



## JEFFERSON COUNTY COMMISSION

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**Jefferson County, WV Procurement Office Charles Town, WV 25414 September 8, 2025**

**Subject:** Request for Proposal – Surveillance System Modernization & AV Integration

To Whom It May Concern,

Jefferson County, West Virginia invites qualified vendors to submit proposals for a comprehensive modernization of surveillance infrastructure across six campuses, including phased deployment at Buildings 393 and 330. This initiative supports court system monitoring, strategic reuse of legacy equipment, and optional AV upgrades for conference rooms.

As a non-profit, tax-exempt government entity, Jefferson County is committed to delivering cost-effective, secure, and sustainable solutions that reflect responsible stewardship of taxpayer resources. Vendors must demonstrate fiscal accountability, long-term value, and inspection-ready documentation throughout their proposals.

Key dates for vendor engagement:

- Deadline to Express Interest: December 19, 2025
- Deadline to Submit Clarifying Questions: January 2, 2026
- Final Proposal Submission Deadline: January 30, 2026

We appreciate your consideration and look forward to reviewing proposals that align with our mission to modernize infrastructure while honoring the trust of our constituents.

Sincerely, **Jefferson County Procurement Office**

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# **Request for Proposal (RFP)**

## **Executive Summary**

Jefferson County seeks to modernize surveillance infrastructure across six campuses, deploy new systems at Buildings 393 and 330, and support phased interior installations aligned with construction milestones. The solution must support court system monitoring, ensure data retention and accessibility compliance, and optionally include AV upgrades for conference rooms. The desired contract is one in which the vendor delivers, installs, implements, and passes an acceptance test on equipment and software, training, and documentation.

To promote fiscal responsibility, vendors must assess the viability of reusing legacy equipment as campuses are decommissioned. Reuse is not assumed—only components that are functionally viable and cost-effective should be proposed for migration. All pricing must reflect this strategy and include a clear ROI model for taxpayers, showing both initial investment and ongoing maintenance costs.

## **Scope of Work**

### **1. Legacy System Modernization – Six Campuses**

- Audit and decommission outdated surveillance systems
- Install modern, high-resolution exterior cameras
- Integrate with County access control and alerting systems
- Ensure compatibility with court system monitoring protocols
- Provide centralized dashboard for multi-campus oversight
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### **2. Exterior Surveillance – Buildings 393 & 330**

- Install perimeter cameras covering entry points, parking lots, and public zones
- Include night vision, motion detection, and remote access capabilities
- Ensure future compatibility with interior systems

### **3. Phased Interior Surveillance – Buildings 393 & 330**

- Design scalable interior layouts
- Align installation with construction milestones
- Include courtroom, public, and administrative zones
- Ensure ADA and IPC compliance for monitoring interfaces

### **4. Legacy Equipment Reuse & Migration Directive**

- Reuse is not required by default. Vendors must assess legacy components for viability

- If reuse is proposed:
  - Certify compatibility and performance
  - Reflect reuse in pricing and ROI modeling
- If replacement is proposed:
  - Include decommissioning and disposal costs
  - Reflect asset migration value in pricing for new campuses
- Vendors must submit a reuse and migration plan detailing:
  - Inventory of reusable components
  - Justification for reuse or replacement
  - Cost impact and savings
  - Timeline for relocation and integration

## **5. Optional AV Integration – Conference Rooms**

- Install AV systems in designated meeting rooms
- Include displays, microphones, speakers, and control interfaces
- Support hybrid meetings, video conferencing, and courtroom presentations
- Integrate with County’s network and security protocols

## **Deployment Options**

### **Option A: Cloud-Based**

- Hosted video and AV storage with encrypted access
- Remote monitoring and AV control dashboard
- AI-based motion detection and alerting
- Monthly/annual subscription pricing
- Integration with County’s cloud infrastructure (Azure preferred)

### **Option B: On-Premises**

- Local NVR/DVR storage with RAID redundancy
- Secure access via County network
- Physical server specs and rack requirements
- AV control via local interfaces
- Maintenance and upgrade schedule

## **Cost Proposal Requirements**

Vendors must submit a comprehensive financial proposal that includes:

### **A. Initial Investment Breakdown**

- Hardware, software, installation, training, and configuration
- Separate pricing for cloud vs. on-prem deployment

- Phase-specific estimates for each campus and building
- Optional AV pricing per room

## B. Ongoing Maintenance & Support Costs

- Annual maintenance fees
- Licensing/subscription renewals
- SLA terms and escalation procedures
- Any equipment proposed must have technical support available during normal business hours and 24/7 support if needed

## C. ROI & Cost-Savings Justification

- Total cost of ownership (TCO) over 5 and 10 years
- Cost savings from legacy reuse and asset migration
- Operational efficiencies from centralized monitoring
- Reduction in downtime, manual labor, or security incidents
- Visual summary showing investment vs. projected savings

## Phased Implementation Timeline

Phase	Location	Scope	Start Date	Dependencies	Deliverables
1	Six campuses	Legacy system upgrade	TBD	Site access	Full perimeter coverage
2	393 & 330	Exterior install	TBD	Construction access	Entry and perimeter coverage
3A	393 Interior	Partial install	TBD	Build-out milestone 1	Entryway and common areas
3B	330 Interior	Partial install	TBD	Build-out milestone 2	Office zones and corridors
4	Final interior	Full install	TBD	Final build-out	Full interior coverage
5	AV Install	Conference rooms	TBD	Room readiness	AV systems operational

## Payment / Retainer

Provide a payment schedule by percentage according to the following:

- A payment schedule for the delivery and installation. The payment schedule shall be developed to assure that no more than 80% of the contract amount will be paid to vendor until the final milestone is achieved. The final milestone shall be successful completion of the installation, training and functional demonstration or test.
- Payment for services rendered by the Respondent in accordance with the agreed payment schedule shall be invoiced monthly.
- Payment on invoices shall be Net 30 days after receipt of invoice.

## Evaluation Criteria

Proposals will be evaluated based on:

- Alignment with project objectives and scope
- Experience with government clients
- Quality and usability of proposed CMS
- Clarity and transparency of pricing
- Demonstrated ADA and IPC compliance
- Migration strategy and support
- Responsiveness and proposed timeline
- Ability of the equipment and software to meet Jefferson County's general and specific requirements, as shown in the response, and verified by references and/or functional demonstration.
- Software packages available now and enhancements planned.
- Vendor's ability to support the software.
- Total cost which considers both initial acquisition and ongoing operating costs.
- Results of reference checks and on-site/off-site demonstrations.
- Level, quality and type of client training and technical assistance provided.
- Upward compatibility for future growth.
- Ease of use and operation of the system according to Jefferson County's general and specific requirements.
- Quotes should respond to all requirements of this RFP to the maximum extent possible. Vendors are asked to clearly identify any limitations or exceptions to the requirements inherent in the proposed system. Alternative approaches will be given consideration if that approach clearly offers increased benefits to Jefferson County.

## Legal

Price is an important consideration in this process, but not the only consideration. Other factors include track record of successes at other municipalities or utilities, identification and understanding of the County's requirements as embodied in the following list of questions, and experience and qualifications of key personnel.

This will be a competitive negotiation process. The County reserves the right to reject all bids and issue another Request for Proposal (RFP). This RFP does not commit Jefferson County to reimburse vendors for proposal submission costs. During the evaluation process, the County

reserves the right to request additional information or clarifications from the respondents or to allow corrections of errors or omissions.

Jefferson County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether or not that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Jefferson County and the firm selected.

Proposals shall not be available for inspection by responders to this RFP until interviews and field visits are completed and a contract has been awarded and accepted. After contract award, all proposals become matter of public record and are available for inspection by the general public.

If, in the opinion of Jefferson County, a Quote contains false or misleading statements of references that do not support a function, attribute, capability or condition as contended by the vendor, it might be rejected.

Jefferson County reserves the right to obtain clarification of any point in a vendor's quote or to obtain additional information necessary to properly evaluate a particular quote. Failure of a vendor to respond to such a request for additional information of clarification may result in rejection of a vendor's quote.

Jefferson County will develop a contract for purchase. The bidder will supply a sample contract that will provide a guideline for Jefferson County to use in developing a contract.

The contents of the quote and all statements made within it will become, at the option of Jefferson County, a contractual obligation if a contract ensues. Failure of the successful bidder to accept this obligation may result in cancellation of the award.

All materials submitted in response to this RFP will become the property of Jefferson County. It is understood that the proposal will become part of the official file on this matter without obligation on the part of the County except as to the disclosure restrictions as identified by the respondent.

The respondent must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary.

Potential vendors are solely responsible for their own expenses, if any, in preparing a response to this Request for Proposal. This would include any costs incurred during functional demonstrations or subsequent negotiations.

The County does not anticipate providing any work space or equipment to the Respondent. Respondents should identify any work space, equipment, or general supplies needed to perform the work related to this RFP in their response.

In the event that the selected Respondent shall for any reason or through any cause be in default of the terms of the contract, The County may give the Respondent written notice of such default

by certified mail/return receipt requested. Unless otherwise provided, the Respondent shall have ten (10) days from the date such notice is received to cure the default. Upon failure to cure the default, The County may immediately cancel and terminate the contract as of mailing date of the default notice, and the vendor shall be responsible for all damages resulting from such default. Upon termination, the Respondent shall cease performance of any further work under the contract and turn over to The County any work in process for which payment has been made. In the event of violations of law, safety or health standards and regulations, the contract may be immediately cancelled and terminated by The County and provisions herein with respect to opportunity to cure default shall not be applicable.

The County may at any time, and for any reason, terminate the contract by written notice to the Respondent specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed. Notice shall be given to the Respondent by certified mail/return receipt requested.

In the event of such termination, the Respondent shall be paid such amount as shall compensate the Respondent for work satisfactorily completed and accepted by The County at the time of termination. If The County terminates the contract, the Respondent shall withdraw its personnel and equipment, cease performance of any further work under the contract, and turn over to The County any work completed or in process for which payment has been made.

This proposal and any resulting contract shall be governed in all respects by laws of the State of West Virginia “without regard to its choice of law rules,” and any litigation with respect thereto shall be brought in the Circuit Court of Jefferson County, West Virginia. The contract shall comply with all applicable Federal, State, and Town laws, rules, ordinances, and regulations, which may in any manner affect the performance of the Contract.

The proposal of any contractor or contractors who engage in collusion shall be rejected. Any contractor who submits more than one proposal in such manner as to make it appear that the proposals submitted are on a competitive basis from different parties shall be considered a collusive contractor.

Except as otherwise permitted by law, proposals shall remain irrevocable for a period of one hundred and twenty (120) calendar days pursuant to receipt of the proposal. No Respondent who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

After the date and time established for receipt of proposals by the County, any contact, in regard to the proposal initiated by any Respondents with any County official, other than the Purchasing Agent and the County staff acting at the direction of the County Commission is expressly prohibited. Any unauthorized contact may be deemed grounds for disqualification of any Respondent from further review.



The County reserves the right to modify the scope after reviewing the proposals, and may request such a modified scope for the top proposal(s).

**Equal Opportunity**

**The County complies with all federal and state Equal Opportunity Laws, orders and regulations and shall not discriminate against any applicant on the basis of age, race, color, religion, sex, disability, national origin, marital status, veteran status or sexual orientation.**

# Fillable Vendor Packet – Surveillance & AV Modernization

## Section A: Executive Summary

**Vendor Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

### **Summary of Proposed Solution:**

*(Briefly describe your approach to surveillance modernization, phased deployment, and AV integration)*

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### **Commitment to Taxpayer Value:**

*(Explain how your proposal maximizes ROI and supports long-term sustainability)*

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## Section B: Scope of Work Response

### **Exterior Surveillance Strategy (Six campuses + 393/330):**

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### **Interior Surveillance Strategy (Phased deployment):**

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### **Court System Monitoring Support:**

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### **Legacy Equipment Reuse Plan:**

*(Include inventory, viability assessment, and migration strategy)*

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**Optional AV Integration (if applicable):**

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## **Section C: Phased Execution Plan**

**Timeline & Milestones:**

*(Align with construction phases and readiness of each site)*

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**Risk Mitigation & Legacy Coexistence Strategy:**

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## **Section D: Company Information, Staffing and Support**

**Ownership of your company:**

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**Number of years in business:**

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**Number of installations:**

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**Total number of employees:**

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**Assigned Personnel & Roles:**

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**Government/Non-Profit Experience:**

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**Support SLAs & Escalation Paths:**

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**Referrals for Similar Projects Completed:**

- Contact Name: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Date of Completion: \_\_\_\_\_
- Brief Description of Project:

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- Jefferson County also reserves the right to request a demonstration of the system at a mutually acceptable site, which may be at Jefferson County or at another site.
- Failure to provide suitable references, or a functional demonstration acceptable to Jefferson County, will result in the vendor's bid being rejected without further consideration.

**Section E: Compliance and Certifications**

**Certifications (CJIS, NIST, FedRAMP, etc.):**

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**Audit Readiness Documentation:**

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**Section F: Pricing and Licensing**

**Initial Investment Breakdown:**

*(Include hardware, software, installation, training, configuration)*

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**Ongoing Maintenance Costs:**  
*(Annual fees, licensing, support)*

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**Cost-Saving Measures for Taxpayer Value:**

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**Section G: Training and Documentation**

**Training Plans & Deliverables:**

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**VIP Onboarding Protocols:**

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**Inspection-Ready Documentation Samples (if available):**

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**Section H: ROI and Fiscal Responsibility**

Metric	Vendor Input
Cost Avoidance	\$
Efficiency Gains	\$
Risk Mitigation Value	\$
Training ROI	\$
5-Year Net ROI (%)	%

**Narrative Justification:**  
*(Explain how your proposal delivers measurable taxpayer value)*

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## Scoring Rubric – Evaluator Worksheet

<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Score (0–5)</b>	<b>Notes</b>
Technical Capability & Compliance	25%		
Pricing Transparency & ROI Modeling	25%		
Strategic Reuse & Migration Plan	20%		
Implementation Timeline & Phasing	15%		
AV Integration Capabilities	10%		
Vendor Experience & References	5%		
<b>Total Score</b>	<b>100%</b>		