



Aspen Technologies

2929 Pennsylvania Ave  
Charleston, WV 25302  
681-265-9161...fax 304.342.4638  
ron.foreman@aspentechnologieswv.com

**FAX**

02/28/17 11:08am  
Fundraising Division

**TO:** Crystal Rink

**FROM:** Ron Foreman

**FAX:** 304-558-2402

**DATE:** 2/28/17  
@ 10:40 AM

**Comments:**

CRFI for VNF17 00000001  
Digital Camera/DVR System



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Request for Information  
 21 - Info Technology

Proc Folder: 299117

Doc Description: REQUEST FOR INFORMATION-DIGITAL CAMERA/DVR SYSTEM

Proc Type: Request for Information

Date Issued	Solicitation Closes	Solicitation No	Version
2017-02-06	2017-02-28 13:30:00	CRFI 0613 VNF1700000001	1

02/28/17 11:11:59  
 WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Crystal Rink  
 (304) 558-2402  
 crystal.g.rink@wv.gov

Signature X

FEIN #

454 802986

DATE

2/28/17

All offers subject to all terms and conditions contained in this solicitation

THE WEST VIRGINIA VETERANS NURSING FACILITY IS ISSUING THIS REQUEST FOR INFORMATION FOR THE PURPOSE OF GATHERING INFORMATION TO DEVELOP PROCUREMENT SPECIFICATIONS BY IDENTIFYING VIABLE NETWORK INFRASTRUCTURES, CUSTOMER SERVICE AND SUPPORT REQUIREMENTS, AND SECURITY NEEDS, AS WELL AS OTHER RELATED CAPABILITIES THAT BEST FIT THE WEST VIRGINIA NURSING FACILITY NEEDS FOR A REPLACEMENT OF AND INSTALLATION OF NEW CAMERA AND DVR SYSTEM. INFORMATION PROVIDED WILL ASSIST THE AGENCY IN DEVELOPING SPECIFICATIONS AND WILL ASSIST IN THE PROCUREMENT PROCESS.

DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY  CLARKSBURG WV26301  US		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY  CLARKSBURG WV 26301  US	
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Line	Comm Ln Desc	Qty	Unit Issue		
1	Digital Camera	92.00000	EA	B 270.00	\$ 24,840.00

Comm Code	Manufacturer	Specification	Model #
46171610	Worthern	IP 3MP 1080P Dome/Bullet Combination Cameras	

Extended Description :  
 We would like to replace existing cameras with new digital cameras. There is also a need for several new cameras to be installed. These cameras would cover the Parking lot, Administration Area, Business Office, Additional Doors, Stairways, etc. See Specs for more detail.

DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY  CLARKSBURG WV26301  US		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY  CLARKSBURG WV 26301  US	
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Line	Comm Ln Desc	Qty	Unit Issue		
2	DVR System	3.00000	EA	\$ 4,542.00	\$ 13,626.00

Comm Code	Manufacturer	Specification	Model #
52161545	Hikvision	32 Channel 4TB NVR	

Extended Description :  
 The DVR System shall be compatible with the camera system. It shall store the videos for a minimum of 6 months.

DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	
3	Installation of Cameras and DVR	1	each	\$38,000.00

Comm Code	Manufacturer	Specification	Model #
46171610	<i>Estimated Labor Cost to establish Budget. Cost could be more based on actual Bid Specs.</i>		

**Extended Description :**  
Installation of all equipment in working order.

Line	Event	Event Date
1	VENDOR QUESTION DEADLINE	2017-02-17

VNF1700000001	<b>Document Phase</b> Draft	<b>Document Description</b> REQUEST FOR INFORMATION-DIGITAL CAMERA/DVR SYSTEM	<b>Page 4</b> of 4
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

CRFI VNF170000001

**West Virginia Veterans Nursing Facility**

**REQUEST FOR INFORMATION**

The WV Veterans Nursing Facility is issuing this Request for Information for the purpose of gathering information to develop procurement specifications by identifying viable network infrastructures, customer service and support requirements, and security needs, as well as other related capabilities that best fit the WV Veterans Nursing Facility's needs for a replacement of and installation of new Camera and DVR system. Information provided will assist the WV Veterans Nursing Facility in strategic planning and will assist in the procurement process.

**CURRENT ENVIRONMENT:**

The WV Veterans Nursing Facility operates and maintains a 120 bed nursing facility. This includes an Alzheimer's Unit. The building is three floors. First and second floors are for resident housing. Third floor houses the Business office, Administration offices, HR, Payroll, Medical Records, Security officers, Chapel, and classroom.

The WV Veterans Nursing Facility's current Camera/DVR system is older equipment in need of updating/replacement and installation of several new cameras for sites that are not currently visible with the current equipment.

**PURPOSE:**

The WV Veterans Nursing Facility plans to solicit proposals for the replacement of the current analog cameras, installation of additional cameras, and DVR's. Our current system is analog and the WV Veterans Nursing Facility is seeking digital equipment with compatible DVR equipment.

The new system is needed to show more crisp detailed pictures. The intent of the camera system is to assist in monitoring potential elopements, to alert security officers to potential outside threats, to secure assets against theft, and to provide evidence through detailed images with date and time on the screen. It will also need the ability to provide documentation in hearing and court procedures as deemed necessary by facility management.

Camera placement will need to be carefully considered as to not violate privacy right/laws of the facility residents.

Three identified areas of concern in specifying requirements for all three of the procurement components are:

- 1) Analog to Digital upgrade: This is necessary to have a clearer picture with more details.
- 2) Monitoring of Potential Elopements: Because of the 20 bed Alzheimer's Unit, it is necessary that we monitor all doors, courtyards, and parking lots. WV Veterans Nursing Facility must cover all areas of the building, courtyards, and parking lots adequately without violating the residence privacy rights/laws.
- 3) Security Practices: Security officers will need to be able to monitor who is coming in all doors. Cameras in stairwells could possible alert officers to visitor and/or patients that may be hiding under stairwells. These cameras placed around the building could also prevent theft from happening as well as abuse to a colleague or resident.
- 4) Personnel Hearings and Court Procedures: Clearer, more detailed images could be presented in personnel hearing and court procedures. However, length of video/still pictures saved on DVR shall be at a minimum of 6 months.

**RESPONSE REQUIREMENTS:**

1. There will not be a contract as a result of this RFI and the WV Veterans Nursing Facility is not liable for any cost incurred by vendors in replying to this RFI. If an RFQ/RFP is issued, the information provided by the vendors in response to this RFI will assist the WV Veterans Nursing Facility in developing the procurement document. This RFI does not obligate the WV Veterans Nursing Facility to reply to the RFI responses, to issue an RFQ/RFP, or to include any RFI provisions or responses provided by the vendors in any RFQ/RFP.
2. Responses should address the following as they relate to the proposed development of the WV Veterans Nursing Facility replacement of analog cameras, installation of new cameras, and DVR to be compatible with the camera system.
  - 2.1 WV Veterans Nursing Facility is requesting information to help in the Procurement process of replacing 31 analog cameras and installing approximately 60 additional cameras. All Cameras should be digital. These cameras will need have the quality to capture crisp, clear, detailed pictures. There will also be a need for approximately 3 DVR's. These DVR's will need to store video/still photos for a minimum of 6 months.

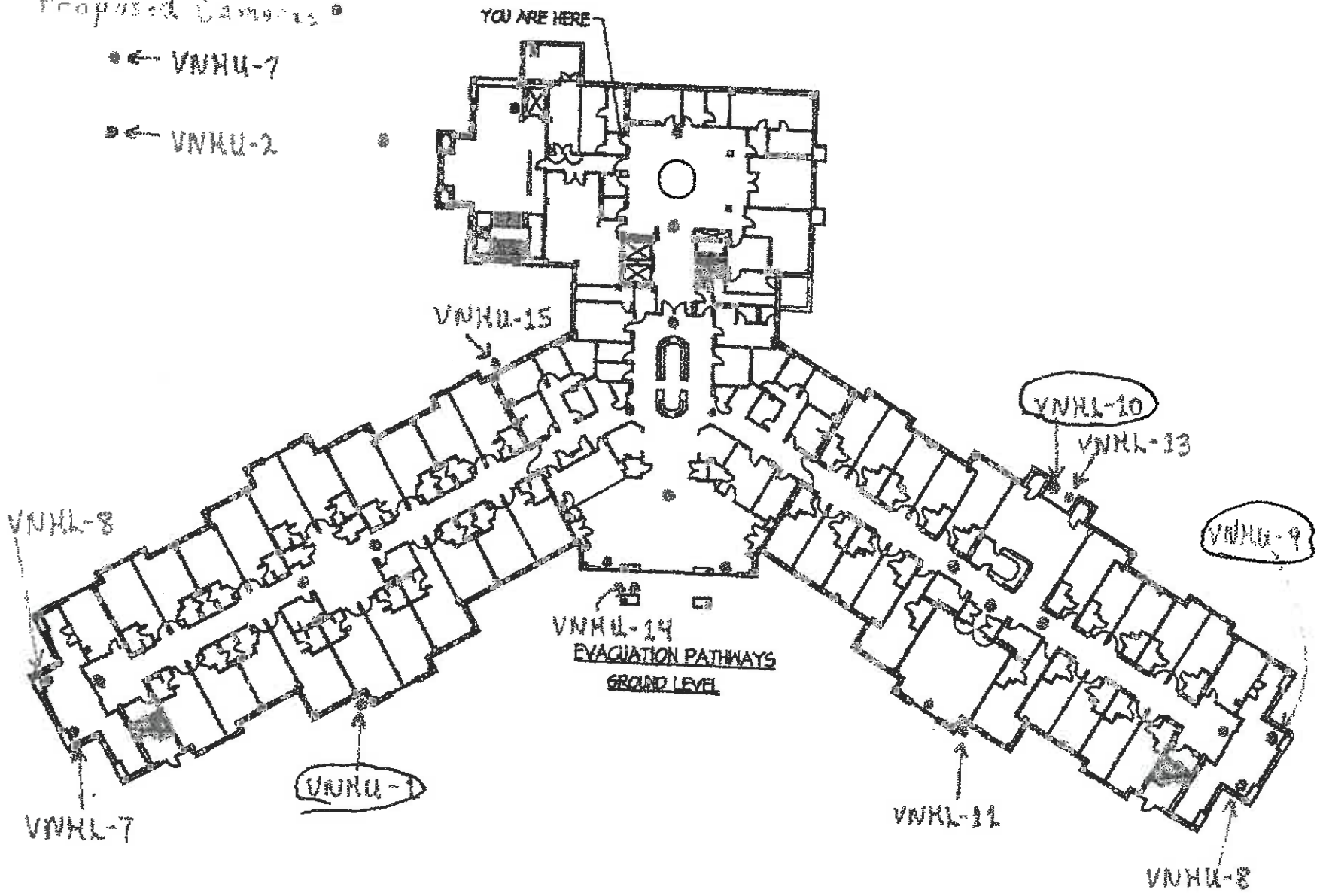
Floor Plans are attached to this RFI for your review.

Existing Cameras •

Proposed Cameras •

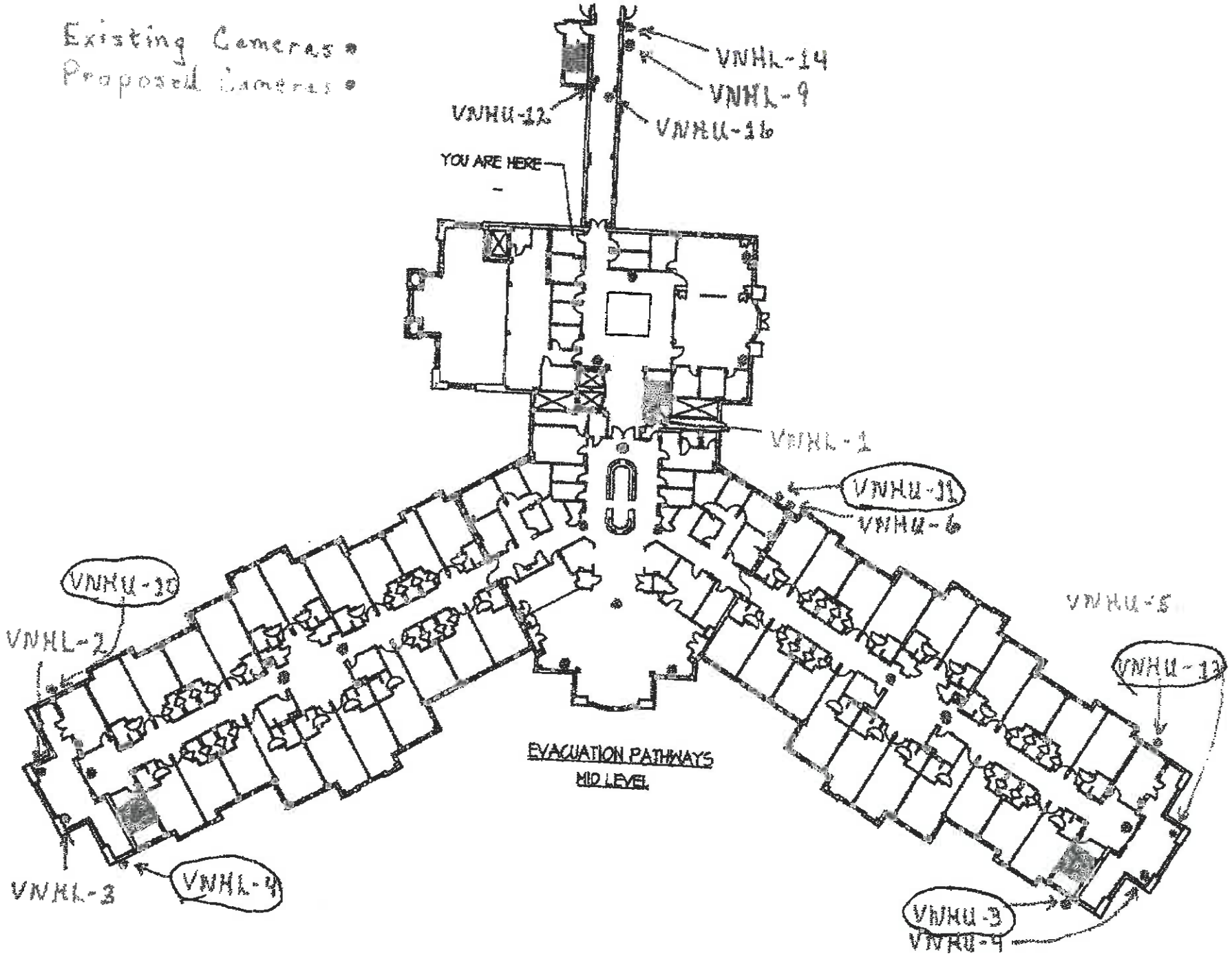
• ← VNHU-7

• ← VNHU-2

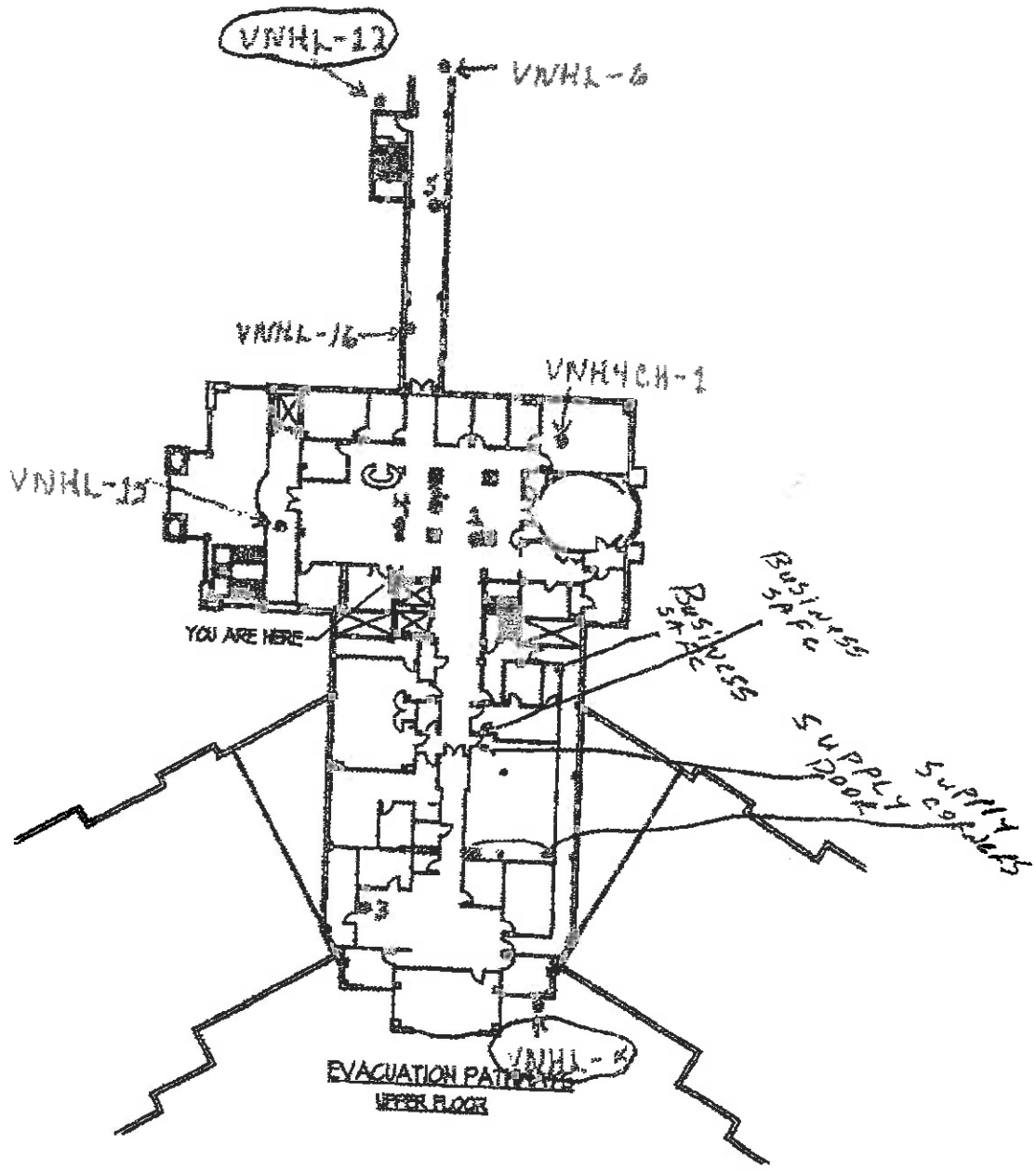




Existing Cameras •  
Proposed Cameras •



Existing Cameras •  
Proposed Cameras •



FROM: ASPEN TECHNOLOGIES TO: 3045583970 02/28/2017 12:17:15 #155 P.010/016  
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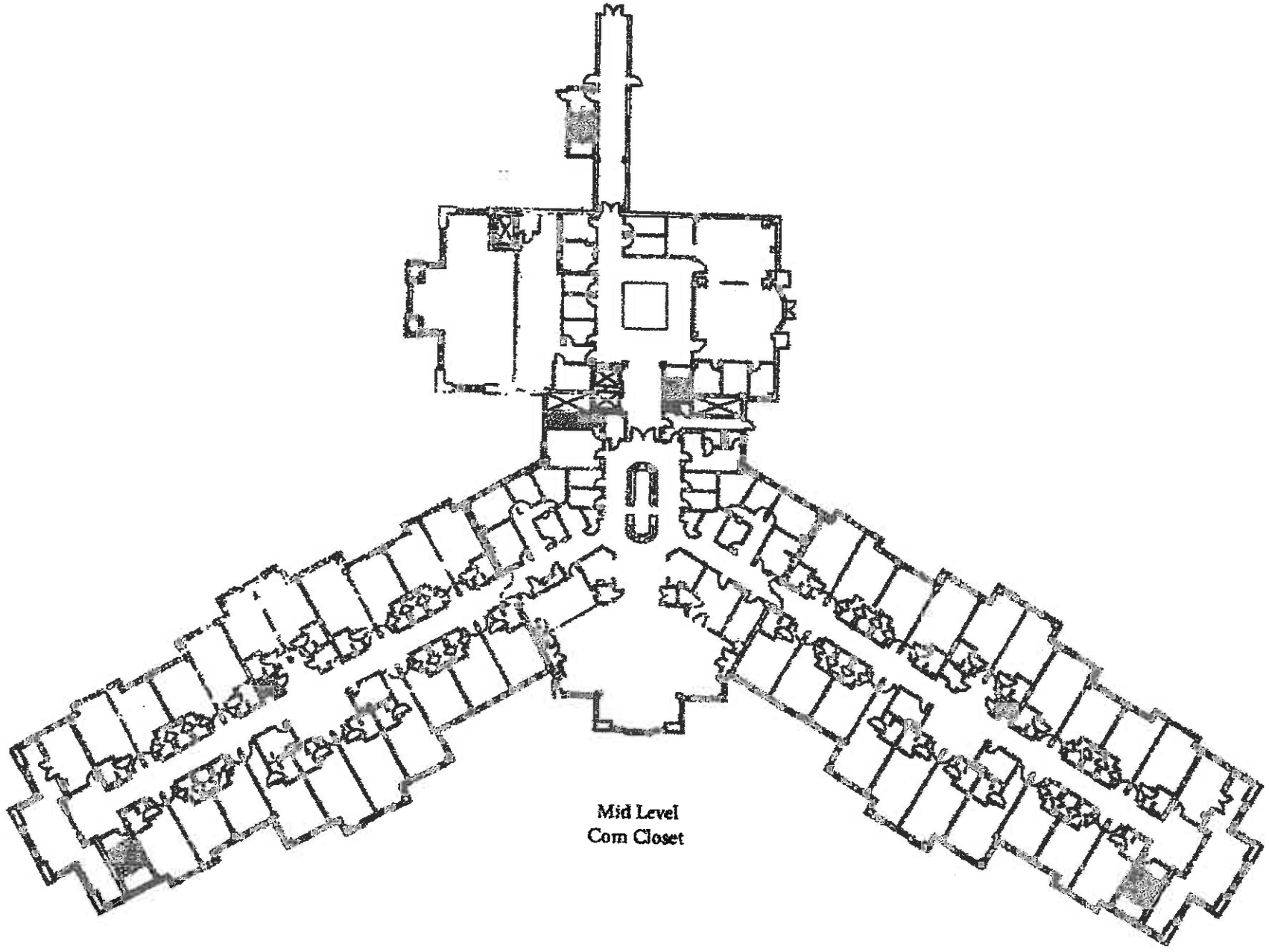
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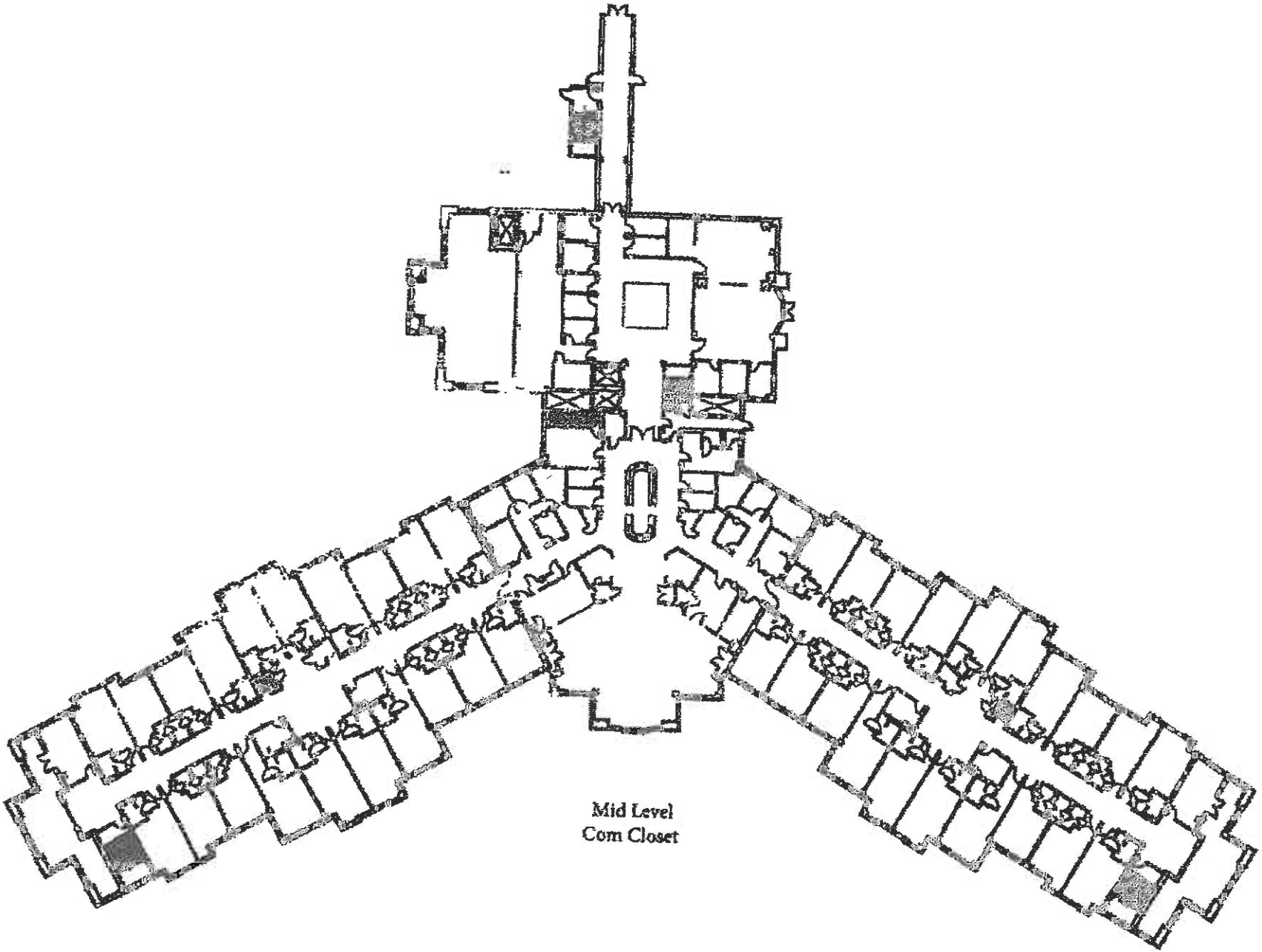
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P011

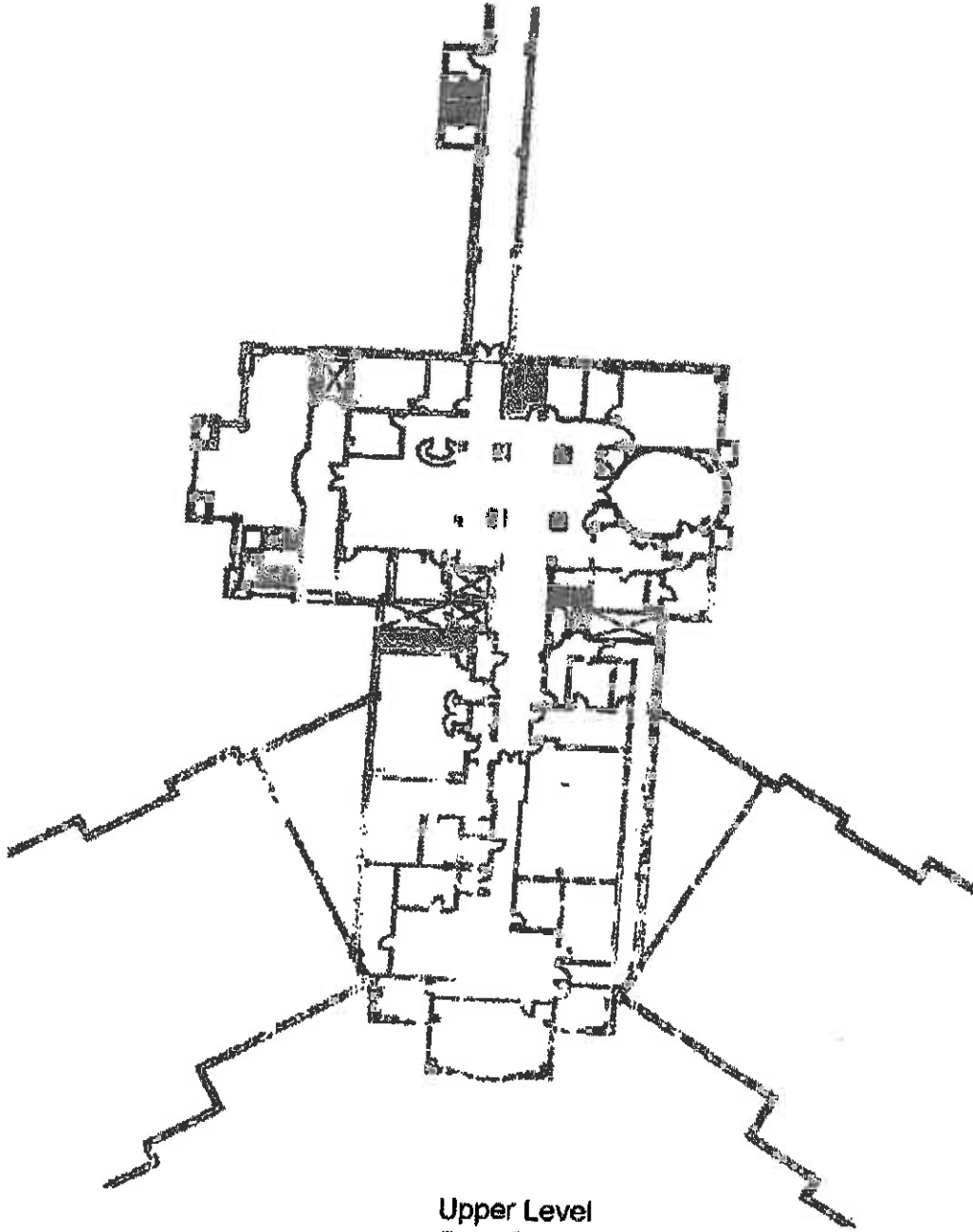
FROM: ASPEN TECHNOLOGIES TO: 3045588970 02/28/2017 12:17:23 #155 P.011/016



Mid Level  
Com Closet



Mid Level  
Com Closet



Upper Level  
Com Closet

## INSTRUCTIONS TO VENDORS RESPONDING TO A REQUEST FOR INFORMATION

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for information only. Please read these instructions and all documents attached in their entirety.
2. **VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding. Submitted e-mails should have the solicitation number in the subject line.

**Question Submission Deadline: February 17, 2017 at 4:00 PM EST**

Submit Questions to: Crystal Rink, Senior Buyer  
2019 Washington Street East  
Charleston, WV 25305  
Email: [Crystal.G.Rink@wv.gov](mailto:Crystal.G.Rink@wv.gov)

3. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding.
4. **RESPONSE SUBMISSION:**

The RFI response must be no more than 50 typed pages using 11 point font or larger, with borders no less than 1/2 inch. The RFI number shall be typed on each page, and all pages will be numbered.

All responses must be delivered to the Purchasing Division at the address listed below on or before the date and time of the Submission Deadline. Any response received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept responses, modifications of responses, or any other documentation associated with the response by email. Acceptable delivery methods include hand delivery, delivery by courier, or facsimile. **ELECTRONIC RESPONSES THROUGH WVOASIS ARE NOT BEING ACCEPTED FOR THIS SOLICITATION.** The response delivery address is:

Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

FAX NUMBER FOR RESPONSES IS: (304)558-3970

Responses should contain the following information on the face of the envelope or the response may be rejected by the Purchasing Division:

REQUEST FOR INFORMATION: CRFI VNF1700000001

BUYER: Crystal Rink

RESPONSE OPENING DATE: Tuesday February 28, 2017

RESPONSE OPENING TIME: 1:30 PM EDT

5. **RESPONSE OPENING:** Responses submitted for this Solicitation will be opened at the location identified for RESPONSE SUBMISSION (above) on the date at time listed above. Delivery of a response after the opening date and time may result in the response being discarded. For purposes of this Solicitation, a response is considered delivered when the response is time stamped by the official Purchasing Division time clock.
6. **ADDENDUM ACKNOWLEDGMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included with each Addendum issued. Failure to acknowledge addenda may result in the response being discarded. The addendum acknowledgment should be submitted with the response.
7. **COMMUNICATIONS LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation period, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. From the date the Request for Information is issued and the until after the Response Opening Date and Time, contact regarding this solicitation between Vendors responding to this solicitation and individuals employed by the State is restricted to the Buyer listed above as the contact for Vendor Questions.
8. **DISCLOSURE:** Vendor's response to this Solicitation is considered a public document and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code §529B-1-1 et seq. and the competitive bidding laws found in West Virginia Code §§5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq.

If a Vendor considers any part of its response to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general response information, and submitting the exempt information as part of its response but in a segregated and clearly identifiable format. Failure to comply with the

foregoing requirements will result in public disclosure of the Vendor's response without further notice. A Vendor's act of marking all or nearly all of its response as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a response or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. A legend or other statement indicating that all or substantially all of the response is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Additionally, pricing or cost information will not be considered exempt from disclosure and requests to withhold publication of pricing or cost information WILL NOT BE HONORED.

Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions by the Vendor. Any questions regarding the applicability of the various public records laws should be addressed to Vendor's own legal counsel prior to response submission.