

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6543

OnSSI IP Camera Software FOR

WASHTENAW COUNTY

Prepared By:

Washtenaw County Purchasing
Administration Building
P.O. Box 8645
220 N. Main B-35
Ann Arbor, MI 48107

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Senior Buyer
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WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48104
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL 6543

May 26, 2010

Washtenaw County Purchasing Division on behalf of Washtenaw County Information and Technology Services Development is issuing a sealed RFP for OnSSI IP Camera Software for Washtenaw County and the City of Ann Arbor.

Sealed Proposals: Vendor will deliver one (1) original and three (3) copies (one copy unbound and an electronic version in pdf format, submitted on CD-RW, DVD or USB drive must be at the County on or before the date specified to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48107**

by Wednesday, June 23, 2010 by 3:00 pm

This submission shall include the entire Request for Proposal document, requested attachments, and any amendments if issued.

Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope must be clearly marked "**SEALED RFP 6543**".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter at **734-222-6760** or strietera@ewashtenaw.org
- Please direct technical questions regarding this RFP to Dale Vanderford at **734-222-6521** or vanderfordd@ewashtenaw.org

Thank you for your interest.

RFP 6543 OnSSI IP Camera Software

PROPOSAL INFORMATION

I. PROPOSAL DEFINITIONS

Definitions	“Bidder”	An individual or business submitting a bid to Washtenaw County
	“Contractor/Vendor”	One who contracts to perform services in accordance with a contract
	“County”	Washtenaw County in Michigan

II. TERMS

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the CONTRACTORS qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that CONTRACTOR whose proposal is deemed to best meet the County’s specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the CONTRACTOR to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, **One(1) original and three (3) copies** (one copy unbound and an electronic version in pdf format, submitted on CD-RW, DVD or USB drive must be at the County on or before the date specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the CONTRACTOR'S ability to meet the requirements of the RFP. Proposals shall be typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

RFP 6543 OnSSI IP Camera Software

F. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County Contractors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County Contractor. For purposes of this section, Washtenaw County Contractor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box, is not, in and of itself, sufficient to establish a company as a Washtenaw County Contractor. The County shall have sole discretion under this section to determine if a company qualifies as a Washtenaw County Contractor and if two or more bids are substantially equal.

G. The purpose of the joint proposal is to secure the most attractive pricing available by utilizing the purchasing power of both entities. Any purchases made by either entity as a result of this proposal shall be additive as contributing to the multi-unit pricing requested in the proposal.

III. AWARD

Award:

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a Bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a bid proposal would be awarded, and negotiations would be undertaken with that Vendor whose proposal is deemed to best meet the County's specifications and needs.

Award will be based on criteria with an evaluation committee team to evaluate all the proposals. The vendor scoring the highest points will be awarded the contract.

IV. PROPOSAL SPECIFICS

A. GENERAL

Purpose of Proposal:

Washtenaw County, in conjunction with the City of Ann Arbor, is seeking a proposal and pricing for an OnSSI Multi-site enterprise network video system. This system will be managed and used jointly by both entities on their common, multi-site network. The proposal will be limited to specifying hardware and software configurations for the server and installing the software on our provided hardware. Additionally, services will be sought for configuring the 1st site chosen by the entities.

1 OVERVIEW

1.1 Washtenaw County intends to secure a contract for software acquisition, design, limited installation, and support on the system.

The purpose of this Request for Proposal (RFP) is to define the County's minimum requirements, solicit proposals and to gain adequate information from which the County may evaluate such services.

1.2 Technical Environment

Washtenaw County and the City of Ann Arbor currently utilize the following applicable environment:

- Windows XP, Service Pack 3
- Internet Explorer 7
- Adobe Flash Player 10
- Adobe Reader 9
- Microsoft Office 2007 Professional Plus
- Connection to the Public Internet of 25MB
- Most network segments of 1GB or higher, though there could possibly be a few sites served by cable modem.

2 SCOPE OF SERVICES

The engagement will be:

- The design and specification of an IP Video solution using OnSSI products.
- Designing the main site and a four (4) campus, multi-building system
- Specifying the software and licenses required to implement designed system,
- Setup of the initial VC-PSIM (Video-Centric Physical Security Information Management) server and one, ten (10) camera site.

RFP 6543 OnSSI IP Camera Software

- Setting up a workable security model so that 2 organizations can effectively separate video from each other.

3 PROPOSAL GUIDELINES

3.1 Modifications in Scope

The County reserves the right to modify the scope of the services in the Master Service Contract (see Section 6) throughout the procurement process.

3.2 Negotiations

Negotiations can be made with the bidder that receives the most amount of points based on the criteria. Negotiations are to be done for the County's best interest.

3.3 Pricing

All proposers submitting proposals agree that their pricing is valid for a minimum of 90 days after proposal submission to the County.

3.4 Presentations

If the County elects to have on-site presentations by vendors, proposers short-listed for oral presentations agree to be available on dates specified by the County. Failure to be available on specified dates will lead the County to elevate another proposal for further consideration.

3.5 Site Visits or References

Washtenaw County may ask the proposer to arrange site visits or reference calls to customers who use similar services.

3.6 Familiarity with this RFP

All proposers certify that they have carefully and thoroughly reviewed this RFP, understand the nature and scope of the work to be done, and that this proposal is based on the terms, specifications, requirements and conditions of this RFP.

3.7 Alternate Proposals

Alternate proposals are defined as those that do not meet the requirements of this RFP. Alternate proposals will not be considered.

3.8 County Contract Requirements

The chosen contractor will be required to agree to the contract provisions or similar provisions to those in Section 6. Any exceptions to these contract terms must be noted as part of the response to this RFP.

4 PROPOSAL

4.1 Vendor Information

The proposer shall provide the following information about their company. The County, at its option, may require a proposer to provide additional support and/or clarify requested information.

- 4.1.1 Date the company started as a business.
- 4.1.2 A brief description of the company size and organization. Include total number of staff in your company.
- 4.1.3 Provide the number of staff who could provide support services that are requested in this RFP.
- 4.1.5 Date since the company has been providing the requested services to public sector clients.
- 4.1.6 The number of active public sector clients and the size of each (number of users on network)
- 4.1.8 Listing of active public sector clients by name and state. Michigan and mid-west local government clients should be listed first.
- 4.1.9 Any material (including letters of support or endorsement from clients) indicative of proposer's capabilities.

4.2 Client References

The County will consider references to be important in its decision to award a contract. The County will not call proposers to tell them that their references will be contacted because all references provided will be contacted by the County during the selection process. The County will not work through a proposer's Reference Manager to complete a reference. The names and phone number of the internal project manager for each reference must be listed. Any proposer who does not provide client names and phone numbers may be eliminated for non-responsiveness.

Provide three (3) references for which your company is currently providing similar services requested in this proposal, including up-to-date company name, contact name, contact phone number and a description of the services provided. References are preferred from local government clients.

Please confirm that each reference is willing to participate in a 30-45 minute reference check call and inform reference they may be contacted by a County representative.

RFP 6543 OnSSI IP Camera Software

4.3 Acceptance and Exceptions to This RFP

All requested information in this RFP must be supplied and the proposer must provide a statement affirming proposer's acceptance of all conditions and requirements contained in this RFP. Proposers may take exception to certain requirements in this RFP. All exceptions must be clearly identified in this section and a written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the County, and the description of the advantages or disadvantages to the County as a result of the exceptions. The County, at its sole discretion, may reject any exceptions or specifications within the proposal; such rejections may cause the rejection of the entire proposal. Proposers may also provide supplemental information, if necessary, to assist the County in analyzing responses to this RFP.

4.4 Cost Sheet

The Cost Sheet in Section 7 must be completed and submitted as part of the proposal.

4.5 Solution Requirements

- a. System design proposal (Proposal must use OnSSI products and seller of software must be a recognized partner of OnSSI)
 1. Server Specifications
 2. Storage Requirements for various frame rates and various lengths of storage of video.
 3. Server and Camera Licensing requirements for the enterprise
 4. Design should consist of an initial design capable of supporting at least 400 cameras total, with the initial implementation being 200 cameras in 11 building locations on 4 campuses.

Location breakdowns for the initial install are as follows:

Campus 1 (DT): 4 buildings connected together at 10GB capable of 90 cameras

Campus 2 (SC): 3 buildings connected together at 10GB capable of 20 cameras

Campus 3 (YP): 2 buildings connected together at 10 GB capable of 30 cameras

Campus 4 (A2): 2 buildings connected together at 10GB capable of 60 cameras

5. Design should incorporate the use of 2 Active Directory trusted forests for user access and group security
- b. Redundancy Options are to be included, but not essential to the design and are completely optional on the part of the County and City.
- c. Proposal should include the ability for the integration of building maps into the software.
- d. Installation services required are only the installation of the software on the server(s), not installation of any hardware or mounting cameras. It will require camera configuration.

RFP 6543 OnSSI IP Camera Software

Proposal does not require:

- Purchase or installation of any server or workstation hardware
- Any wiring
- Any camera mounting

4.6 Implementation Planning and Execution

4.6.1 Please explain, in detail, the methodology and timing required to deliver a completed solution.

4.6.2 Describe the level of required involvement with county and city departments and with County and City IT.

4.6.3 Describe your training plan and how end users will become familiar with the system.

4.7 Add Alternate Optional proposals

- a. Propose a possible solution for rudimentary integration with GE Secure Perfect, version 6.1.1 badge access system for triggering camera recording for card swiped door openings or forced door openings.
- b. Propose a possible solution for integration with Lynx Systems, version 7.9 Facility-wide duress and mass notification system.

5 SUPPORT PLAN

5.1 Technical support to solve technical problems – Is it available 7 days a week, 24 hours per day, 365 days per year or just during business hours. If just during business hours, is extended support available?

5.2 What is the preferred method of support (email, phone, website, etc.)?

5.3 If available, where is the call center that would respond to problems or outages located?

5.4 What are the guaranteed response times for issues?

5.5 Does the support include the following?

5.5.1 Telephone or email support to solve and diagnose business function problems.

5.5.2 Bug fixes and patches for known problems as of 05/01/2010.

5.5.3 Bug fixes and patches for problems discovered after 05/01/10.

RFP 6543 OnSSI IP Camera Software

- 5.5.4 Optional Services - Provide separate pricing for any optional services (see Section 4.5) that are available from your company.
- 5.6 Please list the software update options that are available and describe the programs

6 CONTRACT PROVISIONS

All Services and other deliverables will be provided by vendor pursuant to the terms of the County's standard Service Contract, a copy of which is attached to this RFP. Vendor must acknowledge its agreement to the terms of the Standard County Service Contract in its proposal, or otherwise identify the provisions of the Service Contract with which it does not agree, including in each case the basis for the disagreement. Alternately, a vendor contract may be submitted for our review, but in no case should it directly contradict with any of the terms of the County's Service Contract.

PRICE SHEET

Proposer must complete the following information:

7.1 Initial fees for Installation, setup and configuration of the solution

_____ Described in Section 4

7.2 Other Initial fees for services not in section 7.1

_____ Please describe what these fees include

7.3 Server software costs for solution

7.4 Camera license cost (per camera)

1-50 licenses

51-100 licenses

Over 101 Licenses

Any other quantity discounts? At what levels?

7.5 Annual server software maintenance costs for the solution:

Year 1 _____ Year 2 _____ Year 3 _____

7.6 Annual camera maintenance costs per unit:

Year 1 _____ Year 2 _____ Year 3 _____

7.7 Annual cost for Software Updates. Please list all programs that are applicable

Year 1 _____ Year 2 _____ Year 3 _____

7.8 Annual costs for email and telephone support as described in Section 5

Year 1 _____ Year 2 _____ Year 3 _____

7.9 Hourly rate for onsite support, business hours 8am to 5pm local time

RFP 6543 OnSSI IP Camera Software

7.10 Hourly rate for onsite support.

What times are considered after hours?

7.11 If your company offers or recommends any Support Programs that are different than that described in Section 5, each should be clearly described and cost sheets provided for those proposals.

7.12 Add Alternate "a", GE Secure Perfect Integration _____

7.13 Describe your company's policy regarding travel and other chargeable expenses which would affect this contract. If possible, provide specific pricing.

7.14 Other Pricing considerations or optional services that your company proposes to provide. Please provide details and costs.

SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____
_____ Date	_____ City State Zip
_____ Telephone #	_____ Fax #
_____ Federal Tax ID #	_____ Email Address

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

By checking this box we hereby certify that we are a Washtenaw County company as defined in Section II. G, above. If proven otherwise you may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.

SAMPLE OF SERVICE CONTRACT

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to (**DEPARTMENT HEAD TITLE**) and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on (**MONTH, DAY, YEAR**) and ends on (**MONTH, DAY, YEAR**).

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: INSERT DEPARTMENT & CR# _____, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$10.88 per hour with benefits or \$ 12.75 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before May 31, 2010 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.