



**1100 North Grand Avenue
Walnut, CA 91789**

Date Issued: July 3, 2019

**NETWORK VIDEO CAMERA MANAGEMENT SYSTEM
RFP #3233**

Schedule of Events

EVENT	DATE
Advertise Period	July 8, 2019 & July 15, 2019
Pre-Proposal Meeting Location: Bldg 4, Room 1390	July 16, 2019 at 2:00 pm
Request for Information cutoff	July 19, 2019 at 4:30 pm
Issue Addendum (if any)	July 23, 2019
Submit proposals no later than	July 29, 2018 at 2:00 pm
Proposal screening period	August 1 – August 7, 2019
Committee Review Meeting	August 8, 2019
Interviews (if any)	August 12, 2019
Board Approval	September 11, 2019
Contract to Start	October 1, 2019

Submit RFP in a sealed envelope to:

Mt. San Antonio College
Purchasing Department
1100 N. Grand Avenue, Room 4-1385
Walnut, CA 91789
Attn: Tiffany Chen

Mark Envelope:

**RFP #3233
Request for Proposal
NETWORK VIDEO CAMERA MANAGEMENT SYSTEM**

INTRODUCTION

About Mt. San Antonio College (Mt. SAC) (College):

One of the largest community colleges in California, Mt. SAC sits on 420 acres in Walnut, California, located on the eastern edge of the Greater Los Angeles Area. Mt. SAC serves more than 66,000 students, 15,000+ full-time, from all walks of life. Roughly half of the students are seeking degrees and certificates, the other half are enjoying community programs, workforce development classes and other non-credit courses.

- Mt. SAC is a Top 10 California Transfer College
- 240+ degree and certificate programs to choose from
- 200+ professional development and community courses
- Bachelor's degrees Designed for Mt. SAC students
- State-of-the-art facilities, classrooms, and workshops
- Best technology and top-of-the-line equipment to help students learn
- More than 50 student clubs
- 22 athletic programs (with more than 60 state and national titles)
- 25+ free support programs to help students succeed in college

Section 1: Purpose of the RFP

Mt. SAC is requesting proposals for a robust, integrated networked video camera management solution that will enable Mt. SAC to effectively manage our current and future networked video camera systems, as well as provide options for monitoring, storing and providing video footage for the Mt. SAC campus. This RFP is a single contract procurement vehicle designed to select a company who can meet the needs of the District while understanding the current environment and our desired future enhancement.

Mt. SAC is currently using an ad-hoc approach to handle its networked video camera management and recording. The Technical Services office currently manages between 50 – 75 cameras on two separate networks, which include the Child Development Center as well as legacy cameras. The goal is to find a single integrated system that will enable assigned campus safety personnel, IT personnel, CDC personnel and administrators to manage aspects of the process including recording and retention, camera & event management, CDC class playback and resource availability and utilization. The current camera management process requires several systems to manage multiple networks due to the separate installation of cameras at the Child Development Center on their own local network. The intent of this proposal is to

acquire software and implementation assistance to bring these two existing systems under control of a central networked management system using Ocularis 5 Ultimate Software from OnSSI, supporting web and mobile access as well as Video Wall enhancements. In addition to learning how the solution can support our current processes, we would like to explore opportunities to change our processes based on best practices.

The solution should promote the following strategic and operational objectives:

- **Provide a comprehensive solution:** Provide an enterprise level solution to operate, record, and maintain up to 150 cameras, as well as training for all authorized campus employees. Integrate current systems and provide for additional systems as they are approved and implemented.
- **Improve levels of customer service:** Improve the current system of adding cameras and authorized access for personnel designated by Mt. SAC. Create a user friendly interface for all personnel assigned to monitor, operate, retain and retrieve recorded video footage. Allow for varying levels of access for all assigned personnel.
- **Improve operationalefficiency:** Create an integrated platform that allows for a simple-to-navigate user interface which deals with all current and future networked video systems on campus.
- **Optimize the use of Mt. SAC facilities and resources:** Provide solutions that incorporate available Mt. SAC facilities and existing systems. Ensure that users will be able to utilize current SSO protocols to access network management.
- **Improved information and reporting:** Ease of access and reporting to support the ability to run reports, provide data for research and analysis, monitor and provide recorded data for legal purposes as well as day to day operation.
- **Video storage/retention management:** Assist Mt. SAC in developing a plan for data storage and retention to comply with all state and federal regulations or policies regarding potential legal needs involving recorded video footage.
- **Integration with other Mt. SAC systems:** Bring all current systems under one network managed solution in coordination with the Mt. SAC Information Technology staff, utilizing current Mt. SAC network protocols.
- **Minimize system maintenance and overhead:** Provide a SaaS or hosted solution enabling Mt. SAC to focus on the functionality of the system not the technical support.

Section 2: Evaluation Criteria

Criteria to Evaluate Proposal

Vendor Qualifications

- The vendor must be certified as an OnSSI Platinum (preferred) or Gold Level Dealer.
- The vendor must have a staffed service facility within a 40 mile radius of the campus.

- The vendor must provide a current list of client references and that list should include higher education clients.
- The vendor should be certified to support Bosch and Axis camera systems.
- The vendor must provide pricing for support options, including the OnSSI annual Stay Current Plan, licensed at **150** cameras, for purchase with the software
- Capability of vendor to provide administrator and/or end user training

Selection Process

- The RFP must be submitted prior to **2:00 p.m., July 29, 2019.**
- The College will evaluate the responses from the RFP and establish a short list of the most qualified respondents for possible interviews. Responses that do not provide the information requested may be considered non-responsive and rejected.
- During the evaluation process, the College may request proposal clarifications, explanations and answers, best and final offers, interviews, and other information from a Vendor. The College, including its Board of Trustees, may request a Vendor to make a presentation and make itself available for an interview.
- Approval of the Network Video Camera Management System Vendor by the Mt. San Antonio College Board of Trustees is anticipated to take place on September 11, 2019.

Section 3: Background on Current System

Description of Mt. SAC's current networked video systems:

Mt. San Antonio College currently operates two independent networked video camera systems on our campus in Walnut, California. The intent of this proposal is to acquire software and implementation assistance to bring these two existing systems under control of a central networked management system using Ocularis 5 Ultimate Software from On-Net Surveillance Systems (OnSSI), supporting web and mobile access as well as Video Wall enhancements. This system will be expanded as time and funding permits to include a comprehensive network of internal and external security cameras across the campus.

Description of Current Technology:

Mt. SAC currently uses the following systems that will need to be integrated with the proposed solution:

System A – System A on our campus is used primarily for instructional observation of student to child interactions in our Child Development Center. System A is currently accessible only to students and faculty located within the four building complex on the campus, the network supporting this system is presently physically separated from the general campus network. System A consists of 40 Bosch HD PTZ cameras, located both indoors and outdoors, managed by a Bosch VMS

Version 4.3 video management system. Of the 40 cameras, 23 are Bosch Autodome JR 800 HD cameras and 17 are Bosch Autodome 7000 HD cameras. The Bosch VMS currently supports 14 viewing stations in the Child Development Center. The 18 indoor cameras are equipped with supplemental microphones mounted in the room for recording audio. All cameras are set to full time record during operational hours for the center and are set to record on motion during off hours. Child Development students access and save both live and recorded material to document their interaction with the children in the center as part of the instructional process. Additionally, staff members in the complex use the system to improve safety in the facility during operational hours, and recordings made during off hours are used for asset protection purposes.

System B – System B on our campus is a legacy system that was originally installed as part of a Schlage access control system. System B cameras reside across the campus network on a security camera VLAN. The majority of this system is currently active, but not monitored or recorded in a method accessible to authorized staff. Three cameras in this system are also used in support of instructional test administration and are routinely monitored, but not recorded, by authorized staff. System B consists of 16 Axis 3204 IP cameras, 3 Axis 216FD IP cameras (used for test administration) 4 Axis Q1755 IP outdoor cameras, and 5 cameras attached to Axis Q7404 video encoders, for a total of 28 cameras. This camera system is managed by a legacy Schlage NVR which is not routinely accessed by staff

Description of Users and Customers:

There will be a range of users and customers who will need to access the system:

- Administrative and Management Users: This includes Technical Services, IT, Public Safety, Child Development Center and additional personnel as assigned by Mt. SAC administrators.
- Child Development Center: Including Faculty, staff and students to create, monitor and update data requests regarding operations within the Child Development Center.

Section 4: RFP Instructions

Submittal Requirements:

- **One (1) Original, plus one copy in PDF on a flash drive must be provided** with all materials submitted in in 8.5" x 11" format. Proposals shall not exceed twenty (20) pages in length, including sketches, drawings, photographs, or other graphic material.
- Electronic or facsimile offers and modifications will NOT be considered.

- Each proposal/offer must be an irrevocable offer, and remain open and valid for College acceptance anytime within 90 days after the bid opening dates.
- All prices and quotations shall be typewritten or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections inserted adjacent to and shall be initialed in ink by the person signing the bid. Verify your bids before submission as they cannot be withdrawn, corrected, altered or signed after public opening. The Board of Trustees will not be responsible for errors or omissions on the part of the vendors in making up their bids. Bid on each item separately; prices must be stated in units specified hereon. Wherever practicable, prices quoted shall be net including all trade discounts. Bids shall remain open and valid and subject to acceptance any time within 90 days after the bid opening dates unless otherwise stipulated. The College may issue a purchase order for an individual item or combination of items whichever is to the best interest of the College; reject any or all bids or any part of a bid; or may waive any informality in a bid.
- Prices quoted shall not include **CALIFORNIA STATE SALES OR USE TAX**. Said tax will be added and paid by the College where applicable AND do not include **FEDERAL EXCISE TAX**. The College is not subject to it. An exemption certificate will be furnished upon request.
- Subject to approval by the District's Board of Trustees, it is anticipated that the District will award a one (1) year contract with four (4) additional one-year extension periods, which shall be options exercisable at the sole and exclusive discretion of the District. Prices bid must be fixed prices for the first year of the contract. Vendor may adjust the Fee Proposal Rate on an annual basis for the following renewal term to reflect any increase in such costs. The Fee Proposal Rate Schedule may be adjusted to reflect increases in the LA/Riverside Consumer Price Index, or 3%, whichever is lower, and this change shall not be made more than once per year. **College must be notified of any rate changes at least 60 days prior to the new renewal term.**
- Proposals must be received by the date and time specified on the bid forms. Proposals delayed in the mail and not received by the time established by the College cannot be accepted. Any proposal received after the scheduled time of opening shall be returned unopened to the vendor.
- By submitting a proposal, each vendor agrees that the College, in determining the successful vendor and its eligibility for the award, may consider the vendor's experience and facilities, conduct and performance under other contracts, and financial performance of the work.
- The Vendor is responsible to ensure that its proposal is actually received by the College prior to the time and due date deadline and at the designated College location.

- Stop at the Parking Control Booth at the entrance on Grand Avenue and San Jose Hills Road to receive guest parking directions.
- In order to be considered for selection, **responses must be submitted no later than 2:00 p.m., July 29, 2019. Proposals delivered to the wrong location, or after the date and time stated in this request will be considered non-responsive.**
- The College reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Vendors as determined by the College, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Vendor when it is determined to be in the best interest of the College. In addition, the College may request that Vendors provide a best and final offer. The College may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.
- The College may request to meet with the Vendor's authorized representative to request answers and clarifications or it may request that the Vendor answer specific questions in writing, or to make a presentation to the College staff or to its Board of Trustees.
- The College may reject any or all proposals and may waive informalities and minor irregularities in any proposal received.
- The College reserves the right to seek competitive redemption values for recycled materials outside of this contract when deemed to be in the best interest of the College.

Format for Submittals

A Vendor shall submit its proposal with each page clearly numbered on the bottom. Each section, 1 - 8 listed below, shall be **tabbed**. The proposal must contain a wet signature by a person authorized to bind the Vendor.

Responses to this RFP must adhere to the submittal format described below with the information as identified in the following table. The cover letter is to be signed by an authorized representative of your organization.

Your RFP response should be clearly indexed and organized. All sections, pages, figures, and tables must be numbered and clearly labeled. Focus should be on accuracy of content, clarity, and conciseness.

Proposals will be reviewed by a committee and scored on vendor's ability to meet required criteria.

Tabs	TITLE	INFORMATION TO BE INCLUDED IN THIS SECTION
1	Cover Letter	<p>Signed Introductory Cover Letter which includes:</p> <ul style="list-style-type: none"> • Your company letterhead. • Legal name of respondent. • Address, telephone, and fax numbers. • Name, title and signature of person(s) authorized to submit the proposal on behalf of the firm. • The length of time the proposal terms remain firm, which must be for a minimum of 120 days from the proposal due date.
2	Table of Contents	A Table of Contents of the material contained in the proposal
3	Company & Product Information Overview	<p>An overview document shall describe how the solution meets the overall strategic and operational objectives listed in <i>Section 1</i> of the RFP.</p> <p>Vendors may include an overview of the company. Provide a general description of the proposed solution, including a functional overview of each module proposed. Also provide descriptions of other modules that you offer which may be of interest to Mt. SAC that are not requested in this document. Please indicate if any components of the proposed or other systems offered are patented.</p>
4	Experience	<p>Use Attachment A to provide Customer References. Describe your experience providing similar services to institutions of higher education, specifically California community colleges.</p> <p>Provide higher education references that are similar in size to Mt. SAC. We are also interested in references that are new implementations as well as customers who have used your product for three (3) or more years. Include name of institution with contact person phone number and email address.</p>

5	Cost Proposal	<p>Use Attachment B to provide a complete cost proposal which includes:</p> <ul style="list-style-type: none"> • Pricing options and license terms: Explain your pricing options (i.e. perpetual or subscription; per user, per device, concurrent or enterprise licensing). • Implementation fees or one time set-ups: Provide all cost associated with the initial set-up and implementation of the systems. • Consulting Services: Recommended consulting services (i.e. integration development, report development) • Annual License or Maintenance: If it is not part of the subscription costs. • Training Costs: Recommended training and associated costs.
6	Implementation Methodology	<p>Provide an overview of your implementation methodology and anticipated timeframe for the project. This overview should address how your firm will handle the implementation. The vendor may include a sample project plan in this section. Clearly define what roles Mt. SAC is expected to play during the implementation. Also clearly define your assumptions and expectations of Mt. SAC, including what resources Mt. SAC is expected to provide to the project.</p>
7	On-going Support, Maintenance, and Enhancement Methodology	<p>Provide an overview of the support and maintenance of the system after implementation. Provide information on service level agreements, system upgrade methodology, on-going training, and customer support, both technical and functional. Describe your methodology for identifying enhancements for your product and services.</p>
8	Authorized Statement Documents	<p>All respondents must include a fully executed copy of an authorized officer of the organization on the attached “Non-Collusion Declaration” (Attachment C) and “Acknowledgement Statement” (Attachment D). Submittals that do not comply with proposal requirements as described above may be deemed non-responsive.</p>

Inquires

- Questions and inquiries concerning this RFP should be submitted in writing to Tiffany Chen, Procurement Specialist, at tchen138@mtsac.edu. **The deadline to submit a request for information or clarification is 4:30 pm, July 19, 2019.** The College will advise all Vendors known to have received a copy of the RFP of the explanation or clarification, either by letter or formal RFP Addendum by electronic e-mail as the College may, at its sole discretion, deem appropriate.
- If a Vendor discovers any error such as an ambiguity, conflict, discrepancy, omission, or other error in the RFP, then the Vendor shall immediately notify the College in writing.

Pre-Proposal Meeting

- The College will conduct a pre-proposal at the time and place designated in the Call for Proposals schedule. This will be a brief meeting to discuss the scope of work, go over the timelines, and any questions or concerns. We may have a phone conference or in-person meeting.

Section 5: Scope of Work

In order to achieve a secure and functional system, the following minimum scope of work is required. If additional scope is required to deliver a fully functional system, it should be noted and included in the proposal.

2. **General Requirements – Overview:** Describe how the proposed solution can achieve these general requirements:
 - Provide and license all software components required for operating the current version of Ocularis Ultimate (ULT), licensed for 150 cameras.
 - Provide and license all software components required to operate Ocularis 5 Web and Ocularis 5 Mobile.
 - Provide and license all software components necessary to operate Ocularis 5 Remote Video Wall.
 - The core components of the ULT software will be installed on virtual machines located in the college data center. The college virtual machine environment consists of: *VMWare cluster powered by 8 ESXi servers. Hosts contain E5-2695v4 processors at 2.10ghz (2 sockets, 18 cores, 72 logical processors, hyper-threading enabled), 256gb RAM, 2 10gb Ethernet cards, and configured for High Availability*
 - The vendor will coordinate with IT staff and assist in the specification of necessary virtual machines following best practices as specified by OnSSI.
 - The vendor will coordinate with IT staff to determine and configure disk storage requirements for the virtual machines supporting Ocularis recording in the data center.

- The vendor will coordinate with IT staff to configure and install edge recording at the Child Development Center using college provided hardware. Edge recording will be used to support the Bosch cameras located in that complex.
- The vendor will coordinate with *technical staff* to configure all camera and hardware components to use multicasting wherever practical.
- The vendor will coordinate with *technical staff* to configure and secure the 40 Bosch cameras in the Child Development Center (System A). The college will coordinate the connection of the campus network to the camera LAN in the Child Development Center. Camera IP addresses have already been coordinated to allow interconnection of the two networks. The vendor will insure that complex password security has been implemented on all cameras, that all cameras are multicast enabled where practical and that the correct Bosch drivers have been installed in the Ocularis software. The vendor will configure all camera hardware to use a College provided NTP server to insure time accuracy on all cameras.
- The vendor will coordinate with *technical staff* to configure and secure the 28 networked Axis cameras throughout the campus (System B). The vendor will insure that complex password security has been implemented on all cameras, that all cameras are multicast enabled where practical and that the correct Axis drivers have been installed in the Ocularis software. The vendor will configure all camera hardware to use a College provided NTP server to insure time accuracy on all cameras.
- The vendor will *train and* coordinate with *College* staff to implement recording schedules, camera and server based analytics, alarms, video wall implementation and other configuration issues required for a complete system.
- The vendor will coordinate with technical staff to install, implement, train and secure Ocularis Web and Ocularis Mobile, *including system administration*.
- *The vendor will coordinate with technical staff to establish and implement security measures on the Ocularis system to insure that only authorized users are permitted to access cameras and recordings and that user groups are established to limit access to specific cameras and recordings to designated user groups.*
- *The vendor will assist College staff in the training, configuration and installation of viewer software on existing college provided computers.*
- The vendor will assist and advise the college in the implementation of video retention time policies for content stored on the Ocularis system.
- The vendor will assist and advise the college on the establishment of chain of custody policies for video stored on the Ocularis system that may be used in criminal prosecutions.
- Provide evidence of a proven track record of successful implementations including higher education implementations.

3. Reporting and Analytics:

- Provide usage reports based on a wide variety of criteria: Data by type, data by specific venues/areas of interest, data by date range, etc.
- Ability to define custom row level criteria for reports.
- Ability to accurately compute time, date and area of recorded events.

4. Technical Requirements:

- **Integration:** Describe how the proposed solution addresses the following:
 - 4..1. Interoperability with access control and building automation systems.
 - 4..2. Single Sign-On authentication for system administrators and requesters.
 - 4..3. Energy Management: Describe how your system can be integrated with an energy management system such as Automated Logic.
- **Technical Environment:** Describe how the proposed solution addresses the following:
 - 4..1. The type of environment you provide; i.e. SaaS, Hosted or Managed services; multitenant or single tenant environment.
 - 4..2. The scheduled maintenance methodology and frequency.
 - 4..3. The upgrade/enhancement methodology and frequency.
- **User and Technical Support:** Describe how the proposed solution addresses the following:
 - 4..1. The support process; i.e. times available, method of contact escalation.
 - 4..2. Training; both initial and on-going.
 - 4..3. The process for deciding on how new enhancements, features or functions.
 - 4..4. User groups or communities and conferences.

5. **Future Integration/Usage:**

- Describe how the proposed system can handle upgrades to camera hardware and technology as well as adding new cameras to the proposed system.

Section 6: General Terms

Confidentiality and Proprietary Information

The District or the Supplier may find it necessary or desirable to disclose to the other party (whether in writing, orally, through physical observation or otherwise) certain confidential information.

Both the District and the Supplier recognize that confidential information is valuable proprietary information of the entity to which it belongs. The parties shall not, without the prior written consent of the other party, disclose, authorize, or assist anyone else to disclose or make known for themselves or another's benefit any confidential information to any person, firm or corporation; nor will either party use, authorize, or assist anyone else in using any confidential information, except that the Supplier may share confidential information with their employees, business partners, consultants or value added resellers as necessary to prepare Supplier's proposal and complete Supplier's obligations under any agreement resulting from this RFP.

NOTE: Any submitted information deemed “confidential” by a vendor must be clearly marked with the words “CONFIDENTIAL–for Review Committee Only”. The District, in its sole discretion, may decide that it does not agree with the Vendor or does not wish to accept the obligations that come with the confidentiality in the case. In such an event, the District will return the proffered material and so state to the vendor and not share the information in any way.

The District will have the right to use all ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP. Selection or rejection of the proposal will not affect this right.

Additionally, the District has no obligation to safeguard the information contained in any proposal.

All proposals become the property of the District. All or portions of the winning proposal may be incorporated into the resulting contract.

Cost of Preparing Proposals and Oral Presentations

Costs for developing the proposals and any subsequent activities prior to contract award are solely the responsibility of the Vendor. Reimbursement will not be provided for these costs.

Preparation of Offers

Vendor is expected to follow all specifications, terms, conditions, and instructions in this Request for Proposal.

Deviations from the Request for Proposal

The stated requirements appearing elsewhere in this RFP shall become a part of the terms and conditions of any resulting contract. Any deviations must be specifically defined in the proposal response and accepted in writing by the College to become effective.

Amendments

Any addenda or instructions issued by the District prior to the time for receiving proposals will become a part of this RFP. No changes to this RFP or responses to vendor questions by the District will be binding unless documented in writing by The District in a duly issued addendum.

Proposal Scoring & Selection

Proposals will be scored as a means of assisting the selection committee in assessing which vendor may meet the largest number of requirements for this system. Award of a contract is not contingent solely upon highest score or lowest cost and will include considerations as to the “best-fit” solution for the District.

During the evaluation process, the District may request proposal clarifications, explanations and answers, best and final offers, interviews, and other information from a Proposer. The District, including its Board of Trustees, may request a Proposer to make a presentation and make itself available for an interview.

Award at Sole Discretion of the College and is contingent upon funding

By issuing this request for proposals, the College does not commit itself to award a contract, or to otherwise pay for information solicited. The College reserves the right to accept the proposal it deems to be in its best interest or to reject all proposals.

College's Right to Negotiate

The College reserves the right to negotiate with each Vendor submitting a proposal on any aspect of the products and services which this document stipulates or implies and/or which the Vendor provides, in connection with the specifications. Respondents are cautioned, however, to submit proposals initially on a most favorable basis, since an award decision may be made without any award negotiation, based on best meeting the evaluation criteria.

The College reserves the right to negotiate with any Vendor at any time in its sole discretion. In the event that information or pricing submitted by a Vendor is unclear to the College, the College may request additional information and/or pricing breakdowns from that Vendor. The Vendor must answer, in writing, such requests for additional information and/or clarification; these responses will become part of the Vendor's proposal.

Respondents failing to provide adequate information on any issue in a timely manner necessary to allow a comprehensive evaluation by the College will be considered unresponsive and their proposals may be subject to rejection at the College's sole discretion.

Debriefing

Mt. SAC will not provide debriefing to RFP applicants who were not selected for recommendation of award to the Board of Trustees. This practice helps maintain the confidentiality of the selection process. The College appreciates your honoring this practice and looks forward to future opportunities for doing business with your Firm.

Accuracy of Data and Solicitation Changes

After the issuance of this RFP and before the date set for receipt of proposals, the District reserves the right to make changes to this RFP, including but not limited to its specifications, correct defects or ambiguities or extend the closing date for receipt of proposals. In the event the proposal due date is postponed, all Suppliers shall be notified of the new day and time of proposal submission.

Pricing

The pricing required in this proposal package must include all information concerning fees and other costs, if any, total number of composite vendor hours and other relevant factors to include software fees, implementation fees, consulting fees, and support. Up-front and ongoing fees should be listed separately.

Contract Term

If a Contract is awarded as a result of this RFP, the Contract term will commence on the date of Contract execution and continue for an initial period of one (1) year with the option to renew for four (4) additional one-year periods.

The District may terminate any resulting Contract, in its entirety, for any reason or for no reason, upon not less than thirty (30) days advance written notice.

Pricing for this initial term shall remain fixed for the entire term. After the initial term, fees may be renegotiated and renewed in terms of variable years but never absorbing an increase in cost greater than THREE PERCENT (3%) on an annual basis.

Termination

College may terminate this Contract upon ten (10) days' notice without cause and Vendor shall be entitled to compensation for work adequately performed up to the date of termination based on College's satisfactory acceptance. College may terminate immediately upon default and may withhold from payments due on this contract the amount necessary to complete the work as scheduled.

Insurance

Bidder shall procure and maintain from an insurance company that is admitted to write insurance in the State of California or that has a rating of or equivalent to an A: VIII by A.M. Best and Company the following insurance:

- Commercial general liability equivalent in scope to ISO form CG 00 01 10 93 in an amount not less than Two Million Dollars (\$2,000,000) per occurrence. Such coverage shall include but shall not be limited to broad form contractual liability, cross liability protection, sudden and accidental pollution and cleanup liability, and products and completed operations liability. DISTRICT, its officials, employees, and agents shall be named as additional insureds by endorsement equivalent in scope to ISO form CG 20 10 11 85 or CG 20 26 11 85, and this insurance shall contain no special limitations on the scope of protection afforded to DISTRICT, its officials, employees, and agents and shall be primary and not contributing to any other insurance or self-insurance maintained by DISTRICT, its officials, employees, and agents.

- Contractor's Pollution Liability insurance in an amount not less than Two Million Dollars (\$2,000,000) per claim. Such insurance shall include but shall not be limited to cross liability protection and any coverage required to meet all state and Federal requirements relating to the removal, transfer, use or other activity involving hazardous or contaminated materials. DISTRICT, its officials, employees, and agents shall be named as additional insureds by endorsement, and this insurance shall contain no special limitations on the scope of protection afforded to DISTRICT, its officials, employees, and agents and shall be primary and not contributing to any other insurance or self-insurance maintained by DISTRICT, its officials, employees, and agents and shall contain cross liability protection.
- Commercial automobile liability equivalent in scope to ISO form CA 00 01 06 92 covering Auto Symbol 1 (Any Auto), in an amount not less than Two Million Dollars (\$2,000,000) combined single limit. Such coverage shall include but shall not be limited to sudden and accidental pollution and cleanup liability and any coverage or limits required to meet all state and Federal requirements relating to the transfer of hazardous or contaminated materials in excess of the requirements herein. DISTRICT, its officials, employees and agents shall be named as additional insureds by endorsement, and this insurance shall contain no special limitations on the scope of protection afforded to DISTRICT, its officials, employees, and agents.
- Workers' compensation as required by the Labor Code of the State of California and employer's liability insurance in an amount not less than One Million Dollars (US \$1,000,000) per accident or occupational illness. The policy shall be endorsed with a waiver of the insurer's right of subrogation against DISTRICT, its officials, employees, and agents.
- Any self-insurance program or self-insurance retention must be approved separately in writing by DISTRICT and shall protect **DISTRICT, and its officials, employees, and agents** in the same manner and to the same extent as they would have been protected had the policy or policies not contained retention provisions. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, or canceled by either party except after twenty (20) days prior written notice to DISTRICT, and shall be primary and not contributing to any other insurance or self-insurance maintained by DISTRICT.

Warranty

Vendor shall diligently and carefully perform all work required hereunder in a good and workmanlike manner according to the standards observed by a competent practitioner of the profession in which Vendor is engaged in the geographical area in which Vendor practices its profession, and shall furnish all labor, supervision, materials, equipment, and supplies necessary.

Force Majeure

Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due to circumstances beyond its reasonable control including without limitation, Acts of God, accident, labor disruption, acts, omissions and defaults of third parties, and official, governmental and judicial action not the fault of the party failing or delaying in performance.

Attorney's Fees

If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

Indemnification – General

Each party hereto shall be solely responsible for, and shall indemnify and hold the other party free and harmless from, any and all claims, damages, costs or lawsuits (including reasonable attorneys' fees), relating to bodily injury or tangible property damage arising out of the intentional or negligent act or omission of such Party or its employees, agents or vendors.

Indemnification – Intellectual Property

Vendor agrees to indemnify, defend and hold District harmless from and against any claims, demands, liabilities, or expenses, including, but not limited to any claim or action brought by third parties against District arising out of or related to infringement by Vendor of any patent, copyright, trade secret, trademark or other intellectual property right involving the Services provided by Vendor to District as described in this Agreement. Vendor agrees to indemnify District and its officers, directors, attorneys, agents and employees against all damages and costs, including attorneys' fees, which may be assessed against or incurred by District as a result of any such claim or action. District shall tender its defense to Vendor, and shall provide Vendor with (i) prompt written notice of any such claim or action or the possibility thereof; (ii) control and authority over defense or settlement of such claim or action and (iii) proper, full information and assistance to settle and/or defend any claim or action.

Governing Law

The Agreement shall be governed, construed, and enforced in accordance with the laws of the State of California.

Jurisdiction

The state courts within Los Angeles County, California, and respective federal courts, shall have exclusive jurisdiction to adjudicate any dispute arising out of the Agreement. Each Party expressly consents to the personal jurisdiction of, and venue in, such courts.

Specific Inclusions

- *Attachment A – References
- *Attachment B – Fee Proposal Form
- *Attachment C – Non-Collusion Declaration
- *Attachment D – Acknowledgement Statement
- *Attachment E – Sample Agreement

* Attachments must be submitted with proposal

ATTACHMENT A – REFERENCES

REFERENCES

Vendor shall provide a minimum of three (3) Customer References.

Preference will be given to references from Community College Districts, Colleges, Universities and/or K-12 School Districts.

REFERENCE #1	
NAME OF FIRM	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	()
CONTACT	
E-MAIL ADDRESS	
PROJECT NAME	
SCOPE OF SERVICE	
COMPLETION START/END DATE	
APPROX. COST	

REFERENCE #2

NAME OF FIRM	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	()
CONTACT	
E-MAIL ADDRESS	
PROJECT NAME	
SCOPE OF SERVICE	
COMPLETION START/END DATE	
APPROX. COST	

REFERENCE #3

NAME OF FIRM

ADDRESS

CITY,
STATE, ZIP
CODE

TELEPHONE #

()

CONTACT

E-MAIL ADDRESS

PROJECT NAME

SCOPE OF SERVICE

COMPLETION
START/END DATE

APPROX. COST

ATTACHMENT B
FEE PROPOSAL FORM
Network Video Camera Management System
(RFP #3233)

Description	Pricing
Hardware	
Software Licensing for 150 cameras	
Implementation fees or one time setup-ups	
Maintenance (Annual OnSSI)	
Documentation & Training	
Consulting Services	
Miscellaneous	
Total	

- **Hardware:** List your hardware items and pricing for each
- **Software options and license terms:** Explain your pricing options (i.e. perpetual or subscription; per user, per device, concurrent or enterprise licensing).
- **Implementation fees or one time set-ups:** Provide all cost associated with the initial set-up and implementation of the systems.
- **Annual License or Maintenance:** If it is not part of the subscription costs.
- **Documentation & Training Costs:** Recommended training and associated costs along with documentation materials (i.e. drawings, manuals)
- **Consulting Services:** Recommended consulting services (i.e. integration development, report development)
- **Miscellaneous:** List any other costs associated with the implementation/integration

ATTACHMENT C

NON-COLLUSION DECLARATION

**STATE OF CALIFORNIA
COUNTY OF LOS ANGELES**

RFP No 3233 – Network Video Camera Management System

The undersigned declares:

I am the _____ of _____,
Title Company

the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation.

The bid is genuine and not collusive or a sham.

The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.

The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.

All statements contained in the bid and related documents are true.

The bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____,
Date

at _____,
City State

Signature

(Address)

Name Printed or Typed

(City, County and State)

(_____) _____
(Area Code and Telephone Number)

Attachment D
Acknowledgement Statement
Network Video Camera Management System
RFP #3233

Sealed Proposals: All proposal sheets and this original acknowledgement form must be executed and submitted under sealed cover. The face of the cover must contain, in addition to the address, the date and time of the proposal opening and the proposal number. All proposals are subject to the conditions stated within the RFP. Proposal must contain a manual signature of authorized representative in the space provided below. **Proposals must be typed or printed in ink.** Use of erasable ink is not permitted. All corrections made to the attached proposal must be initialed. The company name must appear on each page of the proposal. Each page of the proposal must be sequentially numbered. Proposals not presenting fee proposals as described in section "Format for Submittals", will be considered non-responsive. One (1) Original and (1) one copy in PDF on a flash drive must be provided.

I certify by my signature below that, I have been given Mt. San Antonio Community College District's RFP #3233, including specifications and materials that summarize the terms and conditions of the this proposal and will submit prior to **2:00 p.m., July 29, 2019.**

Firm Name: _____

Firm's Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Printed Name/Title

Signature

Acknowledgement Statement must be completed and submitted along with the RFP otherwise bidders submission will be considered non-responsive.

Attachment E

SAMPLE SERVICE AGREEMENT FOR Network Video Camera Management System

THIS CONTRACT made and entered into on October 1, 2019, by and between - _____ a California corporation, hereinafter called the "VENDOR" and **Mt. San Antonio Community College District**, a California Community College District, hereinafter called the "DISTRICT".

WITNESSETH, the parties do hereby contract and agree as follows:

1. SCOPE OF SERVICES

VENDOR agrees to furnish the DISTRICT with Network Video Camera Management System in accordance with the Scope of Work as outlined in "**Exhibit A**".

2. TERM

The initial contract will be for one year (1) year period commencing **October 1, 2019** with the option to renew for up to four additional one (1) year periods, not to exceed a total of five (5) years.

3. PRICE

- 3.1 The cost for the basic services shall be provided per VENDOR'S Rate Schedule as shown in "**Exhibit B**".
- 3.2 VENDOR shall be liable for all taxes, fees or other charges imposed by federal, state, or local laws and regulations.
- 3.3 Payment Schedule: VENDOR shall submit invoices on a monthly basis, and DISTRICT shall pay VENDOR within thirty (30) days after receipt of an approved invoice.
- 3.4 Disputes: DISTRICT shall timely pay all undisputed amounts due VENDOR. DISTRICT shall notify VENDOR of its dispute of any portion of the invoice, and shall, at its sole discretion, withhold payment for such disputed portion until the issue is resolved to the satisfaction of the parties. VENDOR shall continue with the responsibilities under this Agreement during any dispute.

4. VENDOR'S EQUIPMENT

Vendor shall provide adequate equipment. Vendor shall provide the services called for in such a manner and method as to conform to all regulatory requirements regarding the proper treatment of the campus in accordance with the, any applicable state or federal codes, ordinances, orders, or statutes.

5. PERFORMANCE

Vendor shall perform all work under this Agreement, taking necessary steps and precautions to perform the work to the District's satisfaction. Vendor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other services furnished by the Vendor under this Agreement. Vendor shall perform all work diligently, carefully, and in a good and workman-like manner; shall furnish all labor, supervision, machinery, equipment, materials, and supplies necessary therefore; shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of the District required in its governmental capacity, in connection with performance of the work; and, if permitted to subcontract, shall be fully responsible for all work performed by third party sub-vendors.

6. INSURANCE AND INDEMNIFICATION

As a condition precedent to the effectiveness of this CONTRACT, VENDOR shall procure and maintain at VENDOR's expense for the duration of this CONTRACT from an insurance company that is admitted to write insurance in the State of California or that has a rating of or equivalent to an A:VIII by A.M. Best and Company the following insurance:

- 7.1 Commercial general liability equivalent in scope to ISO form CG 00 01 10 93 in an amount not less than Two Million Dollars (\$2,000,000) per occurrence. Such coverage shall include but shall not be limited to broad form contractual liability, cross liability protection, sudden and accidental pollution and cleanup liability, and products and completed operations liability. DISTRICT, its officials, employees, and agents shall be named as additional insureds by endorsement equivalent in scope to ISO form CG 20 10 11 85 or CG 20 26 11 85, and this insurance shall contain no special limitations on the scope of protection afforded to DISTRICT, its officials, employees, and agents and shall be primary and not contributing to any other insurance or self-insurance maintained by DISTRICT, its officials, employees, and agents.
- 7.2 Vendor's Pollution Liability insurance in an amount not less than Two Million Dollars (\$2,000,000) per claim. Such insurance shall include but shall not be limited to cross liability protection and any coverage required to meet all state and Federal requirements relating to the removal, transfer, use or other activity involving hazardous or contaminated materials. DISTRICT, its officials, employees, and agents shall be named as additional insureds by endorsement, and this insurance shall contain no special limitations on the scope of protection afforded to DISTRICT, its officials, employees, and agents and shall be primary and not contributing to any other insurance or self-insurance maintained by DISTRICT, its officials, employees, and agents and shall contain cross liability protection.
- 7.3 Commercial automobile liability equivalent in scope to ISO form CA 00 01 06 92 covering Auto Symbol 1 (Any Auto), in an amount not less than Two Million Dollars (\$2,000,000) combined single limit. Such coverage shall include but shall not be limited to sudden and accidental pollution and cleanup liability and any coverage or limits required to meet all state and

Federal requirements relating to the transfer of hazardous or contaminated materials in excess of the requirements herein. DISTRICT, its officials, employees and agents shall be named as additional insureds by endorsement, and this insurance shall contain no special limitations on the scope of protection afforded to DISTRICT, its officials, employees, and agents.

- 7.4 Workers' compensation as required by the Labor Code of the State of California and employer's liability insurance in an amount not less than One Million Dollars (US \$1,000,000) per accident or occupational illness. The policy shall be endorsed with a waiver of the insurer's right of subrogation against DISTRICT, its officials, employees, and agents.
- 7.5 Any self-insurance program or self-insurance retention must be approved separately in writing by DISTRICT and shall protect **DISTRICT, and its officials, employees, and agents** in the same manner and to the same extent as they would have been protected had the policy or policies not contained retention provisions. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, or canceled by either party except after twenty (20) days prior written notice to DISTRICT, and shall be primary and not contributing to any other insurance or self-insurance maintained by DISTRICT.
- 7.6 *Any sub-vendors which VENDOR may use in the performance of this CONTRACT shall be required to indemnify the DISTRICT to the same extent as the VENDOR and to maintain insurance in compliance with the provisions of this section.*
- 7.7 VENDOR shall deliver to DISTRICT certificates of insurance and original endorsements for approval as to sufficiency and form prior to the start of performance hereunder. The certificates and endorsements for each insurance policy shall contain the original signature of a person authorized by that insurer to bind coverage on its behalf. "Claims-made" policies are not acceptable unless DISTRICT Risk Manager determines that "Occurrence" policies are not available in the market for the risk being insured. In a "Claims-made" policy is accepted, it must provide for an extended reporting period of not less three years after the contract's expiration or equivalent. Such insurance as required herein shall not be deemed to limit VENDOR's liability relating to performance under this CONTRACT. DISTRICT reserves the right to require complete copies of all said policies at any time. Any modification or waiver of the insurance requirements herein shall be made only with the approval of DISTRICT Risk Manager. The procuring of insurance shall not be construed as a limitation on liability or as full performance of the indemnification provisions of this CONTRACT.

7. TERMINATION

- 7.1 DISTRICT may terminate this Agreement for cause upon thirty (30) days written notice to VENDOR should VENDOR fail to perform any of the requirements of this Agreement at the time and in the manner herein provided.

- 7.2 DISTRICT may terminate this Agreement for convenience upon ninety (90) days written notice to the VENDOR.
- 7.3 In the event of termination for cause, DISTRICT shall pay VENDOR for all work actually performed by VENDOR prior to the date of termination.

8. MISCELLANEOUS

- 8.1 Governing Law. This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.
- 8.2 Capacity. In furnishing services under this Agreement, neither VENDOR nor DISTRICT shall be construed to be the agent, employee, or representative of the other, except as specified in this Agreement. In furnishing services under this Agreement, none of the employees or representatives of VENDOR is an employee or agent of DISTRICT.
- 8.3 Non-Discrimination. VENDOR agrees that it will not discriminate in the selection of any employee because of race, creed, national origin, religion, sex, marital status, age, handicap, and/or medical condition.
- 8.4 Guarantee. VENDOR guarantees all labor and equipment used in the performance of this Agreement.
- 8.5 Notices. Any notice relevant to this Agreement shall be addressed to the signatories listed below, and shall be served one on another only if delivered by personal delivery, by postage prepaid First Class Certified Return Receipt Requested United States Mail, by special courier or facsimile that provides confirmation of receipt.
- 8.6 Assignment. This Agreement is not assignable by VENDOR, either in whole or in part, without the written consent of DISTRICT.

IN WITNESS WHEREOF, this Agreement has been duly executed by VENDOR and DISTRICT as of the date set forth above.

DISTRICT

VENDOR

Mt. San Antonio Community College District
1100 North Grand Avenue
Walnut, CA 91789
(909) 594-5611; fax (909) 468-4025

By: _____

Michael D. Gregoryk
Vice President, Administrative Services

By: _____

Name: _____

Title: _____
(Corporate Seal)

Exhibit A

In order to achieve a secure and functional system, the following minimum scope of work is required. If additional scope is required to deliver a fully functional system, it should be noted and included in the proposal.

1. **General Requirements – Overview:** Describe how the proposed solution can achieve these general requirements:
 - Provide and license all software components required for operating the current version of Ocularis Ultimate (ULT), licensed for 150 cameras.
 - Provide and license all software components required to operate Ocularis 5 Web and Ocularis 5 Mobile.
 - Provide and license all software components necessary to operate Ocularis 5 Remote Video Wall.
 - The core components of the ULT software will be installed on virtual machines located in the college data center. The college virtual machine environment consists of: *VMWare cluster powered by 8 ESXi servers. Hosts contain E5-2695v4 processors at 2.10ghz (2 sockets, 18 cores, 72 logical processors, hyper-threading enabled), 256gb RAM, 2 10gb Ethernet cards, and configured for High Availability*
 - The vendor will coordinate with IT staff and assist in the specification of necessary virtual machines following best practices as specified by OnSSI.
 - The vendor will coordinate with IT staff to determine and configure disk storage requirements for the virtual machines supporting Ocularis recording in the data center.
 - The vendor will coordinate with IT staff to configure and install edge recording at the Child Development Center using college provided hardware. Edge recording will be used to support the Bosch cameras located in that complex.
 - The vendor will coordinate with *technical staff* to configure all camera and hardware components to use multicasting wherever practical.
 - The vendor will coordinate with *technical staff* to configure and secure the 40 Bosch cameras in the Child Development Center (System A). The college will coordinate the connection of the campus network to the camera LAN in the Child Development Center. Camera IP addresses have already been coordinated to allow interconnection of the two networks. The vendor will insure that complex password security has been implemented on all cameras, that all cameras are multicast enabled where practical and that the correct Bosch drivers have been installed in the Ocularis software. The vendor will configure all camera hardware to use a College provided NTP server to insure time accuracy on all cameras.
 - The vendor will coordinate with *technical staff* to configure and secure the 28 networked Axis cameras throughout the campus (System B). The vendor will insure that complex password security has been implemented on all cameras, that all cameras are multicast enabled where practical and that the correct Axis drivers have been installed in the Ocularis software. The vendor will configure all camera hardware to use a College provided NTP server to insure time accuracy on all cameras.

- The vendor will *train and* coordinate with *College* staff to implement recording schedules, camera and server based analytics, alarms, video wall implementation and other configuration issues required for a complete system.
- The vendor will coordinate with technical staff to install, implement, train and secure Ocularis Web and Ocularis Mobile, *including system administration*.
- *The vendor will coordinate with technical staff to establish and implement security measures on the Ocularis system to insure that only authorized users are permitted to access cameras and recordings and that user groups are established to limit access to specific cameras and recordings to designated user groups.*
- *The vendor will assist College staff in the training, configuration and installation of viewer software on existing college provided computers.*
- The vendor will assist and advise the college in the implementation of video retention time policies for content stored on the Ocularis system.
- The vendor will assist and advise the college on the establishment of chain of custody policies for video stored on the Ocularis system that may be used in criminal prosecutions.
- Provide evidence of a proven track record of successful implementations including higher education implementations.

2. Reporting and Analytics:

- Provide usage reports based on a wide variety of criteria: Data by type, data by specific venues/areas of interest, data by date range, etc.
- Ability to define custom row level criteria for reports.
- Ability to accurately compute time, date and area of recorded events.

3. Technical Requirements:

- **Integration:** Describe how the proposed solution addresses the following:
 - 3..1. Interoperability with access control and building automation systems.
 - 3..2. Single Sign-On authentication for system administrators and requesters.
 - 3..3. Energy Management: Describe how your system can be integrated with an energy management system such as Automated Logic.
- **Technical Environment:** Describe how the proposed solution addresses the following:
 - 3..1. The type of environment you provide; i.e. SaaS, Hosted or Managed services; multitenant or single tenant environment.
 - 3..2. The scheduled maintenance methodology and frequency.
 - 3..3. The upgrade/enhancement methodology and frequency.
- **User and Technical Support:** Describe how the proposed solution addresses the following:
 - 3..1. The support process; i.e. times available, method of contact escalation.
 - 3..2. Training; both initial and on-going.
 - 3..3. The process for deciding on how new enhancements, features or functions.
 - 3..4. User groups or communities and conferences.

4. Future Integration/Usage:

- Describe how the proposed system can handle upgrades to camera hardware and technology as well as adding new cameras to the proposed system.

**Exhibit B
Vendors Rates**

(To be inserted by Vendor)

SAMPLE