

Request for Proposals

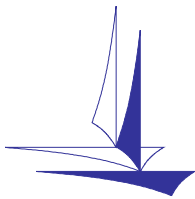


**City of Minneapolis
Information Technology (IT) Department**

MPD Body Camera Test and Evaluation

Issue Date: Thursday, April 24, 2014

Proposals Due by: Wednesday, May 21, 2014, 1:00PM



Minneapolis
City of Lakes

Information Technology

Otto Doll
Chief Information Officer

310 4th Ave South – Suite 400
Minneapolis MN 55415
Office 612 673-3190

April 24, 2014

To Whom It May Concern:

The City of Minneapolis is soliciting proposals from qualified companies for a test and evaluation of officer worn body cameras and a digital video storage solution. Please consider submitting a proposal. Please review the RFP for details.

Specific submission instructions are highlighted under “Proposal Format” of the RFP. Submit the business proposal and price proposal in separate sealed envelopes and send an electronic copy with attachments to:

RFP.Responses@MinneapolisMN.gov.

All proposals are due in the City of Minneapolis Procurement Office no later than 1:00 p.m. CT, Wednesday, May 21, 2014. An optional pre-proposal conference will be held Thursday, May 1, 2014, at 1:00 p.m. CT, at 310 4th Avenue South, 4th Floor, Conference Room 400A, Minneapolis, Minnesota.

Thank you for your consideration.

Sincerely,

Otto Doll
Chief Information Officer

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**REQUEST FOR PROPOSALS
FOR
MPD Body Camera Test and Evaluation**

I. INVITATION

The City of Minneapolis is soliciting proposals from qualified companies to provide the Minneapolis Police Department (MPD) with officer worn body cameras. In addition, companies must provide a video storage solution, which partners with the provided body worn cameras, to store, manage, retrieve and share captured digital video. Qualified companies will also provide a Service Level Agreement (SLA) which includes service on equipment, hardware and software.

Based upon results of the test and evaluation, the City of Minneapolis may decide to proceed with an offer to one or more companies to furnish and potentially deploy units on a permanent basis throughout the Minneapolis Police Department.

II. PRE-PROPOSAL CONFERENCE

An optional pre-proposal conference will be held Thursday, May 1, 2014, at 1:00 p.m. CT, at 310 4th Avenue South, 4th Floor, Conference Room 400A, Minneapolis. All potential Service Providers are encouraged to attend this conference.

III. PROPOSAL DUE DATE and LOCATION

The Service Provider shall submit seven (7) copies of their proposals to the City of Minneapolis Procurement Office, labeled:

City of Minneapolis - Procurement
Request for Proposals for: MPD Body Camera and Test and Evaluation
330 2nd Avenue South, Suite 552
Minneapolis, MN 55401

Submit the business proposal and price proposal in separate sealed envelopes. The submittal shall be made at or before **1:00 p.m. CT, Wednesday, May 21, 2014. Note: Late Proposals may not be accepted.**

In addition to paper copies requested above, please send an electronic copy of the RFP response and all Attachments to RFP.Responses@MinneapolisMN.gov

IV. PROPOSAL FORMAT

The Service Provider shall provide the appropriate information in sufficient detail to demonstrate that the evaluation criteria has been satisfied as specified in Section V – “EVALUATION OF PROPOSALS.”

To allow for easier comparison of proposals during evaluation, proposals should contain the following sections and attachments and be arranged in consecutive order.

1. Executive Summary

The Executive Summary should include a clear statement of the Service Providers understanding of the RFP including a brief summary of the Scope of Services. Include, at a minimum, an outline of the contents of the proposal, an identification of the proposed

project team, a description of the responsibilities of the project team, and a summary of the proposed services.

2. Scope of Services

Describe in detail how services will be provided. Include a detailed listing and description of tasks and deliverables.

3. Experience and Capacity

Describe background and related experience demonstrating ability to provide required services. Indicate if company expansion is required to provide service.

4. Service Provider Viability

Service Providers must provide the following information about their company so the City can evaluate their stability and ability to support the commitments set forth in response to the RFP. The City may require a respondent to provide additional documentation and/or clarify requested information.

Company Profile (Attach additional pages, as needed):

- Legal name of the Service Provider
- Address of office which will fulfill this contract
- Number of years on business related to the RFP
- Type of Operation: Individual ___ Partnership ___ Corporation ___
Government ___
- Number of employees dedicated to fulfillment of this contract and their titles

5. References

List references from contracts similar in size and scope. Service Providers must provide the following information about their company's customer contact information. The City may require a respondent to provide additional documentation and/or clarify requested information. Please complete the following reference information for three (3) customers that prior services were performed for:

- Reference name
- Contact person and title
- Address, telephone and email address
- Description of prior services performed
- Contract period: From _____ To _____
- Are they a current customer? Yes ___ No ___

6. Personnel Listing

Show involved individuals with resumes and specific applicable experience. List all subcontractors, including the identification of any that are certified in the City of Minneapolis Small & Underutilized Business Program.

7. Cost/Fees

Indicate proposed cost of service including a description of how costs were determined; hourly rates; direct costs and payment billing schedule. Mail in a separate sealed envelope.

8. Company Financial Information

- Company-wide annual sales volume
- Provide the company’s latest annual report

9. General Terms and Conditions (Attachment A)

Service Provider agrees to be bound by these requirements unless otherwise noted in the Proposal. Service Provider may suggest alternative language to any section when providing their RFP submittal.

V. EVALUATION OF PROPOSALS – SELECTION OF SERVICE PROVIDER

Proposals will be reviewed by an Evaluation Panel made up of representatives of the City of Minneapolis. The Evaluation Panel will select a "short list" of qualified Service Providers who will be formally interviewed and may be requested to provide a formal demonstration to the City. The contract will be awarded to the Service Provider whose proposal the City determines, in its sole discretion, is the most advantageous to the City and in the City’s best interest. Evaluations will be based on the required criteria listed in Section IV “PROPOSAL FORMAT.” Qualitative evaluation will also be based on:

- Ease of solution’s use
- Ability to meet the requirements of the RFP Scope of Services (Attachment B)
- Maintenance, training, and support offering
- Cost of Services
- Acceptance of City’s RFP Terms and Conditions (Attachment A)

The finalist may be asked to demonstrate the product.

VI. SCHEDULE

The following is a listing of key Proposal dates:

RFP Release	Thursday, April 24, 2014
Pre-Proposal Conference	Thursday, May 1, 2014 – 1:00 p.m.
Questions on RFP Due by	Tuesday, May 6, 2014
Responses to Questions posted by	Tuesday, May 13, 2014
Proposals due by	Wednesday, May 21, 2014 – 1:00 p.m.
Demos, if applicable	June 9 – June 20, 2014

VII. CONTRACT

The contracting parties will be the City of Minneapolis and the Service Provider selected to provide the services as described herein. The selected proposal, along with the RFP and any counter proposal to the contents of the RFP Terms and Conditions (Attachment A) will be incorporated into a formal agreement after negotiations. It is the intent of the City to award a single contract for a term of three (3) years with the option to extend the contract, on an annual basis, at the sole option of the City, for two (2) additional one-year terms.

VIII. DEPARTMENT CONTACT/REQUESTS FOR CLARIFICATION

The Service Provider’s primary interface with the City will be LaRae Olsson, the Associate Contract Administrator, who will act as the City’s designated representative for the RFP. LaRae Olsson is the only individual who can be contacted regarding the RFP before proposals are submitted and cannot vary the terms of the RFP. Prospective responders shall direct inquiries/questions ***in writing only*** to:

LaRae.Olsson@MinneapolisMN.gov

All questions are due no later than 1:00 p.m. CT, Tuesday, May 6, 2014. Responses to the questions will be posted as an Addendum to the RFP by Tuesday, May 13, 2014 on the City’s RFP website: <http://www.minneapolismn.gov/finance/procurement/rfp>

IX. REJECTION OF PROPOSALS

The City reserves the right to reject all proposals or any Service Provider on the basis of the proposal submitted.

X. ADDENDUM TO THE RFP

If any addendum is issued for this RFP, it will be posted on the City of Minneapolis web site as an Addendum at <http://www.minneapolismn.gov/finance/procurement/rfp>. The City reserves the right to cancel or amend the RFP at any time.

Attachment A

RFP Terms & Conditions

General Conditions for Request For Proposals (RFP)

(Revised: 10/2013)

The General Conditions are terms and conditions that the City expects all of its Consultants to meet. The Consultant agrees to be bound by these requirements unless otherwise noted in the Proposal. The Consultant may suggest alternative language to any section at the time it submits its response to this RFP. Some negotiation is possible to accommodate the Consultant's suggestions.

1. City's Rights

The City reserves the right to reject any or all proposals or parts of proposals, to accept part or all of proposals on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense and reimbursement than described in the Request for Proposal, or the respondent's reply based on the component prices submitted.

2. Interest of Members of City

The Consultant agrees that it has complied with Minnesota Statutes, Section 471.87 and Chapter 3, Section 22 of the City Charter. Therefore unless authorized in Chapter 15 of the City's Code of Ordinances, no member of the governing body, officer, employee or agent of the City shall have any interest, financial or otherwise, direct or indirect, in the Contract.

3. Equal Opportunity Statement

The Consultant agrees to comply with applicable provisions of applicable federal, state and city regulations, statutes and ordinances pertaining to the civil rights and non-discrimination in the application for and employment of applicants, employees, subcontractors and suppliers of the Consultant. Among the federal, state and city statutes and ordinances to which the Consultant shall be subject under the terms of this Contract include, without limitation, Minnesota Statutes, section 181.59 and Chapter 363A, Minneapolis Code of Ordinances Chapter 139, 42 U.S.C Section 2000e, et. seq. (Title VII of the Civil Rights Act of 1964), 29 U.S.C Sections 621-624 (the Age Discrimination in Employment Act), 42 U.S.C Sections 12101-12213 (the Americans with Disability Act or ADA), 29 U.S.C Section 206(d) (the Equal Pay Act), 8 U.S.C Section 1324 (the Immigration Reform and Control Act of 1986) and all regulations and policies promulgated to enforce these laws. The Consultant shall have submitted and had an "affirmative action plan" approved by the City prior to entering into a Contract.

4. Insurance

Insurance secured by the Consultant shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Consultant. Any policy deductibles or retention shall be the responsibility of the Consultant. The Consultant shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Consultant's interest or provide adequate coverage. Evidence of coverage is to be provided on a current ACORD Form. A thirty (30) day written notice is required if the policy is canceled, not renewed or materially changed. The Consultant shall require any of its subcontractors, if sub-contracting is allowable under this Contract, to comply with these provisions, or the Consultant will assume full liability of the subcontractors.

The Consultant and its subcontractors shall secure and maintain the following insurance:

- a) **Workers Compensation** insurance that meets the statutory obligations with Coverage B-Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
- b) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$100,000 each occurrence fire damage and \$10,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured. The amount of coverage will be automatically increased if the project amount is expected to exceed \$2,000,000 or involves potentially high risk activity.
- c) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident.
- d) **Network Security and Privacy Liability** for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Media Liability. Insurance will provide coverage against claims that arise from the disclosure of private information from files including but not limited to: 1) Intentional, fraudulent or criminal acts of the Consultant, its agents or employees, and 2) Breach of the City's private data, whether electronic or otherwise. The insurance policy should provide minimum coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If written on a Claims-Made basis, the policy must remain in continuous effect for at least 3 years after the service is provided or include a 3 year extended reporting period.

5. Hold Harmless

The Consultant will defend, indemnify and hold harmless the City and its officers and employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses, including court costs and reasonable attorney's fees regardless of the Consultant's insurance coverage, arising directly from any negligent act or omission of the Consultant, its employees, agents or employees of the subcontractors and subcontractors of the Consultant, in the performance of work and delivery of services provided by or through this Contract or by reason of the failure of the Consultant to perform, in any respect, any of its obligations under this Contract.

The City will defend, indemnify and hold harmless the Consultant and its employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses including court costs and reasonable attorney's fees arising directly from the negligent acts and omissions of the City by

reason of the failure of the City to perform its obligations under this Contract. The provisions of the Minnesota Statutes, Chapter 466 shall apply to any tort claims brought against the City as a result of this Contract.

6. Subcontracting

The Consultant shall provide written notice to the City and obtain the City's authorization to subcontract any work or services to be provided to the City pursuant to this Contract. As required by Minnesota Statutes, Section 471.425, the Consultant shall pay all subcontractors for subcontractor's undisputed, completed work, within ten (10) days after the Consultant has received payment from the City.

7. Assignment or Transfer of Interest

The Consultant shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the City. The Consultant shall not subcontract any services under this Contract without prior written approval of the City Department Contract Manager designated herein.

8. General Compliance

The Consultant agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under the Contract.

9. Performance Monitoring

The City will monitor the performance of the Consultant against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by the Consultant within a reasonable period of time to cure such substantial performance after being notified by the City, Contract termination procedures will be initiated. All work submitted by Consultant shall be subject to the approval and acceptance by the City Department Contract Manager designated herein. The City Department Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Consultant and shall inform the Consultant of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

10. Prior Uncured Defaults

Pursuant to Chapter 8, Section 24 of the City's Charter, the City may not contract with persons or entities that have defaulted under a previous contract or agreement with the City and have failed to cure the default.

11. Independent Consultant

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Consultant shall at all times remain an independent Consultant with respect to the work and/or services to be performed under this Contract. Any and all employees of Consultant or other

persons engaged in the performance of any work or services required by Consultant under this Contract shall be considered employees or subcontractors of the Consultant only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of the Consultant.

12. Accounting Standards

The Consultant agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this Contract.

13. Retention of Records

The Consultant shall retain all records pertinent to expenditures incurred under this Contract in a legible form for a period of six years commencing after the later of contract close-out or resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for six years after final disposition of such property.

14. Data Practices

The Consultant agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) and all other applicable state and federal laws relating to data privacy or confidentiality. The Consultant must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Consultant concerning data requests. The Consultant agrees to hold the City, its officers, and employees harmless from any claims resulting from the Consultant's unlawful disclosure or use of data protected under state and federal laws.

All Proposals shall be treated as non-public information until the Proposals are opened for review by the City. At that time, the names of the responders become public data. All other data is private or non-public until the City has completed negotiating the Contract with the selected Consultant(s). At that time, the Proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and as such are open for public review.

15. Inspection of Records

Pursuant to Minnesota Statutes, Section 16C.05, all Consultant records with respect to any matters covered by this Contract shall be made available to the City and the State of Minnesota, Office of the State Auditor, or their designees upon notice, at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

16. Living Wage Ordinance

The Consultant may be required to comply with the "[Minneapolis Living Wage and Responsible Public Spending Ordinance](#)" Chapter 38 of the City's Code of Ordinances (the "Ordinance").

Unless otherwise exempt from the ordinance as provided in Section 38.40 (c), any City contract for services valued at \$100,000 or more or any City financial assistance or subsidy valued at \$100,000 or more will be subject to the Ordinance's requirement that the Consultant and its subcontractors pay their employees a "living wage" as defined and provided for in the Ordinance.

17. Applicable Law

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Consultant.

18. Conflict and Priority

In the event that a conflict is found between provisions in this Contract, the Consultant's Proposal or the City's Request for Proposals, the provisions in the following rank order shall take precedence: 1) Contract; 2) Proposal; and last 3) Request for Proposals (only for Contracts awarded using RFP).

19. Travel

If travel by the Consultant is allowable and approved for this Contract, then Consultant travel expenses shall be reimbursed in accordance with the City's [Consultant Travel Reimbursement Conditions](#).

20. Billboard Advertising

City Code of Ordinance 544.120, prohibits the use of City and City-derived funds to pay for billboard advertising as a part of a City project or undertaking.

21. Conflict of Interest/Code of Ethics

Pursuant to Section 15.250 of the City's Code of Ordinances, both the City and the Consultant are required to comply with the City's Code of Ethics. Chapter 15 of the Code of Ordinances requires City officials and the Consultant to avoid any situation that may give rise to a "conflict of interest." A "conflict of interest" will arise if Consultant represents any other party or other client whose interests are adverse to the interests of the City.

As it applies to the Consultant, the City's Code of Ethics will also apply to the Consultant in its role as an "interested person" since Consultant has a direct financial interest in this Agreement. The City's Code of Ethics prevents "interested persons" from giving certain gifts to employees and elected officials.

22. Termination

The City may cancel this Contract for any reason without cause upon thirty (30) days' written notice. Both the City and the Consultant may terminate this Contract if either party fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms

of this Contract. The non-defaulting party shall have the right to terminate this Contract, if the default has not been cured after ten (10) days' written notice or such other reasonable time period to cure the default has been provided. If termination shall be without cause, the City shall pay Consultant all compensation earned to the date of termination. If the termination shall be for breach of this Contract by Consultant, the City shall pay Consultant all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Consultant under this Contract shall, at the option of the City, become the property of the City, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Notwithstanding the above, the Consultant shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Contract by the Consultant. The City may, in such event, withhold payments due to the Consultant for the purpose of set-off until such time as the exact amount of damages due to the City is determined. The rights or remedies provided for herein shall not limit the City, in case of any default by the Consultant, from asserting any other right or remedy allowed by law, equity, or by statute. The Consultant has not waived any rights or defenses in seeking any amounts withheld by the City or any damages due the Consultant.

23. Ownership of Materials

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of the City upon final approval of the final report or upon request by the City at any time before then. The City at its own risk, may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Consultant.

24. Intellectual Property

Unless the Consultant is subject to one or more of the intellectual property provisions in the paragraphs below, the City own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in any "Work" created, in progress, produced or completed and paid by this Contract. Work covered includes inventions, improvements, discoveries, databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, or other media.

All Work produced by the Consultant under this Contract will be the exclusive property of the City and will be surrendered to the City immediately upon completion, expiration, or cancellation of this Contract. The Consultant may retain a copy of the work for its files in order to engage in future consultation with the City and to satisfy professional records retention standards. The Consultant represents and warrants that the Work does not and will not infringe upon any intellectual property rights of other persons or entities.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications,

improvements, or derivative works thereof, created prior to, or independently, during the terms of this Contract. This contract does not affect the ownership of each party's pre-existing, intellectual property. Each party further acknowledges that it acquires no rights under this Contract to the other party's pre-existing intellectual property, other than any limited right explicitly granted in this Contract.

25. Equal Benefits Ordinance

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each Consultant and subcontractor with 21 or more employees that enters into a "contract", as defined by the ordinance that exceeds \$100,000. The categories to which the ordinance applies are personal services; the sale or purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

Please be aware that if a "contract", as defined by the ordinance, initially does not exceed \$100,000, but is later modified so the Contract does exceed \$100,000, the ordinance will then apply to the Contract. A complete text of the ordinance is available at:

http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_261694.pdf

It is the Consultant's and subcontractor's responsibility to review and understand the requirements and applicability of this ordinance.

26. Small & Underutilized Business Program (SUBP) Requirements

It is the policy of the City of Minneapolis to provide equal opportunity to all contractors, and to redress the discrimination in the City's marketplace against minority-owned business enterprises (MBEs) and woman-owned business enterprises (WBEs). The SUBP, as detailed in the Minneapolis Code of Ordinances Section 423.50, applies to any professional, technical and service contract over \$100,000. Goals are set on proposals based on project scope, subcontract opportunities and projected availability of SUBP firms.

There are no specific goals on this contract. However, should the proposer find an opportunity to sub-contract with any businesses on this project, you are required to solicit SUBP firms.

For more information on locating certified businesses, please visit <http://mnucp.metc.state.mn.us/>.

Attachment B

Scope of Services

It is the intent of this document to outline a general description of the Project, the extent of services required, and the relationship of this Project to other work, and the agencies or other parties that will interact with the Service Provider. The contents of this document are considered representative of the Project as a whole, but are by no means conclusive.

Section 1: Introduction

In general, services delivered by the approved vendor/vendors shall be to provide the City of Minneapolis Police Department with a reliable body worn camera system, which offers ease and comfort of use, durability and a storage solution. Vendors will also provide a Service Level Agreement (SLA) for equipment, hardware and software.

The field test and evaluation of the body worn cameras will be in 3 police precincts, each with a separate facility. Patrol officers will be testing the body worn cameras. The test and evaluation project shall be for 6-months or longer as deemed necessary by MPD. The video storage solution must be accessible throughout the Department and at any MPD workstation. It shall be compatible with Window 7. The video storage solution may be either an external secure hosted website solution (cloud) or an internal backend server solution. Vendors are expected to meet or exceed minimum requirements.

The City will select a limited Number of vendors to conduct a 6-month (or longer) on-street field test of body worn cameras and storage solution by the Minneapolis Police Department. **All vendors not selected for this test will be eliminated and therefore not be considered to supply body worn cameras and/or a video storage solution to the City of Minneapolis.**

Minimum Requirements for body worn camera.

Selected vendors shall provide reliable body worn cameras which includes but is not limited to:

1. **POV:** Body cameras must record digital video/audio from an officer's point of view.
2. **Multiple mounting options:** Cameras shall be configured to be worn on an officer's outermost piece of uniform. The camera system shall have multiple mounting options to accommodate varying field situations, uniform configurations and activity. Mountings may include a head-mounted or helmet option.
3. **Environmentally Durable:** Devices shall be rain, wind, fluid resistance. Able to operate in temperatures ranging from -5 F to 120 F. Dust and dirt resistant. Lens scratch resistant and device must meet a 6-foot drop test requirement.
4. **Ease of operation:** Cameras should be easy to power activate/deactivate and record activate/deactivate as needed with a single switch/button.
5. **Camera Specifications:**
 - a. Must possess a minimum 60 degree field of view
 - b. The video image shall be in full color.
 - c. The camera shall have low light capability of $\leq .1$ lux.
 - d. There shall be 4-16 GB internal/integrated memory.
 - e. Configurable A/V settings, minimum video resolution of AVG 640 x 480

- f. Camera must have the capacity or options to view the recorded video on scene.
 - g. The camera must have a standby battery life of 12 hours without recharging or additional batteries.
 - h. A minimum 4 hours of record time
 - i. Recharge in less than 8-10 hours
 - j. Multiple charging capabilities
 - k. Video/audio files shall be tagged with date/time.
6. **Tactical Operations:** Devices should be able to be made tactically secure, lights/audible alerts to be dimed/or muted in tactical operations.
 7. **Security:** The device does not have the capability of editing or deleting original video file.

Requirements for storage solution

Selected vendors shall provide a storage system which includes but is not limited to storage, management, audit functions, retrieve and copy videos and:

1. Storage solution, software and/or hardware must be Window 7 compatible
2. Vendor must provide either a solution for an internal server storage backend or an external web based data storage system with the capability of organizing/managing incidents. Users shall be able to search by name, date, event, device, case / incident number, category; as well as categorize, add case numbers, notes, etc. to each file.
3. The storage solution must be compliant with Criminal Justice Information Services (CJIS) requirements.
4. The storage solution must be able to download at least 18 cameras simultaneously.
5. The video storage system must be accessible throughout the Department and at any MPD workstation.
6. Securely store all video and recordings to which only Minneapolis Police Department authorized users have access and others approved by MPD.
7. Upload of video to storage system should require minimal User interaction (e.g. dock, plug-in device or wireless and files are uploaded).
8. Solution must have defined Roles and Permissions on all systems: Configurable by agency administration. Allows officers access to view their footage and administrator's access to view and restrict footage as necessary.
9. Storage must allow unlimited, free downloads of the Agency's digital evidence. Unlimited downloading on licensed storage applications.
10. Storage software must recognize a device and associate the device with the officers assigned to the device. Metrics on officer uploads, downloads, GB of data, etc. must be tracked and available to the Agency for performance review purposes.
11. An audit trail will be generated for every incident and track all user activity. Provide Litigation support (documentation and testimony in court if needed) to support transport/chain of custody, and storage system.
12. Must be able to add metadata information to digital evidence files.
13. Software shall have the ability to set variable retention rules per state and internal regulations. In addition, allows administrators to delete/purge files based on their retention rules.
14. Storage solution shall provide management solutions to video evidence copying, sharing and redaction.

Requirements for Service Level Agreement (SLA)

Selected vendors shall provide additional services as agreed by a Service level Agreement to include, but is not limited to:

1. Install and configure a fully functional body camera system/storage solution with functionally that meets the City's requirements.
2. Provide phone support during the normal working hours of 8:00 a.m. to 6:00 p.m. CST, Monday through Friday excluding City holidays.
3. Provide a training plan on device operation, maintenance.
4. Provide a training program for and video storage/management, processing and redaction.
5. Provide necessary training materials as needed.
6. Provide user manuals.
7. The vendor shall warrant the operation of all equipment, software and hardware products for a period of 12 months from the date of acceptance at no additional cost.
8. Contractor shall assign a project manager responsible for the overall execution of the contractor's specific tasks. Submit a resume of the Project manager who will be assigned to the project. Project manager must be approved by the City. The City reserves the right to choose, at any time and for any reason, another project manager.
9. Names and resumes of vendor personnel who will support the operation and system for length of field test. Subject to City review.
10. All data collected is property of the City.
11. If video/data is not stored within an internal city server backend solution but within a secure hosted web solution, then the City has the right to request the vendor provide the data/video free of charge at the end of the contract.