



**RFP #B19-15**

**SECURITY VIDEO MANAGEMENT SOFTWARE**

Due Date and Time:

March 28, 2019

at

2:00 PM

Enclosed:

Request for Proposal  
Documents  
and  
Affidavit

Matanuska-Susitna Borough School District

Purchasing Department  
690 Cope Industrial Way  
Palmer, AK 99645

P: (907) 861-5120 || F: (907) 861-5184  
[bids@matsuk12.us](mailto:bids@matsuk12.us)  
[www.matsuk12.us/bids](http://www.matsuk12.us/bids)

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**ADVERTISEMENT**

	DATE OF ADVERTISEMENT
Frontiersman	MARCH 1 & 3, 2019
Anchorage Daily News	FEBRUARY 27 & 28, 2019

Type of Ad: Classified / Public Notice

The material herein must be printed in its entirety on the dates shown above. Affidavit of publication is required prior to payment.

**Matanuska-Susitna Borough School District  
REQUEST FOR PROPOSALS**

RFP #B19-15

SECURITY VIDEO MANAGEMENT SOFTWARE

Notice is hereby given that the Matanuska-Susitna Borough School District (MSBSD) will consider proposals from qualified individuals and firms for the provision of:

SECURITY VIDEO MANAGEMENT SOFTWARE

Proposals are due on or before  at  Palmer, Alaska time. Sealed proposals must be submitted and received by the MSBSD Purchasing Department, 690 Cope Industrial Way, Palmer, AK 99645, on or before said date and time designated for receipt of proposals. All proposals must be marked "." Proposal documents can be viewed on the MSBSD website at [www.matsuk12.us/bids](http://www.matsuk12.us/bids) and are also available at the MSBSD Purchasing Department, 690 Cope Industrial Way, Palmer, AK 99645. For more information, call (907) 861-5120.

The MSBSD reserves the right to accept or reject any or all proposals and waive any minor technicalities, informalities, and/or irregularities as it deems appropriate.

02/25/19	Requested By:	A. CARNEY	Approved By:	B. MUNSON
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SECURITY VIDEO MANAGEMENT SOFTWARE

RFP #B19-15





**SECURITY VIDEO MANAGEMENT SOFTWARE**

**RFP #B19-15**

**REQUEST FOR PROPOSAL**  
THIS IS NOT A PURCHASE ORDER

The Matanuska-Susitna Borough School District (MSBSD) is requesting proposals from qualified proposers to provide

SECURITY VIDEO MANAGEMENT SOFTWARE

as specific herein.

Proposals will be accepted until  at

Questions will be accepted until  at

**PROPOSER USE ONLY**

THIS PAGE MUST BE COMPLETELY FILLED IN, SIGNED, AND RETURNED WITH YOUR PACKET.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number Fax Number

\_\_\_\_\_  
State of Alaska Business License Number Matanuska-Susitna Borough Business License Number

\_\_\_\_\_  
Authorized Signature Printed Name Date

SECURITY VIDEO MANAGEMENT SOFTWARE

RFP #B19-15



# INSTRUCTIONS TO PROPOSERS

## **1. GENERAL INFORMATION:**

The Matanuska-Susitna Borough School District (MSBSD) is requesting proposals from qualified proposers to provide the scope of services as specified in Attachment A, Scope of Services. Copies of the Request for Proposal (RFP) documents can be viewed in the Purchasing section of the MSBSD website at [www.matsuk12.us/bids](http://www.matsuk12.us/bids) and can be obtained in the Purchasing Department at 690 Cope Industrial Way, Palmer, Alaska 99645 or by calling (907) 861-5120. Office hours are 7:00am - 4:30pm, Monday through Friday.

Proposals must be fully executed, signed by each proposer, and enclosed in a sealed envelope with the proposer's name, address, and phone number clearly marked, as per Section 8 of this Instructions to Proposers. Proposals must be submitted to the MSBSD Purchasing Department at 690 Cope Industrial Way, Palmer, Alaska 99645. Signed proposals must be in the office of the MSBSD Purchasing Department on or before the date and time designated for receipt of proposals. **The MSBSD will not accept or consider proposals that are oral, telephonic, telegraphic, faxed, emailed, or otherwise electronically submitted.**

## **2. GENERAL STATEMENT:**

In rendering the services hereunder, the selected proposer shall adhere to the following general terms and conditions. The term "selected proposer" refers to the proposer awarded a contract to provide services and/or products as required herein. The term "agreement" hereafter refers to this RFP, any and all attachments and appendices, any and all addenda, and the proposer's response and acceptance by the MSBSD. A contract may be issued upon award of this proposal.

## **3. PRE-PROPOSAL CONFERENCE:**

No pre-proposal conference will be held for this scope.

## **4. EXAMINATION OF RFP DOCUMENTS:**

A. Proposers shall carefully examine the RFP documents before submitting a proposal. The submission of a proposal shall be an admission that the proposer has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements and accuracy of the RFP documents.

B. The MSBSD assumes no responsibility for any understanding or representations concerning conditions made by any of its officers, agents, or employees prior to the execution of the proposal, unless such understanding or representations are expressly stated in the RFP documents or addenda.

C. Proposers shall include in their proposal sums sufficient to cover all items and services required by the RFP documents and shall rely entirely upon their own examination of the proposal. The submission of a proposal shall be taken as prima facie evidence of compliance with this paragraph.

## **5. INTERPRETATION OR CORRECTION OF PROPOSAL DOCUMENTS:**

Proposers shall notify the Purchasing Department promptly of any error, omission, or inconsistency that may be discovered during examination of the proposal documents. Requests from proposers for interpretation or clarification of the proposal documents shall be made in writing to the Purchasing Department by

March 13, 2019 at 4:00 PM Palmer, Alaska time.

Any questions received after this date and time will not be answered. Questions should reference the applicable RFP number and title and can be submitted by mail, fax, or e-mail to the following:

Mail: MSBSD Purchasing Department; 690 Cope Industrial Way; Palmer, AK 99645  
Fax: MSBSD Purchasing Department; (907) 861-5184  
E-mail: [bids@matsuk12.us](mailto:bids@matsuk12.us)

Interpretations, corrections, responses to questions, and changes to the Proposal Documents will be made by addenda. Interpretations, corrections, responses to questions, and changes to the Proposal Documents made in

SECURITY VIDEO MANAGEMENT SOFTWARE

RFP #B19-15



**5. INTERPRETATION OR CORRECTION OF PROPOSAL DOCUMENTS (CONT.):**

any other manner will not be binding to the MSBSD and proposers shall not rely on them. All addenda issued shall become part of the agreement documents. It is the proposer's sole responsibility to ascertain that they have received all addenda issued by the Purchasing Department. Each addendum will be issued by both fax machine and U.S. mail. All addenda will also be posted in the Purchasing section of the MSBSD website at [www.matsuk12.us/bids](http://www.matsuk12.us/bids). **All addenda must be acknowledged in the space provided on Appendix 1 or the proposal may be deemed non-responsive.**

**6. PREPARATION AND SUBMISSION OF PROPOSALS:**

A. Each proposal must be signed in longhand by the proposer with their usual signature. Proposals submitted by partnerships must be signed with the partnership name by one of the partners, followed by the signature and designation of the partner signing. Proposals submitted by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation, and by the signature of the president, secretary, or other person authorized to bind in the matter. The full name and address of each person signing shall be typed or printed below the signature.

B. Proposals shall be submitted on the forms furnished and must be manually signed. Proposals must be submitted in a sealed envelope and addressed as indicated in Section 8 of this Instructions to Proposers.

C. Proposals may be rejected if they show any omissions, alteration of the forms, additions not called for, conditional or alternate proposals not called for, qualified proposals, or irregularities of any kind.

D. Proposers shall bear all costs directly or indirectly related to preparing a proposal, preparing presentations or supplements, and/or clarifying a proposal as may be required by the MSBSD in response to this solicitation.

**7. SUBMITTAL REQUIREMENTS:**

Refer to Attachment A, Scope of Services, for the full submittal requirements specific to this RFP.

**8. PROPOSALS:**

A. Signed proposals **MUST** be in the MSBSD Purchasing Department office on or before

at  Palmer, Alaska time.

B. It is the responsibility of all proposers to ensure that their proposals and associated documents are in the office of the Purchasing Department prior to the time of the scheduled RFP opening. Proposals **MUST** be in **SEALED** envelopes clearly marked as follows:

RFP Number:

RFP Title:

Due:  at

C. Proposers are cautioned that mailed proposals, which arrive after the date and time designated for receipt of proposals, will not be opened or considered. Proposers are further cautioned not to rely on the U.S. Postal System or any other second party for timely delivery of their proposal. It is the proposer's sole responsibility to ensure that their proposal and associated documents are in the physical possession of the Purchasing Department prior to the date and time designated for receipt of proposals.

D. All proposals shall be submitted on the attached forms in the spaces indicated and must comply with these instructions. The proposal must be completed and signed by an authorized representative of the firm submitting the proposal.

E. Scheduled proposal openings are open to the public and are located in the Purchasing Department.

F. The MSBSD will not accept proposals via fax machine or e-mail.

G. The MSBSD reserves the right to accept or reject any or all proposals, consider alternatives, and further reserves the right to waive minor informalities in procedures.

**9. WITHDRAWAL FROM CONSIDERATION:**

Proposals may be withdrawn upon written request delivered to the MSBSD Purchasing Department prior to the date and time designated for receipt of proposals. However, no proposer shall withdraw or cancel their proposal



**9. WITHDRAWAL FROM CONSIDERATION (CONT.):**

for a period of ninety (90) calendar days after said date and time designated for the receipt of proposals, nor shall the selected proposer withdraw, cancel, or modify their proposal after having been notified by the Purchasing Department that said proposal has been accepted by the MSBSD.

**10. PROPOSAL EVALUATION:**

A. An Evaluation Committee will be selected by the MSBSD to review the proposals.

B. The Evaluation Committee may elect to interview any or all proposers at its discretion, but is not required to do so.

C. Any proposers selected for an interview may be expected to make a presentation followed by a question and answer period at the MSBSD main administrative office (501 N. Gulkana St.; Palmer, AK 99645).

D. The MSBSD will select the proposal that reflects what is believed to be the best combination of price, experience, expertise, other cost factors, management capability, and understanding of the needs of the MSBSD. Proposals will be evaluated per the criteria outlined in Attachment B, Evaluation Criteria.

**11. NEGOTIATIONS:**

Proposers are asked to provide their best offer, including pricing, as part of the initial submittals. The MSBSD desires to enter into an agreement based on the initial submissions and proposers should not rely on the negotiation process to modify their offers. However, the MSBSD may conduct negotiations in accordance with the following at their discretion:

A. With the proposer who submits the most attractive proposal that is acceptable to the MSBSD;

B. With the proposers who have submitted proposals that are within the established competitive range; or

C. With all proposers.

Negotiations, if conducted, will occur after the opening date of the RFP and after evaluation by the Evaluation Committee. Proposers will be accorded fair and equal treatment during negotiations with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information derived from proposals submitted. Upon completion of negotiations, if any, the MSBSD may call for "best and final offers" at its discretion.

**12. AWARD OF CONTRACT:**

A. The MSBSD will award a contract to the proposer with the highest score on the evaluation criteria outlined in Attachment B, Evaluation Criteria.

B. The MSBSD, as it deems appropriate, shall have the right to reject any and all proposals. Proposals may be rejected if they do not include a required proposal bond or other data required by the Proposal Documents. All responsive proposals may be rejected if the MSBSD in its sole judgment, considers them too costly.

C. The MSBSD reserves the right to reject any and all proposals and to waive any minor informalities and/or irregularities in submittal of a proposal or award of the agreement and to request clarification of information from any proposer. The MSBSD is not obligated to enter into a contract on the basis of any bid or proposal submitted in response to the RFP.

D. The MSBSD reserves the right to make awards within a ninety (90) calendar day award period from the date proposals are opened. Proposals must be firm for the award period and the contracted service period.

**13. AVAILABILITY OF FUNDS:**

A. The MSBSD reserves the right, at its sole discretion, to cancel this RFP or any part thereof, at any time, prior to an award of contract issued under this RFP.

B. Awards are contingent upon the appropriation of MSBSD budget funds.

**14. REQUEST FOR ADDITIONAL INFORMATION:**

A. The MSBSD reserves the right to request clarification of ambiguous proposal language current audited financial statements; qualifications of management personnel, including program manager or field supervisors' performance references; or other information deemed relevant at any time prior to proposal award. Proposers



**14. REQUEST FOR ADDITIONAL INFORMATION (CONT.):**

agree to provide such requested information within three (3) business days of the request.

B. Prior to the final selection, proposers may be required to submit additional information, which the MSBSD may deem necessary to further evaluate the proposals.

C. The MSBSD reserves the right to make investigations of the qualifications of the proposer as it deems appropriate, including but not limited to a background investigation conducted by proper authorities.

**15. PUBLIC RECORDS CLAUSE:**

This RFP and the resulting proposals received, together with copies of all documents pertaining to the award of a contract, will be kept by the Purchasing Department and made a part of the record, which will be open to public inspection, unless restricted by the proposer and School Board Policy, once the Notice of Intent to Award has been issued. If a proposal contains any information which is proprietary or confidential, each page of the confidential information must be clearly marked with a diagonal watermark that reads "CONFIDENTIAL"; such information will be kept confidential if appropriate and will not be released to the public. A confidential watermark is required. MSBSD is not responsible for release of any documents not marked in this manner. The proposal tabulation sheet shall be open to public inspection as soon as practicable after the Notice of Intent to Award has been issued.

**16. PROTEST OF AWARD:**

The MSBSD has a process in place for an apparently unsuccessful proposer to submit a written protest, requesting a review of the proposal award.

A. An unsuccessful proposer must submit its protest within  days of the date of the Notice of Intent to Award issued by the MSBSD Purchasing Department.

B. The protest must be made in writing, delivered to the same location as the original proposal, and must set forth in detail all the reason(s) for the protest, with specific reference to the relevant provision in the Proposal Documents.

C. Upon receipt of the request for review, the Purchasing Department shall schedule an informal hearing to include the successful proposer, the protesting proposer, the Assistant Superintendent of Business and Operations, and a representative of the Purchasing Department. At such time, the proposer making protest can express his/her concerns with said award.

D. Following the informal hearing, the Assistant Superintendent of Business and Operations will send the MSBSD's decision on the protest to all involved parties.

E. If the contract award for the proposed project is required to be approved by the MSBSD School Board, the involved parties will be notified of the date and time of the applicable School Board meeting.

**17. CONTRACT:**

The contract between the MSBSD and the proposer shall consist of (1) the RFP and any attachments and/or amendments and/or addenda thereto; (2) the proposal submitted by the contractor in response to the RFP; and (3) the actual written agreement or contract. In the event of a conflict in language between the documents reference above, the provisions and requirements set forth and/or referenced in the RFP documents shall govern.

**18. INSURANCE:**

It is specifically agreed between the parties executing this agreement that it is not intended by any of the provisions of this agreement to create in the public or any member thereof a third-party benefit hereunder, or to authorize anyone not a party to this agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this agreement. The successful proposer shall procure and maintain minimum insurance requirements and shall provide all required documentation as per attached Appendix 3 to the MSBSD upon award of this agreement. Failure to furnish proper evidence of insurance, or the lapse of insurance required under the provisions of this agreement, may be grounds for termination. The duties required under this subsection shall survive the termination expiration of this agreement. **It is highly recommended that the proposers confer with their respective insurance companies or brokers to determine if their insurance program complies with the MSBSD's insurance requirements, as per attached Appendix 3.**

**19. LICENSES:**

All individuals or businesses conducting business within the State of Alaska and within the Matanuska-Susitna Borough are hereby advised that they must obtain both a State of Alaska and a Matanuska-Susitna Borough





**19. LICENSES (CONT.):**

business license. For information on how to obtain the appropriate business license or see if any exemptions may apply, please visit the following websites:

State of Alaska:

<https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing/BusinessLicensingFormsFees.aspx>

Matanuska-Susitna Borough:

<http://www.matsugov.us/business-licenses>

**20. INVOICES AND METHOD OF PAYMENT:**

Billings for services must be verified by a responsible representative of the MSBSD before payment can be made. Payments shall be made to the selected proposer within thirty (30) calendar days after the MSBSD receives and approves a written request for payment or invoice from the contractor. The request for payment or invoice may be submitted to the Matanuska-Susitna Borough School District, Attn: Accounting Department; 501 N. Gulkana St.; Palmer, AK 99645 or e-mailed to [accounting@matsuk12.us](mailto:accounting@matsuk12.us).

**21. FEDERAL EXCISE TAXES:**

The MSBSD is exempt from Federal Excise Taxes. An Exemption Certificate will be furnished upon request.

**22. MODIFICATIONS:**

The MSBSD may, from time to time, require modifications in the scope of services to be performed under this agreement. However, it is expressly understood that this agreement shall not under any circumstances be modified without written authorization from the MSBSD. All modifications in the terms of this agreement, to include adding additional schools or sites, shall be incorporated by written amendments to this agreement executed by both parties.

**23. INDEMNIFICATION:**

A. Any and all employees of the proposer and other persons, while engaged in the performance of any work or services required by the proposer under this agreement, shall not be considered employees of the MSBSD.

B. The proposer shall indemnify, defend, hold and save the MSBSD, its elected and appointed officers, agents and employees, harmless from liability of any nature or kind, including costs, expenses, and attorney fees for or on account of any and all legal actions or claims of any character resulting from injuries, death, economic loss, damages, violations of constitutions, statutes, ordinances, regulations, and other laws or any other kind of loss sustained by any person or property arising from the proposer's, or proposer's attorneys', partners', officers', agents', employees', assigns' and subcontractors' performance of this agreement in any way whatsoever.

**24. PROTECTION OF EQUIPMENT AND PROPERTY:**

The proposer assumes full responsibility for and shall indemnify the MSBSD for any loss or damage to any MSBSD property resulting in whole or in part from the negligent acts or omissions of the proposers, or any employee, agent or representative of the proposer.

**25. PROPOSER'S PERSONNEL REQUIREMENTS:**

The MSBSD may, by serving written notice, require the proposer to promptly remove from the site of work any employee or worker the MSBSD deems incompetent, careless, or otherwise objectionable including, but not limited to, violation of MSBSD policies relating to alcohol, illegal drugs or firearms on MSBSD property.

**26. EQUAL EMPLOYMENT OPPORTUNITY:**

Proposers, in submitting proposals, certify that if awarded a contract under this Request for Proposal, they will not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national or ethnic origin, disability, marital status, change in marital status, pregnancy, parenthood, or any other basis prohibited by Alaska state or federal laws. The proposer will take affirmative action to ensure non-discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination rates of pay or other forms of compensation, and selection for training, including apprenticeship. The proposer agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause.

**27. DRUG, TOBACCO, AND ALCOHOL-FREE WORKPLACE:**

The selected proposer agrees to comply with MSBSD School Board Policy BP 4020, Drug, Tobacco and Alcohol-Free Workplace. This policy states, in part: "In the interest of the health and safety of students and employees, it is a violation of this policy for students, staff, parents, visitors, contractors and all others to use, distribute or sell



**27. DRUG, TOBACCO, AND ALCOHOL-FREE WORKPLACE (CONT.):**

tobacco, any non-FDA-approved tobacco or nicotine delivery products or devices including but not limited to, cigarettes, cigars, dip, hookah pens, e-cigarettes, and dissolvable nicotine products on District premises, at school-sponsored activities on or off District premises and in District-owned, rented or leased vehicles."

**28. CODE OF ETHICS:**

A. The selected proposer shall comply with MSBSD School Board Policy BP 4119.21, Code of Ethics.

B. The selected proposer shall also comply with BP 3515.7, Restrictions on Sex Offenders on Campus. This policy states, in part: "To protect the morals, health, and safety of students, it is the policy of the district to deny entrance onto the premises of any district school or any building used for school activities to registered sex offenders or persons required to register under the sex offender registration act of whom the district has knowledge."

C. The selected proposer shall take affirmative action to ensure that no contractor, employee, or subcontractor who will be working on MSBSD property has a criminal record of any conviction for child abuse or assault, be on the State of Alaska or any State Sexual Offender Registry, or has been convicted of a crime of moral turpitude. Any waiver of this section must be in writing, signed by the District's Superintendent. The MSBSD has the right to verify such records at any time during the life of the contract.

**29. OCCUPATIONAL SAFETY AND HEALTH WARRANTY:**

If awarded the agreement, the proposer warrants that the products sold or services rendered shall conform to the standards and/or regulations promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970 (29 U.S.C. 651, OL 91-596) and all amendments thereto. In the event the product sold does not conform to the OSHA standards and/or regulations, the MSBSD may return the product for correction or replacement at proposer's option and at proposer's expense. Services performed by the proposer which do not conform to OSHA standards and/or regulations must be corrected by proposer at proposer's expense or by the MSBSD at proposer's expense in the event proposer fails to make the appropriate correction within a reasonable time.

**30. COMPLIANCE:**

A. The selected proposer shall comply with all state, federal and local laws, regulations or orders applicable to the purchase, manufacture, processing and delivery of the service.

B. General Conditions:

I. General Statement: The following conditions shall be followed by the selected proposer. These conditions shall be adhered to, relative to any project for which the selected proposer provides services. The MSBSD reserves the right to delete or alter the following terms and conditions or to add additional terms and conditions at its discretion. The selected proposer shall perform services and otherwise comply with all conditions as set forth in this RFP including all attachments and appendices hereto and all additional requirements identified in the proposal documents.

II. Governing Laws: The agreement shall be governed as to performance and interpretation in accordance with the laws of the State of Alaska.

III. Compliance with All Laws: The proposer shall comply with all applicable laws, ordinances, executive orders and regulations of the federal, state, and local government, which may in any manner affect the performance of the agreement and all applicable MSBSD policies, rules and procedures.

IV. Relationship of All Parties: It is expressly understood and agreed by the proposer and the MSBSD that the proposer's relationship to the MSBSD is that of an independent contractor.

**31. CONFLICT OF INTEREST:**

A. The contracting party expressly represents that the contract is not contrary to MSBSD School Board Policy BP 2300, Conflict of Interest and that the contracting party has read and understands BP 2300. If this representation is false, the Superintendent may terminate the contract without regard to partial performance and in the event of such a termination the District will have no further liability or obligation to the contracting party.

B. Any employee and/or employee with immediate family members that may have a financial interest in the contract must file an annual BP 2300, Conflict of Interest Affidavit with MSBSD. The following definitions apply to this policy: Immediate family member means an employee's grandparent, parent, child, grandchild, brother, sister, spouse, child of a spouse, or regular member of the employee's household.

**32. ASSIGNMENTS AND SUBCONTRACTORS:**

A. The proposer shall not sell, assign, transfer, or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the MSBSD.



**32. ASSIGNMENTS AND SUBCONTRACTORS (CONT.):**

B. The proposer shall ensure that any prospective subcontractors are appropriately licensed, insured and bonded, and of sufficient high quality to meet all of the requirements of this RFP. If a proposal with subcontractors is selected, the proposer must provide the following information concerning each prospective subcontractor within five (5) working days of the request notice by the MSBSD:

- I. The complete name and address of the subcontractor;
- II. The type and percentage of work the subcontractor will perform;
- III. Certificate of Insurance;
- IV. Other requested information relevant to the qualifications of the subcontractor.

C. Subcontractors must comply with all licensing, indemnity, insurance limits, and insurance requirements imposed on the proposer.

**33. TERMINATION FOR CAUSE:**

A. If, through any cause, the proposer shall fail to fulfill in a timely and proper manner their obligation under this agreement, or if the proposer shall violate any of the covenants, agreements or stipulations of any awarded contract, the MSBSD shall thereupon have the right to terminate this agreement by serving written notice to the proposer of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. However, if the district determines that the continuation of this agreement constitutes an imminent threat to the health and safety of its students and staff, this agreement may be terminated by the MSBSD effective immediately.

B. In the event it becomes necessary to terminate the agreement awarded as a result of this RFP, regardless of the circumstances or time remaining on the contract, the proposer will be responsible for any and all expenses incurred by the MSBSD. These expenses can include, but are not limited to, cost of locating interim services, cost of re-issuing an RFP, and any additional cost to the MSBSD by the new contractor greater than the current contract.

C. The proposer shall be entitled to receive just and equitable compensation for any satisfactory work completed in accordance with the payment provision as set forth under Section 20 of this document. Equitable compensation shall not exceed the amount reasonably billed for work actually done and expenses reasonably incurred. The MSBSD's contract administrator shall determine whether work completed is satisfactory.

**34. TERMINATION FOR CONVENIENCE OF THE MSBSD:**

A. The MSBSD may terminate any awarded contract or agreement at any time by serving written notice to the proposer of such termination and specifying the effective date of such termination at least thirty (30) days prior to the effective date of termination.

B. Upon termination of any awarded contract or agreement, the MSBSD shall pay the proposer any payments due at that time.

**35. FAILURE OF FUNDING:**

A. The MSBSD shall be excused from performance under the contract if funding is not appropriated.

B. The MSBSD may reduce the scope and services provided under the contract to counteract a funding shortfall.



## **ATTACHMENT A:** **SCOPE OF SERVICES**

### **1. SCOPE**

The Matanuska-Susitna Borough School District (MSBSD) is seeking proposals from qualified proposers to replace MSBSD's existing Video Management System (VMS), providing Milestone XProtect Corporate, a comprehensive VMS, to the MSBSD as described herein.

### **2. BACKGROUND**

A. Ranging in enrollment from 20 students to more than 1,500 students, the schools of the MSBSD educate approximately 19,000 students at 46 schools located throughout the Matanuska-Susitna Borough. The MSBSD also supports a variety of administrative services including but not limited to Facilities, Purchasing and Warehouse, Nutrition Services, and Central Office Administration. MSBSD schools include 21 elementary schools, four middle schools, eight high schools, five non-traditional schools, and six charter schools.

B. The MSBSD currently uses OnSSI Ocularis for its security video management.

C. The MSBSD's vision for the new video management system is to migrate existing equipment to the new VMS software, continuing to use existing servers, storage, and cameras.

### **3. GENERAL REQUIREMENTS**

The primary goal of this project is to implement a VMS to replace the current VMS and train District staff on maintaining the new system.

The proposed system will be configured around a system with the capacity and flexibility to support the MSBSD's needs for the foreseeable future without the need for ongoing vendor customization and configuration.

A. The proposer will supply all supervision, labor, materials, and tools necessary to provide start-up, installation, implementation, customization, training, support, and maintenance of Milestone XProtect Corporate. If additional materials (hardware, software, licenses, etc.) are required to operate and maintain the system, proposer will clearly identify such materials and record the associated costs under "Other" on Attachment C: Cost Proposal Form.

B. Training will be provided by the selected proposer to ensure the timely implementation, use, and maintenance of the proposed system. Training will also be made available by the selected proposer throughout the duration of the contract to ensure new MSBSD employees can effectively maintain the proposed system. Access to training documents, tutorials, and other tools should be made available to the MSBSD throughout the duration of the contract.

C. There must be a method for providing timely user and technical support. Support should be available, at a minimum, from 7:00 AM to 4:00 PM, Monday through Friday, Palmer Alaska Time.

D. The proposed solution must maintain data integrity and identify a configuration capable of disaster recovery. The configuration must minimize failure incidents and down time. The configuration must have audit capabilities to ensure data changes can be known and tracked.

E. Software support and upgrades must minimize down time and impact to MSBSD technical staff.

F. MSBSD currently has virtual servers for the existing VMS solution. The migration would utilize the existing infrastructure for the new Milestone XProtect Corporate installation. Server information can be found in Appendix 6, Server Resources.



G. MSBSD currently has 867 camera licenses with 847 active cameras in use on the system. Migration will include all existing installed cameras and licensing for a total of 1,000 cameras. Camera information can be found in Appendix 7, Camera Summary.

H. The proposed solution will include providing as-built diagrams for the implemented solution, red lines and mappings of cameras at each site and an overall diagram of the network installation by site. The mapping format must be mutually agreed upon and, as part of installation, maps will be imported/integrated into Milestone XProtect Corporate.

I. Additive Alternate: The proposer will identify additional costs for including ongoing integrator service and support as part of the proposal, for the contract term specified in section (9)(B). Annual cost should be identified where specified in Attachment C, Cost Proposal Form.

J. Additive Alternate: The proposer will identify additional costs for including Milestone Care Premium as part of the proposal. Costs should be identified where specified in Attachment C, Cost Proposal Form.

1. Milestone Care Premium, one-year subscription
2. Milestone Care Premium, three-year subscription, paid annually
3. Milestone Care Premium, five-year subscription, paid annually

#### **4. SYSTEM SECURITY AND DATA PRIVACY**

A. The proposer must satisfy general system security standards as well as adhere to MSBSD School Board Policy regarding student records, BP 5125 and its associated Administrative Regulation, AR 5125.

B. The proposer must also satisfy and adhere to all federal and state security and privacy laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA).

C. Proposer shall regard all video and associated information as confidential and will not disclose information to any third party.

D. Upon the termination of the contract between the parties for any reason, or upon MSBSD's request, proposer agrees that it promptly shall return to MSBSD all customer data. The non-disclosure obligations of proposer and its authorized representatives regarding the information contained in the customer data shall survive termination of the agreement between the parties.

E. The proposer shall not transmit to or store any customer data on a server or other data storage medium located outside the United States of America. All customer data shall be encrypted in transit and at rest.

#### **5. SERVICE LEVEL AGREEMENT**

Proposer must include a Service Level Agreement (SLA) for any and all proposed solutions. SLA must address service monitoring and management, response times, and failures.

#### **6. COST**

All costs associated with the scope herein should be identified on the form provided in Attachment C: Cost Proposal Form. Costs identified shall be firm for the life of any resulting contract(s).

#### **7. ADDITIVE ALTERNATES**

Additive alternates may or may not be incorporated into the contract. However, it is the MSBSD's intention to award at least one of the options requested below. Proposers will identify



costs separately in the space provided in Attachment C, Cost Proposal Form. Proposals which do not include costs for these items may be considered non-responsive.

A. Proposer will provide ongoing service and support to the MSBSD. Annual cost should be identified for the contract term specified in section (9)(B).

B. Proposer will provide Milestone Care Premium to the MSBSD. Cost should be identified for a one-year subscription.

C. Proposer will provide Milestone Care Premium to the MSBSD. Cost should be identified for a three-year subscription that will be paid annually.

D. Proposer will provide Milestone Care Premium to the MSBSD. Cost should be identified for a five-year subscription that will be paid annually.

## **8. SUBMITTAL REQUIREMENTS**

All proposals must include the following items, as a minimum, or the proposal may be considered non-responsive. Before submitting a proposal, please check the Purchasing section of the MSBSD website at <http://www.matsuk12.us/bids> for any additional information or addenda that may have been issued.

The original and six (6) copies of the narrative proposal must be submitted and clearly marked. Proposer must also provide a USB drive with a PDF copy of the narrative proposal. The cost proposal should be submitted separately as outlined in subsection (F) below.

The proposal shall include, at minimum, the following:

A. Signature Page (one page): Request for Proposal signature page signed by responsible party.

B. Introduction and Executive Summary (one page suggested maximum):

1. Provide a brief description of your firm, including history, organizational structure, ownership structure, names of principals, number of employees, and number of years in business. Include any information that may be of value to the MSBSD in evaluating your firm's qualifications.
2. Provide your firm's business philosophy and mission statement.
3. Briefly describe the services and activities that your firm proposes to provide to the MSBSD, including the overall approach to the tasks described in the Scope of Services.
4. Describe the assignment of work within your firm's work team and with any proposed joint venture or subcontractor arrangements, including the overall approach to managing resources and output.
5. Provide the name, address, phone, fax number and e-mail addresses of the person or persons to be used as contacts.

C. Firm Qualifications & References (three pages suggested maximum): Provide information on your or your firm's qualifications and references, to include but not be limited to the following:

1. Firm History and Background

Describe your firm's corporate background and experience. At minimum, proposers must address the following information:

- a. General information about the firm's organization, including date established, corporate office location, and ownership interests.



- b. Identification of whether the firm is an authorized reseller in good standing of Milestone Systems. Provide a certificate of completion on training and/or a letter of reference or backing from Milestone Systems.
  - c. Identification of active business venues (counties, states, etc.)
  - d. Number of certified technical and service staff available to support installation, training, documentation, and maintenance efforts.
2. Firm Experience and Customer References
- The proposer must provide a description of experience in designing, installing, and supporting VMS software systems for school districts or for similar organizations whose needs and size are comparable to those of MSBSD. In addition to a description of experience, the proposer must describe its current customer base and include references as follows:
- a. Provide at least three (3) references of customers that are fully implemented and running Milestone XProtect Corporate, with two (2) references preferred from large organizations. References should include the following for each customer:
    - i. Name of organization
    - ii. Location of organization (city/county, state)
    - iii. Number of buildings and cameras
    - iv. Software Version
    - v. Duration of relationship
    - vi. Contact name, phone number, and email address
  - b. Provide a full listing of new customers that have purchased Milestone XProtect Corporate in the last year and are in the process of implementation. For each site, list the following:
    - i. Name of organization
    - ii. Location of organization (city/county, state)
    - iii. Number of buildings and cameras
    - iv. Software Version
    - v. Date of purchase and project stage

D. Project Approach (twenty pages suggested maximum): Describe your firm's project management approach used to manage the design, configuration, and implementation of the proposed solution. Provide information on your or your firm's understanding of the requirements of the MSBSD's VMS needs and approach to be used, to include but not be limited to the following:

- 1. Project Team Organization/Staffing
  - a. The proposer must provide an organizational chart of their proposed project team.
  - b. The proposer must define the roles and responsibilities of each of its assigned staff. In addition, provide resumes of each staff member. Resumes should include work history related to VMS installation assignments and should be one page maximum, per subsection (E) of this section.
  - c. The proposer must describe in detail any work to be carried out by subcontractors.
  - d. The proposer must define any expectations for MSBSD technical staffing support.
- 2. Project Work Plan
  - a. The proposer will be responsible for the development and maintenance of a detailed project work plan. This must include, but is not limited to, the identification of all project phases, stages, and tasks and the respective start dates, duration of tasks and dependencies of tasks, milestones, deliverable due dates, and responsible party.



- b. The proposer must address the following MSBSD-identified milestones:
      - i. Implementation and integration start: May 1, 2019
      - ii. Go Live: June 28, 2019, full implementation complete.
3. Project Risk, Change and Issue Management
  - a. The proposer must describe approach to managing project risk, change, and issues that may arise. Description should include specific approach to identification, communication, and resolution of such events.
4. Technical Environment and Solution
  - a. For the solution being proposed, proposer must provide an overview of the installation approach, including proposed hardware, software, technical architecture and the proposed technical approach to addressing the functionality that is to be provided with Milestone XProtect Corporate. High-level diagrams showing major system components, their relationships, and supporting diagrams and materials should be included to provide MSBSD with a visual as well as a narrative representation of the proposed operating environment.
  - b. The proposer's solution must address the needs of the MSBSD as outlined in section (3), General Requirements.
  - c. The proposer must clearly identify any requirements that the proposed solution will impose on the MSBSD beyond the existing system infrastructure described in Appendix 6, Server Resources and Appendix 7, Camera Summary.
5. Configurations
  - a. In order to satisfy the needs of MSBSD identified in this RFP, the proposer may be required to make configurations to the VMS. Describe the approach for prioritizing and implementing configurations to the software and MSBSD's role in the process.
6. Testing
  - a. The proposer must describe approach for testing activities to ensure each component of the VMS has been adequately tested prior to implementation.
7. Migration
  - a. The proposer must provide an overall migration plan, which will guide the proposer and MSBSD through transition from the existing VMS to Milestone XProtect Corporate.
  - b. The proposer must describe experience with migrating from OnSSI Ocularis to Milestone XProtect Corporate.
  - c. MSBSD has approximately 50 locations using OnSSI Ocularis. For the purpose of the proposal, migration will include all sites per Appendix 6, Server Resources, and Appendix 7, Camera Summary.
8. Software Support and Maintenance
  - a. The proposer is responsible for maintaining updates to the VMS during the term of the contract, including the software warranty period. The proposer is also responsible for ongoing software maintenance through the life of the service/support contract for maintenance with the MSBSD. Systems maintenance includes maintaining all VMS software components, including managing and tracking the periodic release of updates to the software.
  - b. The proposer must provide viable technical support to district employees as needed. Discuss the firm's approach to, and availability of, such support.
  - c. The proposer will provide a sample of the firm's standard Integrator Support Agreement, if one exists.
9. Security
  - a. Discuss the proposed approach to meeting security requirements identified in section (4), System Security and Data Privacy.





- b. Describe the ability for the proposed system to support database encryption, such as Transparent Data Encryption (TDE) with SQL Enterprise.

10. Training

- a. Describe and outline the proposed training approach including a plan for ongoing access to training elements throughout the life of the contract.

11. Service Level Agreement

- a. Describe the proposed Service Level Agreement (SLA) for the proposed solution. The SLA must address service monitoring and management, response times, and failures.

E. Resumes (one page suggested maximum per resume): Provide resumes for key personnel as described in subsection (D) of this section.

F. Sealed Cost Proposal: Cost proposal should be submitted in a separate sealed envelope within the larger, original sealed proposal. Only one copy of the cost proposal is desired. Do not submit cost information in the electronic copy of the proposal documents. Cost proposal should be submitted on the form provided in Attachment C, Cost Proposal.

G. Addendum Acknowledgement: Appendix 1, Addendum Acknowledgement, fully executed and signed.

H. Non-Collusion Certificate: Appendix 2, Non-Collusion Certificate, fully executed and signed.

I. Evidence of Insurance: Provide Evidence of Insurance as required in the RFP documents and Appendix 3.

J. Vendor Paperwork: Appendix 4, Vendor Paperwork, fully executed.

K. Proposed Subcontractors and Suppliers: Appendix 5, Proposed Subcontractors and Suppliers List filled out (if applicable).

L. Licenses: Provide copies of State of Alaska business license and all other licenses, certificates, or permits required by city, borough, state and federal law as applicable.

**9. CONTRACT TERM**

A. The term of any software license contract resulting from this solicitation shall be for a five (5) year period beginning May 1, 2019 and ending on June 30, 2024. The MSBSD reserves the right to renew the contract for two (2) additional one (1) year terms, upon mutual written agreement between the MSBSD and the selected proposer. The MSBSD may exercise this option by giving written notice to the selected proposer prior to the expiration of the then-existing term, if it is found to be in the MSBSD's best interest.

B. The term of any ongoing service/support contract resulting from this solicitation shall be for a one (1) year period beginning May 1, 2019 and ending on June 30, 2020. The MSBSD reserves the right to renew the contract for four (4) additional one (1) year terms, upon mutual written agreement between the MSBSD and the selected proposer. The MSBSD may exercise this option by giving written notice to the selected proposer prior to the expiration of the then-existing term, if it is found to be in the MSBSD's best interest.



**10. CONTRACT MANAGEMENT**

At the commencement of any resulting contract, the MSBSD and the successful proposer shall each designate a contract administrator. Such persons shall be each respective party's single point of contact for purposes of management of the contract. The proposer's contract administrator shall assume responsibility for the coordination of all contract issues under the contract.

**11. SUBCONTRACTORS**

If the proposed solution includes subcontractors, proposer must provide a detailed explanation of work to be done and complete Appendix 5, Proposed Subcontractors and Suppliers List. Subcontractors must comply with all licensing, indemnity, insurance limits, and insurance requirements imposed on the proposer.

**12. PERSONNEL**

A. Conduct:

1. The selected proposer will assure that each of its employees adheres to all applicable rules and regulations of the district and exhibits conduct that is appropriate to working in a public school environment.
2. The selected proposer will assure that each of its employees adheres to the terms of any contract arising from this solicitation, particularly those related to data security, confidentiality, and disclosure.
3. The selected proposer shall prohibit its employees from personal use of MSBSD property and resources including, but not limited to, telephones, computers, printers/copiers, equipment, and supplies.

B. District right to approve, reject, or remove from district service contract employees:

1. The MSBSD reserves the right to approve, reject, or require the selected proposer to remove from MSBSD service any of the selected proposer's personnel as provided in this contract.
2. The MSBSD, in its sole discretion, may require the selected proposer to remove from MSBSD service any employee the MSBSD deems harmful to children, unsafe, incompetent, careless, or otherwise objectionable within the scope and purpose of the contract requirements. The selected proposer shall remove the employee from active status with the MSBSD immediately.
3. The selected proposer agrees to take appropriate disciplinary or corrective action against an employee if the MSBSD's contract administrator deems the employee's performance to be of concern and that the employee is likely to cause the selected proposer to breach the contract.
4. The selected proposer shall enter into no contract or arrangement with any employee, person, group, or organization which shall in any way interfere with the selected proposer's ability to comply with the MSBSD's right to request disciplinary or corrective action against an employee or to reject or remove from MSBSD service selected proposer's staff to the maximum extent allowed by law.
5. Habitual employment by the selected proposer of unacceptable employees who are removed may result in a partial or complete termination of this contract, at the MSBSD's sole discretion.

C. Selected proposer's right to remove employees from district service: Nothing contained in this contract shall impair the contractor's right to remove or suspend from MSBSD service an employee for unsatisfactory performance or for other grounds.



**ATTACHMENT B:**  
**EVALUATION CRITERIA**

**1. GENERAL**

An Evaluation Committee will be selected by the Matanuska-Susitna Borough School District (MSBSD) to review the proposals.

**2. NARRATIVE PROPOSAL SCORING**

The total score of all below criteria combined will dictate the ranking of proposals. Each proposal will be evaluated based on the criteria provided below.

Outstanding	1.0 – 0.9	The proposal far exceeds expectations, is very desirable, and has an excellent probability of success.
Excellent	0.8 – 0.7	The proposal exceeds the requirements of the criterion, demonstrates a high level of competence, and has a very good probability of success.
Good	0.6 – 0.5	The proposal meets the requirements of the criterion, achieves all objectives in a reasonable fashion, has a good probability of success.
Fair	0.4 – 0.3	The proposal adequately meets most of the requirements of the criterion, may be lacking in some areas which are not critical, and has a reasonable probability of success.
Poor	0.2 – 0.1	The proposal addresses some, but not all, of the requirements of the criterion to the minimum acceptable level, falls short of expectations, is lacking in some areas which are critical, and has a low probability of success.
Unsatisfactory	0	The proposal does not meet the requirements of the criterion, and the approach has no or very low probability of success.

The maximum weight (score) for each criterion is provided in the rubric below. The evaluation system is based on a maximum score of 500 points. Calculated points will be rounded to the nearest tenth of a point.

*EXAMPLE:* Firm A receives a score of 0.6 (Good) on the Introduction and Executive Summary criterion. Firm A's weighted score for that item would be:

$$5 \text{ points maximum} \times 0.6 \text{ score} = 3.0 \text{ points}$$

For the purposes of evaluation, a rating of "Good" or "Fair" shall be considered a baseline rating. Ratings outside of this range shall be justified by the evaluator.

In evaluating proposals, factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be considered. Evaluators may also contact listed references or other persons with knowledge of a proposer's past performance in order to make determinations.



**3. COST PROPOSAL SCORING**

In addition to a narrative proposal, the proposer shall prepare a cost proposal for the work to be performed. The cost proposal should be submitted in a separate sealed envelope. Cost proposals shall be scored using the following formula, which assigns the full point value to the least-cost proposal:

*Maximum points available x (Lowest Price Received / Proposer's Price)*

**EXAMPLE:** Firm A proposes \$60,000; Firm B proposes \$75,000; and Firm C proposes \$80,000.

Firm A: (200 points maximum x (\$60,000/\$60,000)) = 200.0 points  
 Firm B: (200 points maximum x (\$60,000/\$75,000)) = 160.0 points  
 Firm C: (200 points maximum x (\$60,000/\$80,000)) = 150.0 points

**4. EVALUATION CRITERIA**

The final evaluation scores will be based on the following criteria and point system:

EVALUATION CRITERIA	MAXIMUM POINTS	SCORE	WEIGHTED SCORE
<b>NARRATIVE PROPOSAL</b>			
<b>INTRODUCTION AND EXECUTIVE SUMMARY</b>			
This criterion reflects the extent to which the proposal addresses, in a professional and well-organized manner, the services and activities the firm proposes to provide, including the overall approach to the tasks described in the scope of service.	5		
<b>FIRM QUALIFICATIONS &amp; REFERENCES</b>			
Firm Background and History: The firm must have a background and history that substantiates its stated ability to perform the services as required by the scope. (Demonstrate this qualification by describing the firm's background and its capacity to meet the needs of the MSBSD.)	15		
Firm Experience and Customer References: The firm must have experience in performing work for other clients of comparable size and complexity. (Demonstrate this qualification by describing such experience and providing references that include the nature of services provided for each.)	20		
<b>PROJECT APPROACH</b>			
Project Team Organization/Staffing: The firm must have a viable approach to staffing. (Demonstrate this qualification by describing the assignment of work within the firm's team and with any proposed subcontractor arrangements, including the overall approach to managing resources and project output.)	20		
Project Work Plan: The firm must have a viable approach to the tasks and schedule required for implementation. (Demonstrate this qualification by providing the firm's detailed work plan that achieves the milestone dates set forth by the MSBSD.)	25		



Project Risk, Change, and Issue Management: The firm must have a viable approach to manage unexpected events in the course of the project. (Demonstrate this qualification by describing the firm's plan for handling such events, including identification, communication, and resolution.)	15		
Technical Environment and Solution: The firm must understand the VMS needs of the MSBSD and provide a software solution and technical environment that meets those needs. (Demonstrate this qualification by describing the proposed solution and its capability to meet the requirements set forth.)	50		
Configurations: The firm must have a viable approach to configuration of the system to suit the MSBSD. (Demonstrate this qualification by describing the firm's plan for prioritizing and implementing configurations.)	15		
Testing: The firm must have a viable approach to testing to ensure each component of the VMS has been thoroughly tested prior to implementation. (Demonstrate this qualification by describing the firm's testing plan and protocol.)	25		
Migration: The firm must have a viable approach to migrating to the new system. (Demonstrate this qualification by providing a migration plan and discussing the firm's experience in converting OnSSI Ocularis to Milestone XProtect Corporate.)	25		
Software Support and Maintenance: The firm must have a viable approach to software support and maintenance. (Demonstrate this qualification by describing the firm's plan for maintenance of the software as well as tracking and deployment of subsequent updates, and discussing the firm's technical support plan.)	25		
Security: The firm must ensure the security of the MSBSD's data and respond quickly and appropriately in the event of a security breach. (Demonstrate this qualification by describing the firm's plan for data security, encryption, and storage, as well as the system's ability to support database encryption.)	25		
Training: The firm must have a viable approach to training MSBSD staff. (Demonstrate this qualification by describing the firm's proposed training plan, including ongoing access to training elements.)	25		
Service Level Agreement: The firm must provide a viable service level agreement. (Demonstrate this qualification by describing the proposed service level agreement, including addressing service monitoring and management, response times, and failures.)	10		
<b>SUBTOTAL</b>	<b>300</b>		
<b>COST PROPOSAL</b>	<b>200</b>		
<b>TOTAL SCORE</b>	<b>500</b>		



**ATTACHMENT C:**  
**COST PROPOSAL FORM**

<b>COST PROPOSAL</b>		
<b>Item No.</b>	<b>Proposal Item</b>	<b>Amount</b>
1	Installation/Migration	\$ _____
2	Integration Support (Including On-Site Training)	\$ _____
3	Annual Milestone Software License – Year One	\$ _____
4	Annual Milestone Software License – Year Two	\$ _____
5	Annual Milestone Software License – Year Three	\$ _____
6	Annual Milestone Software License – Year Four	\$ _____
7	Annual Milestone Software License – Year Five	\$ _____
8	Other (Specify) _____	\$ _____
9	Other (Specify) _____	\$ _____
10	Other (Specify) _____	\$ _____
11	Other (Specify) _____	\$ _____
12	Other (Specify) _____	\$ _____
13	Other (Specify) _____	\$ _____
14	Other (Specify) _____	\$ _____
15	Other (Specify) _____	\$ _____
16	Other (Specify) _____	\$ _____
17	Other (Specify) _____	\$ _____
18	Other (Specify) _____	\$ _____
19	Other (Specify) _____	\$ _____
20	Other (Specify) _____	\$ _____
	<b>TOTAL COST</b>	<b>\$ _____</b>



<b>ADDITIVE ALTERNATES</b>		
<b>Item No.</b>	<b>Proposal Item</b>	<b>Amount</b>
A	Annual Integrator Service/Support Contract (Per Year)	\$ _____
B	Milestone Care Premium Subscription (One Year)	\$ _____
C	Milestone Care Premium Subscription (Three Years)	\$ _____
D	Milestone Care Premium Subscription (Five Years)	\$ _____

The undersigned hereby further proposes to furnish all services, including labor, supplies, and supervision necessary to provide **Security Video Management Software** to the MSBSD in full accordance with the Request for Proposal Documents:

---

Company Name

---

Authorized Signature
Printed Name
Date



**APPENDIX 1:**  
**ADDENDUM ACKNOWLEDGEMENT**

Please sign below to acknowledge receipt of all addenda. Return this form with your bid packet. Failure to acknowledge receipt of addenda may result in a determination of your proposal as non-responsive.

If no addenda have been issued, please indicate "NONE" below.

Addendum No.	Receipt Acknowledged (Signature)	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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**APPENDIX 2:**  
**NON-COLLUSION CERTIFICATE**

The bidder certifies that:

1. The prices in this offer have been arrived at independently and neither the bidder nor any representatives of the bidder has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder, firm, or person relating to:
  - Those prices;
  - The intention to submit an offer; or
  - The methods or factors used to calculate the prices offered.
2. The prices in this offer have not and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before contract award unless otherwise required by law.
3. No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date



**APPENDIX 3:**  
**INSURANCE REQUIREMENT FOR CONTRACTORS**

**It is highly recommended that contractors and subcontractors confer with their respective insurance companies or brokers to determine if their insurance program complies with the Matanuska-Susitna Borough School District's (MSBSD) insurance requirements.**

The contractor and subcontractors shall procure and maintain in force at all times during the term of this agreement, and at its own cost, the following insurance policies required hereunder. Failure to furnish proper evidence of insurance, or the lapse of insurance required under the provisions of the contract, may be grounds for termination.

The insurance companies shall be rated no less than A-7 by AM Best rating service. MSBSD reserves the right to review and revise any of the following insurance requirements, based on insurance market conditions, availability or affordability of coverage, or changes within the scope of work that applies to this contract. In addition, the MSBSD reserves the right to reject any insurance policies that fail to meet the criteria listed within this section, or insurance carriers that are in poor financial condition or become in poor financial condition during the term of this contract.

The Policies of insurance required shall include the following:

**1. WORKERS' COMPENSATION INSURANCE:**

Workers' Compensation Insurance in compliance with the laws of the State of Alaska, with Statutory Limits, and Employers' Liability insurance with a limit no less than \$500,000 per accident for bodily injury or disease, and any other coverage that may apply to work performed by employees in this agreement and any project hereunder.

**2. COMMERCIAL GENERAL LIABILITY INSURANCE:**

The contractors and subcontractors shall procure and maintain during the life of this agreement, Commercial General Liability Insurance on a "per occurrence" basis with limits of liability not less than \$1,000,000 combined single limit bodily injury & property damage, \$1,000,000 personal injury, \$1,000,000 aggregate. Coverage shall include the following extensions: A) Contractual Liability; and B) Products and Completed Operations.

**3. TECHNOLOGY PROFESSIONAL LIABILITY ERRORS AND OMISSIONS INSURANCE:**

Contractors and subcontractors shall procure and maintain Technology Professional Liability Errors and Omissions Insurance appropriate to the contractor/subcontractor's profession and work hereunder, in an amount of not less than \$2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the contractor/subcontractor in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

- a. The Policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of Matanuska-Susitna Borough School District (MSBSD) in the care, custody, or control of the contractor/subcontractor.

**4. EXCESS LIABILITY INSURANCE:**

Contractors and subcontractors shall procure and maintain during the life of this agreement, Excess Liability insurance with a limit of liability not less than \$1,000,000 per occurrence or claim, and \$1,000,000 policy aggregate.

**5. BUSINESS AUTOMOBILE / MOTOR VEHICLE LIABILITY:**

The contractors and subcontractors shall procure and maintain during the life of this agreement, Motor Vehicle Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**6. ADDITIONAL INSURED:**

The following shall be listed as an Additional Insured on each policy listed except Workers' Compensation, Professional Liability, and Errors & Omissions: the Matanuska-Susitna Borough School District including all agents, assigns, subsidiaries, subcontractors, employees, and volunteers of the MSBSD.



**7. INDEMNIFICATION AND HOLD HARMLESS:**

The contractors and subcontractors agree to defend, pay on behalf of, indemnify and save harmless the MSBSD, its agents, assigns, subcontractors, employees, and volunteers, against any and all claims, demands, suits, loss, costs and expenses, including attorney's fees, arising from any acts, omission or negligence, injury to person or damage to or loss of property, including loss of use, and for any damages which may be asserted, claimed or recovered against the MSBSD, which arises out of, is in any way connected or associated with, or as a result of this agreement, excepting those arising out of the sole negligence of the MSBSD.

**8. CANCELLATION NOTICE:**

All insurance policies, as described above, shall include an endorsement stating the following: "thirty (30) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to: MSBSD, Attn: Purchasing Department, 690 Cope Industrial Way, Palmer, AK 99645.

**9. WAIVER OF SUBROGATION:**

The insurer shall agree to waive all rights of subrogation against the District, its Administrators, officers, officials, employees and volunteers for losses arising from work performed by the Contractor or any of its subcontractors for the District.

**10. CERTIFICATES OF INSURANCE:**

The contractors and subcontractors shall provide the MSBSD two (2) Certificates of Insurance and/or copies of policies acceptable to the MSBSD for the coverage's listed herein at the time the agreements are returned for execution.

**11. CONTINUATION OF COVERAGE:**

If any of the above coverage expires during the term of this agreement, the contractors and subcontractors shall deliver renewal certificates of insurance and/or policies to the MSBSD at least ten (10) days prior to the expiration date.

The duties required under this appendix shall survive the termination or expiration of this agreement.



**APPENDIX 4:  
VENDOR PAPERWORK**

Please complete this form in its entirety. Any applicable supplemental documents can be attached as needed. A W-9, available at [www.irs.gov/uac/about-form-w9](http://www.irs.gov/uac/about-form-w9), must be submitted with this form or the application will be denied.

Please check one:       New Vendor Application                       Vendor Update/Change

Vendor Legal Name                       EIN or SSN

Operating Name (DBA)

Vendor Mailing Address

City, State, Zip Code

Vendor Remit-To Address

City, State, Zip Code

Vendor Contact Name

Contact E-mail Address                       Phone #

Vendor Website URL                       Fax #

Describe the services, materials, and/or equipment to be provided:

How long have you been in business providing these services, materials, and/or equipment?

Describe any special instructions for shipping to Alaska:

Do you accept Purchase Orders (POs)?       Yes       No

How to you prefer to receive POs?       Email       Fax       Mail

What is your preferred method of payment?       EFT       Check

Do you provide services to the public?       Yes       No

Do you have a current Business License?       Yes       No      License #       State

Do you have a State of AK Business License?       Yes       No      License #

Do you have a Mat-Su Business License?       Yes       No      License #

Are you currently an MSBSD employee?       Yes\*       No      *\*Stop. Complete a Conflict of Interest Affidavit.*

Are you related to an MSBSD employee?       Yes\*       No      *\*Stop. MSBSD employee must complete a Conflict of Interest Affidavit.*

Do you have employees?       Yes\*       No      *\*Do you carry Worker's Compensation insurance?       Yes       No*

Upon request, can you provide three (3) references from individuals/companies you have served?       Yes       No

Authorized Agent Signature (Required)	Date	Printed Name and Title
<b>Purchasing Department Use Only:</b>		
W-9 Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No*	Vendor # <input type="text"/>
Pre-Pay? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved/Denied By	<input type="text"/>
Sent to Acctg.: <input type="text"/>	*Reason for Denial	<input type="text"/>
	Alt. Vendor # <input type="text"/>	Alt. Vendor Name <input type="text"/>

**APPENDIX 5:  
PROPOSED SUBCONTRACTORS AND SUPPLIERS LIST**

**NOTE:** Please return this with your bid, if applicable. Put an "X" in the right columns indicating if the company is a sub-contractor or a supplier.

#	ITEM	CONTRACTOR NAME, ADDRESS, & E-MAIL	SUB	SUP
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date



**APPENDIX 6:  
SERVER RESOURCES**

LOCATION NAME	SITE	LOCATION TYPE	CAMERAS TOTAL	SERVER TYPE	OS	CPU, STORAGE, MEMORY
Academy Charter	ACC	Charter	8	Virtual-VMWare	Windows Server 2016	8 Cores, 5.16 TB, 16 GB
American Charter Academy	AMC	Charter			District Combined Server	
Beryozova	BZS	Non-Traditional			District Combined Server	
Big Lake Elementary	BLE	Elementary	13	Virtual-VMWare	Windows Server 2012	8 Cores, 9.02 TB, 16 GB
Birchtree Charter	BTC	Charter	6	Virtual-VMWare	Windows Server 2012	8 Cores, 5.11 TB, 16 GB
Burchell High School	BHS	High	24	Virtual-VMWare	Windows Server 2012	8 Cores, 14.92 TB, 24 GB
Butte Elementary	BTE	Elementary	8	Virtual-VMWare	Windows Server 2012	8 Cores, 5.11 TB, 16 GB
Colony High School	CHS	High	42	Virtual-VMWare	Windows Server 2012	8 Cores, 15.12 TB, 24 GB
Colony Middle School	CMS	Middle	36	Virtual-VMWare	Windows Server 2012	8 Cores, 15.12 TB, 24 GB
Cottonwood Creek Elementary	CWE	Elementary	12	Virtual-VMWare	Windows Server 2012	8 Cores, 9.02 TB, 16 GB
Dena'ina Elementary	DNE	Elementary	21	Virtual-VMWare	Windows Server 2012	8 Cores, 15.11 TB, 16 GB
Finger Lake Elementary	FLE	Elementary	13	Virtual-VMWare	Windows Server 2012	8 Cores, 9.02 TB, 16 GB
Fronteras Charter	FRC	Charter	18	Virtual-VMWare	Windows Server 2012	8 Cores, 10.11 TB, 16 GB
Glacier View School (K-12)	GVS	Elementary	10	Virtual-VMWare	Windows Server 2012	8 Cores, 9.01 TB, 16 GB
Goose Bay Elementary	GBE	Elementary			Shared with Knik Elementary	
Houston Jr/Sr High School	HJS	High	44	Virtual-VMWare	Windows Server 2012	8 Cores, 19.86 TB, 24 GB
Houston Middle School	HMS	Middle	17	Virtual-VMWare	Windows Server 2012	8 Cores, 15.12 TB, 24 GB
Iditarod Elementary	IDE	Elementary	22	Virtual-VMWare	Windows Server 2012	8 Cores, 10.12 TB, 24 GB
Knik Elementary	KNE	Elementary	26	Virtual-VMWare	Windows Server 2012	8 Cores, 15.11 TB, 24 GB
Larson Elementary	LRE	Elementary	9	Virtual-VMWare	Windows Server 2012	8 Cores, 5.11 TB, 16 GB
Machetanz Elementary	MZE	Elementary	14	Virtual-VMWare	Windows Server 2012	8 Cores, 14.12 TB, 24 GB
Mat-Su Career & Tech High School	CTS	High	36	Virtual-VMWare	Windows Server 2012	8 Cores, 24.62 TB, 20 GB
Mat-Su Central School	MCS	Non-Traditional	12	Virtual-VMWare	Windows Server 2012	8 Cores, 5.11 TB, 16 GB
Mat-Su Day School	MDS	Non-Traditional	29	Virtual-VMWare	Windows Server 2012	8 Cores, 25.12 TB, 24 GB
Mat-Su Middle College	ACS	Non-Traditional			None	
Mat-Su Secondary School	MSS	Non-Traditional			None	
Meadow Lakes Elementary	MLE	Elementary	11	Virtual-VMWare	Windows Server 2012	8 Cores, 5.11 TB, 16 GB
Midnight Sun Charter	MNC	Charter			District Combined Server	
Palmer High School	PHS	High	44	Virtual-VMWare	Windows Server 2012	8 Cores, 20.02 TB, 24 GB
Palmer Jr. Middle School	PJM	Middle	25	Virtual-VMWare	Windows Server 2012	8 Cores, 15.01 TB, 16 GB
Pioneer Peak Elementary	PPE	Elementary	8	Virtual-VMWare	Windows Server 2012	8 Cores, 5.11 TB, 16 GB
Redington Sr. Jr./Sr. High School	RJS	High	32	Virtual-VMWare	Windows Server 2012	8 Cores, 25.02 TB, 24 GB
Shaw Elementary	JSE	Elementary	7	Virtual-VMWare	Windows Server 2012	8 Cores, 5.11 TB, 16 GB
Sherrod Elementary	SHE	Elementary			Shared with Central Administration	
Snowshoe Elementary	SSE	Elementary	10	Virtual-VMWare	Windows Server 2012	8 Cores, 5.11 TB, 16 GB
Sutton Elementary	STE	Elementary	9	Virtual-VMWare	Windows Server 2012	8 Cores, 9.02 TB, 16 GB
Su-Valley High School	SVS	High	19	Virtual-VMWare	Windows Server 2012	8 Cores, 15.1 TB, 16 GB
Swanson Elementary	SWE	Elementary			Shared with Central Administration	
Talkeetna Elementary	TKE	Elementary	8	Virtual-VMWare	Windows Server 2012	8 Cores, 4.11 TB, 16 GB



LOCATION NAME	SITE	LOCATION TYPE	CAMERAS TOTAL	SERVER TYPE	OS	CPU, STORAGE, MEMORY
Tanaina Elementary	TNE	Elementary	16	Virtual-VMWare	Windows Server 2012	8 Cores, 9.02 TB, 16 GB
Teeland Middle School	TMS	Middle	27	Virtual-VMWare	Windows Server 2012	8 Cores, 15.02 TB, 24 GB
Trapper Creek Elementary	TCE	Elementary	9	Virtual-VMWare	Windows Server 2012	8 Cores, 8.86 TB, 16 GB
Twindly Bridge Charter	TBC	Charter			District Combined Server	
Valley Pathways	VPS	High	20	Virtual-VMWare	Windows Server 2012	8 Cores, 15.01 TB, 16 GB
Wasilla High School	WHS	High	43	Virtual-VMWare	Windows Server 2012	8 Cores, 20.02 TB, 20 GB
Wasilla Middle School	WMS	Middle	35	Virtual-VMWare	Windows Server 2012	8 Cores, 20 TB, 24 GB
Willow Elementary	WLE	Elementary	11	Virtual-VMWare	Windows Server 2012	8 Cores, 9.11 TB, 16 GB
Central Administration	ADM	Administration	39	Virtual-VMWare	Windows Server 2012	8 Cores, 7.27 TB, 24 GB
District Combined Server	DST	Administration	31	Virtual-VMWare	Windows Server 2012	16 Cores, 10 TB, 16 GB
Facilities	FAC	Administration	12	Virtual-VMWare	Windows Server 2012	8 Cores, 15.11 TB, 16 GB
Warehouse/Nutrition Services	FDS	Administration	16	Virtual-VMWare	Windows Server 2012	8 Cores, 10.11 TB, 16 GB



## APPENDIX 7: CAMERA SUMMARY

SERVER	SITE	ADDITIONAL SITES	CAMERAS TOTAL	FEEDS TOTAL	QUAD CAMERAS INSTALLED	MEGAPIXEL TOTAL	MEGAPIXEL AVERAGE
ACCSECNVR01WS	ACC		8	8	0	23.4	2.93
ADMSECNVR01WS	ADM	SHE/SWE	39	42	1	132.6	3.16
ADMSECNVR02WS	DST	BZS	3	3	0	7.4	2.47
AMCSECNVR01WS	AMC		14	14	0	46.8	3.34
BHSECNVR01WS	BHS		24	33	3	108.2	3.28
BLESECNVR01WS	BLE		13	16	1	67.7	4.23
BTCSECNVR01WS	BTC		6	6	0	16.8	2.80
BTESECNVR01WS	BTE		8	8	0	27.4	3.43
CHSSECNVR01WS	CHS		42	42	0	115.25	2.74
CMSSECNVR01WS	CMS		36	36	0	87.7	2.44
CTSSECNVR01WS	CTS		36	39	1	118.7	3.04
CWESECNVR01WS	CWE		12	12	0	43.4	3.62
DNESECNVR01WS	DNE		21	27	2	87.3	3.23
FDSSECNVR01WS	FDS	WAR	16	16	0	41	2.56
FLESECNVR01WS	FLE		13	19	2	67.3	3.54
FRCSECNVR01WS	FRC		18	18	0	50.3	2.79
GVSSECNVR01WS	GVS		10	16	2	44.8	2.80
HHSSECNVR01WS	HJS		44	77	11	327.4	4.25
HMSSECNVR01WS	HMS		17	17	0	61.4	3.41
IDESECNVR01WS	IDE		22	22	0	47.4	2.15
JSESECNVR01WS	JSE		7	7	0	19.4	2.77
KNESECNVR01WS	KNE	GBE	26	29	1	100.1	3.45
LRESECNVR01WS	LRE		9	9	0	24.4	2.71
MCSSECNVR01WS	MCS		12	12	0	34.4	2.87
MDSSECNVR01WS	MDS		29	35	2	115	3.29
MLESECNVR01WS	MLE		11	23	4	75.3	3.27
MNCSECNVR01WS	MNC		10	10	0	27.4	2.74
MZESECNVR01WS	MZE		14	20	2	46.3	2.32
OPMSECNVR01WS	FAC		12	27	5	61.6	3.24
PHSSECNVR01WS	PHS		44	50	2	139.15	2.78
PJMSECNVR01WS	PJM		25	28	1	102.4	3.66
PPESECNVR01WS	PPE		8	8	0	22.4	2.80
RJSSECNVR01WS	RJS		32	35	1	110.9	3.17
SSESECNVR01WS	SSE		10	10	0	28.4	2.84
STESECNVR01WS	STE		9	12	1	43	3.58
SVSSECNVR01WS	SVS		19	19	0	35.5	1.87
TBCSECNVR01WS	TBC		4	4	0	8.8	2.20
TCESECNVR01WS	TCE		9	15	2	57	3.80
TKESECNVR01WS	TKE		8	8	0	23	2.88
TMSSECNVR01WS	TMS		27	30	1	103.4	3.57
TNESECNVR01WS	TNE		16	22	2	76.8	3.49
VPSSECNVR01WS	VPS		20	26	2	94	3.62
WHSSECNVR01WS	WHS		43	52	3	184.8	3.55
WLESECNVR01WS	WLE		11	20	3	58.4	2.92
WMSSECNVR01WS	WMS		35	41	2	167.8	4.09

<b>CURRENT LICENSES - ONSSI</b>	<b>867</b>
<b>DISTRICT CAMERAS TOTAL</b>	<b>852</b>
<b>LICENSES AVAILABLE</b>	<b>17</b>
<b>TOTAL CAMERA FEEDS</b>	<b>1023</b>

