September 17, 2018

To: All Plan Holders

From: Jan Williams, CPPB, Buyer
       Finance Dept., Purchasing Division

Subject: Revised Addendum No. 1 – IT-107 19

Please advise your immediate signed receipt of this notice via email to jwilliams@schaumburg.com. Also include a copy of this notice with your bid submittal.

Company Name: ____________________________________________
Contact Name: ______________________________________________
Date: ______________________________________________________

The purpose of this addendum notice is to provide plan holders of the Village of Schaumburg’s current open proposal for the purchase of a **Digital In-Car Video and Evidence Management Solution** with questions asked & answered to date.

*Note: Due to the extensive list of questions received, duplication may occur.*

**QUESTION:** Can companies from Outside USA can apply for this? (like, from India or Canada)

**ANSWER:** There are no restrictions we know of that preclude a company from outside the US from proposing on this work, however, organizations would need to be fully authorized to work and provide services in the USA.

**QUESTION:** Would we need to come over there for meetings?

**ANSWER:** The respondent will need to propose a plan on how best to implement the Digital In-Car Video and Evidence Management Solution with the Village. This will likely include a combination of on-site facilitation and off-site configuration, however, we are looking for the respondent to propose on how to best accomplish the implementation and will take the approach into consideration when making a selection.

**QUESTION:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
**ANSWER:** The respondent will need to propose a plan on how best to implement the Digital In-Car Video and Evidence Management Solution with the Village. This will likely include a combination of on-site facilitation and off-site configuration, however, we are looking for the respondent to propose on how to best accomplish the implementation and will take the approach into consideration when making a selection.

**QUESTION:** Can we submit the proposals via email?

**ANSWER:** No

**QUESTION:** On page 9 of 23 under INTENT, it is stated the bid calls for “the purchase of an in-car video camera system for 40 vehicles, a Digital Evidence Management software system and an additional 50 wireless microphones.” Our in-car video systems come with 1 microphone. Would the village like a quote for an additional 50 mics (total of 90 mics) or is a quote for 10 additional mics (total of 50 mics) more what you’re looking for?

**ANSWER:** We are looking for a total of 90 wireless microphones. In Appendix D the first row is the 40 vehicle setup which must include 40 wireless microphones. The second row in Appendix D is requesting the cost of 50 additional microphones, for a total of 90.

**QUESTION:** For these additional 50 microphones, are you looking for a 2nd microphone/docking station in the car for a 2nd officer or a desktop microphone & charger with AC plug in for the office?

**ANSWER:** For the additional 50 wireless microphones the desktop charger with AC plug is sufficient

**QUESTION:** The following information will be beneficial to calculate the back office storage needed. Please advise.

a. How many shifts does the Department have per day?

**ANSWER:** 3 shifts

b. On average, how many officers are out on a shift at a time?

**ANSWER:** 25-30

c. How many locations will be used to upload video?

**ANSWER:** Minimum of 10 locations with a minimum of 15 access points

d. How many Officers will be uploading video at a shift change at each location?

**ANSWER:** Minimum 10-15

e. What are the Department’s video retention policies?

**ANSWER:** Videos classified as Arrests, DUI, Pursuit or Special Operations: 7 Years. All other video classifications: 90 days

f. How long is non-evidentiary / evidentiary video kept in active storage?

**ANSWER:** We need a definition of active video storage we cannot answer this question.

g. How long is video kept archive storage?

**ANSWER:** All video should be kept in a primary video repository for a minimum of 90 days before archived per the video retention periods. Videos classified as Arrests, DUI, Pursuit or Special Operations: 7 Years. All other video classifications: 90 days
**QUESTION:** What is the Department’s preferred method of upload?

**ANSWER:** The required method of upload as stated in the requirements section 5i is: "System must be capable of offloading stored video recordings via 802.11ac"

**QUESTION:** Will the Department continue to use Sierra in-car for WiFi uploads?

**ANSWER:** The sierra device will remain in the vehicles regardless of the solution as it provides cellular connection for the MDT. Either the DVP provided or a compatible sierra device listed in section 5c of the requirements will need to upload the video via 802.11ac.

**QUESTION:** Can you help me understand the reason for burning video to optical drives? I would like to understand how they are currently burning today and for what reason(s). Usually this method is for sharing video with prosecutors or defense attorneys. If we can provide a way for sharing video without burning to optical drives would this be considered acceptable for the RFP response or does it need to be filed as an alternate solution?

**ANSWER:** The Village has come across agencies or entities that still require physical media. The ability to produce a physical optical disk with the video is seen as a guaranteed method that will show the video and will not require the Village to verify any technology or connections with the 3rd party. It is the intent to utilize electronic means to share files whenever prudent, the ability to use physical optical drives is still a vital requirement of the solution.

**QUESTION:** How many video equipped cars are on duty during a typical shift?

**ANSWER:** This depends on shift activity.

**QUESTION:** How long (in hours) are your shifts?

**ANSWER:** 8 hours

**QUESTION:** Will the agency be providing a wifi system? And if so, please specify the brand/model?

**ANSWER:** Wifi is present at 10 locations. The Village will not be supplying the make/model of wifi.

**QUESTION:** Do you want the chosen vendor to supply the wifi access points?

**ANSWER:** This RFP does not require the respondents to provide wifi access.

**QUESTION:** Does the Schaumburg Police Department prefer Standard Definition (SD) or High Definition (HD) recording for the In-Car Camera system?

**ANSWER:** Please refer to Appendix C: Specifications. Sections 1b and 2b request the respondent to provide the recommended/default resolution.

**QUESTION:** Does the Schaumburg Police Department prefer an on-site server storage solution or a cloud storage solution?

**ANSWER:** The village has no preference regarding on-prem vs cloud storage so long as requirements in section 7 “Video Storage Repository” are satisfied. The configurations
are significantly different enough were a separate submission would be strongly encourage for each configuration, but not required.

**QUESTION**: Will the Schaumburg Police Department utilized its existing 8TB back end server to store video from the new In-Car Cameras?

**ANSWER**: Respondents are to provide the storage/server infrastructure or cloud storage congruent to the requirements listed in the RFP. Please note the RFP DID NOT detail the existence of an "8TB back end server".

**QUESTION**: Would the Schaumburg Police Department be interested in a quote for a new server to store video recorded from the new In-Car Cameras?

**ANSWER**: As detailed in the scope of the project section of the RFP, please provide the appropriate specifications and pricing for "in-car video/audio camera system, Digital Evidence Management (DEM) and on premise and/or cloud storage solution to hold these recordings." This may or may not include physical server or storage depending on the respondents proposed solution.

**QUESTION**: Does the Schaumburg Police Department prefer to install the In-Car Camera Systems?

**ANSWER**: The Village does not have a preference. If the respondent is including costs for installation please include this on the optional line on the proposal sheet labeled "Alternate Proposal - Cost of installation of total system".

**QUESTION**: Will the Schaumburg Police Department utilize its existing Wireless Access Points to offload video from the new In-Car Cameras, or will the Department need to replace the existing Wireless Access Points?

**ANSWER**: The Village will utilize the existing Wireless Access points and network infrastructure to offload video. Additional access points are **NOT** within scope of this RFP.

**QUESTION**: On average, how many vehicles with In-Car Cameras will be in the field for each shift?

**ANSWER**: Varies based on shift activity and staffing levels.

**QUESTION**: On average, how much video fits into each of the categories above (i.e. what percentage of video will be kept for 30 days, 90 days, 1 year, etc.)?

**ANSWER**: The Village does not have this data.

**QUESTION**: Will the awarded vendor need to remove the existing In-Car Camera Systems?

**ANSWER**: If you are providing an alternate proposal cost including the installation then yes, respondents will need to remove the existing system.

**QUESTION**: What is the vendor and model name of the Schaumburg Police Department’s current In-Car Camera System provider?
**QUESTION**: Is the Schaumburg Police Department interested in a future body camera deployment?

**ANSWER**: At this time the Village is interested in an In-Car Video and Evidence Management solution.

**QUESTION**: What is the anticipated date of contract award?

**ANSWER**: Per the specification, pricing must remain firm for 90 days from RFP due date. We expect a recommendation within that timeframe.

**QUESTION**: What is the tentative date for project execution?

**ANSWER**: The projected start date is dependent on acceptance of the respondent’s bid by committee and the village board. The tentative start date is Q1 of 2019.

**QUESTION**: In order to properly calculate required storage space and accessories, please advise on the following questions:

a. **At what resolution will videos be recorded?**

   **ANSWER**: Please refer to Appendix C: Specifications. Sections 1b and 2b request the respondent to provide the recommended/default resolution.

b. **How many shifts per day?**

   **ANSWER**: 3 shifts

c. **How many hours per shift?**

   **ANSWER**: 8 hours

d. **How many Officers per shift?**

   **ANSWER**: 25-30

e. **How many hours of recorded video per Officer per shift?**

   **ANSWER**: This will vary based on shift activity.

f. **How many locations will be used for video and data transfer?**

   **ANSWER**: Minimum of 10 locations with a minimum of 15 access points

g. **What is the Officer count at each location?**

   **ANSWER**: The Village has a single police station.

h. **How much time between shifts?**

   **ANSWER**: Typically 15-30 minutes.

i. **Are service vehicles assigned or shared?**

   **ANSWER**: Vehicles are both assigned and shared

j. **Will Officers return to their respective station at the end of each shift?**

   **ANSWER**: Yes

k. **How many Officers will be simultaneously uploading video at any given time? At each location?**

   **ANSWER**: This will vary based on shift activity.

l. **What is the length of the standard retention period?**
m. What is the maximum length of retention?
   **ANSWER:** All video should be kept in a primary video repository for a minimum of 90 days before archived per the video retention periods. Videos classified as Arrests, DUI, Pursuit or Special Operations: 7 Years. All other video classifications: 90 days.

n. What percentage of videos are extended beyond the stated standard retention?
   **ANSWER:** All video should be kept in a primary video repository for a minimum of 90 days before archived per the video retention periods. Videos classified as Arrests, DUI, Pursuit or Special Operations: 7 Years. All other video classifications: 90 days.

**QUESTION:** What is the internet bandwidth at all stations/locations that will be used for uploading videos and is it dedicated or shared?
   **ANSWER:** The village has 500 mbps of internet bandwidth provided by two (2) separate ISPs.

**QUESTION:** Does the Village utilize a Wireless Access Point network? If the Village does have an existing Wireless Access Point network, can you please provide more detail (i.e. coverage area, number per site, make, model, etc.)?
   **ANSWER:** There are 10 locations with a minimum of 15 access points.

**QUESTION:** Appendix C, Items 2b, 2d, and 2f refer to the front facing camera but the section is for the rear facing camera. Just to be sure, are these typos and the Vendor should respond in terms of the rear facing camera?
   **ANSWER:** This is a typo. All specifications for Appendix C section 2 should refer to the rear facing camera.

**QUESTION:** For all of the items in Appendix C that state “attach examples” (1h, 2g), is it acceptable to insert screenshot of recorded videos at the end of the Appendix? The provided form does not allow for inserting images.
   **ANSWER:** Respondents can attach any additional materials, please clearly identify the section (e.g. 1a 7c) on attached additional material.

**QUESTION:** Appendix C, Item 3b states “Provide detailed specifications describing how wireless microphone setup is charged.” Can the Village please provide clarification regarding the information sought?
   **ANSWER:** Provide how microphones are charged, for example does the solution utilize in car charging or a wall charger. If utilizing wall chargers does the solution provide a charger that charges multiple microphones simultaneously or is it a 1:1 charger to microphone. It may be helpful to provide additional materials demonstrating this information, please clearly label it as Specification Section 3b.

**QUESTION:** If the proposed system is self-contained without requiring the MDT for basic functionality, would the Village still prefer if the system integrated with the laptop?
**ANSWER:** The Village has no preference so long as the requirements in section 5 “Digital Video Processing Unit/In-Car Video Storage “are satisfied.

**QUESTION:** Can the Village please provide more details about the Additional 50 Officer Worn microphones? Will these be kept as spares or will these be used when there are two Officers for the Vehicle?

**ANSWER:** Yes, they will be kept as spares or may also be used for two officers in the vehicles.

**QUESTION:** If there are instances where vehicles will have two Officers simultaneously, how many vehicles in total will need to accommodate this configuration?

**ANSWER:** Unable to answer as this varies based on staffing and shift requirements.

**QUESTION:** How many individuals/workstations will the Village have dedicated to redaction duties?

**ANSWER:** Unable to answer as this varies based on staffing levels and requests for video. If a software cost is based on this, assume 10 however clearly state this in the costs model in the section other/misc in Appendix D and provide the cost for additional licensing in 5 unit increments in additional attached information.

**QUESTION:** If the Vendor can provide Local Server Storage and/or Remote Cloud Storage solutions, would the Village like pricing and information for both? Can these be provided in a single proposal, or would the Village require separate submissions?

**ANSWER:** The village has no preference regarding on-prem vs cloud storage so long as requirements in section 7 “Video Storage Repository” are satisfied. The configurations are significantly different enough were a separate submission would be strongly encourage but not required.

**QUESTION:** Who is the Village’s current In-Car Video and Evidence Management solution provider?

**ANSWER:** Please refer to the grading criteria section in the RFP, no preference will be given to incumbent solutions. The current in-car video solution is provided by Panasonic.

**QUESTION:** Can the Village please confirm that only 1 original copy of the proposal is to be submitted and no electronic copies on a USB are required?

**ANSWER:** As clearly specified, the village requires one (1) unbound original proposal in a sealed envelope clearly marked with the name and number of the project. No electronic copies on a USB are required.