

The Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, PA 19106

Request for Information (RFI) No. 19-20
Body Camera Pilot Program for Parking Enforcement Officers

Introduction:

The Philadelphia Parking Authority (Authority) is requesting information regarding your company and your product/service concerning a body camera pilot program. The AUTHORITY will also gather information from other vendors who can provide this technology and applicable services. This request for information (RFI) method is not intended to result in a contract award but is designed to allow for the collection of industry information that may be used to assist the Authority in developing a subsequent Request for Proposal. The information received becomes the property of the Authority and is subject to Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104).

Background Information:

The Authority will be using a pilot program to test the use of body cameras by Authority employees. The Authority is testing the body cameras to determine if the program is a means of protecting those employees while engaged in the performance of their duties in the public. Specifically, for the Parking Enforcement Officer (PEO) job classification. Entered into the General Assembly of Pennsylvania in 1995, House Bill No. 569 specifically lists Parking Enforcement Officer as a protected job classification against those who engage in aggravated assault against such a classification. Over the course of the last four years, there has been a greater amount of assaults by the public towards Parking Enforcement Officers. The use of body cameras is intended to provide better safety for employees as well as to deter citizens from engaging in such negatively constructed behavior towards this specific job classification.

Scope:

It is anticipated that the Authority will obtain a total of 60 cameras to utilize on the outer most garment of Parking Enforcement Officers (PEOs) for the pilot program. Equipment must be able to securely attach to such garments as a uniform shirt and/or winter jacket. In addition, during the Spring and Summer seasons employees may wear short sleeve polo shirts. This equipment should be able to be securely attached to such garments as well. Equipment should not impede or hinder the normal performance duties of a Parking Enforcement Officer. These duties include, but are not limited to long periods of repetitive movement such as walking (between 5 to 8 hours a day), typing and writing. Employees should feel comfortable wearing such equipment as they may do so for an entire work day. Equipment must be weather resistant and be able to function in extreme weather conditions (extreme cold, extreme heat and high humidity) as experienced in the Philadelphia area.

When utilizing this equipment, employees should have the ability to activate and deactivate the camera option while maintaining accurate time and date signatures. Respondent must be able to demonstrate accuracy of Date and Time stamps before and after compression and rehydration.

Data Storage Requirements

- Unlimited storage, no additional overage charges
- Unlimited users
- Retention Policies configurability/easy modification process
- Simple, one-step automated device-to-DOCK-to-cloud uploading system
- Chain of custody capabilities (who downloaded, when)
- Audit trails
- Encryption (SHA-1)

- Redaction capabilities
- Footage version control management
- Mobile access
- Roles and permissions capabilities
- Multi-camera playback
- Analytics
- No upload/download charges
- Training
- 24/7 Customer Service
- Option to save downloads in a variety of formats
- Compression and rehydration options
- Routine Backup and recovery procedures
- List of Redundant data center locations
- Philadelphia Parking Authority Complete Ownership of footage

Registration:

Interested parties are required to register for participation in the RFI by filling out the [Respondent Registration Form](#) prior to downloading the documents. Only those companies who are registered will receive addenda that are issued.

The Philadelphia Parking Authority anticipates the following schedule for review of the responses:

| Activity | Date |
|------------------------------|------------------------------|
| Opportunity Posted | November 1, 2019 |
| Question Deadline | November 15, 2019 at 2:00 PM |
| Response Submission Deadline | December 4, 2019 at 2:00 PM |

Responses must be sealed and delivered via certified mail, return receipt requested (to include commercial delivery services) or by hand-delivery. Whether mailed or hand-delivered, all envelopes must display the respondent’s name and must be boldly and clearly **handwritten** (*not* typewritten) “RFI 19-20 Body Camera Pilot Program”. All proposals must be presented with one (1) original and three (3) copies, individually numbered, and an electronic version consisting of one PDF file no later than **2:00 PM (EST) on Wednesday, December 4, 2019** to the address below:

The Philadelphia Parking Authority
 701 Market Street, Suite 5400
 Philadelphia, Pa 19106
 Attn: Mary Wheeler
 Manager of Contract Administration

The Authority may request additional information, clarification or presentations from any of the vendors who submit a response to the RFI after the initial review is complete. The Authority may also request to test the equipment proposed at this time.

Questions Regarding this RFI:

Questions regarding this RFI are to be submitted by email only to Mary Wheeler at mwheeler@philapark.org. Questions must be submitted no later than **2:00 PM (EST) on Friday, November 15, 2019**. All questions received by this date and time will be answered appropriately. **The subject title of such emails should read, “RFI No. 19-20 – Body Camera Pilot Program - Company Name.”** Questions emailed by respondents, and any additional information that the Authority provides in response to such questions will be emailed in addendum form to all of registered respondents. Such distribution will also include posting on the Authority’s website.

Response Content:

Responses are to follow the tabbed format below:

A. Cover Letter

Please include a signed cover letter of no more than one page indicating the name, title, location, telephone number, and email address of the party responsible for responding to this RFI.

B. Qualifications of the Vendor

1. Provide a brief overview of company.
2. All vendors must provide documentation of their stability and ability to support the Scope as requested in the RFI.
 - Documentation of longevity in the business
 - Documentation of financial stability
 - Records of satisfactory performance with other body camera contracts
 - Identify members of a Project Team that would be needed to complete the pilot program and describe their specific roles
 - Documentation of a project management plan for implementation that includes a quality management plan as well
 - Proven ability to provide the type of technology for a company this size
 - Proven records of performance and completion schedules
 - Describe, in detail, successful pilot programs your company has participated in
 - Interest and knowledge in new technology conducive to this RFI
 - Training modules with varying levels of instruction

C. Proposed Solution

The proposed solution must include at a minimum descriptions of the software, hardware, data storage and costs, support and training. Include a sample Service Level Agreement.

D. Applicable Laws

Provide detailed information regarding any federal, state or local laws that govern the use of body cameras and how those laws may affect this pilot program.

E. Additional Information

Any additional information not specifically requested, but which the respondent deems important and relevant may also be submitted.

F. Experience

Discuss your relevant experience within the public sector the over the past five years. Also, identify locations where your proposed solution is currently in use. Provide contact names, email addresses, mailing addresses, and phone numbers of three references. These references should include customers who are using similar products as are requested in this RFI. The Authority reserves the right to request additional reference information after responses are received if necessary.

G. Request for Information Form

Complete and attach the request for information form included in the RFI document.

Philadelphia Parking Authority Policies and Reservation of Rights

- No contract will be awarded as a result of this Request for Information.
- The cost for developing a response to the RFI is entirely the obligation of the respondent and shall not be charged in any manner to the Authority.
- Oral communications from the Authority personnel or other persons shall not be binding and shall in no way materially modify the provisions of the RFI.
- While documents exchanged by or with the Authority or its agents during this process may be protected from public release by certain terms of Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104), Pennsylvania's Procurement Code, or other laws, all proposers in the instant process are advised to review such disclosure issues. **Any proprietary information shall be marked as proprietary on each relevant page of the response.**
- The Authority encourages submissions by small and small diverse businesses. The Authority requires that any respondent selected to participate in this process not to discriminate nor permit discrimination against any person because of race, color, religion, national origin, or sexual orientation. In the event of such discrimination, the Authority reserves the right to not consider the vendors response to this request for information.

**The Philadelphia Parking Authority
Request for Information Form
Body Cameras
(Additional Pages may be attached as needed)**

| Question: | Response: |
|--|------------------|
| Company Name: | |
| Company Address: | |
| Company Web Page | |
| Main Product/Service | |
| Main Market/Customers | |
| Ownership Structure with ownership status in percentage | |
| Structure of mother corporation, joint ventures, subsidiaries, partnerships, or other relevant relations | |
| Number of years on the market | |
| Company location(s) | |
| Environmental Management System(s) | |
| Quality Management System(s) | |
| Describe your business Continuity Management | |
| Total Number of Employees: | |
| Production | |
| R&D | |
| Marketing & Sales | |
| Quality Department | |
| Financial Information: | |
| Last Year turnover | |
| Last Year Gross Margin | |
| Last Year Profit | |
| Stock Markets where your company is listed | |
| Anticipated Capacity conditions within 12 months | |
| Conditions in the RFI that cannot be met | |
| Location available for delivery, if not worldwide | |
| Availability of spare parts and support | |