CITY OF MEMPHIS, TENNESSEE
POLICE DEPARTMENT
Shelby County, Tennessee

Law Enforcement Event Video Documentation System
Request for Proposal
RFP # 27254

Prepared By: Division of Police Services
Closing Date for Proposals: May 1, 2015 2:00 PM CST
Proposals Accepted at Attn: Purchasing Agent
RFP #27254 for Law Enforcement Event Video Documentation System
125 N. Main Street, Room 354
Memphis, TN 38103

REQUEST FOR PROPOSALS (RFP)

The City of Memphis (City) is accepting proposals from qualified vendors to acquire a Law Enforcement Event Video Documentation System, described in the following sections of this procurement document, to support the operations of the Memphis Police Department.

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1. DEMONSTRATION OF PROJECT UNDERSTANDING

In order to demonstrate total project knowledge and an understanding of the requirements, Vendors shall provide a paragraph-by-paragraph response for each of the sections where indicated in the Request for Proposal (RFP).

- Required features are indicated by the use of the words *will, shall, must, requirement* or *required.* If in compliance, Vendors must detail how they will meet the requirement. If non-compliant, Vendors must detail why they cannot comply and address whether any part of a requirement can be met.
- Some of the features are listed as desirable. They are represented by the words *should, desired* or *desirable.* Desirable feature responses will be considered when evaluating proposals, but only after requirements are addressed. These features are not required but desirable, and may be taken into consideration by the City in determining whether to award a contract.

☐ Understood

2. MAIN BODY OF REQUEST FOR PROPOSAL

The responses can only be:

- **Understood**
  The Vendor understands the statement.

- **Comply**
  The Vendor's proposal complies with the requirement and the product/service is currently developed and available for shipment and installation.

- **Partial Comply or Alternative**
  The Vendor's proposed system either does not fully meet the described requirement or addresses the requirement through methodology other than that described in the statement. (Additional comments or supporting documentation are recommended.)

- **Does Not Comply**
  The Vendor's proposed system does not/cannot meet the requirement.

- **Not Applicable**
  This section of the proposal does not apply to the Vendor's proposed system.

Below each requirement will be either one "Understood" check box or four check boxes – "Comply," "Partial Comply or Alternative," "Does Not Comply" and "Not Applicable." The

response in a check box relates to the Vendor's compliance with the statement or statements above the box, up to the previous check box.

When responding, Vendors must utilize the Electronic Response Forms provided by the City of Memphis. The selections on the Electronic Response Forms correspond to the check boxes in the RFP. Vendors should not make selections on the RFP itself and submit that, either in print or electronically, as the official response. The Evaluation Team will only consider responses that utilize the Electronic Response Forms.

Vendors are also required to provide details to support their answers where noted. Where appropriate, an area for narrative will be available on the electronic form. The details must be concise, yet sufficient to properly convey the Vendor's intentions. Marketing materials are not considered appropriate in-line responses, but will be accepted if attached as separate documents.

Response Example 1:

☐ Understood

Response Example 2:

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

☐ Understood

2.1. Statement Responses

A response is required for each statement. The addition of a detail statement is not required for "Comply" or "Partial Comply or Alternative." However, to receive positive consideration for a "Partial Comply or Alternative" response, a concise explanation of the alternative or partial compliance is expected. Vendors must provide a detail statement for a "Does Not Comply" response.

Vendors must not refer to other sections as a response. Even if the response is an exact duplicate, it must be provided in the section(s) associated with each relevant requirement.

☐ Understood

3. MANDATORY ELEMENTS FOR THE RFP

The City of Memphis, Tennessee, (City) has determined the following items are mandatory elements for proposal submission and acceptance. Without the inclusion of, or compliance with, mandatory submission items, a proposal will be deemed non-compliant.

3.1. Minority and Women Business Enterprise Participation (M/WBE)

This project is subject to the requirements of the City of Memphis Ordinance #5384, which establishes the Minority and Women Business Enterprise Procurement Program. Vendors shall ensure that all requirements of this ordinance are met. A Vendor's failure to submit any of the information required by this section may render the proposal/response non-responsive and ineligible for consideration. Refer to RFP Section 9.12.

☐ Understood

3.2. Insurance Requirements

The Prime Vendor shall not commence any work under this contract until it has obtained and caused its subcontractors to procure and keep in force all insurance required. Refer to Section 18.10.

☐ Understood

3.3. Pre-Proposal Meeting

All Vendors expecting to respond to this RFP must attend the mandatory pre-proposal meeting at the time and location described herein.

☐ Understood

3.4. On-time Response Submission

Two (2) signed originals, three (3) printed copies and an electronic copy in PDF format of the complete proposal shall be delivered to the office of the Purchasing Agent no later than 2:00 p.m. CT on the "Proposal Due Date." The submission must include the completed Microsoft Excel spreadsheets that were distributed at the Pre-Proposal Meeting.

The Vendor must include all information to be considered for evaluation in the Response Submission. No references to online documents or sources will be considered by the evaluation team.

Late proposals will be considered non-conforming and will not be considered in the evaluation process.

Incomplete proposals will not be considered for selection if the omission(s) are determined, in the City's sole discretion, to be significant.

☐ Understood

4. ATTACHMENTS

4.1. Functional Specifications (Attachment A)

4.1.1. Functional Specifications Spreadsheet

The Functional Specifications spreadsheet, printed as Attachment A, is a Microsoft Excel document listing the detailed expectations for the proposed system. The electronic version of the spreadsheet will be provided to all Vendors attending the mandatory pre-proposal meeting.

☐ Understood

4.1.2. Functional Specifications Response

The City expects that Vendors will respond to each specification, in a manner described below, and return the completed spreadsheet as an item of the response package as a Microsoft Excel document, unlocked with no additional password protection. The Vendor also will include a PDF version of the Specifications.

☐ Understood

4.1.3. Functional Specifications Elements

The elements of the Functional Specifications spreadsheet are described below:

Spec ID

The unique identifier associated with each requirement.

Specification Description

The functional specification.

Priority

M – Mandatory requirements express a minimal acceptable level of performance, and Vendors must meet the requirement as written. If a Vendor cannot comply with a Mandatory requirement, they may be judged "non-responsive" and their proposal will be rejected in its entirety.

I – Important requirements represent core capabilities or functions that the City has a compelling need to fulfill. In order to be evaluated as highly responsive, Vendors must provide some means to satisfy the requirement. The process to meet the requirement may not match precisely with how the requirement is written, but the expressed outcome or an equivalent is achieved.

D – Desirable features will be considered when evaluating proposals, but only after requirements are addressed. These features are not required but desirable, and may be taken into consideration by the City in evaluation of the response.

Response

Entry of responses to an individual specification is accomplished through the selection of an item from a dropdown list. The responses can only be:

- **Comply**
  The Vendor's proposed system complies with the requirement and the product/service is currently developed and available for shipment and installation.

- **Partial Comply or Alternative**
  The Vendor's proposed system either does not fully meet the described requirement or addresses the requirement through methodology other than that described in the statement. (Additional comments or supporting documentation are recommended.)

- **Does Not Comply**
  The Vendor's proposed system does not/cannot meet the requirement.

- **Not Applicable**
  The Vendor's proposed system is not addressing this component of the Functional Specification. A response of "Not Applicable" for a specification that the City deems to be a component the Vendor should be responding to, the response will be interpreted and scored as a "Not Answered."

Additional Comments

Supportive information and explanations can be provided. Please be concise.

Example:

Spec ID	Specification Description	Priority	Response	Additional Comments
1	The system will add a watermark with the video that includes the X/Y coordinates.			

Note: Additional information, additional explanations, illustrative materials, etc. can be provided in a separate electronic spreadsheet provided by the City at the mandatory pre-proposal meeting. The additional information must clearly reference the related Spec ID. Vendors should specifically identify any limitations.

☐ Understood

4.2. Proposal Cost Form (Attachment B)

4.2.1. Proposal Cost Form Spreadsheet

The Proposal Cost Form, printed as Attachment B, is a Microsoft Excel spreadsheet used to capture all costs related to the proposed solution. The electronic version of the spreadsheet will be provided to all Vendors attending the mandatory pre-proposal meeting.

☐ Understood

4.2.2. Proposal Cost Form Response

The Vendor must include all costs related to this proposal in the section provided. No other costs will be considered or allowed. The City is allowing a component response with the understanding that the component vendor will partner with the Prime Vendor to provide a turnkey solution for all components. A separate Proposal Cost Form must be completed for each solution proposed.

☐ Understood

4.2.3. Proposal Cost Form Elements

A. Body Worn Camera (BWC)

The Vendor must include all costs associated with the BWC use, including hardware, training, any charging stations or docking stations, configuration and implementation. Data storage cost should be included in the Data Storage Section (Section F).

B. In Car Video (ICV)

The Vendor must include all costs associated with the ICV use, including installation, training, system configuration and implementation. Data storage cost should be included in the Data Storage Section (Section F).

C. Automatic Vehicle Location (AVL)

The Vendor must include all costs associated with the AVL/GPS use, including hardware, installation, training, system configuration and implementation.

D. Mobile Data Terminal (MDT)

If the MDT is being proposed as a component of a total solution, the Vendor must list all costs associated with the specification, purchase, installation, configuration and integration with system components.

E. Interfaces

The Vendor must include costs of interfacing the solution components to the third-party systems listed on the Proposal Cost Form. Costs incurred by the third-party vendor to interface to the solution components are not part of this proposal.

F. Data Storage

The City will consider data storage solutions that include the local hosting of data, remote hosting (cloud) storage of data and the combination of local hosting and remote hosting. The solutions proposed must be clear and complete as to the cost of the solution.

G. Management Software

The Vendor must include the cost of video and data management software.

H. Other Hardware Costs

The Vendor must include all costs associated with the solution on the Proposal Cost Form. This is a section to provide the Vendor the opportunity to list hardware costs that do not fit into other sections. The costs listed must be annotated in the Comments column with the purpose of the cost.

I. Other Training Costs

The Vendor must include all costs associated with the solution on the Proposal Cost Form. This is a section to provide the Vendor the opportunity to list training costs that do not fit into other sections. The costs listed must be annotated in the Comments column with the purpose of the cost.

J. Implementation/Project Management Cost

The Vendor will break out project management costs by task and by job.

K. Other Costs

The Vendor must include all costs associated with the solution on the Proposal Cost Form. This is a section to provide the Vendor the opportunity to list costs that do not fit into other sections. The costs listed must be annotated in the Comments column with the purpose of the cost.

L. Proposal Cost Summary

The intent of this section is to summarize the costs of the proposal into the categories listed. The Total Cost of the Proposal is the total cost of implementation through Final System Acceptance, not including Maintenance. Total Cost of Maintenance is the cost of maintenance Year 2 through Year 5. Year 1 is the Warranty year and is at no cost to the City.

☐ Understood

4.3. City of Memphis EBO Master List (Attachment C)

The current EBO list may be obtained from the City of Memphis website: www.memphistn.gov.

Follow the link on the center of the page "Info on Doing Business with the City," then, on the left, follow "Office of Contract Compliance Online." Then, click on the "Search City of Memphis' Certified EBO and SBE Registries" box on the right side of the page to arrive at the OCC Registry search and filter form.

☐ Understood

4.4. RFP Additional Comments Form (Attachment D)

When required or otherwise appropriate, Vendors may supplement a response to a section of the RFP with a comment or explanation. The narrative will be concise and directly related to the referenced requirement. Vendors may add as many rows as necessary to accommodate the comments.

The completed RFP Comments spreadsheet will be returned by the Vendor as a component of the RFP response. The RFP Section Comments spreadsheet will be returned as a Microsoft Excel file, without additional locking or password protection.

Section ID	Page Number	Vendor Response	Vendor Comment
4.4	9	U	Vendor A has an additional comment.

☐ Understood

4.5. Functional Specifications Additional Comments Form (Attachment E)

When required or otherwise appropriate, Vendors may supplement a response to a Specification requirement with a comment or explanation. The narrative will be concise and directly related to the referenced requirement. Vendors may add as many rows as necessary to accommodate the comments.

The completed Specification Comments spreadsheet will be returned by the Vendor as a component of the RFP online response. The Functional Specification Comments spreadsheet will be returned as a Microsoft Excel file, with no further locking or password protection.

Spec ID	Vendor Response	Vendor Comment
6	Complies	The system is fully compliant with all CJIS standards.

☐ Understood

4.6. MPD Topography (Attachment F)

The topography for the Memphis Police Department (MPD) is provided to better understand how resources are allocated within the MPD. Due to the sprawling geography and varied levels of population density, MPD has established nine (9) precincts to provide police services. The Special Operations Division has responsibility for incidents throughout the City requiring specialized skills, training and equipment.

☐ Understood

4.7. M/WBE Enterprise Program Form (Attachment G)

As described in Section 9.12.

☐ Understood

4.8. Good Faith Effort Form (Attachment H)

As described in Section 9.12.

☐ Understood

5. CITY OF MEMPHIS REQUEST FOR PROPOSAL TERMS

The City of Memphis encourages the participation of small and minority businesses in the purchasing process.

The City of Memphis is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or handicap status in employment or in the provision of services.

In addition to other terms and conditions contained herein, the successful Vendor will be required to comply with and execute an agreement specifying the following terms and conditions, as may be modified and/or supplemented at the City's sole discretion:

REPORTS – Upon request, the Vendor shall prepare and submit reports of its activities, funded under this agreement, to the originating department of the City. The reports shall include an itemization of the use of the City's funds, inclusive of specific services delivered by the Vendor. Any such reports provided to the City shall be prepared with the understanding that the City may make such reports available to the public. The City shall have the right to withhold future

disbursement of funds under this Agreement and any future Agreements until the requirements of this provision have been met.

ENTIRE AGREEMENT – This Agreement constitutes the full and final understanding of the parties with respect to the subject matter herein and supersedes and replaces any and all prior or contemporaneous agreements or understandings, whether written or oral, express or implied, between the parties with respect to the subject matter of the Agreement.

STANDARD OF PERFORMANCE – All services by the Vendor shall be performed in compliance with the specified requirements, in a manner satisfactory to the City, and in accordance with the generally accepted business practices and procedures of the City and pursuant to the governing rules and regulations of the industry, based on the type of services performed hereunder.

HEADINGS – Titles and headings used herein are for the convenience of reference only and shall be disregarded completely in the interpretation and validity of this Agreement or any of its terms.

MODIFICATION AND AMENDMENT – Any changes, modifications or amendments to this Agreement shall not be considered agreed to or binding on the other party, unless such modification(s) have been agreed to in writing and approved by the appropriate City officials in accordance with applicable laws and regulations.

CONFIDENTIALITY – While performing work under this Agreement, the Vendor may gain access to proprietary and/or confidential information that, if disclosed to third parties, may be damaging to the City or its officials or employees. Such information shall include materials considered to be confidential information as a matter of law (e.g., personnel records), and shall also include (i) all materials in any form developed or created by the City related to funding and financial and business information; (ii) all information owned, possessed or used by the Vendor, which is communicated to, learned, developed or otherwise acquired by the Vendor in the performance of the Services for the City; (iii) the terms, conditions and pricing contained herein; and (iv) any other information that the Vendor has been advised by the City is confidential, privileged or proprietary.

Confidential information, as used in this Agreement, shall not include (i) information in the Vendor's possession prior to disclosure by the City; (ii) information generally available to the public or that becomes available to the public through a source other than the City, or (iii) information that was rightfully obtained by the Vendor from a third party who is under no obligation of confidentiality to the City with respect to such information. The Vendor agrees that it will accept and hold confidential information obtained from the City in confidence at all times during and after termination of this Agreement. The Vendor shall neither use nor disclose or communicate such information, except as provided in this Agreement or as required by law, without the prior written permission of the City.

The Vendor acknowledges and agrees that a breach by the Vendor of this section will cause the City irreparable injury and damage; therefore, the Vendor expressly agrees that the City shall be entitled to injunctive or other equitable relief in any court of competent jurisdiction to prevent or otherwise restrain a breach of this Agreement. The Vendor agrees that it shall disclose confidential information only to those employees who have a right to know, and shall require its employees, agents, and subcontractors to comply with the requirements of this provision and the requirements of the provisions titled "Public Statements" and "Rights in Data."

PUBLIC STATEMENTS – The Vendor shall not make any announcement, release any information, or authorize or participate in any interview concerning this Agreement and the Services, without first obtaining written consent from the City. The Vendor shall require its employees, agents, and subcontractors to comply with the requirements of this provision. This provision shall survive the expiration or termination of this Agreement.

RIGHTS IN DATA – The Vendor agrees that all reports, studies, plans, models, drawings, specifications, and any other information or data of any type produced under this Agreement, whether or not the same is accepted or rejected by the City, shall remain the property of the City and shall not be published by the Vendor or any other party without the express prior written consent of the City. In implementing the foregoing, the Vendor hereby grants and assigns to the City all rights and claims of whatever nature, whether now or hereafter, arising in and to any and all of such reports, studies, plans, models, drawings, specifications, and other information or data, and shall cooperate fully with the City in any steps the City may take to obtain copyrights, trademarks or like protections with respect thereto. The signing of this Agreement shall constitute a complete transfer of ownership, intellectual property and copyright of all documents from the Vendor to the City upon the Vendor's delivery of such documents and/or information to the City, or upon completion of the Project, whichever occurs first. The Vendor shall not construe such transfer as a grant for usage nor can the Vendor revoke it.

COMPENSATION FOR CORRECTIONS – No compensation shall be due or payable to the Vendor pursuant to this Agreement for any of the Vendor's services performed by the Vendor in connection with the City effecting corrections to the services, when such corrections are required as a direct result of negligence by the Vendor to properly fulfill any of its obligations herein.

CITY'S RIGHT TO WITHHOLD CERTAIN AMOUNTS AND MAKE APPLICATION THEREOF – If evidence is produced before the final settlement of all or any balances that the Vendor has failed to pay laborers employed in his work or failed to pay for materials used therein, or if the City has reason to suspect the same, the City may withhold such balances and upon evidence satisfactory to the City as to the amount due for such labor and materials, the City, acting as the agent of the Vendor, may settle and pay for the same and charge the amounts to the Vendor and deduct the same from the said balance or balances.

REMEDIES CUMULATIVE – All remedies available to the City provided herein are cumulative and shall be in addition to all other rights and remedies provided by law. The termination,

expiration, or suspension of this Agreement shall not limit the City from pursuing other remedies available at law or in equity.

CONFLICT OF INTEREST – Neither party shall engage in any conduct or activity in the performance of this Agreement that constitutes a conflict of interest under applicable federal, state or local laws, rules and regulations.

The Vendor covenants that it has no public or private interest, and shall not acquire any interest, directly or indirectly, which would conflict in any manner with the performance required under this Agreement. The Vendor also covenants that no gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Vendor or any agent or representative of the Vendor, to any officer, official, agent or employee of the City, in an effort to secure the Agreement or favorable treatment with respect to any determinations concerning the performance of the Agreement. The Vendor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the City as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to the Vendor in connection with any work contemplated or performed relative to this Agreement. For breach or violation of this provision, the City shall have the right to recover or withhold the full amount of such gratuities.

COVENANT AGAINST CONTINGENT FEES – The Vendor warrants that it has not employed or retained any company or person other than a bona fide employee working solely for the Vendor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Vendor any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this provision, the City shall have the right to recover the full amount of such fee, commission, percentage, brokerage fee, gift, or other consideration.

NON-DISCRIMINATION – The Vendor hereby agrees to comply with Title VI and Title VII of the Civil Rights Act of 1964 and all other federal, state or local laws prohibiting discrimination, which provide in whole or in part, that no person shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in the Vendor's employment practices on the grounds of handicap and/or disability, age, race, color, religion, gender national origin, or any other classification protected by federal, state or statutory law. The Vendor shall, upon request, show proof of such nondiscrimination, and shall post in conspicuous places available to all employees and applicants notices of nondiscrimination. In the event the Vendor fails to comply with the City's non-discrimination policy and any and all other laws prohibiting discrimination, this Agreement may be canceled, terminated or suspended in whole or in part by the City.

The City reserves the right to investigate any claims of illegal discrimination by the Vendor and in the event a finding of discrimination is made and upon written notification thereof, the Vendor shall take all necessary steps to cure and rectify such action to the reasonable satisfaction of

the City. The Vendor's failure or refusal to do so shall be cause for termination of this Agreement in accordance with the terms of this Agreement.

EMPLOYMENT OF ILLEGAL IMMIGRANTS – The Vendor hereby certifies to comply with all applicable federal and state laws prohibiting the employment of individuals not legally authorized to work in the United States. Vendor shall not knowingly (i) utilize the services of illegal immigrants; or (ii) utilize the services of any subcontractor who will utilize the services of illegal immigrants in the performance of the contract. In the event the Vendor fails to comply with any and all local, state and federal laws prohibiting the employment of individuals not legally authorized to work in the United States, this agreement may be canceled, terminated or suspended in whole or in part by the City, and the Vendor may be prohibited from contracting to supply goods and/or services to the City for a period of one (1) year from the date of discovery of the usage of illegal immigrant services in the performance of a contract with the City.

CONTRACTING WITH SMALL AND MINORITY FIRMS AND WOMEN'S BUSINESS ENTERPRISE – The Vendor shall take affirmative action to ensure that Small and Minority Businesses, which have been certified by the City, are utilized when possible as sources of supplies, equipment, construction and services, and shall, in addition, take similar appropriate affirmative action in support of Women's Business Enterprises.

ORGANIZATION STATUS AND AUTHORITY – The Vendor represents and warrants that it is a corporation, limited liability company, partnership, or other entity duly organized, validly existing and in good standing under the laws of the state of Tennessee; it has the power and authority to own its properties and assets and is duly qualified to carry on its business in every jurisdiction wherein such qualification is necessary.

The execution, delivery and performance of this Agreement by the Vendor has been duly authorized by all requisite action and will not violate any provision of law, any order of any court or other agency of government, the organizational documents of the Vendor, any provision of any indenture, agreement or other instrument to which the Vendor is a party, or by which the Vendor's respective properties or assets are bound, in conflict with, result in a breach of, or constitute (with due notice or lapse of time or both) a default under any such indenture, agreement or other instrument, or result in the creation or imposition of any lien, charge or encumbrance of any nature whatsoever upon any of the properties or assets.

Each person executing this Agreement represents that: he/she is lawfully authorized to sign the Agreement on behalf of the party he/she represents and execution of the Agreement was duly and regularly authorized by the party's governing body.

WARRANTY – The Vendor warrants to the City that all goods/work shall be free from defects in design and faulty or improper workmanship and shall be in strict compliance with the terms of this Agreement. This warranty shall be effective for a period of not less than one year from the date of acceptance by the City of such goods and/or services as satisfactorily complete, and shall be in addition to all other warranties, expressed, implied or statutory.

RECORDS AND AUDITS – The Vendor shall make and keep as the same , full and complete books, documents, accounting records and other evidence that specifically relate to this Agreement, in accordance with generally accepted accounting principles. The Vendor shall retain such records, and shall make available to the City, upon reasonable request, during the term of this Agreement, and for a minimum period of three (3) full years after completion of the contract obligations or from the date of final payment under this Agreement, whichever is later. In the event any litigation, claim or audit is instituted prior to the expiration of the required three-year retention period, such records shall be retained until such litigation, claim or audit finding has been resolved. Copies of said records shall be furnished to the City upon request.

Upon reasonable notice, the Vendor shall permit the City, any other governmental entity, any agency participating in the funding of this Agreement, or any of their duly authorized representatives, to enter the Vendor's offices, during regular business hours, to interview employees and to inspect and/or copy said records and books of accounts together with any and all documents pertaining hereto that may be kept, maintained or possessed by the Vendor. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places.

FORCE MAJEURE – The City shall not be deemed in default hereunder, nor shall the City be responsible for any delay, interruption, or cessation in the performance of its obligations under this Agreement where such failure of performance is the result of any force majeure event, including, but not limited to, acts of God, riots, wars, strikes, epidemics, and acts of governmental authorities, as well as acts of nature or other similar cause.

NOTICES – All notices and other communications required or permitted to be given hereunder shall be written and hand delivered with signed receipt; delivered by facsimile; delivered by a nationally recognized overnight courier; or mailed via certified U.S. mail, postage prepaid and return receipt requested. All notices shall be deemed received and effectively given as follows: (i) if by hand delivery, on the date of delivery; (ii) if by fax, on the day the fax transmission is received at the receiving location and receipt is telephonically confirmed by the sender; (iii) if by delivery via U.S. mail, on the date of receipt appearing on a return receipt card; or (iv) if by overnight courier, on the date receipt is confirmed by such courier service. All notices must be addressed to the respective party at the following addresses or to such other person or address as either party may designate in writing and deliver as provided herein.

CITY LIABILITY – The City shall have no liability except as specifically provided in this Agreement.

☐ Understood

6. BACKGROUND

6.1. Current Environment

The Memphis Police Department (MPD) provides police services to the 646,889 citizens of Memphis, Tennessee, (2010 US Census), encompassing 315 square miles of land and nine (9) square miles of water, with a total authorized complement of 2,150 officers.

CyberWatch is a part of our continuing effort to make the neighborhoods safer. It provides useful information about public safety and additional ways for the public to communicate with police. CyberWatch allows users to select a reporting radius based on either an address or an intersection, and receive a CyberWatch report via daily email.

The community is able to access crash reports around the clock by using the LexisNexis® comprehensive database. LexisNexis® RiskSolutions is the largest provider of police reports in the nation and currently manages relationships with more than 18,000 agencies across the U.S. and Canada.

☐ Understood

6.1.1. Personnel and Vehicles

The MPD is a multidimensional agency and one of the most progressive police departments in the nation. A premier agency staffed with officers who are innovative, highly trained, technically proficient, and culturally sensitive.

The MPD is dedicated to preserving the public safety for all citizens of Memphis. We are fortunate to have on staff a complement of dedicated, professional officers and civilians committed to this goal.

As a proactive community policing agency, the MPD has made great strides in providing safe environments for the citizens of Memphis while developing strong partnerships within the community.

MPD currently employs 2,112 commissioned officers and 441 civilians including dispatchers, police service technicians, administrators, mechanics, clerks, neighborhood watch coordinators, and school crossing guards.

Table 1 lists the current number of vehicles and personnel per precinct. However, for the purpose of this proposal, the vendors will use 2,150 for the number of commissioned officers and 900 for the number of vehicles.

There are nine Precincts in the Memphis area plus a Special Operations Division (which includes Traffic).

Table 1 – Current Personnel and Vehicles by Precinct

Precinct	Division	Vehicles	Personnel
Division 1			
Airways Station	1	74	141
Mt. Moriah Station	1	74	149
Raines Station	1	75	162
Ridgeway Station	1	76	153
Division 1 Totals		**299**	**605**
Division 2			
Appling Farms Station	2	81	141
Crump Station	2	81	162
Old Allen Station	2	80	159
South Main Station	2	72	129
Tillman Station	2	79	151
Division 2 Totals		**393**	**742**
Special Operations			
Traffic	SO	66	69
Special Operations	SO	73	696
Special Operations Totals		**139**	**765**
Total		**831**	**2,112**

☐ Understood

6.1.2. Real-Time Crime Center (RTCC)

The MPD's award-winning Real Time Crime Center is "state of the art." The MPD has gone to great lengths to build the best facility in the country for monitoring, evaluating, and predicting criminal activity. We pledge to continually develop new strategies

designed to interdict criminal behavior in our community through maximization of available technologies and in-house development.

The RTCC presents the public with an unprecedented view of crime-related data, which helps citizens better understand their environments and what is happening in their immediate neighborhoods. Since crime knows no boundaries, we have expanded ours. The RTCC facilitates interagency cooperation between city, county, state, and federal law enforcement through a data- and resource-sharing initiative that will ultimately involve agencies within a 75 mile radius of Memphis.

The RTCC has hosted visitors from agencies from across the nation and around the world, and we have shared with them our best practices. We believe many of our systems—including Blue CRUSH™ and our new CyberWatch program—are serving as models for the rest of the country.

☐ Understood

6.1.3. Computer Aided Dispatch (CAD)

6.1.3.1. The CAD system currently in use by the City of Memphis Police Communications Center (MPCC) was procured from Intergraph and initially installed in 1998. Through updates and upgrades, the CAD system is now at Version 9.2, installed in 2014. MPCC utilizes Intergraph's I/Calltaker, I/Dispatcher and I/Netdispatcher modules.

An initiative is underway to upgrade the CAD system to the Intergraph Version 9.3. The initiative will include the addition of the following modules:

- I/Tracker (the ability to track multiple pieces of equipment, e.g., radio, phone and GPS module)
- CAD to RMS
- CAD to PDA (Mobile Responder)
- CAD to MDT (Mobile for Public Safety)
- CAD to Voice Logging Recorder
- CAD to eCats Reporting Module
- Business Intelligence Direct Reporting Tools

MPCC is the primary public safety answering point (PSAP) in the City of Memphis for 9-1-1 calls. The center operates in an Enhanced 9-1-1 environment and is able to process 9-1-1 calls with data and wireless calls with Phase I and II location information. If the response requires fire or emergency medical services (EMS) resources, the caller is transferred to the City's secondary PSAP at the City of Memphis Fire Communication Bureau.

MPCC distinguishes operational CAD workstations by function with 21 call taker, 14 dispatcher and multiple administrative positions with blended functionality.

MPCC operates a backup/training site located at 79 Flicker Street, Memphis, Tennessee. It currently has 11 call taker positions and 11 dispatch positions. Backend equipment is housed at both locations and utilizes SQL Server High Availability to stay synced. There is a 1 GB connection between the sites.

The Intergraph CAD system is on an exclusive domain but does not have a connection to the City or Police domain.

☐ Understood

6.1.4. Records Management System (RMS)

6.1.4.1. MPD utilizes the TriTech Inform RMS, Version 4.5.

There is no current interface between the MPCC CAD and the TriTech Inform RMS. The initiative to upgrade the Intergraph CAD includes an interface to the TriTech RMS.

☐ Understood

6.1.5. Personal Data Assistants (PDA)

6.1.5.1. MPD uses smartphone technology over approximately 1,500 Android-based devices. The PDAs perform Field Based Reporting (FBR) using Watson Field Reporting Suite, which is implemented and supported by Data Driven, LLC. The client application is written in .net and installed in a thin client configuration. The data is uploaded to a Web server, which imports the data to TriTech Inform RMS.

PDA devices also have access to the MPD KIOSK website and the Shelby County, Tennessee, Wireless Apprehension & Search Program (WASP).

There is currently no interface from CAD to the PDAs. The on-going initiative to upgrade the Intergraph CAD includes an interface to the PDAs.

☐ Understood

6.2. Project Overview

The City seeks to acquire a Law Enforcement Event Video Documentation (LEEVD) system, described in the following sections of this procurement document, to support the operations of MPD. The component systems, subsystems and any third-party elements will function together to provide the services to effectively and efficientiy capture video, and manage the video and associated information, records, and interfaces needed to create accurate and unalterable video and audio recordings of the MPD interactions during law enforcement-related situations; to efficiently catalog and store the recordings and associated data; and to effectively and securely share video and audio files as required by operational needs.

The MPD anticipates that the LEEVD system will be comprised of recording equipment mounted on the vehicle (i.e., ICV); recording equipment worn on the officer, (i.e., BWC); equipment to document the spatial and physical characteristics of the vehicle, (i.e., Automatic Vehicle Location [AVL]); the data transport capabilities; the data storage facilities; and the backend software application(s) needed to securely categorize, manage, retrieve, share and archive the video evidence and data collected during Police activities.

MPD prefers highly integrated turnkey solutions provided by a single prime vendor that will coordinate all components in order to provision a single solution to meet the requirements presented in this RFP.

Mission Critical Partners, Inc. (MCP) has been selected to assist the City with the procurement process in the development of this RFP, and with the responses to Vendor questions and requests for clarifications.

☐ Understood

6.3. Project Expectations

6.3.1. Commercially Available Components

6.3.1.1. The City expects to utilize a commercially available video recording system, which has been successfully deployed by other public safety law enforcement agencies to perform the mission-related ICV and BWC video documentation functions required of a major law enforcement agency. The City does not wish to embrace any software or systems that have not been fully tested and deployed in major live operational environments.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.2. Tightly Integrated Components

All proposed components must be tightly integrated where information and data exchange between components occur in a seamless manner with no data loss.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.3. Components from Multiple Vendors

Although the City prefers a single vendor to provide the solution, Vendors are not precluded from offering a tightly integrated solution that may utilize components from multiple vendors. Vendors may submit multiple proposals in response to this solicitation, representing multiple partnering or subcontracting teams. The City's intent is to allow Vendors the opportunity to assemble more than one combination of partners and components in order to most favorably address the City's requirements.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.4. Confidentially, Integrity and Availability of the Data

6.3.4.1. Confidentiality: All data collected by the ICV and/or BWC system shall be protected against unauthorized access. The system must utilize a Criminal Justice Information Services (CJIS)-compliant authentication system to verify that only authorized users have access to the data that is generated. This system must include mechanics to limit the amount of access individual users have to the data (e.g., roles and permissions). All data must also be protected by CJIS-compliant encryption while in transit (e.g., Secure Socket Layer [SSL] or Transport Layer Security [TLS]) and at rest (e.g., Advanced Encryption Standard [AES]-256). Encryption must be maintained at all times from point of capture to long-term archival storage.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.4.2. Integrity: All data collected by the ICV and/or BWC system shall be protected from modifications by unauthorized parties. The system shall employ a method to protect the veracity of all data that is generated by utilizing a hashing algorithm that meets International Association of Chiefs of Police (IACP) standards (e.g., Secure Hash Algorithm [SHA]-1, SHA-2 or SHA-3). The integrity metadata generated must be fully auditable.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.4.3. Availability: All data stored by the ICV and/or BWC system should be protected by systems to ensure that authorized parties will be able to access the data any time that it is needed. The data storage system shall have a monthly uptime percentage of at least 99 percent.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.5. Ease of Use

The system will be determined by the City as simplistic and functional in a Law Enforcement setting.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.6. Officer Safety

The system devices will not add any hindrance to the Officers duties. Any solution must not add any risk to the Officer, restrict movement or restrict access to items on the Officer's person or in the vehicle.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.7. Ease of Maintenance Backend Solution

The Vendors shall provide a turnkey solution, with minimal downtime required for system software updates and meet a minimum of 99 percent uptime for the backend software. The solution shall have minimal impact on MPD staff.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.8. Data Management Software

6.3.8.1. The solution must be CJIS compliant. The solution will be evaluated on ease of use in administration and provide a turnkey solution.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.8.2. MPD expects the proposed solution will have a minimal staffing impact. The Vendor will describe known staffing impacts and include numbers and duties.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.8.3. The solution software will provide a comprehensive audit of ALL functions and transactions and include, at a minimum, the following information:

a) IP address
b) MAC address
c) date and time stamp
d) watermarking of the video showing who is viewing or downloading the video.

Example: if the District Attorney requests video, the video can be delivered via a web based solution that will provide end to end CJIS encryption and compliance.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.8.4. The solution requires the user to provide dual factor authentication and provide identifiable information of the user as listed above. The audit will reflect all the above information, at a minimum.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.9. System Audit and Report Capabilities

6.3.9.1. System Audit: The solution will have the capability to produce a National Information Exchange Model (NIEM)-compliant list of all import/export activities, including dates and times, type, affected files and hash functions of affected files, which is used to provide integrity of files and detect tampering of said files.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.9.2. Reports: Vendor will list all standardized reports and any custom reports developed for existing clients.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.10. Data Storage and Retention

The proposed solution can include local hosting, remote hosting (cloud) or a hybrid of the remote and local storage solutions. The Vendor will describe the proposed storage solution. MPD will evaluate the proposal and determine the solution that best fits the needs of the Memphis Police Department. Each solution will be documented as a separate solution and listed on a separate Cost Proposal Form.

The Vendor will be responsible for continued storage and maintenance of the data in compliance with MPD-established retention policies.

The proposed solution will maintain evidentiary chain of custody. The cost proposal will include all costs related to this proposed solution and include a 1-year, no-cost warranty with four (4) additional warranty years.

☐ Understood

6.3.10.1. Each solution must include the capacity for fully redundant, secure storage of video and data with automatic switching between the primary and backup storage facility. The solution must support an automated backup process that supports off-site copies. The solution must be compliant with CJIS standards for data storage and maintenance.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.10.2. Local Hosting: The Vendor will include all hardware, software, operating systems, networking and transport capabilities for primary, backup, and off-site locations.

The Vendor will be responsible for the:

a) Installation
b) Testing
c) Maintenance and support of all components of the local hosting solution

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.10.3. Remote Hosting: The Vendor will include all requirements to upload, store, and access the video evidence at a remote, CJIS-compliant facility.

The remote solution must maintain:

a) fully redundant
b) multi-regional
c) fault-tolerant storage

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.11. Sharing the Video Evidence

6.3.11.1. The solution will have the capability to distribute the video evidence for office use only in the following ways:

a) Viewing in Court or related to judicial proceedings
b) Viewing by the prosecution and defense in preparation for a trial
c) Viewing for the purposes of administrative assessment
d) Freedom of Information Act (FOIA) requests in accordance with Tennessee state law

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.11.2. The data and video evidence are considered confidential records and, if shared, must employ CJIS security including encryption and restriction of access to the evidence. All access and attempts to access must be written to the audit log. The Chain of Custody must be maintained.

Web-based access is acceptable if CJIS compliance is maintained.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.11.3. Redaction: The proposed solution must have the capability of redaction in accordance with Tennessee state law. The original video must remain unaltered.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.12. Most Current Version of the Solution Components

6.3.12.1. The City expects to take advantage of the most current functionality offered by the Vendor, which may encompass functional features that other similar agencies have requested and the Vendor has included as part of its current offering.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.13. Source Code

6.3.13.1. The City requires that the source code for the software being offered is available onsite or in a mutually agreed upon escrow account to be paid for by the successful Vendor.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

6.3.14. All-Inclusive

6.3.14.1. The proposal shall be all-inclusive, and no future costs shall be incurred for the licensing of software related to stability releases or for future software upgrades.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7. GENERAL CHARACTERISTICS

7.1. Proposal Characteristics

7.1.1. The City reserves the right to select any proposal that, in their opinion, provides the best value and lowest risk, and reject any proposal that in their opinion would require them to assume unnecessary risk, regardless of price, without discussion. Proposals shall include:

- Presentation of a firm, fixed price for a fully integrated, turnkey system.
- Clearly defined deliverables that coincide with the functionality and timeframe specified in this RFP.
- Participation by a Vendor or Vendors who have demonstrated their ability to successfully deliver systems of comparable size and complexity on schedule and within budget.

☐ Understood

7.2. System Characteristics

7.2.1. General Characteristics

7.2.1.1. The selected system will have the following general characteristics. It will:

- Meet the specified functional requirements as outlined in this RFP.
- Meet or exceed the performance requirements as stated in this RFP.
- Be expandable and flexible enough to meet future functional requirements as projected in this RFP.
- Be highly configurable, allowing the City to meet current and future needs without extensive software customization.
- Meet all security requirements of the National Crime Information Center (NCIC), the State of Tennessee and the City of Memphis.
- Utilize an open systems-based Relational Database Management System.
- Utilize commercial off-the-shelf (COTS) components.
- Provide a hardware solution that is scalable.
- Provide a high level of availability, security and reliability.
- Allow secure access to both short-term and long-term stored data for the purposes of reporting and analysis.
- Provide an intuitive user interface for accessing stored data.
- Be installed and operating successfully at existing client sites.

☐ Understood

7.2.2. Body Worn Cameras (BWC)

7.2.2.1. MPD is seeking a proven, reliable BWC system to be integrated with ICV and AVL to provide a reliable video and audio record of Law Enforcement encounters. The BWC will have a proven record in actual deployments within other agencies under a variety of outdoor conditions, temperatures and activities.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.2.2. The BWC system must be designed to not add risk of injury to the officer wearing the BWC and/or the accompanying accessories as described in Section 6.3.6 – Officer Safety.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.2.3. MPD anticipates the BWC system to include the following components:

a) Battery
b) Docking station
c) Local video storage capabilities
d) Secure transport to upload video to the server
e) Mounting solution
f) Data management software as described in Section 6.3.8

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.2.4. The Vendor will list the characteristics of the proposed BWC cameras with the minimum characteristics, as follows:

a) Resolution
b) Contrast
c) Battery life
d) Total camera system weight
e) Operating temperature
f) Low-light capability
g) Minimum video resolution
h) Field of view
i) Frame rate
j) Maximum recording time

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.2.5. The City desires the BWC system video recording to be of equivalent resolution to that of normal human vision. The Vendor will describe how the proposed camera system meets this requirement.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.2.6. The BWC system shall not use removable media (e.g., Secure Digital [SD] card).

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.3. In-Car Video (ICV)

7.2.3.1. MPD is seeking a proven, reliable ICV system to be integrated with BWC and AVL to provide a reliable video and audio record of activities in and around the patrol vehicle. The ICV will have a proven record in actual patrol vehicles under a variety of conditions, temperatures and activities.

The ICV system must be designed to minimize the risk of injury to the vehicle occupants. The system must be mounted so as not to interfere with the vision of the driver, obstruct the effective operation of airbags and other safety devices, or obstruct any vehicle control components and communication devices.

MPD anticipates the ICV system to include the following components:

a) Front-facing camera
b) Rear seat-facing camera
c) Wireless microphone
d) Control panel
e) Local video storage capability
f) Video monitor capability
g) Data management software as described in Section 6.3.8

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.3.2. The ICV system shall not use removable media (e.g., SD cards, Digital Video Discs [DVDs], and memory sticks)

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.4. Automated Vehicle Location (AVL)

The MPD does not currently utilize AVL technology in the Patrol Cars.

The proposed system will consist of a GPS Integration/Tracking Service and GPS Hardware to support the efficient and effective management of the MPD fleet, to support and improve emergency response and situational awareness through the interface to the Intergraph CAD presently in use in the Communications Center and to provide GPS data to the integrated camera system by providing real-time coordinates and updates.

MPD intends that the GPS data will be utilized by the MPD Intergraph CAD to visually locate Police units on the integrated CAD map and to determine the unit status. The proposed AVL system will provide the MPD Intergraph CAD server GPS (global positioning system) with coordinates of latitude and longitude with minutes and seconds to identify the location of units.

Proposals including an AVL solution must include all software, interfaces, hardware, data services and installation.

Vendors must respond to the AVL system component in either of two ways:

a) As a third-party solution that will be integrated with the camera system being procured, or
b) As a fully integrated component of the proposed solution.

In any event, the camera / AVL solution must be highly integrated.

The GPS data must be delivered to both the camera data solution and the intergraph CAD GPS server.

Proposals including an AVL solution must include all software, interfaces, hardware, data services and installation.

Pricing must be listed in a separate section as indicated on Attachment B – Law Enforcement Event Video Documentation Proposal Cost Form.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.4.2. GPS Hardware

The AVL system is comprised of self-contained, terrestrial cellular coverage/satellite communication capable of maintaining service levels in the City and surrounding areas.

MPD prefers that the AVL antenna is embedded/integrated into the in-car equipment and not external.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.4.3. GPS Communication

a) GPS devices must buffer all events (e.g., location, speed, direction, alerts, violations.) by unit ID during the time communications with the AVL application is down. The AVL system will attempt to reestablish communication with the AVL server automatically, without human intervention.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

b) GPS devices must not all report in at the same time when communications is reestablished (denial of service attack).

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

c) GPS units must support one of the following protocols:

- National Marine Electronics Association (NMEA)
- Trimble ASCII Interface Protocol (TAIP)
- OpenSky Subscriber Application Interface (Harris Corp. [formerly M/A-COM Tyco Electronics] – Revision 1.3)

- BlueTree (Input/Output [I/O] Management and Event Reporting for the BlueTree 4000 and 5000 Series – Version 1.0)
- Open Mobile Alliance / Mobile Location Protocol (OMA/MLP)

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.4.4. GPS Over-the-Air Programming

Updates and changes to the GPS configuration and firmware are automatically accomplished via cellular network with no human intervention.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.4.5. AVL/GPS Application Programming Interface

The AVL/GPS system utilizes an Application Programming Interface (API) that will provide the following information:

a) Current vehicle status
b) Current closest vehicles within configurable number of miles to a known point, landmark, or address
c) Configurable alerts to notify of:
    1) Long stops
    2) Speeding
    3) In-or-out of a geo-fence activity
    4) Long idling times
    5) Fast stop/crash
    6) Fast acceleration
    7) Lights and siren activation

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.4.6. GPS Tracking

The AVL system will provide the following tracking capabilities:

a) Pinpoint and view the current location of any MPD vehicle.
b) The ability to view the entire fleet on an integrated map or on the Intergraph CAD map indicating vehicle location and key-on status.
c) View the location history of any vehicle.
d) Frequent GPS update rates based on unit CAD status, minimum of one (1) minute and adjustable to near real time for units in pursuit, for example. Respondent may also list other variable update rate capabilities.
e) View when the vehicle was last operated.
f) The ability to provide routes taken during a user-defined time period.
g) Provide GPS data to the integrated camera system to be added to the data field of the video.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.4.7. AVL Alerts

When diagnostic codes are available to the AVL system, the AVL system will notify designated system administrators through email or text message as determined by MPD when the system or equipment detects:

a) Diagnostic trouble code alert
b) Attempts at GPS device tampering
c) Attempts at GPS device jamming
d) Scheduled vehicle maintenance alert

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.4.8. GPS Reports and Audits

The AVL system is capable of generating reports based on system and vehicle data over a user-definable time period. Each report will include the graphical unit identifier, X/Y coordinates, speed, heading and time of day. Reports include:

a) Drive-time summary report of total mileage, vehicle alerts, maximum speed.
b) Speed report tracking current speed, average speed, maximum speed and any speed violations.
c) Summary information for detailed management and data analysis.

d) Tracking report of unit activity that includes a full GPS report.
e) Audit report of unit activity, transactions and events.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.5. Data Management Software

7.2.5.1. The City will require the Vendor to provide data management software with the camera systems to perform in the following manner:

a) The data management software will be comprised of a CJIS compliant, web based media interface. The data management application will be an easy to use, graphic user interface coordinating all related video and data collection, storage, management, retrieval, sharing and inquiry functions.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

b) The data management software will facilitate the secure sharing of video and data files through web based secure URL and copying to removable media.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

c) All actions and attempts to access video and data through the data management software will be recorded as an audit log record as described in this RFP.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

d) The data management software will maintain the integrity of the video and data storage though a CJIS compliant manner.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

e) The management software will work seamlessly with the storage solution and components provided with the proposal. The Prime Vendor is responsible for integrity, confidentiality, management and security of the video and data through a single interface.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

f) Software must have the capability of performing audio and video redaction related to open records requests without affecting the integrity of the source data.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

g) The Vendor is responsible for data management software training.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.6. Video and Data Storage

A critical component of the camera system is the ability to store, access and share the video captures with the following conditions:

a) MPD expects the video and data storage solution to be robust, secure and scalable to accommodate the current and future requirements of the City. The solution proposed must provide for a minimum of 18 months of online, accessible, hosted, secure data storage managed by the Vendor.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

b) The Vendor will propose a scalable, archival solution for the maintenance of at least five (5) years of video and data information hosted by the Vendor.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

c) MPD will accept proposals that include a locally hosted solution, a remotely hosted virtual warehouse solution (in-cloud) and hybrid of local and virtual storage. In any case, the Vendor is responsible for the management and integrity of the data. The Vendor will include with this proposal all costs associated with the solution listed on the Proposal Cost Form (Attachment B).

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

d) The virtual warehouse stores digitally encrypted data in a highly secure environment accessible to personnel based on security clearance.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

e) All solutions must comply with CJIS security mandates in the transport, storage and access of the stored data.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

f) The Vendor must include with the locally hosted solution all hardware and software specifications, plans and topology with the proposal.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

g) The Prime Vendor will partner with the data storage vendor to create a seamless solution.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.7. Interfaces

7.2.7.1. The City will require the Vendor to provide the capability to support interfaces to the following systems:

a) Memphis Police Department Geographic Information System (GIS)/mapping system for map-related updates and GPS stamps on the video.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

b) Existing MPD Intergraph Computer-Aided Dispatch (CAD) system for video categorization and transfer of GPS data.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

c) Existing MPD TriTech Inform Law Enforcement Records Management System (LERMS) for video categorization and links to case files.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

d) Currently utilized Personal Digital Assistant (PDA) devices for display of video stream and data.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

e) Master Time Source to synchronize the date and time stamps throughout the system.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.2.8. Mobile Data Terminal (MDT)

MPD understands that a Mobile Data Terminal may be a component of a Vendor's solution. If an MDT is included in the proposed solution:

a) The Vendor must include all costs associated with the purchase, setup, installation, integration with the camera and AVL systems on the Proposal Cost Form (Attachment B).

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

b) The Vendor will integrate the MDT to all other components included in this proposal, i.e., BWC, ICV, AVL, with sufficient physical ports.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

c) The MDT will have the capability of interfacing with Intergraph CAD, TriTech RMS and NCIC with sufficient physical ports.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

d) The MDT is capable of access to external databases and internet browsing while in compliance with CJIS requirements, in particular NCIC database.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

e) The MDT operating system must be MS Windows 7 Enterprise / Ultimate or Windows 8.1 Enterprise.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

f) The MDT must be capable of complying with CJIS requirements for security and encryption of files.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

g) The MDT must securely link to the MPD existing MS Active Directory environment for user authentication and computer policy. The link must be an always-on, seamless, remote access solution.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

h) The MDT will be configured with touchscreen and a backlit keyboard.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

i) The MDT mounting solution will not interfere with airbag operation.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

j) The MDT solution will have an integrated Trusted Platform Module (TPM) version 1.2 or higher.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

7.3. Vendor Characteristics

7.3.1. All Vendors responding to this RFP must possess the requisite qualifications as described in this RFP to perform successfully under the terms and conditions set forth for this proposed procurement. It is also required that the Vendor provide qualified management, support and technical staff to work on this project, with a proven track record implementing the proposed solution.

The City may make such reasonable investigations as deemed proper and necessary to determine the ability of Vendors to perform the work. Vendors shall furnish the City all such information and data for this purpose as may be requested. The City reserves the right to inspect Vendor's physical facilities, and require demonstrations at the Vendor's or City's facilities prior to award to satisfy questions regarding Vendor capabilities. The Vendor incurred costs for site visits and demonstrations shall be the sole expense of the Vendor.

Final contract negotiations and award (Notice to Proceed) will only be made with the responsible Primary Vendor who possesses the ability to meet the requirements at a price and schedule considered to be acceptable to the City.

☐ Understood

7.3.2. The successful Vendor will:

- Have a proven track record of successful implementations of similar systems.
- Have a long-term commitment to development and support of software in the public safety market.
- Have a history of involvement in the public safety market, demonstrating proactive improvements to its product line.
- Have a proven track record for 24 hours a day and seven days a week (24/7) customer support.
- Propose and provide skilled, knowledgeable staff throughout the proposal, implementation and maintenance phase of this procurement.
- Have a method of logging, reporting and escalating software trouble reports.
- Provide documentation suitable to demonstrate financial stability to the City.

☐ Understood

7.3.3. Consideration will also be given to such matters as software quality, Vendor integrity, record of past performance, Vendor financial resources, and the ability to deliver the proposed software and functionality within a timeframe not to exceed five (5) years after Contract signing. Each Vendor submitting a response to this proposal must have proven experience and an established reputation (and document same within the proposal to the City) at the state, city and/or national level for their ability to plan, supply, install, integrate, train (end users), support, and maintain their systems. Vendors shall provide information detailing their credentials and provide: a list of references from the last five (5) years regarding projects of similar scope and size; and a minimum of five (5) references of other public safety entities for which they have provided similar services.

☐ Understood

8. PREFERRED VENDOR SOLUTION/SINGLE POINT OF CONTACT

8.1. Preferred Vendor Solution

8.1.1. The preferred solution is for a single prime Vendor to provide an integrated suite of products.

☐ Understood

8.1.2. However, consideration will be given to solutions that involve a partnership of vendors with a solution to an individual component yet tightly integrated to a seamless solution.

☐ Understood

8.1.3. Nevertheless, a single prime Vendor will be responsible for the success of such a proposed solution, and the successful Vendor must be responsible for all aspects of a successful project, to include the complete integration, definition, delivery, testing, implementation, system performance, warranty and maintenance of the system.

☐ Understood

8.2. Single Point of Contact

8.2.1. The single prime Vendor will be the single point of contact for all communications with the City regarding this project and be responsible for the success of the complete solution.

☐ Understood

9. RFP SUBMISSION REQUIREMENTS

9.1. Schedule of Events

The City will attempt to carefully observe, but not guarantee, the following schedule:

EVENT	SCHEDULED DATE
Release of RFP (published in ORACLE)	March 13, 2015
Advertisement of RFP in *The Daily News*	March 17 & 18, 2015
Mandatory Pre-Proposal Meeting	April 1, 2015 at 2 p.m. CT
Vendor Proposal Questions Due	April 8, 2015
Response to Vendor Questions	April 15, 2015
Proposal Due Date	May 1, 2015 at 2 p.m. CT
Finalists Identified	May 22, 2015
Begin Demonstrations/Wear Testing/Site Visits	May 26, 2015
Preferred Solution Notice (on or before)	Week of June 22, 2015
Target Date for Completion of Contract Negotiations	Week of July 20, 2015
Target Date for Begin of System Delivery	August 26, 2015

☐ Understood

9.1.1. Release of RFP

The RFP will be published on the City of Memphis website (www.memphistn.gov) in the "RFPs & RFQs" section. Vendors may download the RFP from the City's website. No notice will be provided to individual vendors.

☐ Understood

9.1.2. Mandatory Pre-Proposal Meeting

Attendance at the pre-proposal meeting is mandatory. The pre-proposal meeting will be held on the "Mandatory Pre-Proposal Meeting" date at the Auditorium at 600 Jefferson Avenue, Memphis, Tennessee, 38105 at 2:00 p.m. CT. Any proposal submitted by a Vendor who failed to attend the pre-proposal meeting will not be considered for award.

The electronic forms required for submission with the proposal will be provided to the Vendors during the pre-proposal meeting.

☐ Understood

9.1.3. Vendor Proposal Questions Due

Vendor questions should be sent to the City of Memphis Purchasing Agent assigned to this procurement using the contact information listed in Section 9.2.1.

☐ Understood

9.1.4. Response to Vendor Questions

The questions and responses to Vendor submitted questions will be posted on the City of Memphis web site.

☐ Understood

9.1.5. Proposal Due Date

Responses to this RFP must be received by the "Proposal Due Date" by the Purchasing Agent assigned, on or before the date and time listed. Proposals received after the "Proposal Due Date" will not be opened or considered.

☐ Understood

9.1.6. Finalists List Identified

Upon evaluation of the proposals, the City may determine that it is in the best interest to continue the evaluation process with a small group of Vendors for additional investigation. The Finalists will be notified by the City.

☐ Understood

9.1.7. Wear Testing

The Finalists will be required to provide and install all components necessary to enable testing for five (5) vehicles and four (4) officers per vehicle. The testing allows the City to evaluate the components in a live environment and experience the process of attaching the wearable cameras in preparation for use in the field; evaluating ease of operation of BWC and ICV; integration of the video and GPS data; evaluate the end of shift process of video transfer; battery recharge; video viewing and backend software; video sharing and the level of integration of components.

The City will allow an alternate to the proposed method of video transfer and storage for the purpose of wear testing.

☐ Understood

9.1.8. Demonstrations

At the discretion of the City, each Finalist may be required to provide a demonstration of the proposed solution in Memphis, during the established demonstration period. The schedule will provide time for the Finalists to demonstrate the capabilities of each component of their solution.

Finalists will be expected to follow the script provided. Each Finalist will be required to show how each scenario would be addressed using its proposed solution. It is recognized that the Vendor's system will not yet be configured to work with the City of Memphis, and this will be taken into account during the demonstrations. Demonstration of any substitute equipment, applications or versions (e.g., while the proposed components) will negatively affect the score assigned to the Finalist.

☐ Understood

9.1.9. Site Visits

At the discretion of the City, the evaluation team may visit agencies with the Vendor's proposed solution or components in use.

☐ Understood

9.1.10. Preferred Solution Notice

The selection of the preferred solution will be based on determination of which proposal best meets the needs of the City and the requirements of this RFP. The Vendor of the preferred solution will be notified of the selection and to proceed with contract negotiation.

☐ Understood

9.1.11. Target Date for Completion of Contract Negotiations

Contract negotiation will commence with the preferred Vendor to either a successful conclusion resulting in a mutually agreeable contract or the termination of negotiation. At the point, the City may commence contract negotiation with the Vendor of the next highest ranked solution. Continuation of selection process is at the discretion of the City.

☐ Understood

9.1.12. Target Date to Begin System Delivery

The target date to begin system implementation relies on the success of the selection and contract negotiation process and will commence when in the best interest of the City.

☐ Understood

9.2. Questions about the RFP Document

9.2.1. Vendors shall submit all questions or concerns related to this RFP by email to the City of Memphis' Purchasing Agent specified below. No oral requests for clarification or information will be accepted.

City of Memphis
Office of Purchasing Agent
Attn: Eric Mayse, Purchasing Agent
125 North Main St., Room 354
Memphis, TN 38103
E-mail: eric.mayse@memphistn.gov

Vendors shall identify all email inquiries in the subject line as "RFP Inquiry" and shall submit questions by the date specified in Section 9.1, Schedule of Events. To ensure the fair and consistent distribution of information, all questions will be

answered by a question-and-answer (Q&A) document, which will be posted on the City's website (www.memphistn.gov). No individual answers will be given. The only official answer or position of the City will be the one posted via the City's website.

Any revisions to the solicitation will be made only by an addendum issued by the City, which will be posted on the City's website.

☐ Understood

9.3. Vendor Examination of the RFP

9.3.1. Vendors shall examine all information and materials contained in this RFP. Failure to do so will be at the Vendor's risk.

☐ Understood

9.3.2. No objections with regard to the application, meaning, or interpretation of the specifications will be considered after the opening of the subject proposals. A Vendor submitting the request shall be responsible for the prompt delivery of the request. Any interpretation in response to the written request will be made only by addendum duly issued and posted on the City's website. No individual answers will be given. The only official answer or position of the City will be the one posted via the City's website. The City of Memphis will not be responsible for any other explanation or interpretation of the proposed documents.

☐ Understood

9.4. Functional Specifications Response Selection

9.4.1. If the Vendor's system software (including any and all proposed third-party subcontractor solutions) complies with the requirements listed, it must be so noted on the Functional Specifications spreadsheet (Attachment A) by selecting "Comply" from the list of responses in the dropdown box in the Response column.

☐ Understood

9.4.2. If the Vendor's system software (including any and all proposed third-party subcontractor solutions) does not comply with the mandatory requirements listed,

it must be so noted on the Functional Specifications spreadsheet by selecting "Does not Comply" from the list of responses in the drop down box in the Response column.

☐ Understood

9.4.3. If the Vendor believes the desired functionality is partially met or present in another form other than as stated; it must be so noted on the Functional Specifications spreadsheet by selecting "Partial Comply or Alternative" from the list of responses in the dropdown box in the Response column.

☐ Understood

9.4.4. To receive maximum consideration, the Vendor may furnish additional documentation to support alternative ways their system might meet the requirement by adding comments into the Comments column to the right of the Response column in the Functional Specifications spreadsheet.

☐ Understood

9.4.5. For the purposes of this RFP, Response items returned as "Not Answered" will be interpreted as "Does Not Comply" and will be factored accordingly for evaluation purposes.

☐ Understood

9.5. News Release

9.5.1. Vendors shall at no time make any news or advertising releases or announcements pertaining to this RFP or any resulting agreement for any purpose without the prior written approval of the authorized representative of the City of Memphis. Vendors shall require their employees, agents and representatives to comply with the requirements of this provision.

☐ Understood

9.6. Evaluation and Award Criteria

9.6.1. The City seeks a prime Vendor to provide a Law Enforcement Event Video Documentation System. The City is seeking a functioning turnkey solution, which includes all services, user training and maintenance for the systems identified herein and at the location(s) specified. Any contract award as a result of any proposal, will not be solely based on the concept of the "lowest responsible bidder," but will be based on the concept of the "best value," as determined by the City. In determining the best-value bid, the City will consider, but not be limited to, the quality, price, various elements of the proposed goods or services, the responsiveness of the Vendor to the proposal, and the Vendor's responsibility. The City's Ordinances, including but not limited to Local Preference and Equal Business Opportunity Ordinance, will be adhered to where applicable.

☐ Understood

9.6.2. Evaluation of submitted proposals will be conducted as follows; the factors are listed in order of importance, and the evaluation is based on a total of 100 points:

a) Factor 1 – RFP narrative/proposed solution	40 points
b) Factor 2 – Functional specification	20 points
c) Factor 3 – Cost	20 points
d) Factor 4 – Vendor qualifications	10 points
e) Factor 5 – References checks/site visits	10 points

☐ Understood

9.6.2.1. Factor 1 – RFP Narrative Section/Proposed Solution

Vendors will be evaluated on the quality of the proposed solution, to include, but not limited to:

A. Section-by-section response to the RFP (20 points)

1. The value of each response to each Section and Subsection is worth 0 to 3 points based on the Vendor response.

B. Proposed solution (20 points)

1. The degree to which the proposal addresses the stated goals.

2. Adherence to the solicitation requirements.

3. The extent to which the components of the solution are integrated to provide a single-system appearance to the end users.

4. The extent to which the solution incorporates effective processing methods, state-of-the-art technology and programming languages, and well-defined system interfaces.

5. General ease of use, future modification/expansion and change.

6. Detailed security rights and ease of administration.

7. Comprehensiveness of the documentation (e.g., training materials and manuals).

8. Product life expectancy. (Vendor should identify the version of the video system solution, how many versions there have been since its inception and any on-going research and development efforts).

9. Third-party hardware and software selection.

10. Intuitiveness and aesthetic appeal of the backend software.

11. Management Plan

    Provide sufficient information to evaluate the Vendor's approach to managing, designing and implementing the project. At a minimum, Vendor should provide the information listed below:

    a. Provide an organizational chart with information sufficient to understand and evaluate the Vendor's organizational structure.
    b. Describe the portions of the work that will be undertaken directly by the Vendor and that which will be subcontracted (if applicable).
    c. Provide specifics regarding project management areas such as a communications plan, risk assessment and mitigation, issue tracking, Punch List development, change control and escalation process.

12. Project Schedule

    Provide a proposed project schedule, in Microsoft Project format, beginning at the Notice to Proceed and ending at Go-Live (as defined herein). The timeline should be expressed in terms of calendar days or weeks from the issuance of the Notice to Proceed rather than actual

dates, and should include specific major events, milestones and deliverables. Identify any assumptions used that support this timeline.

13. Training Plan

Provide details regarding the training plan for the video system solution.

a. Detailed outline for training classes for the video system solution.

b. Detailed schedules for training with consideration of maintaining staffing requirements
    i. Number of classes
    ii. Class size
    iii. Class schedule

14. City-Supplied Resources

a. The Vendor will provide a list and numbers of City-supplied resources (including staff and materials) required to support the implementation of the video system solution.

b. Vendors must clearly identify tasks that are the responsibility of the City and communicate required completion dates to fulfill the project schedule. A matrix of tasks versus responsibility (Vendor, City or other) is a preferred approach.

c. Provide a description of the training and skills needed for City resources in order to properly support the system. For example, Database Administrator (DBA) level skills, Structured Query Language (SQL) training, Microsoft Active Directory certification, etc.

15. Maintenance and Operation

Proposals will be evaluated on the useful life expectancy of the video system solution, particularly guarantees against early obsolescence. The City will not accept acquisition of a solution that the Vendor does not intend to support for the next 10–15 years.

a. Provide details regarding the operation and maintenance of the video system solution.

☐ Understood

9.6.2.2. Factor 2 – Functional Specification

Based on the scored evaluation of the Vendor-submitted Functional Specifications. The value of the response to each item is worth from 0 to 3 points based on the Vendor response.

☐ Understood

9.6.2.3. Factor 3 – Cost

Based on the evaluation of the Vendor-submitted Cost Proposals. Please note that all of the cost information must be under separate cover from the other proposal items.

☐ Understood

9.6.2.4. Factor 4 – Vendor Qualifications

1. Vendor Profile (4 points)
   a. Indicate the number of years in business.
   b. Indicate the number of years in business selling the video system solution solicited herein.
   c. Partners and Subcontractors, if applicable, will be required to have a minimum of three (3) years of experience in their respective discipline.
   d. General company information for vendors, partners and subcontractors:
      i. Identify all company locations
      ii. Identify the number of employees
         1. Employed by the company in total
         2. Dedicated to sales
         3. Dedicated to technical support
         4. Dedicated to research and development

   e. Capacity

      Time is of the essence for this project; therefore, the successful Vendor must be able to perform the work in a timely manner. Present an outline of the Vendor's current workload, present capacity for additional work and projected future workload, demonstrating ability to respond to City project requirements.

f. Research and Development

Provide the percentage of overall revenue that is being allocated back into research and development.

2. Local Installation and Service Capabilities (3 points)
   a. Provide the capability for establishing local installation facilities for vehicle equipment.

3. Financial Stability (3 points)
   a. Provide certification of current bonding capacity.
   b. Provide audited financial statements for the past two (2) years.
   c. Provide current booked work.
   d. Provide projected volume for the next two (2) years.
   e. List any litigation initiated by or against the Vendor; include a brief discussion of the issues involved and the outcome.
   f. Indicate if the Vendor has been in bankruptcy, reorganization or receivership in the last five (5) years and, if applicable, provide an explanation.
   g. Indicate if the Vendor, or any of its Principals, has been disqualified from participation in public contracting opportunities and, if applicable, provide an explanation.

☐ Understood

9.6.2.5. Factor 5 – Reference Checks/Site Visits

A. References (5 points)

Consideration will be given to input from other clients of the Vendor's solutions and services, including the ability to manage a project of this size and scope, past performance, the ability to provide the desired interfaces to CAD and RMS, and to provide the desired solution in the necessary timeframe.

1. Provide a list of all installations that the Vendor has implemented during the past five (5) years that are relevant to the scope of this project. Each project reference shall include:
   a. Project title and location.
   b. Project start and finish dates.
   c. Client point of contact (name and title).
   d. Current telephone number and email address of point of contact.

e. Description of the work/services provided.
f. Percentage of the overall project actually performed by the Vendor.
g. Initial bid price, and final contract amount, including the quantity and dollar value of contract modifications.

2. The City may contact client references to validate the information provided by the Vendor and to determine the client's overall satisfaction with the solutions and services provided; therefore, it may prove beneficial to the Vendor to contact its referenced clients to ensure their contact information provided is up-to-date and the reference will be available during the period of time the City will be validating references.

3. Vendors may include letters of commendation from customers.

B. Past Performance (5 points)

1. Vendor
   a. Provide a list of any projects completed within the last five (5) years that were more than two (2) months behind schedule and an explanation of why.
   b. Provide a list of any projects that the Vendor failed to complete and an explanation of why.

2. Subcontractors

   If applicable, identify all subcontractors to be used for this project and provide a list of their installations completed within the last five (5) years that are relevant to the scope of this project. Each project description shall include:
   a. Project title and location.
   b. Project start and finish dates.
   c. Short description of subcontracted work.
   d. Subcontract value.

3. The City reserves the right to contact the listed owners for confirmation or clarification of the information submitted.

☐ Understood

9.6.2.6. Specific Criteria

Specific criteria may include, but is not limited to, the quality, clarity and responsiveness of the proposal in conformance with instructions, conditions and format relating to:

- Qualifications and references.
- Compliance with City Ordinances, including but not limited to Local Preference and Equal Business Opportunity Ordinance.
- Quality of solution.
- Compliance to CJIS standards.
- Quality and extent of the documentation to be provided.
- Stability and growth and expandability of technical hardware architecture proposed.
- Quality of implementation and integration services.
- Product demonstrations and site visits.
- Integrated system functionality.
- Implementation approach and training plans.
- Demonstrated successful performance of proposed solution and implementation services elsewhere in the public sector, at agencies of similar size and populations serviced.
- Ease of understanding and use.
- System maintenance and support, upgrades and ongoing technical support.
- Vendor's financial stability and industry reputation.

☐ Understood

9.6.3. Award will be made to the best responsive and responsible Vendor meeting the requirements specified in this RFP and offering a service deemed acceptable to the MPD. The final contract shall be awarded as a firm fixed-price contract.

☐ Understood

9.6.4. Any protest of award must be filed in writing with the Purchasing Agent within five (5) calendar days of the award announcement at the following address:

City of Memphis
Office of Purchasing Agent
Attn: Mr. Eric Mayse, Purchasing Agent
125 North Main St., Room 354
Memphis, TN 38103
E-mail: eric.mayse@memphistn.gov

☐ Understood

9.7. Rights and Responsibilities of the City

9.7.1. The City reserves the right to reject or not select any and all proposals that may be submitted, if it is determined by the City to be in its best interest to so reject.

☐ Understood

9.7.2. The City additionally reserves the right to negotiate a change in planned scope of services with the apparent successful Vendor so as to make such scope of services more favorable to the City. However, such negotiations shall not increase the cost or amend the proposal such that the apparent successful Vendor no longer offers the best proposal.

☐ Understood

9.7.3. The City may procure any service or equipment by other means. Submission of a proposal does NOT commit the City to accept any terms of the proposal. Final terms of any agreement are subject to the approval of the City.

☐ Understood

9.7.4. The City reserves the right to reject the proposal of any Vendor if the City believes that it would be in the City's best interest to do so, whether because the proposal is not responsive, or the Vendor is determined unqualified, or if the City is doubtful of the financial ability of the Vendor, or if the Vendor fails to meet any other pertinent standard or criteria established by the City, or for no other expressed reason announced at all. The City reserves the right to waive any informality in any proposal.

☐ Understood

9.7.5. To assure full understanding of a proposal, the City reserves the right to conduct discussions with Vendors or to request clarification of information submitted, and to request additional information of one or more Vendors at a schedule determined by the City.

☐ Understood

9.7.6. The City may terminate the negotiated contract without cause by giving 30 calendar days written notice.

☐ Understood

9.8. Pricing, Payments and Retainage

9.8.1. **Negotiated** prices shall be firm and not subject to increase during the term of any contractual agreement between the City's authorized representative and the successful Vendor as a result of the RFP. Requests for payment will be initiated by the Vendor's submission of an invoice with description of deliverable-based milestones completed and referenced therein. The payment schedule will be percentage-based and dependent on milestones reached during the contract period. The City, through its authorized representative, shall determine if the milestones have been achieved in its sole discretion. Failure to agree to the proposed payment milestones may result in a significant penalty in the overall evaluation of the proposal.

☐ Understood

9.8.2. Payments will be processed according to the following schedule:

Milestone Reached	Percentage Payment
Contract Signing, Statement of Work Agreement, Project Plan Agreement	10%
Project specific Integration and Acceptance Test Plan Agreement	5%
District 1 Acceptance	25%
District 2 Acceptance	25%
Special Operations Acceptance	20%
Successful Completion of 45-day Software Reliability Test	15%

Hardware can be invoiced when received and inventoried by MPD/City.

☐ Understood

9.8.3. The City, through its authorized representative, agrees to pay all uncontested amounts due under this agreement within 30 days after receipt of an accurate

invoice. In the event of a dispute regarding the amounts and items due, the Parties will use all reasonable efforts to resolve the disputed items.

☐ Understood

9.9. Proposal Format

9.9.1. The proposal shall contain the following sections, in the order and format described:

1. Letter of Conveyance or transmittal, signed by a principal of the Vendor authorized to negotiate on behalf of the Vendor.

2. Executive Summary.

3. A statement indicating the RFP, including all appendices, attachments and exhibits, has been read and understood.

4. Hardcopy and an electronic version of the proposal submitted.

5. All electronic Response Forms, Functional Specifications and Proposal Cost Form are to be completed as indicated on the forms or in the RFP. The submitted version will have no additional locking or protection other than that of the original form.

6. Hardcopy of all completed Electronic Response Forms.

7. Details or explanation of any "Partial Comply or Alternative" selection in the Functional Specification spreadsheet may be included in the Specification Comments or the RFP Comments worksheet as applicable. Each item must reference a specification number, in order to relate the comment with the requirement.

8. Complete description of the proposed system software and hardware platform(s).

9. Company description and qualifications, which shall include, but not be limited to: Dun & Bradstreet number, Federal Tax ID Number, and Bank reference.

10. Discussion of all Evaluation Factors described in Section 9.6.2.

11. Proposed services, including implementation, documentation and training.

12. M/WBE Participation Plan.

13. A project management plan.

14. Delivery and implementation schedule.

15. Completed electronic Proposal Cost Form included as Attachment B, with comprehensive, itemized pricing for each element of the Vendor's proposal and any other price-related information will be included in the response, but separated and sealed. No other cost information will be considered that is not included in the electronic Proposal Cost Form, Attachment B.

16. Resumes of key staff involved in the design, implementation and management of the project, including those of project management staff, for consideration by the City.

17. Any service and maintenance requirements and warranties, sample contracts, etc.

☐ Understood

9.10. Proposal Submission

9.10.1. Vendors must submit their proposal in a sealed container indicating on the outside: the company name and the RFP number. The cost proposals must be submitted in a separate sealed container indicating that it is the cost proposal and include the company name and RFP number. No cost information will be included in the non-cost part of the proposal.

Proposals submitted and accepted by the City become the property of the City of Memphis and will not be returned.

All proposals must be signed by an authorized representative of your organization. Unsigned proposals will be considered non-conforming.

Two (2) signed originals and three (3) copies and an electronic copy of the complete proposal shall be delivered to the office of the Purchasing Agent (see below) no later than 2:00 p.m. CT on the "Proposal Due Date."

City of Memphis
Office of Purchasing Agent

Attn: Mr. Eric Mayse, Purchasing Agent
125 North Main St., Room 354
Memphis, TN 38103
E-mail: eric.mayse@memphistn.gov

LATE PROPOSALS WILL BE CONSIDERED NON-CONFORMING AND WILL NOT BE CONSIDERED IN THE EVALUATION PROCESS.

Incomplete proposals will not be considered for selection if the omission(s) are determined, in the City's sole discretion, to be significant.

☐ Understood

9.11. General Guidelines for Proposal Preparation

Proposal Format
The format in which proposals shall be submitted is included in this RFP. Proposals that do not conform to this format will be declared non-responsive and will not be considered for an award from the City.

Amendments to RFP
The City reserves the right to re-issue or change any portion of this RFP, in its sole discretion. In the event it is necessary to revise any part of the RFP after the initial issue date, the City will make modifications by issuing a written amendment, which will be posted on the City's website. (www.memphistn.gov)

Withdrawing RFP
The City reserves the right to withdraw this solicitation at any time prior to making an award based on this solicitation.

Preparation and Presentation Costs
Vendors shall bear the total costs for any and all appearances and the costs associated with preparing the proposal or responding to the RFP. The City shall not, in any event, be liable for any expenses incurred by Vendors in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

Deadline Extension
The City reserves the right to extend the submission deadline, if such action is considered necessary by the City. In the event the deadline is extended, Vendors will have the right to retrieve and revise their proposals.

Failed Competition

The City reserves the right to reject any or all proposals which are not responsive to the specifications of this RFP. Competitive negotiation requires that at least two responsive proposals for the same scope of work and service area be received in response to the RFP. A competition is considered failed if only one responsive proposal is received. If a competition has been declared failed, the City then has the option to reopen the procurement or enter into a negotiated agreement with the sole Vendor.

Withdrawing or Amending a Proposal

At any time prior to the scheduled deadline for receipt of proposals, Vendors may withdraw or amend their proposal by submitting a written request from the authorized representative whose name and signature appear on the proposal. A written request to withdraw or amend the proposal must be submitted in writing to:

City of Memphis
Office of Purchasing Agent
Attn: Mr. Eric Mayse, Purchasing Agent
125 North Main St., Room 354
Memphis, TN 38103
E-mail: eric.mayse@memphistn.gov

Acceptance/Rejection of Proposals

The City reserves the right to accept or reject, in whole or in part, any or all proposals submitted. The City shall reject the proposal of any Vendor that is determined to be non-responsive.

Informalities/Minor Irregularities

The City reserves the right to waive minor irregularities or informalities in a Vendor's proposal when the City determines that it will be in the City's best interest to do so. Any such waiver shall not modify any remaining RFP specifications or excuse the Vendor from full compliance with the RFP specifications and other contract requirements if the Vendor is awarded the contract.

Oral Presentations

Vendors may be required to give an oral presentation of their proposal to City representatives for the purpose of clarification to assure the City's full understanding of the proposal. Oral presentations are an option of the City, at the City's sole discretion; however, no proposal may be altered or enhanced during an oral presentation.

Vendors Indebted to the City

No contract will be awarded to any organization which, in the City's sole discretion, is in arrears to the City of Memphis upon any debt or contract, or which is a defaulter as surety or otherwise under any obligations to the City of Memphis, or which has failed to perform faithfully on any previous contract with the City of Memphis.

Validity of Proposals
All proposals shall be valid for a minimum period of 120 days from the opening date of the RFP.

Compliance with the RFP
The submission of a proposal shall be taken as prima facie evidence that the Vendor has familiarized itself with the contents of the RFP and with these terms and conditions, in particular. The failure or omission by the Vendor to receive or examine this RFP shall in no way relieve the Vendor of any obligation with respect to its submission or of any term or condition of this RFP, and may result in disqualification. In order to be deemed responsive, Vendors must provide responses to address all items in the RFP.

Lengthy Proposals
The City discourages overly lengthy and costly proposals; however, in order for the City to evaluate proposals fairly and completely, Vendors should follow the format set out herein and provide all information requested. Proposals shall be as thorough and detailed as possible, but prepared simply, providing a straightforward, concise description of the Vendor's capabilities to provide the services and satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

Local Preference
This procurement may be subject to the requirements of Ordinance No. 5114 which establishes a local preference for local businesses located within the City of Memphis. A copy of the Memphis and Shelby County Tennessee Business Tax Receipt shall accompany the bid for consideration of this ordinance.

☐ Understood

9.12. Minority and Women Business Enterprise Participation (M/WBE)

This project is subject to the requirements of the City of Memphis Ordinance #5384, which establishes the Minority and Women Business Enterprise Procurement Program. Vendors shall ensure that all requirements of this ordinance are met. The Ordinance may be accessed on the City's website at www.memphistn.gov under "Doing Business." The intent of the M/WBE Program is to increase the participation of M/WBEs in the City's purchasing activities. Toward achieving this objective, the M/WBE participation is defined as the dollar value of subcontracts awarded to certified minority and/or women business enterprises divided by the total proposed base bid amount.

Participation Plan (Attachment G)
The Participation Plan must include: (i) level and dollar amount of participation that the Vendor anticipates to achieve in the performance of the contract resulting from this RFP;

(ii) the type of work to be performed by the M/WBE participation; and (iii) the names and addresses of the M/WBEs the Vendor plans to utilize in the performance of the contract resulting from this RFP. Vendors must complete the Participation Plan document included in this solicitation.

Eligible M/WBE Firms

To qualify as an M/WBE firm, per the requirements of City of Memphis Ordinance #5384, a firm must be included on the City's list of certified M/WBE firms. If the Vendor is a certified M/WBE, then the participation goal for this solicitation shall be deemed met. One or a combination of several M/WBEs may be utilized to meet the established goal. A list of eligible firms is included in this solicitation.

If a Vendor desires to utilize an M/WBE firm not included on the list included in this RFP, it is the Vendor's responsibility to confirm that the desired firm is certified by the City of Memphis. Such confirmation must be obtained from the City's Contract Compliance Office, in writing, before the proposal/response due date. Requests for verification must be submitted to the City's Contract Compliance Office listed below:

Mary Bright
City of Memphis
Contract Compliance Office
125 North Main Street, Suite 440
Memphis, TN 38103
Phone: (901) 636-6210
Fax: (901) 576-6560
E-mail: mary.bright@memphistn.gov

Good Faith Efforts Documentation (Attachment H)

If a Vendor proposes a percentage less than the established M/WBE goal, the Vendor must, at the time of the response, submit a Good Faith Efforts statement, accompanied by the appropriate documentation, justifying its submitted M/WBE percentage. The ability of the Vendor to perform the work with its own workforce will not in itself excuse the Vendor from making good faith efforts to meet participation goals.

The Good Faith Efforts statement must include the following documentation:

A. Completed Good Faith Efforts form, which is included in this solicitation.
B. Documentation, which shall include, but not be limited to, the following:
    (1) Attendance at the pre-bid/pre-proposal conference.
    (2) Copies of written solicitations sent to all City of Memphis-certified M/WBEs that perform the type of work to be subcontracted, in sufficient time to allow said M/WBEs to participate effectively. Said solicitation shall note:
        (a) The specific work the Vendor intends to subcontract;
        (b) That their interest in the project is being solicited; and

(c) How to obtain information for the review and inspection of the plans, specifications and requirements of the RFP.

(3) A written statement that economically feasible portions of work were selected to be performed by M/WBEs, including, where appropriate, segmenting elements of work or combining elements of work into economically feasible units.

(4) A statement of the efforts made to negotiate with M/WBEs, including:
   (a) The names, addresses, and telephone numbers of M/WBEs who were contacted;
   (b) The date negotiations took place; and
   (c) A description of the information provided to M/WBEs regarding the plans, specifications, and requirements for portions of the work to be performed.

(5) A statement of the efforts made to assist M/WBEs contacted who need assistance in obtaining bonding, insurance, financing, or in reviewing the plans, specifications, and requirements of the RFP.

(6) A statement that the Vendor submitted all quotations received from M/WBEs and, for those quotations not accepted, a statement of the reasons why the M/WBE will not be used to work on the project.

(7) As to each M/WBE contacted that the Vendor considered not to be qualified, a statement of the reasons for the Vendor's conclusion based on a thorough investigation of said M/WBEs' capabilities.

The determination of whether a Vendor has made a good faith effort will be made by the City's Contract Compliance Officer, Director of Finance and the Purchasing Agent, prior to the award of the project.

Supplemental Submittal Requirements after Contract Award Notification

Within ten (10) days after contract notification of award, the Vendor shall submit Letters of Intent to the certified M/WBE subcontractors identified in the M/WBE Participation Plan.

(1) Within ten (10) days after receipt of an executed contract from the City, the Vendor shall submit copies of executed subcontracts with the certified M/WBE Vendors identified in the proposal/response documents.

(2) At the completion of the work, the Vendor shall submit to the City a final schedule of participating certified M/WBE subcontractors, showing the final amount of each subcontract and payments.

(3) With the submittal of Application for Payment, the Vendor shall provide certification that it has paid all previous progress payments to M/WBE subcontractors.

Failure to Submit Required Information

A Vendor's failure to submit any of the information required by this section may render the proposal/response non-responsive and ineligible for consideration.

☐ Understood

GOOD FAITH EFFORT DOCUMENTATION FORM

To The Honorable Mayor City of Memphis, Tennessee

From: _____
CONTRACTOR NAME

PROJECT TITLE: _____

Enclosed please find the required documents:

_____ Said Bidder_____ did / or_____did not attend the project pre-bid meeting.

_____ Copies of all written notification to City of Memphis M/WBE listed firms. (Please attach list of all firms notified, detail how they were notified and when).

_____ Said Bidder _____did / or ____ did not select economically feasible portions of the work to be performed by M/WBE firms.

_____ List all M/WBE firms with which negotiations took place. (Attach list. If no negotiations were held, please state so.) Provide names, addresses, and dates of negotiations.

_____ Statement of efforts to assist M/WBE firms, with bonding, insurance, financing, or with document review. (Attach list. If no assistance was provided, please state so.)

_____ The Bidder____ did / or ____did not use all M/WBE quotations received. If the Bidder did not use all M/WBE quotations received, list on attached sheets, as required as to the reasons those quotes were not used.

_____ List (on attached sheets as required) all M/WBE firms contacted that the bidder considered not to be qualified, and a statement of the reasons for the bidder's conclusions. If no firms were found to be non-qualified, please state so.

THIS SIGNED FORM MUST BE SUBMITTED WITH THE BID IF THE BIDDER DOES NOT MEET THE REQUIRED M/WBE PROJECT GOAL WITH THEIR BID. IF NOT SUBMITTED THE BID WILL BE CONSIDERED NON-CONFORMING.

_____
Contractor's Name

_____ _____
Signature **Printed or Typed Name and Title**

CITY OF MEMPHIS
MINORITY/WOMEN BUSINESS ENTERPRISE PROGRAM PARTICIPATION PLAN

PROJECT TITLE: Law Enforcement Event Video Documentation System

Project M/WBE Goal: **10%**

The following sections must be completed by Vendor. A certified subcontractor or supplier is defined as a firm from the list of certified firms provided with this solicitation.

Vendor's Name: _____

Section A - If the Vendor is a certified firm, so indicate here with a check mark.
_____ MBE _____ WBE

Section B - Identify below those certified firms that will be employed as subcontractors or suppliers on this project. By submitting this proposal/response, the Vendor commits to the use of the firms listed below.

$ = Show the dollar value of the subcontract to be awarded to this firm

% = Show the percentage this subcontract is of your base bid

M/WBE = Show by inserting an M or W whether the subcontractor is an MBE or WBE

$/%	M/WBE	SERVICE	CERTIFIED SUBCONTR. NAME, ADDRESS, TEL.#

Total	$	%
MBE		
WBE		

THIS COMPLETED FORM MUST BE SUBMITTED WITH THE PROPOSAL/RESPONSE OR THE RESPONSE WILL BE CONSIDERED NON-CONFORMING.

10. SPECIFICATIONS

10.1. Description of Functional Specifications Spreadsheets (Attachment A)

The attached Functional Specification spreadsheets (Attachment A) list the functional requirements for features and functions for the MPD Law Enforcement Event Documentation System.

Electronic copies of the spreadsheets will be provided at the mandatory pre-bid conference. Based on whether a Vendor is responding with an integrated camera solution or a third-party component system, Vendors must electronically provide detailed function-by-function compliancy responses using the appropriate electronic spreadsheet, and also include a hard copy of their responses in their printed proposal. The response provided by the Vendor will indicate in the spreadsheet, in the compliance columns, whether the functions exist in the current version of their product.

Any details and clarifications regarding the numbered requirements specified in the Functional Specification spreadsheets (Attachments A) may be described in one of the following ways:

1. By adding a concise statement in the Additional Comments field; or
2. By indicating in the Additional Comments field that a separate document will be included, noting where the document will be found in the Vendor response. In this case, the additional documentation must cite the Spec ID of the item being clarified.

All functional criteria are not considered "mandatory." The full list is intended to determine the overall capabilities of a Vendor's solution, both in the current environment and in anticipating future requirements. Mandatory requirements are labeled accordingly.

☐ Understood

11. IMPLEMENTATION

11.1. Project Management

11.1.1. The City will assign a Project Manager who will work on behalf of the City for this implementation project. The City's Project Manager will be the point of contact with the successful Vendor's designated Project Manager in all areas indicated in this RFP. The City's Project Manager will be empowered to:

- Resolve disputes and make decisions about any changes to the implementation plan or technical aspects of the system.
- Serve as a liaison with City departments.
- Assist in coordinating work with the successful Vendor.

☐ Understood

11.1.2. The Primary Vendor will assign one dedicated Project Manager to this project who has long-term experience with similar projects and the proposed solution requirements. The Primary Project Manager must be available for onsite meetings as required by the City. The Vendor must provide the Project Manager's resume, references and experience with like projects.

The Primary Vendor Project Manager must be present for any presentation of the product demonstration and must remain assigned to the City's project throughout the contract period.

The City reserves the right to approve the assignment of the Vendor's Project Manager. Vendors shall guarantee that the Project Manager included in the proposal shall be assigned to this project throughout the project term, unless they are no longer employed by the Vendor. Replacement of the project manager, if necessary, will require written approval by MPD; the replacement must have equal qualifications to those of the Project Manager originally identified.

The City reserves the right to replace the Primary Vendor's Project Manager. The Primary Vendor will submit resumes of the replacement Project Managers for review and approval by the City.

☐ Understood

11.1.3. Key expectations for the Primary Vendor's Project Manager include:

- Will be empowered to authorize project changes.
- Will act as the single point of contact for the successful Vendor and subcontractors required by the Vendor for implementation of the project.
- Will name an Assistant Project Manager to act in their place with full authority when the Primary Vendor's Project Manager is not available.
- Will be expected to provide an escalation process to resolve any problems or issues that cannot be immediately resolved by the onsite implementation staff.
- Must carry out all the responsibilities noted in this RFP, such as scheduling, supervision, inspection, and status reporting.

- Will provide written status reports to the City's Project Manager that recap work done during the week and preview the next week's tasks, at regular intervals agreed upon by both parties.
- Will utilize the Microsoft Project software package to provide project status reports.
- Will bring to the City's Project Manager's attention anything that may cause a delay in completing implementation as planned.
- Will conduct regular status meetings (onsite or via conference call) to report in writing and assess overall project progress at intervals agreed upon by both parties.

☐ Understood

11.2. Phased Rollout

Due to the number of personnel and vehicles to be installed and the potential for disruption to operations, the City expects the installation to be performed in a Phased Rollout manner, a precinct at a time. Training, implementation and testing plans will be developed per precinct. An Acceptance Test Plan will be developed for each precinct. The Acceptance Test Plan will include the operation of the precinct as a whole and the integration of the precinct into the City-wide system.

☐ Understood

11.3. Schedule

11.3.1. All proposals must include a preliminary plan and schedule, prepared in Microsoft Project 2007, or later version, for the complete implementation of all phases of the project and the proposed system components.

The preliminary proposal schedules must include clearly identified milestones and tasks for each phase, major activities, phased rollouts and events that are planned for completion of the system through system acceptance. The plan must include the payment milestones identified in in this RFP.

☐ Understood

11.3.2. After contract award, a detailed plan and schedule must be provided at least two weeks in advance of the project kick-off meeting so that the City's Project Manager and staff have an adequate amount of time to review and become familiar with all phases, tasks, subtasks, activities, and dates of the plan. All

schedules must be provided to the City in Microsoft Project 2007, or a later version. The successful Vendor and the City shall finalize a detailed schedule and implementation plan as part of the project kick-off session.

☐ Understood

11.3.3. The detailed schedules must be maintained by the Vendor and updated and reviewed with the City's Project Manager and staff at regular intervals as part of normal project management functions provided by the Vendor.

☐ Understood

11.3.4. All scheduled changes must be subject to the prior written approval of the City and coordinated with the City's Project Manager. The City is not responsible for any extra costs in the implementation phase that are caused by failure on the Vendor's part to coordinate with the City's Project Manager, or by any omissions or lack of understanding on the part of the Vendor.

☐ Understood

11.3.5. Installation of the main system components must also be coordinated with the City's Project Manager. In these instances, the Vendor must specify what specific interactions will be required with City, state or other agency personnel in order to complete the milestones identified in the project schedule within the timeframes allocated. Installation of user equipment in occupied areas must minimize disruption to normal business activities.

☐ Understood

11.3.6. During testing and cutover (startup) of the new systems onsite, the Vendor must provide technical staff onsite to support system cutover.

☐ Understood

11.4. Project Coordination

11.4.1. The successful Vendor will review the project plan in each scheduled or City-requested weekly and monthly briefing. This briefing will include a review of the tasks accomplished and items delivered or installed. The Primary Vendor's

Project Manager will keep the City's Project Manager informed of any change in schedule and must provide a modified project plan using Microsoft Project for each schedule change of more than one (1) week and for each project phase.

☐ Understood

11.4.2. Vendors must deliver written notice to the City's Project Manager no less than two (2) weeks prior to the completion of each milestone. The purpose of this notice is to allow the City to schedule personnel who may be required to participate in testing or other activities associated with a pending milestone.

☐ Understood

11.4.3. The City requires, at a minimum, weekly written progress reports. The weekly progress report must contain details related to the following tasks:

- Installation progress
- Testing and acceptance performed
- Adherence to the Gantt chart and adjustments, if necessary
- Punch list items, outstanding issues and progress report on outstanding issues

☐ Understood

11.5. Site Planning

11.5.1. Promptly after award, the successful Vendor will verify the condition of facilities available for project implementation and proper installation of the proposed system. The Vendor will recommend in writing any appropriate action(s) and detail the consequences if requirements are not met. Failure to provide written recommendations will constitute a binding acknowledgement that the facilities are acceptable as is. The Vendor must then incorporate the time required for any alterations into the project schedule.

Things to be considered may include:

- Alterations of walls or partitions
- Adequacy of dispatch console furniture
- Need for conduit
- Fire and safety precautions
- Acoustics
- Lighting
- Air conditioning

- Special furniture
- Other applicable items

The Vendor should describe in writing any other facility considerations deemed to be applicable.

☐ Understood

11.6. Power and Grounding

11.6.1. The successful Vendor shall conduct a power, environmental and grounding survey of each site within a mutually agreed upon interval prior to installation. The Vendor's report will identify all power, environmental and grounding issues that could affect the operation of the Vendor's solution. The City shall make final determination as to the disposition of the issues identified.

☐ Understood

11.7. Change Orders

11.7.1. A Change Order process will be established as mutually agreed upon between the City and the successful Vendor. Any changes or adjustments to the contract must be preceded by the submission of a Change Order in writing, which must be approved prior to performing work or to making the purchase.

☐ Understood

11.8. Limited Interruption

11.8.1. During installation and cutover of equipment, the successful Vendor must inform the City, and receive prior authorization, for any interruption to the normal business operations of MPCC. The City reserves the right to alter or suspend the intended schedule for any reason as determined by the City.

☐ Understood

11.9. Responsibility for Damages

11.9.1. The successful Vendor will be responsible for damages caused by the Vendor, its subcontractors or delivery personnel to any City facility through the receiving, delivery, installation or test of the entire solution.

☐ Understood

11.10. Vendor Personnel

11.10.1. Qualifications

The Vendor's implementation staff must be fully trained and certified by the manufacturer(s) of the proposed system(s). Their training must be up-to-date for the specific systems being installed. In addition, all key implementation staff must be experienced in similar installations. Resumes must be provided for all staff on the implementation team, including references for recent customer sites.

☐ Understood

11.10.2. Background Check

The Vendor's personnel and subcontractors must submit to and pass a CJIS background check and will be issued a District ID card. They shall be professional at all times while onsite and working with and around City personnel and its Consultants. The City will aid the Vendor in obtaining the clearances, but any cost associated with background checks will be the responsibility of the Vendor.

☐ Understood

11.10.3. Removal of Vendor Personnel

If issues arise, the City reserves the right to request any of the Vendor's personnel to be replaced at any time. The request will be made in writing to the Vendor's Project Manager and the Vendor has 24 hours to remove the party from the project.

☐ Understood

11.11. Storage of Materials and Equipment

11.11.1. The Vendor is accountable for the storage of materials until such time that the items are to be installed. Neither the City nor the MPCC facilities may be used as a warehouse for uninstalled equipment unless prior approval has been obtained.

☐ Understood

11.12. Staging

11.12.1. The Vendor will coordinate with the City for the shipping, staging and testing of equipment prior to installation.

☐ Understood

11.13. Delivery

11.13.1. The Vendor must arrange for equipment to be delivered onsite, with inside delivery, on an as-needed basis. The cost for delivery will be borne by the Vendor. The receipt, inventory and movement of materials are the responsibility of the Vendor.

☐ Understood

11.14. Work Site Cleanliness

The successful Vendor is responsible for the disposal of shipping material, as well as the daily removal of other day-to-day refuse. The successful Vendor will maintain cleanliness of the worksite on a daily basis.

☐ Understood

11.15. Inventory Control

11.15.1. The successful Vendor will provide the City with a detailed inventory of all equipment provided in the installation of the solution. At a minimum, the inventory data must include the location of the item, manufacturer, part number, serial number, model number, and quantity. The inventory will be maintained in hard and soft copy using Microsoft Excel, accessible by the

City, and updated as items are relocated due to staging, storage, placed into service, or returned.

Upon Final Project Acceptance, the inventory control document will be provided to the City for the City's use.

☐ Understood

12. TRAINING

12.1. Training Methods

12.1.1. The City requires that the Vendor propose both "All User Training" and "Train-the-Trainer" training plans. Either or both training methods may be required, at the discretion of the City. Costs for each method will be listed separately on the Proposal Cost Form.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

12.1.2. Training schedules will have to consider number, class size, function, and the fact that operational staffing will have to be maintained throughout the training time period throughout a 24-hour period and shifts.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

12.1.3. The proposed schedule for train-the-trainer and user training will include coverage of all four (4) shifts.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

12.1.4. Training will be performed on the version of the equipment and application to be installed.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

12.1.5. Training will be performed using the City's data.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

12.1.6. A training schedule must be submitted by the successful Vendor for approval by the City.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

12.1.7. The training schedule will be created so as to be completed within two (2) weeks of the proposed rollout and go-live dates.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

12.1.8. Remedial training capabilities will be furnished by the successful Vendor, which can include written manuals and videos.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

12.1.9. Training plans will include training necessary to allow City technical staff to support the workstations, network, databases, and security components of the proposed system. Plans can include third-party training facilities and programs.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

12.1.10. Training plans will include Administrative and System Operations training.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

12.2. Training Location

12.2.1. Training will occur at the training facility at the Police Training Academy at 4371 OK Robertson Road, Memphis, Tennessee, at individual Police Precincts and at the RTCC.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

13. TESTING

13.1. Test Plans Submitted with the RFP

13.1.1. Sample test plans will be provided with each proposal. The plans provided will include, at a minimum, the following:

- Functional test plan for each component
- Integration test plan to integrate components
- Performance test plan to insure performance in the field
- Acceptance test plan to enable parties to test and signoff
- Reliability test plan
- Final project acceptance

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

13.2. Test Plans Submitted Post Contract Award

13.2.1. Upon selection, the successful Vendor must, as one of the early milestones, submit detailed test plans for the City's review and approval.

The test plans must document how each of the functional specifications will be tested and how integration testing of all functional elements will be accomplished. Vendors are advised that the City may elect to review and modify the acceptance criteria test during contract negotiations based upon specifics of the Vendors' proposals.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

13.2.2. Beginning with the first day after the completion of each phase (phases will be specified in the implementation plan), the proposed system phase shall be functional and available for testing.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

13.2.3. The successful Vendor must include in these plans reasonable remedies for the City to exercise if failures are not corrected in a timely manner.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

13.2.4. The test plans submitted post award must also include scenarios that demonstrate to City personnel that the system will operate as a fully integrated system (hardware/software/interfaces) under operational conditions.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

13.2.5. During functional testing, the Vendor must exercise the system to demonstrate that each function in this RFP has been delivered and is operational prior to go-live.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

13.2.6. During integration testing, the Vendor shall demonstrate that each system interface operates in concert with the CAD and RMS systems to provide information and details related to an event or inquiry.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

13.2.7. Prior to go-live, the successful Vendor will present a detailed Acceptance Test Plan (ATP), testing all system components and demonstrating that the system is ready for live operation. The items of the Functional Specification spreadsheet in this RFP must be included in the ATP, and the test case covering each requirement in the matrix must be identified. After review of the test plan and agreement by the City, testing will be scheduled for a time prior to the scheduled system go-live date.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

13.3. Post Go-live 45-Day Reliability Test

13.3.1. The reliability test will proceed after a successful go-live to demonstrate the operational capability and reliability of the system.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

13.3.2. After go-live, the system must undergo a 45-day reliability test. The purpose of this test is to demonstrate that the system and services, as delivered, perform under live operational conditions without the occurrence of critical priority software errors.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

13.3.3. If, during the reliability test, the system experiences a critical priority software error, once the problem has been corrected or a workaround provided, a new 45-day period will begin.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

14. GO-LIVE PERFORMANCE

14.1. Certification

14.1.1. Upon successful completion of the Acceptance Test, the system must be certified for live operation by the successful Vendor in writing and agreed to by the City prior to system go-live.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

14.2. Warrant

14.2.1. The Vendor shall warrant that all software supplied under this contract will be operational and available a minimum of 99 percent of the time during the one (1) year, no-cost, warranty period, or the warranty period must be extended on a day-for-day basis for each day the system performance falls below this level.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

15. ACCEPTANCE

15.1. Final Acceptance and Final Payment

15.1.1. Final acceptance and final payment for the system shall not occur until the testing requirements as agreed by the parties are met.

- Passed Acceptance Test

- Go-live
- Passed 45-day Reliability Test
- All deliverables
- All Punch List items resolved

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

16. WARRANTY PERIOD

16.1. General and Specific Requirements

16.1.1. This section of the RFP contains general and specific requirements related to the provision of system maintenance and repair, and other services, throughout the life of the contract between the City and the successful Vendor. Services described are both warranty and non-warranty services for any equipment and software whose warranty or maintenance is provided by the Vendor. At the discretion of the City, the City may purchase hardware separately and arrange for maintenance with the manufacturers.

☐ Understood

16.2. Maintenance and Repair Requirements

The following requirements are applicable to all maintenance and repair services supplied by the Vendor or Vendor's subcontractors, both under and outside of warranty.

16.2.1. The Vendor shall warrant that all hardware and software supplied by the Vendor and the integration thereof will be free from defects in material, design and workmanship for the warranty and maintenance period purchased.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

16.2.2. The Vendor shall provide a minimum one (1)-year warranty period from the date of final system acceptance. The Vendor shall warrant that all hardware and software supplied will be free from defects in material, design and workmanship for the warranty period and any extended warranty or maintenance period purchased. This warranty shall cover all parts, labor and travel necessary to effect a repair related to all hardware and software supplied under this contract at no cost to the City

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

16.2.3. The Vendor shall provide a detailed description of the offered warranty and any available extended warranty. This description must include a description of hardware and software support services and system upgrades to be provided. The names, addresses, telephone numbers, and contact person for all service facilities must be identified in the proposal. During the warranty period, the Vendor must provide support 24/7. This service must be available any hour of the day via a toll-free dial-up number. The Vendor or its subcontractors must have the ability to access the system remotely for troubleshooting and to perform system diagnostics.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

16.2.4. For all critical system problems reported, the Vendor shall provide an immediate response to the incident and shall initiate corrective action no longer than 30 minutes from time of notification. Within two (2) hours of any major failure, reporting personnel must be either onsite or logged into the system to analyze the cause of the problem and to effect corrective action. Equipment or components required onsite for emergency maintenance must be specified and provided.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

16.2.5. Any hardware procured for this system through the Vendor will require hardware support in the same manner as the software support described in this section.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

16.2.6. In all instances of a major system failure, whether hardware or software related, the Vendor, and/or the provided network support partner, must effect corrective action within four (4) hours of problem reporting or escalate the problem to their senior support staff for immediate resolution, at no added cost to the City.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

16.2.7. Critical system failures are defined by the City as the inability to record, store, retrieve or share video evidence. Also, if the security protection does not meet CJIS compliance, source video is altered, or the video is shared without proper authorization.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

16.2.8. The Vendor must provide documentation of its escalation policies and procedures to be followed if either a hardware or software problem is not responded to or resolved within the timeframes referenced above. The escalation policy will include the names and contact information of supervisors and/or managers of increasing levels of responsibility within the Vendor's organization, up to and including the Chief Executive Officer (CEO).

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

16.2.9. The Vendor shall warrant that the system supplied under this contract will be operational and available a minimum of 99 percent of the time during the warranty period, or the warranty period shall be extended on a day-for-day basis for each day the system performance falls below this level.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

16.2.10. The cost of an extended warranty shall be itemized in the Proposal Cost Form (Attachment B) if applicable. The City of Memphis reserves the right to purchase one or more additional years of warranty. The proposed system must include, at a minimum, first-year warranty, and specify the availability of a multi-year support and maintenance agreement.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

16.2.11. The Vendor shall also provide a detailed statement of warranty exclusions. The City of Memphis reserves the right to reject any proposal based upon stated exclusion of warranties.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

16.2.12. The City of Memphis reserves the right to accept or reject any and all proposed services, Vendors, or Vendors' subcontractors, and/or the use of any proposed service facilities, at the sole discretion of the City.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

17. SUPPORT/MAINTENANCE

17.1. Maintenance and Repair Services

The following requirements are applicable to all maintenance and repair services supplied by the Vendor or Vendor's subcontractors, both under and outside of warranty.

17.1.1. The Vendor shall provide a 4-year system maintenance plan to commence at the expiration of the warranty or, if purchased, after the extended warranty period. This maintenance plan shall be renewable, at the City's option, on an annual basis. This maintenance plan shall cover all parts, labor and travel related to all of the hardware and software supplied under this contract, and shall provide financial rebates to the City if the terms of the maintenance agreement are not met.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

17.1.2. The Vendor shall provide a detailed description of the offered maintenance plan. This description must include a description of hardware and software support services, and hardware and software upgrades, to be provided. The names, addresses, telephone numbers, and contact person for all service facilities must be identified in the proposal. The equipment or components required onsite for emergency maintenance must be specified.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

17.1.3. During the maintenance plan period, the successful Vendor must provide support services 24/7. This service must be available any hour of the day via a toll-free dial-up number. The Vendor shall have the ability to remotely access the system via modem or comparable system-access methodology, supplied with the system, to troubleshoot and perform system diagnostics.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

17.1.4. For all critical system problems reported, the successful Vendor shall provide an immediate response and shall initiate corrective action no later than 30 minutes from time of notification. Within two (2) hours of any

reported major failure, if the problem has not been corrected, Vendor personnel must be available onsite or logged into the system to analyze the cause of the problem and to effect corrective action.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

17.1.5. In all instances of a major system failure, whether hardware- or software-related, the successful Vendor must effect corrective action within four (4) hours of problem reporting or escalate the problem to the next higher tier of support for immediate resolution, at no added cost to the City.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

17.1.6. Critical system failures are defined by the City as the inability to record, store, retrieve or share video evidence. Also, if the security protection does not meet CJIS compliance, source video is altered, or the video is shared without proper authorization.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

17.1.7. The successful Vendor shall provide all labor, equipment, materials, and expenses necessary to ensure that the system is in good operating condition for any period covered under the maintenance agreement. All services provided shall be in conformance with the manufacturer's specifications. The Vendor shall provide software and other materials and expenses necessary to maintain the application software system in good operating condition, including upgrades, as part of the price for maintenance for those years for which the City has purchased maintenance from the Vendor.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

17.1.8. Operating software updates for corrections, enhancements and refinements to purchased capabilities shall be provided by the Vendor as part of the price for maintenance for those years for which the City has purchased maintenance from the Vendor.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

17.1.9. Hardware updates for the purpose of correcting errors, or "engineering changes" updates to hardware required routinely by the manufacturer, shall be provided by the Vendor as part of the price for network support for those years for which the City purchases maintenance and network support from the Vendor and/or their chosen network support partner. Manufacturer support may also be offered.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

17.1.10. The Vendor shall warrant that all components supplied under this contract will be operational and available a minimum of 99 percent of the time during the maintenance period, or the maintenance period shall be extended on a day-for-day basis for each day the system performance falls below this level.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

17.1.11. There shall be no system downtime for routine maintenance or system backups. Vendors shall explain in detail any required (scheduled) system processes that may require downtime.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

17.1.12. The cost of the maintenance plan shall be itemized on the Proposal Cost Form (Attachment B). The City may purchase one (1) or more additional

years of support and maintenance, and other specified ongoing services on a year-by-year basis, or purchase a multi-year support agreement.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

17.1.13. The City reserves the right to accept or reject any and all proposed services, Vendors, or Vendors' subcontractors, and/or the use of any proposed service facilities, at the sole discretion of the City.

☐ Comply ☐ Partial Comply or Alternative ☐ Does Not Comply ☐ Not Applicable

Detail Statement:

18. CONTRACT TERMS AND CONDITIONS

The following contractual terms and conditions are required to be met along with those previously inferred or expressly mentioned in this document. The successful Vendor shall comply with all terms and conditions herein stated unless otherwise stated as optional.

a. Any agreement or contract resulting from the acceptance of a proposal shall be in a format and on forms approved by the City, and shall contain, as a minimum, applicable provisions of the RFP, unless the City agrees in writing to waive the requirement during the negotiation process.

b. The written agreement(s) between the successful Vendor and the City shall include language to the effect that neither the agreement(s), nor any portion thereof, nor any other facet of the relationship between the parties will create or be deemed to create a partnership, joint venture, joint enterprise or any other agency relationship, or employer/employee leasing relationship, and will further reflect the City's intent that the legal relationship between the parties will be that of an independent solution provider.

c. The City will attach to the implementation services contract the Vendor's responses to the mandatory system requirements and any other information provided in the proposal determined at the City's discretion to be pertinent to this procurement. Therefore, the Vendors are expected to provide responses that are accurate.

18.1. Contract

The contract between the City and the selected Vendor will be for products and services provided on a ***firm fixed-price*** basis. The entire agreement with the selected Vendor supersedes any verbal or written agreements. The Contract shall consist of this RFP and the successful Vendor's proposal in response. The order of precedence for all documents pertaining to the Agreement shall be as follows:

a. The agreed upon Statement of Work

b. The signed contract between the City and the successful Vendor

c. The successful Vendor's response to the RFP

d. This RFP, including any amendments thereto and responses to the questions submitted by Vendors and responded to and published by the City.

The City reserves the right to clarify any contractual relationship or term in writing with the Vendor and such written clarification will govern in case of conflict with the applicable requirements stated in the RFP or the Vendor's responsive proposal. In all other matters not affected by the written clarification, if any, the RFP and all amendments thereto will govern. The Vendor is cautioned that its proposal will be subject to acceptance without further clarification.

For contract purposes, the following terms may be used as long as the meaning of the term used adheres to the following:

a. "Vendor" in this section means the selected Prime Vendor whose name and principal address appear on the proposal and signature page, to whom the contract is awarded by the City.

b. "System" will mean the totality of the prescribed hardware configuration, software elements, including subsystems (e.g., mapping and mobile data system), servers, workstations, application and operating software and any other element, except services, acquired through this contract.

c. "Services" will mean the professional and technical work provided by the Vendor to effect the implementation of hardware and software, and the provision of training and documentation for those elements.

d. "Integrated." An integrated system is considered to be one where data is entered once and becomes available in all application modules without rekeying. It also means the ability to execute and retrieve information via inquiry from all local, state and federal databases identified in this RFP.

e. "City" or "the City" in this proposal and subsequent contracts means the City of Memphis, Tennessee.

18.2. Incurring Costs

The City shall not be liable for any costs incurred by the Vendors in preparing, submitting or presenting proposals to the City or in satisfying any other requirements. The City shall not reimburse any costs incurred by Vendors in anticipation of being awarded the contract under this RFP.

18.3. Contract Period

The Contract will be effective immediately upon signing and in force for a period not to exceed five (5) years, subject to the availability of funds, and except as extended by contract amendment, warranty, and maintenance contract, or unless terminated earlier.

18.4. Amendments and Change Orders

Amendments may involve a contract extension or an expansion or decrease in contract scope, resulting in an increase or reduction in contract price. All amendments, however, shall be at the mutual consent of both the City and the Vendor. Any amendment or change order must be in writing and signed by authorized representatives of both the Vendor and the City. As part of contract negotiations, the Vendor shall specify in writing the name(s) of the person(s) authorized to sign contract amendments and change orders on its behalf.

18.5. Errors and Omissions

The Vendor will not be allowed to take advantage of any errors and/or omissions in these specifications or in the Vendor's proposal. Full disclosure shall be made and full instructions shall always be given when such errors or omissions are discovered. Should any Vendor find discrepancies in, or omissions from, the response(s) to this RFP, documents provided, or be in doubt of their meaning, the Vendor should request at once, in writing, an interpretation from the Project Manager. Since the Vendor is the expert and most knowledgeable of the products they are proposing, the City expects that all responses submitted are for a completely operational system that meets the needs and requirements set forth in this RFP.

18.6. Complete System

Notwithstanding the details presented in the RFP, proposal, or resulting contract, it is the responsibility of the Vendor to verify the completeness of the devices, hardware and software to meet the intent of the specifications. Any additional device, hardware or software required (even after installation or even if not specifically mentioned herein),

which is reasonably needed to make the system work as intended, shall be provided by the Vendor without claim for additional payment. It is therefore incumbent upon the Vendor to ensure the full system is detailed in the proposal.

18.7. Variation in Quantities and Configuration

The City reserves the right, at its sole discretion, to purchase more or less of each item or service at the unit price offered by the Vendor. If the City, however, elects to purchase the proposed hardware and equipment from the Vendor, any increase in quantities shall be offered to the City at the unit prices quoted during the term of the contract. Any decision by the City to purchase the proposed hardware or equipment off a valid state contract does not diminish or alleviate the Vendor's responsibility to provide a valid working hardware and equipment configuration.

The City reserves the right to negotiate with the Vendor regarding variations to the original proposal(s) that may be in the best interest of the City.

18.8. Personnel

The Vendor's personnel essential to the continuity and successful and timely completion of the project shall be available for the duration of the project unless substitutions are approved in writing by the City. All personnel assigned to the project by the Vendor must be available for meetings and testing during normal business hours of the City, regardless of their location. The Vendor's Project Manager and the City Project Manager shall be responsible for communications between the parties regarding the subject matter of this agreement.

The City may make such reasonable investigations as deemed proper and necessary to determine the ability of solicited and unsolicited Vendors to perform the work. Vendors shall furnish the City all such information and data for this purpose, as may be requested. The City reserves the right to inspect Vendors' physical plants prior to award to satisfy questions regarding Vendor capabilities. The City further reserves the right to reject any proposal if the evidence submitted by the Vendor, or investigations of such Vendor, fails to satisfy the City that the Vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

The City will perform background checks and prescreening of project personnel to the extent the City deems it necessary to protect its interests and duties owed to its employees, agents and the public at large. If the City determines in good faith that any such individual is not so qualified, the selected Vendor shall substitute such individual with a qualified replacement subject to the City's review and approval. Further, the Vendor shall not engage, on a full-, part-time or any other basis during the term of this Agreement, any professional or technical personnel who are or have been at any time during the term of this Agreement in the employ of the City.

The selected Vendor shall not reassign or replace its personnel without written 45-day advance notice to the City, except for extenuating circumstances. Should personnel replacement occur, the selected Vendor shall credit the City with the labor cost of 80 hours of services, which the City views as the minimum time required to acquaint and acclimate new personnel to the project. The selected Vendor shall provide sufficient personnel to complete its obligations. The Vendor represents and warrants that its personnel will have sufficient skill, knowledge, and training to perform the services requested by City and proposed by the Vendor. While on the City's premises, selected Vendor's personnel shall comply with all City-written site rules and regulations.

The City may also ask the selected Vendor to remove an individual performing services if, in the City's opinion, the person does not have the ability to perform the task assigned or conducts himself/herself in an unprofessional manner. The selected Vendor shall replace any person removed from the City's premises under this paragraph as soon as practicable with an individual acceptable to the City.

18.9. Non-Discrimination in Employment and Affirmative Action

The Vendor must have an Affirmative Action Plan that includes the following:

1. A non-discrimination clause that indicates that, as part of their hiring practices, they do not discriminate against any employee or applicant for employment because of race, religion, color, age, disability, gender or national origin, except where religion, gender, or national origin is a *bona fide* occupational qualification reasonably necessary to the normal operations of the Vendor.

2. That the plan includes the posting, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

3. Statement indicating that all solicitations or advertisements for employees placed by or on behalf of the Vendor, will state that such Vendor is an equal opportunity employer.

4. Statement indicating that all notices, advertisements and solicitations will be placed in accordance with federal law, rule, or regulations deemed sufficient for the purpose of meeting the requirements of this RFP.

18.10. Insurance Requirements

The Vendor shall not commence any work under this contract until it has obtained and caused its subcontractors to procure and keep in force all insurance required. The Vendor shall require all subcontractors to carry insurance as outlined below, in case they

are not protected by the policies carried by the Vendor. The Vendor is required to provide copies of the insurance policies upon request. The Vendor shall furnish the Risk Manager a Certificate of Insurance and/or policies attested by a duly authorized representative of the insurance carrier evidencing that the insurance required hereunder is in effect. All insurance companies must be acceptable to the City of Memphis and licensed in the state of Tennessee.

If any of the Insurance Requirements are non-renewed at the expiration dates, payment to the Vendor may be withheld until those requirements have been met, or at the option of the City. The City may pay the renewal premiums and withhold such payments from any monies due the Vendor.

The Vendor shall indemnify, defend, save and hold harmless the City, its officers, employees, and agents, from and against any and all claims, demands, suits, actions, penalties, damages, settlements, costs, expenses, or other liabilities of any kind and character arising out of or in connection with the breach of this Agreement by Vendor, its employees, subcontractors, or agents, or any negligent act or omission of Vendor, its employees, subcontractors, or agents, which occurs pursuant to the performance of this Agreement, and this indemnification shall survive the expiration or earlier termination of this Agreement. The provisions of this paragraph shall not apply to any loss or damage caused solely by the acts, errors, or omissions of the City, its officers, employees and agents. Contracts for third party service providers should include indemnity provisions that protect the City from any liability arising out of the Vendor's loss of City's sensitive information.

Each certificate or policy shall require and state in writing the following clauses:

Vendor shall provide notice to the City within three (3) business days following receipt of any notice of cancellation or material change in Vendor's insurance policy from Vendor's insurer. Such notice shall be provided to City by registered mail, to the following addresses:

City of Memphis
Attn: Risk Management
2714 Union Extended, Suite 200
Memphis, TN 38112

City of Memphis
Attn: Purchasing Agent
125 North Main, Room 354
Memphis, TN 38103

The Certificate of Insurance shall state the following: "The City of Memphis, its officials, agents, employees and representatives shall be named as additional insured on all liability policies." The additional insured endorsements shall be attached to the Certificate of Insurance and the Certificate of Insurance shall also state: "The additional insured endorsement is attached to the Certificate of Insurance."

18.10.1. Workers Compensation

The Vendor shall maintain in force Workers' Compensation coverage in accordance with the Statutory Requirements and with MINIMUM Limits of the State of Tennessee and shall require all subcontractors to do likewise.

Employers Liability	$100,000	Each Accident
	$500,000	Disease – Policy Limit
	$100,000	Disease – Each Employee

18.10.2. Automobile Liability

Covering owned, non-owned and hired vehicles with MINIMUM LIMITS OF:

$1,000,000 Each Occurrence – Combined Single Limits

18.10.3. Commercial General Liability

Comprehensive General Liability Insurance, including Premises and Operations, Contractual Liability, Independent Contractor's Liability, and Broad Form Property Damage Liability coverage with MINIMUM LIMITS OF:

$2,000,000	General Aggregate
$2,000,000	Products & Completed Operations
$2,000,000	Personal & Advertising
$2,000,000	Each Occurrence (Bodily Injury & Property Damage)
$ 50,000	Fire Damage any One Fire
$ 5,000	Medical Expense any One Person

18.10.4. Errors and Omissions Liability

The Vendor shall maintain such coverage for at least three (3) years from the termination or expiration of this agreement with MINIMUM LIMITS OF:

$1,000,000 Each Professional Incident/Each Claim
$5,000,000 Aggregate

18.10.5. Property Insurance

The Vendor shall be responsible for maintaining any and all property insurance on their own equipment and shall require all subcontractors to do likewise. The Vendor shall require all sub-contractors to carry insurance as outlined above, in case they are not protected by the policies carried by the Vendor.

The Vendor is required to provide copies of the insurance policies upon request.

18.11. Indemnification

The Vendor shall indemnify and hold harmless the City, its officers, agents, officials and employees from and against any and all claims, costs, losses and damages (including but not limited to all fees and charges of attorneys, and other professionals, and all court or other dispute-resolution costs), liabilities, expenditures, or causes of action of any kind (including those promised upon negligent, reckless, or willful or intentional acts or omissions of the Vendor and any person or organization directly or indirectly employed by the Vendor to perform or furnish any work, or anyone for whose acts any of them may be liable), arising from, relative to, or caused by the performance of the project. Such indemnification shall specifically include but not be limited to claims, damages, losses, liabilities and expenses arising out of or from:

- Any act, omission or default of the Vendor or its employees or agents, (including negligent, reckless, willful or intentional acts or omissions);
- Any and all bodily injuries, sickness, disease or death;
- Any injury to or destruction of tangible property, including the loss of use resulting therefrom;
- Any other such damages, liabilities, or losses received or sustained by any person or persons during or on account of any operations connected with the project;
- Any violation of any federal or state laws, or City laws, bylaws, ordinances or regulations, by the Vendor or employees;
- Any patent or copyright infringement.

In the event of any such claim or action for damages regarding any matter resulting from or relating to the Vendor's obligations under the agreement, the City will supply written notice to Vendor of such claim. In the event the Vendor chooses not to pay the claim and the claim is adjudged as falling within the scope of this indemnity, then the Vendor shall promptly reimburse the City for same, together with interest from the date the City may have otherwise paid the claim and all attorney's fees and costs incurred in securing any such payment from the Vendor.

Vendor agrees, at Vendor's expense after receipt of written notice from the City, to defend any action against the City that falls within the scope of this indemnity, or the City, at the City's option, may elect to secure its own attorney to defend any such action, and the reasonable cost and expenses, including attorney's fees, incurred in defending such action shall be payable by the Vendor. If the Vendor, after receipt of written notice from the City, fails to make any payment due hereunder to the City, the Vendor shall pay any reasonable attorney's fees and costs incurred by the City in securing any such payment from the Vendor.

Nothing contained herein is intended, nor shall it be construed, to waive the City's rights and immunities under the law of the State of Tennessee, which from time to time may be amended. This obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist in the City's favor.

18.12. Performance Bond

Vendor shall furnish a non-expiring Performance and Payment Bond, in a format prescribed by the City, in an amount equal to 100 percent of the contract amount, and shall furnish proof acceptable to the City within 10 days from the issuance of the notice of the award.

The Vendor shall furnish separate surety bonds as a security for faithful performance of the contract, for the payment of all persons performing labor on the project under the contract, and for furnishing materials in connection with the Contract. The sureties on such bonds shall be authorized surety companies satisfactory to the City. The Vendor shall pay any expenses related to the bonds.

To be acceptable to the City as a surety for performance and payment bonds, the surety company shall comply with the following provisions:

1) The surety company must be licensed to do business in the State of Tennessee.
2) The surety company must have been in business and have a record of successful continuous operation for at least five (5) years.
3) The surety company shall be acceptable to the City's Law Department.
4) The surety company shall have at least the following minimums:

Policy Holder's Contract Amount	Best Rating	Financial Ratings
$0 to $100,000	B	Class VII
$100,000 to $500,000	A	Class VIII
$500,000 to $750,000	A	Class IX
$750,000 to $1,000,000	A	Class X
$1,000,000 to $2,250,000	A	Class XI
$1,250,000 to $1,500,000	A	Class XII
$2,000,000 to $2,500,000	A	Class XIII
$2,500,000 or more	A	Class XIV

18.13. New Equipment and Software Version

The City will accept only new equipment and the latest version of the Vendor's software and/or operating systems that are in current operations in public safety communications centers of comparable size and complexity. Used and/or remanufactured equipment will not be accepted by the City.

Proposals must provide detailed specifications of all proposed equipment and hardware to allow the City to purchase the hardware proposed by the Vendor.

18.14. Documentation

Vendor shall provide three (3) copies of up-to-date industry standard system, user and training documentation for each component or module before acceptance testing commences. Vendor shall furnish to the City, prior to the final testing or the acceptance of the system, whichever is earlier, complete and up-to-date manuals and documents. Such manuals and documents shall include the latest revisions to the hardware and software, and any changes that have occurred during the installation and testing process. Documentation shall be provided using both paper and electronic media. All documentation contained on electronic media shall be on compact disc (CD), DVD or flash drive, in Read-Only Memory (ROM) format and in the most recent Microsoft Word format.

18.15. Transportation

Any Vendor-specific shipping and delivery charges for equipment and hardware shall be made at the Vendor's expense, Free on Board (FOB) destination with inside delivery. Any storage or staging costs shall also be at the expense of the Vendor. The Vendor shall make all arrangements for transportation and coordinate with the City in order to ensure access to the appropriate facilities.

18.16. Delivery, Unpacking and Inventorying of Equipment

The Vendor shall furnish supervision and labor as may be necessary for the unpacking, inventorying and placement of furnished equipment pursuant to this Contract when initially delivered to the City. Supervision shall be furnished by the Vendor without additional charge to the City to ensure the proper placement of the equipment. The Vendor, at no additional cost to the City, shall remove all debris generated in the performance of work during the installation. Vendor's project manager shall verify in writing that all of these actions are completed.

18.17. Risk of Loss or Damage to Equipment

The City shall not be responsible for any risks of loss or damage to any of the equipment purchased by or through the Vendor, pursuant to the Agreement, prior to final system acceptance, except when such loss or damage is due to the fault or negligence of the City.

18.18. Subcontractors

Vendor warrants that all subcontractors identified in their Proposal shall participate in the proposed project and that they shall conform to the requirements of this Contract. Vendor shall be responsible for carrying out its obligation and responsibilities pursuant to this Contract and all related agreements, and ensuring that the obligation and responsibilities of its subcontractors are also carried out in accordance with the requirements of this Contract in the timeframe specified. Vendor shall be the only entity to receive payment for same from the City. Nothing contained in this Contract shall create any obligation on the part of the City to pay, or to see to the payment of, any moneys owed to any subcontractor, agent, employee, laborer, or material man of Vendor. All subcontractors must be approved by the City. No Contract shall be made by the Vendor with a subcontractor for supplying any of the products or services herein contained without the prior written approval of the City. If granted approval to subcontract, the Vendor shall not subcontract more than **25%** of the work required hereunder. The computation for percentages will be based on monetary values.

18.19. Non-Assignment of Vendor Successors

The Vendor shall not assign or transfer the Contract or its rights, title or interest therein without the City's prior written approval. The obligations undertaken by the Vendor pursuant to the Contract shall not be delegated or assigned to any other person or firm without the City's consent in writing to the assignment. No assignment, transfer, or delegation shall relieve the Vendor of its liability or obligations with respect to this contract. The City is relying upon the apparent qualifications and expertise of the Vendor, and such Vendor's familiarity with the City's site, circumstances, and desires. In the event that the City is not for any reason, or no reason at all, satisfied with such substitute, the Vendor shall be considered in breach of this Contract. Violation of the terms of this Paragraph shall constitute a breach of contract by the Vendor. The City may, at its discretion, cancel the Contract and all rights, title and interest of the Vendor shall thereupon cease.

The rights and obligations of the Vendor in connection with this project shall be binding upon its heirs, successors, parent or holding company. The City reserves the right to terminate this Contract if the Vendor, in whole or significant part, is acquired by another entity during the term of this Contract.

Since the procurement and deployment of video system solution is critical to the future growth and operational effectiveness of the MPCC, upon termination of the Contract the City shall be entitled to a refund of all monies paid to the Vendor and the payment of all expenses related to system re-procurement.

18.20. Confidential Information

Confidential Information is defined as information that is confidential, proprietary, and/or trade secrets when presented in printed, written, graphic or photographic, or other

intangible form and may be exempt from public disclosure. All such information provided by the Vendor that may be considered as falling in any of the aforementioned categories must be properly marked, using **bold print** (at the top and bottom of page), as "***Proprietary Information.***"

The Vendor and the City shall use reasonable care to protect the Confidential Information from other competitors. Reasonable care is defined as each party using the same methods that it uses to protect its own Confidential Information, provided the information is marked accordingly and is deemed exempt from public disclosure. Access to proprietary information shall be restricted to the selected Vendor personnel and authorized third parties engaged in a use permitted under this agreement. The selected Vendor and the City may provide access to proprietary information to authorized third parties that have a need to access the information to provide Services to the City on behalf of the selected Vendor, and have also agreed in writing to the terms contained in this agreement.

The selected Vendor acknowledges this agreement and the terms and conditions herein will become a matter of public record and are not subject to any nondisclosure or confidentiality provision herein, or any other document supplied to the City. The Vendor further acknowledges that the City is a public entity and is subject to certain open records laws of the State of Tennessee. As a result, the City cannot guarantee in advance that such information related to the RFP response, or any other documents provided by the Vendor, will not be subject to public scrutiny.

18.21. Applicable Regulations

The Vendor and all systems provided by the Vendor shall comply with all applicable federal, state and local laws, regulations, and building, fire, safety and electric codes, and all relevant industry standards, in performing its obligations under the Agreement. Vendor shall obtain, at its own expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Agreement. Such permits and licenses shall be made available to the City, upon request. The Vendor and any of its employees, agents, subcontractors, laborers, or material men, during its work, construction, and component installation, shall meet or exceed current standards of the following:

- Federal Communications Commission (FCC)
- Electronic Industries Association (EIA)
- Institute of Electrical and Electronic Engineers, Inc. (IEEE)
- Environmental Protection Agency (EPA)
- Vendor Work Hours and Safety Standards Act
- Equal Opportunity Act
- American National Standards Institute (ANSI)
- Federal Aviation Authority (FAA)

- Occupational Safety and Health Administration (OSHA)
- Trade Practices Act (71 P.S. 773.101)
- Tennessee Workers' Compensation Act (77 P.S. 1)
- Tennessee Human Relations Act
- Resident Labor on Public Works Act (43 P. S. §151)

The Vendor shall not be reimbursed for any additional costs that the Vendor incurs as a result of laws enacted after the effective date of this Contract, nor be entitled to an extension of the scheduled date of final completion as a result of laws, except as set forth in this section.

18.22. Contract/Payment

A Contract will be generated by the City and be submitted to the Vendor for execution by the Vendor, then by the necessary officials of the City. The Contract number must appear on all itemized invoices. Invoices shall be mailed directly to the City and shall contain the following information:

a. Address of successful Vendor.
b. Name and address of receiving department and/or delivery location.
c. The City Contract and purchase order numbers.
d. Descriptive information as to the service and/or items delivered, including serial numbers, quantities, and number of containers.
e. Sign-off from the City's Project Manager that the milestone has been met, services have been rendered, or equipment has been delivered and installed.

The Vendor will invoice the City. Properly submitted invoices pursuant to this Agreement shall be due and payable by the City 30 days after receipt thereof, subject to receipt of an accurate and timely invoice delivered to the following address:

Memphis Police Department
Police Information Systems
Attention: Major Lambert Ross
600 Jefferson Avenue, 4th Floor
Memphis, TN 38105

18.23. Appropriations of Funds

The City, as a government entity, is subject to the annual appropriation of funds by the Memphis City Council in an amount sufficient to allow continuation of its performance. This is in accordance with the terms and conditions of any Contract entered into as a result of this request for each and every fiscal year following the fiscal year in which this Contract is executed and entered into, and for which the Contract shall remain in effect.

The City will, in the event that sufficient funds are not available to continue its full and faithful performance under the Contract, provide prompt written notice of such event and, effective 30 calendar days after the giving of such notice or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, will terminate the Contract and be thereafter released of all further obligations in any way related to such Contract. In the event of such termination, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the termination date. Such termination shall not be deemed a breach of contract by the City, and the Vendor shall have no right to any actual, general, specific, incidental, consequential or other damages whatsoever of any description or amount.

18.24. Termination for Cause by City

The contract may be canceled or annulled by the City, in whole or in part, by written notice of default to the Vendor upon nonperformance or violation of Contract terms. An award may be made to the next best responsive and responsible Vendor for services specified, or services similar to those so terminated may be purchased on the open market. Failure of the Vendor to deliver services within the time stipulated in these specifications, unless extended in writing by the City of Memphis, will constitute Contract default.

Vendors who default on contracts may be removed from the bidders lists maintained by the City and may be excluded from future contracts.

If the Vendor defaults, the City may give written notice to the Vendor and its surety specifying that the Vendor is in default. The following is a non-exclusive list of what will constitute default:

a. Failing to perform the professional services required under the Contract and within the time required;
b. Failing to begin the project under this Contract within the time specified;
c. Failing to perform the work with sufficient workers and equipment, or with sufficient materials, to ensure completion of the project within the specified time;
d. Failing to perform the work using the persons identified and set forth, and to the degree specified in the Contract documents, subject to substitutions approved by the City in accordance with the Contract documents;
e. Discontinuing the prosecution of the work, for reasons other than issuance of a stop work order or other reasons allowed under the Contract;
f. Disregarding City, state or federal laws or regulations that may be in force and having jurisdiction;
g. Vendor or any of its principals, partners or corporate officers, if a corporation, including the corporation itself, has plead nolo contendere, or has plead guilty or been found guilty of a criminal violation, whether state or federal, involving but not limited to, governmental sales or purchases, including but not limited to bid

rigging, price fixing, misappropriation of funds, or any other collusive and illegal activity pertaining to bidding and governmental contracting; or

h. Violating in any way any provisions of the Contract documents.

If, after notice of termination of the Contract, it is determined for any reason that the Vendor was not in default under the provisions of this Contract, or that the delay was excusable, the rights and obligations of the parties will be the same as if the notice of termination had been issued pursuant to the *"Termination of the Contract For Convenience"* clause.

Under the rules of termination for cause, the Vendor shall be liable for all costs sustained by the City by virtue of the Vendor's breach, including but not limited to re-procurement costs incurred by the City to negotiate and secure services from the next qualified Vendor, attorney's fees, court costs, etc. The City may withhold any payments to the Vendor, for the purpose of setoff, until such time as the exact amount of damages due the City from the Vendor is determined.

18.25. Termination for Convenience by City

Upon 30-day written notice to the Vendor, the City may, without cause and without prejudice to any other right or remedy, terminate this agreement for convenience, if the City determines that such termination is in the best interest of the City. Upon receipt of the notice of termination for convenience, the Vendor shall promptly discontinue all work at the time and to the extent indicated on the notice of termination for convenience, to the extent they relate to the terminated portion of the Contract, and refrain from placing further orders. Such termination by the City shall not be deemed a breach of contract by the City, and the Vendor shall not be compensated for any anticipatory profits, or other damages of any description, that have not been earned as of the date of termination.

The Vendor will be entitled to recover from the City, upon appropriate documentation, the cost of all materials and supplies that have been purchased and labor performed pursuant to the Contract, up to and including the effective date of the termination. Vendors shall not be paid on account of anticipated profits or revenue, or other economic loss, arising out of or resulting from such termination.

18.26. Mutual Termination

This agreement may also be terminated by mutual written agreement at any time and under any terms.

Upon expiration/termination of the Agreement, the Vendor shall deliver to the City all hard copy and electronic files maintained on behalf of the City within 30 days of termination of this Agreement. Upon reasonable request, the City reserves the right to obtain such information prior to the termination of this Agreement.

18.27. Contract Dispute Resolution

The City reserves the right to clarify any contractual relationship in writing with the Vendor, and such written clarification will govern in case of conflict with the applicable requirements stated in the RFP or the Vendor's response to the RFP. In all other matters not affected by the written clarification, if any, the RFP document will govern. The Vendor is cautioned that its proposal shall be subject to acceptance without further clarification.

In the event that any dispute between the City and the Vendor concerning questions or issues arising under this Contract that have not been resolved, or for any items that are in dispute, the parties shall work in good faith in an attempt to settle the dispute through negotiation. In the event negotiations are not successful, a written request for resolution shall be submitted by the Vendor to the City for determination. All disputes will be subject to mediation subject to the City rule. The City's decision will be rendered in writing no more than 30 days after receipt of a fully documented request for a determination. The City's decision will be conclusive, final and binding on all parties, unless the Vendor seeks a judicial determination in accordance with the provisions set forth below.

No later than 30 days after the Vendor's receipt of the City's determination, the Vendor shall respond to the City in writing, either accepting the determination or stating the Vendor's factual or legal objection to the determination. If the Vendor's response is an objection, the City will respond in writing to the objection within 30 days after receipt of it. No further response by either party will be required. Thereafter, the Vendor may seek a judicial determination of the dispute. In the event that the Vendor intends to seek judicial determination of a matter decided by the City, the Vendor shall notify the City of its intent to do so within 30 days of the City's final decision.

If required by the City, the Vendor shall continue to perform the work required under the Contract during this resolution period, including during any judicial resolution. The City shall make all payments due (other than those for the portions of payments in dispute, if any) during the resolution period.

The continued performance of the Contract by either party shall not constitute an admission as to any factual or legal position in connection with the dispute, or a waiver of rights under the Contract or at Law.

18.28. No Waiver of Legal Rights

Any waiver by the City of any breach of any one or more of the terms of the agreement shall not be construed to be a waiver of any subsequent or other breach of the same, or of any other term hereof. Failure on the part of the City to require exact, full and

complete compliance with any terms of this agreement shall not be construed as in any manner changing the terms hereof or stopping the City from enforcement hereof. No approval required to be given by the City under the terms of the Contract, shall serve to relieve the Vendor from any of its responsibilities or obligations under the contract, or be construed by the Vendor as an approval by the City of any deviation from the provisions or requirements of the Contract, unless such approval has been specifically approved in writing by an amendment or **change order** to the Contract.

Unless the City has specifically approved in writing, a deviation from the Contract or a waiver of any breach of the Contract shall not be held to be a waiver of any other breach, whether prior to or subsequent to it. The City's delay in declaring that a breach has occurred or otherwise asserting its rights under this Contract shall not constitute a waiver of the breach or limit any of the City's rights under this Contract.

No remedy under the terms of this contract is intended to be exclusive of any other remedy available to the City, but each and every remedy shall be cumulative and will be in addition to any other remedies, existing now or later, at law, in equity or by statute.

18.29. Liquidated Damages

The time requirements and system availability specified herein are material and of essence to the Contract. The parties acknowledge and agree that the damages sustained by the City due to an unapproved delay in performance by the Vendor are difficult to ascertain. As such, it is mutually agreed that should the system fail to be available, the system's response fails to comply within the time specified herein, or the Vendor fails to complete or deliver all components in time for the City to inspect, test, and accept such products and services by the agreed-upon acceptance date, the City shall be entitled to liquidated damages in the form of contract price reductions of one thousand dollars ($1,000) per day for each delay after the scheduled acceptance date for each major system or phase of the project.

The aforesaid specified amount(s) shall not be construed as a penalty, but as liquidated damages for any such failure on the part of Vendor and is a reasonable estimate of the damages to be suffered by the City in the event of any delay by the Vendor. In any suit involving assessment or recovery of liquidated damages, the reasonableness of the charge shall be conclusively presumed, and the amount assessed shall be in addition to every other right or remedy now or hereinafter enforceable at law, in equity, by statute, or under this Contract. Any such charges assessed against the Vendor may be deducted from monies due to, or to become due to, the Vendor, or may be collected from the surety bond.

18.30. Perpetual Software License/Source Code

The software license shall not have a termination date. All software licenses shall be perpetual, surviving bankruptcy, sale, merger or dissolution of any of the entities providing software to the City. The City seeks a full site license, operations that will be housed in their primary site and their backup site.

Source code for the purpose of safeguarding the City's investment shall be delivered to the City upon system acceptance or put into an escrow account by the Vendor naming the City as the recipient of the account if the Vendor or its subcontractors cease to exist at some point as a viable business entity. If the Vendor elects to establish an escrow account for this purpose, such expenses incurred to set up and maintain the account shall be incurred by the Vendor and shall not be passed on to the City.

18.31. Hardware Sizing

It is understood that the Vendor is responsible to warrant the sizing of the system as configured for satisfying the requirements of this RFP. All Vendors must warrant that the system is fit for the City's particular and intended purposes and further shall perform in accordance with the response time and other performance criteria listed or set forth in this Contract. If the system is unable to accommodate response times and acceptance criteria, the Vendor shall furnish at no charge to the City additional memory, processors or other upgraded or replacement hardware as is required. In the event the hardware is determined by the City to be insufficient in size, capacity, or power, the Vendor shall, within 30 days of determination of under-sizing, provide at no additional cost to the City an upgrade to the system hardware or full replacement to satisfy the sizing and performance requirements as outlined by the City.

18.32. Software Acceptance

The City will conduct whatever tests it deems necessary to determine satisfactory software performance and will have 90 days after the completion of each project phase to conduct such tests. Software acceptance testing will occur in accordance with the proposed plan to be submitted by the Vendor.

The City will notify the Vendor in writing of deviations from proposed or documented standards. Acceptance of the principal application systems will take place following the documentation of satisfactory software performance by the City, as determined through the execution of the software performance tests.

18.33. City Responsibilities

The City will make available to the Vendor a staff member, hereinafter referred to as the City's Project Manager, who will have limited authority to act on behalf for the City, assist with operations and activities, and have the authority to enforce implementation decisions and schedules within the framework of Contract compliance.

The City will provide minimal office workspace, training space and telephone access to support Vendor personnel during the Contract period. The City will provide, on request, information, data, records and documents, and make such decisions as may be reasonably required by Vendor to perform under this Contract.

The City will provide, on request, liaison and coordination with other units within the City's organization, such as purchasing, information technology (IT), common carriers and other government agencies as may be reasonably required for the efficient completion of the system. This will be coordinated through the City's assigned Project Manager or his/her designee.

The City will endeavor to respond, in writing, within 15 working days, to all designs, specifications, planning documents and updates to all of those items delivered and designated as final and complete by Vendor. The City will endeavor to provide supporting information to aid in the resolution of any problems discovered during the acceptance testing and warranty periods.

The City and the Vendor understand that the scope and schedule of services to be provided by the Vendor under this Contract may depend upon the timely fulfillment of City responsibilities.

18.34. Applicable Laws Governing Project

The laws of the State of Tennessee shall govern the validity, construction and effect of this Contract. All actions, whether sounding in contract or in tort, shall be instituted and litigated in the state or federal courts of the State of Tennessee, located in Shelby County, Tennessee, without regard to conflict of laws principles. To the extent that a provision of the Contract is contrary to the State Constitution or laws of the State of Tennessee, or of the United States, the provision will be void and unenforceable. However, the balance of the Contract shall remain in force between the parties.

Should any part, term, provision, clause, sentence or section of this agreement be decided by the courts to be invalid, illegal or in conflict with any law of the State of Tennessee or the United States, the validity of the remaining terms provision, clauses, sentences and sections shall not be affected thereby.

If, however, the clause determined to be invalid materially affects the performance of the parties, or materially impacts the parties' expectations or positions with respect to the Contract, the parties shall negotiate in good faith to modify the Contract in some fashion so as to, as near as possible, place the parties in the same position they were in, consistent with their intent, performance expectations, and economic position.

If, after such good faith negotiations, no modifications are reached, the Contract may be terminated by either party. All claims, counter claims, disputes and other matters in question between the City and the Vendor arising out of, relating to, or pertaining to this agreement, or the breach thereof, or the services thereof, or the standard of performance therein required, will be determined by litigation. The Vendor shall fully comply with all applicable federal, state and local laws, specifically those covering Equal Opportunity Employment, American Disabilities Act (ADA), and all City and state building codes. The City reserves the right to verify compliance with the various laws. Failure to comply with any laws will be grounds for termination of the Contract.

18.35. Independent Vendor

The Vendor is an independent Vendor over the details and means for performing the services under the Contract. Neither the Vendor nor its employees, agents or representatives shall be deemed or construed to be employees, agents or representatives of the City, nor shall the Vendor, its employees, agents or representatives hold themselves contrary to the terms of this provision.

18.36. Procedures for Substantial Completion

The City has established the following prerequisites that must be met prior to submission of a request for substantial completion:

Comply with the general conditions and complete the following before requesting the City's inspection of the work, or a designated portion of the work, for certification or substantial completion:

- Submit executed warranties, workmanship bonds, right-to-use documents, software licenses, maintenance agreements, inspection certificates and similar required documentation for specific units of work, enabling the City's unrestricted use.
- Submit record documentation, maintenance manuals, tools, spare parts, keys, codes, passwords and similar operational items.
- Complete instruction of the City's operating and administrative personnel, on system startup, use and maintenance of the systems.
- Complete final clearing and removals of temporary facilities, tools, temporary files and temporary login accounts.

Successfully complete the Go-live and Reliability Test as described herein.

Upon receipt of the Vendor's request, the City will either proceed with evaluation/inspection or advise the Vendor of prerequisites not fulfilled. Following initial evaluation/inspection, the City will either prepare a certificate of substantial completion, or notify the Vendor of work that must be performed prior to issuance of the certificate of substantial completion. The City will repeat the evaluation/inspection when requested to

assure that the work has been substantially completed. Results of the completed evaluation/inspection will form the initial Punch List for final acceptance.

18.37. Price Requirements

Vendors must submit pricing on the Proposal Cost Form included as Attachment B. All pricing information must be submitted with the Proposal, but in a separate, sealed container.

Vendors can attach additional details or notes regarding how each price was derived in the proposal to assist the City in its review and subsequent evaluation. Use duplicate or additional sheets as necessary. However, costs must be included in the Proposal Cost Form in the format described in the form. No additional costs, other than those listed on the Proposal Cost Form, will be considered.

Only proposals submitted on the form(s) provided, with no changes, additions or deletions to the terms and conditions will be considered. Proposals containing terms and conditions other than those contained herein may be considered nonconforming.

18.38. Evaluation Period

The City will review each Vendor's pricing to ensure that it includes all the items requested.

The Vendor warrants, by virtue of submitting the proposal, that costs as outlined are firm and fixed for all phases of the project and include all costs to meet terms of the Contract and the Statement of Work. Vendors are reminded that installation of the requested system may occur in multiple phases and at different points in time, as agreed to in the Statement of Work.

☐ Understood

Appendix A – Acronyms

Term	Definition
ADA	Americans with Disabilities Act
ATP	Acceptance Test Plan
API	Application Program Interface
ASCII	American Standard Code for Information Interchange
AVL	Automatic Vehicle Location
AVRR	Automatic Vehicle Recommendation and Routing
BWC	Body Worn Camera
CAD	Computer Aided Dispatch
CJIS	Criminal Justice Information Service, a Division of the FBI
COTS	Commercial Off-The-Shelf
CPU	Central Processing Unit
CSV	Comma Separated Variables
ECC	Emergency Call Center
ECT	Emergency Call Taker
ECRF	Emergency Call Routing Function
EMD	Emergency Medical Dispatch
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ESInet	Emergency Services Internet Protocol Network
ETA	Estimated Time of Arrival
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FRMS	Fire Records Management System
GIS	Geographic Information System
GPS	Global Positioning System
GUI	Graphical User Interface
HIPAA	Health Insurance Portability and Accountability Act
ICV	In Car Video
IM	Instant Messaging
IP	Internet Protocol
LE	Law Enforcement
LERMS	Law Enforcement Records Management System
MDD	Mobile Data Device
MDT	Mobile Data Terminal
MIS	Management Information System
MS	Microsoft
MPD	Memphis Police Department
NENA	National Emergency Number Association
NMEA	National Marine Electronics Association
NTP	Network Time Protocol
OMA/MLP	Open Mobile Alliance / Mobile Location Protocol
PDA	Personal Digital Assistant

Term	Definition
PSAP	Public Safety Answering Point
RFP	Request for Proposal
RMS	Records Management System
RTCC	Real-Time Crime Center
RTLV	Real-Time Live Video
SLA	Service Level Agreement
SMTP	Simple Message Transfer Protocol
SNTP	Simple Network Time Protocol
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
TAIP	Trimble ASCII Interface Protocol
TAP	Telelocator Alphanumeric Protocol
TCP/IP	Transmission Control Protocol / Internet Protocol
TPM	Trusted Platform Module
UPS	Uninterruptible Power Supply
VoIP	Voice over Internet Protocol
VPN	Virtual Private Network
Wi-Fi	Wireless Fidelity
WSP	Wireless Service Provider
XML	eXtensible Markup Language

Appendix B – Glossary

Term	Description
9-1-1	A three-digit telephone number to facilitate the reporting of an emergency requiring response by a public safety agency.
Active Event	An event that has at least one unit dispatched to it.
Administrator/System Administrator	A security role (permission set) granted to users that allows them to perform privileged functions.
Agency/Agencies	Agency refers to the City of Memphis Police Department or, emergency response provider that is participating in the video system solution administration and operation.
Agency Trainer	The staff member designated by each Agency to be trained on the system to then become trainers of the System themselves.
Application	Application is a synonym for Software Component.
Authorized User(s)	A user who has been given specific permissions (rights/roles as defined by security level clearance) to perform a specific function. An Authorized User may be assigned multiple roles. For this document, a user is synonymous with Authorized User.
Business Day	Any day Monday through Friday.
Business Hours	Business Hours are the hours of operation during a Business Day.
Call for Service	A session established by signaling with two way real-time media and involving a human making a request for help. The term "non-human-initiated call" refers to a one-time notification or series of data exchanges established by signaling with at most one way media, and typically does not involve a human at the "calling" end.
City	City of Memphis, Tennessee.
City Facilities	Buildings owned/operated by the City of Memphis located in Memphis, Tennessee.
Commercial-Off-The-Shelf (COTS)	A software package that is commercially available, leased, licensed, or sold to the general public and which requires no special modification or maintenance.
Computer Aided Dispatch (CAD) system	Computer based software that assists in the data entry, emergency event location, emergency responder assignment, event tracking and recording keeping related to emergency response.
Criminal Justice Information Services (CJIS)	A division of the FBI providing state, local and federal law enforcement and criminal justice agencies with access to critical, personal information such as fingerprint records, criminal histories, and sex offender registrations.
Data Base Management System (DBMS)	A system of manual procedures and computer programs used to create, store and update the data associated with the captured video.
Defect	A Defect is an imperfection, flaw, or deficiency in the proposed system.
Duly Qualified Service Technician	A person who is trained and certified by the System Provider to maintain the System.
Emergency Communications Center (ECC)	A set of call takers operating under common management that receives emergency calls for service and asynchronous event notifications and processes those calls and events according to a specified operational policy.
Emergency Services IP Network (ESInet)	A managed IP network that is used for emergency services communications, and which can be shared by multiple public

Term	Description
	safety agencies. It provides the IP transport infrastructure upon which independent application platforms and core functional processes can be deployed, including, but not restricted to, those necessary for providing NG9-1-1 services. ESInets may be constructed from a mix of dedicated and shared facilities. ESInets may be interconnected at local, regional, state, federal, national and international levels to form an IP-based inter-network (network of networks).
Enhanced 9-1-1 (E9-1-1)	A telephone system which includes network switching, data base and Public Safety Answering Point (PSAP) premise elements capable of providing automatic location identification data, selective routing, selective transfer, fixed transfer, and a call back number. The term also includes any enhanced 9-1-1 service so designated by the Federal Communications Commission in its Report and Order in WC Docket Nos. 04-36 and 05-196, or any successor proceeding.
Geographic Information System (GIS)	A computer software system that enables one to visualize geographic aspects of a body of data. It provides the ability to translate implicit geographic data (such as a street address) into an explicit map location. It has the ability to query and analyze data in order to receive the results in the form of a map. It also can be used to graphically display coordinates on a map i.e. Latitude/Longitude from a wireless 9-1-1 call.
Global Justice XML Data Model (GJXDM)	The GJXDM is a data reference model for the exchange of information within the justice and public safety communities.
Go-Live	Go-Live is the first day, after the City has approved the system for live operation, that the System is actually used in production system by system users.
Health Insurance Portability and Accountability Act (HIPAA)	Federal regulation protecting patients from unauthorized disclosure of medical information.
Incident / Event	A real world occurrence such as a heart attack, car crash or a building fire for which one or more calls for service may be received.
Incident Based Reporting (IBR)	IBR is the method of collecting individual incident and arrest records, as opposed to the aggregate/ summary numbers collected under Summary-Based Reporting.
Instant Messaging (IM)	A method of communication generally using text where more than a character at a time is sent between parties nearly instantaneously.
Key Personnel	Individuals considered critical to the project, i.e., their absence from the project would have a significant impact on the successful implementation of the system. Examples would include, but not be limited to, the Project Manager, Technical Leader or Training Leader.
Local Area Network (LAN)	A transmission network encompassing a limited area, such as a single building or several buildings in close proximity.
Location Validation	Refers to the action of ensuring that a civic address can be used to discern recommended resources and a route to a PSAP.
Logical Entity Exchange Specification (LEXS)	LEXS defines a data model, syntax, semantics, and usage guidelines for implementers of information exchanges. LEXS was created to minimize the impact of changing requirements and varied demands for information sharing between sources and consumers of data.

Term	Description
Maintenance	The ongoing processes of modifying the System, after Warranty, to correct defects, improve performance and continually adapt the System to changes in work environment.
Management Information System (MIS)	A program that collects, stores and collates data into reports enabling interpretation and evaluation of performance, trends, traffic capacities, etc.
Master Clock	An accurate timing device that generates synchronization signals to control other clocks or equipment. (Ref. NENA 04-002).
Mobile Data Terminal (MDT)	A laptop computer or personal digital assistant (PDA), running the Microsoft Windows operating system, located in an Agency vehicle or carried by a user, that utilize the CAD and/or records management systems.
Module	A Module is a synonym for Software Component.
National Academy of Emergency Dispatch (NAED)	A non-profit standard-setting organization promoting safe and effective emergency dispatch services world-wide. Comprised of three allied Academies for medical, fire and police dispatching, the NAED supports first-responder related research, unified protocol application, legislation for emergency call center regulation, and strengthening the emergency dispatch community through education, certification, and accreditation.
National Crime Information Center (NCIC)	An automated database of criminal justice and justice-related records maintained by the FBI. The database includes the "hot files" of wanted and missing persons, stolen vehicles and identifiable stolen property, including firearms.
National Emergency Number Association (NENA)	A not-for-profit corporation established in 1982 to further the goal of "One Nation-One Number." NENA is a networking source and promotes research, planning and training. NENA strives to educate, set standards and provide certification programs, legislative representation and technical assistance for implementing and managing 9-1-1 systems.
National Information Exchange Model (NIEM)	A national initiative supported by the federal government. NIEM provides a means of connecting communities of people who share a common need to exchange information. NIEM is designed to develop, disseminate, and support enterprise-wide information exchange standards and processes that will enable jurisdictions to automate information sharing.
Network Time Protocol (NTP)	A powerful utility for synchronizing system clocks over a TCP/IP network.
Next Generation 9-1-1 (NG9-1-1)	An IP-based system comprised of managed IP-based networks (ESInets), functional elements (applications), and databases that replicate traditional E9-1-1 features and functions and provide additional capabilities. NG9-1-1 is designed to provide access to emergency services from all connected communications sources, and provide multimedia data capabilities for PSAPs and other emergency service organizations.
Originating Agency Identifier (ORI)	The ORI is a code assigned to designate the originating agency in a law enforcement system.
Personal Digital Assistant (PDA)	Small, handheld device used to store address book information, telephone numbers, personal contacts and other personal information; communicate with law enforcement data systems and access video captured through worn and in-car video

Term	Description
	systems.
Primary Unit	Unit assigned to write an incident report.
Primary Public Safety Answering Point (PSAP)	A PSAP to which 9-1-1 calls are routed directly from the 9-1-1 Control Office. (see Public Safety Answering Point)
Remote Authentication Dial-In User Service (RADIUS)	The attributes for conveying access network ownership and location information based on a civic and geospatial location format.
Service Level Agreement (SLA)	A contract between a service provider and the end user, which stipulates and commits the service provider to a required level of service.
Short Message Service (SMS)	A service typically provided by mobile carriers that sends short (160 characters or fewer) messages to an endpoint. SMS is often fast, but is not real time.
Signature Pad	A device used to capture the electronic signature of a person.
Simple Network Management protocol (SNMP)	A protocol defined by the Internet Engineering Task Force (IETF) used for managing devices on an IP network.
Simple Network Time Protocol (SNTP)	A utility for synchronizing system clocks over a TCP/IP network. This protocol is similar to NTP and is used when the ultimate performance of the full NTP implementation is not needed.
Software Component	A subset of the overall system.
Standard Operating Procedure (SOP)	A written directive that provides a guideline for carrying out an activity.
System	The system is the Law Enforcement Event Video Documentation System.
System Provider	Refers to the System software developer, equipment manufacturer or authorized software value added reseller responding to the RFP.
Virtual Private Network (VPN)	A network that uses a public telecommunication infrastructure, such as the Internet, to provide remote offices or individual users with secure access to their organization's network.
Voice over Internet Protocol, Voice over IP (VoIP)	Provides distinct packetized voice information in digital format using the Internet Protocol. The IP address assigned to the user's telephone number may be static or dynamic.
Warranty	The agreement provided by the System Provider to repair any and all defects in the System for a period of not less than one year.
Wireless Service Provider (WSP)	Cellular, satellite or other radio based telephony or data transport commercial entity.

Attachment A – Functional Specifications

City of Memphis Police
Law Enforcement Event Video Documentation Solution Functional Specifications

Spec ID	Specification Description	Priority	Response	Comment
	General			
1	The system is able to use cell connections for data upload.	I	Not Answered	
2	The system supports wireless communication over a CJIS compliant 802.11 network (Wi-Fi).	I	Not Answered	
3	The system supports wireless communication over cell networks.	I	Not Answered	
4	Wi-Fi does not broadcast SSID for security purposes.	I	Not Answered	
5	Data can be uploaded to storage using both cellular and Wi-Fi from the vehicle.	I	Not Answered	
6	The system security complies with applicable CJIS standards.	I	Not Answered	
7	The system provides the capability for video viewing using an iPhone application.	I	Not Answered	
8	The system provides the capability for video viewing using an Android application.	I	Not Answered	
9	The system can upload phone based video to the system storage and associate with the incident/case.	I	Not Answered	
10	The system software will associate and display BWC video and ICV video together on a dashboard.	I	Not Answered	
11	The system software will associate and display GPS location and video together on a dashboard.	I	Not Answered	
12	The system provides status of devices.	I	Not Answered	
13	The system provides status of officers.	I	Not Answered	
14	The system will interface with TriTech RMS version 4.5 to the video system for event marking.	I	Not Answered	
	The system will interface with TriTech RMS to provide the following parameters to the video system:			
15	unit status	I	Not Answered	
16	event type	I	Not Answered	
17	unit ID	I	Not Answered	
18	event number	I	Not Answered	
19	case number	I	Not Answered	
20	The video system provides the capability to furnish to the RMS system a file pointer to the video file.	I	Not Answered	
21	The system accepts time standard from a master clock device.	I	Not Answered	
22	The time standard synchronizes across all components.	I	Not Answered	
23	The system time will auto-adjust for Daylight Savings Time (DST) without impacting system operation.	I	Not Answered	
24	All times are displayed and stored as local time.	I	Not Answered	
25	The system can make copies of the video via DVD write drive or file link.	I	Not Answered	
26	The system has the ability to share views of the video via a Web link.	[redacted]	Not Answered	
27	When offloading a video for viewing, the video is recorded in a non-proprietary format.	I	Not Answered	
28	The system can share video with an authorized receiver with a temporary URL.	I	Not Answered	
29	The system has the capability to categorize video.	I	Not Answered	
30	The system has the capability to categorize video via dropdown menu.	I	Not Answered	
31	The system has the capability to combine video streams as a picture in picture display.	I	Not Answered	
32	The system has the capability to combine video streams into a single video file.	I	Not Answered	
33	The vendor will provide user training.	I	Not Answered	
34	The vendor will provide train the trainer training.	I	Not Answered	
35	The vendor will provide administrative system training.	I	Not Answered	
36	The system supports pre-event recording.	I	Not Answered	
37	Pre-event recording may be disabled by an authorized user.	I	Not Answered	
38	The system will integrate with IOS and Android devices.	I	Not Answered	
39	The system provides for a battery backup option when the vehicle battery goes below a certain voltage.	I	Not Answered	
40	The system supports the user-generated alert to dispatch for special attention.	I	Not Answered	
41	The system will support an interface with CAD for the purpose of associating the incident number with the video.	I	Not Answered	
42	The system will support an interface with CAD for the purpose of associating the case number with the video.	I	Not Answered	
43	The system will support an interface with CAD for the purpose of associating the nature code with the video.	I	Not Answered	
44	When integrated with CAD, the system will obtain the case number from CAD and load into metadata.	I	Not Answered	

Spec ID	Specification Description	Priority	Response	Comment
45	The system will support an interface with RMS for the purpose of associating video with the RMS case	I	Not Answered	
46	The system will select all the video sources that pertain to the incident and link them all together with the case using one number.	I	Not Answered	
47	The system can be configured to establish a delete schedule per agency established policy.	I	Not Answered	
48	The system will link the ICV and the BWC on the server.	I	Not Answered	
49	The system will delete successfully downloaded video files from the BWC once download occurs and is verified as successfully downloaded.	I	Not Answered	
50	The system supports the automatic upload of video files.	I	Not Answered	
51	The system will provide a "low charge" indicator when the component battery is nearing depletion.	I	Not Answered	
52	Metadata may be appended to the video.	I	Not Answered	
53	Metadata may be appended to the video after uploading.	I	Not Answered	
54	The system supports redaction and auto redaction.	I	Not Answered	
55	Adding metadata does not alter the video.	M	Not Answered	
56	An authorized user is able to add case number to the metadata of a video using the integrated software.	I	Not Answered	
57	The system will accept an import of user data in MS Excel format.	I	Not Answered	
58	The system will accept an import of user data in text file format.	I	Not Answered	
59	The system records in a nonproprietary format.	M	Not Answered	
60	The system records in a digital format.	I	Not Answered	
61	The system synchronizes audio with the video of the ICV and BWC.	I	Not Answered	
62	The system is capable of synchronizing the video with GPS location of the ICV and BWC.	I	Not Answered	
63	The system will record audio, video, and GPS, and merge the data and display.	I	Not Answered	
64	The vendor is capable of partnering with other vendors, if necessary, to provide the services needed for the City of Memphis.	I	Not Answered	
65	The system is designed to prevent the video from being viewed or downloaded from non-authorized accounts or workstations.	M	Not Answered	
66	Cameras are capable of continuous recording. Triggers create an event.	I	Not Answered	
67	Cameras are capable of continuous recording. The officer can create an event.	I	Not Answered	
68	Cameras can be configured with default settings. Changing the default settings is restricted to authorized user.	I	Not Answered	
69	The user is able to perform an operational test of video equipment and software at the beginning of the shift.	I	Not Answered	
70	The system utilizes active directory for login coordination.	I	Not Answered	
71	The system will upload to a secure CJIS-compliant web hosting solution.	I	Not Answered	
72	If uploading to a secure Web-hosting solution, the data is transmitted and stored in a CJIS-compliant manner.	I	Not Answered	
73	The BWC is integrated to the ICV; when the ICV is activated, recording will automatically to start on the BWC.	I	Not Answered	
74	The system will synchronize the BWC and ICV video recording.	I	Not Answered	
75	The system is capable of implementing video file retention policies.	I	Not Answered	
76	The system will apply the video file retention policies automatically.	I	Not Answered	
77	All hardware and software on commercially available enterprise level platform.	I	Not Answered	
78	The query function will utilize keyword search.	I	Not Answered	
79	Video file names are unique.	I	Not Answered	
	Parameters for inquiry are:			
80	start time	I	Not Answered	
81	date and end time	I	Not Answered	
82	user name	I	Not Answered	
83	activation trigger		Not Answered	
84	Dashboard can be set up by nature, groups, Active Directory integration to suit the hierarchy of the department.	I	Not Answered	
85	Web-based links to video can be generated and sent via email.	I	Not Answered	
86	Web-based links can be set to expire by Administrator.	I	Not Answered	
87	Web-based links can be audited by the Administrator.	I	Not Answered	
88	The system provides the capability to mark the video for reference by hash for the purpose of later review.	I	Not Answered	
89	SD cards are not required.	I	Not Answered	
90	All the video and data can be integrated into a single case file.	I	Not Answered	
91	Each camera is assigned a unique network identifier.	I	Not Answered	
92	The system is capable of capturing video/snapshot for sharing.	I	Not Answered	

Spec ID	Specification Description	Priority	Response	Comment
93	The system is capable of historic playback for incidents and units.	I	Not Answered	
	The system will trigger the start of recording based on			
94	GPS	I	Not Answered	
95	X/Y coordinate	I	Not Answered	
96	date and time	I	Not Answered	
97	G-sensor	I	Not Answered	
98	light bar	I	Not Answered	
99	speed	I	Not Answered	
100	accelerometer	I	Not Answered	
101	braking	I	Not Answered	
102	crash sensor	I	Not Answered	
103	power loss	I	Not Answered	
104	remote activated trigger		Not Answered	
105	agency-defined triggers, e.g., trunk opens, back camera; back door opens, backseat triggers	I	Not Answered	
106	Triggers are user definable.	I	Not Answered	
107	An authorized user may search the data files on triggers.	I	Not Answered	
108	Data download can be accomplished via defined docking station.	I	Not Answered	
	ICV			
109	The system support the integration of multiple cameras.	I	Not Answered	
110	The system supports the integration of input from License Plate Readers.	I	Not Answered	
111	The system will integrate with out-of-the-box Bing or Google maps.	I	Not Answered	
112	The system will integrate with custom maps.	I	Not Answered	
113	The system is able to log in more than one officer at a time.	I	Not Answered	
114	The ICV cameras are IP based.	I	Not Answered	
115	The ICV microphone is 900 MHz wireless.	I	Not Answered	
116	The system is capable of utilizing the BWC as the wireless mic.	D	Not Answered	
117	The system is capable of downloading video data using cellular connection.	I	Not Answered	
118	The system is capable of downloading video data using wireless access point connection.	I	Not Answered	
119	The ICV can record at a D1 resolution.	I	Not Answered	
120	The resolution of the ICV camera is adjustable.	I	Not Answered	
121	The ICV camera is capable of image stabilization.	I	Not Answered	
122	An authorized user is able to remotely control cameras and start/stop video.	I	Not Answered	
123	The user is capable of manually starting the ICV video recording.	I	Not Answered	
124	The user is capable of manually stopping the ICV video recording.	I	Not Answered	
125	The ICV supports triggers to start video recording.	I	Not Answered	
126	The speed trigger is based on a speed limit threshold. When a vehicle exceeds the preset speed trigger, the video will start recording automatically.	I	Not Answered	
127	The system is capable of setting multiple templates for camera profiles, e.g., forward looking, passenger compartment.	I	Not Answered	
128	The system will add a watermark with the video that includes the X/Y coordinates.	I	Not Answered	
129	The system will display X/Y coordinates with the video.	I	Not Answered	
130	The system will associate GPS coordinates with the video.	I	Not Answered	
131	The system does not require MDTs in vehicles.	I	Not Answered	
132	The system can utilize an MDT for video integration and control.	I	Not Answered	
133	The system allows CJIS compliant multi-factor authentication.	I	Not Answered	
	Mobile Data Terminal			
134	If an MDT is utilized with the proposed solution, the system provides for a viewer application loaded on the MDT to view the video.	I	Not Answered	
135	If an MDT is utilized with the proposed solution, the ICV video is saved to the laptop then uploaded to storage.	I	Not Answered	
136	The MDT video data is encrypted using CJIS-compliant techniques.	I	Not Answered	
137	The MDT incorporates the Trusted Platform Model for encryption of Hard Disk Drive (HDD) video files.	I	Not Answered	
	BWC			
138	The system has the capability to group BWC docking stations.	I	Not Answered	
139	The system coordinates the data download of the grouped docking stations.	I	Not Answered	
140	An authorized user is capable of inhibiting the manual starting of the BWC video recording.	I	Not Answered	
141	An authorized user is capable of inhibiting the manual stopping of the BWC video recording.	I	Not Answered	

Spec ID	Specification Description	Priority	Response	Comment
142	An authorized use is able to add metadata to a video via the mobile application.	I	Not Answered	
143	The user is capable of manually starting the BWC video recording.	I	Not Answered	
144	The user is capable of manually stopping the BWC video recording.	I	Not Answered	
145	The BWC can be positioned on different spots on the uniform.	I	Not Answered	
146	Magnetic mounts allow the BWC to be placed anywhere on the uniform.	I	Not Answered	
147	The BWC will provide positive feedback when the camera is on, e.g., vibration.	I	Not Answered	
148	The BWC can be used as an ICV.	I	Not Answered	
149	The BWC camera is capable of image stabilization.	I	Not Answered	
150	The BWC is time synchronized with other components on the system.	I	Not Answered	
151	An authorized user can view BWC video on an iPad.	I	Not Answered	
152	An authorized user can view BWC video on an Android.	I	Not Answered	
153	Video data is uploaded from the BWC through a wireless access point.	I	Not Answered	
154	Video data is uploaded from the BWC while charging using a docking station.	I	Not Answered	
155	If interrupted while uploading data, the upload will continue from the point of interruption to completion.	I	Not Answered	
156	Video data is uploaded to the storage component through the charging station.	I	Not Answered	
157	The charging stations can be configured together to form a single upload point.	I	Not Answered	
158	The microphone is able to synchronize with the system.	I	Not Answered	
159	The system has an audio recording only feature.	I	Not Answered	
160	The BWC system is capable of pre-event buffering.	I	Not Answered	
161	The BWC system is capable of 30 second pre-event buffering.	I	Not Answered	
162	The BWC system is capable of 1 minute pre-event buffering.	I	Not Answered	
163	The system will not record audio during pre-event buffering.	I	Not Answered	
164	The system is capable of user-defined time period of pre-event buffering.	I	Not Answered	
165	The BWC support triggers to initiate video recording.	I	Not Answered	
166	The BWC is weather resistant and warrantied for outdoor use.	I	Not Answered	
167	The BWC, at a minimum, complies with IP55 (NEMA IEC 60529 Degrees of Protection Provided by Enclosures - IP Code) standard.	I	Not Answered	
168	The BWC meets or exceeds the MIL-STD 810F Method 506.4 Procedure I - Rain and Blowing Rain	I	Not Answered	
169	The BWC is capable of utilizing an auxiliary battery to extend the recording time.	I	Not Answered	
170	The BWC is capable of low-light resolution.	I	Not Answered	
171	The BWC is capable of a user-defined range of low light resolution.	I	Not Answered	
172	The system is capable of disabling the low-light resolution capability for the BWC.	I	Not Answered	
173	The BWC has low-light capability but not better than the human eye.	I	Not Answered	
174	The BWC system is capable of creating and maintaining an audit trail.	I	Not Answered	
175	BWCs have the capability of assignment to an individual officer as determined by distinct software labels or login.	I	Not Answered	
176	The resolution of the BWC camera is adjustable to optimize storage on the device.	D	Not Answered	
177	The BWC can become fully charged from a fully depleted battery state in less than 4 hours.	I	Not Answered	
178	The BWC battery life is a minimum of 8 hours on a full charge.	I	Not Answered	
	The BWC charging capabilities include			
179	Docking	I	Not Answered	
180	AC secondary charging capability	I	Not Answered	
181	DC secondary charging capability	I	Not Answered	
182	The BWC device will provide indications on battery life.	I	Not Answered	
183	The BWC device will provide indications on assigned officer.	I	Not Answered	
184	The system provides the capability of charging the BWC in the vehicle.	I	Not Answered	
185	The BWC camera has multiple lenses that can provide a panoramic view.	I	Not Answered	
186	The BWC camera buttons are customizable.	I	Not Answered	
187	The BWC is able to configure a button to classify the video.	I	Not Answered	
188	The BWC is capable to perform as the total video solution.	I	Not Answered	
189	The BWC power activation is performed by an on/off switch.	I	Not Answered	
190	The total system weight for the BWC is less than 16 ounces.	I	Not Answered	
191	The BWC system provides for protection from deleting or altering the original video and audio file.	I	Not Answered	
192	The BWC provides for a mechanism for activation of the recording feature which is not easily activated by mistake.	I	Not Answered	

Spec ID	Specification Description	Priority	Response	Comment
193	The BWC provides for a mechanism for activation of the recording feature which is easily activated intentionally with a raised button or switch.	I	Not Answered	
194	The BWC is capable of GPS tagging of the video.	I	Not Answered	
	AVL			
195	The AVL system will interface with Intergraph CAD version 9.3.	I	Not Answered	
	The system will interface with Intergraph CAD to provide the following parameters to the video system for event marking:			
196	unit status	I	Not Answered	
197	event type	I	Not Answered	
198	unit ID	I	Not Answered	
199	event number	I	Not Answered	
200	case number	I	Not Answered	
201	The AVL system will interface with the camera components to enable location parameters to be added to the video.	I	Not Answered	
202	The AVL devices do not require external GPS or cellular antennas for unit installations.	I	Not Answered	
203	Officer is notified when driving through a geofence or a proximity marker via text message.	I	Not Answered	
204	Officer is notified when driving through geofence or a proximity marker via audible alert.	I	Not Answered	
205	The system is able to import shapefiles.	I	Not Answered	
206	The system is capable of utilizing map-based polygons as "geofence" boundaries.	I	Not Answered	
207	The system supports a battery backup with a minimum of 10 minutes of power when the car battery no longer is supplying power.	I	Not Answered	
208	The system will provide statistics on the incident time, location and duration for the following triggers:	I	Not Answered	
209	speed	I	Not Answered	
210	G force	I	Not Answered	
211	power loss	I	Not Answered	
212	The system will track miles traveled so that maintenance can be scheduled. An alert will be sent to the administrator.	I	Not Answered	
213	The system will provide live GPS location of device/officer/car.	I	Not Answered	
214	The system has the capability of displaying the AVL-enabled unit's Web user interface.	I	Not Answered	
215	The system can interface with the AVL application without Mobile Data Infrastructure.	I	Not Answered	
216	The reporting time from the GPS device is adjustable based on vehicle status.	I	Not Answered	
217	The AVL system utilizes an Application Programming Interface (API).	I	Not Answered	
	The AVL system API will provide the following information to CAD:			
218	Current vehicle status	I	Not Answered	
219	Current closest vehicles within configurable number of miles to a known point, landmark, or address	I	Not Answered	
220	The AVL system is capable of providing user-configurable alerts.	I	Not Answered	
	The AVL system is capable of providing configurable alerts to notify of, at a minimum:			
221	Long stops	I	Not Answered	
222	Speeding	I	Not Answered	
223	In-or-out of a geofence activity	I	Not Answered	
224	Long idling times	I	Not Answered	
225	Fast stop/crash	I	Not Answered	
226	Fast acceleration	I	Not Answered	
227	Lights and siren activation	I	Not Answered	
	The AVL system will provide the following tracking capabilities:			
228	Pinpoint and view the current location of any MPD vehicle	I	Not Answered	
229	The ability to view the entire fleet on an integrated map or on the Intergraph CAD map indicating vehicle location and key-on status	I	Not Answered	
230	View the location history of any vehicle	I	Not Answered	
231	GPS update rates based on unit response status, minimum of 1 minute and adjustable to 5 seconds for units in pursuit, for example. Respondent may also list other variable update rate capabilities.	I	Not Answered	
232	View when the vehicle was last operated	I	Not Answered	
233	The AVL system will notify designated system administrators through email or text message as determined by MPD.	I	Not Answered	
	The AVL system notification will occur when:			
234	A diagnostic trouble code alert	I	Not Answered	

Spec ID	Specification Description	Priority	Response	Comment
235	A device tampering alert	M	Not Answered	
236	Scheduled maintenance alert	I	Not Answered	
237	The AVL system is capable of generating reports	I	Not Answered	
	The AVL system reports are based on			
238	daily activity	I	Not Answered	
239	vehicle alerts	I	Not Answered	
240	time spent on calls by nature	I	Not Answered	
241	total mileage	I	Not Answered	
242	speed	I	Not Answered	
243	The system is capable of reporting on how each officer's time is spent during a shift.	I	Not Answered	
244	The system is capable of scheduled report distribution.	I	Not Answered	
245	The system is capable of comparing status times reported by users to times reported by GPS data.	I	Not Answered	
246	GPS is used to stamp the speed of the vehicle. GPS is equivalent to AVL capabilities to provide speed, geofence, etc.	I	Not Answered	
	Mobile Video Data Storage			
247	Video recording will not overwrite when storage is full.	I	Not Answered	
248	The system can securely email a link to another agency and the link will expire after a preset time period and then logged in the back end.	I	Not Answered	
249	The system will allow a system administrator (authorized user) to:	I	Not Answered	
250	add user accounts	I	Not Answered	
251	assign security rights	I	Not Answered	
252	assign security groups	I	Not Answered	
253	view all video	I	Not Answered	
254	view master audit log	I	Not Answered	
255	generate master audit log reports	I	Not Answered	
256	monitor user logging on	I	Not Answered	
257	restrict specific users from logging on	I	Not Answered	
258	regulate the copies of video	I	Not Answered	
259	On completion of video upload from the camera to the upstream storage device, the system verifies the uploaded video duplicates the camera storage.	I	Not Answered	
260	Upon verification of the source video and the uploaded video are identical, only then is the video is erased from the .	I	Not Answered	
261	Access to the component cabinetry is restricted.	I	Not Answered	
262	The user can blank out the monitor screen so viewing of the monitor is restricted.	I	Not Answered	
263	Changes to the data are restricted to the metadata file.	I	Not Answered	
264	Security of the data storage component can be enabled by individual.	I	Not Answered	
265	Security of the data storage component can be enabled by individual or by group.	I	Not Answered	
266	Data storage access policies are implemented using active directory.	I	Not Answered	
267	The operating system and software can be upgraded automatically.	I	Not Answered	
268	The system supports chain of custody confirmation and reporting when any video file is accessed.	I	Not Answered	
269	The system data files are shared in a proprietary format requiring a player to be provided.	I	Not Answered	
270	The data storage component complies with applicable CJIS requirements.	M	Not Answered	
271	The data storage component includes fully redundant storage capabilities.	M	Not Answered	
272	The data storage component provides an automatic backup process to an off-site storage facility.	M	Not Answered	
273	A remote hosting proposal must include a fully redundant, multiregional, fault-tolerant storage solution.	M	Not Answered	
	Video security			
274	All video data is irrevocably stamped with features that demonstrate if the video has been altered in any way.	I	Not Answered	
275	All video data is irrevocably stamped with the date and time.	I	Not Answered	
276	When a copy of the video is created, the activity is logged as an audit trail record.	I	Not Answered	
277	When a video is uploaded to data storage, the system will verify the video uploaded replicates the video stored.	I	Not Answered	
278	Upon verification that the video uploaded replicates the video stored, then the video is erased from the uploaded video device.	I	Not Answered	
279	Access to the component cabinetry is restricted to an authorized user.	I	Not Answered	

Spec ID	Specification Description	Priority	Response	Comment
280	The user can blank out the monitor screen so viewing of the monitor is restricted.	I	Not Answered	
281	Source video can not be edited or changed under any circumstances.	I	Not Answered	
282	Changes to the data file is restricted to the metadata file.	I	Not Answered	
283	Security to system components are enabled by individual.	I	Not Answered	
284	Security to system components are enabled by individual or by group.	I	Not Answered	
	Access to the video files can be restricted to			
285	creating user	I	Not Answered	
286	intended recipient of the video file	I	Not Answered	
287	system administrator	I	Not Answered	
288	an authorized user	I	Not Answered	
289	Access policies are implemented using active directory.	I	Not Answered	
290	There are no default accounts configured in the system.	I	Not Answered	
291	There are no hidden or "backdoor" accounts configured in the system.	I	Not Answered	
292	Each access account must be disclosed to the City.	M	Not Answered	
293	The City maintains all security aspects of the system, without reliance on the vendor to perform security functions.	I	Not Answered	
294	The system supports remote maintenance.	I	Not Answered	
295	The system supports video and data file chain of custody confirmation and reporting when any video file is accessed.	I	Not Answered	
296	The system video files are shared in a proprietary format requiring a player to be provided.	I	Not Answered	
	Audit log			
297	The audit log will capture all automatic and user-initiated activities of the system, both successful and unsuccessful.	I	Not Answered	
298	The audit log will capture all administrative automatic and user-initiated activities, both successful and unsuccessful.	I	Not Answered	
299	Retention time for the system transaction logs is defined by the City.	I	Not Answered	
300	The system transaction logs can be searched and retrieved by any parameter stored with the transaction.	I	Not Answered	
301	The system transaction logs can be sorted by any parameter stored with the transaction.	I	Not Answered	
302	The system maintains transaction logs for each transaction across all modules.	I	Not Answered	
303	The system records and creates an audit record when a video is accessed.	M	Not Answered	
304	The system records and creates an audit record when a video is shared.	M	Not Answered	
	The audit log will store the following information, at a minimum			
305	User ID	I	Not Answered	
306	Device ID	I	Not Answered	
307	IP address	I	Not Answered	
308	MAC address	I	Not Answered	
309	Date/time	I	Not Answered	
310	Activity	I	Not Answered	
311	Transaction description	I	Not Answered	
312	Outcome success/failure	I	Not Answered	
313	connection/disconnection with start and stop time	I	Not Answered	
314	The audit log reporting component can provide agency specific reports.	I	Not Answered	
315	The audit log will track individual transactions.	M	Not Answered	
	No further requirements below this line			

Attachment B – Proposal Cost Form

Attachment B - Proposal Cost Form

Vendor Name

Vendors' proposals must complete the comprehensive cost statement presented on the following pages. All costs are to be contained in this statement. This statement shall also include payment terms required for services rendered.

The prices included must represent the Vendor's actual costs that will be associated with implementing and delivering the proposed system.

Cost information must include all expected implementation and operating costs, both one-time and ongoing. Specific model numbers and capacities should be included. Information about license sizes must be provided. Vendors should describe and quote optional components -- including query tools, report writers, etc. -- as individual and separate items. Any upgrade to the base system needed for optional components must include all applicable taxes. Add more lines to the table as necessary.

Notes:

1 Provide pricing for the hardware and operating system software required to support the Application. Proposed hardware solution cost should be based on five-year projections.

2 Any sections marked "Optional" designate components for which the City seeks pricing, but may or may not decide to include in the overall project. The Vendor, however, is required to respond to that section.

3 Indicate maximum annual cost escalation % in Comments. Increases in annual recurring costs shall not exceed 5% from the previous year.

COST STATEMENT DESCRIPTION

STATEMENT COLUMN	DESCRIPTION
Item - Detail	This column presents the items for which cost information must be provided.
Unit cost	Indicate Vendor's price for the item.
Discount	Indicate discount in this column
Extended cost	Indicate the total cost for the item, including discount (Units x Unit Cost x Discount)
Recurring Cost	Indicate all expected costs that the City would incur on an ongoing basis. Annualize this number and indicate in the comments when the City would begin incurring this cost (e.g., 1 year after acceptance, etc.). Also describe what is provided with your annual maintenance fee; include application and third-party subcomponent specifics).
Comments	In this column, please provide additional information about your costs.

A. Body-Worn Camera

Vendor Name

In the table below, provide the associated costs of the proposed Body-Worn Camera (BWC) solution.
Include a line for each hardware and software component/module. Document interface cost in Interface Section below.

Item – Detail	Units	Unit Cost	Discount	Extended Cost	Recurring Costs	Comment
Itemize BWC Camera items						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Itemize BWC Camera items total		$ -		$ -	$ -	
Itemize BWC Software items						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Itemize BWC Software items total		$ -		$ -	$ -	
BWC Custom Development						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
BWC Custom Development total		$ -		$ -	$ -	
Itemize any other BWC items/costs						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Itemize BWC other items total		$ -		$ -	$ -	
BWC Section total		$ -		$ -	$ -	
BWC Training						
BWC End-User Training		$ -		$ -	$ -	
		$ -		$ -	$ -	
BWC Train-the-trainer Training		$ -		$ -	$ -	
		$ -		$ -	$ -	
BWC Refresher Training		$ -		$ -	$ -	
		$ -		$ -	$ -	
BWC System Administration Training		$ -		$ -	$ -	
		$ -		$ -	$ -	
Other BWC Training Cost (Specify)		$ -		$ -	$ -	
		$ -		$ -	$ -	
BWC Warranty Period (minimum 1 year)		NC		NC	NC	Included with initial licensing
BWC Maintenance Year 2		$ -		$ -	$ -	
BWC Maintenance Year 3		$ -		$ -	$ -	
BWC Maintenance Year 4		$ -		$ -	$ -	
BWC Maintenance Year 5		$ -		$ -	$ -	
BWC Maintenance Total		$ -		$ -	$ -	

B. In-Car Video

Vendor Name

In the table below, provide the associated costs of the proposed In-Car Video (ICV) solution.
Include a line for each hardware and software component/module. Document interface cost in Interface Section below.

Item - Detail	Units	Unit Cost	Discount	Extended Cost	Recurring Costs	Comment
Itemize ICV Camera items						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Itemize ICV Camera items total		$ -		$ -	$ -	
Itemize ICV Software items						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Itemize ICV Software items total		$ -		$ -	$ -	
ICV Custom Development						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
ICV Custom Development total		$ -		$ -	$ -	
Itemize any other ICV items/costs						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Itemize ICV other items total		$ -		$ -	$ -	
ICV Section total		$ -		$ -	$ -	
ICV Training						
ICV End-User Training		$ -		$ -	$ -	
		$ -		$ -	$ -	
ICV Train-the-trainer Training		$ -		$ -	$ -	
		$ -		$ -	$ -	
ICV Refresher Training		$ -		$ -	$ -	
		$ -		$ -	$ -	
ICV System Administration Training		$ -		$ -	$ -	
		$ -		$ -	$ -	
Other ICV Training Cost (Specify)		$ -		$ -	$ -	
		$ -		$ -	$ -	
ICV Warranty Period (minimum 1 year)		NC		NC	NC	Included with Initial licensing
ICV Maintenance Year 2		$ -		$ -	$ -	
ICV Maintenance Year 3		$ -		$ -	$ -	
ICV Maintenance Year 4		$ -		$ -	$ -	
ICV Maintenance Year 5		$ -		$ -	$ -	
ICV Maintenance Total		$ -		$ -	$ -	

C. Automatic Vehicle Location

Vendor Name

In the table below, provide the associated costs of the proposed Automatic Vehicle Location (AVL) solution. Include a line for each hardware and software component/module. Document interface cost in Interface Section below, if applicable.

Item – Detail	Units	Unit Cost	Discount	Extended Cost	Recurring Costs	Comment
AVL Vendor Software						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
AVL Vendor Software total		$ -		$ -	$ -	
AVL Custom Software Development						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Custom Software Development total		$ -		$ -	$ -	
AVL 3rd Party Components						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
3rd Party Components total		$ -		$ -	$ -	
AVL Mobile Data Client		$ -		$ -	$ -	
AVL Vendor Hardware:						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
AVL Vendor Hardware total		$ -		$ -	$ -	
AVL 3rd Party Hardware:						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
AVL 3rd Party Hardware total		$ -		$ -	$ -	
Itemize any other AVL items/costs						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Itemize AVL other items total		$ -		$ -	$ -	
AVL Section Total:						
AVL Warranty Period (minimum 1 year)		NC		NC	NC	Included with Initial licensing
AVL Maintenance Year 2		$ -		$ -	$ -	
AVL Maintenance Year 3		$ -		$ -	$ -	
AVL Maintenance Year 4		$ -		$ -	$ -	
AVL Maintenance Year 5		$ -		$ -	$ -	
AVL Maintenance total		$ -		$ -	$ -	

D. Mobile Data Terminal

Vendor Name

In the table below, provide the associated costs of the proposed Mobile Data solution. Include a line for each component/module. Document interface cost in the Interface Section below.

Item – Detail	Units	Unit Cost	Discount	Extended Cost	Recurring Costs	Comment
MDT hardware						
Component		$ -		$ -	$ -	
Component		$ -		$ -	$ -	
MDT Hardware total		$ -		$ -	$ -	
MDT mounting HW						
Component		$ -		$ -	$ -	
Component		$ -		$ -	$ -	
MDT Mounting Hardware total		$ -		$ -	$ -	
Itemize any other MDT HW items/costs						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Itemize MDT HW other items total		$ -		$ -	$ -	
MDT HW total		$ -		$ -	$ -	
MDT HW Warranty Period (min. 1 year)		NC	NC	NC	NC	Included with Initial licensing
MDT Maintenance Year 2		$ -		$ -	$ -	
MDT Maintenance Year 3		$ -		$ -	$ -	
MDT Maintenance Year 4		$ -		$ -	$ -	
MDT Maintenance Year 5		$ -		$ -	$ -	
MDT HW Maintenance total		$ -		$ -	$ -	
MDT Software items						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
MDT Vendor Software total		$ -		$ -	$ -	
MDT Custom Development						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
MDT Custom Development total		$ -		$ -	$ -	
MDT 3rd Party Components (list each)						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
MDT 3rd Party Components total		$ -		$ -	$ -	
Itemize any other MDT SW items/costs						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Itemize MDT SW other items total		$ -		$ -	$ -	
MDT SW total		$ -		$ -	$ -	
MDT SW Warranty Period (min. 1 year)		NC		NC	NC	Included with Initial licensing
MDT SW Maintenance Year 2		$ -		$ -	$ -	
MDT SW Maintenance Year 3		$ -		$ -	$ -	
MDT SW Maintenance Year 4		$ -		$ -	$ -	
MDT SW Maintenance Year 5		$ -		$ -	$ -	
MDT SW Maintenance total		$ -		$ -	$ -	

E. Interfaces

Vendor Name

In the table below, provide the associated costs of the Proposing Vendor's Interface cost. List other interfaces if required.

Item - Detail	Units	Unit Cost	Discount	Extended Cost	Recurring Costs	Comment
Proposing Vendor's interface cost						
Master Time Clock		$ -		$ -	$ -	
NCIC Data Access		$ -		$ -	$ -	
TriTech Inform RMS interface		$ -		$ -	$ -	
Intergraph CAD interface		$ -		$ -	$ -	
GIS/Mapping interface		$ -		$ -	$ -	
PDA interface		$ -		$ -	$ -	
AVL interface		$ -		$ -	$ -	
Mobile data interface		$ -		$ -	$ -	
Other Interface (Specify)		$ -		$ -	$ -	
Other Interface (Specify)		$ -		$ -	$ -	
Interface total		$ -		$ -	$ -	
Interface Warranty Period (min. 1 year)		NC		NC	NC	Included with Initial licensing
Interface Maintenance Year 2		$ -		$ -	$ -	
Interface Maintenance Year 3		$ -		$ -	$ -	
Interface Maintenance Year 4		$ -		$ -	$ -	
Interface Maintenance Year 5		$ -		$ -	$ -	
Interface Maintenance total		$ -		$ -	$ -	

F. Data Storage

Vendor Name

In the table below, provide the associated costs of data storage.

For a locally hosted solution, include all costs for the installation of all components needed to store, share and maintain video and data. Account for redundancy and offsite backup. Include local host site costs, if proposed.

For a remote hosted (cloud) data storage solution, include the initial setup and recurring costs. Use the numbers for officers and vehicles specified in the RFP as a basis for costs. Specify the unit cost for upload and storage (for example $$ per MB); for access, download and reporting. Item should include the name of the component manufacture.

Clearly state when stated cost is an estimated cost and then document the estimate used.

Item – Detail	Units	Unit Cost	Extended Cost	Extended Cost	Recurring Costs	Comment
Locally Hosted HW costs						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Locally Hosted HW total		$ -		$ -	$ -	
Locally Hosted SW costs (incl. OS, DMBS, backup, archive, etc.)						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Locally Hosted SW total		$ -		$ -	$ -	
Locally Hosted Custom Development						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Locally Hosted Custom total		$ -		$ -	$ -	
Locally Hosted 3rd Party Components						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Locally Hosted 3rd Party total		$ -		$ -	$ -	
Locally Hosted component total		$ -		$ -	$ -	
Locally Hosted HW Warranty Period (min. 1 year)		NC		NC	NC	Included with Initial licensing
LH HW Maintenance Year 2		$ -		$ -	$ -	
LH HW Maintenance Year 3		$ -		$ -	$ -	
LH HW Maintenance Year 4		$ -		$ -	$ -	
LH HW Maintenance Year 5		$ -		$ -	$ -	
Locally Hosted Maintenance total		$ -		$ -	$ -	
Remote Hosting (cloud) costs year 1						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Remote Hosting (cloud) total year 1		$ -		$ -	$ -	
Remote Hosting (cloud) costs year 2						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Remote Hosting (cloud) total year 2		$ -		$ -	$ -	
Remote Hosting (cloud) costs year 3						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Remote Hosting (cloud) total year 3		$ -		$ -	$ -	
Remote Hosting (cloud) costs year 4						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Remote Hosting (cloud) total year 4		$ -		$ -	$ -	
Remote Hosting (cloud) costs year 5						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Remote Hosting (cloud) total year 5		$ -		$ -	$ -	

G. Management Software

Vendor Name

In the table below, provide the associated costs of the proposed system solution Management Software.

Item – Detail	Units	Unit Cost	Discount	Extended Cost	Recurring Costs	Comment
Management Software						
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Item		$ -		$ -	$ -	
Management Software total		$ -		$ -	$ -	
Management Software Warranty		NC		NC	NC	Included with Initial licensing
Mgt SW Maintenance Year 2		$ -		$ -	$ -	
Mgt SW Maintenance Year 3		$ -		$ -	$ -	
Mgt SW Maintenance Year 4		$ -		$ -	$ -	
Mgt SW Maintenance Year 5		$ -		$ -	$ -	
Mgt SW Maintenance total		$ -		$ -	$ -	

H. Other Hardware Costs

Vendor Name

In the table below, provide the associated costs of the proposed system hardware not shown on other sections of the PCF. Include the name of the hardware manufacture.

Include a line of each major hardware component. Hardware to be sized to accommodate growth.

Item - Detail	Units	Unit Cost	Discount	Extended Cost	Recurring Costs	Comment
Other Hardware Costs						
Component		$ -		$ -	$ -	
Component		$ -		$ -	$ -	
Component		$ -		$ -	$ -	
Component		$ -		$ -	$ -	
Component		$ -		$ -	$ -	
Component		$ -		$ -	$ -	
Component		$ -		$ -	$ -	
Component		$ -		$ -	$ -	
Component		$ -		$ -	$ -	
Other Hardware Costs total		$ -		$ -	$ -	
Warranty Period (minimum 1 year)		NC		NC	NC	Included with initial purchase
Other HW Maintenance Year 2		$ -		$ -	$ -	
Other HW Maintenance Year 3		$ -		$ -	$ -	
Other HW Maintenance Year 4		$ -		$ -	$ -	
Other HW Maintenance Year 5		$ -		$ -	$ -	
Other HW Maintenance total		$ -		$ -	$ -	

I. Other Training Costs

Vendor Name

In the table below, provide the associated training costs of the proposed system solution not listed in other sections of the PCF. List each class separately.

Item – Detail	Units	Unit Cost	Discount	Extended Cost	Recurring Costs	Comment
Other Training Cost (Specify)		$ -		$ -	$ -	
Other Training Cost (Specify)						
Other Training Cost (Specify)		$ -		$ -	$ -	
Other Training Cost (Specify)						
Other Training Cost (Specify)		$ -		$ -	$ -	
Other Training Cost total		$ -		$ -	$ -	

J. Implementation/Project Management Costs

Vendor Name

In the table below, provide the associated integration/implementation/customization costs of the proposed system solution.

Costs should include all implementation costs.

The implementation task should correspond to the project tasks provided in Project Management plan.

Implementation Task – Detail	Units	Unit Cost	Discount	Extended Cost	Recurring Costs	Comment
Task Description		$ -		$ -	$ -	
Task Description		$ -		$ -	$ -	
Task Description		$ -		$ -	$ -	
Task Description		$ -		$ -	$ -	
Task Description		$ -		$ -	$ -	
Task Description		$ -		$ -	$ -	
Task Description		$ -		$ -	$ -	
Task Description		$ -		$ -	$ -	
Task Description		$ -		$ -	$ -	
Acceptance Testing Precinct		$ -		$ -	$ -	
Precinct Cut-Over / Go-Live		$ -		$ -	$ -	
Overall System Acceptance Testing		$ -		$ -	$ -	
Implementation Tasks total		$ -		$ -	$ -	

Job-title costs	Units	Unit Cost	Discount	Extended Cost	Recurring Costs	Comment
Project Manager		$ -		$ -	$ -	
Title 2		$ -		$ -	$ -	
Title 3		$ -		$ -	$ -	
Title 4		$ -		$ -	$ -	
Title 5		$ -		$ -	$ -	
Title 6		$ -		$ -	$ -	
Title 7		$ -		$ -	$ -	
Title 8		$ -		$ -	$ -	
		$ -		$ -	$ -	
		$ -		$ -	$ -	
Implementation employee costs total		$ -		$ -	$ -	

K. Other Costs

Vendor Name

Cost not reflected in the above categories

Item - Detail	Units	Unit Cost	Discount	Extended Cost	Recurring Costs	Comment
Performance Bond		$ -		$ -	$ -	
Freight/Handling & Shipping		$ -		$ -	$ -	
Other Cost		$ -		$ -	$ -	
Other Cost		$ -		$ -	$ -	
Other Cost		$ -		$ -	$ -	
Other Cost		$ -		$ -	$ -	
Other Cost		$ -		$ -	$ -	
Other Costs Section total		$ -		$ -	$ -	

L. Proposal Cost Summary

Vendor Name

Summary of costs from the Proposal Cost Form by category. The cost listed in each line item must equal the costs of that category listed above. The Total Cost must equal the sum of the categories, not including maintenance.

Item - Detail		Unit Cost	Discount	Extended Cost	Recurring Costs	Comment
Cost of BWC component		$ -		$ -	$ -	
Cost of ICV component		$ -		$ -	$ -	
Cost of AVL component		$ -		$ -	$ -	
Cost of MDT component		$ -		$ -	$ -	
Cost of Locally Hosted data storage		$ -		$ -	$ -	
Cost of Remote Hosted data storage		$ -		$ -	$ -	
Cost of Management Software		$ -		$ -	$ -	
Cost of Training		$ -		$ -	$ -	
Project Management / Implementation costs		$ -		$ -	$ -	
Other costs not included in the above categories		$ -		$ -	$ -	
Total Cost of the Proposal through Final System Acceptance		$ -		$ -	$ -	
Total Maintenance cost of the solution Year 2 through Year 5						

Attachment C – City Of Memphis EBO Master List

Attachment C - City of Memphis EBO Master List

Memphis Equal Business Opportunity Registry
As of 2/2/2015 3:09:53 PM
The information provided in this file is not to be used for unsolicited advertising, spam, or any other unauthorized use.

Company Name	DBA Name	Owner First	Owner Last	Physical Address	City	State	Zip	Mailing Address	City	State	Zip	Phone	Fax	Email	Agency	Certification Type	Capability	Certifying Agency	Industry Types (1)	Industry Types (2)
4 J CONSTRUCTION COMPANY, INC.		LAFAYETTE	JOHNSON	2129 Troyer Bldg 249, Suite 100	Memphis	TN	38114	2129 Troyer Bldg 249, Suite 100	Memphis	TN	38114	731-692-2526	731-692-2526	4jinc@bellsouth.net	Memphis	MBE	GENERAL CONSTRUCTION	Uniform Certification Agency (UCA)	General Construction	None Applicable
4 J CONSTRUCTION COMPANY, INC.		LAFAYETTE	JOHNSON	2129 Troyer Bldg 249, Suite 100	Memphis	TN	38114	2129 Troyer Bldg 249, Suite 100	Memphis	TN	38114	731-692-2526	731-692-2526	4jinc@bellsouth.net	Memphis	SBE	GENERAL CONSTRUCTION	Uniform Certification Agency (UCA)	General Construction	None Applicable
A & B CONSTRUCTION COMPANY, INC.		Brandy	Aden	5091 WILFONG ROAD	MEMPHIS	TN	38134	5091 WILFONG ROAD	MEMPHIS	TN	38134	901-270-5097	901-383-7365	office@aandbconstructionco.com	Memphis	SAE	GENERAL CONSTRUCTION;	Uniform Certification Agency (UCA)	General Construction	None Applicable
A & B CONSTRUCTION COMPANY, INC.		Brandy	Aden	5091 WILFONG ROAD	MEMPHIS	TN	38134	5091 WILFONG ROAD	MEMPHIS	TN	38134	901-270-5097	901-383-7365	office@aandbconstructionco.com	Memphis	WBE	GENERAL CONSTRUCTION;	Uniform Certification Agency (UCA)	General Construction	None Applicable
A 1 PRINTING SERVICE, INC		FRAZER	WINDLESS	810 E. BROOKS ROAD	MEMPHIS	TN	38116	810 E. BROOKS ROAD	MEMPHIS	TN	38116	901-396-2023	901-344-8734	fwindless@a1printingsvc.com	Memphis	MBE	Printing Services/Supplies	Uniform Certification Agency (UCA)	None Applicable	Printing Services/Supplies
A-1 ELECTRICAL CONTRACTORS, INC.		Willie J	Frazier	2327 Lovitt Dr.	Memphis	TN	38119	2327 Lovitt Dr.	Memphis	TN	38119	901-301-4324	901-405-0377	will.a1electrical@gmail.com	Memphis	MBE	Electrical Services and Maintenance	Uniform Certification Agency (UCA)	Electrical Services/Supply	None Applicable
ABSOLUTELY UNIQUE		Janel	Shields	P.O. Box 17888	Memphis	TN	38187	P.O. Box 17888	Memphis	TN	38187	901-685-6575	901-683-2063	absunique@aol.com	Memphis	WBE	PROMOTIONAL PRODUCTS;	Uniform Certification Agency (UCA)	None Applicable	Promotional Products
ACC REBUILDERS INC		Mike	Chames	859 E.H. Crump Blvd	MEMPHIS	TN	38126	540 P.O. BOX	MEMPHIS	TN	38101	901-774-5874	901-774-8697	accmnfg@worldnet.att.net	Memphis	SBE	PRODUCTS;	Uniform Certification Agency (UCA)	None Applicable	Transportation
Accurate Law Enforcement - Government Sales, Inc.		Vicky	Harrison	3562 Summer Avenue	Memphis	TN	38122	3562 Summer Avenue	Memphis	TN	38122	901-774-9595	901-249-3492	vicky@accuratelawenforcement.com	Memphis	WBE	Law enforcement and fire department supplies	Women's Business Enterprise National Council (WBENC)	None Applicable	Products
ACTION CHEMICAL, INC.		Sherry	Crowe	381 CUMBERLAND ST	MEMPHIS	TN	38112	P O BOX 22997	MEMPHIS	TN	38122	901-522-8783	901-452-1366	sherry.crowe@actionchemical.com	Memphis	SBE	CLEANING/JANITORIAL SUPPLIES/SERVICES;	Uniform Certification Agency (UCA)	Cleaning/Janitorial Supplies/Services	None Applicable
ACTION CHEMICAL, INC.		Sherry	Crowe	381 CUMBERLAND ST	MEMPHIS	TN	38112	P O BOX 22997	MEMPHIS	TN	38122	901-522-8783	901-452-1366	sherry.crowe@actionchemical.com	Memphis	WBE	CLEANING/JANITORIAL SUPPLIES/SERVICES;	Uniform Certification Agency (UCA)	Cleaning/Janitorial Supplies/Services	None Applicable
ADONAI CLEANING SERVICE		Calvin D	Rias	592 E. Mallory Ave.	Memphis	TN	38106	592 E. Mallory Ave.	Memphis	TN	38106	901-406-2177		adonaicleaningservice@yahoo.com	Memphis	MBE	CLEANING/JANITORIAL SUPPLIES/SERVICES;	Uniform Certification Agency (UCA)	Cleaning/Janitorial Supplies/Services	None Applicable
AHA MECHANICAL CONTRACTORS, LLC		Donna	Burton	3997 Highway 57, Suite 5	Rossville	TN	38066	3997 Highway 57, Suite 5	Rossville	TN	38066	901-383-2900	901-383-2927	dburton@ahamechanical.com	Memphis	SBE	HVAC, Plumbing Services	Uniform Certification Agency (UCA)	HVAC	Plumbing Services/Supply
AHA MECHANICAL CONTRACTORS, LLC		Donna	Burton	2093 Thomas Road, Ste 5	Memphis	TN	38134	2093 Thomas Road, Ste 5	Memphis	TN	38134	901-383-2900	901-383-2927	dburton@ahamechanical.com	Memphis	WBE	HVAC, Plumbing Services	Uniform Certification Agency (UCA)	HVAC	Plumbing Services/Supply
AIRFIELD ETC, INC.		Stephanie	Poole	3629 Prescott Rd.	Memphis	TN	38118	3629 Prescott Rd.	Memphis	TN	38118	901-363-9210	901-795-5519	stephanie@airfieldetcinc.com	Memphis	SBE	ELECTRICAL SERVICES/SUPPLY;	Uniform Certification Agency (UCA)	Electrical Services/Supply	None Applicable
AIRFIELD ETC, INC.		Stephanie	Poole	3629 Prescott Rd.	Memphis	TN	38118	3629 Prescott Rd.	Memphis	TN	38118	901-363-9210	901-795-5519	stephanie@airfieldetcinc.com	Memphis	WBE	ELECTRICAL SERVICES/SUPPLY;	Uniform Certification Agency (UCA)	Electrical Services/Supply	None Applicable
AJA Management & Technical Service		Andrew	Jenkins	2475 Memphis Street	Hernando	MS	38632	912 North West Street	Jackson	MS	39202	601-352-6800	601-352-6807	ajenkins@ajaservices.com	Memphis	MBE	General Construction and Construction Management	Uniform Certification Agency (UCA)	General Construction	None Applicable
ALLWORLD PROJECT MANAGEMENT, LLC		Michael A	Hooks	415 South Front St., Ste. 121	Memphis	TN	38103	415 South Front St., Ste. 121	Memphis	TN	38103	901-881-2985	901-529-9101	mahjr@allworldmail.com	Memphis	MBE	Project Management & Construction Administration.;	Uniform Certification Agency (UCA)	None Applicable	Professional Services
ALLWORLD PROJECT MANAGEMENT, LLC		Michael A	Hooks	415 South Front St., Ste. 121	Memphis	TN	38103	415 South Front St., Ste. 121	Memphis	TN	38103	901-881-2985	901-529-9101	mahjr@allworldmail.com	Memphis	SBE	Project Management & Construction Administration.;	Uniform Certification Agency (UCA)		Professional Services
AMERICAN & INTERNATIONAL TRAVEL SERVICE, INC		Rebecca	Martin	5124 Poplar Ave Suite 101	Memphis	TN	38117	5124 Poplar Ave Suite 101	Memphis	TN	38117	901-291-1400	901-291-1458	rebecca@altvl.com	Memphis	WBE	Corporate travel management company;	Uniform Certification Agency (UCA)	None Applicable	Professional Services
APS FACILITY MAINTENANCE		LORENZO	MYRICK	3220 EAST SHELBY DRIVE	MEMPHIS	TN	38118	3220 EAST SHELBY DRIVE	MEMPHIS	TN	38118	901-797-8988	901-797-9881	melissamyrick@apsmemphis.com	Memphis	MBE	GENERAL CONSTRUCTION;	Tennessee Minority Supplier Development Council (TMSDC)	General Construction	None Applicable
APS FACILITY MAINTENANCE		LORENZO	MYRICK	3220 EAST SHELBY DRIVE	MEMPHIS	TN	38118	3220 EAST SHELBY DRIVE	MEMPHIS	TN	38118	901-797-8988	901-797-9881	melissamyrick@apsmemphis.com	Memphis	SBE	GENERAL CONSTRUCTION;	Uniform Certification Agency (UCA)	General Construction	None Applicable
Arthur's Office & School Supplies		Arthur	Galles	1519 Union Ave.	Memphis	TN	38104	1519 Union Ave.	Memphis	TN	38104	877-405-6151	877-405-6126	aoss243@yahoo.com	Memphis	MBE	PRODUCTS;	Uniform Certification Agency (UCA)	None Applicable	Products
Arthur's Office & School Supplies		Arthur	Galles	105 S. Parkway, West	Memphis	TN	38109	105 S. Parkway, West	Memphis	TN	38109	877-405-6151	877-405-6126	aoss243@yahoo.com	Memphis	SBE	Products	Uniform Certification Agency (UCA)	None Applicable	Products
AUDIO COMMUNICATIONS CONSULTANTS, INC.		Shelby J	Wilhelm	5361 Republic Drive	Memphis	TN	38118	5361 Republic Drive	Memphis	TN	38118	901-332-8888	901-795-3263	swilhelm@audiocominc.com	Memphis	WBE	TELECOMMUNICATIONS EQUIPMENT/SERVICES;	Uniform Certification Agency (UCA)	None Applicable	Telecommunications Equipment/Services
AVPOL INTERNATIONAL, LLC		Sandra	Walls	1320 Peabody Avenue	Memphis	TN	38104	1320 Peabody Avenue	Memphis	TN	38104	901-278-0203	901-278-0255	swalls@all-llc.com	Memphis	MBE	PETROLEUM PRODUCTS;	Women's Business Enterprise National Council (WBENC)	None Applicable	Petroleum Products
Bean & Bean Inc		Claude	Bean	1842 Cincinnati	Memphis	TN	38106	1842 Cincinnati	Memphis	TN	38106	901-753-6791		claudebean5@aol.com	Memphis	MBE		Uniform Certification Agency (UCA)	None Applicable	Landscaping/Lawn Services
BEAN & PRINCE CONTRACTORS, INC.		Lee A	Bean	1996 Danielson Pl	Memphis	TN	38114	1996 Danielson Pl	Memphis	TN	38114	901-774-5237	901-774-5479	president@beanandprince.com	Memphis	MBE		Uniform Certification Agency (UCA)	None Applicable	Landscaping/Lawn Services
BEAN & PRINCE CONTRACTORS, INC.		Lee A	Bean	1996 Danielson Pl	Memphis	TN	38114	1996 Danielson Pl	Memphis	TN	38114	901-774-5237	901-774-5479	president@beanandprince.com	Memphis	SBE		Uniform Certification Agency (UCA)	None Applicable	Landscaping/Lawn Services
BLACK LION SECURITY, LLC		Dexter	Smith	3865 Viscount Ave Suite 2	Memphis	TN	38118	3865 Viscount Ave Suite 2	Memphis	TN	38118	901-794-0046	901-794-0049	reception@blacklionsecurity.com	Memphis	MBE	SECURITY SERVICES;	Uniform Certification Agency (UCA)	None Applicable	Security Services
BOUNDS & GILLESPIE ARCHITECTS PLLC		Danny G	Bounds	7975 Stage Hills Blvd., Suite 4	Memphis	TN	38133	7975 Stage Hills Blvd., Suite 4	Memphis	TN	38133	901-377-6603	901-388-5765	dbounds@bngarchitects.com	Memphis	MBE	ARCHITECTS;	Uniform Certification Agency (UCA)	Architects	None Applicable
CARROLL'S ROOFING & CONSTRUCTION, LLC		Derrick	Carroll	6833 Hwy 70	Bartlett	TN	38134	6833 Hwy 70	Bartlett	TN	38134	901-372-1675	901-373-9359	derrickcarroll@bellsouth.net	Memphis	MBE	ROOFING;	Uniform Certification Agency (UCA)	None Applicable	Roofing
CDA, INC.		Clifton	Dates Jr	96 Island Crest Cove	Memphis	TN	38103	96 Island Crest Cove	Memphis	TN	38103	901-526-5313	901-526-4797	cdacorp@aol.com	Memphis	MBE	SECURITY SERVICES;	Uniform Certification Agency (UCA)		Security Services
CEI RESOURCES, LLC				7366 SHIRE OAKS COVE	MEMPHIS	TN	38125	7366 SHIRE OAKS COVE	MEMPHIS	TN	38125	901-233-1243	901-000-0000	karitan@ceiresources.org	Memphis	MBE		Uniform Certification Agency (UCA)	Industrial Equipment/Supplies	None Applicable
CHARLES E. CARPENTER, PROFESSIONAL CORP.				386 BEALE STREET	MEMPHIS	TN	38103	386 BEALE STREET	MEMPHIS	TN	38103	901-523-7786	901-523-2849	charlesc@386beale.com	Memphis	MBE	PROFESSIONAL SERVICES;	Uniform Certification Agency (UCA)	None Applicable	Professional Services
CHARLES H. HILL CONTRACTORS, INC.		Marcel	Harrell	2183 Freemont	Memphis	TN	38114	2183 Freemont	Memphis	TN	38114	901-744-3483	901-744-3485	chhill@charleshhillcontractors.com	Memphis	MBE	GEKERAL CONSTRUCTION;	Uniform Certification Agency (UCA)	General Construction	None Applicable
CLARION SECURITY, LLC		KIMBERLY	HEATHCOTT	5498 POPLAR AVENUE, SUITE 3	MEMPHIS	TN	38119	5498 POPLAR AVENUE, SUITE 3	MEMPHIS	TN	38119	901-763-3133	866-908-3138	kim.heathcott@clarionsecurity.com	Memphis	SBE	SECURITY SERVICES;	Uniform Certification Agency (UCA)	None Applicable	Security Services
CLARION SECURITY, LLC		KIMBERLY	HEATHCOTT	5498 POPLAR AVENUE, SUITE 3	MEMPHIS	TN	38119	5498 POPLAR AVENUE, SUITE 3	MEMPHIS	TN	38119	901-763-3133	866-908-3138	kim.heathcott@clarionsecurity.com	Memphis	WBE	SECURITY SERVICES;	Uniform Certification Agency (UCA)	None Applicable	Security Services
CONNECT THE DOTS STAFFING, LLC		Beverly	Mullikin	2247 Heatherwood Cove	Memphis	TN	38119	2247 Heatherwood Cove	Memphis	TN	38119	901-598-9132	901-328-5533	beverly@ctdstaffing.com	Memphis	SBE	STAFFING/ADMINISTRATION;	Uniform Certification Agency (UCA)	None Applicable	Staffing/Administration
CONNECT THE DOTS STAFFING, LLC		Beverly	Mullikin	2247 Heatherwood Cove	Memphis	TN	38119	2247 Heatherwood Cove	Memphis	TN	38119	901-598-9132	901-328-5533	beverly@ctdstaffing.com	Memphis	WBE	STAFFING/ADMINISTRATION;	Women's Business Enterprise National Council (WBENC)	None Applicable	Staffing/Administration
CORPORATE INTERIOR CLEANING		Rodney	James	3877 Winchester Rd., #6	Memphis	TN	38118	3877 Winchester Rd., #6	Memphis	TN	38118	901-435-6523	901-435-6574	corporateinteriorcleaning@gmail.com	Memphis	MBE	CLEANING/JANITORIAL SUPPLIES/SERVICES;	Uniform Certification Agency (UCA)	Cleaning/Janitorial Supplies/Services	None Applicable
CORPORATE INTERIOR CLEANING		Rodney	James	3877 Winchester Rd., #6	Memphis	TN	38118	3877 Winchester Rd., #6	Memphis	TN	38118	901-435-6523	901-435-6574	corporateinteriorcleaning@gmail.com	Memphis	SBE	CLEANING/JANITORIAL SUPPLIES/SERVICES;	Uniform Certification Agency (UCA)	Cleaning/Janitorial Supplies/Services	None Applicable
Dixon Services, Inc.		Mary P	Dixon	1594 Two Place	Memphis	TN	38116	1594 Two Place	Memphis	TN	38116	901-345-6608	901-396-0022	charlesrdixon@dixonservicesinc.com	Memphis	MBE	General Construction	Uniform Certification Agency (UCA)	General Construction	None Applicable
Dunning-Martin Engineering		Lecia	Martin, PE	P.O. Box 173	Horn Lake	MS	38637	P.O. Box 173	Horn Lake	MS	38637	901-299-4130	901-360-9149	lmartin925@aol.com	Memphis	MBE	ENGINEERS;	Uniform Certification Agency (UCA)	Engineers	None Applicable
Dyson Engineering & Technical Services		Alfred	Dyson	3088 Mon Cheri Lane	Memphis	TN	38119	3088 Mon Cheri Lane	Memphis	TN	38119	901-482-3397	901-737-3015	a_dyson@msn.com	Memphis	MBE	ENGINEERS;	Tennessee Minority Supplier Development Council (TMSDC)	Engineers	None Applicable
Dyson Engineering & Technical Services		Alfred	Dyson	3088 Mon Cheri Lane	Memphis	TN	38119	3088 Mon Cheri Lane	Memphis	TN	38119	901-482-3397	901-737-3015	a_dyson@msn.com	Memphis	SBE	ENGINEERS;	Uniform Certification Agency (UCA)	Engineers	None Applicable
ELECTRONIC VAULTING SERVICES, LLC		Gayle	Rose	5050 Poplar Avenue, Suite 1600	Memphis	TN	38157	5050 Poplar Avenue, Suite 1600	Memphis	TN	38157	901-871-0832	901-748-0811	gayle.rose@evscorporation.com	Memphis	WBE	Professional Services	Uniform Certification Agency (UCA)	None Applicable	Professional Services
Ewing Moving & Storage, Inc.		Charles	Ewing	4006 Air Park St	Memphis	TN	38118	4006 Air Park St	Memphis	TN	38118	901-774-2197	901-942-1368	mjohnson@ewingmovingservice.com	Memphis	MBE	Relocating moving company;	Uniform Certification Agency (UCA)	None Applicable	Transportation
Ewing Moving & Storage, Inc.		Charles	Ewing	4006 Air Park St	Memphis	TN	38118	4006 Air Park St	Memphis	TN	38118	901-774-2197	901-942-1368	mjohnson@ewingmovingservice.com	Memphis	SBE	Relocating moving company;	Uniform Certification Agency (UCA)	None Applicable	Moving Services

Attachment C - City of Memphis EBO Master List

Company Name	DBA Name	First Name	Last Name	Physical Address	City	State	Zip	Mailing Address	City	State	Zip	Phone	Fax	Email	Agency	Certification Type	Capability	Certifying Agency	Industry Type (1)	Industry Type (2)
FLAGCENTER.COM, LLC		MAUREEN	CRISCUOLO	2118 SPRING HOLLOW LANE	BERNARTO WN	TN	38139	4553 Summer Avenue	Memphis	TN	38122	901-762-0044	901-762-8565	maureen@flagcenter.com	Memphis	WBE	Advertising/Marketing	Uniform Certification Agency (UCA)	Advertising /Marketing	None Applicable
FLAGCENTER.COM, LLC		MAUREEN	CRISCUOLO	4550 Summer Avenue	Memphis	TN	38122	4553 Summer Avenue	Memphis	TN	38122	901-762-0044	901-762-8565	maureen@flagcenter.com	Memphis	WBE	Advertising/Marketing	Uniform Certification Agency (UCA)	Advertising /Marketing	None Applicable
GCM, Inc.		Glenda	Mills	5615 Federal Avenue	MEMPHIS	TN	38118	5615 Federal Avenue	MEMPHIS	TN	38118	901-363-7373	901-363-7273	glenda@gcmcontractors.com	Memphis	WBE	Concrete Finishing	Uniform Certification Agency (UCA)	Construction Clean-Up	None Applicable
Hagler Bruce & Turner, PLLC				2650 thousand Oaks Blvd., Suite 2140	Memphis	TN	38109	2650 thousand Oaks Blvd., Suite 2140	Memphis	TN	38109	901-290-6610	901-290-6611	monica@hbtflaw.net	Memphis	MBE	PROFESSIONAL SERVICES;	Uniform Certification Agency (UCA)	None Applicable	Professional Services
HERITAGE ELECTRIC, Inc.		Charles	Hamlin	2129 Troyer, Bldg. 249, Suite 100	Memphis	TN	38114	2129 Troyer, Bldg. 249, Suite 100	Memphis	TN	38114	901-774-9142	901-774-9144	charleshamlin@birch.net	Memphis	MBE	Electrical Services/Supply	Uniform Certification Agency (UCA)	Electrical Services/Supply	None Applicable
Industrial Sales Company Of Memphis, Inc.		Judy	May	7520 Bartlett Corp Drive	Bartlett	TN	38133	7520 Bartlett Corp Drive	Bartlett	TN	38133	901-380-5460	901-380-5570	judymay1@bellsouth.net	Memphis	WBE	Electrical Services/Supply	Uniform Certification Agency (UCA)	Electrical Services/Supply	None Applicable
Innovative Engineering Services, LLC		Jeremiah	Watson	2787 Stage Center Dr., Suite 101	Bartlett	TN	38134	2787 Stage Center Dr., Suite 101	Bartlett	TN	38134	901-379-0500	901-379-0510	jwatson@lenovativees-llc.com	Memphis	MBE	Engineering Services	Uniform Certification Agency (UCA)	Engineers	None Applicable
JAMNU H. TAHILIANI & ASSOCIATES, INC.		C N	Jha	474 Perkins Extended, Suite 211	Memphis,	TN	38117	474 Perkins Extended, Suite 211	Memphis,	TN	38117	901-767-5393	901-767-2510	cnjha@tahiliani.com	Memphis	MBE	Consulting Engineers, Structural Engineering-Design and Drafting	Uniform Certification Agency (UCA)	Engineers	None Applicable
JAMNU H. TAHILIANI & ASSOCIATES, INC.		C N	Jha	474 Perkins Extended, Suite 211	Memphis,	TN	38117	474 Perkins Extended, Suite 211	Memphis,	TN	38117	901-767-5393	901-767-2510	cnjha@tahiliani.com	Memphis	SBE	Consulting Engineers, Structural Engineering-Design and Drafting	Uniform Certification Agency (UCA)	Engineers	None Applicable
JIM PROMOTIONS & UNIFORMS		BRENDA	CURLAND	8245 CORDOVA ROAD, SUITE 100A	CORDOVA	TN	38016	8245 CORDOVA ROAD, SUITE 100A	CORDOVA	TN	38016	901-795-7150	901-795-7437	bcurland@jimpromotions.com	Memphis	SBE	Promotional products	Uniform Certification Agency (UCA)	None Applicable	Promotional Products
JIM PROMOTIONS & UNIFORMS		BRENDA	CURLAND	8245 CORDOVA ROAD, SUITE 100A	CORDOVA	TN	38016	8245 CORDOVA ROAD, SUITE 100A	CORDOVA	TN	38016	901-795-7150	901-795-7437	bcurland@jimpromotions.com	Memphis	WBE	Promotional products	Women's Business Enterprise National Council (WBENC)	None Applicable	Promotional Products
Malasri Engineering, PLLC		Jittapong	Malasri	655 Riverside Drive, Ste 502	Memphis	TN	38103	655 Riverside Drive, Ste 502	Memphis	TN	38103	901-268-5833	901-268-5833	jt@malasriengineering.com	Memphis	MBE	Engineering Services-Civil and Environmental Services	Uniform Certification Agency (UCA)	Engineers	None Applicable
Maymacs Inc				5646 Ashley Square North	Memphis	TN	38120	5646 Ashley Square North	Memphis	TN	38120	901-286-2135	908-279-1038	rmayweather@maymacsinc.com	Memphis	MBE	Wholesale medical supplies and lab/genetic testing services.	Uniform Certification Agency (UCA)	None Applicable	Medical Supplies/Services
MEMPHIS CONSULTING GROUP, LLC		Jonathan D	Nyaku	6099 Mt. Moriah Ext., Suite 3F	Memphis	TN	38115	6099 Mt. Moriah Ext., Suite 3F	Memphis	TN	38115	901-791-4643	901-791-4653	nyaku@memphisconsultinggroup.com	Memphis	MBE	PROFESSIONAL SERVICES;	Uniform Certification Agency (UCA)	None Applicable	Professional Services
Mid-South Pipe & Valve Inc.		Paula	Moorman	P.O. BOX 13424	Memphis	TN	38113	P.O. BOX 13424	Memphis	TN	38113	901-946-7473	901-948-7473	midsouthpipeandv@bellsouth.net	Memphis	SBE		Uniform Certification Agency (UCA)	Industrial Equipment/Supplies	
Mid-South Pipe & Valve Inc.		Paula	Moorman	P.O. BOX 13424	Memphis	TN	38113	P.O. BOX 13424	Memphis	TN	38113	901-946-7473	901-948-7473	midsouthpipeandv@bellsouth.net	Memphis	WBE	Industrial Equipment/Supplies	Women's Business Enterprise National Council (WBENC)	Industrial Equipment/Supplies	None Applicable
MILLER'S INSTALLATIONS, LLC		Donna	Miller	3282 Commercial Parkway	Memphis	TN	38116	3282 Commercial Parkway	Memphis	TN	38116	901-332-2122	901-339-7711	donna@millersinstallations.com	Memphis	SBE	FURNITURE SALES/INSTALLATION;	Uniform Certification Agency (UCA)	Furniture Sales/Installation	None Applicable
MILLER'S INSTALLATIONS, LLC		Donna	Miller	3282 Commercial Parkway	Memphis	TN	38116	3282 Commercial Parkway	Memphis	TN	38116	901-332-2122	901-339-7711	donna@millersinstallations.com	Memphis	WBE	FURNITURE SALES/INSTALLATION;	Uniform Certification Agency (UCA)	Furniture Sales/Installation	None Applicable
MJ CONTRACTING, LLC		MICHAEL	JENKINS	P O BOX 752542	MEMPHIS	TN	38175	P O BOX 752542	MEMPHIS	TN	38175			jenkins18@comcast.net	Memphis	MBE	Construction	Uniform Certification Agency (UCA)	General Construction	None Applicable
OLYMPIC CAREER TRAINING INSTITUTE		Patrick	Carter	5425 Mineral Wells Rd.	Memphis	TN	38141	5425 Mineral Wells Rd.	Memphis	TN	38141	901-878-2151	901-297-4218	trey.carter@octitraining.com	Memphis	MBE	Technical and Trade Schools; Job training, vocational rehabilitation or habilitation; Heavy equipment operation schools; Educational consultants	Tennessee Minority Supplier Development Council (TMSDC)	None Applicable	Professional Services
OWENS IRRIGATION, INC	OWENS CONSTRUCTION SERVICES OF TN	Penny	Owens	2155 HILLSHIRE CIRCLE	MEMPHIS	TN	38133	2155 HILLSHIRE CIRCLE	MEMPHIS	TN	38133	901-380-1171	901-380-9835	owensoffice@aol.com	Memphis	WBE	Fire protection systems installation, landscape installation, irrigation installation	Uniform Certification Agency (UCA)	General Construction	None Applicable
Pallet Plus, Incorporated		Phyllis	Brown	4380 Millington Road	Memphis	TN	38127	P.O. Box 27510	Memphis	TN	38167	901-357-9983	901-357-9909	ppipmb@aol.com	Memphis	MBE	Industrial Machinery Certification	Uniform Certification Agency (UCA)		
PEARSON SAFETY SERVICE, LLC		Donna Pearson	Chadwick	2615 Channel Avenue	Memphis	TN	38113	2615 Channel Avenue	Memphis	TN	38113	731-660-8863	731-660-8044	donna@pearsonsafety.com	Memphis	WBE	Provide safety consulting services including OSHA Related Safety training, Safety audits, Safety programs for industry.;	Women's Business Enterprise National Council (WBENC)	None Applicable	Professional Services
Pete Mitchell & Associates, Inc.		George	Hilliard	4216 Millbranch Road	Memphis	TN	38116	4216 Millbranch Road	Memphis	TN	38116	901-345-6176	901-345-6364	george.hilliard@petemitchellins.com	Memphis	MBE	Insurance Sales and Services. An independent insurance agency representing several companies.;	Uniform Certification Agency (UCA)	None Applicable	Professional Services
Pete Mitchell & Associates, Inc.		George	Hilliard	4216 Millbranch Road	Memphis	TN	38116	4216 Millbranch Road	Memphis	TN	38116	901-345-6176	901-345-6364	george.hilliard@petemitchellins.com	Memphis	SBE	Insurance Sales and Services. An independent insurance agency representing several companies.;	Uniform Certification Agency (UCA)	None Applicable	Professional Services
PINNACLE PERPETUAL SERVICES	PINNACLE PERPETUAL SERVICES	RON	TEAMER	4501 GREENCEDAR LANE	BARTLETT	TN	38135	4501 GREENCEDAR LANE	BARTLETT	TN	38135	901-747-8922	901-383-6341	rteamer@pinnacleperpetual.com	Memphis	MBE	Provide complete janitorial services including but not limited to floor maintenance, day porter and night cleaning crew.;	Uniform Certification Agency (UCA)	Cleaning/Janitorial Supplies/Services	None Applicable
PINNACLE PERPETUAL SERVICES	PINNACLE PERPETUAL SERVICES	RON	TEAMER	4501 GREENCEDAR LANE	BARTLETT	TN	38135	4501 GREENCEDAR LANE	BARTLETT	TN	38135	901-747-8922	901-383-6341	rteamer@pinnacleperpetual.com	Memphis	SBE	Provide complete janitorial services including but not limited to floor maintenance, day porter and night cleaning crew.;	Uniform Certification Agency (UCA)	Cleaning/Janitorial Supplies/Services	None Applicable
POWERS HILL DESIGN, LLC		Nisha	Powers	80 MONROE AVE SUITE 420	MEMPHIS	TN	38103	80 MONROE AVE SUITE 420	MEMPHIS	TN	38103	901-543-8000	901-543-8011	npowers@phdmemphis.com	Memphis	MBE	ENGINEERS;	Uniform Certification Agency (UCA)	Engineers	None Applicable
PRECISE CONCRETE WORKS, LLC		Martin	Caroline	1123 S. Third	Memphis	TN	38106	1123 S. Third	Memphis	TN	38106	901-774-8010	901-774-8031	precisec@yahoo.com	Memphis	MBE	General Construction	Uniform Certification Agency (UCA)	General Construction	None Applicable
Preserver Partners		Floyd	Tyler	8700 Trail Lake West, Suite 105	Memphis	TN	38125	8700 Trail Lake West, Suite 105	Memphis	TN	38125	901-755-4737	901-755-3285	tyler@preserverpartners.com	Memphis	MBE	Investment Management - Limited Partnership	Uniform Certification Agency (UCA)	None Applicable	Professional Services
PRO TECH SECURITY,INC		Don O	Lewis	3624 PARK AVENUE	MEMPHIS	TN	38111	3624 PARK AVENUE	MEMPHIS	TN	38111	901-274-3400	901-274-3407	don.lewis@protechmemphis.com	Memphis	SBE	Security Services	Uniform Certification Agency (UCA)	None Applicable	Security Services
Provide Staffing Services LLC		Tracey	Morris	6765 E. Shelby Drive	Memphis	TN	38125	6765 E. Shelby Drive	Memphis	TN	38125	901-905-0005	901-905-0110	tracey@provide-staffing.com	Memphis	WBE	Staffing and Administration	Uniform Certification Agency (UCA)	None Applicable	Staffing/Administration
QUALITY SAFE & LOCK CO., INC.		Samuel	Williams	2001 Winchester Road	Memphis	TN	38116	2001 Winchester Road	Memphis	TN	38116	901-396-0933	901-396-0029	swilliams@midsouth.rr.com	Memphis	MBE	Sales Service and Installation of Safes, Locks, Alarms, Customized Access Control Solutions, commercial and residential Interior Remodeling and Construction.;	Uniform Certification Agency (UCA)	None Applicable	Professional Services
QUARLES SERVICE SYSTEMS, INC				1720 SEPTEMBER AVE.	MEMPHIS	TN	38116	1720 SEPTEMBER AVE.	MEMPHIS	TN	38116	901-345-3015		delester.quarles@att.net	Memphis	MBE	Commercial janitorial services	Uniform Certification Agency (UCA)	Cleaning/Janitorial Supplies/Services	None Applicable
QUARLES SERVICE SYSTEMS, INC.		David	Quarles	1720 September Road	Memphis	TN	38116	1720 September Road	Memphis	TN	38116	901-345-3015	901-345-3055	quarlesminny@aol.com	Memphis	MBE	Complete commercial janitorial services: stripping, washing sealing tile floors, washing windows inside and outside up to two stories. Dusting, vacuuming and cleaning fixtures. Heating and air conditioning service: small and medium job sites.	Uniform Certification Agency (UCA)	Cleaning/Janitorial Supplies/Services	None Applicable

Attachment C - City of Memphis EBO Master List

Company Name	DBA Name	Owner First	Owner Last	Physical Address	City	State	Zip	Mailing Address	City	State	Zip	Phone	Fax	Email	Agency	Certification Type	Capability	Certifying Agency	Industry Type (1)	Industry Type (2)
QUARLES SERVICE SYSTEMS, INC.		Delvis	Quarles	1720 September Road	Memphis	TN	38116	1720 September Road	Memphis	TN	38116	901-345-3015	901-345-3055	quarlesminny@aol.com	Memphis	SBE	Complete commercial janitorial services: stripping, washing sealing tile floors, washing windows inside and outside up to two stories. Dusting, vacuuming and cleaning fixtures. Heating and air conditioning service: small and medium job sites.	Uniform Certification Agency (UCA)	Non-Professional Supplies/Services	None Applicable
RAM TOOL & SUPPLY COMPANY, INC.		Nicole	Connor	3830 New Getwell Rd	Memphis	TN	38118	3830 New Getwell Rd	Memphis	TN	38118	205-714-3300	205-322-6348	nicole.connor@ram-tool.com	Memphis	WBE	PRODUCTS;	Uniform Certification Agency (UCA)	None Applicable	Products
REAL TOUCH JANITORIAL AND FLOOR CARE		Ardewa	Draine	4384 Stage Road Suite 209	MEMPHIS	TN	38128	4243 Canada Road	Lakeland	TN	38002	901-643-6836		ardewad@yahoo.com	Memphis	MBE	Our service detail clean commercial property and also offer carpet cleaning and floor care.	Uniform Certification Agency (UCA)	Cleaning/Janitorial Supplies/Services	None Applicable
REAL TOUCH JANITORIAL AND FLOOR CARE		Ardewa	Draine	4384 Stage Road Suite 209	MEMPHIS	TN	38128	4243 Canada Road	Lakeland	TN	38002	901-643-6836		ardewad@yahoo.com	Memphis	SBE	Our service detail clean commercial property and also offer carpet cleaning and floor care.	Uniform Certification Agency (UCA)	Cleaning/Janitorial Supplies/Services	None Applicable
REDD'S LANDSCAPING		Victor	Redd	2147 Albany Ave.	Memphis	TN	38108	2147 Albany Ave.	Memphis	TN	38108	901-315-1856	901-726-6476	vreddlandscaping@bellsouth.net	Memphis	MBE	Lawn maintenance and tree service	Uniform Certification Agency (UCA)	None Applicable	Landscaping/Lawn Services
REDD'S LANDSCAPING		Victor	Redd	2147 Albany Ave.	Memphis	TN	38108	2147 Albany Ave.	Memphis	TN	38108	901-315-1856	901-726-6476	vreddlandscaping@bellsouth.net	Memphis	SBE	Lawn maintenance and tree service	Uniform Certification Agency (UCA)	None Applicable	Landscaping/Lawn Services
REED EXTERMINATING CO., INC.		Reginald	Reed	2500 Mt. Moriah Suite H241	Memphis	TN	38115	2500 Mt. Moriah Suite H241	Memphis	TN	38115	800-898-0932	662-335-7688	mail@reedexterminating.com	Memphis	MBE	Pest Control and Termite Treatments, WDIR Reports, Soil Treatments, Section B Inspections. Secondary: Lead base paint inspections, Mold Inspection.;	Uniform Certification Agency (UCA)	None Applicable	Pest Control
ROHADFOX CONSTRUCTION CONTROL SVCS. CORP.		REBEKAH J.	ROHADFOX	5100 Poplar Ave., Ste. 2700	Memphis	TN	38137	5100 Poplar Ave., Ste 2700	Memphis	TN	38137	404-880-9888	404-880-9911	fccsc@rccsc.net	Memphis	MBE	Construction Management Services (program/construction management, cost estimating, scheduling, design/constructability review, QA/QC inspection services, resident engineering services)	Uniform Certification Agency (UCA)	Engineers	None Applicable
ROHADFOX CONSTRUCTION CONTROL SVCS. CORP.		REBEKAH J.	ROHADFOX	5100 Poplar Ave., Ste. 2700	Memphis	TN	38137	5100 Poplar Ave., Ste. 2700	Memphis	TN	38137	404-880-9888	404-880-9911	fccsc@rccsc.net	Memphis	SBE	Construction Management Services (program/construction management, cost estimating, scheduling, design/constructability review. QA/QC inspection services, resident engineering services)	Uniform Certification Agency (UCA)	Engineers	None Applicable
Ron Wills - State Farm		Ron	Wills	3485 Popular	Memphis	TN	38111	3485 Popular	Memphis	TN	38111	901-454-7912	901-454-7916	ron.wills.ngik@statefarm.com	Memphis	MBE	Insurance & Financial Services;	Uniform Certification Agency (UCA)	Finance/Insurance	None Applicable
SCS ENVIRONMENTAL GROUP, LLC		Shawn	Stewart-Pool	114 Bailey Dr.	Olive Branch	MS	38654	114 Bailey Dr.	Olive Branch	MS	38654	662-893-6700	662-890-6123	spool@scsenv.com	Memphis	WBE	Environmental consulting, (UST, RCRA, WPE, APC) Waste profiling and hauling, Emergency Response (level B), Phase I,II,III, ESA;	Women's Business Enterprise National Council (WBENC)	Environmental Consulting/Services	None Applicable
SELF TUCKER ARCHITECTS, INC.		Jimmie	Tucker	505 Tennessee St., Ste. 101	Memphis	TN	38103	505 Tennessee St., Ste. 101	Memphis	TN	38103	901-261-1505	901-261-1515	jself@selftucker.com	Memphis	MBE	Architectural Services	Uniform Certification Agency (UCA)	Architects	None Applicable
Sigmon Consulting, PLLC		Tracy	Sigmon	1473 Harbert Ave	Memphis	TN	38104	1473 Harbert Ave	Memphis	TN	38104	901-270-7771	901-684-1223	tracy@sigmonconsulting.com	Memphis	WBE	Architectural Consulting Services;	Uniform Certification Agency (UCA)	Architects	None Applicable
SITE PRO ENVIRONMENTAL SERVICE, LLC		Nanette	Smith	9521 William Little Drive	Lakeland	TN	38002	9521 William Little Drive	Lakeland	TN	38002	901-373-5173	901-373-5173	siteprounviro@bellsouth.net	Memphis	WBE	Erosion Prevention & Sediment Control, Storm Water Management.;	Uniform Certification Agency (UCA)	Environmental Consulting/Services	None Applicable
SKB Facilities & Maintenance		Kelley	Bynum	3845 Viscount Ave. Suite 5	Memphis	TN	38118	3845 Viscount Ave. Suite 5	Memphis	TN	38118	901-791-2162	901-791-2195	sales@skbfm.com	Memphis	MBE	Leading provider in Commercial & Industrial Janitorial Services/Facilities & Maintenance;	Uniform Certification Agency (UCA)	Cleaning/Janitorial Supplies/Services	None Applicable
SKB Facilities & Maintenance		Kelley	Bynum	3845 Viscount Ave. Suite 5	Memphis	TN	38118	3845 Viscount Ave. Suite 5	Memphis	TN	38118	901-791-2162	901-791-2195	sales@skbfm.com	Memphis	SBE	Leading provider in Commercial & Industrial Janitorial Services/Facilities & Maintenance;	Uniform Certification Agency (UCA)	Cleaning/Janitorial Supplies/Services	None Applicable
SMALL BUSINESS SERVICES		PATRICIA	CORDOVA	111 SOUTH HIGHLAND STREET, SUITE 139	MEMPHIS	TN	38111	111 SOUTH HIGHLAND STREET, SUITE 139	MEMPHIS	TN	38111	901-348-0590	901-348-0581	smallbusiness8@aol.com	Memphis	MBE	Construction Clean-Up	Women's Business Enterprise National Council (WBENC)	Construction Clean-Up	Staffing/Administration
SOUTH MEMPHIS FENCE COMPANY	South Memphis Fence Company	Warren	Price	2836 Lamar Avenue	Memphis	TN	38114	2836 Lamar Avenue	Memphis	TN	38114	901-745-9110	901-745-9101	smfence1@bellsouth.net	Memphis	MBE	FENCING;	Uniform Certification Agency (UCA)	Fencing	None Applicable
SOUTH MEMPHIS FENCE COMPANY	South Memphis Fence Company	Warren	Price	2836 Lamar Avenue	Memphis	TN	38114	2836 Lamar Avenue	Memphis	TN	38114	901-745-9110	901-745-9101	smfence1@bellsouth.net	Memphis	SBE	FENCING;	Uniform Certification Agency (UCA)	Fencing	None Applicable
Southern Sales & Services Co., Inc.		W Bill	Crawley	3385 Airways Blvd., Suite 207	Memphis	TN	38116	3385 Airways Blvd., Suite 207	Memphis	TN	38116	901-345-6555	901-345-6531	wbillcrawley@msn.com	Memphis	MBE	Distribution of Electrical, Industrial, Safety, Welding & Office Supplies.;	Uniform Certification Agency (UCA)	Electrical Services/Supply	None Applicable
Southern Sales & Services Co., Inc.		W Bill	Crawley	3385 Airways Blvd., Suite 207	Memphis	TN	38116	3385 Airways Blvd., Suite 207	Memphis	TN	38116	901-345-6555	901-345-6531	wbillcrawley@msn.com	Memphis	SBE	Distribution of Electrical, Industrial, Safety, Welding & Office Supplies.;	Uniform Certification Agency (UCA)	Electrical Services/Supply	None Applicable
SOUTHLAND ENTERPRISES, INC.		J C	Payne	6171 HOLLY PARK DRIVE	MEMPHIS	TN	38144	6171 HOLLY PARK DRIVE	MEMPHIS	TN	38144	901-363-8440	901-363-8431	jcpayne5@comcast.net	Memphis	MBE	Division 2 Site Work: Demolition, Clearing, Grading, Storm & Sewer Drainage, Water and Concrete ;	Uniform Certification Agency (UCA)	General Construction	None Applicable
SPACES GROUP, LLC		Carol	Johnson	671 N ERICSON, SUITE 100	CORDOVA	TN	38018	9245 POPLAR AVENUE, SUITE 5	GERMANTOWN	TN	38138	901-348-4600	901-345-1969	cjohnson@spacesgrp.com	Memphis	WBE	New furniture for office, commercial, institutional, healthcare; installation and/or reconfiguration, design services, space planning, leasing program.;	Uniform Certification Agency (UCA)	Furniture Sales/Installation	None Applicable
SR CONSULTING, LLC		Cindy J	Reaves	5909 SHELBY OAKS DRIVE, SUITE 200	MEMPHIS	TN	38134	5909 SHELBY OAKS DRIVE, SUITE 200	MEMPHIS	TN	38134	901-373-0380	901-373-0370	cindy@src-memphis.com	Memphis	WBE	We offer professional services in planning, zoning, engineering and plan expediting.;	Uniform Certification Agency (UCA)	Engineers	None Applicable
STRAGISTICS TECHNOLOGY, INC.		Hughetta	Dudley	6263 Poplar Avenue, Suite 950	Memphis	TN	38119	6263 Poplar Avenue, Suite 950	Memphis	TN	38119	901-309-5550		sti@stragistics.com	Memphis	MBE	IT SERVICES;	Tennessee Minority Supplier Development Council (TMSDC)	None Applicable	IT Services
STRAGISTICS TECHNOLOGY, INC.		Hughetta	Dudley	6263 Poplar Avenue, Suite 950	Memphis	TN	38119	6263 Poplar Avenue, Suite 950	Memphis	TN	38119	901-309-5550		sti@stragistics.com	Memphis	SBE	IT SERVICES;	Uniform Certification Agency (UCA)	None Applicable	IT Services
SUMMITT MANAGEMENT CORPORATION		Fred	Jones	4466 Elvis Presley Blvd Suite 248	Memphis	TN	38116	4466 Elvis Presley Blvd Suite 248	Memphis	TN	38116	901-398-6655	901-398-2448	smc@smcentertainment.net	Memphis	MBE	ADVERTISING/MARKETING;	Uniform Certification Agency (UCA)	Advertising/Marketing	None Applicable

Attachment C - City of Memphis EBO Master List

Company Name	DBA Name	Owner First	Owner Last	Physical Address	City	State	Zip	Mailing Address	City	State	Zip	Phone	Fax	Email	Agency	Certification Type	Capability	Certifying Agency	Industry Type (1)	Industry Type (2)
SUPERIOR CONTRACTING GROUP, INC.		CARLOS	FRANKLIN	3511 MCCORKLE RD	MEMPHIS	TN	38116	3511 MCCORKLE RD	MEMPHIS	TN	38116	901-461-4321	901-398-4321	superior3511@bellsouth.net	Memphis	MBE	GENERAL CONSTRUCTION;	Uniform Certification Agency (UCA)	General Construction	None Applicable
Superior Industrial Supply, Inc.		Rita	Montesi	P.O. Box 820207	Memphis	TN	38182	P.O. Box 820207	Memphis	TN	38182	901-327-0450	901-327-0470	ritasis@bellsouth.net	Memphis	SBE	INDUSTRIAL EQUIPMENT/SUPPLIES;	Uniform Certification Agency (UCA)	Industrial Equipment/Supplies	None Applicable
T-Star Limousines, Inc		Donell	Todd	6234 E Shelby Drive	Memphis	TN	38141	6234 E Shelby Drive	Memphis	TN	38141	901-853-5466	901-221-4098	info@tstarlimos.com	Memphis	MBE	TRANSPORTATION;	Tennessee Minority Supplier Development Council (TMSDC)	None Applicable	Transportation
TEL-XL		Linda	Hawkins	5462 McGill Rd.	Memphis	TN	38120	5462 McGill Rd.	Memphis	TN	38120	901-761-3515	901-767-6584	lhawkins@tel-xl.com	Memphis	WBE	New and previously-owned telephone equipment and accessories.;	Women's Business Enterprise National Council (WBENC)	None Applicable	Telecommunications Equipment/Services
THE AARON GROUP, INC.		Michel	Turpeau	8225 Meadowvale	Memphis	TN	38125	8225 Meadowvale	Memphis	TN	38125	404-622-4308	404-622-7638	mturpeau@aarongroup.us	Memphis	MBE	Parking Management & Consulting, Promotional Products	Uniform Certification Agency (UCA)		Promotional Products
THE CARTER MALONE GROUP, LLC		Deidre	Malone	65 Union Avenue, Suite 840	Memphis	TN	38103	65 Union Avenue, Suite 840	Memphis	TN	38103	901-278-0881	901-278-0081	dmalone@cmgpr.com	Memphis	MBE	Public Relations, Marketing, Advertising, Public Affairs, Social media, Website Development, Media Training, Crisis Communications, Internal Communication.;	Uniform Certification Agency (UCA)	Advertising /Marketing	
THE CARTER MALONE GROUP, LLC		Deidre	Malone	65 Union Avenue, Suite 840	Memphis	TN	38103	65 Union Avenue, Suite 840	Memphis	TN	38103	901-278-0881	901-278-0081	dmalone@cmgpr.com	Memphis	SBE	Public Relations, Marketing, Advertising, Public Affairs, Social media, Website Development, Media Training, Crisis Communications, Internal Communication.;	Uniform Certification Agency (UCA)	Advertising /Marketing	
THE HUNT LAW FIRM				3257 W. SARAZENS, 2ND FLOOR	MEMPHIS	TN	38187	3257 W. SARAZENS, 2ND FLOOR	MEMPHIS	TN	38187				Memphis	MBE	Commercial & Tort Defense	Uniform Certification Agency (UCA)	None Applicable	Professional Services
THY, INC		Teck	Tang	1760 MORIAH WOODS BLVD STE1, SUITE 1	MEMPHIS	TN	38117	1760 MORIAH WOODS BLVD STE1, SUITE1	MEMPHIS	TN	38117	901-362-3300	901-685-1912	ttang@thyinc.com	Memphis	MBE	ENGINEERS;	Uniform Certification Agency (UCA)	Engineers	None Applicable
TIOGA ENVIRONMENTAL CONSULTANTS, INC.		Margaret Fay	Strom	2574 Sam Cooper Blvd., 2nd Floor	Memphis	TN	38112	P.O. Box 111309	Memphis	TN	38111	901-791-2432	901-791-2442	mstrom@tiogaenv.com	Memphis	WBE	Environmental consulting	Uniform Certification Agency (UCA)	Environmental Consulting/Services	None Applicable
TRENCH SAFETY AND SUPPLY, INC.		Melissa M	Dow	3000 Ferrell Park Cove	Memphis	TN	38116	3000 Ferrell Park Cove	Memphis	TN	38116	901-346-5800	901-346-1080	mdow@trenchsafety.com	Memphis	WBE	PRODUCTS;	Uniform Certification Agency (UCA)	None Applicable	Products
VANDERBILT LANDSCAPING, LLC		Maurice	Vanderbilt	650 Mason Malone road	Mason	TN	38049	650 Mason Malone road	Mason	TN	38049	901-294-2642	901-294-2604	mauvice@vlandscaping.com	Memphis	MBE		Uniform Certification Agency (UCA)	None Applicable	Landscaping/Lawn Services
VuCon	VuCon, LLC	Trinh Vu	Johnson	2670 Union Extended	Memphis	TN	38112	2670 Union Extended, Suite 1216	Memphis	TN	38112	901-488-0999	901-837-9806	trinh@vuconllc.com	Memphis	MBE	Civil Construction	Women's Business Enterprise National Council (WBENC)	General Construction	None Applicable
W & T CONTRACTING CORPORATION		Wiley	Richards	6874 Magnolia Drive	Olive Branch	MS	38654	6874 Magnolia Drive	Olive Branch	MS	38654	662-224-3591	662-510-0494	wileyrichards@msn.com	Memphis	MBE	GENERAL CONSTRUCTION;	Uniform Certification Agency (UCA)	General Construction	None Applicable
X-CEL BUSINESS PRODUCTS, LLC		Lonnie	Yates	3254 WINBROOK DR. #115	MEMPHIS	TN	38116	3254 WINBROOK DR. #115	MEMPHIS	TN	38116	901-336-2101		x-cel@att.net	Memphis	MBE	PRODUCTS;	Uniform Certification Agency (UCA)	None Applicable	Products
X-CEL BUSINESS PRODUCTS, LLC		Lonnie	Yates	3254 WINBROOK DR. #115	MEMPHIS	TN	38116	3254 WINBROOK DR. #115	MEMPHIS	TN	38116	901-336-2101		x-cel@att.net	Memphis	SBE	PRODUCTS;	Uniform Certification Agency (UCA)	None Applicable	Products

Generated from the B2Gnow System.

Attachment D – RFP Additional Comments Form

Vendor:

Attachment D - RFP Additional Comments Form

When required or otherwise appropriate, Vendors may supplement a response to section of the RFP with a comment or explanation. The narrative should be concise and directly related to the referenced requirement. The Vendors may add as many rows as necessary to this spreadsheet to accommodate the comments.

When submitted, this RFP Additional Comments Form spreadsheet will be retured in electronic and printed versions by the Vendor as a component of the response to the RFP.

The electronic version of the RFP Additional Comments Form spreadsheet will be returned as a Microsoft Excel file, without additional locking or password protection.

STATEMENT COLUMN	DESCRIPTION
Section ID	The Section ID from the RFP to which the comment or explanation pertains.
Page Number	The page number of the RFP to which the comment or explanation pertains.
Vendor Response	The Vendor's response to the RFP section.
Vendor Comment	A concise explanation or comment directly related to the Vendor's response to the section of the RFP.

Section ID	Page Number	Vendor Response	Vendor Comment
4.4 (example)	9	U	Vendor has an additional comment.

Attachment E – Functional Specifications Additional Comments Form

Vendor: **Attachment E - Functional Specifications Additional Comments Form**

When required or otherwise appropriate, Vendors may supplement a response to a Specification requirement with a comment or explanation. The narrative should be concise and directly related to the referenced requirement. The Vendors may add as many rows as necessary to this spreadsheet to accommodate the comments.

When submitted, this Functional Specifications Additional Comments Form spreadsheet will be returned in electronic and printed versions by the Vendor as a component of the response to the RFP.

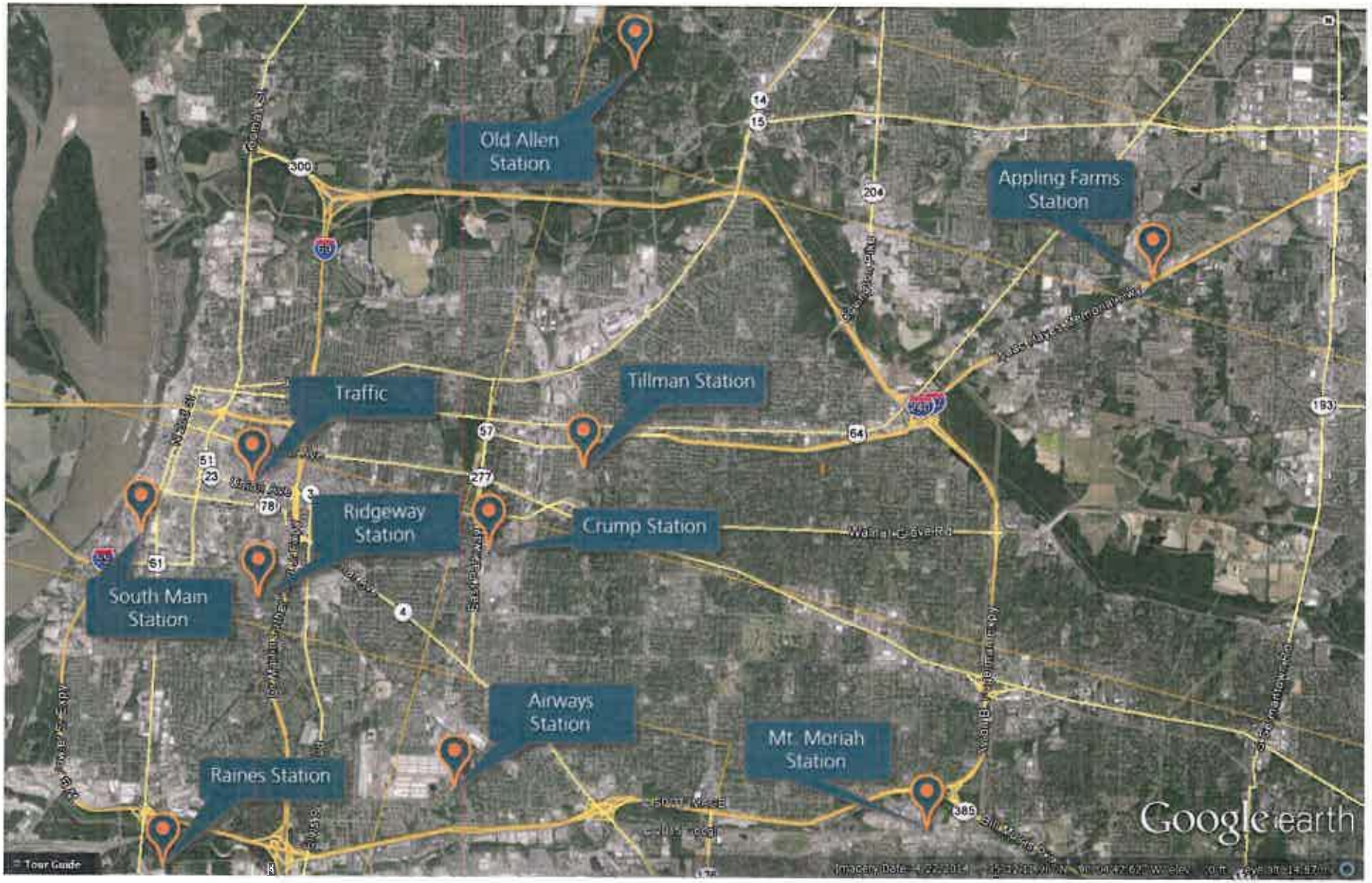
The electronic version of the Functional Specifications Additional Comments Form spreadsheet will be returned as a Microsoft Excel file, without additional locking or password protection.

STATEMENT COLUMN	
Spec ID	Specification number
Response	The Vendor's selected response for the specification.
Vendor Comment	A concise explanation or comment directly related to the Vendor response for the specification.

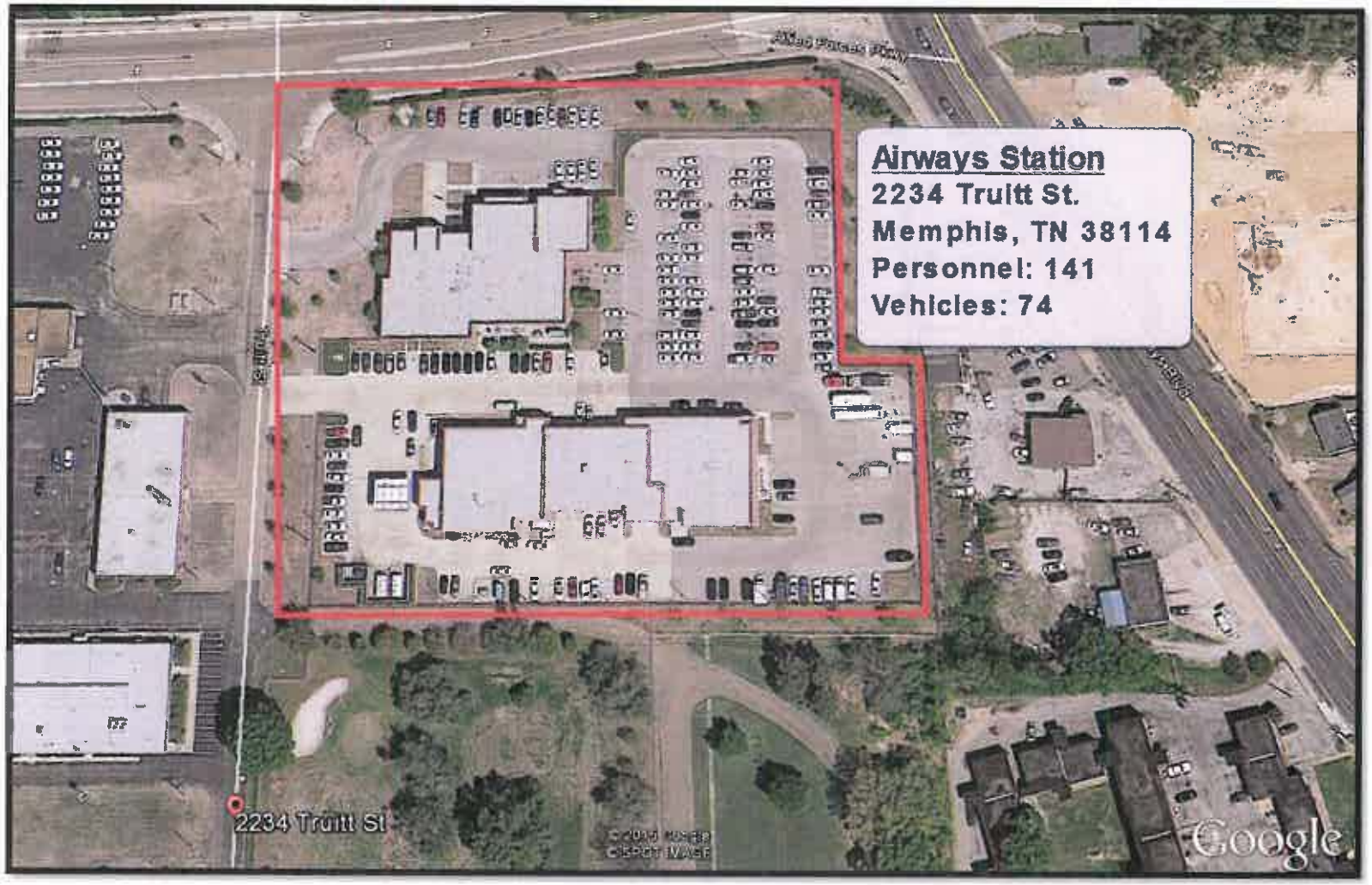
Spec ID	Response	Vendor Comment
6 (example)	Complies	The system is fully compliant with all CJIS standards.

Attachment F – MPD Topography

Memphis Police Department Precincts



Airways Station (District – 1 Southeast)



Mt. Moriah Station (District – 1 East)

Raines Station (District – 1 South)

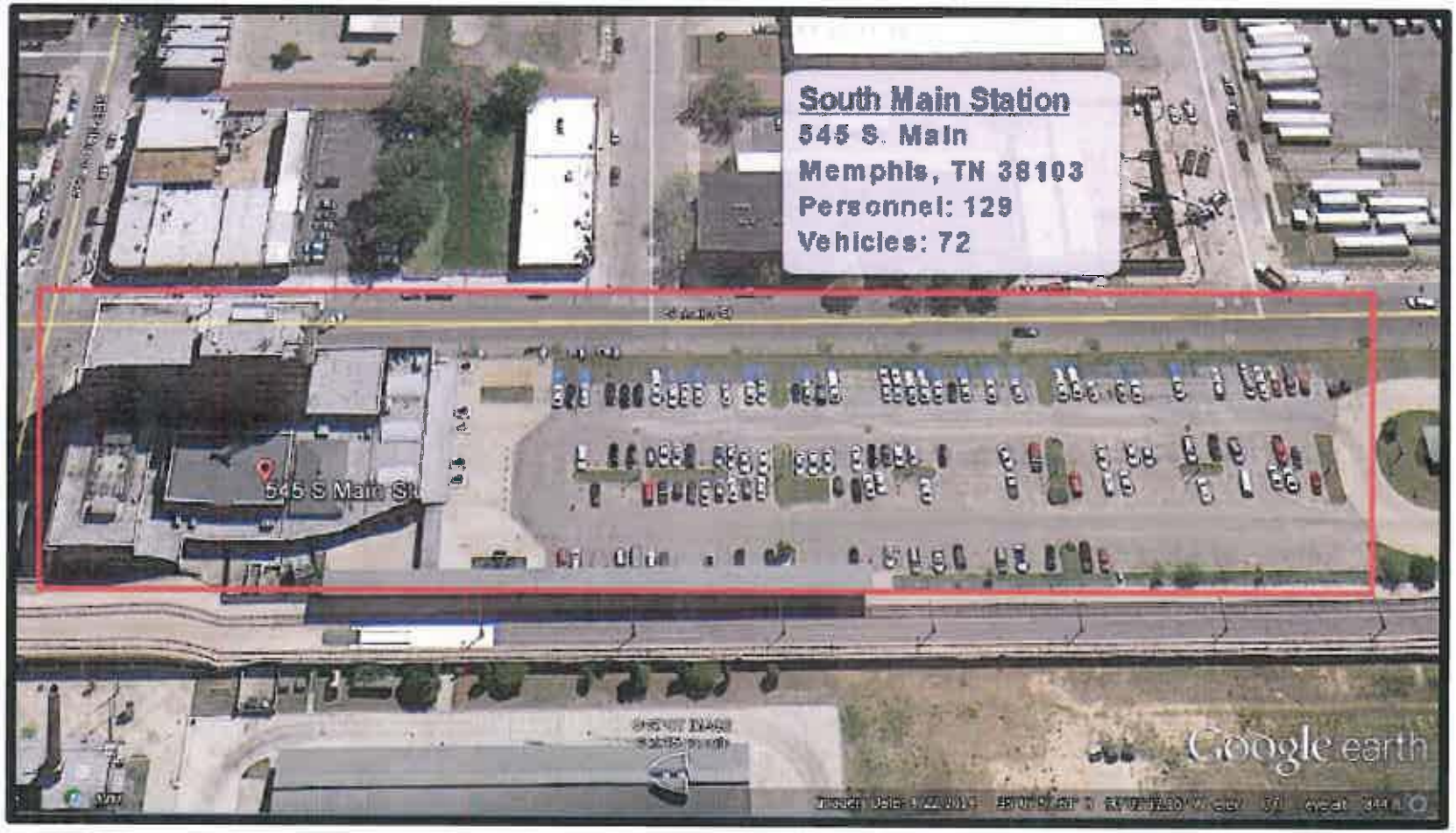
Ridgeway Station (District – 1)

Appling Farms Station (District – 2 Northeast)

Crump Station (District – 2)

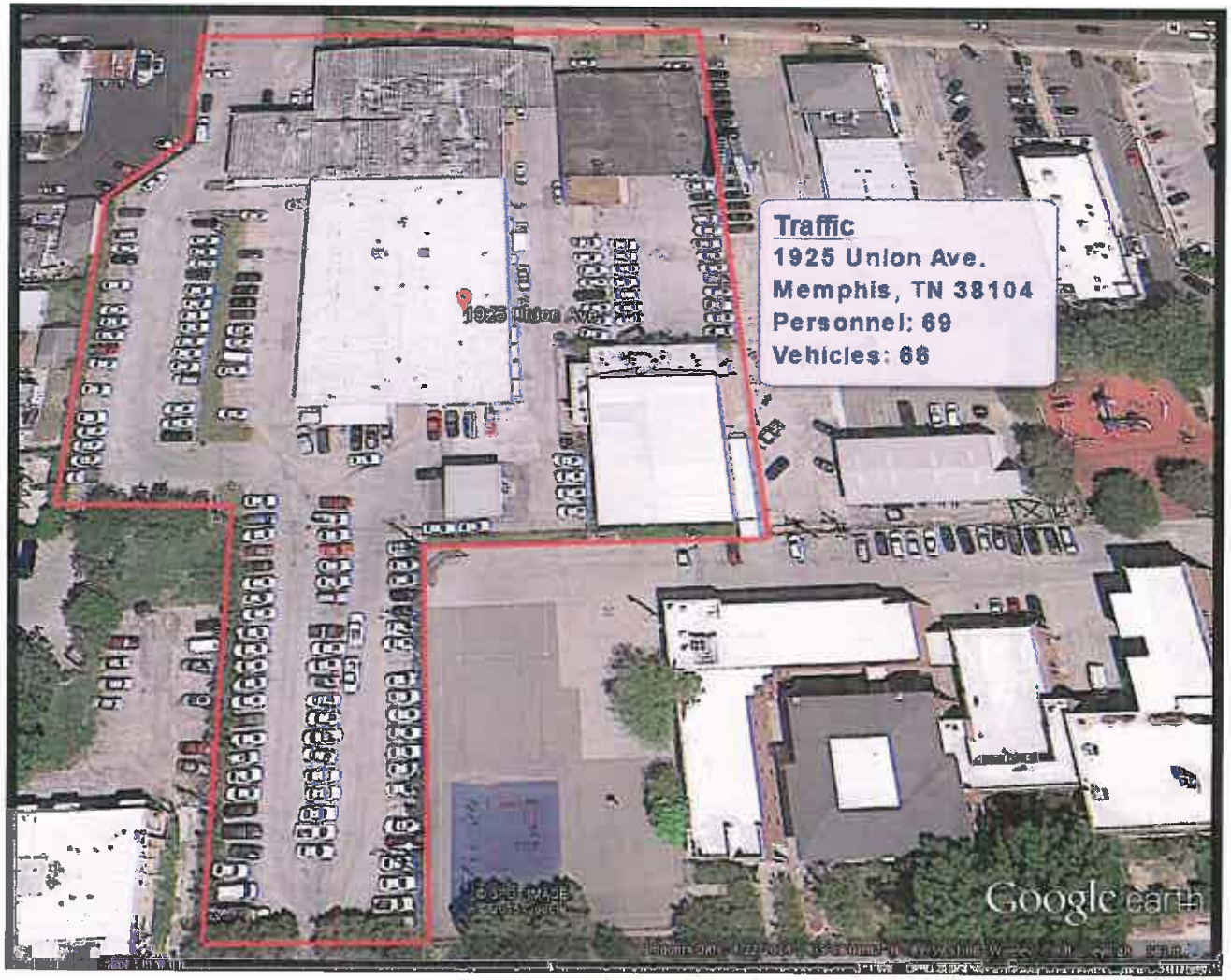
Old Allen Station (District - 2 North)

South Main Station (Division - 2 Downtown)



Tillman Station (District – 2 Central)

Traffic (Special Operations)



Attachment G – M/WBE Enterprise Program Form

CITY OF MEMPHIS
MINORITY/WOMEN BUSINESS ENTERPRISE PROGRAM PARTICIPATION PLAN

PROJECT TITLE: Law Enforcement Event Video Documentation System

Project M/WBE Goal: 10%

The following sections must be completed by Vendor. A certified subcontractor or supplier is defined as a firm from the list of certified firms provided with this solicitation.

Vendor's Name: _____

Section A - If the Vendor is a certified firm, so indicate here with a check mark.
_____ MBE _____ WBE

Section B - Identify below those certified firms that will be employed as subcontractors or suppliers on this project. By submitting this proposal/response, the Vendor commits to the use of the firms listed below.

$ = Show the dollar value of the subcontract to be awarded to this firm

% = Show the percentage this subcontract is of your base bid

M/WBE = Show by inserting an M or W whether the subcontractor is an MBE or WBE

$/%	M/WBE	SERVICE	CERTIFIED SUBCONTR. NAME, ADDRESS, TEL.#

Total	$	%
MBE		
WBE		

THIS COMPLETED FORM MUST BE SUBMITTED WITH THE PROPOSAL/RESPONSE OR THE RESPONSE WILL BE CONSIDERED NON-CONFORMING.

Attachment H – Good Faith Effort Form

Good Faith Efforts Documentation

If a Respondent proposes an M/WBE percentage less than the established goal, the Respondent must, at the time of the response, submit a Good Faith Efforts statement accompanied by the appropriate documentation justifying its submitted M/WBE percentage. The ability of the Respondent to perform the work with its own work force will not in itself excuse the Respondent from making good faith efforts to meet participation goals. The determination of whether a Respondent has made a good faith effort will be made by the City's Contract Compliance Officer, Director of Finance and the Purchasing Agent, prior to the award of the project. The Good Faith Efforts statement must include the following documentation:

GOOD FAITH EFFORT DOCUMENTATION FORM

To The Honorable Mayor City of Memphis, Tennessee

From: _____
CONTRACTOR NAME

PROJECT TITLE: _____

Enclosed please find the required documents:

_____ Said Bidder_____ did / or_____did not attend the project pre-bid meeting.

_____ Copies of all written notification to City of Memphis M/WBE listed firms. (Please attach list of all firms notified, detail how they were notified and when).

_____ Said Bidder _____did / or ____ did not select economically feasible portions of the work to be performed by M/WBE firms.

_____ List all M/WBE firms with which negotiations took place. (Attach list. If no negotiations were held, please state so.) Provide names, addresses, and dates of negotiations.

_____ Statement of efforts to assist M/WBE firms, with bonding, insurance, financing, or with document review. (Attach list. If no assistance was provided, please state so.)

_____ The Bidder____ did / or ____did not use all M/WBE quotations received. If the Bidder did not use all M/WBE quotations received, list on attached sheets, as required as to the reasons those quotes were not used.

_____ List (on attached sheets as required) all M/WBE firms contacted that the bidder considered not to be qualified, and a statement of the reasons for the bidder' s conclusions. If no firms were found to be non-qualified, please state so.

THIS SIGNED FORM MUST BE SUBMITTED WITH THE BID IF THE BIDDER DOES NOT MEET THE REQUIRED M/WBEPROJECT GOAL WITH THEIR BID. IF NOT SUBMITTED THE BID WILL BE CONSIDERED NON-CONFORMING.

_____
Contractor's Name

_____ _____
Signature **Printed or Typed Name and Title**

End of Attachments