

**Regional School District 8
85 Wall Street
Hebron, CT 06248**

RFP 2019-102

**Request for Proposal (RFP) Video Surveillance
Multi Year Project**

- **Year One FY 2019-2020**
- **Year Two FY 2020-2021**
- **Year Three FY 2021-2022**

Inquiries and requests regarding this RFP should be directed to:

Michael Schlehofer, Director of Facilities
Regional School District 8
85 Wall Street
Hebron, CT 06248
michael.schlehofer@rhamsschools.org

Sealed proposals and bids must be delivered no later than 1:45 PM November 12, 2019 to:

Regional School District 8,
Attn: Business Manager
85 Wall Street
Hebron, CT 06248

Clearly labeled Bid Documents.

Please note that all proposals must be received at the designated location by the stated deadline. Late proposals shall be considered void and unacceptable. After the deadline, proposals will be evaluated for this RFP. Not all proposal information is considered public, and only the final contract and costs of award will be available to the public. No proposal information will be shared until after the award.

Bids received by 1:45 pm pm November 12, 2019 will be opened on November 12, 2019 at 2:00 PM.

REGIONAL SCHOOL DISTRICT 8 RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND PROPOSALS AND TO AWARD IN PART OR IN TOTAL WHICHEVER IS DEEMED TO BE IN THE BEST INTEREST OF THE SCHOOL DISTRICT.

SECTION 1—GENERAL INFORMATION

1.1 – Background Regional School District 8 is located in the town of Hebron, CT in Tolland County. The District services the towns of Andover, Hebron and Marlborough in educating their middle and high school aged students.

The District has one middle school, and one high school, and a central office encompassed in one building on site. The FY 2019-20 enrollment is approximately 1391 students and employ approximately 260 professional employees.

The District is looking to upgrade its current video surveillance system to an IP system compatible with Avigilon as well as a more comprehensive video coverage. Please see Appendix A for more detailed information.

1.2 – Intent of the RFP It is the intent of this Request for Proposal (RFP) to provide proposers with sufficient information to prepare a proposal for a comprehensive IP video surveillance system per the specifications of this document, including all labor, materials, equipment, and services. Technical specifications and requirements are detailed in Section 4.

1.3 --Evaluation Criteria This package is not meant to favor any proposer. It is designed to meet the needs of Regional School District 8. Regional School District 8 designated staff will weigh the proposals based on the proposer's references, qualifications, support as well as technical merit, cost and the proposed system plan.

In awarding the Contract, the review team may take into consideration the proposer's skill, facilities, capacity, experience, support capabilities, previous work record, costs, the necessity of prompt and efficient completion of the work described in the proposal documents, or other factors the district considers relevant. Inability of Contractor to meet these conditions may be cause for rejection of the proposal. Contractor is required to disclose whether any of its owners, directors, officers or principals is directly or closely related to any Regional School District 8 employee who has or may appear to have any control over the award, management or evaluation of the contract.

Regional School District 8 reserves the right to utilize the evaluation rubric as a part of the decision making process and not as the sole evaluation tool.

Each Proposal response will be evaluated utilizing these evaluation criteria based on a 100-point scale.

Item Evaluated Possible Points

1. System(s) proposed - 25 Points

2. Proposer

References - 5 Points

Years in Business - 5 Points

3. Installation Capability - 5 Points

4. Ongoing Support Capabilities - 15 Points

5. Quality of RFP Response Documents - 5 Points

6. Plan/Schedule

Proposed installation Schedule - 5 Points

Proposed Project Cutover Plan - 10 Points

7. Cost* - 25 Points

TOTAL 100 Points

An explanation of each factor is listed as follows. All awarded points determined by a formula will be rounded to the nearest whole number. *SUBMIT ALL COST INFORMATION IN A SEPARATE SEALED ENVELOPE IN THE PROPOSAL PACKAGE CLEARLY MARKED 'FEE PROPOSAL'.

1. System Proposed: 25 points System evaluation criteria points are based on the ability of system and subsystems to meet the project needs. Capability of vendor to provide IP Security Camera solution compatible with current Avigilon system.

2. Proposer: 10 points Proposer evaluation criteria points are based on similar project references and years in business performing work similar in nature to the scope of this project.

References/Similarity of Past Projects (5 points)

4-5 points: All three references are favorable and all three are similar to the project and organization as specified in this RFP.

2-3 points: All three references are favorable and one or two are not similar to the project and organization as specified in this RFP.

0-1 points: Any reference provides unfavorable comments about the Proposer. Or all three references are favorable but none are similar to the project and organization as specified in this RFP.

Years in Business (5 points)

5 points: The Proposer has been performing work similar to the scope of this project for at least five (5) years. Proposers with less than 5 years of experience will receive a percentage of the total points.

3. Installation Capability:

5 points Installation Capability is based on the number and qualifications of certified technicians, and the Proposer's proven capability to meet project deadlines (from information gathered from references).

5 points: The proposer employs five (5) or more technicians who have manufacturer certification and project experience for each sub-system.

0-4 points: The proposer employs between one (1) and four (4) technicians who have manufacturer certification and project experience for each sub-system.

4. Ongoing Support Capability: 15 points Installation Capability is based on the number and qualifications of local certified and trained technicians, and the Proposer's proven capability to meet project deadlines (from information gathered from references).

7.5 points: The proposer employs at least one or more local technicians (within 100 miles) who have manufacturer certification and project experience.

7.5 points: The proposer employs three (3) or more local technicians (within 100 miles) for each subsystem (VMS, & access control) who have manufacturer certification and project experience.

5. Quality of RFP Response: 5 Points Quality of RFP response is based on the overall quality and presentation of the proposer's response documents. This criteria gives more points to responses that are complete, organized and provide all relevant materials to properly evaluate the response and the company.

5 points will be awarded for the most complete RFP response while other proposals are awarded points based on a percentage of the best proposal.

6. Proposer's Project Plan/Schedule: 25 Points Quality of RFP response is based on the overall quality and presentation of the proposer's response documents. This criteria gives more points to responses that are organized, complete and provide all relevant materials to properly evaluate the response and the company.

5 points will be awarded for the most detailed and favorable proposed project schedule while other proposals are awarded points based on a percentage of the best proposed schedule.

10 points will be awarded for the most detailed and least disruptive proposed project plan. This criteria will consider potential system downtime, necessary additional staff required and overall disruption to daily operations.

7. Cost: 25 points Lowest cost proposal is awarded full points while the other proposals are awarded points based on a percentage of the lowest proposal.

The District reserves the right to seek clarification of any or all proposers in order to assist in the evaluation process. To assist the District, the award evaluation criteria is based on, but not limited to, the following:

1.4 --Terms and Conditions All specification terms and conditions as outlined in the RFP are complied with and met. Suitability of proposed solution with respect to the district's needs and objectives

1. Proposer participation and responsibility clearly defined
2. The District's participation and responsibilities clearly defined
3. Hardware and peripheral product quality and content including, but not limited to, durability, performance, integration, serviceability, warranty, maintenance, meets or exceeds industry standards, and fulfillment of criteria specified in this RFP.
4. Proposer's service and support hours clearly defined.
5. Price of proposal including, but not limited to, individual system pricing, upgrades/downgrades pricing, installation support, annual subscriptions, warranty support, training, and any other relevant options with associated pricing.
6. Experience and/or references of the company submitting proposal.
7. Submission of satisfactory reference checks with proposal submitted on company letterhead.
8. Installation procedures clearly defined if applicable.
9. Proposer agrees to provide an on-site proof of concept at no cost to the District if requested.
10. Acknowledgement in writing that any software will be properly licensed for the District.

1.5 --Contract Negotiation The District reserves the right to negotiate with any company/supplier submitting a response to alter, clarify, or further enhance the company's proposals and/or any contract arising out of the acceptance of the response. In the evaluation of the proposal, the pricing submitted will be considered the best and final pricing.

1.6 --Contract Award Process The laws of the State of Connecticut shall prevail concerning all legal issues pertaining to this contract.

The District reserves the right to make an award without further discussion of any proposal submitted. Each proposal should be initially submitted on the most favorable terms the proposer can offer. There will be no best and final offer procedure.

The District reserves the right, at its sole discretion, to negotiate with the apparent best evaluated proposer. Price will be a major determining factor.

Contract award shall be subject to the contract approval of all appropriate Board officials in accordance with applicable laws, policies and regulations.

Important Dates	Deadlines
October 4, 2019	Bid posting on DAS, Newspaper and School Website
October 18, 2019	Pre-bid meeting with walk through 9:00 AM
October 25, 2019	Last day for questions from proposers.
October 30, 2019	Last day for District to send responses to questions received.
November 12, 2019	Bid responses due no later than 1:45 PM
November 21, 2019	Demonstrations from chosen vendors.
December 16, 2019	Tentative Award - pending BOE Approval

SECTION 2 –SUBMITTAL REQUIREMENTS

2.1 – Company Experience, Contractor License Information and/or References: The district reserves the right to fully investigate the qualifications of any Proposer(s) based on references supplied and publicly available information.

Proposer(s) are encouraged to supply evidence of experience on projects of similar nature and/or magnitude listing: customer name, address, contact names, and telephone/fax numbers. The proposer(s) may also supply third party ratings to demonstrate their success in the IT marketplace.

The winning respondent must provide:

- State of Connecticut Contractor Verification form along with the listing of approved employees see Appendix B.

2.2 – Mandatory Requirements *Mandatory requirements for the acceptance of your proposal. Please INITIAL in appropriate box.*

Requirement :

Vendor Can Comply _____

Vendor Cannot Comply _____

Contractor must be licensed to perform all elements of this contract in the State of Connecticut. Contractor must not currently be suspended or debarred from any governmental contract or have been so within the past five years .

Contractor must agree to hold all pricing firm for each phase of the bid as specified in this document.

Company personnel working on-site must be identifiable, and will perform all services as according to all applicable laws, ordinances, rules and regulations.

Contractor must be the Single Point of Contact (SPOC) relative to all equipment, services and support outlined and implicit in each phase outlined in this RFP. If Contractor utilizes equipment, services or support from another manufacturer or supplier, Contractor shall be responsible for managing all relations and communications with those manufacturers and suppliers. If Contractor utilizes equipment, services or support from another manufacturer or supplier, said utilization must be specifically noted in the RFP response. Contractor is responsible for all required permits, permit fees, coordination of inspections, and certificates of occupancy/completion.

2.3 – Confidential Material Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the District to the extent allowable.

2.4 – Supplemental/Supporting Materials Please include descriptive literature/brochures, if available, in the proposal. All user/owner/technical reference manuals should be included with and submitted upon delivery of equipment.

SECTION 3 – TECHNICAL REQUIREMENTS

3.1 --General & Technical Requirements

3.1.1 All equipment, materials, and supplies necessary to perform the services contracted herein shall be included by the Contractor and be reflected in the Bid Pricing.

3.1.2 Tobacco/Alcohol/Drugs- All District property shall be free from any tobacco products (smoking or smokeless), alcohol, and illegal drugs. This includes vehicles and personal items. Failure to adhere may result in contract termination without remedy and/or criminal prosecution to the fullest extent of the law. District vehemently defends the safety of District students and staff pertaining to these banned substances. Any vehicle or personal property (lunch box, bag,

box etc) is subject to search at any time by District personnel without probable cause.

3.1.3 Employee of Contractor must submit to immediate drug/alcohol screening in the case of an accident on school grounds (Contractor expense)

3.1.4 Safety and Security - At all times, the Contractor (all employees) shall exercise exceptional caution to protect District students, personnel, or visitors from any and all hazards associated with the execution of this contract. Contractor personnel shall exercise extreme caution to not harm or remove any property not owned by Contractor. The District will prosecute any criminal activity to the fullest extent of the law. Contractor shall not interact with any non-contractor personnel while on District property unless directly associated with the performance of contract. Personnel shall not, under any circumstances, converse or interact in any manner, with District students or staff. Contractor shall refrain from vulgar language, obscene gestures, and any behavior deemed inappropriate for the grades 7 - 12 environment.

3.1.5 Identification of Personnel - In addition to the requirements of Section 2.2, all contractor personnel shall be identifiable at all times. ID issued by Contractor must be worn at all times.

3.1.6 Damage by Contractor - Any damage done to any part of the District's property shall be replaced to the satisfaction of the District, at no cost to the District. This includes, but not limited to sprinkler heads, vehicles, structures, and windows. In addition, personal injury, physical injury, harassment of District employees or violation of any section of the contract.

3.1.7 Workmanship - All work shall be done in a professional manner and must comply with all Federal, State, and Local codes. All work requiring licensed mechanics by code or regulation shall be done only by employees having met such criteria.

3.1.8 Inspection of Work - Under this contract, the Contractor has assumed the responsibility of furnishing all services, labor, and materials for the work as specified. Any inspection of the work by District personnel shall in no way affect said responsibility of Contractor; nor shall the failure of any of the foregoing to discover or to bring to the attention of the Contractor the existence of any work not in accordance with said specifications.

3.1.9 Correction of Work - Any work deemed unsuitable per contract standards as determined by District shall be corrected within 24 hours. Any corrected work shall be at no additional cost to the District.

3.1.10 Interaction with the District Students, personnel, and visitors should be limited to business pertaining only to the performance of this contract.

3.1.11 Insurance - The paragraphs listed below are informational only; bidders are advised that any bidder awarded a contract shall be subject to these conditions. This list is not meant to be comprehensive or all-inclusive. The District reserves its rights to add to or otherwise alter these conditions at its sole discretion.

3.1.12 Proof of Insurance - Original, completed Certificates of Insurance shall be presented to Regional School District 8 prior to contract issuance. Provider agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies.

3.1.13 Insurance Requirements - Provider shall agree to maintain in force at all times during the contract the following minimum coverage and shall name Regional School District 8 as an Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation. All policies should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s Rating of “A-“ VIII. In addition, all Carriers are subject to approval by the Regional School District 8.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
General Aggregate		\$2,000,000
Products/Completed	Operations Aggregate	\$2,000,000
Sexual abuse or Molestation is to be included in the coverage		
Auto Liability	Combined Single Limit	
Each Accident		\$1,000,000
Umbrella	Each Occurrence	\$1,000,000
(Excess Liability)	Aggregate	\$1,000,000

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

3.1.14 Contractor Liability for Subcontractors

Contractor Liability for Subcontractors In no event shall the existence of an approved subcontract release or reduce the liability of the Contractor for all aspects of the project, said Contractor acting as the SPOC. Any breach in the performance of duties is the responsibility of the Contractor.

3.1.15 Indemnification

To the extent provided by law the contractor agrees to indemnify, defend and hold harmless the District and its employees from any and all liability arising out of the contractor’s performance of services under the contract, its operations and functions and/or supplied items.

3.2 – Financial Please provide quotes detailing the proposed solution for the District including how the solution will incorporate our existing system through the various phases of

this project. The quote should include all necessary hardware, software, and cabling needed to complete a full installation as well as any license subscriptions.

3.3 – Warranty Warranty terms on the hardware and any associated software should be clearly defined.

3.4 – Delivery and Installation Any delivery and installation charges should be clearly defined as separate line items.

All equipment installation has an anticipated completion of June 1, 2020, for phase one. A daily fine of \$1,000 will be assessed if work in phase one is not completed by June 1, 2020.

3.5 – Training Please describe any training included in the proposal. If there are any costs associated with training, they should be clearly defined as separate line items as well. Training methodology should include, but not limited to the following:

- a) Comprehensive Training for School Safety Staff
- b) School Based Training per Site
- c) Written Training Materials, On-line Training Materials

3.6 – Proposer Suggested Options and/or Alternatives Any suggested options or alternatives that the District should consider for a surveillance system must be included in the proposal bid. The bid can also include any alternate technologies you feel would benefit our district and that we should take under consideration.

In order to remain fair and to ensure the integrity of the bid process, if an alternative option is of interest to District all RFP responders will be informed so that they may update their bid to provide supplemental information on the alternative solution as well.

Copies of all vendor questions and answers, as well as clarifications that District provides to a single vendor, will be available to all respondents by way of a Q&A page on the District's website www.rhamschools.org in accordance with the timeline provided in Section 1.6.

SECTION 4 –SPECIFICATIONS AND SCOPE OF WORK

4.1 -- Scope of Work

4.1.1 Provide visualization of persons inside all school building hallways and office areas (RHAM Middle and High Schools). Minimum camera requirements are 5 megapixels or comparable specifications. District goal is clear visualization.

4.1.2 Provide facial recognition capability at all main points of entry for all facilities mentioned above as well as: maintenance facility, parking lots and fields. Minimum camera requirements are 5 megapixels or comparable specifications. District goal is clear facial recognition.

4.1.3 Provide visualization of driveway entry and exit points as well as parking for all facilities. District goal is to capture vehicle description and/or identification criteria such as license plates.

4.1.4 Appropriate video management system (VMS) and storage should be included for each school facility. Auxiliary facilities should be included with RHAM Middle and High VMS and storage. Minimum storage capacity requirements are 30 days of storage.

4.1.5 Appropriate VMS with the capability to integrate with an access control system should be included along with a list of said access control systems.

4.1.6 If applicable provide VMS certification along with an expiration date.

4.1.7 Appendix A contains information on the District's current status. Please provide cost and location of additional cameras/drops needed.

4.1.8 All network parts should be clearly defined by facility to include but not limited to patch panels, network drops, cabling, and installation.

4.2 -- Maps and Layouts of Existing Facilities Proposer shall acquire Maps and Layout document, which details the approximate floor plan and equipment (hardware) location for each District facility to be bid under this contract. **Map Package will be provided at the mandatory pre-bid conference on October 18, 2019, 9:00 AM and returned with company proposal.**

4.2.1 Camera system proposed placement is based on our needs but is not being established in order to allow vendors to provide the most effective placement to ensure goals established in section 4.1 Scope of Work. Vendor should provide placement of devices along with proposal. Depending upon remaining budgets and cost considerations, District designated staff may consult with awarded contractor to add/delete/modify camera selection/location during pre-planning phase of contract. If the option to modify is taken, it shall not materially alter the scope of work, especially the hardware/software package and work requirements.

4.2.2 Any system procured and installed during the course of this contract must be in compliance with all material elements of the specifications. Any changes must be approved by the District and documented in writing.

4.2.3 Map Notes - Maps provided under this RFP are not guaranteed for scale and only provide representation for bidding purposes. Maps are not guaranteed 100 percent accuracy as there may have been minor alterations to some facilities that may or may not affect work. Vendor is responsible for site visits if 100 percent accuracy is required.

4.2.4 Site Visits - Visits to sites are mandatory; however, the contractor is responsible for all cost associated with this installation and the District cannot guarantee the accuracy of dimensions (drawing scale), specific building nuances, impediments, and any other installation related

consideration.

4.3 -- Service and Support - Proposer shall include with response a detailed explanation of all material elements regarding service and support elements of this contract including, but not limited to:

- a) VMS - Please discuss service levels for software systems including response time, escalation procedures, and preventative problem identification capabilities.
- b) Protocol and Price for Upgrades and/or Updates
- c) All Licensing Considerations
- d) All initial fees and annual subscription costs
- e) System Troubleshooting Assistance and Protocol for Rest of System including Cameras, Servers, ancillary systems.

4.4 -- Installation - Please discuss all pertinent elements and methodologies of installation including but not limited to:

- a) Pre-planning
- b) Sourcing/Product Acquisition
- c) Delivery/Set-up/Storage/Security
- d) Installation
 - i) **Schedule** - Please include your understanding of working in occupied grades 7-12 space, school hours, administration support and partnership, safety, clean-up, and potential schedule. System “Start-up”, Testing, and Quality Control
 - ii) All work should be completed on a mutually accepted time frame
 - iii) Removal of old equipment is expected
 - iv) Inventory list of cameras and other equipment required in an excel format. File layout to be provided at a later time.

SECTION 5 -- CONTRACTOR QUALIFICATIONS

5.1 - Contractor shall submit a statement pertaining to the labor/staff that will be utilized in the performance of this contract. This statement should include experience, qualifications, training, etc.

- **VMS Certification** - If applicable, be sure to identify which staff member(s), who will be assigned to this specific project, are certified.
- **Single Point of Contact** - Please identify and detail the qualifications of the Single Point of Contact from your company for this contract. While the District may interact with multiple layers of staff, contractor must provide one point of accountability for all material aspects of the contract include installation, warranty, service, etc.

5.2 Sub - Contractor Proposer shall disclose proposed use of contract labor in relation to labor performed by company staff. If contracted labor will be used, the proposer shall detail process for acquisition, vetting, supervision, and management during length of engagement. Proposer shall also certify the warranty and back all work performed by any subcontracted labor and to be responsible

for all communication as single point of contact.

5.3 Permits - If applicable, the Contractor will be required to be in compliance with all Federal, State, City, and local laws, rules and regulations and shall be responsible for all coordination and cost associated with license(s), permits, etc.

SECTION 6 -- Vendor Demonstrations Regional School District 8 understands the complexity of video surveillance systems and is allowing vendors to provide a demonstration before complete evaluations of proposals. Clearly indicate in the proposal the desire for a demonstration. The District will contact the preliminary top 2 proposers and will schedule a demonstration.

Please follow the script below if you would like to provide a demonstration. Regional School District 8 designated staff will notify proposers of the time and place of demonstrations. Demonstrations are tentatively scheduled for the week of November 21, 2019.

Introduction The purpose of this scripted software demonstration is to help Regional School District 8 determine the suitability of proposed video management system. The objective is to provide all software vendors the opportunity to show how their product will perform specific tasks that are central to our operation.

At the end of the scripted portion of the demonstration, each vendor will have the opportunity to show features and functions that are not covered by the script, but are thought by the vendor to be major differentiators of their software.

Attendees The product demonstration will be performed for the Regional School District 8 project team that is tasked with selecting the new video management system. The team needs to be able to ask questions and obtain clarification on points in the demonstration that are unclear. The answer to a question may be responded to by email after the demo if further clarification is required.

Software Components Regional School District 8 understands that certain areas of the software can be enhanced as a result of adding supplemental modules to the basic software package, and that some enhancement of the basic software will probably be necessary in order to complete all of the tasks in the demonstration. If the software is being shown with such enhancements, this fact must be mentioned prior to beginning the demonstration. During the course of the demonstration, as features are shown that are not part of the basic package, this must be mentioned at the time the specific task is demonstrated.

Time Considerations The demo will be limited to 1 hour. Due to the time constraints of this demo, if any point of the demo will take a prohibitively long time, that item may be prepared in advance with a full explanation of the steps and time it takes.

Advance Preparations In advance of the demo, responses to the following questions should be prepared and provided.

1. Describe how the video management system is licensed, and how device endpoint licenses are managed.
2. Describe the pricing structure of the product and any available add-ons.
3. Describe the available support options and service level agreements.

User Task Demonstration The following sections define several functional aspects of a video management system which should be demonstrated to prove the software's suitability. The demonstrations outlined here should be performed in the specific order shown. If the software being shown does not support a feature required for the successful completion of a demonstration, the specific demonstration may be skipped, but it must be noted that no demonstration of the feature was shown.

User Control Demonstrate how access to different video feeds can be limited by role. Describe how your system can be configured to use LDAP.

Workflow Demonstrate how the VMS functions. Describe the process of time management in terms of searching through hours of video.

System Architecture Describe a typical server configuration, and how that can grow with increased traffic.

Licensing Describe all related license costs, and how they are broken down. Describe any costs associated with maintenance, support, or updates.

Support Describe what support resources are available. Describe the hours of operation for phone support, associated costs, and turn around times.

Access Control Integration Describe integration of access controls with VMS.

Appendix A

Evaluation Criteria:

1. Capability of vendor to provide IP Security Camera Solution compatible with current Avigilon system
2. Capability of vendor to provide all necessary equipment (IP Cameras, Network Voice Recorder, Protective Camera Domes, LED Monitors, Cabling, Networking equipment, Camera Mounts, etc.)
3. Financial stability of the vendor
4. Vendor's average response times for support requests
5. Vendor's ability to demonstrate timeline and implementation strategy for the proposed system
6. Ease of operations, management and support of the IP Security Camera solution

Current system: We currently have 48 IP/Analog cameras with encoders, of varying models and age, on one Avigilon server that can hold 50 days of video. See map one walk through of current placement of cameras.

Base Bid - Phase One FY 2019-2020:

16 replacements IP Cameras and 4 new cameras will be installed in the high school location
4 replacement IP Cameras will be installed in the middle school location

The manufacture of equipment will be Avigilon with the below minimum guidelines:

- A. Increase HD NVR Avigilon at least useable storage as required for additional cameras
- B. 24/7 video monitoring and image capture
- C. Minimum of 5.0 MP, 30 ips 5.8 Day / night resolution with WIDE DYNAMIC function for Sun and or Ambient Light interference
- D. Motion detection/ auto-focus capability
- E. Two Options for the connection and cabling of the cameras below:
 - a. Cameras cabled back to the MDF/IDF using Cat6 cabling and patched into Power over Ethernet switches (PoE) at the MDF/IDF. Switches required to be quoted in this options.
 - b. Cameras to use existing COAX cabling with the proper video conversion.
- F. 3 Year Support on Equipment and 5 years 8x5 Telephone Support
- G. Labor to Complete Scope of equipment set up (Initial configuration of the controller and programming of the cameras)
- H. The vendor will ensure that the system will be fully functioning (installed, configured, 100% implemented) upon completion
- I. Detailed Documentation will be provided to customer regarding installed products and programs.
- J. All training of system specific software will take place within the installation time period.

- K. There shall be no exposed cabling, all penetration will be sealed with approved fire stopping.
- L. A drawing of the facility will be provided at the walk through.

Appendix B

STATE OF CONNECTICUT
Contractor Verification
(in accordance with Public Act 16-67)

Directions to Contractor: Connecticut law requires that any contractor applying or bidding for a contract (including individuals who are independent contractors) with a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator require any employee with the contractor who would be in a position involving direct student contact to supply the contractor with the information provided in this form. Information may be collected either through a written communication or telephonically.

In addition, pursuant to Connecticut General Statutes (C.G.S.) § 10-222c, the contractor is required to contact – either telephonically or through written communication – any current or former employer of an employee if such employer was a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator or if the employment caused the employee to have contact with children, to request any information concerning whether there was a finding of abuse or neglect or sexual misconduct against the employee. If the contractor receives any information indicating such a finding, or otherwise has knowledge of such a condition, the contractor must immediately forward such information to any local or regional board of education with which the contractor is under contract.

Directions to Employee of Contractor: Pursuant to Connecticut state law, employees of a contractor who would be in a position involving direct student contact must supply all of the information provided in Section 2 of this form.

Section 1 – To be completed by Contractor

Name	
Street address	
City, State, Zip Code	
Contact person	
Telephone number/email address	

Section 2 – To be completed by Employee of Contractor

Part A. On a separate sheet of paper, please list the name, address and telephone number of each current or former employer, if such current or former employer was a local or regional board of education, a governing council of a state or local charter school, or interdistrict magnet school operator, or if such employment otherwise caused you to have contact with children.

Part B. Please complete the questions below in their entirety.

Have you ever:

Y N

Been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department (answer “no” if the investigation resulted in a finding that all allegations were unsubstantiated)?

Y N

Been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (the “department”), or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to section 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct?

Y N

Had a professional or occupational license or certificate suspended or revoked or ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by the department or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by the department of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct?

Part C – Written Consent and Disclosure Authorization. I hereby authorize the entities I have listed in Section 2 of this form to release to the entity listed in Section 1 of this form the information required to be released by my previous employer pursuant to (C.G.S.) § 10-222c along with any related records. I hereby consent to and authorize disclosure by the State Department of Education of the information requested pursuant to C.G.S. § 10-222c, as amended by Public Act 16-67, and I hereby authorize the release by the State Department of Education of any related records. I further hereby release the above-named employer(s) and the State Department of Education from any and all liability of any kind that may arise from the disclosure or release of records requested pursuant to C.G.S. § 10-222c, as amended by Public Act 16-67.

Signature of Applicant

Date

NOTES:

The terms provided below are currently defined in state law as follows. Please note that statutes may be amended from time to time.

Sexual Misconduct means – “any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature and any other sexual, indecent or erotic contact with a student.” Connecticut General Statutes § 10-222c(k).

Abuse or neglect means – “abuse or neglect as described in Section 46b-120, and includes any violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a.” Connecticut General Statutes § 10-222c(k).

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