



**Request for Proposals for an  
Onboard Camera System**

**Proposals accepted until:  
Friday, February 29, 2024**

**Rolling Plains Management Corporation**

**118 N. 1<sup>st</sup> Street**

**Crowell, Texas 9227**

**940-684-1572 ext. 501**

**[donna.moore@rollingplains.org](mailto:donna.moore@rollingplains.org)**

*Rolling Plains Management Corporation is an equal opportunity employer and encourages all Historically Underutilized Businesses, Disadvantaged Business Enterprises, and Small Business Vendors to participate.*

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## I. INTRODUCTION

Rolling Plains Management Corporation of Baylor, Cottle, Foard, Hardeman, and Wilbarger Counties was formed in 1965 to provide services to low-income individuals as the Economic Opportunities Advancement Corporation of Cottle, Foard, Hardeman, and Wilbarger Counties through a volunteer parent support group. During the 58 years that RPMC has served north Texas, Rolling Plains has expanded its programs and services to support individuals and families from birth through senior years by providing transportation, utility assistance, weatherization, childcare assistance, and self-sufficiency services. The agency's service area has grown from four to twenty-eight counties with service availability varying by county. Rolling Plains' transit department, SHARP Lines Rural Public Transportation, provides shared ride public transportation in nine counties and non-emergency medical transportation in twelve counties in North Texas.

## II. GENERAL INFORMATION

### i. Purpose

The purpose in soliciting Request for Proposals (RFP) is to secure a vendor(s) that will provide a quality Onboard Camera System for Demand-Response fleet currently consisting of 84 vehicles and operates between the hours of 3:30 a.m. and 7:00 p.m. Monday through Saturday.

### ii. Contract Type

The winning proposal will be offered a standard agreement/contract from RPMC. The Onboard Camera System should include software and hardware maintenance, supplies and installation with configuration. The agreement will include a multi-year warranty (maintenance and support) to RPMC with no more than a 10% increase in price to provide service throughout the agreed upon option years.

### iii. Timeline

The successful proposer agrees to begin providing services **no later than March 15, 2024** or an agreed upon date as specified in the agreement/contract negotiation notice. Should the work not begin within the specified time, then vendor negotiations may be terminated.

### iv. Limitations and Reservations

RPMC reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if found to be in the best interest of RPMC. Proposals which are incomplete, unsigned, or include errors may be deemed ineligible. This RFP does not commit RPMC to award a contract, to pay any costs incurred for the preparation of proposals or to procure or contract for any services.

**v. Modification and Renewals**

RPMC reserves the right to negotiate a modification or renewal for software services in connection with any executed agreement/contract funded through this RFP without repeating the RFP process for a period of up to five (5) years from the original proposal initiation. Vendor modifications and renewals shall be considered based upon the vendor's ability to meet RPMC needs.

**vi. Signatures**

A proposal shall be signed by the business's official authorized to bind that business and shall contain a statement to the effect that the proposal is a firm bid for a thirty (30) day period from the date that the proposal is received by RPMC. The proposal shall also provide the name, title, address and telephone number of the individual(s) with authority to negotiate during the period of proposal evaluation.

**III. SCOPE OF WORK**

The Scope of Services describes the elements of the onboard camera system that would aid RPMC in our daily mission of providing a safe and secure environment that ensures the highest quality of service. It is RPMC's intent to make the opportunity available to vendors who offer proven onboard camera system with GPS capability that will address the functional elements required by RPMC. The specifications not addressed are not intended as an omission in regards to the vendor's software product/IT technology.

**Hardware**

- Dual-camera system with road facing lens and driver facing lens with AI capability
- Mounting hardware with cabling
- Warranty Specifications
- 120-degree wide angle lens
- 2-4 Mountable cameras
- Tamper resistant cover
- Automated power up & shut down
- Compact in size
- Hardwired

**Software**

- Automatic video uploads
- Shock, accident & driver panic button alerts
- Camera history access-cloud storage
- Live feed 24/7
- Geo-fencing capability
- 4G LTE wireless capability-minimum

**IV. RFP TIMETABLE**

RPMC reserves the right to adjust these time frames if a critical addendum is required or if the proposal deadline needs to be extended due to unforeseen circumstances in the best interest of RPMC.

RFPs must be emailed to Donna Moore at [donna.moore@rollingplains.org](mailto:donna.moore@rollingplains.org) by 5:00 pm (CST) on February 29, 2024.

<b>Action</b>	<b>Dates</b>
Public Media Notice of RFP.....	Wednesday, February 7, 2024
Deadline for Question Submission.....	Friday, February 16, 2024
Final Addendum of Q&A Posted.....	Friday, February 23, 2024
Deadline for Receipt of Proposal.....	Thursday, February 29, 2024
Contract Award.....	Friday, March 8, 2024

**V. SUBMISSION GUIDELINES**

All bid submissions should include a signed Letter of Submittal by an authorized person with the authority to bind the offer.

Proposals should be submitted in 11 pt. Aerial font by email to Donna Moore at [donna.moore@rollingplain.org](mailto:donna.moore@rollingplain.org). The deadline for submission is 5:00 pm (CST) on Friday, February 29, 2024.

## VI. EVALUATION CRITERIA TABLE

The selection of a proposal is to be made after a careful evaluation of the proposals received. Each proposal will be evaluated for acceptability with emphasis on the various factors enumerated in the evaluation table. Each factor is assigned a numerical score. The scores will be used to determine vendor(s) with whom negotiations may be conducted. Evaluations will be based upon the Evaluation Criteria Table, for which up to 100 points may be awarded. Total evaluation values of less than 70 points will invalidate a proposal.

Respondents will be evaluated and scored according to the following factors:

<b>Evaluation Criteria</b>	<b>Max Points</b>
Past experience with delivering similar services of similar size and complexity	20
System Features & Capabilities	20
Technical details of the implementation along with the hardware and software requirements and configurations	10
Price Structure	30
Support and Maintenance	15
Training Plan	10
Certified Disadvantaged Business Enterprise	5
<b>Total Points</b>	100

## VII. RFP SUBMISSION CHECKLIST

- Required Elements in Response Format under heading VIII.
- Certification of Compliance with Required Elements under heading IX.
- Assurances under heading X.
- TxDOT Form PTN-130 under heading XII.
- Email proposals at 5pm (CST) by Friday, February 29, 2024 to [donna.moore@rollingplains.org](mailto:donna.moore@rollingplains.org).

## VIII. REQUIRED ELEMENTS IN RESPONSE FORMAT

All interested parties shall submit the following information to be considered responsive, as well as demonstrate its capabilities to provide, perform and complete the following tasks:

- Provide a cover letter that contains, at a minimum, the following information: statement of interest; certification that the information and data submitted is true and complete to the best knowledge of the individual signing the letter; respondent's name, address, telephone number, fax number and email address of the individual to contact regarding the submittal; and an authorized person shall sign the letter.
  
- Provide a turn-key solution which consists of an On-Board Video Surveillance System (OBVSS) with GPS tracking for transit vehicles, to include, but not limited to, the installation and introduction of the OBVSS equipment, software and services. Interested vendor must have at least 5 years of experience, along with current references from respective transit providers:
  - The proposer shall include a concise summary of the products and services being offered to meet the requirement of this RFP.
  - Proposer should also provide their approach to providing the services.
  - System should be cloud based and integrate into RPMC's Rural Transit District's scheduling/dispatching software system.
  - Proposer should also include options and capabilities not listed in this RFP, if any.
  - The proposer shall provide specifications for all recommended hardware and software and shall continually assess requirements for the system environment and provide specifications for any recommended changes to the RPMC environment. These specifications should include all hardware and software required for installation and functionality of the system and integration with the RPMC scheduling software. The proposer will also include optional pricing to establish, test and host the equipment requirements as defined.
  
- Provide any type of necessary software or hardware integration required for provide a seamless solution. Detail the following points:
  - The proposer shall provide any type necessary software or hardware integration require to provide a seamless solution. The system should deploy in a pilot environment to test all aspects of the system.
  - The implementation plan should include at least prerequisite activities including training, deployment steps and a test plan.

- Develop and conduct training for system administrators, dispatchers, drivers, train the trainers, users, etc. Detail the following points:
  - The proposer shall provide training to ensure all RPMC users have the knowledge and capability necessary to effectively use the system.
  - Training should be conducted at the RPMC facility in Crowell, Texas and at other RPMC facilities or through online training modules as agreed to. A training plan shall be developed by the proposer and reviewed and approved by RPMC and RPMC Management Team.
  - Training shall be conducted from installation through implementation.
  - The proposer shall provide user documentation including manuals, quick reference guides, tutorials, on-line and any configuration or customization documentation.
  
- Provide warranty, maintenance coverage, and tech support. Describe ongoing software and hardware maintenance plan, as well as support for your proposed solution. Detail the following points:
  - The proposer shall provide warranty specifics for each deliverable.
  - During the warranty period, the proposer shall be responsible for correcting any issues causing any portion of the system to be inoperable or any issues resulting in inaccurate results produced by the system when the system is used in accordance with product documentation provided by the proposer and without extraordinary actions on the part of RPMC or its users.
  
- The proposer shall provide a planned maintenance upgrade and data management strategy. The proposed maintenance and tech support agreement shall include at a minimum:
  - Planned software and data upgrades and maintenance schedules. This should include any planned enhancement and any outstanding critical issues that are being addressed.
  - Software upgrades procedures to ensure any system upgrade is compatible with the RPMC IT infrastructure.
  - In a hosted environment, procedure to notify RPMC when the system must be halted to provide scheduled and unscheduled maintenance. Clearly defined roles, responsibilities and coordination processes should be provided.
  - Document all customization or configuration to ensure reproducibility when RPMC upgrades to a new release of the system.
  - Proposer shall submit business continuity procedures and a disaster recovery plan which includes at a minimum recommended hardware and software and a documented disaster recovery plan.



- Support 84 or more vehicles and provide the ability to increase scope with additional vehicles and functionality. System must be adaptable to various types of transit service. Detail the following points:
  - The Onboard Camera System should include GPS tracking with live streaming, cloud storage and AI capability with ultra-clear lenses and built-in MIC and Speakers with noise canceling algorithm for audio communication for 84 transit vehicles. The system should be fully customizable and send fault notifications and alerts to the users. The system should include a dual view camera for the driver position with driver view and road facing view and additional cameras placed to focus on the entry of the vehicle and vehicle seating. The GPS tracking system shall monitor at least hard braking, swerving, GPS location, Rapid acceleration, cornering, battery voltage, speed, time and date.
  
- Work closely with RPMC Transportation Management Team to develop a Project Plan and provide any required documentation including Test/Acceptance Plan, Transition Plan, and Implementation Plan.
  
- Provide qualifications, certifications and references of key staff to be assigned to this project including technical staff. Detail the following points:
  - The proposer will document successful past performance and relevant qualifications and experience.
  - The proposer shall be a company in the business of developing Onboard Camera Systems, integration and maintenance for advanced ITS systems for a minimum of five (5) years. Within the last five (5) years, the company should have successfully completed projects that are similar in size and complexity.
  - A list of the proposers last five (5) installations should be included.
  
- Provide price quotes for software, hardware, training, licensing (initial and annual), and maintenance and support. Detail the following points:
  - Proposer shall list additional options/capabilities of the system as applicable (i.e. vehicles analytics, fleet productivity – idle, speed, driver performance) as well as all recurring costs including software and hardware updates, as applicable, and initial set-up fees and warranties.
  - Proposer should provide three (3) and five (5) year price quote options for upfront payment of all reoccurring fees, licenses, and warranties.
  
- Describe your organization's method and capacity to assure quality in the services requested through this RFP.



**IX. CERTIFICATION OF COMPLIANCE WITH REQUIRED ELEMENTS**

This is to certify that to the best of the undersigned’s knowledge and belief, the information in this proposal is responsive and is true and correct. The undersigned understands that a non-responsive proposal, as defined by RPMC, may not be reviewed and considered for agreement/contract selection. Further, the submission of the proposal has been authorized by the governing body of the proposer.

Efforts will be made by RPMC to utilize small businesses, owned, and controlled by socially and economically disadvantaged individuals and which have been certified as a DBE, HUB, and/or SBE from through a state Uniform Certification Program.

Please indicate which best represents your business. (Check)

- HUB Vendor (Historically under- Utilized Business)
- DBE Vendor (Disadvantaged Business Enterprise)
- SBE Vendor (Small Business Vendor)
- Minority Owned Business
- None
- Business is part of a larger company (Please specify) \_\_\_\_\_
- Other (Please specify) \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Print name and title of person authorized to negotiate a contract if different from person listed above.)

\_\_\_\_\_  
(Organization)

\_\_\_\_\_  
(Address) (City) (State) (Zip)

\_\_\_\_\_  
(Telephone Number)

**X. ASSURANCES**

We understand and agree that this proposal is not a contract and does not obligate RPMC to pay for costs incurred in the preparation of this proposal or costs incurred prior to the execution of a written contract or prior to the receipt of funds designated for this program from the funding agency.

We understand and agree that the contract provisions may vary from the provisions set forth in this request, when deemed necessary by the RPMC. However, we agree to abide by the contract provisions contained in the proposed contract.

We understand and agree that we may be subject to an on-site review and must be able and willing to provide documentation of information in the proposal at the request of RPMC prior to execution of a contract.

We understand and agree that RPMC is not required to select the lowest cost proposal.

We understand and agree that any material misrepresentation or deliberate omission of a fact in this proposal may be justification for rejection of the proposal.

We understand and agree to abide by all federal, state and local laws, policies and regulations governing these and those additional rules, which may be promulgated, or as amended, subsequent to the execution of a contract.

We understand and agree that we may be subject to a monitoring review or audit by the TxDOT, FTA and/or RPMC.

We understand and agree to submit this proposal in a good faith effort to provide services to the benefit of economically disadvantaged individuals eligible for services under this proposal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## **XI. ADDITIONAL INFORMATION AND CERTIFICATION**

### **a. Protest Rights**

All protests, complaints, grievances, questions or concerns regarding the bid process or the selection of the winning bid must be submitted in writing within 10 days of selection:

Rolling Plains Management Corporation  
Debra K. Thomas, Executive Director  
PO Box 490  
Crowell, Texas, 79227

All protest and complaints shall be referred to the RPMC Executive Committee for resolution.

### **b. Standards of Conduct**

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. In order to ensure objective contractor/vendor performance and eliminate unfair competitive advantage, contractor/vendors who develop or draft specifications and other requirements for RPMC solicitation instruments (RFP's, RFB's, etc.) shall be excluded from competing for such procurement.

Awards shall be made to the contractor/vendor whose offer is responsive to the solicitation and is most advantageous to RPMC, price and other factors considered.

Solicitations shall clearly set forth all requirements that the contractor/vendor must fulfill in order for the offer to be evaluated. Any and all offers may be rejected when in the best interest of RPMC to do so.

Written procedures implementing these policies shall be developed in compliance with applicable federal and state laws and regulations.

### **c. Geographic Preference**

RPMC shall conduct procurements in a manner that does not give in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. This does not preempt State licensing laws.

**d. Subcontracting**

The services of any vendor(s) awarded from this RFP must be delivered by the vendor named on the proposal. Subcontracting may be allowed if required by the vendor for functioning, support or training requirements, prior authorization may be needed from RPMC.

**e. Conflict of Interest/Nepotism**

To avoid any real or apparent conflict of interest or nepotism in the procurement of the bid proposal, no RPMC employee, agent, consultant, officer, family member of employees, official of RPMC and who exercises or has exercised any functions or responsibilities with respect to contract decision making process or gain inside information about such activities, may obtain personal or financial interest or benefit, directly or indirectly, from any award connected with this request. RPMC's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from potential bidders.

**f. Federal/State/Local Compliance**

This RFP complies with all federal and state rules and RPMC policies and procedures. Applicants must complete and sign the provided PTN-130. Firm awarded will comply with all applicable federal and state rules.