activation
  - Siren activation
  - Date/time
  - GPS information
  - Radar interface information (optional)
  - Event markers
  - Internal microphone on/off
  - External wireless microphone on/off
19. [ ] System shall allow the officer to add meta data either while in the vehicle or through desktop provided software to include:
- Case number
  - Type of incident i.e. traffic stop, DUI, pursuits etc as designated by the system administrator
  - Incident notes as needed
  - GPS markers
  - Event markers
20. [ ] System must allow the officer to ability to mark a location while video recording for future reference with the single touch of a button or allow a user to go back and mark a location to be added to the video, i.e. individual throws an object from a vehicle during a pursuit.
21. [ ] The officer should be able to add meta data to mark specific incidents within a recording while in his vehicle or after the video is uploaded.
22. [ ] System must allow the officer to view video in the patrol vehicle
23. [ ] System must allow for up to one minute of pre-event video recording, but should be an option that can be disabled by a system manager.
24. [ ] The system must allow the user to turn off the in-car monitor while video recording is in progress without affecting the ability of the system to record video and audio.
25. [ ] System must be able to sync with a wireless microphone
26. [ ] The wireless microphone must not operate on the 800mhz spectrum as required by the FCC
27. [ ] System should interface with the Cobb County active directory
28. [ ] User cannot remove video storage media without proper administrator passwords and/or key
29. [ ] System should include a fleet key (one key unlocks all units)
30. [ ] System should allow video recording to only be stopped by the user by pressing a stop button from inside the patrol vehicle
31. [ ] System must require a unique password or password/username to log into and use the system
32. [ ] System must provide setting that do not allow any user other than a system administrator with the use of a password and as authorized to change/alter/delete video or audio information at any time either prior to or after downloading to a server
33. [ ] System must maintain consistent audio and visual quality while subject to interference from the following sources. High powered radio frequency transmissions, other radio frequency interference including UHF, VHF, and HF transmitters, automobile alternator, ignition and electrical systems and other patrol vehicle electrical systems to include

- radios, emergency lights, MDC and speed detection devices. Power supply to the system must be heavily filtered to avoid video or audio interference
34. [ ] System must include the ability to provide video and audio recording from both the front view of a patrol vehicle as well as a back seat view
  35. [ ] System must not need any additional equipment for cooling or heating
  36. [ ] System must allow for all video recording components to be moved from one vehicle to another i.e.: for vehicles that are replaced with new vehicles
  37. [ ] System must include an internal GPS, external antenna allowed
  38. [ ] System must provide the ability to delete video data from recording media once the media has been verified as successfully uploaded to the server
  39. [ ] System must provide for lights or signals that can be seen from outside the front of the patrol vehicle indicating that the recorder is:
    - On
    - Is recording
  40. [ ] System must provide a color monitor for viewing video from within the patrol vehicle
  41. [ ] System must allow users to copy video/audio recordings to DVD media for court or other purposes. The recording must include meta data for playback purposes and must be compatible for standard DVD player playback.
  42. [ ] System must allow for the ability to end a video recording and immediately begin recording of a new event.
  43. [ ] System must be provided as a component system whereby a system administrator can remove and replace for repair as needed the video and audio recorder without the need to have the service performed by an outside electronics vendor.
  44. [ ] Vendor should include complete service manuals and service bulletins on all electronic components sold
  45. [ ] If the system operates through an in-car computer (MDC) then it must be compatible with current Cobb County MDC inventory which includes Panasonic CF52, CF29 and CF30 computers.
  46. [ ] System must include a 360 degree crash sensor mounted in a manner so as not to activate accidentally when there is not a crash

### **5.03 Front Camera Requirements**

47. [ ] Camera must be a color camera of exceptional quality and manufacture that meets current industry standards
48. [ ] Camera must allow for mounting with metal hardware (not glued to the windshield)
49. [ ] Camera must allow for switching between day and night modes without any action by the user/officer
50. [ ] Camera must allow for the ability to zoom in and out automatically
51. [ ] Camera must allow for auto focus
52. [ ] Camera must provide for wide angle viewing
53. [ ] Camera must allow for the viewing of license plates in both daylight and night conditions i.e.: one touch button that will zoom in on a license plate or an auto iris control that will account for the difference in light between the scene and the license plate
54. [ ] Camera must be rated for vehicle use

### **5.04 Rear Camera Requirements**

55. [ ] Camera can be black and white, color preferred
56. [ ] Camera should be capable of using recording IR video
57. [ ] Camera must provide a wide enough angle to view the entire rear seat of a standard patrol vehicle (Crown Victoria)
58. [ ] Camera must be rated for vehicle use

### **5.05 *Internal/Covert Microphone Requirements***

- 59. [ ] Vendor must provide a microphone for in-car use that is rated for vehicle use
- 60. [ ] Microphone must work independently from the officer's wireless microphone i.e. recorded on separate audio channels
- 61. [ ] Microphone must provide for the ability to clearly record audio from within the entire interior of the vehicle that can be clearly heard on playback
- 62. [ ] Microphone must provide for the ability to automatically audio record anytime the video recorder is recording video

### **5.06 *Wireless Microphone Requirements***

- 63. [ ] Microphone must provide the ability to record audio transmissions within a 1000' range
- 64. [ ] Microphone must be able to operate for 10 hours on an initial complete charge without recharge
- 65. [ ] System must allow the wireless microphone to remain synched to the previously synched video system if the officer goes out of range of the system or other wireless microphones (up to 20) are within range of the system
- 66. [ ] Each vehicle the system is installed in must be provided with a battery charger/docking station for in-car use
- 67. [ ] Microphone must allow for remote activation of the systems video recorder
- 68. [ ] Microphone must provide for both vibrate and audible tone (as chosen by the user) as well as an LED indicator when the microphone is:
  - Out of range
  - Low on battery power
  - Is turned on i.e. recording audio
- 69. [ ] The user must have the ability to mute the audible function
- 70. [ ] Microphone must provide options for the user to turn off the audio recording when they choose. This function must be an option that can be disabled by the system administrator.
- 71. [ ] Microphone must be of sufficient quality that audible recordings can be clearly heard on playback while officers perform traffic enforcement activity on the interstate or other similar noise environments without the use of a lavalier microphone

### **5.07 *Recording Requirements***

- 72. [ ] System must allow for the recording of both the front and rear camera
- 73. [ ] Recording system/media must be able to withstand shock and vibration of a public safety vehicle as well as temperature and humidity. Data must be provided by the potential vendor specifying these tolerances.
- 74. [ ] Recorded video data must be in a format that is easily recovered
- 75. [ ] System must be able to record video at a resolution of 720 by 480 at 30 frames per second or better
- 76. [ ] System must be able to record to a Mpeg 4/H.264 or similar quality

### **5.08 *Media Upload Requirements***

- 77. [ ] System must provide that all updates must be wirelessly pushed to the system in the vehicle as needed when video data is uploaded. This requirement does not apply to the manual upload options to be provide for TAC, K9, VIPER or Rangers but does apply to wired uploads

- 78. [ ] System must provide that all settings are updated when updates are wirelessly pushed to the in-car system This requirement does not apply to the manual upload options to be provide for TAC, K9, VIPER and Rangers but does apply to wired uploads
- 79. [ ] System must provide for the ability to remove data storage media from the in-car system and manually upload video(s) to the servers in situations when the unit is not operational
- 80. [ ] System must allow for the wireless uploading of: 2 hours of video from seven vehicles at the same time and at the same location in less than 20 minutes.

### **5.09 Security Requirements**

- 81. [ ] System must provide video security that meets industry standard protocols
- 82. [ ] System must provide an audit log of every user who has had any access or use of stored video
- 83. [ ] System must allow for the system administrator to restrict users as to their level of access to view stored video
- 84. [ ] System must allow for the system administrator to restrict employees ability to make copies of stored video
- 85. [ ] System must allow for the system administrator to restrict employees ability to delete video
- 86. [ ] System must require that users use a username and password to view video

### **5.10 Storage Requirements**

- 87. [ ] System must provide software for downloading video data, archiving, reviewing, management of and copying video and that allows for stored video search by officer badge number, name, vehicle number, type of incident, date/time, vehicle speed limits and other keywords search.
- 88. [ ] Vendor shall provide Cobb County with an Enterprise License for the system.
- 89. [ ] System should have the ability to easily upgrade the software with intermediate and version updates as they become available for five years without additional fees
- 90. [ ] System must provide that users, with the proper access rights, can copy individual events, multiple events, or segments of events to media that allows for playback via computer or a standard DVD player.
- 91. [ ] System must provide for users to perform a “snapshot” of a video segment so that a image can be viewed or printed for later use i.e.: video of a suspect is recorded on a traffic stop, the user will have the ability to produce a single snapshot of the suspect for later use.
- 92. [ ] System must allow for users to view video and add meta data/notes via existing county computer network
- 93. [ ] System must provide for the ability to store video for 60 days at local storage sites i.e.: Precinct 4, Precinct 5, TAC/K9, VIPER, Rangers before being moved to long term storage
- 94. [ ] System must provide for the ability to archive video for 5 years at a central storage facility with little or no administrator input.

### **5.11 Installation Requirements**

- 95. [ ] The system shall provide for easy installation and removal of the main components of the device to facilitate maintenance.
- 96. [ ] Vendor must install all system hardware/software components in patrol vehicle designated by Cobb County. Typically Ford Crown Victoria’s.
- 97. [ ] Vendor must provide a single point of contact to handle all issues to include installation, training, warranty work and repair.
- 98. [ ] Vendor shall provide three complete in-car systems to be utilized as spare equipment.

99. [ ] Vendor shall provide per unit pricing for transmitters with re-chargeable batteries and battery recharge station issued to every officer using the new system. (Approximately 140 officers)

### **5.12 *Equipment Reliability/Availability Requirements***

100. [ ] Any equipment proposed must be in full commercial production. No “brand new” or prototype models will be considered, Vendor must provide proof of current sales and delivery of the equipment proposed over the previous six months.
101. [ ] Vendor must provide a failure rate guarantee over three years and over five years.
102. [ ] Vendor must guarantee spare parts will be available for six years after initial purchase.

### **5.13 *System Administration Requirements***

103. [ ] The system is able to support a system administrator who will have access to all functions in the systems, including system administration and security, as well as all transaction types.
104. [ ] The system allows multiple groups and roles that govern individual access to the system and transactions within the system. The users will be placed in the appropriate group and assigned a role. The role will determine whether or not the individual may access a transaction, and if the access is updated or viewed only.
105. [ ] The system requires the user to supply a complex password that requires some combination of letters and numbers.
106. [ ] The system must provide the ability for the application administrator to reset passwords.
107. [ ] The system must provide administrators the ability to establish, implement and change business rules with relative ease and minimum training.
108. [ ] The system allows customizations or definition of templates without programming or changes to source code.

## **6 *Hardware and Software Environment***

This section presents the requirements for the County’s hardware and software standards. Actual memory sizes, processor speeds, peripherals and system software standards packages shall be recommended by the Proposer.

### **6.01 *County Standards***

County standards for servers, communications, databases, desktops, laptops and tablet PC’s.

No device shall require administrator rights to operate in the production environment.

The County prohibits providing administrator or root privileges to servers for executing any software in the production environment.

The County Standards for server operating systems are:

- HP UX 11.11 and higher
- Solaris 10 and higher,
- AIX 5L version 5.2 and higher,
- Windows Server 2003 and higher.

The County standards for the desktop environment are:

- Microsoft Windows XP SP2 and higher
- Microsoft Office 2003

- Microsoft Outlook
- Microsoft Visio
- Internet Explorer 6.0 and higher (SP XPSP 2 and higher)
- ESRI GIS products

The County standards for ad-hoc reporting are:

- Oracle© Discoverer
- Crystal Reports
- MS SQL Server 2000 Reporting Services

The County standards for database management system are:

- Oracle 10g and higher ©
- SQL Server 2005 and higher

The County standards for network protocols communicating externally are:

- Port 80
- Port 443
- Any other ports must be approved by Cobb County Network Security

The County standards for network communication are:

- Ethernet
- Wireless 802.11g/n
- Wireless Cellular Broadband

The County Backup Software standard is:

Tivoli Storage Management version 5.5 or higher

The County standard for all communications devices is Cisco.

The County standard Telephony System is Cisco Call Manager v4.2.

Wireless encryption standard is WPA2 with AES encryption & Not Broadcast SSID

## **6.02 Reliability**

The system application portion of this proposal requires extremely high reliability in all components. The proposer shall describe the steps taken to ensure the highest level of system availability. The system proposed shall provide a minimum 99.99% per week of system availability. The following events shall not cause the proposed system to fail or be taken offline:

- Changes to any application data items, i.e. security level, operator identification, workstation additions, deletions or changes, etc.
- Failure of a disk controller
- Failure of a processor.
- Failure of a disk drive.
- Failure of a power supply.
- Failure of a Network interface card.
- Failure of a fan.

## **7 Professional Services**

This section describes the services to be provided by the successful proposer in the course of implementing and supporting the systems.

### **7.01 System Definition**

The proposal should include an executive summary describing an overall implementation plan. The successful vendor shall develop detailed plans to be included as deliverables in the contract.

The proposer must include hours to evaluate the current system/business processes and procedures and recommend necessary changes to effectively and most efficiently implement the proposed solution. Implementation services will need to be extensive with the proposer providing most of the effort in both documenting/integrating business processes and configuration of the system. However, there should be enough training during the implementation to allow the County to change and support the system as needed after implementation is complete.

### **7.02 Project Management**

Cobb County uses the Project Management Institute's (PMI) Project Management Body of Knowledge Guide (PMBOK) methodology as a project management best practice.

The proposer should describe their experience in implementing and managing projects using PMBOK or a similar project management methodology.

The county is particularly interested in how the proposer's project management approach utilizes the following or similar key process groups when implementing a project. Also, the proposer should provide documentation which shows their understanding of the application of such documents within each key process group.

1. Initiating - Setting up the project for success by identifying the right team (especially the project manager) and scope, as well as determining the relationship between the project and its alignment with the client's overall objectives.
2. Planning – Developing the relevant resources, timelines and milestones, and aligning project deliverables to business priorities (i.e. risk management, communications, quality, cost/budgeting, duration and sequencing, external dependencies).
3. Executing – Assigning a project team and distributing information to ensure the proper project activities are undertaken. This process also includes ensuring quality assurance methods are in place to address change management.
4. Controlling and Monitoring – Ensuring the resulting project activities is in check with the original project charter and plan, and risk from uncontrolled external actions is mitigated.
  - a. Monitor quality, costs and schedule;
  - b. Manage stakeholder relationships, risk and contract monitoring;
  - c. Identify discrepancies (or variations) within the project schedule to ensure project schedule is met.
  - d. Ensure proper project communications
5. Closing – Making sure you have delivered everything expected of the project.

### **7.03 County Staff Training**

The proposer shall prepare a training plan for County staff that will enable them to operate and support the system. This plan should include the best method for training approximately 140 officers/users in the Police department. This plan shall include any courses to be provided off-site, classroom training, and on-the-job training necessary for both computer operators and programmers. Describe any prerequisite knowledge or skills required. If there are additional costs for this training it shall be clearly identified in the proposal.

The plan should provide for training a preferred Cobb County electronic technician on how to properly install, operate, repair and maintain proper operation of the manufacturer's video system.

Additionally, a description of the number and type of staff required to support the system must be provided. The skill sets required of each individual should be included in this description. The description of staffing requirements should include all management, technical and functional areas for the ongoing support of the system.

### **7.04 User Training Manual**

Vendor shall recommend best practices and system configuration for effective system set up. The vendor shall provide a sample of the typical manual or training approach as part of the response.

### **7.05 User Training and System Testing**

The types and amounts of user training that will be supplied at no additional cost shall be described. The proposer shall include a plan that results in acceptable training for system operation. The proposer shall include the setup for a training/test environment on the test server which is completely separate from the live production server environment.

### **7.06 Application Documentation**

Please list all reproducible copies of documentation that will be provided prior to final system acceptance. For example:

1. User training manuals for all transactions and functions supported
2. Equipment manuals
3. Data model/entity relationship diagrams and data flow diagrams
4. General system design and reference information
5. System transaction flow and control
6. Definition of all system control tables
7. Report and workstation display formats

### **7.07 Project Schedule**

The Proposer shall provide a project implementation plan with Gantt chart showing estimated starting and ending times for each major activity within the project and Proposer and County personnel who are required to participate in each activity.

Prior to contract signing, the successful Proposer will resubmit the draft project implementation plan as indicated above with starting and ending times established.

## **8**     ***Evaluation Methodology***

All complete proposals will be evaluated according to the guidelines set forth in this RFP. The lowest priced proposal will not necessarily be the one selected, as cost is only one of the factors that will be considered. The evaluation team will complete their assessments of the merit of each proposal but the criteria below are not in weighted order.

1. Cost – The entire cost of the project shall be evaluated including costs for software acquisition, user licenses, planning and implementation, hardware and infrastructure, mobile hardware, and annual operation.
2. System Functions – The system functionality satisfactorily meets the needs of the Cobb County Police Department.
3. Ease of Use – The system is easy to use for all common users.
4. Proposer Reputation and Ability – The vendor has a reputation and track record that is satisfactory to Cobb County.
5. Mean Time Between Failure Statistics – Documented failure rates as incurred by current customers will be evaluated to determine mean time between equipment failures.
6. Met Criteria of the RFP – The vendor has sufficiently responded to all aspects of this RFP.

## **9**     ***Additional Requirements***

### **9.01**    ***Acceptance***

The system will undergo a process of certification, which shall include the following, prior to acceptance by the Cobb County Government:

The proposer shall certify in writing to the County that the application system is completely installed, meets all design requirements, is free of defects, accurate, correct and the total system (application, file building, back-up and recovery procedures) is ready for operation.

The proposer shall be prepared to demonstrate all functions of the system prior to the start of user acceptance testing.

Upon receipt of the letter of certification from the proposer by Cobb County, a sixty (60) day period of user acceptance testing will commence. User acceptance testing will include an intensive exercise of each component and module of the system simulating a normal workload. This testing will provide assurance that the various components and modules of the system operate as specified. During this period, the system shall demonstrate a total availability of 99.99% or more.

The system will be considered "unavailable" if any of the following conditions occur:

- Any component or module capability is not available to all active workstations.

In addition, if the system is reloaded in entirety, either manually or automatically, the system will be assumed to be down for one full hour or actual time if greater, per occurrence. Scheduled system reloads will be counted as actual time down only.

In the event that the required level of reliability is not demonstrated at the end of the sixty day period, the

County may, completely at its own discretion, allow a period, not to exceed sixty (60) days, during which the Proposer is allowed to correct any deficiencies with the system. If this extension is allowed, the Proposer shall reinitiate certification by submitting a revised letter of certification to the County within the sixty (60) day extension period specifying the corrections made to the system. The certification process described here will then be repeated. This statement of the possibility of extension in no way obligates the County to do so.

## **9.02 *Warranty***

The proposer shall warrant the entire system for a period of at least one (1) year from the date of system acceptance. ALL Warranty activities shall be provided on-site in Cobb County unless specifically waived in writing by Cobb County.

## **9.03 *Software Licenses***

The Proposer shall provide a list of software and database required to develop, maintain, and execute the proposed system including the name of the third party software, the version of the software and the manufacturer of the software. The licenses of all software required to develop, maintain, and execute the proposed system software shall be in the name of Cobb County Government

## **9.04 *Maintenance/Extended Support***

For software maintenance and support, the Proposer shall provide responses to the items below and include any supporting documentation:

- The Proposer shall provide details of product support services available during system start up and after the product is installed including details of expected training, technical support, hardware and software support.
- The Proposer shall provide the normal hours of operation for support and the associated cost.
- The Proposer shall describe the availability of 24-hour, seven-days-a-week emergency support and the associated cost.
- The Proposer shall provide the ability for in-car video systems that are under warranty and inoperable for any reason to be repaired and reinstalled or replaced and reinstalled within 5 days of an initial service call. Any repaired or replaced components shall be shipped to Cobb County under the vendors UPS or Federal Express contract and without charge to Cobb County. If this level of service cannot be provided then the bid will not be considered.
- The Proposer shall provide the procedure used to resolve a “system down/production critical” call from a customer.
- The Proposer shall provide the average amount of time between a report of a non-mission critical bug and the “fix” becoming available in the software.
- The Proposer shall provide the policy for providing software upgrades and enhancements. Are professional services needed? If yes, are services provided on-site or off-site?
- The Proposer shall provide an optional extended service agreement for four years past the first year warranty period for system maintenance including software and hardware.
- The Proposer shall provide a calendar of scheduled updates of the solution proposed.

## 10 Cost Section

The following section contains the response documents, which shall be completed and submitted as part of the Proposal Response Section. Failure to complete and return this section of the RFP will be a basis for disqualification. This section is to be returned on the original hard copy forms provided; in no case shall the requirements be retyped or altered in any way from those provided within. If the forms are retyped or altered in any way then the response will be disqualified. Responses shall also be recorded on the enclosed spreadsheet and returned with the proposal. In the event that the paper response and electronic response differ, the paper response will be used.

<b>RFP Details</b>	Precinct 4	Precinct 5	Tactical/K9	Viper	Rangers	Summary
Total Vehicles	16	14	16	8	9	63
Number of Officers	56	50	16	15	12	149

### **In-Car Equipment Costs**

In Car Video Systems per Unit						
Installation Per Unit						
Battery Recharge Station (Per Car Cost)						

In-Car Equipment Total with <b>Wireless Option</b>						
In-Car Equipment Total with <b>Removable Media Option</b>						
In-Car Equipment Total with <b>Plug In Option</b>						

### **Per Officer Equipment**

Microphone Transmitter w/Rechargeable Batteries & Charger (Per Officer Cost)						
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**Volume Discounts Availability** (if applicable)

Volume Break - \_\_\_\_\_

Cost - \$ \_\_\_\_\_

**Video Manager Acquisition Costs**

Core Software \$ \_\_\_\_\_

Viewing License Per Seat \$ \_\_\_\_\_

Third Party Software  
(If Required) \$ \_\_\_\_\_

**Planning and Implementation Costs**

Professional Services \$ \_\_\_\_\_

Travel and Reimbursable  
Expenses \$ \_\_\_\_\_

On-Site Training \$ \_\_\_\_\_

**Hardware Costs**

Server Hardware \$ \_\_\_\_\_

Additional Hardware  
(If Required) \$ \_\_\_\_\_

Server Software Required  
(server operating system, etc) \$ \_\_\_\_\_

**Optional Costs**

Spare Units for Vehicles  
(3 Units Total) \$ \_\_\_\_\_

Performing Service for  
Total Equipment Swap  
from one Car to Another \$ \_\_\_\_\_

**Total System Acquisition Costs Excluding In-Car Equipment**

Should NOT Include  
Optional Costs \$ \_\_\_\_\_

**Support/Upgrades/Maintenance** (After 1st Year Warranty)

Year 1 Costs \$ \_\_\_\_\_

Year 2 Costs \$ \_\_\_\_\_

Year 3 Costs \$ \_\_\_\_\_

Year 4 Costs \$ \_\_\_\_\_