



# CITY OF HUNTINGTON PARK

## Request for Proposal

**“Public Safety Mobile and Surveillance Wireless Mesh Network”**

**February 7, 2013**

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# **1. INTRODUCTION**

## 1.1 Introduction

HUNTINGTON PARK POLICE DEPARTMENT is seeking proposals from qualified firms for a mobile video surveillance and wireless data network using MESH technology and utilizing the 4.9 GHz Public Safety spectrum. The intended use for this technology will be the Public Safety organizations of HUNTINGTON PARK POLICE DEPARTMENT for both wireless data and video needs.

## 1.2 HUNTINGTON PARK POLICE DEPARTMENT Background

### Demographics 2010

The 2010 United States Census reported that Huntington Park had a population of 58,114. The population density was 19,270 people per square mile (7,440.2/km<sup>2</sup>). The racial makeup of Huntington Park was 29,776 (51.2%) White, 440 (0.8%) African American, 752 (1.3%) Native American, 393 (0.7%) Asian, 28 (0.0%) Pacific Islander, 24,535 (42.2%) from other races, and 2,190 (3.8%) from two or more races. Hispanic or Latino of any race were 56,445 persons (97.1%).

The Census reported that 57,859 people (99.6% of the population) lived in households, 248 (0.4%) lived in non-institutionalized group quarters, and 7 (0%) were institutionalized.

There were 14,597 households, out of which 8,581 (58.8%) had children under the age of 18 living in them, 7,461 (51.1%) were opposite-sex married couples living together, 3,212 (22.0%) had a female householder with no husband present, 1,623 (11.1%) had a male householder with no wife present. There were 1,377 (9.4%) unmarried opposite-sex partnerships, and 81 (0.6%) same-sex married couples or partnerships. 1,644 households (11.3%) were made up of individuals and 694 (4.8%) had someone living alone who was 65 years of age or older. The average household size was 3.96. There were 12,296 families (84.2% of all households); the average family size was 4.19.

The population was spread out with 18,439 people (31.7%) under the age of 18, 6,984 people (12.0%) aged 18 to 24, 17,886 people (30.8%) aged 25 to 44, 10,942 people (18.8%) aged 45 to 64, and 3,863 people (6.6%) who were 65 years of age or older. The median age was 28.9 years. For every 100 females there were 99.6 males. For every 100 females age 18 and over, there were 97.8 males.

There were 15,151 housing units at an average density of 5,023.9 per square mile (1,939.7/km<sup>2</sup>), of which 3,936 (27.0%) were owner-occupied, and 10,661 (73.0%) were occupied by renters. The homeowner vacancy rate was 1.5%; the rental vacancy rate was 3.2%. 18,054 people (31.1% of the population) lived in owner-occupied housing units and 39,805 people (68.5%) lived in rental housing units.

For more information about HUNTINGTON PARK POLICE DEPARTMENT in general, please visit the web site at: [www.huntingtonparkpd.org](http://www.huntingtonparkpd.org)

### 1.3 Project Scope

HUNTINGTON PARK POLICE DEPARTMENT defined general scope:

The project will be to design and install a wireless data network using high performance multi-radio MESH technology used for Public Safety access, mobility and video surveillance. Utilization of the network will include but not be limited to anti-virus updates, software application updates, field reporting upload, database synchronization, mass file transfer, wireless video, incident scene communications and interoperable data communications among other possible future uses. This system must be CJIS and CLETS compliant as well as compliant with any other applicable federal and state regulations with regard to public safety communications and confidentiality.

### 1.4 General Bidding Requirements

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit all hard copy and electronic documents according to the instructions. Failure to follow these instructions will be considered a non-responsive proposal and may result in immediate elimination from further consideration.

By virtue of submitting a proposal, interested parties are acknowledging:

- 1.4.1 HUNTINGTON PARK POLICE DEPARTMENT reserves the right to reject any or all proposals if it determines that select proposals are not responsive to the RFP. HUNTINGTON PARK POLICE DEPARTMENT reserves the right to reject or reconsider any proposal submitted at any phase of the procurement process. It also reserves the right to meet with select Proposers at any time to gather additional information. Furthermore, HUNTINGTON PARK POLICE DEPARTMENT reserves the right to delete or add functionality up until the final contract signing and after contract signing through Change Orders, at any time in the implementation phase.
- 1.4.2 All proposers submitting proposals agree that their pricing is valid for a minimum of one year after proposal submission to HUNTINGTON PARK POLICE DEPARTMENT.
- 1.4.3 HUNTINGTON PARK POLICE DEPARTMENT prefers that licenses for software be "perpetual" (i.e., HUNTINGTON PARK POLICE DEPARTMENT purchases and retains the license to use the software forever) and of a "fixed" price nature (i.e., license fees, maintenance, and support cost schedule for first five years are presented).
- 1.4.4 Proposals will be received by HUNTINGTON PARK POLICE DEPARTMENT at the time and place so stated in this document. At that point, HUNTINGTON PARK POLICE DEPARTMENT will close the receipt of proposals and begin the evaluation process. The only information that may be released will be the names of the respondent(s). No other information will be disclosed, except as required by the evaluation process, unless and/or until a contract is awarded.

HUNTINGTON PARK POLICE DEPARTMENT, solely at our option, may disclose the name(s) of any firms or companies being considered or elevated during the process. Realizing the nature of a competitive

environment and protecting the integrity of the process, respondents are not to contact any staff or elected official in reference to the process unless they are solicited for contact by members of the RFP process at HUNTINGTON PARK POLICE DEPARTMENT. As information becomes available and is relevant for release, that information will be shared with respondents. Any and all information submitted in conjunction with this RFP and the evaluation process will not be returned to the respondent.

- 1.4.5 All firms submitting proposals are encouraged to submit the most competitive proposal possible, as any failure to do so may lead to elimination from consideration.
- 1.4.6 The project proposal must be “turn-key”. All services, design, equipment, etc., must be included in a single contract.

## **2. GENERAL SUBMITTAL GUIDELINES**

### **2.1 Pre-qualification Requirements**

Proposers must meet the following pre-qualification criteria in order for a proposal to receive consideration.

- The proposer’s solution must be capable of operating in the FCC licensed 4.9 GHz Public Safety band. HUNTINGTON PARK POLICE DEPARTMENT has successfully filed for and obtained a 4.9 license from the FCC.
- The proposer’s solution must be deployed and operational with full implementation (tested and accepted by HUNTINGTON PARK POLICE DEPARTMENT) prior to one year from the date of an approved contract between the City and chosen proposer.
- The proposer agrees that they will warranty the solution, including implementation, to the business requirement responses requested in this RFP.
- The proposal for all implementation services must be provided on a not-to-exceed basis.

### **2.2 Proposal Contact**

This RFP and any subsequent action taken as a result thereof, is issued by the HUNTINGTON PARK POLICE DEPARTMENT in accordance with LAWS or PROCUREMENT RULES on behalf of HUNTINGTON PARK POLICE DEPARTMENT. Proposal responses should be directed to Huntington Park City Clerk, as outlined below. In regards to this RFP and subsequent procurement process, vendors shall make NO CONTACTS, either written or verbal, with any HUNTINGTON PARK POLICE DEPARTMENT employee, staff member, or Board of Commissioner members during the period beginning with the issuance of this document through approval of award unless authorized by the proposal contact. Any attempt by a proposer to contact or influence a member or members of the aforementioned will result in the immediate disqualification of the proposer from award for items or services on this RFP.

Proposal Contact:  
Neal Mongan, Administrative Lieutenant

### 2.3 Proposal Submittal Requirements

In order to facilitate the analysis of responses to this RFP, Proposers are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP. Each proposer is required to submit its proposal in a sealed package.

An original proposal plus (3) hard copies and 1 CD with electronic version of proposal and any supporting material and be labeled "Public Safety Mobile and Surveillance Wireless Mesh Network."

Submittals must be sealed and addressed to:

Office of the City Clerk  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

The Huntington Park City Clerk's office must receive proposals no later than 5:00 PM on **March 11, 2013**. The Proposer's name, RFP title, and proposal closing time and date must be marked clearly on the proposal submission. The time of receipt shall be determined by the time clock in the City of Huntington Park City Clerk's office. Late proposals will not be accepted.

HUNTINGTON PARK POLICE DEPARTMENT and the CITY OF HUNTINGTON PARK will not be held responsible for the failure of any mail or delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the proposer's responsibility to: (1) ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response; (2) ensure that the response is received at the correct location and time. Late responses, regardless of delivery means, will not be accepted.

### 2.4 Proposer Expenses

HUNTINGTON PARK POLICE DEPARTMENT will not be responsible for any expenses incurred by any proposer in the development of a response to this Request for Proposal or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to HUNTINGTON PARK POLICE DEPARTMENT and/or its representatives. Further, HUNTINGTON PARK POLICE DEPARTMENT shall reserve the right to cancel the RFP and the need for work described herein prior to issuance and acceptance of any contractual agreement by both parties.



## 2.5 Proposer's Offer

The Proposer offers to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the solutions and services described herein and in any applicable related documents (e.g., Notification of Solicitation, Request for Information, Addenda, Contract, Bonds, insurance, Plans, etc.).

## 2.6 Interpretations, Discrepancies, and Omissions

Should any proposer find discrepancies, omissions or ambiguities in this RFP, the proposer must at once request in writing an interpretation from proposal contact listed in Section 2.2. All questions submitted must be in writing. The deadline for submitting questions is February 15, 2013. All questions will be answered to the extent possible in the form of addenda to the specifications. All written requests for clarification should be addressed to the attention: **Neal Mongan, Administrative Lieutenant**

Failure to request an interpretation will be considered evidence that the Proposer understands the provision of the RFP.

The issuance of a written addendum is the only official method by which interpretation, clarification or additional information will be given by HUNTINGTON PARK POLICE DEPARTMENT. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarification will be without legal effect. Acceptance of a contract will be deemed as acceptance by Proposer of all clarifications provided by HUNTINGTON PARK POLICE DEPARTMENT and no claim of ambiguity will be valid.

## 2.7 Tentative Schedule

| Action                              | Applicable Dates |
|-------------------------------------|------------------|
|                                     |                  |
| Publication of Request for Proposal | 02-07-13         |
| Mandatory Pre-proposal Meeting      | 02-13-13         |
| Deadline to submit questions        | 02-15-13         |
| Proposals due before 5:00 PM        | 03-11-13         |

## 2.8 Mandatory Pre-proposal Conference

HUNTINGTON PARK POLICE DEPARTMENT will host a MANDATORY Pre-proposal Conference to answer questions regarding the Request For Proposals – “Public Safety Mobile and Surveillance Wireless Mesh Network” on Wednesday, February 13, 2013 at 1:00 PM.

## 2.9 Award

HUNTINGTON PARK POLICE DEPARTMENT reserves the right to award a contract, based on initial offers received from Proposers, without discussion and without conducting further negotiations. Under such circumstance, the acceptance of a proposal by HUNTINGTON PARK POLICE DEPARTMENT shall be deemed to be an acceptance of an offer that such acceptance will be binding upon Proposer. A proposing offer should therefore be based on the most favorable terms available from a price, business requirements and technical standpoint. HUNTINGTON PARK POLICE DEPARTMENT may also, at its sole discretion, have discussions with those proposers that it deems in its sole discretion to fall within a competitive range. HUNTINGTON PARK POLICE DEPARTMENT may enter into negotiations separately with such Proposers. Negotiations with a proposer may continue with a proposer that HUNTINGTON PARK POLICE DEPARTMENT has tentatively selected to award a contract to. HUNTINGTON PARK POLICE DEPARTMENT shall not be deemed to have finally selected a proposer until a contract has been successfully negotiated and signed by both parties.

## 2.10 Non-disclosure of Information

All data and information gathered by the proposer and its agents, including this RFP and all reports, recommendations, specifications, and data shall be treated by the proposer and its agents as confidential. The proposer and its agents shall not disclose or communicate the aforesaid matters or any relationship to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from HUNTINGTON PARK POLICE DEPARTMENT.

## 2.11 Retention of Proposer Material

HUNTINGTON PARK POLICE DEPARTMENT reserves the right to retain all proposals and affiliated materials regardless of which response is selected. No proposals or affiliated materials will be returned to proposers.

## 2.12 Warranty

A warranty is required for hardware, software and implementation services. It is assumed that Proposers have priced their services to recognize these warranty provisions. The extent of warranty coverage will be evaluated as part of the overall procurement process.

Hardware and Software: The selected Proposer shall warrant that any proposed hardware and software will conform to the requirements and specifications as stated in this RFP. That is, the detailed requirements as stated in this RFP and as later clarified in addenda will become part of the selected hardware and software Proposer's contract and will be warranted as such, except to the extent that the proposer's response explicitly excepts from a requirement or specification. The selected respondent must warrant that the content of its proposal accurately reflects the hardware and software's capability to satisfy the functional requirements as included in this RFP and no merchantability disclaimer shall be accepted. Furthermore, the warranty, at a minimum, should be valid for a period of 24-months from the final acceptance of all modules by HUNTINGTON PARK POLICE DEPARTMENT (as will be further defined during the negotiations process) HUNTINGTON PARK POLICE DEPARTMENT will look more favorably at Proposers with warranty periods longer than the minimum specified herein.

Implementation Services: HUNTINGTON PARK POLICE DEPARTMENT also requires a warranty for implementation services (e.g., work products, developed modifications, and system configuration) for a minimum of 24-months after the system acceptance date of the respective modules. The implementation services firm must ensure that the implemented hardware and software conforms to the requirements responses warranted by the software vendor.

## 2.13 Maintenance Fees

Provide a breakdown of maintenance fees for years 2-5.

- 1) Additional Users and Modules
- 2) Certification
- 3) Maintenance and assumed support

All pricing must provide “guaranteed pricing” for 24 months from the award of contract for additional users and identified partners.

## **3. GENERAL TERMS AND CONDITIONS**

### 3.1 Certification

The Proposer hereby certifies that they have carefully examined this Request for Proposal and documents attached hereto for terms, conditions, specifications, covenants, requirements, software, services, etc. and the Proposer certifies that they understand the scope of the work to be done, that the Proposer has knowledge and expertise to provide the scope of the work, and that their proposal is based upon the terms, conditions, specifications, services, software and requirements of this RFP and attachments. The Proposer further agrees that the performance time specified is a reasonable time. By their signature on the response to the RFP, the Proposer certifies that their proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud, so that all proposals for the purchase will result from free, open and competitive proposing among all vendors. Further, the Proposer certifies that they understand collusive bidding/proposing is a violation of Federal law and can result in fines, prison sentences, and civil damage awards.

### 3.2 Conflict of Interest

By submission of a response, the Proposer agrees that at the time of submittal, they: (1) have no interest (including financial benefit, commission, finder’s fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer’s services, or (2) will not benefit from an award resulting in a “Conflict of Interest.” A “Conflict of Interest” shall include holding or retaining membership, or employment, on a

board, elected office, department, division or bureau, or committee sanctioned by and/or governed by HUNTINGTON PARK POLICE DEPARTMENT. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that HUNTINGTON PARK POLICE DEPARTMENT, in consultation with legal counsel, may reject their proposal.

### 3.3 Assignment

No assignment of the Proposer's obligations nor the Proposer's right to receive payment hereunder shall be permitted without prior consent of HUNTINGTON PARK POLICE DEPARTMENT. The Proposer may not sell, assign, transfer or convey the contract resulting from this RFP, in whole or in part, without the prior written approval from HUNTINGTON PARK POLICE DEPARTMENT.

### 3.4 Indemnification

(a) CITY and its respective elected and appointed boards, officials, officers, agents, employees and volunteers (individually and collectively, "INDEMNITEES") shall have no liability to Proposer or any other person for, and Proposer shall indemnify, defend and hold harmless INDEMNITEES from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys' fees and disbursements (collectively "CLAIMS"), which INDEMNITEES may suffer or incur or to which INDEMNITEES may become subject by reason of or arising out of any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise occurring as a result of the Proposer's performance of or failure to perform under this RFP, and/or the contract resulting from this RFP by the negligent or willful acts or omissions of Proposer, its agents, officers, directors, subcontractors or employees, committed in performing under this RFP and/or the contract resulting from this RFP.

(b) If any action or proceeding is brought against INDEMNITEES by reason of any of the matters against which Proposer has agreed to indemnify INDEMNITEES as provided above, Proposer, upon notice from HUNTINGTON PARK POLICE DEPARTMENT, shall defend INDEMNITEES at Proposer's expense by counsel acceptable to HUNTINGTON PARK POLICE DEPARTMENT, such acceptance not to be unreasonably withheld. INDEMNITEES need not have first paid for any of the matters to which INDEMNITEES are entitled to indemnification in order to be so indemnified. The insurance required to be maintained by Proposer under Section 3.9 shall ensure Proposer's obligations under this section, but the limits of such insurance shall not limit the liability of Proposer hereunder. The provisions of this section shall survive the expiration or earlier termination of this AGREEMENT.

(c) The provisions of this section do not apply to CLAIMS occurring as a result of the HUNTINGTON PARK POLICE DEPARTMENT's sole negligence or willful acts or omissions.

### 3.5 Delivery of the Project Plan and Initial System Design

The project plan and initial system design document (or other substantively equivalent implementation documents as may be agreed to by HUNTINGTON PARK POLICE DEPARTMENT prior to contract signing) are to be delivered within a contractually specified timeframe after contract signing. The project plan shall contain a complete work breakdown structure with task dependencies and predecessors. Non-performance in this regard may result in

penalties. Extensive delay (defined under the contract) in delivery under this section may result in penalties and ultimate cancelation of the project with a new Proposer being selected.

### 3.6 Liability for Failure to Provide Functionality

In the event the selected proposer (Implementer) fails to provide a functionality in accordance with its response to this RFP after notice and reasonable opportunity to cure, HUNTINGTON PARK POLICE DEPARTMENT may (1) terminate the implementation agreement for cause, or (2) upon written notice to the Implementer, obtain the functionality from a third party, in which case the Implementer shall be liable for any additional costs incurred by HUNTINGTON PARK POLICE DEPARTMENT in obtaining the promised functionality and such amount may be subtracted from any amount owed to the Implementer. This remedy will be in addition to any other warranties or remedies provided.

### 3.7 Independent Contractor

It is understood that in the performance of any services herein provided, the Proposer shall be, and is, an independent contractor, and is not an agent or employee of HUNTINGTON PARK POLICE DEPARTMENT and Proposer shall furnish such services in its own manner and method, except as required by this contract. Further, the Proposer has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Proposer in the performance of the services hereunder. The Proposer shall be solely responsible for, and shall indemnify, defend, and save HUNTINGTON PARK POLICE DEPARTMENT harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

### 3.8 Payment

Payment for the mobile wireless MESH network and for the implementation of services rendered pursuant to the Agreement resulting from this RFP shall be made in amounts and at times set forth in the Agreement and shall be made upon receipt of original invoice(s) in accordance and in conformity with payment dates for bills and claims as established by HUNTINGTON PARK POLICE DEPARTMENT. Prior to payment, the Contractor must submit an original dated itemized invoice of services rendered. (Photographs or facsimiles of invoices will not be accepted.) Any reimbursement for expenses as allowed in the Agreement that are included in the invoice(s) must be supported with attached original billings for such expenses.

In addition, HUNTINGTON PARK POLICE DEPARTMENT will retain 20% of all service payments, with such retention being released on final acceptance of the entire system, which will be defined during the contract negotiation phase.

### 3.9 Insurance

Proposers shall obtain, at their sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by City of Huntington Park's Risk Manager.

Commercial General Liability - Combined single limits of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. This insurance shall include Comprehensive Broad Form Coverage including contractual liability.

Commercial Automobile Liability, with limits of no less than \$1,000,000 Combined Single Limit for bodily injury and property damage. Evidence of commercial automobile coverage is only necessary if vehicles are used in the provision of services under this Agreement and/or are brought on a HUNTINGTON PARK POLICE DEPARTMENT site.

Professional Liability (Errors and Omissions) with limits of no  
Less than \$3,000,000 each occurrence and \$5,000,000 aggregate.

All insurance companies must be licensed and be acceptable to City of Huntington Park's Risk Manager. Insurance Policies, except Workers' Compensation, shall be endorsed (1) to show the City of Huntington Park as additional insured, as their interests may appear and (2) to amend cancellation notice to 30 days, pursuant to law.

If an "ACCORD" Insurance Certificate is used, the words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "cancellation" paragraph of the form shall be deleted.

Copies or originals of correspondence, certificates, endorsements or other items pertaining to insurance shall be sent to:

HUNTINGTON PARK CITY CLERK  
6550 Miles Avenue | Huntington Park, CA 90255

If the Proposer does not meet the insurance requirements of the specifications, alternate insurance coverage satisfactory to HUNTINGTON PARK POLICE DEPARTMENT may be considered.

### 3.10 Compliance with Laws and Regulations

Proposer must comply with all applicable State and Federal Laws. In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful Proposer to notify HUNTINGTON PARK POLICE DEPARTMENT at once, indicating in their letter the specific regulation which required such alterations. HUNTINGTON PARK POLICE DEPARTMENT reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract. HUNTINGTON PARK POLICE DEPARTMENT shall have no liability for such cancelation and any deposits, payments, etc., shall be returned to HUNTINGTON PARK POLICE DEPARTMENT. All losses, investment, etc., shall be borne by proposer for not having identified the regulations prior to proposing the solution in their response to the RFP.

### 3.11 Acceptance

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal. Any limitation or exclusions shall be clearly listed as such under a section titled, Limitations and Exclusions. Failure to clearly list items in such a manner will be grounds for elimination from consideration.

Furthermore, HUNTINGTON PARK POLICE DEPARTMENT is not bound to accept a proposal on the basis of lowest price, and further, HUNTINGTON PARK POLICE DEPARTMENT has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in HUNTINGTON PARK POLICE DEPARTMENT's best interests to do so. HUNTINGTON PARK POLICE DEPARTMENT reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in HUNTINGTON PARK POLICE DEPARTMENT's best interest. Moreover, HUNTINGTON PARK POLICE DEPARTMENT reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of HUNTINGTON PARK POLICE DEPARTMENT.

### 3. 12 New Services

From time to time during the implementation period and afterward, HUNTINGTON PARK POLICE DEPARTMENT may elect to have the Proposer perform services that are not specifically described in the Statement of Work but are related to the contracted services (the "New Services"). Prior to beginning work on any New Services, the Proposer and will agree and document the scope of work to be performed and compensation rate. This will be accomplished through an amendment to the contract.

## **4. DETAILED SUBMITTAL REQUIREMENTS**

### 4.1 Proposal Format

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Each proposer is required to submit the proposal in a sealed package. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections:

#### PROPOSAL SECTION TITLE

- 1) Executive Summary
- 2) Scope of Services
- 3) Company Background
- 4) Proposed Software, Hardware and Computing Environment
- 5) Responses to Functional/Technical Requirements
- 6) System Specifications
- 7) Deployment Plan
- 8) Implementation Plan

- 9) Maintenance and Support Program
- 10) Client References
- 11) Cost Proposal
- 12) Exceptions to the RFP
- 13) Sample Documents

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Response information should be limited to pertinent information only.

#### 4.2 Executive Summary

(Proposal Section 1.0) This part of the response to the RFP should be limited to a brief narrative summarizing the proposer's proposal. The summary should be oriented toward the business personnel who would implement the project and should include technical information and language only to the extent required to describe the proposal. Please note that the executive summary should identify the primary engagement contact for the software and hardware firm, the contact for the implementation services firm if different, and the contact for any third-party software being proposed. Contact information should include a valid e-mail address, fax number, and a toll-free telephone number (if applicable).

#### 4.3 Scope of Services

(Proposal Section 2.0) This section of the Proposer's proposal should include a general discussion of the proposer's overall understanding of the project and the scope of work proposed. The scope statement should include all work from project inception to the completion of the warranty period.

The selected Proposer shall be required to provide all labor, new installation of materials, all new devices, coordination, planning, scheduling, design support, engineering, permitting, plan checking, materials, supplies, tools, equipment, installation equipment, installation, supervision, transportation, testing labor, terminations, testing and acceptance and any other services or items necessary to accomplish the installation of a fully-functioning system.

#### 4.4 Company Background

(Proposal Section 3.0) Each proposal must provide the following information about the submitting proposer's company, the implementation partner's company, if any, and any third-party vendor being proposed to provide a business function so that HUNTINGTON PARK POLICE DEPARTMENT can evaluate the Proposers' stability and ability to support the commitments set forth in responses to the RFP. HUNTINGTON PARK POLICE DEPARTMENT, at its option, may require the Proposer to provide additional support or clarify requested information.

Background information shall include:

- How long the company has been in business.
- A brief description of the company size and organizational structure.
- How long the company has been selling the proposed solution to clients similar to



## HUNTINGTON PARK POLICE DEPARTMENT.

- Most recent audited financial statements. The statements should include information on annual sales, profitability, etc.
- Listing of installs at entities similar to HUNTINGTON PARK POLICE DEPARTMENT by name and state.
- A brief description of any pending litigation where Proposer is either defendant or plaintiff.
- A list of clients where the contractual relationship was not completed and or/severed for reasons other than convenience. A brief description of why the relationship was severed and the name of the implementer, the implementer's engagement manager, and project manager are also required.
- If partnering, how long the implementer has worked with vendor and how many implementations the two parties have completed together.
- Copies of business licenses, professional certifications and/or other relevant credentials.

### **4.5 Proposed Software, Hardware and Computing Environment**

(Proposal Section 4.0) The proposer must present, in detail, the version, features and capabilities of the proposed system. In addition to the description, please provide in succinct narrative form (at least one paragraph per item) answers to the following questions:

- 4.5.1 Technology Architecture. Included in this section should be a detailed technical overview of any proposed hardware or software platform. Include hardware/software architecture diagrams, process flow diagrams, network diagrams and minimum client computer configurations where appropriate. Ensure the following questions are answered: upon which platforms does your system run? What are the optimal and minimum network requirements? What are the optimal and minimum server requirements?
- 4.5.2 Administration Toolsets. What administration toolsets are included with the system? What skills are required to maintain the system? What tools are available to customize the system? What monitoring is routinely required for optimal system performance?
- 4.5.3 Security and Compliance. What security tools are included with the system? How is the security profile defined? What is included in the user security profile?
- 4.5.4 Upgrade Function. What is the software upgrade frequency? How are patches and fixes applied? How are patches and fixes deployed? How are upgrades applied? How much training (technical training and end user) is generally required with upgrades to the system? What happens to software customizations (e.g., user-defined tables and fields) during the upgrade? How many versions of the software does your company support? Please provide details of all upgrades and bug patches over the last three years. Also provide an anticipated future release schedule.

## **4.6 Responses to Functional/Technical Requirements**

(Proposal Section 5.0) Responses to the functional / technical requirements listed below must be provided in this section of the proposer's proposal.

### **Functional/Technical Requirements:**

- 1) The wireless mesh system must be capable of operating multiple frequencies, with multiple radios dedicated for backhaul that simultaneously send and receive traffic along with multiple radios dedicated for simultaneous client access.
- 2) The wireless mesh system must be 100% IP-based network solution and non-proprietary 802.1x standards.
- 3) The wireless mesh system must be capable of supporting laptops, PDAs, Wi-Fi phones, smart phones, tablets, stationary CPE, in-vehicle mobile CPE, and other wireless access devices compliant to 802.11 technology standards.
- 4) Cameras using the ONVIF standards are preferred.
- 5) The wireless mesh system must support mobile mesh units using 4.9 GHz and 2.4 GHz frequency for connections to the wireless infrastructure and mobile computing devices.
- 6) The wireless mesh system must support encryption types AES, TKIP, static and dynamic WEP.
- 7) The wireless mesh system must support authentication types 802.1x, WPA, WPA2, WPA-PSK, WPA2-PSK, EAP-MD5/TLS/TTLS/PEAP, and Access Control Lists.
- 8) The wireless mesh system must support Layer 2 security traffic isolation between users at the same AP radio as well as throughout the entire wireless network.
- 9) The wireless mesh system must support Rogue Device Detection and reporting for adhoc or infrastructure devices in 2.4 GHz, 4.9 GHz, and 5 GHz frequencies.
- 10) The wireless mesh system must support VPN sessions in the network.
- 11) The wireless mesh system must support SSID suppression.
- 12) The wireless mesh system must cover a specific area between Florence Avenue to the South, Slauson Avenue to the North, Rugby Avenue to the West, and Miles Avenue to the East (to include the Civic Center).

## **4.7 System Specifications**

- 4.7.1 HUNTINGTON PARK POLICE DEPARTMENT has identified the following items are needed to complete the system. The Proposer must fit their proposal to these items and specifications.

- 4.7.2 Multi-radio wireless Layer 2 switched architecture with: 5 GHz, 2.4 GHz and 4.9 GHz
- 4.7.3 Centralized Element Management System of Hardware and Software that does not require a Hardware Controller Appliance for Control or Mobility.
- 4.7.4 (40) Mobile wireless units that will be vehicular mounted.
- 4.7.5 (16) IP cameras for day and night operation outdoors covering downtown areas
- 4.7.6 Core network equipment: switches, routers, servers, etc.
- 4.7.7 Deployment Services for the system to include a project manager to oversee all Proposer responsibilities, technical resources for system design and planning, installation resources, system optimization, testing, documentation and warranty services.
- 4.7.8 (One/Two/Three) year software and hardware warranty including technical support included in initial purchase price. Optional extended warranties for software, hardware and technical support to extend to 5 years and beyond.
- 4.7.9 Training for usage, operating, and maintaining the wireless mesh network.

#### 4.8 Deployment Plan

- 4.8.1 The deployment planner will coordinate with Proposer, HUNTINGTON PARK POLICE DEPARTMENT and local partners.
- 4.8.2 HUNTINGTON PARK POLICE DEPARTMENT and partners will provide network integration based on requested specs and mutual agreement.
- 4.8.3 Proposer will provide installation at all locations,
- 4.8.4 HUNTINGTON PARK POLICE DEPARTMENT and partners will provide continuous one hundred and twenty (120) VAC power within six (6) feet of each device.
- 4.8.5 HUNTINGTON PARK POLICE DEPARTMENT and partners will provide bonding and a single point ground connection within six (6) feet of each device per NEC standards.
- 4.8.6 HUNTINGTON PARK POLICE DEPARTMENT and partners will provide IP connections from the edge router to host and servers.

#### 4.9 Implementation Plan

(Proposal Section 6.0) The proposer must provide a detailed plan for implementing the proposed system. This information should include:

4.9.1 Specific phases of the engagement to be executed by the Proposer. Typical implementation phases include:

- Engagement Preparation
- Solution Planning
- Project Kick-Off
- Solution Implementation
- HUNTINGTON PARK POLICE DEPARTMENT Deliverables & Knowledge Transfer
- Implementation Engagement Closure

4.9.2 Project duration and scheduling. This section should include the following:

- Estimate of when the engagement will be scheduled (within a specific timeframe or based on an event such as contract execution).
- Period of performance for the engagement (in days).
- When the work will be conducted (normal business hours versus after hours or weekends...).

#### 4.10 Maintenance and Support Program

(Proposal Section 7.0) The proposal must specify the nature of any post-implementation and on-going support provided by the Proposer including:

4.10.1 Post-implementation support (e.g., 60 days of on-site support after go-live).

4.10.2 Telephone support (e.g., include toll-free support hotline, hours of operation, availability of 24 x 7 hotline, etc.).

4.10.3 Special plans defining “levels” of Huntington Park Police Department support (e.g., gold, silver, etc.). Define what level of support is being proposed.

4.10.4 Delivery method of future upgrades and product enhancements including historical frequency of upgrades by module.

4.10.5 Availability of user groups and their geographic areas.

4.10.6 Problem reporting and resolution procedures.

4.10.7 Bug fixes and patches.

4.10.8 Support provided for third-party solutions.

4.10.9 Other support (e.g., on-site, remote dial-in, Web site access to patches, fixes and knowledge base).

#### 4.11 Client References

(Proposal Section 8.0) HUNTINGTON PARK POLICE DEPARTMENT considers references to be important in its decision to award a contract. HUNTINGTON PARK POLICE DEPARTMENT will not call Proposers to tell them that their references will be contacted because all references provided will be contacted by HUNTINGTON PARK POLICE DEPARTMENT during the selection process. Similarly, HUNTINGTON PARK POLICE DEPARTMENT will not work through a proposer's Reference Manager to complete a reference. The names and phone numbers of the project manager for each reference must be listed.

The proposal must contain three (3) verifiable references of the vendor's proposed solution that has been operational for a minimum of 90 days, preferably local government. One of the references must have a deployed network of the mesh technology proposed herein with a minimum of either 3 square miles or 250 units due to the size of HUNTINGTON PARK POLICE DEPARTMENT's network.

#### 4.12 Cost Proposal

(Proposal Section 9.0) Proposers should submit an estimate of project costs in the proposal.

Project scope should be assumed to include all functionality listed in the RFP.

**HUNTINGTON PARK POLICE DEPARTMENT** reserves the right to contact proposers on cost and scope clarification at any time throughout the selection process and negotiation process. HUNTINGTON PARK POLICE DEPARTMENT is asking proposers to estimate costs for all categories with the understanding that they may have to make assumptions. Such assumptions should be stated.

**HUNTINGTON PARK POLICE DEPARTMENT** may award a contract, based on initial offers received without discussion of such offers. A proposer's initial offer should, therefore, be based on the most favorable terms available. HUNTINGTON PARK POLICE DEPARTMENT may, however, have discussion with those proposers that it deems in its discretion to fall within a competitive range. It may also request revised pricing offers from such proposers, and make an award and/or conduct negotiations thereafter.

Further information, which may be useful in developing the cost proposal, is included in Section 5 of this RFP.

Users: (example below)

For this initial project, HUNTINGTON PARK POLICE DEPARTMENT would like to have (40) wireless users; (30) vehicle mounted modems and (16) wireless cameras. If additional users are identified, the system must have the ability to expand.

#### 4.13 Exceptions to the RFP

(Proposal Section 10.0) All requested information in this RFP must be supplied. Proposers may take

exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and a written explanation shall include the scope of the exceptions, the ramifications of the exceptions for HUNTINGTON PARK POLICE DEPARTMENT, and the CLEAR description of the advantages or disadvantages to HUNTINGTON PARK POLICE DEPARTMENT as a result of exceptions. HUNTINGTON PARK POLICE DEPARTMENT, in its sole discretion, may reject any exceptions or specifications within the proposal. Proposers may also provide supplemental information, if necessary, to assist HUNTINGTON PARK POLICE DEPARTMENT in analyzing responses to this RFP.

#### 4.14 Sample Documents

(Proposal Section 11.0) Proposers should include sample copies of the following documents:

- Sample software/hardware licensing agreement
- Sample maintenance agreement
- Sample documentation (user guides, training materials, etc.)

### **5. CURRENT SYSTEM ENVIRONMENT**

#### 5.1 Current Systems

HUNTINGTON PARK POLICE DEPARTMENT has a modern technology environment and the following aspects of HUNTINGTON PARK POLICE DEPARTMENT's technology infrastructure should position HUNTINGTON PARK POLICE DEPARTMENT to support public safety operations.

- For security reasons all other technical information will be provided to qualified and vetted bidders who have exercised a confidentiality agreement.

### **6. EVALUATION CRITERIA**

#### 6.1 Selection Participants

Evaluation Team. HUNTINGTON PARK POLICE DEPARTMENT IS and Public Safety Teams will evaluate the proposals.

Stakeholders. Stakeholders consist of subject matter experts from other entities that have knowledge of specific processes. Stakeholders will support the Evaluation Team during the procurement process.

#### 6.2 Evaluation of Proposals

Evaluation criteria will be used to determine the successful vendor. The vendor's proposal will be evaluated based on the following criteria:

- Compliance with the general bidding requirements, general submittal requirements, and detailed submittal requirements of the RFP.
- Implementation capability and strategy.
- Compliance with system deployment, implementation and acceptance dates as set forth in section 2.1 Pre-qualification Requirements.
- Total system cost.
- Provision of three verifiable references of the vendor's proposed solution that has been operational for a minimum of 90 days, preferably local government.

These criteria are provided for informational purposes and are not intended to represent an order of preference or weight.

### 6.3 Evaluation Selection Process

A forced choice factor weighting analysis of the evaluation criteria will be utilized to determine the vendor that represents the best value, most flexible and scalable solution for HUNTINGTON PARK POLICE DEPARTMENT and its partners.