

Request for Proposal #16PSX0065

CORRECTIONAL VIDEO SURVEILLANCE AND MANAGEMENT SYSTEMS FOR DEPARTMENT OF CORRECTION

Contract Specialist: **Linda LoSchiavo**

Date Issued: **3 August 2016**

Due Date: **29 September 2016 at 2:00 pm Eastern Time**

**Department of Administrative Services
Procurement Services**



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Request for Proposals (RFP)

CORRECTIONAL VIDEO SURVEILLANCE AND MANAGEMENT SYSTEMS FOR DEPARTMENT OF CORRECTION

Guide to Electronic Proposal Submissions

1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (DAS)/Procurement Services that all Companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program have already created a BizNet account.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select Doing Business with the State and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc.).

Existing Companies Needing to Update Their Information: Login to BizNet and select Doing Business with the State and Company Information.

2. Business Friendly Legislation

As a result of Public Act 11-229, DAS/Procurement Services' goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each request for proposal are being automated in BizNet.

DAS/Procurement Services began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must submit forms electronically to their BizNet account if they haven't already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change. Rather than completing them with each proposal submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a proposal response.

Instructions for Uploading Affidavits and Non-Discrimination Forms:

Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:

<http://das.ct.gov/images/1090/Upload%20Instructions.pdf>

(a) AFFIDAVITS

THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Ethics Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION –

CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) Form C – Affidavit by Entity (RECOMMENDED) (Valued at \$50,000 or more)
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following link:

http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

3. New Revised Process – Online Proposal Responses

Any proposal posted by DAS/Procurement Services must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and upload these documents (as well as any other required submittal documents) through BizNet prior to date and time upon which the Proposal is due pursuant to the RFP. Late submissions will not be accepted. Proposals are not publicly opened and are not available for viewing until after the Contract has been awarded.

- Contractor Information/Electronic Signature Page – Web Based Form
- Employment Information Form (DAS-45) – Web Based Form
- Statement of Qualifications (DAS-14) – Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based Form
- Contract Exhibit B – Price Schedule (RFP-16)
- RFP Addendum (RFP-18) – if applicable
- Attachment #4 – Proposer Submittal Requirements

Additional forms such as those listed below must be reviewed carefully and accepted by the proposer prior to proposal submittal:

- Standard Terms and Conditions (RFP-19)

- Request for Proposal Document (RFP-22)
- Request for Proposal Contract (RFP-50)
- Contract Exhibit A – Description of Goods & Services and Additional Terms & Conditions
- Contract Exhibit C – SEEC Form 11

4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet accounts with new and/or updated insurance information.

The following documentation will need to be uploaded to each company's BizNet account and evidencing that the State is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under "DAS Business Friendly Initiatives" at the following website: <http://das.ct.gov/cr1.aspx?page=371>

Proposers are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the RFP. Please read ALL RFP documents carefully and provide all required information. Failure to do so may result in rejection of your proposal.

Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Services at 860-713-5095.

Scope of Services

The State of Connecticut, Department of Administrative Services (DAS) is issuing this RFP to solicit proposals for the purchase, installation and system integration of correctional video surveillance systems and management systems (together, "Correctional Video Surveillance and Management System" or "CVSMS") and repairs of the CVSMS when required by Client Agency.

Contractor shall be a factory authorized Verient dealer for the term of the Contract, as applicable.

The Connecticut Department of Correction ("DOC") utilizes Verint Video Solutions video management systems for the control, integration and storage of video from an assortment of camera types and technologies. Both analog and ethernet IP signal transmission from cameras or digital encoders are distributed to live view monitors and video recorders. Hardware and virtual keyboards are used for camera control and routing of video signals. Coaxial and ethernet IP structured wiring systems are used for video signal pathways. Client server based computer systems and video management software provide video content management.

Proposer shall have maintained an organization in continuous operation and capable of performing the work for at least the past three (3) years.

This RFP is not a contract. The State may negotiate (through email and/or meetings) a contract with the proposer(s) whose proposal is deemed to be the most advantageous for the State in accordance with the criteria set forth in the RFP.

Capitalized terms used in this RFP and not defined herein shall have the meanings ascribed to them in the contract resulting from this solicitation (the "Contract"). A form of the Contract is attached to this RFP as Attachment 1.

This contract replaces the following contract award(s) in part or in total: NONE

Attachment 2 - Description of Goods & Services Specifications and Additional Terms and Conditions

Refer to Attachment 2 - Description of Goods & Services Specifications and Additional Terms and Conditions (future Contract Exhibit A) for detailed specifications.

Instructions to Proposers

1. Proposal Schedule

RELEASE OF RFP:	Date:	3 August 2016
DOC "COLLECT BACKGROUND REPORT FOR VENDORS/CONTRACTORS" FORM SUBMISSION:	Date:	16 August 2016, by noon Eastern Time
MANDATORY PRE-PROPOSAL MEETINGS AND SITE INSPECTIONS:	Date:	24 August 2016 at 9:00 am Eastern Time
	Location:	MacDougall Correctional Institute 1153 East Street South Suffield, CT
	Date:	25 August 2016 at 9:00 am Eastern Time
	Location:	York Correctional Institute 201 West Main Street Niantic, CT
RECEIPT OF QUESTIONS:	Date:	2 September 2016, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	12 September 2016
RFP DUE DATE:	Date:	27 September at 2:00 pm Eastern Time

2. Pre-Proposal Meeting and Site Inspection Requirements

This RFP contains a **mandatory** pre-proposal meeting and site inspection requirement. Proposers who are interested in responding to this RFP must attend the meeting at the specified date/time and location listed above.

IMPORTANT:

Only two representatives from each proposer's company will be allowed to attend the mandatory pre-proposal meeting and site inspection. Proposer's representatives must complete the DOC "Collect Background Report for Vendors/Contractors" form and email to linda.loschiavo@ct.gov no later than the date and time specified in Section 1, "Proposal Schedule" or proposers will not be allowed attendance at the mandatory pre-proposal meetings and site inspections nor allowed to participate in this RFP.

DOC will provide an approved or not approved security clearance letter via email to the proposer prior to the pre-proposal meeting and site inspection. DOC security cleared proposers should also bring a copy of said letter from DOC.

NOTE:

Late Arrivals (15 minutes or more) will not be given credit for attendance nor allowed to participate in the RFP process. Proposers will not be admitted to state buildings without a valid photo ID.

Failure to attend both meetings will result in the rejection of your RFP response.

3. Questions

Questions for the purpose of clarifying this RFP and those questions asked during the pre-proposal meeting and site inspection must be received no later than the date and time specified in Section 1, "Proposal Schedule" and must be directed to the Contract Specialist, Linda LoSchiavo via email: linda.loschiavo@ct.gov.

4. Communications

During the period from your organization's receipt of this Request for Proposal, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the Contract Specialist, Linda LoSchiavo via email: linda.loschiavo@ct.gov.

5. Solicitation Submission

Solicitations shall be submitted online by the RFP due date and time only. Proposers shall upload their solicitation submission to their BizNet Account.

Proposal Requirements

1. Contract Period

The State intends that the Contract be in effect from its Effective Date through January 31, 2022.

The parties, by mutual agreement, may extend the Contract for additional terms beyond the original term, prior to Termination or expiration, one or more times for a combined total period not to exceed the complete length of the original term, but only in accordance with the section in the Contract concerning Contract Amendments.

2. Brand Name Specifications and/or References

The use of the name of a manufacturer or of any particular make, model or brand in describing an item does not restrict proposers to that manufacturer or specific article unless limited by the term "no substitute". However, the article being offered must be of such character and quality so that it will serve the purpose for which it is to be used equally as well as that specified, and the proposer shall warrant to the State that it is fit for that purpose. RFPs on comparable items must clearly state the exact article being offered including any and all applicable options and the proposer shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the proposer does not indicate that the article offered is other than as specified, it will be understood that the proposer is offering the article exactly as specified. Proposers must submit complete documentation on the specifications and quality levels of the proposed products. RFPs submitted that do not contain this documentation are subject to rejection.

3. Stability of Proposed Prices

Any price offerings from proposers must be valid for a period of 120 days from the due date of the proposals.

4. Amendment or Cancellation of the RFP

DAS reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

5. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

6. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

7. Proposer Demonstration of Proposed Services and or Products

At the discretion of DAS, proposers must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

8. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

9. Proposal Expenses

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DAS.

10. Ownership of Proposals

All proposals shall become the sole property of the State and will not be returned.

11. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract.

12. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

Selection Criteria

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process and is listed in order of relative importance.

1. Experience/References with Similar Service
2. Value
3. Applicable Content
4. Account Management
5. Business Information

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all RFPs in whole or in part, and waive minor irregularities and omissions if the best interest of the State will be served.

Attachment 4 - Submittal Requirements

Refer to Attachment 4 – Submittal Requirements.

Carefully read all instructions and provide the necessary information as requested and as outlined in Attachment 4.

Attachment 4 will be used during the evaluation process to determine if the proposer meets the qualifications set forth in this RFP. Attachment 4 must be completed by the proposer or your company's proposal will be automatically rejected.

Attachment 1 - Sample Contract

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The State will pursue negotiations with the proposer whose proposal scores highest. If, for whatever reason, DAS and the initial proposer fail to reach consensus on the issues relative to a contract, then DAS may commence contract negotiations with other proposers. DAS may decide at any time to suspend the current RFP process and start the RFP process again.

Attachment 1 to this RFP is a draft contract and it is included in this RFP for informational purposes only in order to show contract provisions that the State of Connecticut requires. It is not intended to, and will not, be the specific contract that the State and the successful vendor(s) will sign. After DAS selects a vendor, DAS will deliver a draft contract to the vendor for consideration and negotiation. The contract that DAS and the successful vendor will sign may vary from Attachment 1. The contract may include a liquidated damages clause at the discretion of the State.