THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 58-2018

SUPPLY AND SUPPORT OF VIDEO MANAGEMENT SYSTEM

Note to Proponents: Please be aware of revisions to B16.3

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B2.   SUBMISSION DEADLINE

B2.1   The Submission Deadline is 12:00 noon Winnipeg time, April 17, 2018.

B2.2   Proposals determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3   The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3.   ENQUIRIES

B3.1   All enquiries shall be directed to the Contract Administrator identified in D6.1.

B3.2   If the Proponent finds errors, discrepancies or omissions in the Request for Proposal, or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B3.3   If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.

B3.4   Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator to all Proponents by issuing an addendum.

B3.5   Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator only to the Proponent who made the enquiry.

B3.6   All correspondence or contact by Proponents with the City in respect of this RFP must be directly and only with the Contract Administrator. Failure to restrict correspondence and contact to the Contract Administrator may result in the rejection of the Proponents Proposal Submission.

B3.7   The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

B4.   CONFIDENTIALITY

B4.1   Information provided to a Proponent by the City or acquired by a Proponent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. The use and disclosure of the confidential information shall not apply to information which:

(a)   was known to the Proponent before receipt hereof; or

(b)   becomes publicly known other than through the Proponent; or

(c)   is disclosed pursuant to the requirements of a governmental authority or judicial order.

B4.2   The Proponent shall not make any statement of fact or opinion regarding any aspect of the Bid Opportunity to the media or any member of the public without the prior written authorization of the Contract Administrator.

B5.   ADDENDA

B5.1   The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.

B5.2   The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

B5.2.1   Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/bidopp.asp

B5.2.2   The Proponent is responsible for ensuring that he/she has received all addenda and is advised to check the Materials Management Division website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B5.3   The Proponent shall acknowledge receipt of each addendum in Paragraph 9 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

B6.   SUBSTITUTES

B6.1   The Work is based on the Plant, Materials and methods specified in the Request for Proposal.

B6.2   Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.

B6.3   Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.

B6.4   The Proponent shall ensure that any and all requests for approval of a substitute:

(a)   provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;

(b)   identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;

(c)   identify any anticipated cost or time savings that may be associated with the substitute;

(d)   certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;

(e)   certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.

B6.5   The Contract Administrator, after assessing the request for approval of a substitute, may in his/her sole discretion grant approval for the use of a substitute as an "approved equal" or as an "approved alternative", or may refuse to grant approval of the substitute.

B6.6   The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, to the Proponent who requested approval of the substitute.

B6.6.1   The Contract Administrator will issue an Addendum, disclosing the approved materials, equipment, methods and products to all potential Proponents. The Proponent requesting

and obtaining the approval of a substitute shall be responsible for disseminating information regarding the approval to any person or persons he/she wishes to inform.

B6.7 If the Contract Administrator approves a substitute as an "approved equal", any Proponent may use the approved equal in place of the specified item.

B6.8 If the Contract Administrator approves a substitute as an "approved alternative", any Proponent bidding that approved alternative may base his/her Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B21.

B6.9 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

B7. PROPOSAL SUBMISSION

B7.1 The Proposal shall consist of the following components:

(a) Form A: Proposal;

(b) Form B: Prices; and

(c) Proposed software specs manual for review.

B7.2 The Proposal should also consist of the following components:

(a) Detailed Specifications (Section C) in accordance with B10;

(b) Experience of Proponent and Subcontractors (Section D) in accordance with B11;

(c) Technical and Support Services (Section E) in accordance with B12;

B7.3 Further to B7.1 all components of the Proposal shall be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.

B7.4 Further to B7.2, all components of the Proposal should be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.

B7.5 Proponents should submit one (1) unbound 8.5" x 11" original (marked "original") including drawings and two (2) copies (copies can be in any size format) for sections identified in B7.1 and B7.2.

B7.6 Proposal format, including type of binding, number of pages, size of pages and, font, etc., will not be regulated, except that the Proposal should contain a table of contents, page numbering and should be in the Sections identified above. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their team.

B7.7 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B21.1(a).

B7.8 The Proposal shall be submitted enclosed and sealed in an envelope/package clearly marked with the RFP number and the Proponent's name and address.

B7.9 Proposals submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B7.10   Proposals shall be submitted to:

>   The City of Winnipeg
>   Corporate Finance Department
>   Materials Management Division
>   185 King Street, Main Floor
>   Winnipeg MB R3B 1J1

B7.11   Any cost or expense incurred by the Proponent that is associated with the preparation of the Proposal shall be borne solely by the Proponent.

B8.   PROPOSAL

B8.1   The Proponent shall complete Form A: Proposal, making all required entries.

B8.2   Paragraph 2 of Form A: Proposal shall be completed in accordance with the following requirements:

(a)   if the Proponent is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;

(b)   if the Proponent is a partnership, the full name of the partnership shall be inserted;

(c)   if the Proponent is a corporation, the full name of the corporation shall be inserted;

(d)   if the Proponent is carrying on business under a name other than his/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B8.2.1   If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.

B8.3   In Paragraph 3 of Form A: Proposal, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of the Proposal.

B8.4   Paragraph 12 of Form A: Proposal shall be signed in accordance with the following requirements:

(a)   if the Proponent is a sole proprietor carrying on business in his/her own name, it shall be signed by the Proponent;

(b)   if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;

(c)   if the Proponent is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;

(d)   if the Proponent is carrying on business under a name other than his/her own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B8.4.1   The name and official capacity of all individuals signing Form A: Proposal should be printed below such signatures.

B8.5   If a Proposal is submitted jointly by two or more persons, the word "Proponent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Proponents in the Proposal and the Contract, when awarded, shall be both joint and several.

B9.   PRICES

B9.1   The Proponent shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B9.1.1   Notwithstanding C10.1.3, prices on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

B9.2   The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Proposals.

B9.3   The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B9.4   Payments to Non-Resident Contractors are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B10.   DETAILED SPECIFICATIONS (SECTION C)

B10.1   The Proponent should complete the table in **Part E**, indicating for each specification that their proposed solution meets or exceeds the specification and provide an explanation on why it does or does not.

B11.   EXPERIENCE OF PROPONENT AND SUBCONTRACTORS (SECTION D)

B11.1   Proposals should include:

(a)   details demonstrating the history and experience of the Proponent and Subcontractors in providing programming; design and contract administration services on up to three projects of similar complexity, scope and value.

B11.2   For each project listed in B11.1(a), the Proponent should submit:

(a)   description of the project;

(b)   role of the contractor;

(c)   project owner;

(d)   reference information (two current names with telephone numbers per project).

B11.2.1   Where applicable, information should be separated into Proponent and Subcontractor project listings.

B11.3   The Proposal should include general firm profile information, including years in business, average volume of work, number of employees and other pertinent information for the Proponent and all Subcontractors.

B12.   TECHNICAL AND SUPPORT SERVICES (SECTION E)

B12.1   On-site installer / administrator training for staff should be completed by the Proponent as follows.

(a)   Proponent should provide details on the training proposed, the length of the training, and the recommended staff to attend the training;

(b)   Proponent should identify other options for receiving training, such as web based offerings;

(c)   Proponent should provide product literature for the video management systems electronically or via manufacture web site.

B12.2   Maintenance and support should be completed by the Proponent as follows:

(a)   Proponent should provide telephone and online technical support at no additional cost to the City of Winnipeg during the warranty term.

B13.   DISCLOSURE

B13.1   Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.

B13.2   The Persons are:

(a)   Milestone

(b)   Genetec

(c)   Panasonic

B14.   CONFLICT OF INTEREST AND GOOD FAITH

B14.1   Proponents, by responding to this RFP, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.

B14.2   Conflict of Interest means any situation or circumstance where a Proponent or Key Personnel proposed for the Work has:

(a)   other commitments;

(b)   relationships;

(c)   financial interests; or

(d)   involvement in ongoing litigation;

that could or would be seen to:

(i)   exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the City with respect to the evaluation of Proposals or award of the Contract; or

(ii)   compromise, impair or be incompatible with the effective performance of a Proponent's obligations under the Contract;

(e)   has contractual or other obligations to the City that could or would be seen to have been compromised or impaired as a result of its participation in the RFP process or the Project; or

(f)   has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the RFP process) of strategic and/or material relevance to the RFP process or to the Project that is not available to other proponents and that could or would be seen to give that Proponent an unfair competitive advantage.

B14.3   In connection with its Proposal, each entity identified in B14.2 shall:

(a)   avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Project;

(b)   upon discovering any perceived, potential or actual Conflict of Interest at any time during the RFP process, promptly disclose a detailed description of the Conflict of Interest to the City in a written statement to the Project Manager; and

(c)   provide the City with the proposed means to avoid or mitigate, to the greatest extent practicable, any perceived, potential or actual Conflict of Interest and shall submit any additional information to the City that the City considers necessary to properly assess the perceived, potential or actual Conflict of Interest.

B14.4   Without limiting B14.3, the City may, in its sole discretion, waive any and all perceived, potential or actual Conflicts of Interest. The City's waiver may be based upon such terms and conditions as the City, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately avoided or mitigated, including requiring the Proponent to put into place such policies, procedures, measures and other safeguards as may be required by and be acceptable to the City, in its sole discretion, to avoid or mitigate the impact of such Conflict of Interest.

B14.5   Without limiting B14.3, and in addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the City, the City may, in its sole discretion:

(a)   disqualify a Proponent that fails to disclose a perceived, potential or actual Conflict of Interest of the Proponent or any of its Key Personnel;

    (b)   require the removal or replacement of any Key Personnel proposed for the Work that has a perceived, actual or potential Conflict of Interest that the City, in its sole discretion, determines cannot be avoided or mitigated;

    (c)   disqualify a Proponent or Key Personnel proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B14.4 to avoid or mitigate a Conflict of Interest; and

    (d)   disqualify a Proponent if the Proponent, or one of its Key Personnel proposed for the Project, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.

B14.6   The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in its sole discretion.

B15.   QUALIFICATION

B15.1   The Proponent shall:

    (a)   undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Proponent does not carry on business in Manitoba, in the jurisdiction where the Proponent does carry on business; and

    (b)   be financially capable of carrying out the terms of the Contract; and

    (c)   have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.

B15.2   The Proponent and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

    (a)   be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/debar.stm

B15.3   The Proponent and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

    (a)   have successfully carried out work similar in nature, scope and value to the Work; and

    (b)   be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and

    (c)   have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);

B16.   OPENING OF PROPOSALS AND RELEASE OF INFORMATION

B16.1   Proposals will not be opened publicly.

B16.2   After award of Contract, the names of the Proponents and the Contract amount of the successful Proponent and their address(es) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/

B16.3   The Proponent is advised that any information contained in any Proposal Submission may be released if required by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law or by City policy or procedures (which may include access by members of City Council).

B16.3.1   To the extent permitted, the City shall treat as confidential information, those aspects of a Proposal Submission identified by the Proponent as such in accordance with and by

reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.

B16.4   Following the award of Contract, a Proponent will be provided with information related to the evaluation of his/her submission upon written request to the Contract Administrator.

B17.   IRREVOCABLE OFFER

B17.1   The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.

B17.2   The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Proponents and these Proponents shall be bound by their offers on such Work until a Contract for the Work has been duly executed and the performance security furnished as herein provided, but any offer shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 10 of Form A: Proposal.

B18.   WITHDRAWAL OF OFFERS

B18.1   A Proponent may withdraw his/her Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B18.1.1   Notwithstanding C21.6, the time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.

B18.1.2   The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Proponent's authorized representatives named in Paragraph 12 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.

B18.1.3   If a Proponent gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:

(a)   retain the Proposal until after the Submission Deadline has elapsed;

(b)   open the Proposal to identify the contact person named in Paragraph 3 of Form A: Proposal and the Proponent's authorized representatives named in Paragraph 12 of Form A: Proposal; and

(c)   if the notice has been given by any one of the persons specified in B18.1.3(b), declare the Proposal withdrawn.

B18.2   A Proponent who withdraws his/her Proposal after the Submission Deadline but before his/her offer has been released or has lapsed as provided for in B17.2 shall be liable for such damages as are imposed upon the Proponent by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B19.   INTERVIEWS

B19.1   The Contract Administrator may, in his/her sole discretion, interview Proponents during the evaluation process.

B19.2   The Contract Administrator may, in his/her sole discretion, ask Proponents to provide product demonstrations to given scenarios.

B20.   NEGOTIATIONS

B20.1   The City reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.

B20.2   The City may negotiate with the Proponents submitting, in the City's opinion, the most advantageous Proposals. The City may enter into negotiations with one or more Proponents without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The City shall incur no liability to any Proponent as a result of such negotiations.

B20.3   If, in the course of negotiations pursuant to B20.2, the Proponent amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

B21.   EVALUATION OF PROPOSALS

B21.1   Award of the Contract shall be based on the following evaluation criteria:

(a)   compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail)

(b)   Qualifications of the Proponent and the Subcontractors, if any, pursuant to B15:
                                                                                                                (pass/fail)

(c)   Total Bid Price;   40%

(d)   Detailed Specifications; (Section C)   40%

(e)   Experience of Proponent and Subcontractors; (Section D)   10%

(f)   Technical and Support Services. (Section E)   10%

B21.2   Further to B21.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

B21.3   Further to B21.1(b), the Award Authority shall reject any Proposal submitted by a Proponent who does not demonstrate, in his/her Proposal or in other information required to be submitted, that he/she is responsible and qualified.

B21.4   Further to B21.1(c), the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices.

B21.5   Further to B21.1(d), Detailed Specifications will be evaluated in response to information requested and submitted in accordance with B10.

B21.6   Further to B21.1(e), Experience of Proponent and Subcontractors will be evaluated considering the experience of the organization on projects of similar size and complexity as well as other information requested and submitted in accordance with B11 .

B21.7   Further to B21.1(f), Technical and Support Services will be evaluated considering the information provided in response to B12.

B21.8   Notwithstanding B21.1(d) to B21.1(f), where Proponents fail to provide a response to B7.2(a) to B7.1(c), the score of zero may be assigned to the incomplete part of the response.

B21.9   This Contract will be awarded as a whole.

B21.10   If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B21.1(a) and B21.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.

B22.   AWARD OF CONTRACT

B22.1   The City will give notice of the award of the Contract, or will give notice that no award will be made.

B22.2   The City will have no obligation to award a Contract to a Proponent, even though one or all of the Proponents are determined to be responsible and qualified, and the Proposals are determined to be responsive.

B22.2.1   Without limiting the generality of B22.2, the City will have no obligation to award a Contract where:

(a)   the prices exceed the available City funds for the Work;

(b)   the prices are materially in excess of the prices received for similar work in the past;

(c)   the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;

(d)   only one Proposal is received; or

(e)   in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.

B22.3   Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Proponent submitting the most advantageous offer.

B22.3.1   Following the award of contract, a Proponent will be provided with information related to the evaluation of his/her Proposal upon written request to the Contract Administrator.

B22.4   Notwithstanding C4 and Paragraph 6 of Form A; Proposal, the City may issue a purchase order to the successful Proponent in lieu of the execution of a Contract.

B22.5   The Contract Documents, as defined in C1.1(n)(ii), in their entirety shall be deemed to be incorporated in and to form a part of the purchase order notwithstanding that they are not necessarily attached to or accompany said purchase order.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

C0.1 The *General Conditions for the Combined Provision of Goods and Services* (2017-02-17) are applicable to the Work of the Contract.

C0.1.1 The *General Conditions for the Combined Provision of Goods and Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm

C0.2 A reference in the Bid Opportunity to a section, clause or subclause with the prefix "C" designates a section, clause or subclause in the *General Conditions for the Combined Provision of Goods and Services*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1.   GENERAL CONDITIONS

D1.1   In addition to the *General Conditions for the Combined Provision of Goods and Services*, these Supplemental Conditions are applicable to the Work of the Contract.

D2.   BACKGROUND

D2.1   The City of Winnipeg possesses approximately 500 cameras located at various City buildings. Municipal Accommodations is looking to standardize on a Video Management System to update, operate and maintain these sites.

D2.2   The City currently utilizes 3 different video platforms Panasonic (NVR 200,300,400 and ASM200 software), Genetec Security Center, and Milestone Xprotect (Professional, Express, Essentials).

D2.3   The City is currently using various camera manufactures' (Axis, Samsung and Panasonic).

D3.   SCOPE OF WORK

D3.1   The Work to be done under the Contract shall consist of provision of software installation media as well as software licenses for installation by City staff for the period from the date of award until June 30, 2019, with the option of four (4) mutually agreed upon one(1) year extensions.

D3.1.1   The City may negotiate the extension option with the Contractor within ninety (90) Calendar Days prior to the expiry date of the Contract. The City shall incur no liability to the Contractor as a result of such negotiations.

D3.1.2   Changes resulting from such negotiations shall become effective on May 1 of the respective year. Changes to the Contract shall not be implemented by the Contractor without written approval by the Contract Administrator.

D3.2   The major components of the Work are as follows:

(a) All necessary licenses and base software

(b) Awarded proponent shall gain access and control over current software licenses in operation at the City of Winnipeg. Licenses are to be managed under one customer account. City of Winnipeg Facility Systems and Technologies staff shall also have access to view current and future software licenses.

(c) Ongoing System support for the duration of three years.

(d) Professional services for:
   (i)   Administrator training /orientation/ documentation
   (ii) Premium support from software manufacturer

D3.3   The Work shall be done on an "as required" basis during the term of the Contract.

D3.3.1   The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.

D3.3.2   Subject to C7.2, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D3.4   The most advantageous Video Management System selected as a result of this procurement process, may become a City of Winnipeg standard for all buildings in Municipal Accommodations portfolio.

D4. COOPERATIVE PURCHASE

D4.1 The Contractor is advised that this is a cooperative purchase.

D4.2 The Contract Administrator may, from time to time during the term of the Contract, approve other public sector organizations and utilities, including but not limited to municipalities, universities, schools and hospitals, to be participants in the cooperative purchase.

D4.3 The Contract Administrator will notify the Contractor of a potential participant and provide a list of the delivery locations, and estimated quantities.

D4.4 If any location of the potential participant is more than ten (10) kilometres beyond the boundaries of the City of Winnipeg, the Contractor shall, within fifteen (15) Calendar Days of the written notice, notify the Contract Administrator of the amount of any additional delivery charge for the location.

D4.5 If any additional delivery charges are identified by the Contractor, the potential participant may accept or decline to participate in the cooperative purchase.

D4.6 The Contractor shall enter into a contract with each participant under the same terms and conditions as this Contract except:

(a) supply under the contract shall not commence until the expiry or lawful termination of any other contract(s) binding the participant for the same services;

(b) a participant may specify a duration of Contract shorter than the duration of this Contract;

(c) a participant may specify that only some items under this Contract and/or less than its total requirement for an item are to be supplied under its contract; and

(d) any additional delivery charge identified and accepted in accordance with clause D4.4 and D4.5 will apply.

D4.7 Each participant will be responsible for the administration of its contract and the fulfilment of its obligations under its contract. The City shall not incur any liability arising from any such contract.

D4.8 No participant shall have the right or authority to effect a change in the Contract, or of any other participant in this Contract.

D5. DEFINITIONS

D5.1 When used in this Request for Proposal:

(a) "API" means Application Program Interface;

(b) "AV" means Audio/Visual;

(c) "AVI" means Audio Video Interleaved (also Audio Video Interleave), known by its initials AVI, is a multimedia container format introduced by Microsoft in November 1992;

(d) "AV Processor" means Central core equipment controlling the whole AV System;

(e) "BMP" means File format, also known as bitmap image file or device independent bitmap (DIB);

(f) "CCTV" means Closed Circuit Television;

(g) "DWG" means file extension for AutoCAD drawing;

(h) "GIS" means Geographic Information System;

(i) "GUI" means Graphical User Interface;

(j) "HDMI" means High-Definition Multimedia Interface;

(k) "H.264" means a block-oriented motion-compensation-based video compression standard that is currently one of the most commonly used formats for the recording, compression, and distribution of video content;

(l)   "IPS" means Image Per Second;

(m)   "JPG" means file extension for a lossy graphics file;

(n)   "LAN" means Local Area Network;

(o)   "Mbps" means Megabits per second;

(p)   "MKV" means The Matroska Multimedia Container, an open standard, free container format, a file format that can hold an unlimited number of video, audio, picture, or subtitle tracks in one file;

(q)   "ONVIF" means a non-profit organization of nearly 500 members, driving the development of open global standards for effective interoperability of IP-based physical security products;

(r)   "PDF" means Portable Document Format

(s)   "PTZ" means Pan Tilt Zoom;

(t)   "SDK" means Software Development Kit;

(u)   "SQL" means Structure Query Language Database;

(v)   "UPS" means Uninterrupted Power Supply;

(w)   "VM" means Virtual Machine;

(x)   "VMS" means Video Management Software;

(y)   "WAN" means Wide Area Network;

(z)   "4K" means (3840x2160 px) is a full HDTV signal format with 2160 horizontal lines and an aspect ratio (AR) of 16:9 (1.78:1);

(aa)   "720p" means (1280×720 px; also called HD Ready) is a progressive HDTV signal format with 720 horizontal lines and an aspect ratio (AR) of 16:9 (1.78:1);

(bb)   "1080p" means (1920x1080 px; also known as Full HD or FHD and BT.709) is a set of HDTV high-definition video modes characterized by 1080 horizontal lines of vertical resolution; the p stands for progressive scan, i.e. non-interlaced.

D6.   CONTRACT ADMINISTRATOR

D6.1   The Contract Administrator is:

Joe Barnes
Building Systems Technologist

Telephone No.   204 470-7340
Email Address:.   Josephbarnes@Winnipeg.ca

D6.2   At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D6.3   Bids Submissions must be submitted to the address in B7.

D7.   OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

D7.1   The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City and shall not be appropriated for the Contractors own use, or for the use of any third party.

D7.2   The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.

D7.3   The following shall be confidential and shall not be disclosed by the Contractor to the media or any member of the public without the prior written authorization of the Contract Administrator;

    (a)   information provided to the Contractor by the City or acquired by the Contractor during the course of the Work;

    (b)   the Contract, all deliverables produced or developed; and

    (c)   any statement of fact or opinion regarding any aspect of the Contract.

D7.4   A Contractor who violates any provision of D7 may be determined to be in breach of Contract.

D8.   NOTICES

D8.1   Notwithstanding C21.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer.

SUBMISSIONS

D9.   AUTHORITY TO CARRY ON BUSINESS

D9.1   The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

CONTROL OF WORK

D10.   COMMENCEMENT

D10.1   The Contractor shall not commence any Work until he/she is in receipt of a notice of award from the City authorizing the commencement of the Work.

D10.2   The Contractor shall not commence any Work on the Site until:

    (a)   the Contract Administrator has confirmed receipt and approval of:

        (i)   evidence of authority to carry on business specified in 0;

    (b)   the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D11.   DELIVERY

D11.1   Goods shall be delivered on an "as required" basis during the term of the Contract, f.o.b. destination, freight prepaid, to various locations within the City.

D11.1.1   Goods shall be delivered within fourteen(14) Calendar Day(s) of the placing of an order, unless otherwise allowed by the User at the time of ordering.

D11.2   Initial start-up delivery shall be forty-five (45) Business days from the date of award.

D12.   ORDERS

D12.1   The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service may be placed.

D13.   RECORDS

D13.1   The Contractor shall keep detailed records of the services supplied under the Contract.

D13.2   The Contractor shall record, as a minimum, for each item listed on Form B: Prices:

(a)   user name(s) and addresses;

(b)   order date(s);

(c)   service date(s); and

(d)   description and quantity of services provided.

D13.3   The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of a request of the Contract Administrator.

MEASUREMENT AND PAYMENT

D14.   INVOICES

D14.1   Further to C10, the Contractor shall submit an invoice for each portion of Work performed to:

The City of Winnipeg
Corporate Finance - Accounts Payable
4th Floor, Administration Building, 510 Main Street
Winnipeg MB R3B 1B9

Facsimile No.: 204 949-0864
Email: CityWpgAP@winnipeg.ca

D14.2   Invoices must clearly indicate, as a minimum:

(a)   the City's purchase order number;

(b)   date of delivery;

(c)   delivery address;

(d)   type and quantity of work performed;

(e)   the amount payable with GST and MRST shown as separate amounts; and

(f)   the Contractor's GST registration number.

D14.3   The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D14.4   **Bid Submissions must not be submitted to the above facsimile number. Bids must be submitted in accordance with B7**.

D15.   PAYMENT

D15.1   Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D15.2   Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

WARRANTY

D16.   WARRANTY

D16.1   Warranty is as stated in C11.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS

E1.1   These Specifications shall apply to the Work.

E1.2   Proponents are reminded that requests for approval of substitutes as an approved equal or approved alternative shall be made in accordance with B6.

E2. SERVICES

E2.1   The Contractor shall supply, train, and provide ongoing support of the video management system for the City in accordance with the requirements hereinafter specified and within the bid documents.

E2.2   Item No. 1 - VMS Professional Level Base License shall:

(a)   Provide all functionality as required in this specification for a Professional level VMS platform.

(b)   Include all applicable costs for unlimited and simultaneous clients including both administrator and operator – thick, web, and mobile as described within this bid document.

(i)   The number times sources are viewed and where these are shown shall be limited only by the scalable hardware and network performance selected and provided by City (server, network, client, display).

(ii)   The number of viewports/tiles available in a given VMS view shall be at minimum 45 VMS sources.

(c)   Provide SDK and APIs for the supplied VMS to implement custom development by the City in order to integrate with other city implemented systems and enhance functionality as beneficial.

(i)   There shall be no additional ongoing fees, connection fees, or licensing to use and implement.

(ii)   SDK and APIs shall be supported and maintained until the End of Life software termination date applicable to the latest VMS software version in use by the City.

(d)   Ongoing software upgrade costs and software developer care services and support shall be supported solely through Input Device Licensing, and its' included year of care, support, and upgrades.

E2.3   Item No. 2 - VMS Device License - One time per device shall:

(a)   Include all applicable costs for the licensed addition of input audio-visual sources/devices for unlimited use within the supplied VMS system. These sources include existing and expected new City IP cameras, and other audio video digital feeds (including h.264 RTSP encoded feeds).

(b)   Input Device Licenses shall permit unlimited swapping or re-allocating of licenses. This is to support the replacement and upgrading of installed hardware input devices.

E2.4   Item No. 3 - Include any VMS required care of software service and upgrade plans with at minimum three (3) year shall be provided.

(a)   Where Input Device Licenses and software upgrade durations do not have the same end date, the last day for overall VMS care, support, and software upgradability shall be the calculated mean date of all Input Device License and remaining care, support and upgrade expiries.

(i)   Example using months: 100 devices with 6 months upgrades, support and care remaining, another 100 devices purchased with 1 year upgrades, support and care. New expiry date is 9 months away.

- ♦ (Devices1*Month Remaining)+(Devices2*Months Remaining))/(Devices1+Devices2) = New Months Remaining

E2.5   Item No. 4 - VMS Professional Level Base License shall:

(a)   Provide all functionality as required in this specification for a Professional level VMS platform.

(b)   Include all applicable costs for unlimited and simultaneous clients including both administrator and operator – thick, web, and mobile as described within this bid document.

    (i)   The number times sources are viewed and where these are shown shall be limited only by the scalable hardware and network performance selected and provided by City (server, network, client, display).

    (ii)   The number of viewports/tiles available in a given VMS view shall be at minimum 40 VMS sources.

(c)   Provide SDK and APIs for the supplied VMS to implement custom development by the City in order to integrate with other city implemented systems and enhance functionality as beneficial.

    (i)   There shall be no additional ongoing fees, connection fees, or licensing to use and implement.

    (ii)   SDK and APIs shall be supported and maintained until the End of Life software termination date applicable to the latest VMS software version in use by the City.

(d)   Ongoing software upgrade costs and software developer care services and support shall be supported solely through Input Device Licensing, and its' included year of care, support, and upgrades.

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E2.6   Item No. 5 - VMS Device License - One time per device shall:

(a)   Include all applicable costs for the licensed addition of input audio-visual sources/devices for unlimited use within the supplied VMS system. These sources include existing and expected new City IP cameras, and other audio video digital feeds (including h.264 RTSP encoded feeds).

(b)   Input Device Licenses shall permit unlimited swapping or re-allocating of licenses. This is to support the replacement and upgrading of installed hardware input devices.

E2.7   Item No. 6 -Include any VMS required care of software service and upgrade plans with at minimum three (3) year shall be provided.

(a)   Where Input Device Licenses and software upgrade durations do not have the same end date, the last day for overall VMS care, support, and software upgradability shall be the calculated mean date of all Input Device License and remaining care, support and upgrade expiries.

    (i)   Example using months: 100 devices with 6 months upgrades, support and care remaining, another 100 devices purchased with 1 year upgrades, support and care. New expiry date is 9 months away.

- ♦ (Devices1*Month Remaining)+(Devices2*Months Remaining))/(Devices1+Devices2) = New Months Remaining

E2.8   Item No. 7 - VMS Professional Level Base License shall:

(a)   Provide all functionality as required in this specification for a Professional level VMS platform.

    (b)   Include all applicable costs for unlimited and simultaneous clients including both administrator and operator – thick, web, and mobile as described within this bid document.

        (i)   The number times sources are viewed and where these are shown shall be limited only by the scalable hardware and network performance selected and provided by City (server, network, client, display).

        (ii)   The number of viewports/tiles available in a given VMS view shall be at minimum 25 VMS sources.

    (c)   Provide SDK and APIs for the supplied VMS to implement custom development by the City in order to integrate with other city implemented systems and enhance functionality as beneficial.

        (i)   There shall be no additional ongoing fees, connection fees, or licensing to use and implement.

        (ii)   SDK and APIs shall be supported and maintained until the End of Life software termination date applicable to the latest VMS software version in use by the City.

    (d)   Ongoing software upgrade costs and software developer care services and support shall be supported solely through Input Device Licensing, and its' included year of care, support, and upgrades.

E2.9   Item No. 8 - VMS Device License - One time per device shall:

    (a)   Include all applicable costs for the licensed addition of input audio-visual sources/devices for unlimited use within the supplied VMS system. These sources include existing and expected new City IP cameras, and other audio video digital feeds (including h.264 RTSP encoded feeds).

    (b)   Input Device Licenses shall permit unlimited swapping or re-allocating of licenses. This is to support the replacement and upgrading of installed hardware input devices.

E2.10   Item No 9 -Include any VMS required care of software service and upgrade plans with at minimum three (3) year shall be provided.

    (a)   Where Input Device Licenses and software upgrade durations do not have the same end date, the last day for overall VMS care, support, and software upgradability shall be the calculated mean date of all Input Device License and remaining care, support and upgrade expiries.

        (i)   Example using months: 100 devices with 6 months upgrades, support and care remaining, another 100 devices purchased with 1 year upgrades, support and care. New expiry date is 9 months away.

                ♦   (Devices1*Month Remaining)+(Devices2*Months Remaining))/(Devices1+Devices2) = New Months Remaining

E2.11   Item No. 10 - VMS Professional Level Base License shall:

    (a)   Provide all functionality as required in this specification for a Professional level VMS platform.

    (b)   Include all applicable costs for unlimited and simultaneous clients including both administrator and operator – thick, web, and mobile as described within this bid document.

        (i)   The number times sources are viewed and where these are shown shall be limited only by the scalable hardware and network performance selected and provided by City (server, network, client, display).

        (ii)   The number of viewports/tiles available in a given VMS view shall be at minimum 7 VMS sources.

    (c)   Provide SDK and APIs for the supplied VMS to implement custom development by the City in order to integrate with other city implemented systems and enhance functionality as beneficial.

> (i) There shall be no additional ongoing fees, connection fees, or licensing to use and implement.
>
> (ii) SDK and APIs shall be supported and maintained until the End of Life software termination date applicable to the latest VMS software version in use by the City.

(d) Ongoing software upgrade costs and software developer care services and support shall be supported solely through Input Device Licensing, and its' included year of care, support, and upgrades.

E2.12   Item No. 11 - VMS Device License - One time per device shall:

(a) Include all applicable costs for the licensed addition of input audio-visual sources/devices for unlimited use within the supplied VMS system. These sources include existing and expected new City IP cameras, and other audio video digital feeds (including h.264 RTSP encoded feeds).

(b) Input Device Licenses shall permit unlimited swapping or re-allocating of licenses. This is to support the replacement and upgrading of installed hardware input devices.

E2.13   Item No 12 -Include any VMS required care of software service and upgrade plans with at minimum three (3) year shall be provided.

(a) Where Input Device Licenses and software upgrade durations do not have the same end date, the last day for overall VMS care, support, and software upgradability shall be the calculated mean date of all Input Device License and remaining care, support and upgrade expiries.

> (i) Example using months: 100 devices with 6 months upgrades, support and care remaining, another 100 devices purchased with 1 year remaining upgrades, support and care remaining. New expiry date is 9 months away.
>
> ♦ (Devices1*Month Remaining)+(Devices2*Months Remaining))/(Devices1+Devices2) = New Months Remaining

E2.14   Item No 13 - Administrator /Installer certified training at City of Winnipeg by software manufacture shall:

(a) Certified manufacture training will take place at City of Winnipeg facility (Facilities Systems and Technologies shop)

(b) Training session content and dates to be approved by Contract Administrator.

E3.   VMS REQUIREMENTS - OVERALL DESCRIPTION

E3.1   A city-wide enterprise video management system is required to manage and maximize the benefit of an increasing network of IP cameras, streaming video feeds, and mobile video devices throughout the city. The VMS solution is required to monitor camera feeds to provide real-time and historical sight and verification of incidents, ongoing activities, and events occurring on a city-wide geographic scale to inform appropriate and timely action.

The VMS is specified as to enable a citywide use consisting of discrete and complimentary user groups that require VMS access and utilization to gain access to visual information in the accomplishment of their service delivery. Presently there are approximately 500 cameras installed throughout the city providing ongoing monitoring and facility incident and activity verification.

The VMS solution shall provide control by detailed authorization of IP camera resources and controls based upon a highly configurable setup which includes user and user group definable prioritization/authorization levels. The VMS solution shall provide detailed and highly configurable events, and scheduling including graphical calendar views for one time and re-occurring events, along with prioritization to manage and allow not only real-time handoff of PTZ control and use between users and/or events, but also temporal use amongst many users and events. The VMS solution shall provide an open and transparent event and rule based system

allowing additional interaction and integration with 3rd party software for further automation and optimization for City usage processes.

E3.2   The Proponent should provide a response to the Specifications as outlined below:

Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
VMS should support simultaneous digital multi-channel MJPEG, MPEG4, MPEG4 ASP, H.264, and H.265 video recording of IP cameras and IP video encoders without and software limitations on number of cameras per server		
Two-way audio should allow users to transmit and record audio from connected microphones and audio from operator's microphone to attached speakers.		
The generic framework should receive and store metadata from compatible devices and clients.		
Route traffic between multiple connected cameras and multiple clients should be able to request live view, playback and export.		
A dedicated recording stream should enable optimization stream properties (resolutions, encodings and frame rate) for video storage and forensic usage.		
The system should secure high speed recording database holding JPEG images or MPEG4, MPEG-4 ASP, H.264 or H.265 streams.		
Flexible control of recording characteristics for MPEG4/H.264/H.265 streams should make it possible to toggle between recording key frames only or the full stream.		
The system should record more than 30 frames per second per camera, limited only by hardware recording quality and should depend entirely on camera and video encoder capabilities with no software limitations.		
Pre recording buffer (used for event/motion based recording) in RAM should minimize the disk read/write operations when no video is recorded.		
Edge storage with flexible retrieval should enable video retrieval from camera storage. This should enable users to effectively retrieve video recording across low-bandwidth connections.		
The system should enable the possibility to import pre-event images recorded locally in camera or video encoder.		
Built in real-time, camera-independent motion detection with the ability to generate motion metadata for intelligent search function.		
The recording server should run as a Windows service under local system account or optional local Windows user or Microsoft Active Directory account with run as a service privileges.		
Port forwarding should enable clients to access the recording servers from outside a network address translation (NAT) firewall.		
The system should support both IPv4 and IPv6 addressing.		
The 64-bit recording server should allow more cameras to be run on a single server unit.		
The secure HTTPS camera connection on devices should support HTTPS.		

Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
Remote Connect Services should enable you to securely connect remote cameras across different types of private and public network.		

Pan-tilt-zoom (PTZ)
   a.   Clients with user priority should "Pass-thorugh" control of manual PTZ operation.
   b.   The viewing client should be able to identify 3 PTZ priority levels for control of rights between different operators and automatic patrolling schemes.
   c.   The viewing client should execute rule based go to preset position on events and patrolling
   d.   The VMS should pause PTZ patrolling on event and resume patrolling after manual session timeout.
   e.   The viewing client should import PTZ presets defined in the PTZ camera.
   f. The VMS should rename imported PTZ presets.		

I/O and events
   a.   The viewing client should support devices with one or more input and output ports.
   b. The powerful rule processing engine should execute start and stop actions triggered by events or time profiles.		

Setup and management
 	
   a.   Download and install the recording server from a web page on the management server. The recording server should be completely managed via a management client and configuration changes should be applied instantly while recording is in operation.
 	
   b.   Local recording server configuration data should be available during periods where the management server is inaccessible.
 	
   c. Recording server manager should be available in the local console notification area (icon tray) for status messages, start/stop of the service and change of network settings.		

The Management server should enable user authentication logon, system configuration and logging.		
The Management client should enable administration of the system such as recording servers, devices, security, rules and logging.		
All configuration and logs from the entire system should be stored in a Microsoft SQL database and accessible by the management server only.		
The Failover solution for the management server should provide a resilient system solution based on Windows Server Clustering, ensuring high system availability.		

Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
The Management server manager should be available in the local console notification area (icon tray) for status messages and to start/stop the service.		
Storage: a. Allows the definition of one or more storage containers with individual archiving schemes and retention times. The recording capacity should be limited only by disk space. b. Each storage container should be defined as live database and one or more optional archives where the video data is moved from the live database to secondary disk systems or network drives. The archived data should be still online and available for clients. c. Archiving schemes should define when video is archived to the next archiving stage in the storage container and how long the video data is retained before deletions. d. The storage functionality should enable the ability to allocate individual devices to different storage containers. e. The VMS should allow to move a device or a group of devices between two storage containers. f. Storage overview should give instant indication of used vs available storage in total and for individual cameras. g. The VMS should manage maximum recording time for manual recordings.		
The Hardware wizard should add devices, automatically using Universal Plug and Play (UPnP) discovery, via IP network range scanning, or using manual device detection. All methods support automatic or manual model detection.		
The Wizard should enable swift replacement of malfunctioning devices with preserved configuration settings and recording.		
The Wizard should enable easy moving of hardware devices (with attached cameras, microphones, speakers, inputs, outputs and metadata devices) between recording servers in runtime without losing settings, recordings, rules, permissions etc. It should enable and disable devices if they are not used or are down for maintenance.		

Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
It should allow to adjust settings such as brightness, color level, compression, maximum bit rate, resolution and rotation per camera or camera group, select and configure video format, frames per second (FPS), resolution and quality for the video streams used per camera, select and configure one, or more, video streams per camera to be used for live viewing. Each stream can be in different video format, FPS, resolution and quality. VMS software should allow manipulation of all of the cameras functions and capabilities from the software rather than internal camera configuration web interface.		
The VMS should enable adjustable group of pictures (GOP) length for MPEG4, H.264 and H.265 encoded video. It also should enable assigning camera shortcut number for easy operation by clients and should provide optional preview window for immediate verification of video settings per camera or for a group of cameras.		
The VMS should allow ability to define multiple PTZ pre-set positions on the server, to import PTZ pre-set positions from cameras and to enable PTZ scanning on supported devices.		
The VMS should allow ability to run multiple patrolling schedules per camera per day, for example, run different schedules for day/night/weekend.		
Privacy mask should consistently hide certain areas in the camera view in live and playback video and in exported material.		
It should allow ability to configure device events like motion detection with pre and post buffers, or input signal behavior options and allow ability to fine tune motion detection sensitivity per camera manually or automatically.		
The VMS should allow ability to apply one or multiple exclusion zones for where motion detection is to be disabled to avoid unwanted detection.		
The VMS should support an unlimited number of rules. Rule programming should allow customer to utilize cameras physical and software based inputs and outputs.		
For security purposes the VMS should have a separate configuration client to be installed on the recording server or management server. The VMS should have a separate soft viewing client software that is not web based.		
Time profiles with reoccurring time selection and expire condition should support an unlimited number of time profiles.		

Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
Start actions: The triggering events may initiate a wide set of actions in the VMS system.		
The VMS should enable multi recipient customizable email notification with image and/ or AVI attachment of incidents.		
User rights management should enable common management of all user rights across all user and programmatic (SDK) interfaces.		
Overall system security definition should make it possible to globally allow or deny permission to devices and functions (such as manage, read, edit and delete).		
Device specific security definition should make it possible to allow or deny permission to individual devices and functions (such as manage, read, edit and delete)		
User rights management should control roles, user and administrator access to: a. Inputs and outputs: visibility, administrate, status, activation b. PTZ: manual control, activate PTZ pre-sets, PTZ priority, manage PTZ pre-sets and patrolling, lock/unlock PTZ pre-sets, reserve and release PTZ session c. Remote recordings: retrieve remote recordings d. External events: visibility, administrate e. Alarms: visibility of alarms and ability to manage alarms.		
Management Client profiles should enable the ability to tailor the availability of main/sub functions in the Management Client for different user roles. For example, users can have many permission roles. Users with limited permissions should be able to add hardware but not be able to configure the cameras. Users with different levels of permission may be able to create other users whereas some users may not be able to create users.		
Client profiles should enable ability to enforce or recommend optional VMS Client application options for a user or group of users, using up to 3 VMS Client profiles.		

Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
Profiles should enable defining general VMS Client application options, including (listing not exhaustive): visibility of time, visibility of camera live indicators, default image quality, default frame rate, keyboard and joystick setup, start up mode and de-interlacing filters.		
VMS Client profiles also should: a. Provide access to live mode and the availability of individual control panes and overlay buttons that allow access to custom functions or programmed events/triggers (example: users can create a button that will make a camera change patrolling PTZ cameras to a preprogrammed guard tour.) b. Provide access to playback mode and the availability of individual control panes, overlay buttons and settings for specific functions, such as default export path c. Provide access to setup mode and the availability of individual control panes and setup functions d. Provide access to sequence explorer, alarm manager and system monitor.		
System administration should include built in backup and restore support for manual system backup of all configuration data, including (listing not exhaustive) system configuration data, maps alarm settings, definitions and client views.		
System administration should enable historic performance, usage investigation, reports of storage usage, network use, server and camera performance.		
Configuration Reporting should enable complete or partial documentation of system configuration. Custom and site specific free text information, integrator's notes and logo can be added to the printer friendly reports.		
License overview should include add on products, service coverage and renewal date. The License owner information should synchronize with the software registration page on the VMS website.		
License administration should provide expanded license information for multi-site installations where both the total used licenses for the common system registration is presented and the license use in the specific system. It should provide license overview that presents the license use of all the individual sites running on the same software registration.		

Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
System log in should use Microsoft Active Directory, local Windows or basic user account. Hereby, current windows logon should be used for authentication.		
Dual authorization should offer an optional additional level of system security, where Management Client users are granted access to the system only when a second user or supervisor has confirmed the log in with a successful authorization of the second user.		
The alarm manager should manage single-point alarm management of all internal system alarms and external security alarms. It should provide alarm descriptions and work instructions to make alarms actionable for operators.		
An alarm location map should be linked to each alarm providing instant situational awareness to the operator dealing with the alarm.		
Customizable alarm priorities should allow operators to focus on the most critical alarms and should enable logical grouping of alarms dependent on their type and nature.		
Customizable alarm statuses should enable alignment of the alarm handling workflow with existing workflows and security systems.		
The alarm handling result code should enable tracking of the outcome of the alarms.		
The alarm manager should enable automatic allocation to alarm owner with escalation and alarm forwarding possibilities.		
The alarm manager should enable time profiles for definition of active alarms. It should provide the possibility to associate one or more cameras to an alarm (maximum 15 cameras can be displayed simultaneously in the alarm preview window).		
The alarm manager should enable extensive logging of alarms.		
Microsoft Clustering should support the event server to enable secure and redundant alarm handling.		
The mobile server should run as a dedicated service, allowing it to be installed either on the same server as other system components or on dedicated hardware in more demanding installations.		
The mobile server should transcode video so streams are robust and can adapt to changing connection bandwidth. The server also optimizes the use of available bandwidth to get the best possible steam quality.		
Adjustable transcoding logic should enable capping of video resolution and frame rate for video streams provided to the VMS Web Clients and Mobile clients.		
The server should provide option to bypass the transcoding logic and send direct streams to the VMS Web clients.		
Installing the mobile server plugin in the software interface should give access to the Mobile server management in order to change settings, read out miscellaneous status information, configure codecs used for exports as well as manage ongoing and completed exports.		

Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
Mobile servers should be installed in parallel, offering redundancy and/or allowing more simultaneous users.		
Mobile servers should be configured through the tray controller to easily adjust or update settings should provide option to either a default generated certificate for HTTPS encrypting the connection to the Mobile server of provide your own custom certificate.		
Video Push configuration should be done from the server, so users can download and use Mobile without having to do any configuration.		
Mobile server should support creating server side export through the Web Client and Mobile.		
Web Client, including optional browser plug-ins, should be included with the mobile server. No additional setup is needed.		
The viewing client should provide dedicated task-oriented tabs for the Sequence Explorer, Alarm manager and system monitor, in addition to the traditional Live and Playback tabs		
The viewing client should provide true multi-window support where secondary windows have full functionality and can be operated in independent mode or synchronized mode where they follow the control of the main window.		
The viewing client should enable shortcuts to select a specific window or specific camera in a window.		
The client should provide a camera search function that promptly finds cameras, types of cameras and views in the system with the ability to create temporary views to display all or a subset of cameras matching the search criteria.		
The viewing Client should display metadata bounding boxes from supported devices in live views and playback.		
The application options should enable customization of the general behavior and look of the viewing Client. The customization should be able to either be made as individual personalization managed by each operator.		
The application should offer a simplified user interface with the possibility option to toggle between "Simple" and "Advanced" modes, where "Advanced" mode is default.		
The viewing Client should enable control of general look & feel and navigation properties, such as color mode, camera title bar, grid sizes etc.		

Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
The client should provide the availability of control panes and functions in live and playback tabs, and in setup mode, as well as the behavior and availability of the VMS function. The application should allow to include information in time line in the playback tab, setup keyboard short cuts and joystick controls, as well as specific behavior of alarms and access control notifications.		
The viewing Client should enable to view live video from 1-100 cameras per computer monitor/view. Multiple computer monitor support should provide a main window and any number of either floating windows or full screen views.		
Live view digital zoom should allow a full view of recordings while the operator can digitally zoom in to see details.		
Live view should support multiple view layouts optimized for 4:3 and 16:9 display settings in both landscape and portrait.		
Independent playback capability should allow for instant playback of recorded video for one or more cameras, while in live mode.		
Live view provide possibility to instantly re-arrange cameras in views for optimized monitoring of incidents, with single click restore of original view.		
It should provide seamless access to cameras in remote interconnected systems.		
Live view should enable instant camera placement in live view allows for instant replacement of cameras in a view, where new cameras can be placed in a particular view and positioned through a simple drag-and drop operation.		
Live view should update on "motion only" optimizes CPU use by allowing motion detection to control whether or not the image should be decoded and displayed.		
Global hotspot function should allow users to work in detail with any camera selected from any view. Local hotspot function should allow users to work in detail with a camera selected from the same view.		
Carousel function should allow a specific view item to rotate between pre-defined cameras that are not necessarily present in the view at the same time. Operators should select default or custom display times for each camera, and they are able to manually switch to the next or previous camera in the carousel list.		
Matrix function should show live video from multiple cameras in any view layout with customizable rotation paths, remotely controlled by computers sending matrix remote commands.		

Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
Live view should import static or active HTML maps for fast navigation to cameras and to provide a good overview of premises. It should hide HTML page toolbar in HTML page views.		
Live view should activate matrix via graphical maps of premises using JavaScript or integrate with centralized access control systems.		
It should allow the operator can assign outputs, PTZ presets and views as actions to joystick buttons and as keyboard shortcuts.		
Two-way audio support should enable the viewing Client to record and play live audio from camera-connected microphones and outgoing audio from the operator's microphone to one or multiple camera speakers.		
Live view should enable adaptive de-interlacing option secures high video quality, based on the actual video content received. The viewing Client should optionally apply a filter to areas of the image where jagged edges would otherwise show up.		
Operators should start/stop manual recording on individual cameras, where the recording status is propagated to all Client users active in the system.		
Overlay buttons should provide intuitive control of cameras, camera-integrated devices and other integrated systems directly from the camera view.		
I/O and events should enable to manually trigger output port relay operation, for example when controlling gates.		
I/O and events should enable to manually trigger events by activating a server-defined event from a list.		
Bookmarking should enable to manually manual bookmarks with the bookmark function.		
Bookmarks should be shown in timeline with instant preview.		
The function should enable to listen and preview bookmarks in recording search.		
Bookmark reports should enable effortless incident documentation.		
Direct video export of a bookmark should reduce the time needed to prepare forensic video material.		
Playback should provide playback video from 1-100 cameras per computer monitor/view.		
Advanced video navigation should include fast/slow playback, jump to date/time, single step and video motion search.		

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Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
Playback should allow to toggle between simple and advanced timeline mode.		
Independent playback capability should allow the independent playback of recorded video from one or more cameras.		
Instant camera placement in playback view should allow users to instantly replace cameras in a view, where a new camera can be placed in a particular view and position with a simple drag-and drop operation.		
Digital zoom should allow the operator to see magnified details in the recorded video.		
The snapshot function should enable operators to produce instant visual documentation of a camera by saving the camera image to a file, or sending it directly to a printer.		
The storyboarding function should make it possible to include video sequences from different or overlapping time intervals form different cameras in the one and the same export.		
The export and print function should provide export in general format; including the standalone Client-Player application for instant and easy viewing by authorities.		
Export and print should allow export preview with looped playback.		
Export and print should enable encryption and password protection of exported video material with a choice of following strong encryption algorithms: 56-bit DES 128, 192 and 256-bit AES.		
Export and print should allow to create evidence material in media player format (AVI files), MKV format, or still image format (JPEG images).		
Export and print should allow to disable re-export option to prevent undesirable distribution of sensitive evidence material.		
Export and print should allow to bulk camera export in multiple formats to multiple destinations, including direct export to optical media, results in more efficient video exports and more secure handling of evidence material.		
Export comment function should enable users to add general and/or camera-specific comments to a video export when exporting to a general format.		
Media player format comments should be added as pre/post slides.		
The viewing client should include dedicated tab for the sequence explorer.		

Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
In sequence explorer the search options should be: Manual Search		
The sequence explorer should include smooth navigation with sliding preview and "drag-and-throw" function for video thumbnails.		
The VMS should include preview of selected sequence with auto play and direct export support.		
Built-in map function in the viewing Client should provide intuitive overview of the system and offers integrated access to all system components.		
Map images should be in standard graphic file formats including JPG, GIF, PNG and TIF.		
Map function should include any number of layered maps such as city, street, building and room.		
The function should enable instant camera preview on "mouse over" and one-click shows all cameras on map.		
The function should allow depiction of camera view zones on map with clickable PTZ zones for instant PTZ control.		
Map function should allow easy drag-and-drop and point-and-click definition of: cameras, servers, microphones, speakers, I/O devices, hot-zones for map hierarchies, camera view zones and PTZ camera pre-set position view zones.		
The function should provide integrated control of speakers, microphones, and events and output I/O control, including: doors, gates, light and access control systems.		
Map function should also: a. Provide real-time status monitoring indication from all system components including cameras, I/O devices and system servers. b. Provide graphical visualization of the system status through color coding. c. Provide hierarchical propagation of status indications to higher ordered maps. d. Make different levels of status indications available (alarms, warning and errors). e. Provide system performance data for cameras and servers including camera resolution, FPS, network use and disk space. f. Be able to suppress status indications (such as error and warning) for a given device. g. Provide the possibility to edit device names in a map and assign map specific names and references to devices in a map. h. Map editing subject to user rights.		

Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
The viewing client should provide dedicated dockable tab for the Alarm Manager.		
The alarm manager should include alarm list with extensive filtering capabilities and alarm preview in both live and playback mode.		
The alarm manager should enable extensive alarm sort and filtering functions allowing operators to focus on most critical alarms		
Instant preview of primary and related cameras should reduce the number of false alarms		
Tight integration with the map function should allow operators to indicate and acknowledge active alarms in the map.		
Alarm descriptions and work instructions should make alarms actionable for operators.		
Alarm escalation and alarm forwarding possibilities should allow operators with appropriate skills to handle different alarms.		
Alarm reports should enable incident documentation.		
Alarm location map should present the alarm operator with a map showing the alarm area when an alarm is selected.		
The alarm manager should provide alarm notification to a single mobile client user or a group of the mobile client users using Push Notifications.		
The manager should provide optional sound notifications for different alarm priorities for notification of new incoming alarm.		
Alarm disabling option should enable users to suppress alarms from a given device in a certain time period.		

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Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
Alarm handling reports should give valuable information about alarm inflow and alarm handling performance.		
The manager should provide common alarm list for all interconnected sites.		
The system monitor should provide dedicated dockable tab with system performance and use information.		
The system monitor should provide historic performance and usage investigation and reports of storage usage, network use, server and camera performance.		
Download and install the viewing Client from a web page on the management server. It should enable notification about new updates at log-in.		
Application options should allow users to adapt the layout and personalize the application to their particular preferences.		
System log-in should use Microsoft Active Directory, local Windows or a basic user account. Furthermore, it should use current Windows logon for authentication, and use Auto-log-in and auto-restore views.		
Dual authorization should offer an optional additional level of system security, where the Client users are granted access to the system only when a second user or supervisor has confirmed the log-in with a successful authorization of the second user.		
The system should support for IPv4 and IPv6 addressing.		
The 64-bit Windows® operating system support should enable better performance when viewing and operating many cameras.		

Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
The viewing Client - Player should be able to play back recorded or archived video and audio evidence, including edited storyboard exports.		
The player should include same user-friendly interface and most functions as the viewing Client.		
The player should offer a simplified user interface with the possibility option to toggle between "Simple" and "Advanced" modes.		
It should provide instant one-click playback for easy viewing of exported video evidence.		
Advanced second-level investigation tools should make it easy to refine exported video and re-export the most essential evidence.		
Metadata bounding boxes included in exports should be displayed time synchronized in the VMS Client – Player.		
The project tool should allow users to merge video exports or archives from two different locations or VMS systems together into one new export.		
The viewing client player should also: a. Provide view up to 100 cameras time synched during playback b. Provide camera search function promptly finds cameras, types of cameras and camera views in the system c. Provide scrollable activity timeline with magnifying feature d. Provide instant search on recordings based on date/time and activity/alarm (video motion detection) e. Should allow to view, modify or add general and/or camera specific comments for a given video export f. Should allow de-interlacing of video from analog cameras		

Detailed Specifications	Meets or Exceeds (Yes or No)	Explanation
Evidence should be generated as a printed report, a JPEG image, an AVI or MKV film or in a general format, and should include export audio recordings in WAV, MKV or AVI format.		
Exported video should be digitally zoomed to view an area of interest and minimize export footprint size.		
The player should enable re-export evidence containing a general format and the viewing Client - Player for instant, easy viewing by authorities.		
The player should provide encryption and password protection of exported video material with a choice of the following strong encryption algorithms: 56-bit DES 128, 192 and 256-bit AES.		
The base server license permits the following deployments within the legal entity purchasing the baser server license: a. Unlimited number of Management Servers b. Unlimited number of Recording Servers c. Unlimited number of Clients, Web-Clients and Mobile Applications		
To connect cameras, audio devices, video encoders and other devices to the VMS one license per physical hardware device is required. New device product support should be offered free at no additional cost to the customer via software update or device pack update.		
In total, for all copies of the product installed under one base license, the product may only be used with the hardware devices purchased under that one base license.		
An unlimited number of hardware device licences can be purchased. To extend an installation with additional hardware device licenses, the base server license number is required when ordering.		