

REQUEST FOR PROPOSAL (RFP)



Cape Christian Security Camera RFP FEMA NPSG 2022

**Response Due Date: 12pm EST June 1, 2023**

**LATE BIDS WILL NOT BE ACCEPTED**

**If submitting physical copies via mail, pricing shall be contained in an envelope separate from the informational response to this RFP.**

**If submitting via email, pricing shall be submitted in a separate email to Chris Stroka, [cstroka@capechristian.com](mailto:cstroka@capechristian.com), RFP contact person.**

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## 1. OVERVIEW TO RFP RESPONDENTS

### Due Date and Schedule.

Your organization's response to this Request for Proposal (RFP) is due to the Cape Christian Point of Contact no later than **12pm EST on Thursday, the 1<sup>th</sup> DAY of June 2023.**

#### Schedule:

RFP issue date	May 18 <sup>th</sup> , 2023
<b>Response Due</b>	<b>June 1<sup>st</sup>, 2023 12pm EST</b>
On-Site Walk Through	June 7 <sup>th</sup> , 2023 (Selected Vendors min 3)
Pre-Proposal Call	June 14 <sup>th</sup> , 2023 (Details to be forwarded to all respondents)
<b>FINAL Proposal DUE</b>	<b>June 21<sup>th</sup>, 2023 12pm EST</b>

### The Cape Christian Primary Point of Contact in relation to this RFP will be:

Chris Stroka, Director Safety Team  
[cstroka@capechristian.com](mailto:cstroka@capechristian.com)  
2110 Chiquita Blvd S, Cape Coral, FL 33991

All questions regarding the RFP, schedule for submission or any portion of the RFP process shall be **addressed strictly via email to the above-mentioned contact.** Requests or questions sent to other persons can be cause for disqualification from the RFP process.

All emails must have the words **"Cape Christian Security Camera RFP FEMA NPSG 2022"** as part of the subject line.

### Definition of Parties

The terms "Respondent," "Vendor," "Respondents," "you/your/yours," and similar terms are used to refer to organizations intending to bid on and be awarded a contract based on the requirements as described in this RFP.

The terms: "Cape Christian," "Customer," "us," "our," "we," etc., are used interchangeably to refer to Cape Christian Fellowship, Inc.

## 2. ABOUT Cape Christian

See Customer's website at [www.https://capechristian.com](https://capechristian.com) for additional information.

## 3. BACKGROUND AND OVERVIEW OF THIS RFP

### 3.1 Scope of Coverage

Cape Christian is pleased to invite funding proposals for the provision of FEMA Nonprofit Security Grant Program services to support installation of security camera's (including installation of all necessary wiring) in and around Cape Christian, 2110 Chiquita Blvd S, Cape Coral, FL 33991. This request is for security cameras to cover interior areas, entrances, parking, as well as the church perimeter.

Cape Christian is seeking to add additional security cameras at its locations to integrate with its current security camera system. System pricing shall include everything necessary for the system to function properly upon project completion including all equipment, hardware licensing, cabling, etc., as well as reconfiguration necessary of the current system.

It is the responsibility of the vendor to clearly identify all costs associated with the proposal as well as any additional services or support included.

### **Current System that will need to be integrated to is Hikvision ds-96128ni-124/h DVR.**

This project will require the winning contractor to agree to Federal and State of Florida requirements regarding the receipt of Nonprofit Security Grant Program funding as well as coordination with Federal, State, and local building authorities regarding building codes.

Within 14 days after the date of opening the proposals, Cape Christian will evaluate and rank each proposal submitted in relation to the criteria set forth in the RFP.

## **3.2 RFP Mission Statement**

Cape Christian continues to be a center of community engagement in Cape Coral, Lee County and beyond. With the growing number of people that come to our campus, it is our mission to provide a safe environment for everyone to enjoy the love of Jesus Christ. As part of this mission, we find it critical to provide safety through monitoring of security cameras during large group events and weekend activities. This RFP will provide us with additional resources to for a safe environment.

## **3.3 Eligible Organizations**

No entity may enter into a Contract with Cape Christian under this funding opportunity if the entity is listed in [www.sam.gov](http://www.sam.gov) as debarred, suspended, or otherwise excluded. You will be required to submit your Unique Entity ID (UEI) number as part of this RFP.

The federal government has transitioned from a DUNS (Dun & Bradstreet) number to a UEI. Entities and/or Contractors that developed or drafted the scope of work content or developed project specifications in this RFP are not eligible to bid on this opportunity to ensure adherence with Federal guidelines, including Title 2 CFR 200 and specifically §200.319 Competition.

## **4. ESSENTIAL INFORMATION TO RESPONDENTS REGARDING THIS RFP**

### **4.1 Purpose**

It is Cape Christian's desire to choose a Vendor with which to build a long-term strategic relationship. We may find it necessary to choose more than one Vendor if this choice is in the best interest of Cape Christian. We reserve the right to enter into a contract with anyone of our choosing or to stop this procurement effort at any time and without prior notice.

## **5. Cape Christian Believes in Competition**

It is Cape Christian's intent that after evaluating all Respondents' responses we will identify two or more Respondents whose responses best address our requirements. These selected Respondents will then enter what we call the "Proposal Qualification Phase." During the Proposal Qualification Phase, we will conduct concurrent (but separate) clarification discussions/ negotiations over specific

points with each of the selected Respondents. It is our intent to award a contract(s) to the winning Respondent(s) only after we have addressed all our concerns with each Respondent that makes it to the Proposal Qualification Phase. Notwithstanding the above, however, Cape Christian reserves the right to enter into a formal agreement with any party, at any time, for any reason, or not to contract with any party at all.

## **6. HOW DOES THIS RELATE TO YOU?**

### **6.1 Statement of Work**

It is imperative that you fully understand and accept the Statement of Work (SOW) that we will enter into with the selected Respondent(s).

**ADDITIONALLY, YOUR RESPONSE SHOULD RECOMMEND ADDITIONS OR MODIFICATIONS TO THE SPECIFICATIONS AND REQUIREMENTS PROVIDED HEREIN THAT FURTHER CLARIFY THE UNDERSTANDING OF OUR GOALS, BUSINESS OBJECTIVES, AND POTENTIAL RELATIONSHIP WITH YOU.**

#### **6.1.1 Project Scope Information**

It is Cape Christian's goal to benefit from the results of this RFP process by: receiving installation of at least 15 indoor cameras, and 10 outdoor cameras that will integrate with Cape Christian's current Hikvision ds-96128ni-124/h DVR system. Optimal installation will provide inside and outside visibility for key areas of security concerns on the campus.

#### **6.1.2 Installation and Configuration**

Cape Christian is looking for a "turnkey" solution. The vendor will be responsible for providing all camera hardware, necessary cable runs, as well as installation, mounting (where needed), and configuration of equipment and installation and configuration of software.

- A. All cabling proposals must represent a manufacturer certified end-to-end solution; All cabling responses must include manufacturer and part number for all components
- B. All cabling must be installed to all relevant and applicable industry standards and best practices and must meet all local, state, and government regulatory code
- C. All cabling must be installed to the locations as provided within the RFP unless otherwise stated or approved.
- D. All CAT6a cable must be tested and certified to 10 Gbps; all CAT6 cable must be tested and certified to at least 1 Gbps
- E. Cape Christian Technology Department must be provided a printed and/or electronic copy of cable test certifications.
- F. Cape Christian Technology Department must be provided an as-built building print at project completion detailing individual drop labels, rooms, and type of drop.
- G. All CAT6a (wireless access point), or any other ethernet drops above the drop ceiling, must be terminated in a modular jack ("biscuit") above the drop ceiling.
- H. Vendors may propose new cable pathway solutions to provide a single solution for existing and new cable.
- I. All data drops must be provided a 10' patch cable for the station end to connect from the modular jack to the end point (wireless access point or terminal device)
- J. All patch cables must be the same category specification and color as the corresponding drop
- K. All cable as well as passive termination points must be labeled with securely affixed, clearly marked labels at each termination point (patch panel, keystone jack, face plate, etc)
- L. All station locations (CAT6 drops) must terminate in a BLUE modular keystone jack

insert set in a WHITE single/double gang faceplate with label windows (equivalent to Leviton 42081-2WS)

- M. All faceplate labels must utilize the provided label windows
  - N. All cable must be installed within the designed structured cable pathways as presented in the proposal unless prior written approval is provided
  - O. All structured cable pathways are the responsibility of the cable vendor. Cable pathways must be designed to provide support for all cable such that no cable sag occurs, no cable plant is adjacent to light ballast or other electromagnetic components, and no cable plant lies directly on any ductwork or other non-cable plant components; no cable plant is to be placed otherwise unsupported within red-iron construction.
  - P. All MDF and IDF patch cables will be 8", flex-booted cables of the same category specification as the drops
  - Q. All cable must be installed in the wiring facilities (MDF/IDFs) in a combed, dressed manner utilizing cable ladder paths in the wiring facility to the racks in such a manner as to support the full weight of the cable plant
  - R. No cabling is to be installed anywhere throughout the cable pathway in such a manner as the cable is either not supported by the structured cable support system or such that any service coil or cable is not completely dressed and managed
  - S. All cabling and work must be installed to all relevant and applicable industry standards and best practices and must meet all local, state, and government regulatory code.
- Vendor will be responsible for coordinating with the Cape Christian's Network Administrator in configuring the equipment to work with the church's existing network.
  - Cameras will use DHCP for addressing.
  - Vendor shall supply camera specifications including the following: manufacturer, model, description, any special maintenance requirements, and warranty.
  - Vendor shall provide, install, and configure VMS software (to tie into the church's preferred VMS software) - The Church requires at least a 14-day retention policy for surveillance. The Vendor will evaluate current Hikvision ds-96128ni-124/h DVR to see if additional storage is necessary.
  - Vendor shall test the VMS with each camera to verify proper operation and compatibility.
  - Vendor shall configure the camera frame rate and compression rates to balance quality, storage, and bandwidth utilization.
  - Vendor shall configure the motion detection sensitivity (where appropriate)
  - Vendor shall configure each camera's identification and description (using a naming scheme that incorporates building and location, scheme to be approved by Church staff before setup begins).
  - Vendor shall be an authorized seller or partner of their proposed solution.
  - All penetrations and length and type of conduit on building exteriors will be Church approved before being performed by vendor.
  - Any visible surface-mounted interior conduit installed below the suspended ceiling will be painted to match. Any conduit in open ceilings such as auditorium's will be painted to match unless otherwise approved by the Church.
  - The field of view on all cameras is to be coordinated and confirmed with Church staff.
  - All exterior cameras will be provided with appropriate wall-mounted gooseneck and weather-proof mountings.
  - Vendor will provide system check, test, and start-up of the new systems.
  - Vendor will test each camera to verify proper operation and viewing angle

- Vendor will warranty all labor and equipment for a period of no less than 3 years (5 years preferred)

### 6.1.3 Cameras and Coverage Areas

The Church desires: *Coverage of our campus interiors and exterior areas, including parking lots.*

- Vendors will be given a site map of our campus and interior building floor plans for their use in preparing their proposals. These reference drawings will identify both current and proposed camera locations.
- Complete coverage of each building's main entrances and front office areas.
- Each of these locations will include parking lot monitoring as well. Some locations have a front and rear and/or side parking lots.
- Existing IP cameras will be configured into campus VMS.
- All outdoor camera enclosures should be vandal-proof, anti-tampering, and anti-vibration compliant.
- All indoor and outdoor cameras should have the following specifications at a minimum:
  - PoE powered
  - Full High Definition (1080p) resolution strongly preferred
  - IP66 rating to protect against dust and environmental elements
  - IK10 rating for vandal resistant housing



- Infrared illumination for night visibility
- Capability to produce video at 30 FPS or more
- Image stabilizing to reduce blurring
- Day and Night viewing and recording capability
- Standard RJ45 connectivity including Power Over Ethernet (PoE) capability to receive power. Some cameras may be required to use PoE injectors.
- Motion detection either as a camera option or an option on the management interface

#### **6.1.4 Warranty, Support, and Maintenance**

- Vendor shall provide a labor and materials warranty all portions of this installation for a minimum of three (3) years, 5 years preferred.
- Vendor agrees to replace any portion that fails due to defect in materials or workmanship.
- Cape Christian requires a minimum of one-year software licensing and support with onsite support, with the option to continue annual support after the three-year period has ended.
- The vendor shall provide a detailed description of support offered, and the average response time for a support request.
- The vendor shall provide firmware upgrades to camera hardware during the period of operation.
- Vendor shall provide all operations and maintenance manuals for each component of the system.
- Vendor shall provide as-built drawings that identify all final camera and equipment locations.
- Vendor shall conduct onsite training for all operational aspects of the system. Cape Christian shall record training sessions for future reference and training future personnel.

#### **6.1.5 New Materials**

- All equipment added to the existing system shall be new. Solutions using equipment that has either reached or an announcement has been made for End-of-Life, End-of-Support, or End-of-Sales will not be entertained.
- The latest released system software version shall be installed at the time of delivery. Additionally, at the time final contract payment, all system components installed will have the latest release level of software.
- All products proposed in the response must be the most current version at the time of the bid response. The Vendor may not bid products based on future releases of hardware and/or software. If the Vendor is unable to provide the proposed product(s) or feature(s) by the proposed delivery date, the Vendor will provide a resolution of equal or greater value to the Church, at no additional charge to the Church, including services required to implement the solution.

### **6.1.6 Project Out of Scope Information**

Current Server in place is Hikvision ds-96128ni-124/h DVR.

Replacement of existing cameras – this scope is installation of new in addition to current cameras.

### **6.2 Provide a Complete Response and Follow RFP Instructions**

As part of our evaluation of your proposal, we will consider how completely and concisely you have addressed each requirement as an indication of your capabilities and know-how. We will also view your ability to follow our RFP process to be an indicator of your ability to follow Cape Christian's directions after contract award and of your willingness to build and maintain the type of open, professional relationship with Cape Christian that this effort requires.

### **6.3 Ask Questions**

Notwithstanding the above, if something in this RFP is unclear, not technically feasible, or appears to preclude you from providing Cape Christian with your best response, we expect that you will question and communicate those items needing clarification.

Also, we accept that you are experts at performing the services described in this RFP. It will be our assumption that you fully understand and accept your role in achieving Cape Christian's goals, delivering specific business benefits, and building and maintaining the desired relationship with us.

Section 8 (paragraph 8.3.6) of this RFP details a specific process for submitting questions. Please follow it. Cape Christian will make reasonable efforts to provide fast and complete answers to each question.

### **6.4 Always Have Your Best Offer on the Table**

Do not hold features "in reserve" waiting for Cape Christian to give you one more chance to provide us with your best and final offer. Every time you deal with us, you should act as if it is your last and final chance to win our business, because as was stated earlier, Cape Christian reserves the right to contract with any party at any time, without further discussion or notice to other Respondents, or to not contract with any of the Respondents at all. Specifically, this means that you should always offer us personnel skilled in working with identical or similar systems and, in the event that you make it to the Proposal Qualification Phase, have all necessary decision-makers available in person at that time.

**Cape Christian reserves the right to award this RFP at any time without further notice to Respondents.**

## **7. SOME CRITERIA CAPE CHRISTIAN MAY USE TO EVALUATE YOUR RESPONSE**

Cape Christian may use some or all the criteria in evaluation of responses. Cape Christian's process is designed to be fair and objective, and our decision will be final. *Our specific evaluation scores and results will not be shared with any Respondents.*

### **7.1 Specific Business Objectives Cape Christian Expects Respondent to Meet**

Your response shall offer, whenever possible, specific, objectively measurable criteria in addition to those specified in this RFP, which you will commit to provide to Cape Christian.

Cape Christian expects the selected Respondent to assist Cape Christian with meeting the following Cape Christian business objectives through any effort resulting from this RFP:

### **7.2 Additional Potential Response Evaluation Criteria**

Cape Christian intends to use some of the following additional general criteria to evaluate and rank responses. These additional items include but are not limited to:

- Experience with provided solutions.
- Respondent staff's in-depth knowledge and available skill set in the areas of expertise referenced in the RFP;
- Core competence in the areas of expertise referenced in the RFP;
- Prior experience with non-profit organizations of Cape Christian's size, complexity, and/or in houses of worship.
- Flexibility with regard to contractual and work requirements (i.e., ability to provide different services, service levels, and pricing methodologies);
- Creative use of technology to deliver its services;
- Long-term financial and corporate stability; and
- Quality of customer references.

Cape Christian intends to use some of the following additional specific criteria to evaluate and rank the responses. These additional items include but are not limited to:

- Completeness of response.
- Willingness to provide contractual remedies for any failure to perform to specifications.
- Willingness to be held accountable for failing to provide the desired results.
- Acceptance of Cape Christian's agreement terms and conditions;
- Adherence to RFP requirements/specifications.
- Ability to deliver required services and to meet or exceed Cape Christian's performance requirements;
- Inclusion of recommendation(s) of alternative approaches or better approaches to any of the requirements in this RFP; and
- Price and flexibility of pricing models (e.g., payment terms, payment schedule, etc.).

Cape Christian will also evaluate prior experience(s) with Respondent and the total cost of ownership of the proposed solution.

### **7.3 Optional Respondent presentations**

Cape Christian may, at its option, request you to present your response to a group of Cape Christian representatives. This presentation should include a review of the

contents of your response along with additional explanatory details that you feel are appropriate. The presentation agenda will include a question-and-answer session. Cape Christian will inform you in advance of the requirement for such a presentation as well as any areas of your response where we require additional information and explanations.

## **8. INSTRUCTIONS TO RESPONDENTS**

### **8.1 This RFP Is Not an Offer or Commitment to Contract**

This RFP, and anything included in it, is not to be construed as an offer or commitment to enter into a contract or any other form of agreement with you. While it is currently the intent of Cape Christian to enter into a formal agreement with an outside organization to provide the results detailed in this RFP, Cape Christian reserves the right, at any time and for any reason, to enter into a formal agreement with one or more Vendors for part or all of the results detailed in this RFP or not to enter into any agreement at all, at our sole discretion.

### **8.2 Your Position as Prime Contracting Entity**

In the event that you intend to subcontract the provision of any product or service to a third party, you will be deemed to be the prime contracting entity with sole responsibility for delivery. You must also identify any and all third party or parties whose efforts or products are included in your response (including their company name, point of contact's name, point of contact's phone number, fax number, email address, and the company's street address). You must explain the relationship (including detailing what services and/or products each third party will perform or provide) and, for each third party included in your response, warrant your right and ability to sell, resell, license, sub-license, and/or contract for the services to be provided by each third party. Every sub-contractor approved by Cape Christian must be contractually obliged to conform to the agreement between Cape Christian and the Respondent. Respondent will nevertheless retain full responsibility and liability for the services and deliverables delivered by any sub-contractors.

You must also state and demonstrate your willingness to be contractually responsible for delivery of all services and/or products necessary to fulfill the RFP requirements, notwithstanding any stated intention on your part to use a third party or parties to provide any specific services or products to Cape Christian.

You should expressly disclose if you intend to invite a third party to participate in further discussions and presentations with Cape Christian, and Cape Christian expects you to internally coordinate your presentations and positions. Cape Christian will then inform you whether, how, and when it is interested in directly meeting and entering into discussions with such third party. Please let us also know in writing if you have entered into teaming or other agreements with any third party that prevents that party or yourself from making a separate response.

### **8.3 Response Procedure and Usage**

#### **8.3.1 Confidentiality of Cape Christian information**

As a prerequisite to receiving this RFP, your company must have an executed Cape Christian Non-Disclosure Agreement (NDA) regarding this RFP. Please complete the fields indicated in the attached form and return this to Cape Christian within forty-eight (48) hours of response of this RFP, in order to allow Cape Christian to prepare the NDA for mutual execution.

**FAILURE TO COMPLETE THIS FORM PRIOR TO SUBMISSION OF YOUR PROPOSAL MAY BE GROUNDS FOR DISQUALIFICATION.**

#### **8.3.2 Response Due Date**

Your response is required per the schedule at the beginning of this RFP. No extensions will be granted.

#### **8.3.3 Cape Christian's Intended Use of Your Response**

Cape Christian has a sincere desire to assess the interest, capabilities, and responsiveness of a number of Respondents against the goals, benefits, and requirements we have stated in this RFP as well as against the interest, capabilities, and responsiveness of other Potential Respondents.

Cape Christian desires to base our assessment on reliable information about each Potential Respondent. We intend to evaluate each response against our established evaluation criteria, which will be the primary (but not the only) method we will use to select a winning Respondent.

#### **8.3.4 Response Becomes Property of Cape Christian**

By responding to this RFP, you agree that your response becomes the property of Cape Christian and will not be returned. Cape Christian retains the right to utilize all responses, including, but not limited to, any ideas, information, and/or concepts found therein, for any purpose subject to the confidentiality requirements of this Section. Be aware that Cape Christian may disclose all or parts of the responses to consultants and professional advisors who will assist us with evaluation of the responses. Non-Disclosure Agreements with Cape Christian will nevertheless bind these personnel accordingly.

Notwithstanding the above, Cape Christian shall treat all pricing information you provide as confidential and shall not disclose pricing information to any other Vendors. However, Cape Christian may disclose pricing information to third-party consultants and professional advisors who have a need to know in order to assist us with our financial evaluation of responses.

Cape Christian shall also treat as confidential any specific sub-section or part of a sub-section that you clearly mark as confidential or proprietary information in your response.

#### **8.3.5 Questions**

All questions regarding this RFP, its contents, or any related topic shall be submitted in writing, via email (no questions faxed or mailed by post or courier will be accepted), to the Cape Christian Point of Contact at the email address: [cstroka@capechristian.com](mailto:cstroka@capechristian.com). All email sent to this address concerning this RFP must have the words "Cape Christian Security Camera RFP FEMA NPSG 2022" at the

beginning of the email subject. Cape Christian cannot guarantee that emails not complying with this format requirement will be answered.

After the Respondents' conference, **no** new questions will be entertained.

To ensure a fair and open competition, Cape Christian shall provide copies of all questions and answers to all Respondents. We will do our best to make sure that no specific question is attributable to a specific Respondent, but we cannot guarantee that the originator of any question will not be able to be determined from the contents of the question.

Cape Christian cannot guarantee that questions not submitted in accordance with this process will be answered or that answers to such questions will be correct in respect to this RFP. Also, attempts by any Respondent to gain information in any manner outside this process (including, but not limited to, casual conversations with Cape Christian personnel, visits to Cape Christian Management or Executives, phone calls, or other methods of obtaining information which gives competitive advantages) may be negatively considered during the evaluation of your response.

### **8.3.6 Right of Rejection**

Cape Christian reserves the right, at its absolute discretion, to accept or reject any or all responses to this RFP. Cape Christian further reserves the right to waive formalities and to make exceptions to the specifications and requirements contained in this RFP, in part or in total. Finally, Cape Christian reserves the right to enter into discussions or negotiations with one or more qualified potential Vendors at the same time, if such action is in the best interest of Cape Christian. No potential Vendor shall have an automatic right to submit revisions to its original response, and Cape Christian, in its absolute discretion, may accept or reject any such revision.

## **8.4 Response Format.**

The following sections provide instructions for the preparation of your response.

### **8.4.1 Quality of Response Valued Over Quantity**

Cape Christian is most interested in the quality, not the quantity, of your response. We will evaluate your confidence in your ability to perform based upon, among other things, your willingness to work within our defined procurement process and to provide Cape Christian with meaningful contractual assurances and remedies that we may exercise in the event of your non-performance.

### **8.4.2 Completeness of Response.**

Your response must include an explanation of how you intend to meet each requirement in this RFP (including all applicable Exhibits). All responses must be submitted complete and in writing in accordance with the appropriate sections below. The delivered response is to be your complete and total response.

### **8.4.3 Format of Response**

To reduce confusion and expedite Cape Christian's evaluation and comparison of responses, your response needs to comply with the format outlined in the following sub-sections and with the example provided at Exhibit B. Your willingness and ability to comply with this response format will be one of the factors we use in our evaluation of your response.

#### **8.4.3.1 Submittal media and number of copies**

You must provide at least one reproducible electronic copy of your response in English in a format readable by Microsoft's Office suite of software applications. Electronic copies must be submitted by email. File names should be easily identified using Windows Explorer in conjunction with your Response's Table of Contents (file naming should facilitate the electronic files sorting and displaying into a logical sequence that closely follows the table of contents). In addition, one original hard copy and one copy of your response, including all supplementary literature, printed on letter-size paper and bound in some manner on the left-hand side must be submitted to the Cape Christian Point of Contact.

#### **8.4.4 No Response Cost Reimbursement.**

Cape Christian will not reimburse you for any costs you incur responding to this RFP. You shall be solely responsible for any costs incurred by you in preparation of your response and you shall certify in your response that no response costs have been included in your proposed cost (bid price).

#### **8.4.5 Vendor's Authorized Signature**

Your response must include a signed statement that indicates that you understand the requirements of this RFP and that you agree to be bound by the terms, conditions, and pricing of your response. The signature must be that of an executive authorized to contractually commit your company to the terms and conditions contemplated by your response.

#### **8.4.6 Term of Validity of Your Response**

Cape Christian requires that your response and any terms, conditions, pricing, etc., remain in effect for no less than one hundred eighty (180) days from the response due date noted herein or through finalization of a formal agreement between the parties, whichever comes first.

Forward pricing rates and offers of optional additional years of service shall remain valid in accordance with the requirements of Section 9, "Pricing," of this RFP.

#### **8.4.7 Response Clarity and Respondent Understanding**

As a Respondent, you understand and agree that (a) you have an affirmative duty to inquire about and seek clarification of any question or other item in the RFP that you do not fully understand or that you reasonably believe is susceptible to more than one interpretation, and (b) the response submitted by Respondent must explain any and all conditions, exceptions or limitations included in any response by Respondent to any question or other item in the RFP

#### **8.4.8 Amendments to RFP**

Cape Christian reserves the right to issue addenda, supplements, and amendments to this RFP at any time before executing the contract with the successful Respondent. All such materials will be issued in writing. Each Respondent must

acknowledge receipt of such materials by returning the Amendment Acknowledgment Form that will be enclosed. Each response must also include an acknowledgement of the Respondent's receipt of this RFP and all addenda, supplements, and amendments on Exhibit F. Each addendum, supplement or amendment shall specify the time by which, and the manner in which, the Respondent must respond to the change. In the event the change is unacceptable to the Respondent, it may withdraw its response by submitting written notice to Cape Christian by the indicated deadline.

#### **8.4.9 Format of Any Addenda, Supplements and Amendments**

All addenda, supplements, and amendments (whether solicited or unsolicited) submitted by a Respondent: (i) shall include the cover page as specified, (ii) shall be executed on behalf of the Respondent by a representative who is authorized to contractually bind the Respondent, and (iii) shall become a part of and incorporated into the Respondent's response and any resulting contract with Cape Christian. In the event that any unsolicited addendum, supplement, or amendment to a Respondent's response is rejected by Cape Christian, the Respondent shall have the right to withdraw its response by providing written notice to Cape Christian within the earlier of (i) ten (10) days after Cape Christian provides notice of its rejection to the Respondent or (ii) the date Cape Christian executes the contract with the successful Respondent.

#### **8.4.10 Pricing Information**

All pricing information shall be provided in accordance with Section 9, "Pricing," below and submitted separately from the remainder of your response.

### **9. PRICING.**

#### **General Pricing Information**

- All pricing information must be included in a single section of your response - Do not mix pricing information into any other section(s) of your response.
- Your pricing submittal should be your most competitive offering, as it will be a primary component of the comparative process for this RFP. Cape Christian may or may not offer the opportunity for you to reduce the pricing submitted before a Vendor award decision is made, so please consider this when determining the pricing you submit.
- Pricing shall be offered in US dollars. Please quote your pricing exclusive of any and all taxes.
- Cape Christian is a TAX EXEMPT entity. Cape Christian will provide the successful vendor with a copy of our tax exemption certificate.
- Price Breakdown - See Exhibit B

### **10. DISCLOSURES**

Cape Christian is supported frequently by external consultants with expertise in order to improve its business performance and results. Respondents should therefore understand that some of the information contained within this RFP may have been created with the assistance of external consultants.



Cape Christian has chosen to disclose this information in an effort to maintain transparency during the bidding process. Cape Christian is taking reasonable precautions to prevent disclosure of sensitive information to avoid creating a competitive advantage for one or more Respondents.

Cape Christian will be the final decision maker on any evaluation, comparison, or selection of any Respondent(s) that may be selected as a result of this RFP process.

#### **10.1 Nondiscrimination of Contractors**

A bidder, vendor, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state or federal law relating to discrimination in employment.

## **11. SUMMARY OF RFP RESPONSE EXHIBITS**

Exhibit A: Response Format

Exhibit B: Pricing Form

Exhibit C: Operational Specification and Functional Requirements

Exhibit D: Key Personnel List

Exhibit E: Vendor Information

## **EXHIBIT A – RESPONSE FORMAT**

### **Proposal Format**

Vendors shall submit their Proposals to the Request for Proposal (RFP) in the following format:

*Section 1. Executive Summary of the Proposal*

Vendor shall include in this Section an executive summary of their proposal for the intended scope of work.

*Section 2. Pricing Information*

This section shall be separately enumerated from other sections of the Proposal. No pricing information should be shown in other sections of your Proposal. See further details in Exhibit B for format of pricing.

*Section 3. Operational Specifications & Functional Requirements*

This section shall enumerate all hardware and software specifications with explanations and narrative on how your company's response complies to the RFP. Reference Exhibit C

*Section 4. Key Personnel and Company Information.*

Complete this section as outlined in Exhibit D

*Section 5. Vendor Information Form*

Complete this section as outlined in Exhibit E.

Approval and release of payments shall be scheduled upon measurable and quantifiable delivery and installation of components. Requests for prepayments of goods and services will not be accepted. It is our expectation that the payments associated with each deliverable will be representative of the value that each deliverable has to the overall solution. (Please keep in mind that Cape Christian does not receive any benefits until the solution has gone live.)

### **Notes To Bidders:**

1. All Proposals are to be written in English.
2. All submittals shall be made to the Cape Christian Point of Contact (POC) listed on the front of this RFP.
3. A single (1) electronic copy of all documents shall be submitted. Electronic copies may be submitted by email or on a thumb drive. All submitted drives and their cases shall be clearly marked as to the contents. All electronic copies shall be submitted in Microsoft Office 365 compatible formats.

**EXHIBIT B – PRICING FORM**

Please complete the following example pricing form.

For all available deployment models, provide a five (5) year cost summary as displayed below.

<b>Three Year Total Cost Summary</b>						
<b>Costs</b>	<b>Total</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Hardware						
Software Licensing						
Installation						
Maintenance						
Documentation & Training						
Project Management						
Warranty (3 years incl.)						
Warranty (from year 3-5)						
Miscellaneous						
Other (specify)						
<b>Total:</b>						

**EXHIBIT B.1 – OPTIONAL PRICING**

Should you require additional scope and pricing options to be considered as a part of your overall RFP response, please attach and identify in a similar table as noted above along with changes and descriptions of content.

## **EXHIBIT C – OPERATIONAL SPECIFICATIONS & FUNCTIONAL REQUIREMENTS**

Provide full operational specifications of hardware and software solutions included in your proposal.

Provide additional narrative with sufficient detail as to communicate how your hardware and software solutions address the needs of Cape Christian.

**EXHIBIT D – KEY PERSONNEL LIST**

**KEY PERSONNEL OF RESPONDENT**

<b>Name</b>	<b>Title</b>	<b>Project Responsibility</b>	<b>Qualifications: Education, Years of experience, References, including prior projects worked &amp; roll(s) in each</b>

## EXHIBIT E – VENDOR INFORMATION FORM

### Vendor Address Data

Questions	Answers
Legal, incorporated name of company:	
Division:	
Street/P.O. Box:	
ZIP Code:	
Location:	
Country:	
Dun & Bradstreet (DUNS) No.:	
Internet Address:	

### Vendor Single Point of Contact for this RFP (backup only as necessary)

Single Point of Contact:

Questions	Answers
Legal, incorporated name of company:	
Name:	
Position:	
Address:	
Phone:	
Fax:	
Email:	

Backup (if applicable):

Questions	Answers
Legal, incorporated name of company:	
Name:	
Position:	
Address:	
Phone:	
Fax:	
Email:	

Questions	Answers
Number of employees for each of the past three financial years:	
Define your fiscal year period:	
Revenue in two most recent fiscal years:	
Amount of sales in two most recent fiscal years:	
Please indicate the names of five key accounts to which you provide services of the type you intend to bid on. Please indicate revenue and length of relationship.	
Please indicate your three largest accounts in Cape Christian's industry, revenue, and length of relationship. Indicate any experience you have had in in Cape Christian's business environment.	
Does your company have any litigation in process? If so, explain.	

**CLIENT REFERENCES: Provide the following information:**

**Current Clients**

Five (5) reference contacts (name, company, email and phone) from clients you have served over the last 5 years.

Submit client information based on similar project size and scope to the Cape Christian RFP requirements.