



**NORTH HUDSON**  
COMMUNITY ACTION CORPORATION

**REQUEST FOR PROPOSAL**

**FOR**

**Security Cameras**

**December 2015**

(THIS IS A FEDERALLY FUNDED PROJECT)

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## I. INTRODUCTION AND PROJECT DESCRIPTION

North Hudson Community Action Corporation (NHCAC) is a cornerstone of health and human services in New Jersey, serving more than 84,000 low-income residents at ten locations spread across three counties. An award-winning leader in its field for more than 40 years, NHCAC has played a vital role in creating much-needed services such as ob-gyn and prenatal care, emergency food and shelter, transitional housing, and mental health and addiction services

One of NHCAC's core services is the provision of primary and other health care services to the underserved and uninsured members of several communities within New Jersey. As a Federally Qualified Health Center, NHCAC is committed to its mission of delivering health care to patients without regard to the ability to pay.

It is extremely important that patient and doctor privacy be protected at all times. A person's health is legally a subject that can only be discussed between the patient and provider, and therefore, security cameras should only be placed in public areas where they will not compromise any issues of privacy or trust.

After an assessment of the current security mechanisms and emergency communications; it has revealed the following needs:

**Need to Protect patients & privacy** – Medical records can hold some of the most private information about a person and could contain information that could be valuable to identity thieves or other conniving parties. Government regulations <http://www.hhs.gov/ocr/privacy/> require health organizations to maintain strict control over medical records. Video surveillance system in an office lobby or file room can help keep patient's medical records – and identities – safe, and help the medical office comply with government privacy regulations. Healthcare security cameras can also keep patients safe while they're waiting to visit the doctor, helping to improve their overall experience.

**Need to Protect supplies** – One of the most important parts of healthcare is having the right equipment to do the job. Medical supplies range from inexpensive items like tongue depressors and cotton swabs to hi-tech equipment like x-ray machines or advanced medicines. Security cameras in store rooms can help keep supplies safe, making healthcare operations more efficient.

**Need to Protect controlled substances** – Many medical facilities maintain stores of medications and other controlled substances that need to be protected from theft. CCTV video surveillance system allows the facility to monitor and protect expensive and potentially dangerous controlled substances.



**Need to have Remote monitoring** – Advances in IP video made it possible to view surveillance footage remotely from any internet browser, or in some cases, a mobile phone. This breakthrough allows healthcare facilities to stay protected 24 hours a day.

**Need to Monitor Resource Consolidation** - Multi-location organizations benefit from consolidation of human and technology resources necessary for monitoring of all locations from a single view point with a single workflow and alarm trigger systems, and centralized video archiving.

North Hudson Community Action Corporation is in the process of selecting a vendor to install security cameras and required equipment at North Hudson's West New York site located at 5301 Broadway.

The RFP responses will provide NHCAC with proposals to evaluate and select a vendor to provide the required services. This RFP outlines the overall objectives and expectations of the contract and will provide NHCAC with the required information such that NHCAC can make an informed and prudent decision for the acquisition of the services and products described herein.

As a recipient of Federal funds under Section 330 of the Public Health Services Act, NHCAC is required to adhere to all applicable Federal procurement rules and regulations as described in 45 CFR Part 74, and other program expectations of the Federally Qualified Health Center program. Respondents are encouraged to become familiar with any special procurement rules that may affect their response to this RFP.



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## II. GENERAL CONDITIONS

By submitting a response to this RFP the Respondent agrees to all of the following:

- A. NHCAC reserves the right to award or cancel this procurement process at any time.
- B. NHCAC is not bound to accept the lowest bid, nor any proposal submitted. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
- C. Failure to meet the response delivery date may be basis for disqualification of the Respondent proposal.
- D. Respondents are fully responsible for all costs, both direct and indirect, of development and submission of their response to this RFP, including, but not limited to, any supplementary documentation, information, travel, and presentation expenses.
- E. NHCAC will open all proposals and submitters may attend.
- F. NHCAC will maintain sole ownership of responses after submission.
- G. Respondents agree that submission of a proposal warrants acceptance of the above general terms and considerations and guaranteed pricing for one year. Option to extend contract 1 year, 2 year minimum.
- H. The successful applicant may also be required to present additional documentation/or information necessary to determine financial and programmatic capability.
- I. This is a Federally Funded project; knowledge of the following required; Davis Bacon and State Prevailing Wage Requirements

Efforts will be made by NHCAC to utilize small business, women and/or minority owned businesses. An applicant qualifies firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR § 121.201)



### **III. LOCATION OF SITES**

NHCAC consists of 11 community health center sites throughout New Jersey that vary in square footage and layout. The following is the location of the NHCAC site that will require vendor\contractor services described in this RFP.

North Hudson Community Action Corporation Health Center

5301 Broadway

West New York, New Jersey 07093



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#### IV. REQUIRED SERVICES AND PRODUCTS

NHCAC is seeking the following services and products from one or more vendors\contractors. All work must be performed to state and local codes. Any work that requires licensure or certification must only be performed by qualified individuals. Licenses, certificates or other required documents are to be included in vendor\contractors' response according to Section VI. Instruction to Vendors contained in this RFP. Selected vendor\contractor is required to obtain all necessary work and\or site permits, inspections and approvals, as necessary.

**THIS IS A FEDERALLY FUNDED PROJECT; KNOWLEDGE OF THE FOLLOWING REQUIRED; DAVIS BACON AND STATE PREVAILING WAGE REQUIREMENTS**

**\*\*CONTRACTOR IS RESPONSIBLE FOR ALL MATERIAL NEEDED TO PROVIDE THE REQUIRED SERVICES AND PRODUCTS.**

**Provide a brief description of your company's ability and experience of your staff in government contract administration, level of staffing available for this project and include the following as stated under General Conditions;**

- Davis Bacon and State Prevailing Wage Requirements
- Performance Bond

#### **Setup Advice for Clinic IP Video Cameras**

- Place cameras near entrances and exits to capture every visitor who enters the healthcare facility.
- Place cameras in store rooms and hallways to ensure safety of expensive medical equipment and supplies.
- Place cameras in areas that controlled substances are stored to maintain an accurate record of access.

**V. TIMELINES**

This process will be guided by the following timeline. All dates are subject to change at the sole discretion of NHCAC.

<b><u>Milestone</u></b>	<b><u>End or Due Date</u></b>
RFP Issued	December 1 <sup>st</sup> , 2015
Contractor\Vendor Responses Received by NHCAC Representative	December 14 <sup>th</sup> , 2015
Contractor \Vendor Selected	December 15 <sup>th</sup> , 2015

\*Please be advised that everyone who submits a proposal is invited to the opening of proposals at 12:00pm on December 14<sup>th</sup>, 2015 in our administrative office located at 800-31<sup>st</sup> Street, Union City, New Jersey 07087.





**VI. Health Insurance Portability and Accountability Act (“HIPAA”).**

## Obligations and Activities of Provider

1. Vendor (provider), shall not use or further disclose Protected Health Information other than as required by agreement with NHCAC or as required by Law.
2. Provider shall use appropriate safeguards to prevent the use or disclosure of Protected Health Information not provided for by agreement with NHCAC.
3. Provider shall ensure that any agent of the Provider, including subcontractor, to whom it provides Protected Health Information received from, or created or received by Provider on behalf of Pharmacy agrees, in writing to the same restrictions and conditions that apply through Provider’s agreement with NHCAC.
4. Provider shall implement and maintain safeguards necessary to ensure that all Protected Health Information is used or disclosed only as authorized under the HIPAA Standards. Provider agrees to assess potential risks and vulnerabilities to Protected Health Information in its possession and develop, implement and maintain administrative, physical and technical safeguards required by the HIPAA standards that protect the confidentiality, availability and integrity of the Protected Health Information that provider creates, receives, maintains or transmits on behalf of the pharmacy.
5. Provider acknowledges that if it violates any of the requirements provided by the HIPAA standards or its agreement with NHCAC, provider will be subject to the same civil and criminal penalties that Pharmacy would be subject to if such Covered Entity violates the same requirements.



**VI. SPECIFIC REQUESTS /REQUIREMENTS**

Quantity	INSTALLATION AND OTHER NRC # OF UNITS
74	3MP IP Camera - DOME •4mm Fixed Lens •0.07 lux @F1.2, AGC ON, 0 lux with IR •H.264, MPEG •Wide Dynamic Range (WDR) •up to 30 fps, up to 2048x1536 •Minimum Recording Resolution is at 720P •Motion Detection / Privacy Masking •Flicker-Less Mode / Image Flip/Mirror •Vandalproof Casing •PoE
1	CUSTOMER PROVIDED CPU and STORAGE North Hudson already owns necessary components
74	CAT6 Cable Drop
59	Simple Wall Penetration - For Inside Installation
15	Hard Wall Penetration - For outside installation
74	Camera Mounting and Provisioning
74	IP Camera Pro Software License
1	Ethernet Switch Configuration
1	Video Site Environment Setup - SOHO (User creation, Group Creation, View Creation, Backup Configuration)
1	SOHO - Includes Setup and Configuration for possible of-site backup



**VIII. VENDOR AGREEMENT AND CERTIFICATION**

By signing below, the vendor representative expressly certifies and warrants that all information that has been provided in this RFP response is accurate. The individual further acknowledges that all services and products described in this RFP response is immediately available and warrants that the vendor is able to deliver, install and complete all expected services within the required timeframes.

Furthermore, if it appears or becomes known that information provided in this RFP response is not true, or there are products or services that NHCAC has been assured it would receive but do not exist, or there will be additional charges not included in the proposal, then NHCAC reserves the right to terminate all discussions, negotiations, and/or implementation with an immediate and full refund of any fees paid by NHCAC.

All signatories to this document agree and warrant that they have made no changes or altered this RFP in any way, and are authorized to make all commitments set forth in this RFP response. Representatives signing below also agree that all responses to this RFP, and any documentation submitted, may be referenced in any final purchase agreement or contract between NHCAC and the vendor as an addendum and become legally binding.

**Our response is for the following services and products described in the NHCAC RFP dated December 1<sup>st</sup>, 2015.**

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

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

\_\_\_\_\_  
Printed Name and Title

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_



**IX. EVALUATION AND SUBMISSION INSTRUCTIONS**

NHCAC will convene a selection group to review the proposals and information received in response to this RFP. During this review process, additional information may be required of the respondent/vendor and some respondents will be invited to NHCAC in order to clarify any responses and further discuss the vendor's offer. All contact and any questions between respondent and NHCAC should be routed through the NHCAC point of contact (contact information below). NHCAC expects completion of the evaluation process and identifying its contractor choice for the required services within the timeframes outlined in Section V. above.

Responses will be evaluated based on price and experience.

All responses should be sent to the Point of Contact by the Due Date.

NHCAC Point of Contact

Joan M. Quigley  
President/CEO  
**North Hudson Community Action Corporation**  
800-31<sup>st</sup> Street  
Union City, New Jersey 07087  
E-mail: joan.quigley@nhcac.org  
Telephone: 201-210-0100  
Facsimile: 201-348-0100

Proposals should be provided in both electronic and hardcopy formats by the Due Date. Please place three (3) copies of your RFP in a sealed envelope and clearly label in the lower left corner "Proposal for Security Cameras." Include 3 references.

Late proposals will not be accepted.

Thank you for your interest in North Hudson Community Action Corporation.

