



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS

Item Description: SECURE PLATFORM FOR REAL TIME CRIME CENTER – TWO YEAR CONTRACT WITH THREE ONE-YEAR OPTIONS TO RENEW

Procurement/MinuteTraq #: 44575

Date to be opened: 4/22/2024

Issuing Department: Providence Police Department

QUESTIONS

- Please direct questions related to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to the Purchasing Department.
 - Email: purchasing@providenceri.gov
 - Please use the subject line “**Solicitation Question**”
- Please direct questions relative to the Minority and Women’s Business Enterprise Program and the corresponding forms (Pages 9-13) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
 - Email: gdiaz@providenceri.gov
 - Please use subject line “**MBE WBE Forms**”
- Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department’s subject matter expert:
 - Name: John Primiano
 - Title: Sergeant
 - Email Address: jprimiano@providenceri.gov

Pre-bid Conference

There is no pre-bid conference for this item.

Deadline for questions submissions:

QUESTIONS ARE DUE FRIDAY APRIL 12, 2024 BY 4 PM



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

INSTRUCTIONS FOR SUBMISSION

Meeting Date: 4/22/2024

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in Conference Room 305, on the 3rd floor of City Hall.

- Bidders must submit **2 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the solicitation and bid are related and must include the company name and address on the envelope as well.** (On page 1).
- If required by the Department, please keep the original bid bond and check in only one of the envelopes.
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have **“NOT A BID”** written on the envelope or wrapper.
- Only use form versions and templates included in this solicitation. If you have an old version of a form do not recycle it for use in this bid.
- The bid envelope and information relative to the bid must be addressed to:

**Board of Contract and Supply
Department of the City Clerk – City Hall, Room 311
25 Dorrance Street
Providence, RI 02903**

****PLEASE NOTE:** This bid may include details regarding information that you will need to provide (such as proof of licenses) to the issuing department before the formalization of an award.

This information is NOT requested to be provided in your initial bid by design.

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city’s Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City’s Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

BID PACKAGE CHECKLIST

Digital forms are available in the City of Providence Purchasing Department Office or online at <http://www.providenceri.gov/purchasing/how-to-submit-a-bid/>

The bid package **MUST** include the following, in this order:

- Bid Form 1: Bidder's Blank as the cover page/ 1st page (see page 6 of this document)
- Bid Form 2: Certification of Bidder as 2nd page (see page 7 of this document)
- Bid Form 3: Certificate Regarding Public Records (see page 8 of this document)
- Bid Form 4: Affidavit of City Vendor (see pages 9 and 10 of this document)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. See forms and instructions enclosed (pages 11-112) or on: <https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>

***Please note: MBE/WBE forms must be completed for EVERY bid submitted and must be inclusive of ALL required signatures. Forms without all required signatures will be considered incomplete.**

- Bidder's Proposal/Packet: Formal response to the specifications outlined in this RFP, including pricing information and details related to the good(s) or service(s) being provided. Please be mindful of formatting responses as requested to ensure clarity.
- Financial Assurance, *if requested* (as indicated on page 5 of this document under "Bid Terms")

All of the above listed documents are REQUIRED. (With the exception of financial assurances, which are only required if specified on page 5.)

*****Failure to meet specified deadlines, follow specific submission instructions, or enclose all required documents with all applicable signatures will result in disqualification, or in an inability to appropriately evaluate bids.**



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an "equal in quality" basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City's [Open Meetings Portal](#).
9. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
10. In case of error in the extension of prices quoted, the unit price will govern.
11. The contractor will **NOT** be permitted to: a) assign or underlet the contract, or b) assign either legally or equitably any monies or any claim thereto without the previous written consent of the City Purchasing Director.
12. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
13. A certificate of insurance will normally be required of a successful vendor.
14. For many contracts involving construction, alteration and/or repair work, State law provisions concerning payment of prevailing wage rates apply ([RIGL Sec. 37-13-1 et seq.](#))
15. No goods should be delivered, or work started without a Purchase Order.
16. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
17. Bidder must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations. (See Bid Form 2.)



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

BID TERMS

1. Financial assurances may be required in order to be a successful bidder for Commodity or Construction and Service contracts. If either of the first two checkboxes below is checked, the specified assurance must accompany a bid, or the bid will not be considered by the Board of Contract and Supply. The third checkbox indicates the lowest responsible bidder will be contacted and required to post a bond to be awarded the contract.
 - a) A certified check for \$_____ must be deposited with the City Clerk as a guarantee that the Contract will be signed and delivered by the bidder.
 - b) A bid bond in the amount of _____ per centum (%) of the proposed total price, must be deposited with the City Clerk as a guarantee that the contract will be signed and delivered by the bidder; and the amount of such bid bond shall be retained for the use of the City as liquidated damages in case of default. Any person signing a bid bond as an attorney-in-fact shall include with the bid bond an original, or a photocopy or facsimile of an original, power of attorney.
 - c) A performance and payment bond with a satisfactory surety company will be posted by the bidder in a sum equal to one hundred per centum (100%) of the awarded contract.
 - d) No financial assurance is necessary for this item.
2. Awards will be made within **nighty (90) days of bid opening**. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents, and Acts of God.

The following entry applies only for COMMODITY BID TERMS:

4. Payment for partial delivery will not be allowed except when provided for in blanket or term contracts.

The following entries apply only for CONSTRUCTION AND SERVICE BID TERMS:

5. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
6. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with the provisions of the Rhode Island Worker's Compensation Act, [RIGL 28-29-1, et seq.](#) If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
7. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to the City.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

BID FORM 1: Bidders Blank

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated (unless submitting a unit price bid), however **each item should be priced individually**. Do not group items. Awards may be made on the basis of *total* bid or by *individual items*.
5. All bids **MUST BE SIGNED IN INK.**

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Contact Email Address: _____

Agrees to bid on (Write the "Item Description" here): _____

If the bidder's company is based in a state *other than Rhode Island*, list name and contact information for a local agent for service of process that *is located within Rhode Island*

Delivery Date (if applicable): _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

****If you are submitting a unit price bid, please insert "Unit Price Bid"***

Use additional pages if necessary for additional bidding details.

Signature of Representation

Title



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

BID FORM 2: Certification of Bidder
(Non-Discrimination/Hiring)

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify that:

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder, on
this _____ day of _____ 20____.

Signature of Representation

Printed Name



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

BID FORM 3: Certificate Regarding Public Records

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify an

understanding that:

1. All bids submitted in response to Requests for Proposals (RFP's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this _____ day of _____ 20_____.

Signature of Representation

Printed Name



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

BID FORM 4: Affidavit of City Vendor

Per our Code of Ordinances [Sec. 21.-28.1 \(e\)](#), this form applies to a) the business, b) any political action committee whose name includes the name of the business, c) all persons holding ten (10) percent or greater equity interest or five thousand dollars (\$5,000.00) or greater cash value interest in the business at any time during the reporting period, d) all executive officers of the business entity, e) any spouse or dependent child of any individual identified in a) though d) above.

Executive officers who are not residents of the state of Rhode Island are exempted from this requirement.

Per [R.I.G.L. § 36-14-2](#), "Business" means a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, trust, or any other entity recognized in law through which business for profit or not for profit is conducted.

Name of the person making this affidavit: _____

Position in the "Business" _____

Name of Entity _____

Address: _____

Phone number: _____

The number of persons or entities in your entity that are required to report under [Sec. 21.-28.1 \(e\)](#): _____

Read the following paragraph and answer one of the options:

Within the 12 month period preceding the date of this bid submission with the City of Providence, or with respect to the contracts that are not in writing within the 12 month period preceding the date of notification that the contract has reached the \$100,000 threshold, have you made campaign contributions within a calendar year to (please list all persons or entities required under [Sec. 21.-28.1 \(e\)](#)).

a. Members of the Providence City Council? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

b. Candidates for election or reelection to the Providence City Council? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

c. The Mayor of Providence? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

d. Candidates for election or reelection to the office of Mayor of Providence? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

Signed under the pains and penalties of perjury.

Position



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

MBE/WBE Participation Plan

Please complete separate forms for each MBE/WBE subcontractor/supplier to be utilized on the solicitation.

Bidder's Name:					
Bidder's Address:					
Point of Contact:					
Telephone:					
Email:					
Procurement #:					
Project Name:					
Which one of the following describes your business' status in terms of Minority and/or Woman Owned Business Enterprise certification with the State of Rhode Island? (Check all that apply).		<input type="checkbox"/> MBE		<input type="checkbox"/> WBE	
		<input type="checkbox"/> Neither MBE nor WBE			
<p>This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity at the time of bid. The MBE/WBE Directory can be found here. Please visit, the City's MBE/WBE page for details of the program (e.g. instructions and requirements).</p> <ul style="list-style-type: none"> Nonprofit organizations are not required to complete the rest of this form. Construction projects unable to identify subcontractors prior to bid submission (e.g. Design Build) are required to provide updates to the MBE/WBE Outreach Office 					
Name of Subcontractor/Supplier:					
Type of RI Certification:		<input type="checkbox"/> MBE		<input type="checkbox"/> WBE	
		<input type="checkbox"/> Neither			
Address:					
Point of Contact:					
Telephone:					
Email:					
Detailed Description of Work to Be Performed by Subcontractor or Materials to be Supplied by Supplier Per the Scope of Work provided in the RFP					
Total Contract Value (\$):		Subcontract Value (\$):		Participation Rate (%):	
Anticipated Date of Performance:					
I certify under penalty of perjury that the forgoing statements are true and correct.					
Prime Contractor/Vendor Signature		Title		Date	
Subcontractor/Supplier Signature		Title		Date	

***If you did not meet the 20% MBE/WBE combined participation goal, submit a Waiver Request Form.**



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

MBE/WBE Waiver Request Form

Fill out this form only if you did not meet the 20% MBE/WBE participation goal.
State-certified MBE or WBE Prime Bidders are NOT REQUIRED to fill out this form.

Submit this form to the City of Providence MBE/WBE Outreach Director, Grace Diaz, at gdiaz@providenceri.gov, for review prior to bid submission. This waiver applies only to the current bid which you are submitting to the City of Providence and does not apply to other bids your company may submit in the future. In case a waiver is needed, City Department Directors should not recommend a bidder for an award if this form is not included, absent or is not signed by the city of Providence MBE/WBE director.

Prime Bidder: _____ Contact Email and Phone _____
Company Name, Address: _____ Trade _____
Project /Item Description (as seen on RFP): _____

To receive a waiver, you must list the certified MBE and/or WBE companies you contacted, the name of the primary individual with whom you interacted, and the reason the MBE/WBE company could not participate on this project.

MBE/WBE Company Name	Individual's Name	Company Name	Why did you choose not to work with this company?

I acknowledge the City of Providence's goal of a combined MBE/WBE participation is 20% of the total bid value. I am requesting a waiver of _____ % MBE/WBE (20% minus the value of **Box F** on the Subcontractor Disclosure Form). If an opportunity is identified to subcontract any task associated with the fulfillment of this contract, a good faith effort will be made to select MBE/WBE certified businesses as partners.

Signature of Prime Contractor /
or Duly Authorized Representative

Printed Name

Date Signed

Signature of City of Providence
MBE/WBE Outreach Director /
or Duly Authorized Representative

Printed Name of City of Providence
MBE/WBE Outreach Director

Date Signed

SECURE PLATFORM FOR REAL TIME CRIME CENTER

TWO YEAR CONTRACT WITH THREE ONE-YEAR OPTIONS TO RENEW

The Providence Police Department is requesting solicitations from qualified vendors for a secure platform for the new Real Time Crime Center that integrates and enhances all government, public safety, investigative and community assets in the most effective manner. This will be a two-year contract with three one-year options to renew.

A real time crime center is a centralized location with dedicated personnel who utilize various systems and technologies to analyze data and provide actionable intelligence to police operations. The core function of a real time crime center involves gathering, analyzing, and sharing information to aid in decision making and response coordination. To perform this function in real time it is necessary to centralize a broad range of current and evolving technologies. This can be accomplished using a platform which provides the most robust integrations of technology used by the department.

Build a common operating platform that does not require complete replacement of video cameras, recorders, servers, or network equipment at video transmitting locations. As such, the solution is robust yet fast and cost efficient to deploy and requires minimal supervision on the part of the Department.

There will be three components of the system. These are the Real-Time Video and Incident Management Platform, the appliance used for video sharing, and the community facing portal for registry, live and recorded video sharing to aid in response and investigations.

The platform will provide the following capabilities:

- A digital media payload sharing with assigned Officers for Calls for Service
- Multi-media photo, video, and text-based tip sharing from Department employees, community members, and police officers to better assess field-based issues as they arise, and an iOS and Android-based panic alert application for alert, location, and policy-based sharing of the closest available surveillance camera assets to the source of the alert.
- Unlimited Third-Party Integrations, allowing the value and functionality of the ecosystem to grow with the needs of the Department.
- Global map-based GUI of all camera locations, and organizations partnered with the Department for sharing.
- Full Integration with Axon Body 3™ and 4 Body-Worn Cameras (BWCs) – including capabilities for the correlation of Officer location, BWC recording status, access to BWC live streaming video, user authentication and correlation to other video and alerting assets through the platform.
- Real-time video accessibility with the ability to cameras and camera software manufacturers, including UAV, Robot, Helicopter, and other public safety video assets that may already be in use.

- CJIS Compliant Cloud Based Management
- Policy-Based Sharing rules engine including a complete chain of custody report of video access by user.
- Real Time Integration with the Agency's Computer Aided Dispatch Software (CAD) for automatic display of calls for service in relation to live and recorded video based on priority and type.
- Apple iOS and Android App for Live and Recorded View and Sharing of Incident Video, Map Telestration for Team Incident Response and Team Movement Coordination, and a Secure Chat of Digital Media by supervisors to field-based users and groups.
- Artificial Intelligence "Search" (rapid object-based video review), "Sentry" (real-time object-based alerting), and "Self-Serve" (behavioral AI for high-risk actions like wrong way traffic) capabilities
- An Operational Dashboard for monitoring secure chat channels between Agency and business community stakeholders, social media integration, local and national news channels, daily operational briefs promulgated by the Agency, and emergency and safety-related notifications.
- The correlation of video cameras in relation to a single camera for high-speed pursuit monitoring via map-based interface.
- A panic alerting mobile app for Department-designated community member locations for location alerting and policy-based video sharing during critical incidents.
- Mass notification capabilities for community SMS alerts
- Crime and incident heat mapping capabilities to provide location and day of week/time of day frequency analytics over specified search periods for data-driven decision making.
- The vendor will assist in the development of an agency specific website landing page to assist with building camera registration and integration of community video assets.
- Implementation of a Situational Awareness system for bi-directional telestration, icon marking, floorplan room clearing, planning, and resource staging from Emergency Operation Center workstations and mobile field-based users on laptops and iOS/Android mobile devices.
- Live link system which allows 911 callers to initiate a camera stream in the event of an emergency to the Department, along with a one-to-many methodology for secure and encrypted responder-group sharing during an emergency.
- Allows live access and playback of 911 calls to allow officers in the field to understand the content, context, and nature of the 911 calls.
- Ability to search, analyze and 911 call data, Officer, and Vehicle AVL data, RMS data, video, and other digital media in a specific area for investigative insights and link analysis.
- Allow for an aggregate and display multiple videos, alert, and computer aided dispatch (CAD) vendors onto a single pane of glass to visualize regionally across multiple agencies or across a large number of security operations centers globally for situational awareness.
- Have Encrypted and Secure Tunnel of User selectable video feeds from video sharing locations.
- Allow for the Auto-Discovery of all cameras on a network, user selectable for sharing with the Department's real-time crime interface.
- On-Board Pre-Record of Alerts – store and forward methodology optimized for slower camera host networks.

- Plug and Play Setup by the video host locations, not requiring project management by the Department.
- Interoperability with Existing IP Cameras and NVRs/Servers for items such as helicopter, drone, tactical robot, license plate recognition, and fixed location video
- Health Monitoring of video sharing sites, and exception alerts for priority video sources
- Public Safety-specific cellular interoperability, including First Net
- Artificial Intelligence Based Search & Alert Capabilities for both public and community-owned camera sources.

A website portal that offers the following capabilities:

- A Department owned unique web address for Community Camera Registry.
- An intuitive map-based camera registry interface that allows camera owners to share camera location, type, and their contact information with the Department, to aid in investigations.
- A secure portal for sharing recorded video from witnesses with the Department and to aid in investigations.
- Aggregation of all live incident views and recorded video into a case file for export to the Department's long-term digital evidence management software (DEMS) system, including Axon's Evidence.com.

The platform also will include integration at a minimum with the following technologies which are currently in use by the Providence Police Department. Those vendors include:

- Axon (body worn cameras)
- Tyler Technologies (computer aided dispatch system)
- Drone deployment software
- Flock Safety (automatic license plate readers)
- video management software
- 3SI (GPS tracking software)
- Carfax for Police (traffic investigation tools)
- AXIS (network video solutions)

Technical Proposal

The City has standardized on currently supported Microsoft platforms including Windows OS desktop, Microsoft Office, Windows Server OS, and browsers. The vendor must provide a solution on current and supported Microsoft platforms and will continue to upgrade their product to maintain interoperability with new Microsoft releases.

Narrative and format: The proposal should address specifically each of the following elements.

1. **Staff Qualifications** – Provide staff resumes/CVs and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of scheduling, time keeping and the implementation of such systems.

2. Capability, Capacity, and Qualifications of the Offeror – Please provide a detailed description of the vendor’s experience. Proposals must include (between two and five) brief descriptions of current and/or past successful installations similar to that of the City of Providence Police Department and the jurisdictions in which they were deployed. A list of client references (between two and five) must be provided, to include client/contact names, addresses, phone numbers, dates of service and type(s) of service(s) provided. Client List: Provide a list of all customers owning the proposed version of the solution and indicate the status (live, currently implementing, not yet implementing, project on hold, project cancelled).

Additionally, all vendors are required to complete the attached questionnaire with regard to meeting the systems requirements.

3. Work Plan – The expectation of the implementation timeline for this is under one year. We seek a vendor interested in collaborating for a timely and efficient implementation. Describe in detail the framework within which requested services will be performed. This may come in the form as a sample project plan, including the timeline with duration of each phase, sequence of the project, deliverables, and milestones. A representative from the Providence Police Department or their designee along with the City IT manager will serve as the Project Manager. The vendor must assign an experienced Project Manager(s) who will be responsible for the detailed requirements, configuration, customization, testing, training and go live of the system (for all modules chosen for implementation).

The vendor project manager (VPM) is expected to host status meetings and milestone meetings (which can be determined with the PS project manager). The VPM will also meet with subject matter experts to review specific functions along with existing information systems relevant to this project. PS and the key contractor staff will work very closely together on this project. There is an expectation of an on-site presence of the vendor when needed.

Vendors must describe the roles and skill sets that are expected to be provided by the Police Department to support a successful implementation along with the estimated time commitment expected of each role on the project. This should include IT staff as well as subject matter experts, operational and administrative staff.

Vendor must provide a proposed high-level project plan and timeline that lists tasks, milestones, and duration. The desired timeframe for implementation is up to 12 months after vendor award and vendor must aspire to complete the implementation as early as possible.

4. Approach/Methodology – Vendor must use comprehensive processes, tools and techniques that apply to the lifecycle of the project – initiation, planning, execution, control and closing. Kickoff meeting, Project Plan, Timelines, deliverables, communication with key stakeholders and players within the departments on the project.

- a. Describe what project management tool(s)/platform(s) your team utilizes to facilitate collaboration, task completion and issue resolution (both for communication and document sharing) with our team.
- b. Describe your approach to all phases of testing and the responsibilities of each stakeholder.

- c. Indicate the various environments (instances) you typically support throughout the phases of an implementation and describe their use.
- d. Indicate in detail your approach to historical data migration.
- e. Please describe what tool(s)/method(s) your team will utilize to provide support post go-live.
- f. Express the technology upon which your solution is built. We will consider solutions that are built along modern, service-oriented architectures for primary functions. Vendor should outline underlying technologies, architectures, and relevant development practices. Vendor should describe in sufficient detail and with clarity the methods by which data is stored by the vendor's platform. Additionally, data may be accessed directly.

5. Provide a copy of your Service Level Agreement and explain how you meet the standards it sets. Please include your Continuity of Operations Plan, Disaster Recovery Plan, System Redundancy, Backup and Recovery (for Production), etc. The Providence IT Department reserves the right to negotiate higher standards than those proposed.

A. Cost Proposal

Detailed Budget and Budget Narrative:

All costs structures should be included in the proposal amount.

Provide a detailed cost proposal narrative for all anticipated costs of successful implementation of all deliverables outlined in this RFP.

Include a budget and an explanation of the basis and rationale of the proposed cost structure. The budget must enumerate all 'licensing', maintenance, cloud hosting fees and other costs required to maintain and operate the system.

The cost proposal should assume an initial contract period of two (2) years including the implementation period and an additional three (3) one year options for renewal.

An itemized breakdown of costs shall be included in the proposal, including option years. Applicants shall submit the breakdown and demonstrate how the cost was determined. If there are any implementation fees associated with providing services in the RFP, the applicant shall identify each type of implementation fee to be charged. The cost proposal must describe the vendor's licensing structure (e.g., per user, license, subscription, contract volume, etc.) throughout the proposal as well as any modular structure of the software.

Budget Narrative must include the following:

1. Milestone-based payments mapped to the Work Plan that the payment schedule accompanies if applicable. Components of each payment should be broken up into various services that are included.
2. Maintenance costs. Maintenance includes any software failures, malfunctions, defects, or nonconformities, which impair PS from normal processing or problems which impact the correctness of information produced by the platform.

3. Information regarding the hardware/software/database requirements for the client workstations and servers (if needed) necessary to implement the proposal.
4. Information regarding items such as licensing, warranties, installation and training, and any other costs associated with the project.
5. All consulting, technical support, initial setup configuration, conversions and interfaces, training and any additional support required of the vendor to accomplish a successful go-live.
 - a. Full managed services in a vendor-operated/arranged data center; and
 - b. Any other alternatives that the vendor feels may provide the best value to the City.

Alternative fee schedule proposals will be considered with an explanation of the benefits of any alternative approach.

Cost proposal narratives must also include a separate section of pricing for any potential/required 3rd party/partner integration.

SECTION 5: EVALUATION AND SELECTION

5.1 Evaluation

Offers will be reviewed by a Technical Review Committee comprised of staff from the Providence Police and IT Department comprised of a technical and cost evaluation.

Technical Review: The technical review will be broken into two phases:

1. Phase 1 – Review of Vendor Submitted Technical Proposal: The Technical Review Committee will review and score the Vendor's submitted technical proposal. A total of 60 points are available in this phase. Vendors must score a minimum of 45 of the 60 (75%) available points to be invited in for an interview. Technical Proposals scoring less than 45 points shall not advance to the Interview stage, shall not have the cost component opened, and the proposal shall be dropped from further consideration.
2. Phase 2 – Interview with Vendors: The Technical Review Committee will meet with Vendors who meet the minimum score in Phase 1 of the technical review. Vendor(s) meeting the minimum score requirement will receive written notice that they have qualified for an interview and will be provided with details on the presentation.

During the interview, vendors will present their team and the firm's qualifications and experience, their approach to meeting the City's requirements and respond to questions from the Technical Review Committee. The City reserves the right to request detailed responses to follow-up questions identified during the Interview. The Demonstration/Interview will be evaluated based on the following criteria:

- a. Vendor's on-site presentation and responses to the City's questions.

b. Vendor’s client references and demonstrated record of successful implementations. A total of 15 points are available during this phase. Vendors must score a minimum of 28 of 35 (80%) available points in the interview phase to move from the technical review phase to the cost review. Interviews scoring less than 28 points shall not have the cost component opened and the proposal shall be dropped from further consideration.

To advance to the Cost Evaluation stage, the vendor’s bid must receive a minimum of 72 of the maximum 95 (76%) technical points **and** meet the minimum score requirement for both phases of the Technical Review.

Cost Proposal Review:

Proposals which scored 72 points or higher in the Technical Review **and** met the minimum score requirement for both phases of the Technical Review shall be evaluated for cost and assigned up to a maximum of 30 points in the cost category, bringing the potential maximum score to 125 points.

The City reserves the right to select the individual(s) or firm (vendor) that it deems to be in the City’s best interest to accomplish the project as specified herein; and conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

5.2 Evaluation

Proposals will be reviewed and scored **POSSIBLE POINTS**
based upon the following criteria.

**PROPOSED SCORING METRICS
FOR SCHEDULING AND TIME AND
ATTENDANCE RECORDING
SYSTEM**

TECHNICAL PROPOSAL – Total possible points = 60	
Staff Qualification	15 Points
Capability, Capacity and Qualification of the Offeror, and Subcontractors where appropriate	15 Points
Work Plan	15 Points
Approach/Methodology/Training	15 Points
Total Possible Technical Points	60 Points
DEMONSTRATION PROPOSAL – Total possible points = 35	
Vendor Demonstration/Interview	35 Points
Total Possible Technical & Demonstration/Interview Points	95 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	125 Points

*Cost Proposal Evaluation:

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$(\text{lowest cost proposal}/\text{vendor's cost proposal}) \times \text{available points}$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for annual costs and services fees and the total points available are Thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000/\$100,000 \times 30 = 19.5$$

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services.

SECTION 6 – CONCLUDING STATEMENTS

Notwithstanding the above, the City of Providence reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the City's best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a vendor is selected for an award, no work is to commence until a Purchase Order is issued by the City of Providence.

SUPPLEMENTAL INFORMATION

If the issuing department for this RFP determines that your firm's bid is best suited to accommodate their need, you will be asked to provide proof of the following prior to formalizing an award. An inability to provide the outlined items at the request of the department may lead to the disqualification of your bid.

This information is NOT requested to be provided in your initial bid that you will submit to the City Clerk's office by the "date to be opened" noted on page 1. This list only serves as a list of items that your firm should be ready to provide on request.

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record.

You must be able to provide:

- Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.
- Proof of Insurance.
- Certificate of Good Standing with the Rhode Island Secretary of State.

Secure Platform Real Time Crime Center - System Requirements

	Priority (M = Mandatory / D = Desired)	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
Business Requirements					
RTCC Platform is open/interoperable with external video/data feeds.	M				
RTCC platform is open/interoperable with multiple law enforcement systems such as (but not limited to) CAD, ANPR, Drone, Helicopter & Gunfire Detectors.	D				
System will be able to ingest and support video data from multiple camera systems.	M				
System is able to ingest and display live and recorded body camera video streams.	M				
System will be able to ingest and support 911 dispatch systems	M				
System will be able to ingest and support RMS data.	M				
System has pre-built community camera registry portal.	M				
System has pre-built crime tips functionality.	M				
System will be able to ingest and display floorplans.	M				
At a minimum, the System will be able to ingest Axon Body 3 and Fleet 3 recording status and location alerts, and live video streaming	M				
System has pre-built integration with 3rd party GPS trackers and can demonstrate experience in this area	M				
System supports mutual aid sharing with neighboring agencies without additional license costs	M				
System has pre-built integration with major LPR manufacturers including but not limited to Motorola (Vigilant), Genetec, and Flock Safety LPR and offer both search (investigative) and alert (real-time) capabilities	M				
System has the ability to receive live video sharing from a 911 caller without the use of an iOS or Android App, and can demonstrate experience in this area	M				
System has pre-built integration with 3rd party GPS trackers and can demonstrate experience in this area	M				
System will support two-way telestration, preparation, and modification of pre-built incident plans by Incident Managers and Field Users using an iOS or Android device.	M				
System must search data streams using Artificial Intelligence, Machine Learning, and/or Advanced Algorithms to filter, consolidate and categorize data streams.	M				

Secure Platform Real Time Crime Center - System Requirements

	Priority (M = Mandatory / D = Desired)	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
Business Requirements					
System must employ Artificial Intelligence, Machine Learning, and/or Advanced Algorithms to automatically detect and generate alerts based on search criteria applied to multiple video streams.	M				
Artificial Intelligence must be applied to private sector owned cameras, as well as those deployed and paid for by the city or department.	M				
System must support connectivity with most major VMS providers without requiring a separate camera stream from the host/donor network, to limit the network impact to third-party connected camera solutions	M				
System includes AI at the Edge capabilities, meaning, AI done at on the host network via an Edge-based appliance prior to transmission to either your on-prem server or Cloud based solution.	M				
System supports store and forward recording to minimize utilized bandwidth	D				
System offers a mass notification system to citizens via a SMS-text opt-in and out for up to 10,000,000 recipients	D				
Users will be able to adjust search criteria by location proximity.	M				
Users will be able to adjust search criteria by time.	M				
Users will be able to adjust search criteria by source.	M				
System offers an Operation Dashboard to stream social media, TV news, curated camera grids, and daily bulletins for Department and City users, with user management controls for access during major events	M				
System will have an Administrative Function for account management, integrity and oversight.	M				
System will have an Administrative Function that controls the anonymized parameters.	M				
System will have an Administrative Function that controls the search criteria.	M				
System will have an Administrative Function that controls proactive alerts.	M				
Users will be able to adjust search criteria by video analytics applied simultaneously across multiple camera systems.	M				
Users will be able to adjust search criteria by mode of operation.	M				
System must identify the source system where the data resides, and make the source system name available to the end-user.	M				

Secure Platform Real Time Crime Center - System Requirements

	Priority (M = Mandatory / D = Desired)	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
Business Requirements					
System can be configured to follow department's record retention policy.	M				
System will have the ability to remove data based on retention policies.	M				
System will have native ability to ingest and activate resources (cameras, location data) based on panic alerts.	M				
System has the ability to push live and recorded video to cell phones or other devices that are used by pre-authorized users.	M				
System will have ability to access information for PRR (Public Records Request).	D				
Technical Requirements					
System must have full audit logging.	M				
System must be a contractor hosted Software as a Service (SaaS) model	M				
System must support Active Directory Federation Services (ADFS) for single-sign on for City users	M				
System must support encryption at rest, in transit, and in the cloud for all data streams	M				
System must support multi-factor authentication for all users	M				
System will comply with department's security policies.	M				
System will capture and make available metadata including reference data, administrative data, statistical data, legal data and descriptive data.	M				
System will have the ability to push and pull data to appropriate resources.	M				
System interface will be mobile enabled.	M				
The Solution must have robust hardware and geographic redundancy and failover mechanism in place.	M				
The Solution must be hosted and supported within the United States	M				

Secure Platform Real Time Crime Center - System Requirements

Secure Platform Real Time Crime Center - System Requirements	Priority (M = Mandatory / D = Desired)	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
Business Requirements					
The Solution must offer an Application Programming Interface (API) for integration with other types of communication resources, such as open source systems, and municipal and locally owned Law Enforcement agency applications.	D				
The Solution must be compatible with industry standard browsers, operating systems and devices.	M				



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

SUPPLEMENTAL INFORMATION

If the issuing department for this RFP determines that your firm's bid is best suited to accommodate their need, you will be asked to provide proof of the following prior to formalizing an award.

An inability to provide the outlined items at the request of the department may lead to the disqualification of your bid.

This information is NOT requested to be provided in your initial bid that you will submit to the City Clerk's office by the "date to be opened" noted on page 1. This list only serves as a list of items that your firm should be ready to provide on request.

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record.

You must be able to provide:

- Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.
- Proof of Insurance.
- Certificate of Good Standing with the Rhode Island Secretary of State.
- **USE THESE BULLETS TO OUTLINE ITEMS YOU WILL NEED VENDORS TO PRODUCE ON REQUEST IF YOU SEEK TO AWARD THIS BID TO THEM.**



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

CITY OF PROVIDENCE STANDARD TERMS & CONDITIONS

1. The terms “you” and “your” contained herein refer to the person or entity that is a party to the agreement with the City of Providence (“the City”) and to such person’s or entity’s employees, officers, and agents.
2. The Request For Proposals (“RFP”) and these Standard Terms and Conditions together constitute the entire agreement of the parties (“the Agreement”) with regard to any and all matters. By your submission of a bid proposal or response to the City’s RFP, you accept these Standard Terms & Conditions and agree that they supersede any conflicting provisions provided by bid or in any terms and conditions contained or linked within a bid and/or response. Changes in the terms and conditions of the Agreement, or the scope of work thereunder, may only be made by a writing signed by the parties.
3. You are an independent contractor and in no way does this Agreement render you an employee or agent of the City or entitle you to fringe benefits, workers’ compensation, pension obligations, retirement or any other employment benefits. The City shall not deduct federal or state income taxes, social security or Medicare withholdings, or any other taxes required to be deducted by an employer, and this is your responsibility to yourself and your employees and agents.
4. You shall not assign your rights and obligations under this Agreement without the prior written consent of the City. Any assignment without prior written consent of the City shall be voidable at the election of the City. The City retains the right to refuse any and all assignments in the City’s sole and absolute discretion.
5. Invoices submitted to the City shall be payable sixty (60) days from the time of receipt by the City. Invoices shall include support documentation necessary to evidence completion of the work being invoiced. The City may request any other reasonable documentation in support of an invoice. The time for payment shall not commence, and invoices shall not be processed for payment, until you provide reasonably sufficient support documentation. In no circumstances shall the City be obligated to pay or shall you be entitled to receive interest on any overdue invoice or payment. In no circumstances shall the City be obligated to pay any costs associated with your collection of an outstanding invoice.
6. For contracts involving construction, alteration, and/or repair work, the provisions of applicable state labor law concerning payment of prevailing wage rates (R.I. Gen. Laws §§ 37-13-1 et seq., as amended) and the City’s First Source Ordinance (Providence Code of Ordinances §§ 21-91 et seq., as amended) apply.
7. With regard to any issues, claims, or controversies that may arise under this Agreement, the City shall not be required to submit to dispute resolution or mandatory/binding arbitration. Nothing prevents the parties from mutually agreeing to settle any disputes using mediation or non-binding arbitration.
8. To the fullest extent permitted by law, you shall indemnify, defend, and hold harmless the City, its employees, officers, agents, and assigns from and against any and all claims, damages, losses, allegations, demands, actions, causes of action, suits, obligations, fines, penalties, judgments, liabilities, costs and expenses, including but not limited to attorneys’ fees, of any nature whatsoever arising out of, in connection with, or resulting from the performance of the work provided in the Agreement.
9. You shall maintain throughout the term of this Agreement the insurance coverage that is required by the RFP or, if none is required in the RFP, insurance coverage that is considered in your industry to be commercially reasonable, and you agree to name the City as an additional insured on your general liability policy and on any umbrella policy you carry.
10. The City shall not subject itself to any contractual limitations on liability. The City shall have the time permitted within the applicable statute of limitations, and no less, to bring or assert any and all causes of action, suits, claims or demands the City may have arising out of, in connection with, or resulting from the performance of the work provided in the Agreement, and in no event does the City agree to limit your liability to the price of the Agreement or any other monetary limit.
11. The City may terminate this Agreement upon five (5) days’ written notice to you if you fail to observe any of the terms and conditions of this Agreement, or if the City believes your ability to perform the



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

terms and conditions of this Agreement has been materially impaired in any way, including but in no way limited to loss of insurance coverage, lapsing of a surety bond, if required, declaration of bankruptcy, or appointment of a receiver. In the event of termination by the City, you shall be entitled to just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.

12. Written notice hereunder shall be deemed to have been duly served if delivered in person to the individual or member of the firm or entity or to an officer of the entity for whom it was intended, or if delivered at or sent by registered or certified mail to the last business address known by the party providing notice.
13. In no event shall the Agreement automatically renew or be extended without a writing signed by the parties.
14. You agree that products produced or resulting from the performance of the Agreement are the sole property of the City and may not be used by you without the express written permission of the City.
15. For any Agreement involving the sharing or exchange of data involving potentially confidential and/or personal information, you shall comply with any and all state and/or federal laws or regulations applicable to confidential and/or personal information you receive from the City, including but not limited to the Rhode Island Identity Theft Protection Act, R.I. Gen. Laws § 11-49.3-1, during the term of the Agreement. You shall implement and maintain appropriate physical, technical, and administrative security measures for the protection of, and to prevent access to, use, or disclosure of, confidential and/or personal information. In the event of a breach of such information, you shall notify the City of such breach immediately, but in no event later than twenty-four (24) hours after discovery of such breach.
16. The Agreement is governed by the laws of the State of Rhode Island. You expressly submit yourself to and agree that any and all actions arising out of, in connection with, or resulting from the performance of the Agreement or relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island or the federal court located in Rhode Island.
17. The failure of the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself.
18. If any term or provision of this Agreement, or the application thereof to any person or circumstance shall, in any extent, be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.