



City of South Bend, Indiana

Security Technical Consultant

BACKGROUND

The City's Department of Innovation & Technology, in partnership with the Department of Community Investment, is seeking experienced security technology consultants or security consulting businesses to provide security assessment services to local small businesses in the City of South Bend.

The City of South Bend is developing a grant program to (1) give local businesses resources for new or expanded security technology and (2) encourage local businesses to register or integrate cameras into the South Bend Real Time Crime Center (RTCC).

In preparation for the program, the department conducted a recent survey with businesses in South Bend and found that most businesses require technical assistance and assessment before they can confidently invest in new hardware, systems, storage, etc. Therefore, the department is seeking to retain the services of a firm or individual who can work with selected businesses, assess their individual location/needs/solutions, and recommend upgrades.

The contractor will be asked to provide assessment services during the months of May and June for a projected 50-75 businesses. The contractor will also be asked to work closely with the City of South Bend I&T team, Fusus, and other City contractors to become knowledgeable in the RTCC and compatible technology.

SCOPE

Broadly, the Security Technical Consultant activities will include, but not be limited to:

- For each business, generate RTCC- compatible technical recommendations for security improvements, including but not limited to the following categories:
 - External cameras
 - Internal cameras

- Cloud storage
- Video management system
- Internet upgrades
- For each business, generate physical/site-specific security recommendations relating to lighting placement, installation, camera placement, etc.
- For partnered businesses, provide general consulting and advice on budgets and plans/priorities for security equipment upgrades
- Work with the City and City Contractors/Vendors to understand the technical requirements of integration in the South Bend RTCC

DESIRED SKILLS AND ABILITIES

This provider should:

- Have the ability to perform site visits for the selected businesses
- Be a clear communicator capable of providing technical recommendations to non-technical audiences
- Be well versed in business security needs
- Be knowledgeable of camera security technology and the camera security market
- Have basic, well rounded IT knowledge
- Be organized and self-directed

It is preferable that the provider:

- Be familiar with Fusus RTCC systems and integrated technology
- Have experience working with South Bend businesses
- Be vendor/technology agnostic, meaning they provide partnered businesses with recommended solutions or examples of recommended solutions but do not have a preferred partnership or brand they work with

SELECTION CRITERIA

Applicants will be assessed based on the following:

Item	Points
Professional Security Consulting Experience	+15
Experience working with South Bend businesses	+5
Technical Knowledge	+20
Rate (hourly or per business)	+10

Hardware/vendor agnostic	+5
Ability to work May thru July with up to 50 businesses	+15
Interview	+20
Reference(s)	+10

SELECTION PROCESS

The selection process for this contract will be as follows:

1. First publication on 5/8/2023
2. Second publication on 5/15/2023 at 5PM
3. Proposals received on 5/22/2023 at 5PM
4. Some proposals will be chosen to move forward to a portfolio request phase
5. Some proposals will be chosen to move forward to an interview phase
6. Contractor(s) chosen (target is by early June 2023)

The City reserves the right to extend the proposal period. The City reserves the right to not select a proposal. The City reserves the right to republish this Request for Proposals if needed. The City reserves the right to stop or suspend this contracting process.

HOW TO APPLY

Applicants should submit proposals at <https://forms.office.com/r/pE5kW4Xv89>

Filling out the above is sufficient for an initial proposal. The City reserves the right to ask for additional documentation such as resumes, references, or work products during later stages of the process.

Note that documents such as certified checks or evidence of financial responsibility do not apply to this position and will not be requested.

Questions? Please email itps@southbendin.gov.