

REQUEST FOR OFFER

**Video Surveillance and Recording System
for
Walnut Grove Middle School**

RFP0910-Tech 002-Cameras/Surveillance System



Offer Submittal Deadline:
Not later than 3:30 p.m. on October 14, 2009

Offer must be submitted to:
Kirk Paschall
Midlothian ISD
100 Walter Stephenson
Midlothian, TX 76065
972-775-8296

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SECTION 1

INTRODUCTION

1.1 Description of Midlothian ISD.

Midlothian ISD is located at Midlothian, Texas.

1.2 Overview

Midlothian ISD desires to procure and deploy a digital IP video surveillance and recording system.

1.3.1 Vendors will have an opportunity on October 8, 2009 at 10:00 AM to walk through the existing Walnut Grove Middle School Campus to survey the placement of the cameras and cable distances. We will meet at L. A. Mills Administration Building at 100 Walter Stephenson Rd, Midlothian, TX 76065. This should take approximately 1 hour to go through the campus.

1.3.2 The installation will consist of 34 cameras (30 indoor, 3 outdoor PTZ, and 1 outdoor fixed – only 24 cameras will need to be purchased) and a server.

Current Users:

Midlothian ISD would prefer, from an operational standpoint, to have only one vendor provide all services. However, services may be apportioned among multiple vendors in order to achieve a best value acquisition. Midlothian ISD reserves the right to clarify submitted information and/or request additional information as necessary to evaluate and determine the vendor's capabilities and qualifications and also to negotiate with vendors to achieve the best value option, as determined by Midlothian ISD.

Failure by a Respondent to follow the stipulations specified herein may result in disqualification of the response.

SECTION 2

NOTICE TO RESPONDENTS

2.1 General Information

Midlothian ISD is issuing a Request for Offer (RFO) for a web-based digital IP video surveillance and recording system. The purpose of the RFO is to solicit information regarding vendor services. You are invited to submit a sealed reply according to the instructions detailed in Section 3.2. Midlothian ISD is not responsible for documents not delivered timely by freight or other carriers.

Delivery of questions or a response to the proper location, on or before the published submittal deadline, is the sole responsibility of the vendor. Responses to the RFO received on, or before, the specified deadline shall be opened and identified at the location specified for receipt of submittals immediately after the submittal deadline specified. Only the name of the entity submitting a response shall be read at the opening; no award decision shall be made or announced at that time; all submittals shall be considered "Confidential" until an award is made.

Midlothian ISD reserves the right to clarify submitted information and/or request additional information as necessary to evaluate and determine the vendor's capabilities and qualifications and also to negotiate with vendors to achieve the best value option, as determined by Midlothian ISD.

Vendors who respond to this RFO should indicate which objectives and requirements they can and cannot satisfy and address all items and/or questions as thoroughly as possible. All questions and responses to this RFO must be organized as specified in Section 2.10

By submitting an offer, each Respondent certifies that it understands this RFO and has full knowledge of the scope, nature, quality, and quantity of work to be performed, the detailed requirements of the services to be provided, and the conditions under which the services are to be performed. Each Respondent also certifies that it understands that all costs relating to preparing and responding to this RFO will be the sole responsibility of the Respondent.

RESPONDENTS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFO CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

2.2 Submittal Deadline

Midlothian ISD will accept offers submitted in response to this RFO by October 14, 2009 at 3:30 pm Central Time (the "Submittal Deadline").

2.3 Contact Person

Any questions regarding this RFO shall be directed via email to:

Midlothian ISD

Attn: Kirk Paschall
100 Walter Stephenson
Midlothian, TX 76065
972-775-8296 phone
972-775-2126 fax

kirk_paschall@midlothian-isd.net email

Midlothian ISD specifically instructs all interested parties to restrict all contact and questions regarding this RFO to email communications forwarded to the above-named contact person. All questions or concerns must be received by the above-named contact person no later than 3:30 pm central, October 12, 2009. Midlothian ISD shall have a reasonable amount of time in which to respond to questions or concerns.

Responses will be emailed to all interested parties that provide email addresses. It is the district's intent to respond to all appropriate questions and concerns; however, Midlothian ISD reserves the right to decline to respond to any question (s). **Vendors are responsible for assuring that questions are received by Kirk Paschall.**

2.4 Agreement Award Process

Midlothian ISD will choose the successful offer(s) submitted in response to this RFO by the Submittal Deadline by using the competitive sealed offer process described in this **Section 2.4**. Offers will be opened publicly to identify the names of each Respondent submitting an offer. After the opening of the offers and upon completion of the initial review and evaluation of the offers submitted, Midlothian ISD may invite one or more selected Respondents to participate in oral presentations. Each offer will be afforded security sufficient to preclude disclosure of its contents prior to selection of the successful offer.

The selection of the successful offer may be made on the basis of the offers initially submitted, without discussion, clarification or modification. In the alternative, selection of the successful offer may be made on the basis of negotiation with any of the Respondents. Midlothian ISD shall not disclose any information derived from the offers submitted by competing Respondents in conducting such discussions.

After submission of an offer but before final selection of the successful offer is made, a Respondent may be permitted to revise its offer in order to obtain the Respondent's Best and Final Offer (BAFO).

Midlothian ISD reserves the right to (a) enter into agreements for all or any portion of the requirements and specifications set forth in this RFO with one or more Respondents, (b) reject any and all offers and re-solicit offers, or (c) reject any and all offers and temporarily or permanently abandon the procurement, if deemed to be in the best interests of Midlothian ISD.

Upon award, a written contract will be executed between Midlothian ISD and the selected vendor. Implementation of Services, if awarded, may be carried out over a transition period of several months within the time frame established by the district.

2.5 Criteria for Selection

The successful offer(s) will be the offer(s) submitted in response to this RFO by the Submittal Deadline that is the most advantageous to Midlothian ISD. Offers will be evaluated and the evaluation of offers and the selection of the successful offer will be based on the information provided by Respondent in its offer.

The factors to be considered in evaluating offers will include, without limitation, the factors listed below:

- Price/Cost - 50%
- References - 10%
- Specifications - 15%
- RFP Response - 05%
- On-Site Visit - 20%

2.6 Key Events Schedule

Issuance of RFO September 29, 2009
On Site Visit 9:00AM.....October 8, 2009
Submittal DeadlineOctober 14, 2009

2.7 Contract Specifications

Contract awarded will incorporate, by reference, the requirements and specifications contained in this RFO and vendor(s) chosen will be expected to provide services, as specified herein, unless modified by in writing and affirmed by Kirk Paschall.

2.8 Contract Execution

The successful respondent(s) must sign a contract that will incorporate the terms of the agreement.

2.9 Format of Responses

All sections of respondent's offer should be ordered and identified with the same section numbers and headings as those contained in Section 4 and 5 of this RFO (*i.e.*, "4.1 – Objectives"). Respondents must complete and include attachments contained herein as part of their offer.

2.10 Confidentiality

Proprietary information received in response to this RFO will be held in confidence and will not be revealed or discussed with competitors, except as may be required by Texas law. All material submitted becomes the property of Midlothian ISD and may be returned only at Midlothian ISD's option. Information submitted may be reviewed and evaluated by Finance and Technology personnel. Pricing aspects of the information are not considered proprietary information and may be disclosed.

2.11 Pricing Disclosure

Vendor will provide a price schedule for all equipment and services proposed. Included should be any one-time or set-up charges as well as all other fees that will be charged. Vendor shall provide a pro forma pricing analysis. **Midlothian ISD shall not be obligated to pay for any equipment or service not specified in Bidder offer unless the fee is mutually agreed to in writing by both parties.**

SECTION 3

OFFER REQUIREMENTS

3.1 General Instructions

- A. Respondent should carefully read the information contained herein and submit a complete response to all requirements and questions as directed.
- B. Offers and any other information submitted by Respondent in response to this RFO shall become the property of Midlothian ISD.
- C. Midlothian ISD will not provide compensation to Respondent for any expenses incurred by the Respondent for offer preparation or for demonstrations that may be performed for the District, unless otherwise expressly stated. Respondent submits its offers at its own risk and expense.
- D. Offers should be prepared simply and economically, providing a straightforward, concise description of Respondent's ability to meet the requirements and specifications of this RFO. Emphasis should be on completeness, clarity of content, responsiveness to the requirements and specifications.
- E. Midlothian ISD reserves the right to accept or reject any or all offers, waive any formalities or minor technical inconsistencies and delete any requirement or specification from this RFO or the Agreement when deemed to be in Midlothian ISD's best interest. Midlothian ISD reserves the right to seek clarification of any item contained in Respondent's offer prior to final selection. Such clarification may be provided by telephone conference, personal meeting, or in writing to either Midlothian ISD or its designated agent at Midlothian ISD's discretion. Representations made by Respondent within its offer will be binding on Respondent. Midlothian ISD will not be bound to act by any previous communication or response submitted by Respondent other than this RFO.

3.2 Preparation and Submittal Instructions

A. Number of Copies

Two (2) complete and identical sets of the entire offer are required. An original signature by an authorized officer of Respondent must appear on at least one (1) copy of the submitted offer. The copy of the Respondent's offer bearing an original signature should contain the mark "original" on the front cover of the offer.

B. Submission

- 1. Offers must be received by the District at the following location on or before the Submittal Deadline.

**Kirk Paschall, MISD Technology
100 Walter Stephenson, Room 300
Midlothian, TX 76065
972-775-8296**

- 2. Respondent must submit all offer materials enclosed in a sealed envelope, box, or container. **The RFO # – DO NOT OPEN**, and the Submittal Deadline should be clearly shown on top of the surface of the container. In addition, the name and the return address of the Respondent should be clearly visible.
- 3. Upon Respondent's request and at Respondent's expense, Midlothian ISD will return to a Respondent its offer received after the Submittal Deadline and properly identified. Midlothian ISD will not consider an offer received after the Submittal Deadline under any circumstances.

4. Midlothian ISD will not accept offers submitted by telephone, offers submitted by Facsimile (“FAX”) transmission or offers submitted by Electronic transmission (“E-mail”) in response to this RFO.
- C. **Withdrawal or Modification**
Except as otherwise provided in this RFO, no offer may be changed, amended, or modified after it has been submitted in response to this RFO. However, an offer may be withdrawn and resubmitted at any time prior to the Submittal Deadline. No offer may be withdrawn after the Submittal Deadline without consent, which shall be based on Respondent’s submittal of a written explanation and documentation evidencing a reason acceptable to Midlothian ISD, in its sole discretion.
 - D. **Offer Validity Period**
Each offer must state it will remain valid for the District’s acceptance for a minimum of 30 days after the Submittal Deadline to allow time for evaluation, selection, and any unforeseen delays. The successful offer shall remain valid for the full term of the Agreement or other contractual arrangements resulting from this RFO.

SECTION 4

OBJECTIVES AND CORE REQUIREMENTS

Section 4 lists the objectives and services required to meet the District's needs with respect to video surveillance and recording systems. In this Section 4, Respondent is sometimes referred to as "Vendor" or "Bidder" and Midlothian ISD is sometimes referred to as "The District." Section 4 is divided into Objectives/Instructions and Requirements.

Objectives/Instructions:

- A. Provide system that utilizes the existing network infrastructure.
- B. Ensure the security of sensitive video images.
- C. Enhance the security of Midlothian ISD's students.
- D. Enhance the security students entering and exiting the building.
- E. Obtain a system that can be expanded as needs grow.
- F. Add server and storage infrastructure for Walnut Grove Middle School campus.
- G. Specify exact system hardware and software configurations, including any recommended hardware manufacturers.
- H. Cameras will be a mixture of 30 indoor and 4 outdoor type as specified in this proposal.
- I. Pricing should include all necessary labor costs to install system components and camera units.
- J. Existing cameras will need to be converted to work seamlessly with new IP cameras.
- K. Clearly state server and storage requirements based on core system needs for cameras at each campus.
- L. Server and storage requirements should be based on retention of images for 14 days at 1 images per second. (Ability to expand to service a total of 40 cameras)

4.1 Core Requirements

The System(s) bid must meet the following minimum requirements.

Vendor's supplied system must:

- 1 Be easily expanded to meet growing needs.
- 2 Utilize existing infrastructure pertaining to network functionality.
- 3 Offer unlimited camera scalability.
- 4 Include a customizable matrix viewer at no additional cost.
- 5 Include unlimited client workstation access at no additional cost
- 6 Must not require software downloaded on client workstation
- 7 Provide web-based, remote access tools for troubleshooting and general maintenance.

4.2 Software Requirements

- 1. Software shall be built upon an open source platform (Windows-application is not accepted).
- 2. Software must be available for purchase on an individual camera basis (not in specified groupings).
- 3. All system features must be functional through one server package, with no additional module requirements.
- 4. System must provide the ability to create redundancy through a multiple server configuration that allows every other image to be stored in a distinct server and interfaced to create continuous image sequencing.

5. The system must allow for servers to be implemented in remote locations independent of central recording station.
6. Software must reside on a web server and must be accessible from any computer with internet access.
7. System must reboot from server embedded compact flash device.
8. System must utilize the existing infrastructure pertaining to network functionality
9. System must utilize only Mozilla Firefox as the web browser
10. System must be accessible on standard and Macintosh computers
11. System must include unlimited camera access with no additional server fees
12. System must include unlimited client view workstations with no additional license fees
13. System must include all accessories with no additional module fees, including permanent viewing stations, matrix abilities
14. System must include a Java platform to view, save and exported archived image clips
15. System must include a Java platform to view exported video image clips
16. Software must have CAD-designed maps of each facility within the campus using triangular icons to denote fixed cameras and circular/half circle icons to denote PTZ cameras
17. Software must allow for a live, streaming picture-in-picture image by holding cursor over camera icon on the mapping component
18. Software shall provide for server based recording based upon FIFO methodology
19. Software shall provide direct control of Pan Tilt Zoom camera capabilities without peripheral control devices.
20. Software shall have scalable multi-level security control for access to recorded video, cameras and management controls.
21. System must support a centralized recording environment with remote management/viewing abilities
22. System must have the capability to browse through a single web-based interface and access all camera and site locations through one IP address
23. Software must allow for quick access to cameras through an express search engine that allows the user to identify a camera by simply typing in any portion of a known camera location (ie: parking lot)
24. Software must date and time stamp each image
25. Software must allow users the capability to manipulate and control the Pan, Tilt and Zoom functions of PTZ cameras through a web-enabled control panel.
26. Software must allow users to create, access and view up to 20 preset locations for each PTZ camera.

27. Software must allow users to set and view patrolling sequences of the preset positions on PTZ cameras.
28. Software must allow users to create an unlimited number of cameras accessible through their toolbar through a bookmark feature
29. Software must allow for defined users to launch and view a separate Java-based Matrix viewing platform for viewing station.
30. Software must allow for cameras in the matrix to toggle between specified cameras at defined intervals (i.e. 10 seconds).
31. Software must have the ability to view daily event logs of users who have accessed the System by time and location
32. System must allow each user the ability to create and save multiple four (4) camera matrices
33. Software must have the ability to remotely view camera status and troubleshoot problems
34. Software must have the ability to maintain and create unlimited roles and groups to be assigned by the administrator
35. Software must have the ability to allow administrator rights to lock down the system at administrator's discretion
36. Software must have the ability for users to create and import new floor plans, sub-floor plans and maps.
37. Software must have the ability to view alarm logs assigned by camera.
38. Software must be able to integrate legacy analog cameras and allow for seamless campus-wide access to existing analog and new IP cameras under one IP address.
39. Software must have the ability to support multiple camera vendors and multiple camera types.

4.3 Camera Equipment Requirements

1. Cameras must connect to the existing campus IP network.
2. Camera housings shall provide adequate protection and environment control for prolonged equipment life and usability.

SECTION 5

QUESTIONS AND PREFERRED SPECIFICATIONS

Section 5 lists additional objectives and services to meet the needs of Midlothian with respect to a digital IP video surveillance and recording system. In this Section 5, Respondent is sometimes referred to as “Vendor” or “Bidder” and Midlothian ISD is sometimes referred to as “The District.” Section 5 is divided into the following:

- System Characteristics
- Infrastructure, Equipment, and Implementation Services
- Regulations, Policies, and Procedures
- Information and Customer Support Services
- Costs and Fees

THE VENDOR MUST FACILITATE THE FOLLOWING

5.1 System Characteristics

1. Specify the hardware platform(s) you support
2. Describe system training options and associated costs.
3. Describe the system access required by your support personnel.
4. List three school district reference contacts
5. Describe your system’s management interface.
 - a. Describe workstation configuration requirements – downloading of software not acceptable
 - b. List supported versions of components (Firefox browser required, Internet Explorer not acceptable as a browser)
6. Describe your system’s user interface including:
 - a. Layered security for system administrators and others.
 - b. Remote access trouble shooting software for the system and all devices connected.

5.2 Infrastructure, Equipment, and Implementation Services

1. Describe the project management to be provided by the vendor (Include roles of vendor staff).
2. Indicate what project resources will be needed from the District.
3. Describe the technical architecture of your system and any related third party systems. Indicate all systems and interface requirements.
4. Describe in detail any 3rd party software that is required.
5. Describe the training and staff that will be provided at completion.
6. Describe how service and maintenance will be accomplished on your equipment. Describe the web-based diagnostic systems available for monitoring and troubleshooting.
7. Describe in detail the security features of your system indicating any known weaknesses. Recommend “best practices” for use of the security features. Indicate how access is granted/denied and protected.
8. Describe in detail your backup and disaster recovery process and indicate which backup software you recommend/support, include: frequency, redundancy, increment options, disruption, failover, rollback, point of recovery, and documentation.
9. Describe in detail how your system allows for servers to be implemented in remote locations independent of central recording.
11. Describe in detail how your system can support legacy analog cameras.
12. Describe in detail how your system will support multiple camera vendors and multiple camera types.

5.3 Regulations, Policies, and Procedures

1. Describe the transaction logging capability of your system including contents contained in transaction detail.

5.4 Information and Customer Support Services

1. Describe the kind of help desk services provided to the District.
2. Indicate the hours of operation for each area of service available to the District.

5.5 Cost and Fees

1. Describe in detail all costs and fees associated with services.
2. Provide a detailed description of any and all costs to be assessed for equipment, infrastructure, implementation and customization services (per hour). Indicate any limitations imposed on services offered as related to pricing.
Equipment should include:
 - 20 AXIS 216FD Network Cameras
 - Drop ceiling mount with smoke dome
 - 4 AXIS 214 PTZ Network Camera
 - Axis pendant dome outdoor camera housing
 - Altronix 4 fused output power panel

*Drops for camera locations are partially in place and will need to be figured in to the price (sixteen drops are in place, fourteen will need to be added as ten cameras are already owned by the District ready to be installed). We do have POE switches at this campus.

Installation and Configuration should include:
 - Cameras listed above and any cabling
 - Security Software (STRAND)
 - Server (STRAND)
3. Provide a detailed description of any and all costs for matrices, client workstations, additional cameras in increments of one added on to the project at a future date.

ATTACHMENT I
RESPONSE SHEET

This attachment is to be used for vendor responses to section 4&5.

Company Name

Address

Contact

Contact Phone Number

Contact E-mail

Please answer in narrative form when possible:

4.1 Core Requirements

- 4.1.1 Expandability to meet growing needs.
- 4.1.2 Utilize existing network infrastructure
- 4.1.3 Unlimited camera scalability.
- 4.1.4 Customizable matrix viewer
- 4.1.5 Client workstation access
- 4.1.6 Client software
- 4.1.7 Remote access troubleshooting/maintenance

4.2 Software Requirements

- 4.2.1 Open source platform
- 4.2.2 Individual camera purchases
- 4.2.3 Access of system features/functionality
- 4.2.4 System redundancy
- 4.2.5 Remote server locations
- 4.2.6 Web server with internet access
- 4.2.7 System reboot from server process
- 4.2.8 Utilization of existing network infrastructure
- 4.2.9 System web browser utilization
- 4.2.10 System accessibility on computer types
- 4.2.11 System camera access/costs associated
- 4.2.12 Workstation access/costs associated

- 4.2.13 Base system functionalities without additional modules
- 4.2.14 System process of retrieval of video image clips
- 4.2.15 System process of viewing exported video image clips
- 4.2.16 Mapping component, camera icons
- 4.2.17 Mapping component, types of live viewing options
- 4.2.18 Server based recording methodology
- 4.2.19 PTZ remote capabilities
- 4.2.20 Multi-level security
- 4.2.21 Centralized recording environment
- 4.2.22 System IP accessibility process
- 4.2.23 Camera retrieval by express search engine
- 4.2.24 Image date and time stamping
- 4.2.25 PTZ control
- 4.2.26 PTZ presets
- 4.2.27 PTZ patrolling access
- 4.2.28 Bookmarking of cameras
- 4.2.29 Viewing station access
- 4.2.30 Matrix camera toggling
- 4.2.31 Daily event user logs
- 4.2.32 Four (4) camera matrices
- 4.2.33 Remote viewing of camera status
- 4.2.34 Roles and groups to assigned
- 4.2.35 System lockdown
- 4.2.36 Importing new floor plans, sub-floor plans and maps
- 4.2.37 Viewing alarm logs assigned by camera.
- 4.2.38 Integration of legacy analog cameras
- 4.2.39 multiple camera vendors and multiple camera type support
- 4.2.40 Training

4.3 Camera Equipment Requirements

- 4.3.1 Utilization of cameras to existing campus IP network.
- 4.3.2 Camera housings

5.1 System Characteristics

- 5.1.1 Supported hardware platform(s)
- 5.1.2 Training Options

- 5.1.3 System access required
- 5.1.4 References
- 5.1.5 Management interface
- 5.1.6 User interface

5.2 Infrastructure, Equipment, and Implementation Services

- 5.2.1 Project management
- 5.2.2 District resources
- 5.2.3 System architecture
- 5.2.4 3rd party software.
- 5.2.5 Training
- 5.2.6 Service and maintenance
- 5.2.7 System Security
- 5.2.8 System backup and recovery
- 5.2.9 Remote Servers
- 5.2.10 Legacy analog cameras support
- 5.2.11 Multiple camera vendors and multiple camera type support.

5.3 Regulations, Policies, and Procedures

- 5.3.1 Transaction logging

5.4 Information and Customer Support Services

- 5.4.1 Help desk services
- 5.4.1 Hours of operation

5.5 Cost and Fees

- 5.5.1 Describe in detail all costs and fees associated with services.
- 5.5.2 Provide a detailed description of any and all costs to be assessed for equipment, infrastructures implementation and customization services (per hour). Indicate any limitations imposed on services offered as related to pricing.
- 5.5.3 Provide a detailed description of any and all costs for matrices, client workstations, additional cameras in increments of one added on to the project at a future date.