



citycounty insurance services
www.cisoregon.org

Request for Proposal (RFP) Addendum

Body Worn Camera & Evidence Management Solution

CIS (Citycounty Insurance Services)
1212 Court Street NE
Salem, OR 97301
(503) 763-3800

RFP Schedule	
Issuance of RFP:	March 15, 2017
Submission of Questions about the RFP:	March 29, 2017, 5:00 p.m. (PDT)
Proposal Due:	April 12, 2017, 5:00 p.m. (PDT)
Anticipated Contract Award:	May 15, 2017

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ADDENDUM

A. BACKGROUND

On March 15, 2017, CIS issued a Request for Proposal (RFP) to solicit offers from qualified vendors to provide a cloud-based Body Worn Camera (BWC) solution to law enforcement agencies that are members of CIS (Citycounty Insurance Services) on a group purchase basis.

CIS is issuing this Addendum to the RFP to respond to written questions we received from potential proposers. The Addendum modifies the original RFP document only to the extent indicated. All other areas of the original RFP remain in effect and can only be modified in writing by CIS. This Addendum is made an integral part of the original RFP. It is the responsibility of all proposers to conform to this Addendum. Proposers who have already submitted proposals may either: 1. submit an addendum to their proposal; or 2. withdraw the original proposal and submit a new one. Any addendum or revised proposal must be submitted no later than the **Proposal Due Date of 5:00 p.m. (PDT) on April 12, 2017.**

B. RESPONSES TO QUESTIONS

1. Regarding the RFP, General Instructions, Section D, Authorization to do Business. Do we need to register with the state of Oregon in order to be authorized to do business?

Answer: Whether a vendor needs to register with the State of Oregon to do business in the state depends on a variety of factors. The link below from the Oregon Secretary of State website lists several of the most common factors when registration is required.

<http://sos.oregon.gov/business/Pages/doing-business-means.aspx>

Vendors who are unsure whether they need to register should check with their business attorney or other business advisor with expertise in business registration.

2. What is your smallest agency?

Answer: The smallest agency in our pool has one sworn officer (a chief) and a few reserve officers.

3. What is your largest agency?

Answer: The largest agency in our pool has over 100 sworn officers. Most of our law enforcement agencies have between 25 and 50 sworn officers.

4. What is the length of the contract for which you are wishing to engage?

Answer: We are looking for a 3 to 5-year contract.

5. Is CIS financially responsible or the individual agencies who purchase off the master agreement?

Answer: The individual agencies would be financially responsible.

6. Will you and your team re-consider on-prem storage solutions for this project?

Answer: No. We are not considering any on-prem-based solutions.

7. Have any agencies made any formal commitments to purchase through the consortium?

Answer: No. We have not yet announced that we are seeking a master agreement.

8. What is the projected dollar volume for purchases under the resulting agreement over the first three years?

Answer: That is difficult to answer since we don't yet know which agencies will make use of this agreement.

9. Please list out members that are currently using body worn video, what platform and format the video is in and approximately how much data must be converted.

Answer: We do not have this information about our members.

10. May we have a list of CIS members?

Answer: Below is a list of CIS members. However, most (if not all) of the non-city/county agencies do not provide law enforcement services, and a number of cities contract for public safety services rather than support their own agencies.

Association of OR Community Mental Health Programs	City of Prineville
Association of Oregon Counties	City of Rainier
Association of Oregon Redevelopment Agencies (AORA)	City of Redmond
Astoria Development Commission	City of Reedsport
Baker County	City of Richland
Barney Reservoir Joint Commission	City of Riddle
Bend Metropolitan Planning Organization	City of Rivergrove
Benton County	City of Rockaway Beach
Canby Urban Renewal Agency	City of Rogue River
Canby Utility	City of Roseburg

Central & Eastern Ore Juv Just Consort
Central OR Intergovernmental Council
Central Oregon Law Enforcement Services
City of Adair Village
City of Adams
City of Adrian
City of Albany
City of Amity
City of Antelope
City of Arlington
City of Ashland
City of Astoria
City of Athena
City of Aumsville
City of Aurora
City of Baker City
City of Bandon
City of Banks
City of Barlow
City of Bay City
City of Beaverton
City of Bend
City of Boardman
City of Brookings
City of Brownsville
City of Burns
City of Canby
City of Cannon Beach
City of Canyon City
City of Canyonville
City of Carlton
City of Cascade Locks
City of Cave Junction
City of Central Point
City of Chiloquin
City of Clatskanie
City of Coburg
City of Columbia City
City of Condon
City of Coos Bay
City of Coquille
City of Cornelius
City of Corvallis
City of Cottage Grove

City of Rufus
City of Sandy
City of Scappoose
City of Scio
City of Scotts Mills
City of Seaside
City of Seneca
City of Shady Cove
City of Shaniko
City of Sheridan
City of Sherwood
City of Siletz
City of Silverton
City of Sisters
City of Sodaville
City of Spray
City of Springfield
City of St. Helens
City of St. Paul
City of Stanfield
City of Stayton
City of Sublimity
City of Summerville
City of Sumpter
City of Sutherlin
City of Sweet Home
City of Talent
City of Tangent
City of The Dalles
City of Tigard
City of Tillamook
City of Toledo
City of Troutdale
City of Tualatin
City of Turner
City of Ukiah
City of Umatilla
City of Union
City of Unity
City of Vale
City of Veneta
City of Vernonia
City of Waldport
City of Wallowa

City of Cove
City of Creswell
City of Culver
City of Dallas
City of Damascus
City of Dayton
City of Dayville
City of Depoe Bay
City of Detroit
City of Donald
City of Drain
City of Dufur
City of Dundee
City of Dunes City
City of Durham
City of Eagle Point
City of Echo
City of Elgin
City of Elkton
City of Enterprise
City of Estacada
City of Fairview
City of Falls City
City of Florence
City of Forest Grove
City of Fossil
City of Garibaldi
City of Gaston
City of Gates
City of Gearhart
City of Gervais
City of Gladstone
City of Glendale
City of Gold Beach
City of Gold Hill
City of Granite
City of Grants Pass
City of Grass Valley
City of Gresham
City of Haines
City of Halfway
City of Halsey
City of Happy Valley
City of Harrisburg

City of Warrenton
City of Wasco
City of Waterloo
City of West Linn
City of Westfir
City of Weston
City of Wheeler
City of Willamina
City of Wilsonville
City of Winston
City of Wood Village
City of Woodburn
City of Yachats
City of Yamhill
City of Yoncalla
Citycounty Insurance Services
Citycounty Insurance Services
Clackamas County
Clackamas County Development Agency
Clackamas County Fair Board
Clackamas County Housing Authority
Clatsop County
Clatsop County Housing Authority
Columbia County
Columbia County Development Agency
Columbia Gateway Urban Renewal Agency
Community Renewable Energy Association
Community Services Consortium
Coos Bay Urban Renewal Agency
Coos Bay/North Bend Water Board
Coos Bay-North Bend Visitor and Convention Bureau
Coos County
Coos County Urban Renewal Agency
Crook County
Curry County
Deschutes County
Douglas County Housing Authority
Eastern OR Human Services Consortium
Eastern Oregon Trade & Events Center
Emergency Management Cooperative
Frontier Digital Network
Frontier Regional 911 Agency
Frontier TeleNet
Gilliam County

City of Helix
City of Heppner
City of Hermiston
City of Hillsboro
City of Hines
City of Hood River
City of Hubbard
City of Huntington
City of Idanha
City of Imbler
City of Independence
City of Ione
City of Irrigon
City of Island City
City of Jacksonville
City of Jefferson
City of John Day
City of Johnson City
City of Jordan Valley
City of Joseph
City of Junction City
City of Keizer
City of King City
City of Klamath Falls
City of La Grande
City of La Pine
City of Lafayette
City of Lake Oswego
City of Lakeside
City of Lebanon
City of Lincoln City
City of Lonerock
City of Long Creek
City of Lostine
City of Lowell
City of Lyons
City of Madras
City of Malin
City of Manzanita
City of Maupin
City of Maywood Park
City of McMinnville
City of Merrill
City of Metolius

Gilliam County Fire Services Board
Grant County
Harney County
Harney County Fair Board
High Point
Hood River County
Jefferson County
Joint Water Commission
Josephine County
Klamath County
Lake County
Lane Council of Governments
Lane County Housing Authority
Lane Regional Air Protection Agency
Lane Workforce Partnership
League of Oregon Cities
Lincoln County
Lincoln County Fair Board
Lincoln County Solid Waste Consortium
Linn County
Local Government Center Trust
Local Government Personnel Institute
Madras Redevelopment Commission
Malheur County
Malheur County Ambulance Service District
McMinnville Water & Light
Medford Water Commission
Metropolitan Area Communications Commission
Metropolitan Wastewater Management Commission
Mid-Columbia Center for Living
Mid-Columbia Council of Governments
Mid-Valley Behavioral Care Network
Mid-Willamette Valley Cable RC
Mid-Willamette Valley Council of Governments
Monmouth-Independence Network
Morrow County
North Bend Urban Renewal Agency
North Central Public Health District
Northeast OR Economic Development District
Northern Oregon Corrections
Northwest Oregon Housing Authority
Northwest Senior and Disability Services
Oregon Association of County Engineers & Surveyors
Oregon Cascades West Council of Governments

City of Mill City
 City of Millersburg
 City of Milton-Freewater
 City of Milwaukie
 City of Mitchell
 City of Molalla
 City of Monmouth
 City of Monroe
 City of Monument
 City of Moro
 City of Mosier
 City of Mt Angel
 City of Mt Vernon
 City of Myrtle Creek
 City of Myrtle Point
 City of Nehalem
 City of Newberg
 City of Newport
 City of North Bend
 City of North Plains
 City of North Powder
 City of Nyssa
 City of Oakland
 City of Oakridge
 City of Ontario
 City of Oregon City
 City of Paisley
 City of Pendleton
 City of Philomath
 City of Phoenix
 City of Pilot Rock
 City of Port Orford
 City of Portland
 City of Powers
 City of Prairie City
 City of Prescott

Oregon City Attorneys Association
 Oregon City County Management Association
 Oregon City Planning Directors Association
 Oregon Coastal Zone Mgmt Association
 Oregon Mayors Association
 Oregon Municipal Electric Utilities
 Oregon Public Entity Excess Pool
 Phoenix Urban Renewal Agency
 Polk County
 Polk County Extension District
 Regional Automated Information Network
 Regional Fiber Consortium
 Santiam Canyon Communications Council
 Sherman County
 Talent Urban Renewal Agency
 Tillamook County
 Town of Bonanza
 Town of Butte Falls
 Town of Lakeview
 Town of Lexington
 Training & Employment Consortium
 Tri-County Communications
 Tualatin Development Commission
 Tualatin River Bicycle & Pedestrian Bridge IGA
 Umatilla County
 Union County
 Union County Communications Agency
 Union County Fair Board
 Wallowa County
 Wasco County
 Washington County
 Washington County Consolidated Communications Agcy
 Wellness & Education Board of Central Oregon
 Wheeler County
 Yamhill Communications Agency
 Yamhill County

11. In Section D.3 (Proposal: Evaluation Criteria) - it states that evaluation will be based on vendor's ability to convert old video (data) from CIS members to proposer's platform. Are there details available on format of existing data; or possibly an amount of data that would need to be converted and/or migrated?

Answer: We do not have a list of what solutions are being currently used by our members. We anticipate that the first members to make use of this agreement will be agencies that

do not have a body worn camera solution currently in place, followed by agencies that are dissatisfied with their current solution.

12. Can a list be provided of all the participating agencies that would fall under this Group Purchase Basis Agreement?

Answer: See answer to question 10.

13. Will there be a field trial conducted of proposer's body camera system as part of the evaluation process?

Answer: No, there will not be a field trial, but we will expect a demonstration of the system during the finalist interviews.