

SAN MATEO COUNTY SHERIFF'S OFFICE

REQUEST FOR PROPOSALS

FOR A NORTHERN CALIFORNIA REGIONAL INTELLIGENCE CENTER (NCRIC)
AUTOMATED LICENSE PLATE READER DATA UNIFICATION SYSTEM
RFP #1266

Brian M. Rodrigues

Proposals Due on: May 29, 2012

SAN MATEO COUNTY
REQUEST FOR PROPOSALS
FOR
AUTOMATED LICENSE PLATE READER
DATA UNIFICATION SYSTEM
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Chapter 1

Introduction and Background

Introduction

Overview

The San Mateo Sheriff's Office ("County"), on behalf of, and as the fiduciary agent of; the Northern California High Intensity Drug Trafficking Area ("NCHIDTA") and the Northern California Regional Intelligence Center ("NCRIC"), invites your company or organization to submit a written proposal to provide a consolidation and notification solution for automated license plate reader (ALPR) data; inclusive of all required technology and services, based on the requirements contained within this request for proposals (RFP).

This RFP is not a commitment or contract of any kind. The County, NCHIDTA, and NCRIC reserve the right to pursue any and/or all ideas generated by this request. Costs for developing the proposals are entirely the responsibility of the proposers and shall not be reimbursed. The County and the NCHIDTA/NCRIC reserve the right to reject any and all proposals. The County, NCHIDTA, and NCRIC reserve the right to waive any requirements of this RFP when it determines that waiving a requirement is in their best interest.

The County prefers a comprehensive solution with a single, prime contractor legally and financially responsible for all hardware (where applicable), software and services. However, the County recognizes that some vendors may not be able to supply all of the required elements within this RFP. Therefore, the County encourages vendors to team with other vendors that complement their proposal. Ultimately, the County will seek a prime vendor to assume total project accountability and responsibility.

RFP Structure

The proposal should clearly demonstrate how the solution you are proposing could best satisfy the requirements of the County. This written RFP states the scope of the business and technical requirements and specifies the rules for preparing the proposal response. The RFP includes four chapters, as follows:

Chapter 1 - Introduction and Background: The current chapter provides an introduction to the project, background information, and the primary objectives of the initiative.

Chapter 2 - Rules of Preparation: Provides general guidelines and rules to assist vendors in preparing their responses.

Chapter 3 - Vendor Response: Includes questions regarding the proposing company's background and qualifications, the specifications and capabilities of the proposed systems, the services to be provided, and proposed costs.

Chapter 4 - Requirements: Includes service and functional requirements and describes the instructions for completing responses to the requirements.

Background

Agencies Involved

The NCHIDTA is responsible for the coordination of counter-narcotic efforts for ten Bay Area Counties and five enforcement task force initiatives. The NCHIDTA also manages the NCRIC, which spans an additional five counties and combines the resources of the NCHIDTA with those of the region's DHS funded intelligence fusion center. The synthesis of the NCRIC's intelligence resources creates an "All Crimes Intelligence" Fusion Center with an Area of Responsibility (AOR) that includes 7.5 million residents, and encompasses the entire Northern Federal District of California within the fifteen counties of Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Francisco, Santa Clara, Santa Cruz, San Benito, San Mateo, and Sonoma.

Project Purpose and Objectives

The proposed solution will unify automated license plate reader (ALPR) data within the NCRIC AOR into a single, standardized database system. Law Enforcement users, from a single interface, will be able to query data from all sources, and set up notification alerts for when identified license plates of interest are encountered.

ALPR systems have proven to be a valuable tool in the field of criminal justice. High speed cameras and processing systems mounted on law enforcement vehicles and fixed locations immediately identify license plates of stolen vehicles, connected to felony warrants, or associated with Amber alerts. Recorded data provides evidence of a vehicle's location at a specific date and time, as potential support in criminal prosecution.

Presently, ALPR data in the Bay Area is distributed across several independent data stores, representing various ALPR Vendor platforms and data schemas. Disjoint record systems present a challenge for Law Enforcement to effectively search through all available data. A unified database and front-end would provide a single point of access for users to access existing – and future – license plate data.

Primary Objectives

The project's primary objectives are:

1. Consolidate ALPR data from various vendors, vendor software versions, and database platforms, into a common data schema.
2. Replicate data between multiple sites, collecting records from several data stores, and presenting the summed result as a single unique instance
3. Provide a web interface where approved Law Enforcement partners may search for full or partial plates, with filters for date range and location. Users may also enter a target list of license plates connected to an investigation or other duties.
4. Actively alert a user via email, text message, or other when a read on a plate from his/her target list enters the system.

Chapter 2

Rules of Preparation

Rules of Preparation

Introduction

The submitted proposal must adhere to the rules and format stated within this chapter (to ensure a fair and objective analysis of all proposals). All responses must be on this form (or its copy). Additional pages may be attached as necessary. However, unnecessarily lengthy documents (or marketing materials) are discouraged. Failure to comply with or complete any portion of this request may result in rejection of a proposal at the discretion of the County. In this RFP, the terms “vendor”, “proposer”, and “offeror” are used interchangeably.

General Provisions Regarding Public Nature of Proposals

Government Code Section 6250 et. seq., the Public Records Act, defines a public record as any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. The Public Record Act provides that public records shall be disclosed upon request and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

Proposer's Rights regarding Confidentiality of Proposals

The County and the NCHIDTA/NCRIC cannot represent or guarantee that any information submitted in response to the RFP will be confidential. If the County and the NCHIDTA/NCRIC receive a request for any document submitted in response to this RFP, they will not assert any privileges that may exist on behalf of the person or business submitting the proposal. If a proposer believes that a portion of its proposal is confidential and notifies the County and the NCHIDTA/NCRIC of such in writing, the County and the NCHIDTA/NCRIC may, as a courtesy, attempt to notify the Proposer of any request for the proposal. However, it would be the sole responsibility of that proposer to assert any applicable privileges or reasons why the document should not be produced, and to obtain a court order prohibiting disclosure. The Proposer understands that the County and the NCHIDTA/NCRIC are not responsible under any circumstances for any harm caused by production of a confidential proposal.

County's Rights Regarding Confidentiality of Proposals

To the extent consistent with applicable provisions of the Public Records Act and applicable case law interpreting those provisions, the County, NCHIDTA, and NCRIC and/or their officers, agents and employees retain the discretion to release or to withhold disclosure of any information submitted in response to this RFP.

Vendor Inquiries

All vendor inquiries must be submitted in email to the following address: RFP1266@ncric.org by close of business on the deadline for submission written questions.

Contact with other County employees regarding this RFP is expressly prohibited without prior consent. Vendors directly contacting other County employees during the selection process risk elimination of their proposal from further consideration.

Deadline for Written Questions

Submit written questions to the Project Consultant by May 15th, 2012. Questions arising after this date will be answered at the discretion of the County in the form of addendum. Responses will be issued to all proposing vendors.

Modifications to the RFP

Changes to this RFP shall be made only by formal written amendment(s) issued by the County. In the event it becomes necessary to revise any part of this RFP, addenda shall be provided to all vendors who have registered their interest in this procurement with the County. All addenda issued by the County shall be considered a part of the specifications submitted to the vendors for preparation of their proposals and should be addressed in the vendor response.

Submission of Proposals

Responding vendors must submit six (6) complete copies, one marked "ORIGINAL", plus an electronic copy (on CD or other portable medium) with the Proposer's response in any combination of Word Document, Excel Spreadsheet, or Adobe PDF.

Proposals must be submitted in a sealed envelope or box, marked "Proposal for The County of San Mateo ALPR Unification System", and received no later than 4:00pm on May 29th, 2012.

Address proposals to:

San Mateo County
Purchasing Division: 4th Floor
Request for Proposal Number 1266
455 County Center
Redwood City, California 94063

Proposals received by the County after the above date and time will not be considered. Evaluation of the proposals is expected to be completed within thirty (30) days after receipt. The failure or omission to examine any form, instrument or document shall in no way relieve vendors from any obligation in respect to its proposal.

Medium of Document

This RFP is the property of the County of San Mateo. The electronic version of the RFP is available in Microsoft Word for use by vendors in preparing their proposal responses. The document may also be downloaded from the County's web site at <http://www.co.sanmateo.ca.us> (navigate to the Sheriff's Office, and click on 'Hot Topics'). For written responses, the original format and page numbering of this RFP should be maintained. Appropriate narrative clarification of answers is encouraged as needed. However, narrative should be provided on additional pages in order to maintain the original format and pagination (e.g., Exhibits, Attachments, etc.). Any omissions or errors in the submitted proposals are the responsibility of the submitting vendor. Any other duplication or use of this document is prohibited.

Notification of Withdrawal of Proposal

Proposals may be modified or withdrawn prior to the date and time specified for proposal submission by an authorized representative of the vendor by formal written notice. Proposals submitted will become the property of the County after the proposal submission deadline.

Errors and Omissions

The vendor shall point out to County, and not be allowed to take advantage of, any obvious errors and/or omissions in these specifications or in the vendor's specifications submitted with his/her proposal.

Rights to Pertinent Materials

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the vendor that are submitted as part of the proposal shall become the property of the County upon receipt by the County.

News Releases

News releases and all other related information (e.g., recommendations, etc.) pertaining to this project shall not be made available to anyone without prior approval by the County.

Right to Reject Proposals

The County reserves the right to reject any and all proposals or any part of any proposal, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the County may deem necessary in its interest.

The County reserves the right to cancel the award of a contract at any time should the vendor fail to comply with the terms and conditions of this RFP. In all matters relating to the cancellation of this RFP, the County shall be the sole judge of its best interest and vendor compliance with terms and conditions.

Demonstrations

As part of the evaluation process the County will require demonstrations of similar systems and/or specific applications that are installed and operational. Finalist vendors should be prepared to demonstrate applications and answer questions with the project's Steering Committee. All costs of the demonstrations are the vendor's responsibility. Additionally, the County may require visits to existing installations of comparable systems. The County will be responsible for costs associated with visiting other installations.

Evaluations

An evaluation team, composed of representatives from the County, will evaluate proposals on a variety of quantitative and qualitative criteria. The lowest price proposal will not necessarily be selected.

Selected vendors may be invited to make oral presentations to the evaluation team. The vendor representative(s) attending the oral presentation shall be technically qualified to respond to questions related to the proposed solution.

The criteria upon which the evaluation of the proposals will be based include, but are not limited to, the following:

1. Adherence of the proposal to the format specified herein; all required information must be provided as indicated herein.
2. Quality and depth of references.
3. Previously demonstrated ability to successfully provide the services and technology required by the County.
4. Level of service and responsiveness that the vendor commits to providing to the County.
5. Financial stability and resources of the vendor.
6. Experience and technical expertise of staff.
7. Design, capability, and functionality of any application software as determined by the evaluation team.
8. Current availability and ability to demonstrate installation of any proposed software applications required by the County.
9. Level of integration between applications and demonstrated interfaces with external systems/devices.
10. Capability, design, reliability, warranty and expandability of proposed hardware.
11. Economic feasibility and justification of all costs.
12. Vendor willingness and ability to negotiate a contract acceptable to the County.
13. Feasibility, timeliness and quality of the proposed implementation schedule.
14. Level of assistance to be provided to the County by the vendor during the implementation process as part of the contract.
15. The number of hours and extent of user training.
16. Quality and extent of the documentation to be provided.

Each proposal will be carefully reviewed by the evaluation team based on these 17 criteria. At least two vendors will be invited to present an oral demonstration of their capabilities.

Exceptions to the RFP

The format of the RFP must be followed and all requested information must be submitted as indicated. However, the County is receptive to any additional suggestions pertaining to phasing and scheduling of application development, equipment installation and software implementation, additional related capabilities, and any alternative methods of obtaining any portion of the system requirements.

Discrimination and Equal Opportunity

It is the policy of the County of San Mateo to afford all people an equal opportunity to bid on any contract being released by the County. The County of San Mateo has a policy that prohibits discrimination against any person because of race, color, creed, marital status, religion, age, sex, sexual orientation, national origin or disability in the award or performance of any contract. The County of San Mateo will require its employees, agents and contractors to adhere to this policy.

Board of Supervisors Approval

The Board may, at its discretion, reject, accept or modify any proposal recommended to it by the evaluation team.

Immigration Laws

Vendor shall take all steps necessary to ensure that all its employees and any sub-contractors are authorized to work in the United States as required by the Immigration Reform and Control Act of 1986.

Contractor Declaration Form

The vendor must be able to agree to all of the terms of the Declaration Form included as Attachment A in the Appendix.

Independent Contract Agreement

All applicable terms and conditions will be incorporated into any resulting contract. The County reserves the right to obtain the most favorable terms and may require vendors to modify their proposals. In addition, the successful vendor will be required to enter into a written agreement with the County wherein the vendor will undertake certain obligations relating to the implementation and performance of the intelligence management system. These obligations may include, but are not limited to, the following:

Knowledge of Conditions: Before submitting a proposal, vendors must carefully examine this RFP and inform themselves thoroughly as to all aspects of the work pursuant to the requirements. Pleas of ignorance of conditions or difficulties that may be encountered in the execution of the work pursuant to this document as a result of a failure to make the necessary examinations or investigations shall not be accepted for any failures or omissions on the part of successful vendors to fulfill, nor shall they be accepted as a basis for any claims whatsoever for extra compensation or for the extension of time.

Inclusion of Documents: A copy of the RFP and the proposal submitted in response will be included as part of the final contract with the selected vendor. In addition to the completed proposal, a resulting purchasing contract may include, but not be limited to, written correspondence or facsimiles between the County or its consultant and the vendor subsequent to proposal submission.

Accountability: The selected vendor will be required to submit monthly status reports covering such items as progress of work being performed, milestones attained, problems encountered and corrective action taken. The vendor shall attend project status meetings at least once per month during the course of the entire implementation period or scope of the project, at no additional cost to the project. Project financial reporting and invoicing will be mutually agreed upon.

Insurance: The successful vendor shall not start work until all insurance requirements meet the approval of the County's Risk Manager. The prime vendor is also responsible for all sub-contractor insurance requirements. Duplicate copies of original insurance policies required by this Agreement shall be provided to the County's Risk Manager. The vendor shall agree to furnish and maintain, during the period of this agreement, insurance coverage meeting the following requirements:

- a. Commercial General Liability Insurance at minimum combined single limits of \$2,000,000 per occurrence aggregate for Bodily Injury and Property Damage. Coverage shall include, but not be limited to: blanket contractual;

products/completed operations; broad form property damage. Any exclusion for product liability or safety shall be removed. Coverage for Products/Completed Operations must be maintained for at least two (2) years after the work is completed. Contractual Liability must be maintained with respect to the vendor's obligations contained in the agreement.

- b. Workers Compensation insurance at statutory limits, including employer's liability coverage at \$1,000,000 per occurrence.
- c. Commercial automobile liability insurance at minimum combined single limits of \$1,000,000 per occurrence for any auto.
- d. Errors and Omissions (i.e. Professional negligence) at minimum combined single limits of \$1,000,000 per occurrence.

Vendor shall provide the following endorsements:

- a. The County of San Mateo shall be named an additional insured (CG 2010 1185) with respect to general liability and automobile liability.
- b. All liability policies shall contain cross liability and severability of interest clauses.
- c. A waiver of subrogation in favor of the County of San Mateo with respect to the worker's compensation insurance.
- d. The policy shall be endorsed to require the insured to immediately notify the County of San Mateo of any material changes in the insurance coverage.
- e. The contractor's insurance shall be primary coverage as respects the County of San Mateo.

All insurance shall be purchased from an insurance company with a current A.M. Best rating of not less than A:VII. All insurance must be written on forms filed with and approved by the California State Board of Insurance. Certificates of insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

- a. The company is licensed to do business in the State of California.
- b. The company's forms have been approved by the California State Board of Insurance.
- c. Sets forth all endorsements as required above.
- d. The certificate must also show that the County will receive a registered notice (30) days before any material change in coverage.

Warranty: Any vendor-provided software is to be under warranty for one year from date of acceptance. The warranty shall require the vendor to be responsible for all cost of parts, labor, field service, pickup and delivery related to repairs or corrections during the warranty period. The vendor warrants that the items furnished will conform to its description and any applicable specifications shall be of good merchantable quality and fit for the known purpose for which sold. This warranty is in addition to any standard warranty or service guarantee by the vendor to the County.

All equipment furnished shall be guaranteed by the vendor for a minimum period of one year against defects in design, material, and workmanship. The warranty period shall begin with acceptance of the completed work. Warranty repairs to correct discrepancies identified during this period will include labor and materials at no cost to the County. Any faulty equipment that, in the

judgment of the County, is not reasonably repairable shall be replaced by the vendor as a warranty action.

Costs: All costs must be detailed specifically in the vendor cost section of the proposal. No additional charges (e.g., for transportation, container packing, installation, training, out-of-pocket expenses, etc.) will be allowed unless so specified in the proposal. Costs should be itemized on appropriate pages. Vendors must fill out all appropriate cost pages in Chapter 4 (or replica of these pages). The County will not be liable for any costs associated with the preparation, transmittal or presentation of any proposals or material submitted in response to this request for proposal.

Payment Schedules: The County will require a payment schedule based on defined and measurable milestones.

Under no circumstances will payments be made in advance of work performed. The County will require holdback of all contract monies (a minimum of 10%) until acceptable performance is demonstrated.

Training: The County and the vendor will develop a mutually agreeable training schedule. Training will be conducted at the NCRIC facilities and consist of both operational and administrative information. Training is a critical issue for the organization. In preparing your response, be prepared to address the number of persons to be trained, estimated hours of training and the availability of training medium materials (including photocopies, electronic formats and videotape).

Software Defects: The vendor shall promptly correct all software defects for which the vendor is responsible, within a time period agreed upon by the County and the vendor.

Indemnification: Vendors shall defend, indemnify and hold harmless the County, its officers, officials, employees, designated volunteers (reserves) and agents from or on account of any injury or damage received or sustained by any person or persons during or on account of any operation proximately connected with the provisions of any provided services by vendor, its suppliers or subcontractors, their agents, employees, or for the vendor or their agents names responsibility for, or for both; or by consequence of any negligent act or omission in connection with the same; or by use of any improper materials or by or on account of any act or omission of vendor, its suppliers, subcontractors, or the agents or employees.

Further, vendor agrees, at its own expense, to defend, indemnify and hold harmless the County, its officers, employees, agents and designated volunteers, from any and all claims, costs, including attorney fees or liability arising from or based upon the alleged violation of any applicable laws, ordinances or regulations and all suits and actions of every name and description that may be brought against the County which could result from any operation or activity under this contract to be awarded whether such activity or operation be performed by vendor or subcontractor or by anyone directly or indirectly employed by either.

Patents and Royalties: Vendor, without exception, shall indemnify and hold harmless the County, its officers, officials, employees, designated volunteers (reserves) and agents from any liability of any nature or kind, including costs and expenses for or on account of trademark,

copyrighted, patented, or non-patented invention, process or article manufactured or used in the performance of the contract, including its use by County. If the vendor uses any design, device or materials covered by patent, trademark or copyright, it shall be mutually understood and agreed without exception that the proposal prices shall include all royalties or costs arising from the use of such design, device or materials in any way involved in the work.

Resolution of Disputes: The vendor and County agree that in the event of any controversy, dispute, or claim between the County and the vendor arising out of, in connection with or in relation to the interpretation, performance or breach of this agreement, including but not limited to any claims based on contract, tort or statute before filing a lawsuit the parties agree to submit the matter to Alternative Dispute Resolution pursuant to the laws of the State of California. The vendor and County shall select a third party arbitrator or mediator. All forms of Alternative Dispute Resolution may be used except binding arbitration. The proceedings shall be conducted in accordance with the laws of the State of California.

Background Checks: The successful vendor will be required to authorize the investigation of its personnel proposed to have access to non-public areas of the NCHIDTA/NCRIC facilities. The scope of the background check is at the discretion of the County. Proposed staff will be required to provide their full legal name, date of birth and social security number.

Notice to Proceed: Will be issued after the County receives the fully executed contract.

Other: The County will require vendors to provide, under the final contract such items as performance guarantees for response time, capacity guarantees, system availability, rights to source code, and system acceptance criteria. The selected vendor should be prepared to commit to these items.

The selected vendor may offer product enhancements, either in quantity or feature, so as to make its bid more appealing to the County.

Key Events and Projected Dates

Listed below are target dates by which the County expects certain events to be completed:

Release of RFP to Vendors	5/1/2012
Deadline for Submission of Written Questions	5/15/2012
Response to Written Questions	5/22/2012
Proposal Submission Deadline	5/29/2012
Contract Award	6/12/2012
Completion of Proposed Solution	10/1/2012

Chapter 3

Vendor Response

Vendor Response

Introduction

All responses must be submitted on this form (or its copy).

A: RESPONSE INSTRUCTIONS

This Chapter establishes the format and specific content for vendor response to this proposal, as follows:

Subsection A: The current section.

Subsection B: Requires general information regarding the vendor's company and subcontractors (if any).

Subsection C: Requires vendor reference information.

Subsection D: Provide a summary of the proposed solution, documentation and installation approach.

Subsection E: Requires information regarding any Computer Hardware, System Software, Network Communications Architecture, or other solution components proposed.

Subsection F: Requires information about the plan for implementing the proposed solution.

Subsection G: Requires information regarding warranty and maintenance services to be provided.

Subsection H: Requires information regarding vendor contractual responsibilities.

Subsection I: Requires specific pricing information.

Subsection J: Requires information on any exceptions to RFP terms and conditions.

Vendors are required to respond to all questions in one of three ways:

1. Provide information where requested directly in the spaces indicated; or
2. Provide information requested in an attachment clearly indicating the page number and item number to which responding; or
3. Instead of an attachment, provide the information requested (e.g., description, explanation) immediately below the question or request for information.

Adherence to the overall format of the RFP is required. Vendors who omit responses may be deemed unresponsive and risk being eliminated.

B: VENDOR GENERAL INFORMATION

Company Name:

Local Address Serving
The County:

Headquarters Address:

Representative(s)

Name	Title	Phone Number and Email Address
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Company Information

How many years has the company actively participated in database-driven software projects? _____ years

How many employees does the company have?

Nationwide: ____ employees In local office: ____ employees

Provide Dun & Bradstreet number _____

Vendor Collaboration / Subcontractor Services Overview

Please fill in the appropriate company name in the column next to the product or service to be provided by that vendor.

Role or service	Provided By Vendor Name(s)
a. Prime Contractor	<hr/>
b. Maintenance Services	<hr/>
c. Training	<hr/>
d. Other (Describe)	<hr/>
e. Other (Describe)	<hr/>

D: SUMMARY OF SOLUTION

Provide a summary of the proposed solution, documentation and installation approach:

1. Proposed Solution

Please provide a description of your proposed solution to achieving the County's goals and objectives as stated in this RFP. The County welcomes innovative and alternative solutions, and reserves the right to select an alternative approach when it is deemed in the best interest of the County.

2. Documentation

Identify the user manuals, business process guides, or other documentation that your company plans to develop during the initiative.

3. Installation

Provide a timeline, which depicts the milestones necessary to implement the proposed solution. Identify the roles and responsibilities of the vendor and the County in the timeline.

4. Maintenance, Support, and Warranty

Describe the duration and level of warranty covering the proposed solution, including hardware or software components if applicable. Explain the roles of the County and Vendor for maintenance or repair issues, and clarify what coverage is provided by the vendor or manufacturer. If applicable, include options for extending warranty coverage beyond the included duration. Note the County requires a minimum of one year coverage for all hardware, software, and services.

E. COMPUTER HARDWARE, SYSTEM SOFTWARE, AND ENDPOINT ACCESS

1. Server Hardware and Roles

If your solution includes new computer hardware, please describe each component of the system which will fulfill a server role (i.e. application server, web front end server, database server, etc.). Indicate whether the solution may be installed and supported on existing server infrastructure, and provide the minimum hardware and software requirements.

In general, the County is inclined toward self-hosted solutions due to applicable security and inventory / fixed asset restrictions, however “cloud hosted” or other datacenter/co-located/offsite solutions may still be considered.

Functional role (database, web, staging, integration, etc)	Hardware requirements (RAM, storage, cores)	Included with solution or installed on existing hardware?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Supported Platforms and Endpoint Requirements

If your solution includes software to be installed on or accessed from computer workstations, please describe the minimum required hardware and software specifications for those devices. List all supported platforms and versions (Microsoft Windows, Mac OS, etc). If use is available from mobile devices (tablets, smartphones, etc), list which platforms and versions are compatible, and briefly describe any functional difference.

Platform (Windows, MacOS, iOS, Android, etc). List minimum or supported version(s).	Functionality available
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Miscellaneous equipment

Please describe any other physical equipment or hardware, including but not limited to mounting racks and other furniture, interface devices, or data storage/backup.

4. Scalability and License Model

Please provide the following minimum information for each scalable parameter of your solution. All costs associated with these factors should be clearly identified in the Vendor Costs section.

Component	Minimum Required	Supported by proposed solution	Cost per growth increment
User Accounts	200		
Concurrent User Logins	50		
Database Capacity	9 TB		
Number of records	100 million		
Number of Replication Partner Databases	10		
Other (add rows as necessary)			

5. Database Management System

- a. All databases are compliant with open system standards such as ODBC? Y/N ___
- b. All databases use the relational database model? Y/N ___
- c. Data dictionaries and schema information are provided to client for all databases? Y/N ___
- d. County provided with full read access to data for potential integration with other systems? Y/N ___
- e. Database technology used? (SQL, Oracle, other) _____

6. Additional Information

- a. Please provide a diagram (or diagrams) showing, in detail, all proposed hardware and networking components and connectivity. The diagram(s) shall include centralized computer room components as well as an overall representation of the network and peripherals. Any component which is listed in Hardware Costs shall be included and identified in the diagram(s). Diagram(s) attached? Y/N _____
- b. What delivery lead time (from date of contract signing) is anticipated for hardware? Days _____

F: IMPLEMENTATION AND TRAINING

1. Installation

- a. Describe the hardware and software installation services to be performed included in this proposal:

- b. Describe any customer installation responsibilities:

- c. Describe the onsite and/or offsite software installation procedure, and the vendor's need for physical or remote access:

2. Training

- a. Indicate the hardware and software training included in this proposal. All training costs should be identified in the Vendor Costs section.

Course Description:	Applicable For:	Hours:
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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Total:

b. Describe any training alternatives:

3. Documentation

Please attach and clearly identify additional published reference material for all proposed hardware and related peripherals. Attached?

Y/N _____

4. System Maintenance and Operation – County Requirements

Describe any periodic functions that must be performed by County staff to ensure proper continued operation of the system. Describe any utilities that are provided to assist in the performance of each required function.

(1) Backups

(2) Database administration

(3) User Account maintenance

(4) Identify the estimated annual downtime for the above actions

(5) Other

G: WARRANTY AND MAINTENANCE

1. Length of warranty for all components and services of the solution: _____

2. Please list the types of support offered (phone, email, on site) the provider of the support (vendor, manufacturer, other) and the hours of day when support is available. If any options are at additional cost (such as after-hours phone support or on-site visits), please indicate that rate.

3. Will you guarantee a fixed maintenance cost?

Hardware	Y/N	_____	Software	Y/N	_____
No. of Years		_____	No. of Years		_____

4. List additional services provided for the hardware, network and software under the terms of the agreement at no additional cost to the County.

5. What are the County's obligations following a new release/major redesign of an application?

- a. Is there mandatory installation of the new release? Y/N _____
 - (1) How soon? Months _____
 - (2) Is there an additional charge for the new release? Y/N _____
 - (3) Is conversion assistance provided, if necessary? Y/N _____
 - (4) Is new documentation supplied? Y/N _____
 - (5) Is additional training provided? Y/N _____
 - (6) Is maintenance continued for the old release? Y/N _____
 - (7) How long? Months _____

H: VENDOR CONTRACTUAL RESPONSIBILITIES

1. Who would be the authorized negotiator?

Name/Title: _____

Phone Number: _____

2. To the best of your knowledge, does your company have current pending or threatened litigation regarding any public safety systems? Y/N _____

If yes, explain in detail.

3. Acceptance Period

The County requires a minimum 30-day acceptance period from the date that the system is fully operational. During that time, the product(s) must successfully pass a series of reliability, performance and functionality tests.

Describe the level of support that will be provided during the 30 day acceptance period.

4. Include copies of your standard contract and/or licensing agreements for:

Included?

- | | |
|------------------------------|-----------|
| a. Hardware Purchase/Lease | Y/N _____ |
| b. Hardware Maintenance | Y/N _____ |
| c. Software Purchase/License | Y/N _____ |
| d. Software Maintenance | Y/N _____ |

I: PRICING SCHEDULE

This section requires a detailed breakdown of all prices for the proposed solution. All prices are to be stated as firm fixed amounts, except where requested on a different basis. All prices must be detailed; no additional charges (e.g., for sales tax, transportation, container packing, installation, training, out-of-pocket expenses, etc.) will be allowed unless so specified. Prices must be unbundled and separately listed, including recurring costs that are associated with third-party vendor-provided hardware and software. Vendors must complete all applicable price pages in this section. Totals from each section are to be summarized on the final two pages. Sales taxes are to be shown for each item and in the Vendor Pricing Summary pages. Vendors may choose to use their own spreadsheet printouts for submission of prices. However, page headers, column headers, number of columns, number of rows, and row labels must conform to the enclosed pricing pages.

1. Computer Hardware, System Software, Network and Other Equipment
2. Ancillary Equipment
3. Other Costs or Services
4. Optional Costs
5. Vendor Cost Summary
 - a) One-Time
 - b) Annual Recurring

1. Computer Hardware, System Software, Network and Other Equipment

If proposed, list all hardware, software, networking, or other equipment included with your solution. The total dollar figure should agree with the totals in the Vendor Pricing Summary.

<i>Description</i>	<i>Model, Part #</i>	<i>Qty</i>	<i>Price</i>	<i>Tax (9.5%)</i>	<i>Annual Maintenance Expense</i>

2. Ancillary Equipment

List below any recommended ancillary equipment needed to support the system and include the prices of each. The total dollar figures should agree with the Ancillary equipment totals in the Vendor Pricing Summary.

<i>Description</i>	<i>Model, Part #</i>	<i>Qty</i>	<i>Price</i>	<i>Tax (9.5%)</i>	<i>Annual Maintenance Expense</i>
TOTAL PRICE			\$	\$	\$

4. Optional Costs, Upgrades, or Additions

Provide information and pricing estimates for any optional features, components, upgrades, or services that the County might consider as part of this procurement.

	<i>Initial Cost</i>	<i>Annual Recurring</i>
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
	Total	\$ _____

For any item or service not specified in this solicitation, what are your hourly rates?

Training	\$ _____	Project Management	\$ _____
Programming	\$ _____	Installation	\$ _____
Design	\$ _____	Other	\$ _____

5. Vendor Cost Summary – One Time Costs

Provide a summary of all one-time pricing for the system you are proposing. Any subtotals carried forward to this page should agree with the corresponding detail pages.

<i>Solution Component (Hardware, Software, etc.)</i>	<i>One-Time Cost</i>
<i>Subtotal</i>	\$
Sales Tax (9.5%)	
Freight	
TOTAL ONE-TIME COST (EXCLUDING OPTIONS)	\$
(1) Optional Costs	
(2) Other Proposed Options	
Sales Tax (9.5%)	
Freight	
<i>Total One-Time Options Cost</i>	\$
TOTAL ONE-TIME COST (INCLUDING OPTIONS)	\$

6. Vendor Pricing Summary – Recurring Costs

Provide a summary of all recurring costs for the solution you are proposing. Any subtotals carried forward to this page should agree with the corresponding detail page.

<i>Solution Component (Hardware, Software, etc.)</i>	<i>Annual Recurring Cost</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL ANNUAL RECURRING PRICE	\$
(without options)	=====
<i>Total Recurring Price on Optional Items</i>	_____
_____	_____
_____	_____
TOTAL ANNUAL RECURRING PRICE	\$
(with options)	_____

J: EXCEPTIONS TO RFP TERMS AND CONDITIONS

Please use the space below to list and describe in detail any exceptions to the RFP terms and conditions. Include any exceptions to the project requirements as stated in Chapter 4.

Chapter 4

Requirements

Requirements

This section provides greater detail of the functional and nonfunctional requirements for the proposed solution. Any exceptions to these requirements must be noted in the proposal.

Data Integration and Policies

Unified ALPR Database Schema and Replication

The proposed solution must integrate existing and future ALPR data from no fewer than ten publishing sources. Each of these independent source databases may present a unique ALPR vendor's solution, with distinct database technologies and data schemas. Fortunately, an ALPR read is a fairly simple data type, and could potentially be modeled as a single table with the following fields:

- License Plate Number
- Timestamp – accurate to the minute or better
- Latitude
- Longitude
- Agency Name
- Agency ORI (a number that identifies the law enforcement agency whose device captured the plate)
- Source Device (a name of the vehicle, camera, or other device that captured the plate)
- Two images - one of the license plate, another showing the entire vehicle. These may be stored within the database, or as pointers to objects in a local file system.
- Source ID – identifies the partner source database the read originated from
- Expiration date – date when the read must be deleted from the system

Data must be collected from publishing partner databases into the unified database at a near real-time, 24x7 replication schedule. A delay of 5 to 15 minutes is acceptable, but the system should not be designed for daily, weekly, or other delayed replication intervals.

All information should be replicated in its entirety – not stored as pointers or references to external content.

The unified database must also be made available for access outside of this solution. Other intelligence systems may connect to query or ingest data.

Purge of Expired Data

All ALPR reads in the system will have an expiration date of two years after their entry into the database, or from the original date which the data was created. After this period, the record and its associated photographs must be deleted. Should a change occur in the NCRIC's retention policy, all persisting reads must be able to have their lifespan extended or reduced accordingly.

Maintenance and Partner Schema Changes

It is expected that partner databases will be modified such that changes to the replication process are required to maintain the ingestion of data. For example, a new version of the installed ALPR Vendor Database modifies its schema, and translations must be updated accordingly. Network or security changes may require use of a new IP address or credentials to successfully connect to the source data.

Thus, the solution must provide a method, such as an Administrator GUI, where partner schema translations or connection parameters may be modified. Alternatively, this proposal may include maintenance or other services where the vendor will execute these changes.

User Access and Functionality

Searching the Database

Users may search the ALPR database by entering any combination of the following parameters:

- License Plate (full or partial, with wildcard support)
- Start Date and End Date, including time of day with a minute level of precision.
- Device Name (this is a list of all vehicles and fixed cameras that have contributed reads to the database, chosen from a drop down or other multi-select interface)
- Agency Name, chosen from a drop down list or other multi-select interface
- Location and proximity range. This could be a geocoded address field, lat/long coordinates, or other functionality for allowing the user to specify a location and search radius.

Search results will be returned, including all images associated with the reads.

Users may export those results for offline viewing, such as in CSV or PDF format.

Users may view the results visually on a map. Base layers such as Google Maps or Bing Maps are acceptable.

License Plate Alerts

Users may manually enter any number of license plates that they wish to be alerted of when a read on that plate enters the database. The alert will be sent by email to the user's registered email address, and include the license plate, captured images, read time, and if known, the lat/long coordinates of the read.

Users may view, add to, or remove from their existing list of Alerts.

Additional functionality to create alerts based on a location or target area would be considered favorable.

Alert notifications will expire 90 days after creation. After this time, the user must manually re-enter the plate if he or she still wishes to be notified if it is discovered. Note that multiple users may create alerts for the same plate, and a single user may have multiple alerts set up for many different plates, so the 90 day lifespan must be tracked per-plate per-user.

Password policy

Passwords must conform to industry standard strong password requirements, including multiple types of characters, and a minimum password length.

User passwords expire after 90 days and must be modified for the account to remain active. Users should be notified once when 14 days remain, then again when 7 days remain, before password expiration. Deactivated accounts should remain present so they may be re-activated by NCRIC IT personnel without being recreated.

Passwords are not to be stored in plain text, though plain text is acceptable for storing users' answers to personal security questions.

Password assistance will be provided to users by sending an email to their registered email address with a hyperlink, or other functionality, for resetting their password.

Auditing

All user logins, license plate searches, and alert emails sent must be recorded internally for audit purposes.

Capacity and Scalability

The system must be able to accommodate a large quantity of records, users, and capacity of data. At the time of this proposal, the existing combined data set would include over 50 million reads and utilize over 3 TB of storage. Accounts for up to 200 users are required, with peak access times having approximately 10% of the user base logged in simultaneously.

The proposed solution should be scalable to at least 4x this capacity. If initial or future pricing will scale based on capacity, or number of users, records, or replication partners, please indicate this in your proposal. Any maximum limits on these factors must also be noted.

Completion Date of October 1, 2012

All development, installation, and delivery of the solution must be completed by October 1, 2012, including successful data integration with no fewer than two ALPR data source partner organizations. Additional integrations may be completed beyond this date.

Dependencies provided by the NCRIC

The following components, which may be part of the vendor's proposed solution, can be provided by the NCRIC or are not necessarily the responsibility of the vendor:

- Network connectivity and security between NCRIC and other replication partner sites
- SMTP Email server for external mail routing
- Backup of database and application

Appendix

Contractor's Declaration Form – Attachment A

I. CONTRACTOR INFORMATION

Contractor Name:		Phone:	
Contact Person:		Fax:	
Address:			

II. EQUAL BENEFITS (check one or more boxes)

Contractors with contracts in excess of \$5,000 must treat spouses and domestic partners equally as to employee benefits.

- Contractor complies with the County's Equal Benefits Ordinance by:
 - offering equal benefits to employees with spouses and employees with domestic partners.
 - offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- Contractor does not comply with the County's Equal Benefits Ordinance.
- Contractor is exempt from this requirement because:
 - Contractor has no employees, does not provide benefits to employees' spouses, or the contract is for \$5,000 or less.
 - Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to offer equal benefits when said agreement expires.

III. NON-DISCRIMINATION (check appropriate box)

- Finding(s) of discrimination have been issued against Contractor within the past year by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or other investigative entity. Please see attached sheet of paper explaining the outcome(s) or remedy for the discrimination.
- No finding of discrimination has been issued in the past year against the Contractor by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or any other entity.

IV. EMPLOYEE JURY SERVICE (check one or more boxes)

Contractors with original or amended contracts in excess of \$100,000 must have and adhere to a written policy that provides its employees living in San Mateo County up to five days regular pay for actual jury service in the County.

- Contractor complies with the County's Employee Jury Service Ordinance.
- Contractor does not comply with the County's Employee Jury Service Ordinance.
- Contractor is exempt from this requirement because:
 - the contract is for \$100,000 or less.
 - Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to comply when the collective bargaining agreement expires.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

SIGNATURE

NAME

DATE

TITLE