



## **County Of Siskiyou**

### **Request for Proposals (RFP) RFP #SO81721 - Sheriff**

**For:**

**Bodycam, Redaction Services & Cloud Storage Contract**

### **Request for Proposals**

Proposals may be mailed, delivered, or emailed to:

**Courtney Greenley**  
Administrative Services Manager  
Siskiyou County Sheriff's Office  
305 Butte St  
Yreka, CA 96097  
[cgreenley@co.siskiyou.ca.us](mailto:cgreenley@co.siskiyou.ca.us)

### **Proposals Due by:**

January 7, 2022  
5:00 PM PST

## Preface

The County of Siskiyou, hereafter referred to as “The County,” is in Northern California and borders Oregon.

## Estimated Timeline of Events

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Date	Activity
12/3/21	Release of Request for Proposals (RFP)
NA	Mandatory Pre-Bid Meeting or Walk Through
12/10/21	Deadline to Submit Questions
1/7/22	Submission of Proposals due by 5PM PST
1/10/22-1/12/22	Review of Proposals
1/12/22-1/14/22	Interviews (If necessary, we will request date & time with vendor)
1/14/22	Notification of Final Selection
EST: 3/1/22	Board of Supervisors Approval
EST: April 2022	Professional Service Agreement Start Date

## Scope of Work

The Siskiyou County Sheriff's Office is seeking a system to replace our existing Bodycam solution. The Sheriff's Office is looking to replace 50 uniform bodycams. Currently, the Sheriff's Office uploads footage from a Bodycam to an on-site server. We are looking to replace on site servers with cloud storage. We also need a redaction service that works with the Bodycam solution so that the new system includes, Body worn cameras, Cloud storage of the footage and redaction services that we can edit from PC's and workstations here in Yreka. This contract needs to state whether the number of bodycams is flexible within a rate contract or fixed for the duration of the contract. For example, as Bodycams wear out, are damaged, lost or stolen, or we hire on additional staff, how will we acquire replacement/new cameras. Our office will need the quote to separate project costs between equipment, trainings or services related to start-up, maintenance, and any costs related to additional units if future needs change within the term of the contract.

Some definitions: "Bodycam" means a body-worn camera that clips onto the uniform. "Cloud Storage" means a place to securely store the footage for minimum of 366 days. This secure cloud storage service should allow for the Sheriff's Office to create "sandboxes" where redacted files or public request files can be safely stored and then picked up or used by an authorized user(s). "Redaction Services" means a service that allows designated administrative users who are authorized for this work to be able to review, edit, obscure, and redact video footage from Body worn cameras.

The Sheriff's Office is seeking vendors who will be able to help with the setup, configuration, implementation, and deployment of a proposed solution. The Sheriff's Office will need the selected vendor to work closely with the Information Technology Services (ITS) department at the Sheriff's Office to ensure a smooth onboarding and deployment. Please include your service model for support.

**Bodyworn Camera Specifications:** Should include at a minimum but not limited to: Sturdy design and construction – drop tested between 4-6 feet with minimal damage. Dust resistant, water resistant.

**Camera resolution:** Minimum of 480p to max 1080p (1920 x 1080).

**Battery life:** Operational needs require battery life of 12 hours.

**Storage:** Operational need for at least 10 hours of video storage.

**Power Supply:** A charging dock, transfer cable, vehicle adapter.

**Connectivity:** Bluetooth version 3.0 or newer and Ethernet connection capability or USB connectivity for uploading of video footage to a laptop PC.

**Cloud Storage Services:** The Sheriff's Office requires enough storage to preserve and protect, camera footage for 366 days. The Sheriff has estimated that each officer should have a block of storage of at least 40GB per month. Using this formula:

- 40 officers X 40GB per month X 12 months = 15TB of storage plus

- Storage for sandboxes and a shared account with the District Attorney
- Redaction Storage Space – To store redacted/reviewed files
- Redaction Editing Space – To edit and work on files not yet redacted.

Please include an estimate of the amount of storage this will require.

### **Redaction Services:**

The Sheriff's Office is looking for a cloud-based, off-site solution to do redaction of video and audio for video footage collected from body-worn cameras. The editorial services and capabilities we need are:

- Video and audio editing for video footage using software tools. We would like it if the software to be used for redacting video and audio uses artificial intelligence (AI) to help speed that process up. By making the editorial process easier by identifying faces, identifying license plates and other personally identifiable aspects.
- The Sheriff's Office needs a way to securely share the redacted file with the District Attorney or to meet a Public Records request. We would like to simply create a secure link and let the party download the file.
- Redacted Files will need their own, secure storage area in the cloud.
- The Sheriff's Office will need training on how to redact files using a vendor supplied software solution. Please include this training for both the Sheriff's Admin staff and the ITS users to be able to support this in an ongoing basis.

## **Submission Requirements**

**Proposal Format:** Proposals must contain the following:

### **1. Cover Letter**

- a. Please provide the proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the proposer.

### **2. Qualifications**

- a. Provide specific information concerning the proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.
- b. If you plan to have a representative travel for training purposes related to the contract you must be able to provide a withholding exemption certificate.

### **3. Company Profile**

- a. Provide a brief description of your company, including structure, address, the total number of employees, overall industry experience, certifications,

affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

**4. Approach:**

- a. Provide a description of the methodology developed to perform all required services, information as to the type of software that is anticipated to be used in the delivery of services, and your response to the scope of work as referenced above.

**5. References:**

- a. Please include at least three (3) references, including name, address, telephone number, and email, for whom similar services have been provided

**6. Price Proposal:**

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services and materials, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

## **Submission Requirements**

**Proposal Format:** Proposals must contain the following:

**7. Cover Letter**

- a. Please provide the proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the proposer.

**8. Qualifications**

- a. Provide specific information concerning the proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.
- b. If you plan to have a representative travel for training purposes related to the contract you must be able to provide a withholding exemption certificate.

**9. Company Profile**

- a. Provide a brief description of your company, including structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

## **10. Approach:**

- a. Provide a description of the methodology developed to perform all required services, information as to the type of software that is anticipated to be used in the delivery of services, and your response to the scope of work as referenced above.

## **11. References:**

- a. Please include at least three (3) references, including name, address, telephone number, and email, for whom similar services have been provided

## **12. Price Proposal:**

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services and materials, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

**Conflict of Interest:** Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

## **Selection Process**

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

- Qualifications
- Approach
- Experience and references
- Proposed costs

The County may meet or interview with any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entity or entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

## General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the Siskiyou County Sheriff's Office, 305 Butte St, Yreka CA 96097 on or before **5PM PST, January 7, 2022** (ATTN: Courtney Greenley, ASM)
- **Mailing:** Hard copy proposals by way of mail must be mailed to [305 Butte St, Yreka, CA 96097] and postmarked by **9 AM PST, December 27, 2021**
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Courtney Greenley, ASM at **cgreenley@co.siskiyou.ca.us** and must be received by **5PM PST, January 7, 2022**

Proposers shall provide one (1) original copy with signature and four (4) exact copies of the original by hand delivery, mail, as instructed above.

Proposers submitting proposals electronically will only be required to send one copy.

Proposers are asked to direct all inquiries related to the project(s) to: **Courtney Greenley, Administrative Services Manager, cgreenley@co.siskiyou.ca.us, 530-842-8326**

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.