

The Department of Procurement (“DOP”)
on behalf of the
Atlanta Police Department

FC-8342, Body Camera and Video Management System



Presentation Made By: Mimie L. Woods, CPPB, Contract Administrator

Wednesday, August 12, 2015
Location: DOP Conference Room, Suite 1900
Time: 9:30 am

FC-8342, Body Camera and Video Management System



▶ **Welcome and Introductions**

- Mimie L. Woods, CPPB, Contract Administrator

▶ **Ethics Department**

- Ms. Nina Hickson, Ethics Officer

▶ **Enterprise Risk Management**

- Mr. Jimmy Porter, Risk Management Analyst

▶ **Office of Contract Compliance**

- Mr. Bruce Bell, Senior Contract Compliance Manager

▶ **User Department: Atlanta Police Department**

- **Project Manager for FC-8342:** Cerelyn Davis, Deputy Chief, Atlanta Police Department
- Erika Shields, Deputy Chief, Atlanta Police Department
- Lt. Neil Klotzer, Atlanta Police Department
- Darlene Jackson, Project Manager/Atlanta Police Department
- Diane Badger, Project Manager, Department of Information Technology
- Ben Graham, Director Infrastructure and PSJ Program Mgt., Department of Information Technology

▶ **Closing: Department of Procurement**

- Mimie L. Woods, CPPB, Contract Administrator



Be Mindful of...

- **Prohibited Contacts**
- **Non-Authoritative Statements**
- **Plan Holders *vs.* Attendees at Pre-Proposal Conference**
- **Last Date for Addendum Questions:**
 - **Thursday, August 13, 1:00 p.m. (eastern)**
- **Proposal Due Date:**
 - **Thursday, August 20, 2015, 2:00 p.m. (eastern)**
- **Oral Interviews/Demonstrations (*at City's discretion*):**
 - **Friday, August 21, 2015**



Minimum Qualifications

- Each Proponent team member (Service Provider Key Personnel) shall have a minimum of three (3) years' experience for police and public safety departments comparable in size to that of the City of Atlanta within the last ten (10) years in video management.



City of Atlanta Ethics Office

Ms. Nina Hickson
Ethics Officer



Office of Enterprise Risk Management

Mr. Jimmy Porter
Risk Management Analyst



Office of Contract Compliance

Mr. Bruce Bell
Senior Contract Compliance Manager

Atlanta Police Department



▶ Introduction of Department's Business Objectives

- Cerelyn Davis, *Deputy Chief, Atlanta Police Department*

▶ Opening the Floor for Questions & Answers

- **(Statements Made in this Forum Today are Not Authoritative)**

All questions and responses provided are not considered authoritative until placed in writing to the appropriate point of contact within DOP, Mimie L. Woods, CPPB, Contract Administrator. She will ensure that a subsequent addendum is issued to all Plan Holders of record.



Contents of Proposals

- ▶ **Proposals should be inclusive of all of the below and any subsequent information requested by means of a future addendum:**

I. Informational Proposal

- ▶ **Volume I - Information drafted by Proponent**
 - Executive Summary
 - Organizational Structure
 - Resumes of Key Personnel
 - Overall Experience, Qualifications and Performance on Previous Projects
 - Management Plan/Technical Approach
- ▶ **Volume II - Required Submittal Forms (Forms 1-9)**
 - Include Appendix E.1: Minimum System Requirements Questionnaire
- ▶ **Volume III – Information requested in Exhibit A. Scope of Services**

II. Cost Proposal - Exhibit A.1

Proponents must submit one (1) stamped “original” and nine (9) copies in a separate sealed envelope.

Next Anticipated Procurement Steps – After Proposal Due Date



- ▶ **Step 1: DOP Will Review Proposal(s) for Responsiveness (same-day)**
 - Form 1 - Illegal Immigration Reform and Enforcement Act Forms (IIREA)
 - Form 2 - Disclosure Form and Questionnaire
 - Form 3 - Proponent Financial Disclosure
 - Form 4.1 - Certification of Insurance Ability
 - Form 4.2 - Certification of Bonding Ability (**not applicable**)
 - Form 5 - Acknowledgement of Addenda
 - Form 6 - Proponent Contact Directory
 - Form 7 - Reference List
 - Form 8 - Proposal Bond (**not applicable**)
 - Form 9 - Required Submittal Checklist
 - Volume III – Information requested in Exhibit A. Scope of Services

- ▶ **Step 2: DOP Will Submit **ONLY** Responsive Proposals to Internal City Stakeholders to Review for Responsibility (same-day):**
 - ✓ **Office of Enterprise Risk Management** to review Proponents' Financial Disclosure Statements.
 - ✓ **Office of Contract Compliance** to review any pertinent submittals associated with Appendix A.
 - ✓ **Atlanta Police Department** to review for responsibility, and *assessment of a need* for Oral Interviews and Subsequent Scheduling of Collaborative Evaluation Session(s).

- ▶ **Step 3: DOP will host Oral Interviews and Demonstrations at City's discretion (August 21, 2015):**
 - Please note that oral answers to questions during any scheduled oral interviews are not authoritative. The Proponent must be available to participate in the Oral Interview/Demonstrations.

- ▶ **Step 4: DOP will host Collaborative Team Meeting (August 22, 2015).**

Reminders



▶ **Addendum Deadline:**

○ **Thursday, August 13, 2015, 1:00 p.m. (eastern)**

****QUESTIONS RECEIVED THEREAFTER MAY NOT BE CONSIDERED****

▶ **Proposal Due Date:**

○ **Thursday, August 20, 2015, 2:00 p.m. (eastern)**

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.****

Point of Contact: Mimie L. Woods, CPPB, Contract Administrator

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Back-up Contact: Shonda Bryant, Administrative Assistant

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Direct Phone Number: 404-330-6983