



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550

May 16, 2018

PROJECT NAME: Digital Evidence Project

BID NO: RFP #B181045

RE: ADDENDUM #1

To All Prospective Proposers,

The following information is being provided to aid in preparation of your proposal submittal(s)

OPENING DATE:

RFP #B181045, Digital Evidence Project originally scheduled to be opened on Wednesday, May 23, 2018 at 2:00 P.M has been re-scheduled. The new deadline for submitting a proposal is as follows:

Date: Wednesday, May 30, 2018

Time: 2:15 P.M.

Question #1: *How many agencies in Galveston County are envisioned to access/create cases/store evidence with the envisioned DEM system?*

Response: Access – two (GCSO and DA)
Create cases – one
Store – one
These are just initial, the long term goal is to allow more agencies access, but step one is getting the system in place.

Question #2: *Who are the identified users of the envisioned DEM system?*

Response: Depends on what you are meaning... We envision 6 with access levels allowing manipulation/management, approximately 200-250 with the ability to upload onto it. Approximately 75 with view access.

Question #3: *How many users will there be of the system in total?*

Response: See response to question #2.

Question #4: *How many PART 1 case investigation does the contributing agency/agencies generate per year (based on the previous 5-year average)?*

Response: The SO average approximately 5000 reports a year, with any of those reports having the potential for digital evidence to be submitted.

Question #5: *How many years of data does the referenced 12 TB of data represent?*

Response: Estimated 25 years.

Question #6: *What is the anticipated number of cases per year and what is the average amount of data per case?*

Response: See response to question #4. It totally depends on the evidence submitted i.e. photos only, photos and video.

Question #7: *Do the current law enforcement users utilize body worn cameras, in-car vides, interview room recorders, CCTV street cameras? If so, which vendors/suppliers are used?*

Response: All the above except CCTV street cameras... In-car is Watchguard,, L3 for the interview room, body cameras TBD...

Question #8: *Has a budget been developed and published for this project?*

Response: Yes.

Question #9: *Has the budget for this project been funded?*

Response: Yes.

Question #10: *On page 38 of the RFP document, Special Provisions D. Procurement Timeline, the County states that the deadline for Questions and Inquiries is Thursday, May 14, 2018 at 5p.m. however May 14 is a Monday. Can the County please confirm the Deadline for Questions and Inquiries?*

Response: The deadline for Questions and Inquiries was Thursday, May 10, 2018, at 5:00 p.m.

Question #11: *Can the County please confirm is the Proponent is to provide a software only solution or is expected to provide hardware (server, storage, etc.) as part of the project? If the Proponent is expected to provide hardware, please confirm that only server and storage hardware will be required an not workstations.*

Response: If the solution is on premise, server and storage will need to be included.

Question #12: *If hardware is to be included, will the County be requiring a back-up solution as part of the proposed or will the County use their existing enterprise back-up solution?*

Response: A backup solution will need to be provided.

Question #13: *What is the total number of users that will require access to the system simultaneously (at the same time)?*

Response: Estimated 10-15 concurrent users...

Question #14: *What is the total number of users that will require forensic processing tools or integration with 3rd party applications such as Photoshop, Video Editing Software, etc. simultaneously (at the same time)?*

Response: 5-7 concurrent users

Question #15: *How many users will require video redaction capabilities?*

Response: 2-4

Question #16: *Does the County currently allow their Officers to use cellphones for capturing digital evidence? If not currently, does the county intend to allow their Officers to use cell phones for capturing digital evidence in the future?*

Response: No, the officers are issued digital cameras for this

Question #17: *What is the anticipated growth rate of digital evidence data per year?*

Response: The Sheriff's Office average approximately 5000 reports a year with any of those reports having the potential for digital evidence to be submitted.

Question #18: *Does the County desire integration of the Digital Evidence solution with other existing systems in place at the County (RMS< CAD, etc.)? If so, can the County please provide a list of those existing systems?*

Response: Integration would be great, but is not required. We currently use Superior, OneSolution, RMS and CAD (formally OSSI).

Question #19: *Does the County desire secure remote access to the digital evidence by an outside agency (DA's Office)?*

Response: Yes.

Question #20: *Has budge been approved for implementation of the requested solution?*

Response: Yes.

Question #21: *On page 45 of the RFP document in the Proposal Form, Item 9 states that an Anti-Collusion Affidavit is required but there was no Anti-Collusion Affidavit form provided and it is not mentioned elsewhere in the RFP document. Can the County please confirm if that Certification Form is required and if so, please provide the required form?*

Response: Attached you will find the Anti-Collusion Affidavit.

Question #22: *On page 27 of the RFP document, Section 56. Certification Regarding Lobbying states that "The truthful and fully completed and executed original of the Certification Regarding Lobbying (included with bid packet) must be included with the submission of proposer's proposal and is a mandatory requirement of this request for proposal." However no Certification Form was provided in the RFP packet. Is this Certification required for the proposal submission and if so, can the County please provide the required form?*

Response: The Certification Regarding Lobbying is not a requirement of the Request for Proposal.

Question #23: *Would the County consider extending the Due Date for the Responses to the RFP to allow for more time for clarification?*

Response: The opening date has been extended.

Question #24: *Can County of Galveston provide vendors a targeted budget for this project:*

Response: The County does not disclose budgetary information. Proposers will need to submit their proposal, including pricing and all proposals will be evaluated.

Question #25: *What CAD, RMS software providers is the County currently using?*

Response: Superior OneSolutions (formerly OSSI)

Question #26: *Is the County looking to make a change with their CAD/RMS vendors in near future?*

Response: No.

Question #27: *What current Video Management Software does the County use?*

Response: We do not currently have a Video Management software product.

Question #28: *What resources, or staff employees will be trained on the new software?*

Response: IT, Sheriff's Office, the District Attorney's Office, any user the Sheriff's Office deems necessary to have access.

Question #29: *What is the timeline for implementing the new Digital Evidence Management program?*

Response: As soon as possible.

Question #30: *Do any other agencies, such as the City, need to access the proposed system?*

Response: Not at this time.

Question #31: *Approximately what quantity of data will be added to the system each year?*

Response: The Sheriff's Office averages approximately 5,000 reports a year with any of those reports having the potential for digital evidence to be submitted. I'm not really sure how to quantify that number in terms of data. A case could have something as little as a few KBs of picture, to as much as multiple GBs worth of video.

Question #32: *What is the standard retention period for data in the system? What percentage is kept short-term ((under a year) vs long-term (over a year)?*

Response: Depends on the statute set by the Code of Criminal Procedure requirements of evidence and racial profiling. Estimated 75% long term, 25% short term.

Question #33: *What formats might be migrated from the current system? Are different video codes currently stored? If so, which ones?*

Response: Various forms of video and photo formats (i.e. mp4, jpg, avi, etc.).

Question #34: *In what application is the county's data currently stored in?*

Response: The data is not currently stored in an application. The video and picture files are stored on our SAN. This is one of the main reasons we are pursuing this RFP.

Question #35: *Can this RFP be considered an Award that other TX agencies could purchase from?*

Response: I would say no, it would most likely be agency specific.

Question #36: *In the Required Features section, can the agency please clarify what is meant by “proof sheets?”*

Response: Proof sheets or Contact sheets give us ability to print multiple Evidence mages on one page. An example can be provided if needed.

Question #37: *Regarding page 3 of the Proposal Form packet (the major supplier reference request); if our proposed solution is a cloud-based system (thus requiring no hardware) will there still be supplier references required? Axon leverages supplies for our hardware products (e.g., conducted electrical weapons, body-worn cameras, etc), however those elements are not included as part of our proposed solution for RFP #B181045.*

Response: No.

Question #38: *Will in-car video be ingested into this DEMS? If so, who is the current provider for in-car video?*

Response: Yes, Watchuard.

Question #39: *Will body worn video be ingested into this DEMS? If so, who is the current provider for body worn video?*

Response: Yes, TBA.

Question #40: *Does this system require the ability to store on-premise, to cloud or a hybrid of both or the ability for all three options based on the departments’ needs?*

Response: At this time we do not have a preference on cloud vs. on premise. We would like to see options for each.

Question #41: *Does this system require the ability to store on-premise, to cloud or a hybrid of both or the ability for all three options based on the department’s needs?*

Response: It does not have to be simultaneous, but there does need to be some sort of Hardware Redundancy for an on premise solution

Question #42: *What is the desired workflow? i.e. Will an officer conduct any of the downloads into the system: Or will an evidence tech conduct the downloads? Both? From how many locations?*

Response: The officer will typically be the one to conduct the download but the Evidence Tech will also need the ability to upload. Estimated 10 workstations would need the ability to upload from

Question #43: *How many locations will be disseminating the data i.e. burning CD’s, printing, enhancements:*

Response: This will be done in our Records Department. We currently have two employees that will be doing the majority of this.

Question #44: *Does this system require storing proprietary data as well, for example, various dvr systems from convenience stores?*

Response: Yes.

Question #45: *Does this system require for unlimited users and unlimited concurrent users when either downloading, disseminating or remotely viewing data?*

Response: No.

Question #46: *Does the system require the removal of assets off of devices after a successful download has occurred?*

Response: No.

Question #47: *Does the system require to store in industry standards formats and database structures?*

Response: Yes.

Question #48: *Does the system require secure data silos for various units in the department such as Internal Affairs?*

Response: Yes, we would need the ability to limit access to specific individual groups.

Question #49: *Regarding remote browser, does the system require administrative defined user viewing/printing restraints?*

Response: Yes.

Question #50: *Does the winner of this bid require to provide source code of the application?*

Response: No.

Question #51: *If any modifications or customizations need to occur, does the winner of this bid need to provide at no additional cost?*

Response: Yes.

As a reminder, all questions regarding this proposal must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder@co.galveston.tx.us

If you have any further questions regarding this proposal, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at rufus.crowder@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550

May 24, 2018

PROJECT NAME: Digital Evidence Project

BID NO: RFP #B181045

RE: ADDENDUM #2

To All Prospective Proposers,

The following information is being provided to aid in preparation of your proposal submittal(s)

Question #1: *The Anti-Collusion Affidavit that was referenced in the Addendum was not attached. Can the County please send that form?*

Response: Attached you will find the Anti-Collusion Affidavit.

Question #2: *After reviewing Addendum 1 to RFP #B181045, we have one quick clarifying question that I'm hoping you are able to answer: vendor response #13 states that there is an estimated 10-15 concurrent users. Are you able to provide a list of total, non-concurrent users? This will allow us to provide accurate pricing with our bid.*

Response: Total non-concurrent would be approximately 350 users.

Question #3: *Can you please clarify Response #42. You mentioned 10 workstations that would need the ability to upload data. Does this mean you need 10 workstations quoted that are dedicated stations (to eliminate downloading virus etc.) or software only? Or maybe a combination of both? i.e. maybe 5 of our workstations and 5 additional licenses that the SO can load onto existing computer stations that meet the minimum specifications:*

Response: There would be only one (1) workstation dedicated to uploading data to the system, but it would be helpful to have the ability to upload from more than just one. Unless there are specific hardware requirements, we would likely only need the software to load on our computers that are already in place.

As a reminder, all questions regarding this proposal must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder@co.galveston.tx.us

If you have any further questions regarding this proposal, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at rufus.crowder@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rufus Crowder', with a long horizontal flourish extending to the right.

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County

State of Texas
County of Galveston

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NON-COLLUSION AFFIDAVIT

Before me, the undersigned notary, on this day personally appeared _____ (Affiant), whom being first duly sworn, deposes and certifies that:

- Affiant is the _____ of _____, that
(Individual, Partner, Corporate Officer) (Name of Proposer)
submitted the attached Bid/Proposal in **RFP No. B181045, Digital Evidence Project**
- Affiant is a duly authorized representative of Proposer and is authorized to make this Non-Collusion Affidavit;
- The attached Proposal/Bid is genuine and is not a collusive or sham Proposal/Bid;
- The attached Proposal/Bid has been independently arrived at without collusion with any other bidder, proposer, person, firm, competitor, or potential competitor;
- Bidder/Proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any other bidder, proposer, person, firm, competitor, or potential competitor, to submit a collusive or sham bid or that such other bidder, proposer, person, firm, competitor, or potential competitor shall refrain from bidding/proposing;
- Bidder/Proposer has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, proposer, person, firm, competitor, or potential competitor to fix the price or prices in the attached Bid/Proposal or of the bid/proposal any other bidder/proposer;
- Bidder/Proposer has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, proposer, person, firm, competitor, or potential competitor to fix the overhead, profit or cost element of the Bid/Proposal price or prices of any other bidder/proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against Galveston County or any person interested in the proposed contract;
- Affiant has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, proposer, person, firm, competitor, or potential competitor, paid or agreed to pay any other bidder, proposer, person, firm, competitor, or potential competitor any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the price or prices in the attached Bid/Proposal or the bid/proposal of any other Bidder/Proposer; and
- Affiant certifies that Affiant is fully informed regarding the accuracy of the statements contained herein, and under penalties of perjury, certifies and affirms the truth of the statements herein, such penalties being applicable to the Bidder/Proposer as well as to Affiant signing on its behalf.

Signature of Affiant

SWORN TO and SUBSCRIBED before me this _____ day of _____, 2018.

Notary Public

My Commission Expires: _____