



Solicitation Information

20 March 09

Letter of Interest # 7218883

Title: Surveillance System Design Services

Submission Deadline: 14 April 09 @ 11:30 AM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.state.ri.us no later than **30 March 09 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SURVEILLANCE SYSTEM DESIGN SERVICES

Architectural / Engineering Services

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.

The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
1511 Pontiac Ave., Building 68-2
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
Website: www.bdp.state.ri.us

The respondent's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or visit the website <http://www.mbe.ri.gov>
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- **Equal Employment Opportunity (RIGL 28-5.1)**
§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090
- Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to www.dhs.gov/E-Verify or the Division of Purchases website at www.purchasing.ri.gov for more information.

SECTION I – SCOPE AND GOAL OF PROPOSALS

Introduction

System Goals:

The Rhode Island Department of Administration, Division of Purchases, on behalf of the William M. Davies, Jr. Career and Technical High School is soliciting proposals from qualified vendors to provide architectural design services for a security system for its facility located at 50 Jenckes Hill Road in Lincoln, RI.

The scope of the requested services entails identification and recommendation for the necessary camera and monitoring equipment for the school to adequately provide surveillance coverage of specific areas of both the exterior as well as identified interior sections of the facility. Additionally, the successful respondent will provide detailed specifications that can be utilized by the school in a subsequent open public bid process for the procurement and installation of the system designed through this RFP process.

The system design must take into account the school's objective of having the ability to monitor and record activity in areas identified during the design phase. The school's goals of the installation of a security system are the safety of students and staff, loss prevention, risk management and business operations management. More specifically, the school is seeking to reduce risk of burglary, theft, vandalism, and fire damage, as well as to provide a safe and secure environment for all students and staff. The security design should allow for the school to enact, possibly in the future, electronic attendance recording for all staff for both entry to and exit from the building.

Solution Goals:

The system design must take into consideration that a network IP platform is preferred. The vendor must make determination of the equipment type that would best suit the needs and goals of the school as outlined in system goals above. Therefore, the design solution must include the appropriate camera selections (tilt, pan, zoom, black/white, color, etc.), live coverage, video capabilities, and data storage and retention capabilities (it is presently the school's intent to store and archive data for 30-day periods).

Network Environment:

The school is currently running a 10/100-switched Ethernet network over a mix of early CAT-5, CAT 5, and CAT-5e cabling using IP and IPX protocols. The switches are layer-2 managed switches and support VLAN's. There is a fiber backbone, which connects all IDF's to the MDF, and each classroom is equipped with coax cable for TV broadcasts.

It is important to note that the school is currently seeking e-rate funding to upgrade its wiring and LAN switching infrastructure. The proposed network design will outfit the school with 10/100/1000 PoE layer-3 switches and upgrade the wiring to an industry standard CAT-6 cabling scheme. These network upgrades are necessary because they allow the school to lay the

foundation for a converged networking platform that will support unified communications and they will dramatically improve current network performance and reliability. The school anticipates a decision of this award after July 1, 2009.

While the school desires a network-centric IP based solution for its security camera needs so that it can capitalize on the latest advancements in video surveillance technology, any proposed system design must take into account existing limitations of the current environment. Therefore, the successful bidder will identify components that must be substituted to accommodate the current environment. System design modifications should be identified and labeled as such.

System Requirements:

The recommended video surveillance solution will be considered an initial install for the school and it does not need to integrate with an existing solution. The school prefers an open standard based solution that does not use proprietary products that cannot be upgraded or replaced easily.

The proposed system design must be scalable to accommodate future needs and provide the school with a minimum life expectancy of at least five (5) years. Only products from stable, reputable manufacturers who offer product support and warranties should be specified for use in the final design. Given the limitations and throughput issues of the existing network, products utilizing the latest compression algorithms such as MPEG-4 or H.264 should be specified.

The school desires a technical solution that will include features such as motion detection and video analytic capability if not too cost prohibitive, on-demand monitoring and video streaming to support up to 20 users, and redundancy of critical data storage components. The ideal solution will be a best-of-breed mix of analog and/or digital components that satisfies all technical requirements while keeping costs within budget.

SECTION II – EXTERNAL CAMERA SPECIFICATIONS

Overview:

The surveillance system is to be comprised of **CCD Cameras** connected to a **Digital Video Recorder (DVR)** residing at a predetermined location with in the school and connected to the school systems computer network with a static **IP** address. The **DVR manages** all video system functions to include recording, playback, search and retrieve, video enhancement with on site viewing. Alarm connections from the existing burglar alarm system will be integrated to this system also.

The attached list of external cameras (Attachment A) will be able to provide the following information:

- a. Angle coverage as listed**
- b. Distance as listed**
- c. PTZ cameras either color or black and white determined by vendor**
- d. Required to accomplish**

1. **Vehicle color**
2. **Face recognition**
3. **License plate recognition**
4. **School bus numbers**
5. **School bus signage**

CAMERA LOCATIONS:

- A – Front of gym looking east to staff parking lot
- B – Front of administration office north building looking east to student parking lot
- C - Auto careers east end looking north
- D- Auto careers west end looking north
- E- Front of south building guidance ramp looking west
- F- Corner of south building looking south west
- G- Corner of mechanical room looking north west
- H- Outside of culinary kitchen/patriots room looking west
- I- Buildings and grounds building looking north
- J- Corner of south building looking east
- K- Corner of gymnasium looking south.

See attached list (Attachment A) of camera rotations, distance, color/black & white, visual needs.

Section III Pre-Bid Questions and Response Submission

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.state.ri.us no later than **31 March 09 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Letters of Interest to provide the required services must be received by the Division of Purchases **on or before the date & time indicated on page one of this solicitation.**

Responses (**a clearly marked original** plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked "LOI 7218883 to:

By Courier or Mail:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time may not be considered. Proposals must be presented to the Purchasing Receptionist for check-in and time stamp prior to the bid opening date and time. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The “official” time clock is located in the reception area for the Division of Purchases. **(Please be advised that Fedex/UPS do not always arrive by 10:30 am, you would be smart to send your submission to arrive at least one day early)**

RESPONSE CONTENTS

Responses must include the following:

- A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov)
- A statement of experience describing the Offeror’s background, qualification, and experience with similar projects and all information described elsewhere in this solicitation (including Standard Form 330)
- A firm fixed-price cost proposal for the services to be rendered.
- A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov by clicking on RIVIP, then General Information and then Standard Forms.

The Technical Proposal must contain the following sections:

a. Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

b. Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

c. Work Plan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed for each task, and the

technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program.

- d. Previous Experience and Background, including the following information:
 - i. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;
 - ii. A description of the business background of the respondent (and all subcontractors proposed), including a description of their financial position.
- e. The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration. Questions should be addressed to Charles Newton, M.B.E. Officer, at (401) 574-8253 or on the MBE Website at www.mbe.ri.gov

EVALUATION AND SELECTION CRITERIA

The State will commission a Technical Review Committee, which will evaluate and score all responses, using the following criteria:

Criteria	Possible Points
Staff Qualifications	30 Points
Quality of the Project plan	15 Points
Suitability of Approach/Methodology	15 Points
References	10 Points
Total Possible Technical Points	70 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

All respondents must receive a minimum score of 55 points on the technical submission to warrant further review. Cost proposals associated with firms scoring less than the minimum 55 technical points will not have their cost component opened or evaluated and will be dropped from award consideration

A Technical Review Sub-Committee will review all submissions. After review, one or more respondents may be invited to present to the sub-committee and answer questions. The cost proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each. The cost proposal will also list the total fixed cost for the entire project. The cost proposal will represent 30 points for a possible total score of 100 points. Cost evaluation will be based on the comparison of fixed prices.

The successful vendor (s) shall be solely responsible for meeting all terms and conditions specified in this request, their proposal and any resulting contract. Subcontracts must be approved by the State; however, it is the responsibility of the selected vendor (s) to supervise and monitor the work performed by the subcontractor.

The successful vendor must agree to provide the contract deliverable by the dates established in the final work plan and schedule.

ATTACHMENT A: EXTERNAL CAMERA LISTING

<u>CAMERA LOCATION</u>	<u>ANGLE COV.</u>	<u>DISTANCE</u>	<u>COLOR/PTZ OR BLK/WHT</u>	<u>ACCOMPLISH</u>
A-FRONT OF GYM LOOKING TO STAFF PARKING LOT	180 degr	318 ft.	Y	Vehicle color Face recognition License plate
B-FRONT OF ADMIN NEW BLDG. LOOKING TO STUDENT LOT	180 degr	280 ft	Y	“ “
C-AUTO CAREERS EAST END	180 degr	98 ft	Y	“ “
D-AUTO CAREERS WEST END	180 degr	98 ft	Y	“ “
E-FRONT OF OLD BLDG GUIDANCE RAMP	180 degr	130 ft	Y	Bus Numbers District
F-CORNER OF OLD BLDG SOUTH WEST CORNER	270 degr	270 ft	Y	Vehicle color Face recognition License plate
G-CORNER OF MECHANICAL ROOM NORHT WEST CORNER	270 degr	130 ft	Y	“ “
H-OUTSIDE OF CULINARY KITCHEN/PATRIOTS RM	180 degr	120 ft	Y	“ “
I-BUILDINGS & GROUNDS BUILDING ROOF LOOKING TOWARDS ANNEX BLDG/ LOADING DOCK	180 degr	160 ft	Y	“ “
J-TECHNOLOGY AREA LOOKING TO GYM ENTRANCE	180 degr	175 ft	Y	“ “
K-GYM ROOF LOOKING TO SOUTH TO TECHNOLOGY AREA	90 degr	175 ft	Y	“ “