

THE PORT AUTHORITY OF NY & NJ

PROCUREMENT DEPARTMENT
4 WORLD TRADE CENTER
150 GREENWICH STREET, 21ST FLOOR
NEW YORK, NY 10007

REQUEST FOR INFORMATION

TITLE: BODY-WORN CAMERAS FOR THE PORT AUTHORITY POLICE DEPARTMENT

NUMBER: 6000000349

QUESTIONS DUE DATE: MAY 7, 2021, NO LATER THAN 2:00 PM ET

RESPONSE DUE DATE: MAY 28, 2021, NO LATER THAN 2:00 PM ET

CONTRACTS SPECIALIST NAME: James Summerville

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1. GENERAL INFORMATION: PORT AUTHORITY POLICE DEPARTMENT

Port Authority of New York and New Jersey

For background with respect to The Port Authority of New York and New Jersey (the “Port Authority” or “Authority”) see www.panynj.gov. Additionally, the most recent electronic version of the Authority’s Annual Report is available at <http://www.panynj.gov/corporate-information/annual-reports.html>.

Port Authority Police Department

The Port Authority Police Department is a 2,000+ member transportation security and counterterrorism police department headquartered in Jersey City, NJ, with police command operations at most Port Authority facilities including but not limited to the metropolitan area’s three major airports (LaGuardia Airport, John F. Kennedy International Airport, Newark Liberty International Airport), the Hudson River crossings, the ports, and the World Trade Center in Lower Manhattan.

2. OBJECTIVE – STATEMENT OF BUSINESS NEED

The purpose of this Request for Information (RFI) is to obtain marketplace information as to best-in-class body cameras and associated software and other data storage systems that are durable and reliable, easy and safe to use, and have a proven track record of capturing and then securely storing video and audio recordings of interactions between police officers and others. It is anticipated that, after receiving the referenced market information, the Port Authority will promptly seek to procure body cameras and related materials for use by its police force.

3. RESPONSE

Responses to this RFI (“Response”) shall address the following information (in the order of its presentation):

A. Business Solution and Company Overview

Provide a brief description of your firm. You (also referred to herein as “Respondent” or “your firm”) should include information concerning your lines of business, organization, mission, affiliates, objectives, location, government agencies with whom you hold active contracts, years in business under your present business name, and a list of previous business names used, if any

Provide a list of clients, including but not limited to public agencies, to which your firm has provided body-worn cameras and associated systems. Provide the list in the following format:

Client name and location	Contract term (start and end date)	Value of Contract	Procurement Method (Bid? RFP? Other?)	Summary of Services/Products provided to the client

With respect to each client listed, provide the following information:

1. Identify:
 - a. The manufacturer of the body-worn cameras.
 - b. The installer of the body-worn cameras (hardware, software).
 - c. The firm that maintains the complete system (hardware, software).
 - d. The firm that provided the training on the use of the system.
2. Describe the installation including but not limited to:
 - a. The duration of the hardware and software installation.
 - b. The Respondent's responsibilities during installation. If the Respondent used subcontractors or other firms to provide services during installation, identify them and their responsibilities during installation.
 - c. The client's responsibilities during installation.
3. Describe lessons learned during the installation, including challenges and how they were surmounted.
4. Identify any ongoing services that the Respondent provides in the operation of the system, including but not limited to maintenance and training.
5. Did the Respondent utilize any minority- and women-owned businesses (MWBES) and Service-disabled Veteran-owned Businesses (SDVOBs) in any aspect of the project (purchase, installation, maintenance, training, etc.)? Please describe the nature and extent of the M/WBE's/SDVOB's work.

B. Product Information:

1. Provide a high-level description of your technology including but not limited to information about the body worn cameras and associated software system. Provide any company and product literature, as necessary.
2. Is your solution in production or in development? How long has it been in production? What is the available inventory and lead time to install this system for a police department of our size?
3. Provide characteristics of your body-worn technology including but not limited to:
 - a. The size and weight of the body worn cameras.
 - b. Recording capabilities, including but not limited:
 - a. recording speed.
 - b. resolution.
 - c. time stamping.
 - d. recording capability on a single charge.
 - c. Battery power, including minimum standby battery life without recharging.
 - d. Minimum storage capacity, in hours.
 - e. Wiring (maximum number of wire or cable connections for the worn device).

- f. The ease of use, including the capacity to turn on the cameras during stressful situations. Additionally, information on method of activation (automatic, manual, etc.).
 - g. The ability of the cameras to operate in different climates (hot, cold, etc.).
 - h. Mounting options, including the ability to transfer the camera between different locations on the body.
 - i. Minimum and maximum field of vision.
4. Provide characteristics of the software system associated with the body-worn cameras, including but not limited to:
- a. The ability to unify camera data within a single system, with the capacity to download data wirelessly.
 - b. The ability to provide automatic indexing of video files, and how the system displays the video.
 - c. Storage capabilities, including how storage is optimized.
 - d. Chain of custody and validation capabilities that ensure authenticity of video content.
 - e. Ease of transfer of video content to parties internal and external to the agency.
 - f. System auditability features to include information regarding extent of tracking of user access and actions.
 - g. Deletion, modification, and overwrite protections of video content.
 - h. Is your system cloud- or hybrid (cloud/server)-based?
 - i. The expected system lifecycle, both for camera units and associated systems and servers.
5. Security characteristics: Describe the general security characteristics of your body worn cameras and software system, including but not limited to:
- a. Description of the maintenance and cybersecurity controls of your system's backend infrastructure.
 - b. Describe how data is secured on the body worn device.
 - c. What encryption is implemented on the device in case it is misplaced?
 - d. Describe how the data is secured when it is transferred from the camera to a database or application server.

C. Installation/Implementation:

1. Describe your typical installation program, including expected responsibilities by each party (provider and customer).
2. Describe concerns related to privacy such as determining what events or moments should be recorded, location identification, and other disclosure of sensitive or potentially sensitive information. How have those concerns been addressed?
3. Impact on community relationships: Describe concerns from the public regarding the use of body worn cameras. How have those concerns been addressed?
4. Describe typical concerns from the police officers regarding the implementation of a body worn camera program. How have those concerns been addressed?

5. Outreach: Provide examples of strategies to inform the public and police officers of the implementation of the body worn camera program.
6. Identify typical or potential subcontractor opportunities regarding the installation.

D. System support/maintenance, training:

1. Describe your typical system support, maintenance, and training programs.
2. Identify potential subcontractor opportunities regarding support/maintenance and training (initial and ongoing).

E. Future solicitation(s):

1. Identify all information that future solicitation(s) should convey to enable interested firms to develop fully-consider proposals with firm-fixed pricing.

4. SUBMISSION OF INFORMATION

By the date specified on this RFI's cover page, each Respondent shall EMAIL a .PDF copy of its response in one file to the individual listed on the cover page. The email shall reference RFI number **600000349** and include title "**BODY-WORN CAMERAS FOR THE PORT AUTHORITY POLICE DEPARTMENT**" in the email Subject line and within the response document.

In addition to the information requested under Section 3, above, the Response shall also include or identify the following:

A. Transmittal Letter / Executive Overview

1. The name, address, homepage URL and Federal Employer Identification Number of the Respondent.
2. Contact information (name, title, email, telephone number) of the individual who shall act as the Respondent's contact with the Authority for further information requests and future solicitations, if any. In addition, at any time after the opening of the responses to the RFI, the Authority may request additional information relating to the Respondent's qualifications and will use this individual as the point of contact for these queries.

B. A signed copy of Attachment A (Agreement on Terms of Discussion) hereof.

5. QUESTIONS AND COMMUNICATIONS REGARDING THIS RFI

All communications concerning this RFI should be directed by email to the Contracts Specialist listed on the cover page of this RFI by the due date and time set forth on the cover page. The Contracts Specialist is authorized only to direct the attention of prospective Respondents to various portions of this RFI so that they may read and interpret such portions themselves.

Neither the Contracts Specialist nor any other employee of the Port Authority is authorized to interpret the provisions of this RFI or give additional information as to its requirements. If

interpretation or other information is required, it will be communicated to Respondents by written addenda and such writing shall form a part of this RFI.

6. CONFERENCE/MEETING

At any time after the receipt of Responses, Respondents may be asked to participate in informal discussions with the Authority regarding further clarification of the Response and/or to provide additional information.

To facilitate the free flow and exchange of ideas and information, the Authority intends to meet with Respondents separately. Selection of Respondents for a meeting, if any, will be at the sole discretion of the Authority. The meeting may be conducted virtually. The Authority will communicate the meeting details and objectives to select Respondents.

7. GENERAL

- A. The Port Authority reserves the right to conduct interviews, issue a solicitation for a proposal, or to perform none of the above.
- B. The Authority reserves the unqualified right to request further information from any Respondent.
- C. Neither the expression of your organization's interest, nor the submission of your Response to the RFI and any documents or other information supplied by you, nor any correspondence, discussions, meetings or other communications between your organization and the Authority, shall impose any obligation on the Authority. The Port Authority shall have no obligation to any Respondent. Costs of participation or information preparation are not compensable or reimbursable by the Authority.

ATTACHMENT A: AGREEMENT ON TERMS OF DISCUSSION

The Port Authority’s receipt or discussion of any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) shall not impose any obligations whatsoever on the Port Authority or entitle us to any compensation therefor (except to the extent specifically provided in such written agreement, if any, as may be entered into between the Port Authority and us). Any such information given to the Port Authority before, with or after this Agreement on Terms of Discussion (“Agreement”), either orally or in writing, is not given in confidence. Such information may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this Agreement, whether made as part of or in connection with this Agreement, shall be void and of no effect. This Agreement is not intended, however, to grant to the Port Authority rights to any matter, which is the subject of valid existing or potential letters patent.

Any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) provided in connection with this procurement is subject to the provisions of the Port Authority Public Records Access Policy adopted by the Port Authority’s Board of Commissioners, which may be found on the Port Authority website at: <http://corpinfo.panynj.gov/documents/Access-to-Port-Authority-Public-Records/>. The foregoing applies to any information, whether or not given at the invitation of the Authority.

(Company)

(Signature)

(Title)

(Date)

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DO NOT RETYPE.

Rev. 01/27/17