

Southwestern College

Request for Proposal 2022

Security Camera System

Southwestern College (SC) is requesting proposals from qualified firms interested in providing a Security Camera System for the Winfield campus. This request for proposal does not obligate Southwestern College to award a contract, to pay for costs by any firm in the preparation of a proposal, or to procure or contract the services or equipment. The College reserves the right to accept or reject any or all proposals received.

Background

Southwestern College is a private liberal arts college, with locations in Winfield, Kansas and Wichita, Kansas, but serving populations all around the world through our Professional Studies program. SC has internet connectivity via ten gigabit (10Gbps) fiber with Windstream as the internet service provider. The Winfield campus is situated on 82 acres of rolling hills inside the city of Winfield, Kansas, and includes 20 campus buildings, with an additional residence hall scheduled for completion in August 2023.

The system purchased will replace a very limited and outdated existing "system". The system chosen will focus primarily on the campus residence halls, but will be scalable for future expansion across all campus buildings. Proposals for a premise-based or cloud system will be considered. A firm wishing to propose more than one basis of system is invited to submit separate proposals for each, with each proposal being considered on a stand-alone basis.

The company chosen with this proposal will provide all aspects of the security camera system including software, hardware, installation (including cabling), and training. The proposal should include all up-front purchase costs and projected non-hardware costs related to scalability, such as license fee per camera, if any.

All equipment supplied shall be new, available within 120 days, and in current production for the foreseeable future. The College considers this purchase to have a 10-15 year minimum life.

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to SC as necessary to gain such understanding. SC reserves the right to disqualify any vendor who demonstrates less than such understanding.

It will be the responsibility of the responding firm to work with both our Director of Security and our Telecommunications Specialist to survey the campus and discern the current situation and usage of the existing cameras, to fully understand the objectives for enhanced coverage, and to recommend an appropriate solution. Appointments to complete this survey can be scheduled upon receipt of this

request for proposal by contacting Tad Humphrey, IT Telecommunications Specialist, at tad.humphrey@sckans.edu or by phone (620) 229-6123.

Scoring

Proposals will be scored as outlined below. Failure to respond to any specific area of request will result in zero points being awarded for the specific area only.

References (9 points)

Proposals shall include at least three industry equivalent references with up-to-date contact information.

Required Documentation (6 points)

All required documents (see attachments) shall be included with proposal submission

Insurance (2 points)

All firms responding to this request should furnish a certificate of insurance outlining the firm's liability and worker's compensation coverage. A certificate naming SC as an additional insured may be requested upon award of any contract.

Company Capability (8 points)

The company should demonstrate a thorough knowledge of the college's current situation and objectives and demonstrate the ability to fulfill those objectives with technical expertise and support. Include:

1. A brief outline of the vendor/company and services offered, including:
 - Full legal name of the company
 - Year business was established
 - Number of people currently employed
2. An outline of the product line-up and/or services currently supported.
3. A description of the company's geographic reach.
4. Information on current clients, including:
 - Total number of current clients.
 - A list of clients with similar needs using similar products and/or services.
 - Evidence of successful completion of a project of a similar size and complexity, preferably higher education

Features (35 points)

The following minimum features are requested - System

- Provide multiple levels of administrators that will have varying roles in the system.
- Provide email notification of critical system events.
- Has the capability and storage to view live video and review historical video for up to 1 month.
- Capability to monitor one and/or multiple cameras simultaneously in a single view
- Ability to access the system securely via mobile device (iOS, Android)
- Comply with Title 2, Subtitle A, Chapter II, Part 200, Subpart C, Section 200.216 CFR (referenced as Appendix D)

The following minimum features are requested – Cameras

- Full High Definition (FHD) 5Mp or higher resolution. 4K (8.3Mp) or higher preferred.
- IP64 rating to protect against dust and environmental elements

- Vandal-resistant housing
- Ability to view in areas that have lighting differences (HDR)
- Image stabilizing to reduce blurring
- Day/Night capability
- Power Over Ethernet (PoE) and wireless (WIFI) connectivity options
- Motion event detection
- Capability to record audio
- Flexible mounting options (wall, ceiling, pole-mount)

Overall Objectives

- Ease of use, including ability to quickly search saved video
- Minimal variety of camera models
- Coverage of all residence halls to include all entrances and common spaces
- Ability to grow in scale, adding more buildings as available
- Operate within existing network infrastructure (additional switching capacity may be required and/or desired)
- All traffic between consoles/cameras and switches need to be encrypted while in transit and at rest
- Reliability including a minimum of 3-year warranty on equipment and installation

Price (40 points)

Because options exist in the structure of proposed solutions, cost will be evaluated as best as possible from a long-term perspective. With that, costs should be detailed and segregated based on one-time costs and recurring costs. Initial up-front costs will be added to recurring costs and a "total life cost" will be calculated based on 5, 10, and 15 years.

Presentation (25 points)

Based on the scores of the above sections, the top three proposals will be invited to present their proposal to a review team.

Each invited firm will be allowed one hour to present their organization and expand upon their written proposal. Included in this presentation, each firm should respond to the following:

- What differentiates your organization from other potential responders?
- What differentiates your solution from other potential solutions?
- As best as possible, provide a master project schedule (assuming approval as noted below), including a work responsibility matrix: identify tasks to be performed by the vendor and list any tasks SC will be expected to perform. All network requirements shall be fully defined. All space requirements shall be fully defined (size, temperature; power, etc.).
- Describe the warranty coverage and ongoing maintenance and administration of the system once in place. What will the vendor handle going forward, what will SC do?
- How will training for the SC system administrators and end users be conducted?
- Describe network security as related to the camera system. Supplemental handouts will be allowed during the presentations.

Total Points Available, including presentation, equals 125.

Timeline

Southwestern College wishes to complete this process by April 15, 2022. To meet that schedule, the following timeline is proposed:

February 21, 2022: Release of RFP

March 28, 2022: Proposals due by 3:30pm.

April 4, 2022: Initial proposal evaluation completed, presenters notified

April 11-14, 2022: Presentations to review board

April 15, 2022: Final selection and awarding of project

Project will not begin until the financing associated with the new residence hall is closed and funded, which is expected to be sometime between April 15, 2022 and June 30, 2022. This project is funded by a direct loan from the United States Department of Agriculture, Rural Development.

Correspondence

Five copies of any proposal in response to this request must be received by the above deadlines at the below designated location:

Zakary Larson
Director of IT
Southwestern College
100 College Street
Winfield, KS 67156

All other correspondence may be sent to the above address or may be directed to the Director of IT at zak.larson@sckans.edu or (620) 229-6347.

Enclosures:

- Appendix A: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions: AD-1048
- Appendix B: Lobbying Certification: 1940-Q
- Appendix C: Compliance Statement: RD 400-6
- Appendix D: Title 2, Subtitle A, Chapter II, Part 200, Subpart C, Section 200.216 CFR
- Appendix E: W-9

Appendix A
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered
Transactions: AD-1048

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Appendix B
Lobbying Certification: 1940-Q

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Appendix C
Compliance Statement: RD 400-6

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Appendix D
Title 2, Subtitle A, Chapter II, Part 200, Subpart C, Section 200.216 CFR

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Appendix E
W-9

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