

**Metropolitan Police Department
Homeland Security Bureau**
300 Indiana Avenue, NW, Washington, DC 20001 (202) 727-9361 FAX (202) 727-3896

**STATEMENT OF WORK
IP VIDEO SECURITY SYSTEM
FY06 BUFFER ZONE PROTECTION PROGRAM**

1.0 SUMMARY

The District of Columbia – Metropolitan Police Department – Office of the Chief Information Officer (MPD-OCIO) seeks a Contractor to furnish and install an IP Video Security System that creates high performance recording and virtual matrix controls. This system shall provide unlimited expansion for video inputs and the capability to detect trespassing objects moving across a user-definable location. It shall also include remote connectivity from the designated site to MPD Headquarters. The cameras shall be equipped to handle an outdoor environment while creating an atmosphere that is conducive to the sensitive components housed. The head end shall be an extension of the recently installed Pelco platform.

2.0 BACKGROUND AND PURPOSE

An exhaustive system review and analysis have determined that it is more efficient and cost-effective to create a new Internet Protocol (IP) CCTV camera system for Metropolitan Police instead of developing the existing CCTV platform. While there are advantages to using the current wireless microwave links in combination with a fiber optic network, it is in the immediate interest as well as the long term interest of the Department to invest in a mesh network.

Installing a mesh platform will meet the needs of current business processes and support future technology developments. The system is designed to expand at the field level as well as the head end. Since this platform was developed to operate in a complex region with multiple topography challenges, it does not involve the expensive construction costs associated with a complete fiber network.

3.0. SCOPE

3.1. SYSTEM HARDWARE DESCRIPTION

The Security Video System is an IP network based digital video system that uses both standard mesh wire and wireless network. The fiber network shall conform to industry standards such as EIA/TIA 568B from the Electronic Industries Alliance/ Telecommunications Industry Association and/or the NEC 770-National Electrical Code. The NEC specifies fire prevention standards for fiber optic cables.

A Digital Video Recorder system (DVR) supports a transmission medium for video, and IP video encoders to create a high performance recording and virtual matrix control system.

The system shall provide full video control at the main security console located in the Joint Operations Command Center, as well as the Command Information Center, and Central Monitoring Facility.

The cameras shall have remote connectivity from each site to Metropolitan Police Department Headquarters (MPD HQ). Each site system shall also provide unlimited expansion capability for additional or modified video inputs.

The system shall provide video analytics applications that include:

- Counting the number of pedestrians in a geographic region
- Determining the location and direction of travel
- Identifying suspicious movement of people
- Evaluating how long a package has been left in an area, etc.

3.2. CAMERA DESCRIPTION

The cameras shall have a rugged construction and the capacity to withstand extreme weather conditions and temperatures. They shall also be equipped with the following features:

- Pan, tilt, zoom (PTZ)
- 35x optical Zoom High Speed
- Day/Night, 540 TVL,
- 128x Wide Dynamic Range
- Motion Detection
- Electronic Image Stabilization
- Auto Focus
- High Resolution Integrated Camera/Optics.

3.3 RADIO NETWORK

MPD has designed a wireless radio network that will support the development of a mesh network. The wireless network uses a combination of point-to-point and point-to-multipoint radios at the edge of the current MPD network. These radios shall aggregate and be routed back to MPD or other government facilities and back-hauled on fiber links. The network shall be designed to support additional traffic.

3.4. HEAD END

The system shall incorporate the Endura NVR that is installed with the tactical system. Digital storage shall also be added that shall auto-erase archived video information based on specified dates. The minimum storage requirement shall be 10-days and adjustable up to 30-days.

3.5. INSTALLATION SITES

SITE	LOCATION	# OF CAMERAS	ANALYTICAL CAPABILITY
Union Station, Brentwood Rail Yard	100 Blk. Mass Ave. NE	3-7 (based on site survey)	Virtual Fence Line Penetrations and Unattended Package Detection
Dalecarlia Water Treatment Facility (Palisades)	NW quadrant of DC	3-7(based on site survey)	Virtual Fence Line Penetrations
World Bank IMF Complex	NW quadrant of DC	3-7 (based on site survey)	Virtual Fence Line Penetrations and Unattended Package Detection

4.0. DELIVERABLES

The below site build-out includes software and hardware equipment recommendations to support our current infrastructure and video capabilities. Proposals for alternate systems matching these specifications and providing comparable capabilities will be entertained. The contractor(s) shall be responsible for installing and configuring the following wireless networks at the designated sites while providing technical support as needed.

4.1. DVR HARDWARE AND SOFTWARE

PELCO DVR SERVER WITH SOFTWARE SYSTEM SPECIFICATIONS	
Processor:	Intel Pentium 4, 2.8 GHz
Internal Memory:	1 GB RAM
CD Drive:	DVD/CD-RW drive
System Storage:	500 GB IDE
Monitor:	17-inch Flat-panel LCD monitor
Operating System:	Linux
User Interface:	Remote operation via WS5000

4.2. WORKSTATION HARDWARE AND SOFTWARE

PELCO MONITOR CONTROL STATION COMPUTER WITH SOFTWARE SPECIFICATIONS	
Processor: Intel:	Quad-core Xeon, 2.5 GHz
Internal Memory:	2 GB RAM
CD Drive:	DVD/CD-RW drive
System Storage:	500 GB
Monitor:	19-inch flat-panel LCD monitor
Operating System:	Windows XP Pro with DirectX 9
User Interface:	Graphical user interface, Windows-style

4.3. CAMERAS, MOUNTS AND POWER SUPPLIES

PELCO OUTDOOR CAMERAS, MOUNTS AND POWER SUPPLIES
Pelco Spectra IV PTZ camera
Pelco Esprit fixed position camera
Pelco camera mounts and power supply

4.4. WIRELESS NETWORK AND PELCO NET300

WIRELESS NETWORK AND NET300
Fluid Mesh wireless network units
Pelco NET300 video transmission

4.5 DVR SYSTEM INSTALL AND DC PERMIT

TURN KEY DVR SYSTEM INSTALL AND DC PERMIT
System turn key installation
Work permit for DC

4.6 VIRTUAL FENCE LINE SYSTEM

VIRTUAL FENCE LINE ANALYTICAL SOFTWARE
Virtual Fence Line System: perceive intrusions when suspicious objects/people pass a predefined line or proceed the wrong way in single direction entrance.

4.7 LEFT OBJECT DETECTION SYSTEM

UATTENDED PACKAGE DETECTION ANALYTICAL SOFTWARE
Unattended Package Detection System: send warnings if unattended objects, like bombs or unattended luggage, are left on the scene for a period of time.

4.8 SYSTEM INSTALLATION

SYSTEM INSTALLATION
Installation of poles for mounting cameras, if necessary.
Provision of power source for operating cameras, if necessary.
Day rate for field based engineering support each day.
Estimate a 5 day setup for installation each site.

4.9 NETWORK SERVICES

NETWORK SERVICES CISCO VPN 3000 SERIES ROUTER
Cisco VPN 3000 series router at site
Cisco VPN 3000 series router at MPD HQ

4.10 SITE BASE

SYSTEMS FOR ONSITE MONITORING AT SITES 1, 2 AND 3
Pelco DVR server
Pelco Monitor control station computer
System turn key installation
DC Work Permit

5.0 SCHEDULE

5.1 The hours required for this project are based on a 40-hour workweek unless previously approved by the Project Manager or COTR.

- 5.2 Vendors are specifically required to ensure that contract staff adheres to the schedule requirements.
- 5.3 Actual hours worked will not exceed contractual hours; however the Program Office may adjust hours as required to effectively manage the project.

6.0. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract. The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer, or a valid changed PO is issued by the Contracting Officer. In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

7.0 CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District, or Purchase Orders issued on behalf of the District, only by Contracting Officers. The name, address and telephone number of the Contracting Officer is:

Kenneth Morrow
Contracting Officer
Office of Contracting and Procurement
Information Technology Group
441 - 4th Street, N.W., 9th Floor
Washington, DC 20001
202/724-3959
202/727-1679 fax
Kenneth.morrow@dc.gov
Website: ocp.dc.gov

8.0 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- 8.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.
- 8.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.
- 8.3 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

9.0 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

- 9.1 The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such

other responsibilities and authorities as may be specified in the contract. The COTR for this contract shall be designated upon award of the contract.

- 9.2 The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.
- 9.3 The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

10.0 ADVISORY AND ASSISTANCE SERVICES

The contract is a “nonpersonal services contract”. It is therefore, understood and agreed that the Contractor and/or the Contractor’s employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government’s right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

11.0 DELIVERY OF WORK PRODUCT/INSTRUCTION FROM COTR

- 11.1 The Contractor shall follow the procedures and rules of the Government of the District of Columbia, and additional instructions that the District COTR may direct. During performance under this contract and/or at completion of work, the Contractor shall provide orderly hand-over of work products and deliverables to the District COTR, including all documentation, electronic or otherwise, created during performance of the contract. All work product produced under the contract is at all times the property of the District.
- 11.2 In addition, the Contractor shall:
 - 11.2.1 Ensure that all work is performed on District premises, unless otherwise approved in writing by the COTR;
 - 11.2.2 Be specifically responsible for assuring that personnel have high end laptops with Window XP Professional and necessary communication equipment. **TRAVEL IS NOT REIMBURSABLE; IT MUST BE INCLUDED IN THE HOURLY RATE.**
 - 11.2.3 Establish and document project goals and optional strategies for their implementation. Support analyses with graphical drawings, charts, and other presentation instruments. MS Project will be used as the only Project Management Tool.
 - 11.2.4 Collect and document project constraints for cost, schedule, and quality. Obtain approval from the Contracting Officer for proposed scope changes.

- 11.2.5** Throughout the performance of the above items, coordinate with District employees and other consultants/Contractors employed by the District.
- 11.2.6** Provide sufficient support after submission of deliverables and work products, as necessary to clarify the contents of deliverables to the District.
- 11.2.7** Continuously monitor the status of Contractor's work hereunder and update status, providing District management timely information regarding possible problems and proposed action required to mitigate such problems.
- 11.2.8** Provide reporting and communications in copies and form requested by the designated District representative.
- 11.3** The District reserves the right to interview and otherwise verify qualifications of proposed contractor staff and reject any proposed candidates who do not meet District's requirements. Candidate Consultant expertise and relevant background and skills is the primary consideration.
- 11.4** Contractor acknowledges that the District may direct the contractor to remove any contractor staff that the District finds unacceptable, and the contractor shall immediately remove (and replace with new individual satisfactory to the District, if requested) such personnel. Contractor shall notify the District no less than 30 days in advance of any proposed change in personnel associated with this contract. The District reserves the right to review, interview and/or approve any proposed replacement candidates.
- 11.5** The Contractor Required Documents:
 - 11.5.1** Where documents are required from contractor, five (5) printed copies of written documents or other evidence of deliverables shall be provided to MPD using standard Microsoft Office Suite applications (or other MPD-established project management standards tools), unless otherwise agreed to. The deliverable shall also be accompanied by an electronic copy (on disk or CD or via email) of the document.
 - 11.5.2** If documents are prepared in PowerPoint or other graphical presentation, the deliverable shall include the required formats (printed + electronic copy of originals file) PLUS an additional electronic file which has been converted to a format suitable for electronic distribution (example PDF format).
 - 11.5.3** Copies shall be filed both with the MPD Program Manager for incorporation into the overall program files and with the Contracts Management Officer as required for delivery verification.

12.0 Record Retention

- 12.1** Electronic and paper documents, forms, survey instruments, background materials secured as part of this contract shall be considered the property of the District of Columbia.
- 12.2** Contractor shall periodically review these resource materials with the COTR and establish file and retention plans.
- 12.3** No later than fourteen (14) days before the close-out of the contract, the contractor shall review with the COTR all project-related materials and agree on a disposition plan.

9. Organization and work that will be available for this project:

a. (1) Minimum number of employees: _____ and (2) Maximum number of employees: _____

b. Are employees regularly on your payroll: Y Yes Y No

c. Specify equipment available for this contract: _____

d. Estimate rate of progress below (such as 2.0 acres/man/day):

(1) Minimum progress rate: _____ and (2) Maximum progress rate: _____

10. List below the experience of the principal individuals of your business:

INDIVIDUAL'S NAME	PRESENT POSITION	YEARS OF EXPERIENCE	MAGNITUDE AND TYPE OF WORK

11. **REMARKS - SPECIFY BOX NUMBERS** (Attach sheets if extra space is needed to fully answer any of the above questions.)

CERTIFICATION I certify that all of the statements made by me are complete and correct to the best of my knowledge and that any persons named as references are authorized to furnish the District with any information needed to verify my capability to perform this project.	12a. CERTIFYING OFFICIAL'S NAME AND TITLE	
	12B. SIGNATURE (Sign in ink)	13. DATE

RE: _____
(Contractor's name)

PAST PERFORMANCE EVALUATION FORM

(Check appropriate box)

Performance Elements	Excellent	Good	Acceptable	Poor	Unacceptable
Quality of Services/ Work					
Timeliness of Performance					
Cost Control					
Business Relations					
Customer Satisfaction					

1. Name & Title of Evaluator: _____
2. Signature of Evaluator: _____
3. Name of Organization: _____
4. Telephone/Fax/Email Number of Evaluator: _____
5. State type of service received: _____
6. State Contract Number, Amount and period of Performance _____

7. Remarks on Excellent Performance: Provide data supporting this observation. Continue on separate sheet if needed)
8. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4(Excellent), or ++ (Plus). Use the following instructions a guidance in making these evaluations.

	Quality Product/Service	Cost Control	Timeless of Performance	Business Relations
	<ul style="list-style-type: none"> -Compliance with contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence 	<ul style="list-style-type: none"> -Within budget (over/ under target costs) -Current, accurate, and complete billings -Relationship of negated costs to actual -Cost efficiencies -Change order issue 	<ul style="list-style-type: none"> -Meet Interim milestones -Reliable -Responsive to technical directions -Completed on time, including wrap-up and contract administration -No liquidated damages assessed 	<ul style="list-style-type: none"> -Effective management -Businesslike correspondence -Responsive to contract requirements -Prompt notification of contract problems -Reasonable/cooperative -Flexible -Pro-active -effective contractor recommended solutions -Effective snail/small disadvantaged business Subcontracting program
0. Zero	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
1, Unacceptable	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
2. Poor	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
3. Acceptable	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
4. Good	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
5. Excellent	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF TAX AND REVENUE



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date: _____

Name of Organization/Entity: _____

Address: _____

Business Telephone No.: _____

Principal Officer: _____

Name: _____ Title: _____

Social Security No.: _____

Federal Identification No.: _____

Contract No.: _____

Unemployment Insurance Account No.: _____

I hereby certify that:

1. I have complied with the applicable tax filing and licensing requirements of the District of Columbia.
2. The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

	<u>Current</u>	<u>Not Current</u>	<u>Not Applicable</u>
District: Sales and Use	()	()	()
Employment Withholding	()	()	()
Ballpark Fee	()	()	()
Corporation Franchise	()	()	()
Unincorporated Franchise	()	()	()
Personal Property	()	()	()
Real Property	()	()	()
Individual Income	()	()	()

The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.

This affidavit must be notarized and becomes void if not submitted within 90 days of the date notarized.

Signature of Authorizing Agent _____ Title

Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this _____ day of _____ Month
and Year

Notary Public: _____

My Commission
Expires: _____