

NOTIFICATION REGARDING SUBMISSION PROCESS AND REGISTRATION INSTRUCTIONS

The Incorporated County of Los Alamos ("County") has recently implemented a new on-line eProcurement portal. This new platform, Euna Procurement powered by Bonfire, provides the County's electronic Bid and Proposal process ("County's Procurement Portal"). It is where the County will post solicitation opportunities, including Invitation for Bids (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ) and Request for Information/Interest (RFI). The County's Procurement Portal will streamline the County's Bid process for Bid or Proposal submission, acceptance, evaluation, and award. For vendors, the County's Procurement Portal will enhance communication, allow for fast and accurate Bids and Proposals, and provide automatic notification about projects.

Registered vendors will view and submit Bids and Proposals electronically. The past practice of submitting electronic Bids and Proposals by email or submitting paper Bids and Proposals is being phased out. If you are seeing this notification in a solicitation document, **submissions will be accepted ONLY electronically through the County's Procurement Portal for this solicitation.** It is every Offeror's responsibility to read, understand, and submit Bids and Proposals in accordance with the instructions provided in and specific to each solicitation document.

Requested Action: Please register as a vendor on the County's Procurement Portal by visiting <https://losalamosnm.bonfirehub.com> and click on "Register". Registration is free and only takes a few minutes. Please be sure to select the applicable NIGP: The Institute for Public Procurement ("NIGP") Commodity Codes for your business when you are prompted so that you can receive notification of recommended opportunities when they are sent out by the County to the NIGP Commodity Codes you have selected.

Already Have a Bonfire Vendor Account? If you already have a Bonfire vendor account and are already registered for another agency's portal, you will still need to visit the County's Procurement Portal at <https://losalamosnm.bonfirehub.com> and click on "Log In" to provide County-requested information, view open opportunities, receive opportunity notifications, and submit Bids and Proposals through the County's Procurement Portal. You will be able to manage the multiple agencies with whom you do business through the button labelled "My Supplier Hub" in your Bonfire account.

For Bonfire Support, visit the Vendor Help Center at <https://vendorsupport.gobonfire.com> where you can view support articles and videos and search FAQ's on all aspects of Bonfire. For personal assistance, you can email Support.Bonfire@eunasolutions.com. Support is available Monday to Friday from 6:00 a.m. to 6:00 p.m. Mountain Time.

NEEDS STATEMENT

The Incorporated County of Los Alamos (“County”) is requesting Proposals from qualified and experienced firms to provide redaction services for the County to redact information from video footage, that may also contain audio, from body-worn cameras and police vehicle in-unit cameras, or other video footage, as may be requested by County.

SOLICITATION INFORMATION	
Solicitation No.	RFP26-32
Solicitation Title	Redaction Services for Video and Audio Recordings
Single-step or Multi-step	Single-step
Requesting Dept.	Los Alamos Police Department
SOLICITATION SCHEDULE	
Advertised	February 12, 2026
Pre-Proposal Conference	Non-Mandatory February 19, 2026, 11:00 a.m. Mountain Time Virtual Meeting Through Microsoft Teams Use the link below to log in to the meeting: https://teams.microsoft.com/meet/25384855877035?p=zjG43LZ5nAEgsxDvgs
Question Submission Deadline	February 24, 2026, 2:00 p.m. Mountain Time
Responses to Questions Issued by County	February 26, 2026, 5:00 p.m. Mountain Time County reserves the right to issue responses at any time prior to this date.
Proposal Due Date and Closing	March 3, 2026, 2:00 p.m. Mountain Time Late responses will not be considered
CONTACT INFORMATION	
Procurement Contact Name	Jaime Kephart
Title	Procurement Contract Manager
E-Mail	Jaime.kephart@losalamosnm.gov
Phone No.	505.662.8191
ESTIMATED PROCESS SCHEDULE AFTER CLOSING	
The estimated dates of the solicitation process after closing are tentatively planned as follows, are provided here for informational purposes only, and at County's discretion, may be subject to change without prior notification. Discussions may be conducted with responsible offerors who submit Proposals determined to be reasonably likely to be selected for award for the purpose of clarification to ensure full understanding and conformation with the solicitation requirements for the purpose of obtaining best and final offers.	
Proposal Evaluation	March 3, 2026 – March 24, 2026
Contract Drafting, Legal Review, and Negotiations	March 24, 2026 – April 24, 2026
County Council Approval	Required for contracts >\$300,000.00 May 5, 2026
Estimated Contract Award	May 6, 2026

1. ELECTRONIC SUBMISSIONS

A full copy of the solicitation and all associated documents can be found on the County's Procurement Portal at <https://losalamosnm.bonfirehub.com/>. **Only Proposals submitted through the County's Procurement Portal by the Proposal Due Date stated herein, or as may be modified by addendum, will be considered.** Late responses will not be considered. To register to view and download solicitation documents and submit a Proposal through the County's Procurement Portal, follow the instructions on page 1 of this solicitation.

2. ADDITIONAL DOCUMENTS AND INFORMATION INCLUDED AS A PART OF THIS RFP

Additional documents are referenced in this RFP, which may include, but are not limited to, exhibits, attachments, links to documents online, and documents that are provided through the County's Procurement Portal. Any such documents are considered to be a part hereof and constitute, along with this solicitation document and any addenda, the complete solicitation package. Documents required to be submitted as a component of Offeror's Proposal will be noted as such in each individual solicitation posted on the County's Procurement Portal, and Offerors will be unable to submit their Proposals through the County's Procurement Portal until all required documents and information have been uploaded or provided by Offerors.

Please also reference "Proposal Format and Response Components" below.

3. GRANT RELATED INFORMATION

It is not anticipated that this project will be funded by a grant; no additional grant-related information provided.

4. QUESTIONS

Any questions must be received in writing at least five (5) business days prior to the submission due date, unless otherwise stated herein or in an addendum. **Questions must be submitted through the County's Procurement Portal.** Please follow the instructions on page one (1) of this document to register for the County's Procurement Portal to submit written questions. Offerors who submit questions via e-mail or by phone shall be redirected to submit written questions through the County's Procurement Portal.

Offerors must submit in writing through the County's Procurement Portal, as stated herein, any questions or requested clarification necessary for Offeror to provide a complete response with all Proposal response components and pricing included. Offerors are asked to refrain from including in Proposals statements such as "more information available upon request," "pricing to be determined," or other similar statements. Such statements and failure of Offeror to seek clarification needed for Offeror to provide the requested information may result in an Offeror being found non-responsive or non-responsible. This in no way may be construed to conflict with County's right to hold interviews and discussions for clarification with Offerors, as further described herein.

5. PRE-PROPOSAL CONFERENCE

The County will hold an optional, non-mandatory pre-Proposal conference via a virtual format on the date and time noted in the Solicitation Schedule for this RFP and on the County's Procurement Portal. The purpose of this conference is to allow potential Offerors to ask questions regarding this RFP and the County's RFP process. Information about the virtual meeting will be sent to all entities that have registered for this solicitation opportunity through their County Procurement Portal Vendor Account. County reserves the right to send pre-Proposal conference information to any vendors or requesting individuals.

6. MULTI-STEP PROCESS

This is a single-step RFP; multi-step process information does not apply.

7. VIRTUAL INTERVIEWS

County may, at County's sole option, request virtual interviews from some or all Offerors to demonstrate products or services for the purpose of clarification to ensure full understanding and conformation with solicitation requirements.

8. GENERAL INFORMATION

8.1. **About Los Alamos County.** The Incorporated County of Los Alamos is situated at the foot of the Jemez Mountains on the Pajarito Plateau with an elevation ranging from 6,200 feet to 9,200 feet. Los Alamos is an incorporated county, established under a special provision of the State constitution, giving it both county and municipal authority and powers. Two distinct communities, Los Alamos Town site and White Rock, each with its own visitor center, are home to ~19,000 people. Los Alamos is mostly known for the historic accomplishments of its largest employer, Los Alamos National Laboratory, and continues to gain notice for its vast scenic assets and recreational opportunities. Visit the Los Alamos County website (www.losalamosnm.us) and the tourism website (www.visitlosalamos.org) for more information.

8.2. Unless otherwise defined, the following terms may be used interchangeably throughout this RFP:

"Offeror," "Contractor," and "Vendor"
"Proposal," "Response," and "Submittal"
"Software," "Solution," and "System"
"Project" and "Services"
"RFP" and "Solicitation"

8.3. The County invites Proposals from all qualified respondents. No Proposal may be withdrawn after the scheduled closing time. Proposals will not be accepted after the scheduled closing time. Please make note of the submittal requirements outlined in this solicitation. Read and follow the instructions carefully. Include the required documents stated in this RFP as part of your submittal packet. Any misinterpretation or failure to comply with the submittal requirements could result in rejection of the Proposal. Proposal preparation is at the Offeror's expense.

8.4. Any change(s) to the solicitation will be conveyed through the written addenda process. Read carefully and follow all instructions provided on any addendum, as well as the instructions provided in the original solicitation. Offerors are expected to acknowledge receipt of addenda by submitting signed copies of addenda with the submitted Proposal.

8.5. County reserves the right, at its sole discretion, to accept or reject any Proposals; to waive any and all irregularities in any or all statements or Proposals; to request additional information from any or all respondents; and to award a contract to the responsible Offeror whose Proposal is most beneficial to County. While County intends to execute a contract for the services listed herein, nothing in this document shall be interpreted as binding County to enter into a contract with any Offeror.

8.6. Proposals are Public Records. Pursuant to the New Mexico Inspection of Public Records Act, NMSA 1978, Chapter 14, Article 2, all materials submitted under this RFP shall be presumed and considered public records. Except to the extent any information may be protected by state or federal law, Proposals shall be considered public documents and available for review and copying by the public. County declines to sign any non-disclosure agreements or confidentiality agreements submitted by potential Offerors. If an Offeror fails to submit information requested in the RFP that Offeror considers to be confidential, the County reserves the right to find any Offeror's Proposal non-responsive or non-

responsible based on the information provided in or excluded from Offeror's response.

- 8.7. The County contemplates a multi-term contract as a result of this RFP. The term of the contract may be for a period of up to seven (7) years. This is the written determination of the Chief Purchasing Officer that such a contract will serve the best interests of the County by promoting economies in County procurement.
- 8.8. Offerors are notified that they must propose pricing for each potential year of the contract. County may consider, but is under no obligation to accept proposed cost escalators (e.g., a proposed specific dollar amount) or a cost escalator mechanism (e.g., an annual percentage escalator or use of a Consumer Price Index or Producer Price Index) for future years of an agreement. Pursuant to County Ordinance, **the use of a cost-plus-a-percentage-of-cost contract is prohibited.**
- 8.9. The County contemplates a multiple source award. A multiple source award is an award of a contract for one or more similar goods or services to more than one Offeror. This is the written determination of the Chief Purchasing Officer that: such a contract will serve the best interests of the County by promoting economies in County procurement.
- 8.10. Offerors are informed that State law requires that all foreign corporations (NMSA 1978 §53-17-5) and limited liability corporations (NMSA 1978 §53-19-48) procure a certificate of authority to transact business in the state prior to transacting business in the State of New Mexico.
- 8.11. The Chief Purchasing Officer has determined a preference is applicable to this solicitation. Offerors must submit a written request for preference, using the Request for Preference form provided through the County's Procurement Portal, with a copy of the applicable state-issued preference certificate, with its Proposal to qualify for preference. Ref. County Code Section. 31-261(b) and Section 13-1-21 NMSA 1978 et al.

9. PROPOSAL REVIEW AND EVALUATION

Proposals shall be handled so as to prevent disclosure of the identity of any Offeror or the contents of any Proposal to competing Offerors during the process of negotiation.

After the RFP has closed, Procurement Division staff prepares a register of Proposals containing the name of each Offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of Proposals is open to public inspection only after contract award. Procurement Division staff releases Proposals to the Evaluation Committee. The Evaluation Committee reviews and evaluates the submittals. If interviews are conducted, they may only be for the purpose of clarification and may be used for adjusting the final score. Discussions may be conducted with responsible offerors who submit Proposals determined to be reasonably likely to be selected for award for the purpose of clarification to ensure full understanding and conformation with solicitation requirements for the purpose of obtaining best and final offers. For proposals that qualify for Preference, as described in the Request for Preference form provided through the County's Procurement Portal, preference factors will be applied as applicable in accordance with the most current County Code Section 31-261(b) and NMSA 1978 Section 13-1-21 et al., as may be modified from time to time.

The Evaluation Committee Chairperson provides final evaluation results to the Procurement Division. Award shall be made to the responsible Offeror whose Proposal is determined in writing by the Evaluation Committee to be the most advantageous to the County, taking into consideration the evaluation criteria set forth in the solicitation.

10. AWARD OF SOLICITATION

Following award of the solicitation, the successful Offeror will be required to execute a contract with County in accordance with the terms and conditions set forth in the Sample Agreement, which is provided through the County's Procurement Portal. Offerors must identify any exception or other requirements, if any, to the terms and provisions in the Services Agreement, along with proposed alternative language addressing the exception. County, as a governmental entity, is subject to certain laws and prohibitions and may, but is not required to, negotiate changes in contract terms and provisions, but will not agree to language that is in violation of the law. The Agreement as finally agreed upon must be in form and content acceptable to County.

11. OBLIGATIONS OF FEDERAL CONTRACTORS AND SUBCONTRACTORS; CONTRACT CLAUSES

Federal Contractors and Subcontractors shall abide by applicable state and federal requirements, which may include but are not limited to all the provisions set forth in 29 CFR Part 471, Appendix A to Subpart A, and may be required to be included or incorporated by reference into the Agreement.

12. ILLEGAL ACTS

The County Procurement Code, Article 9, imposes remedies and penalties for violation of the County Code. In addition, New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

13. CERTIFICATION FORM REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Offerors are requested to complete the Certification Regarding Debarment, Suspension, and Other Responsibility Matters Form, provided through the County's Procurement Portal, and submit with the Proposal. If this completed document is not included with the Proposal, it must be provided prior to the evaluations of the received Proposals, otherwise the Offeror's Proposal will not be considered. This Form serves as a warrant of the Offeror's responsibility and may not necessarily preclude the Offeror from consideration for award.

14. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

A Campaign Contribution Disclosure Form is provided through the County's Procurement Portal. Offerors are requested to complete and submit with the Proposal. If the Form is not submitted with the Proposal, upon award, Contractor must submit this form prior to County's obligation to pay for the services.

15. VERIFICATION OF AUTHORIZED OFFEROR

A Verification of Authorized Offeror Form is provided through the County's Procurement Portal. Offerors are requested to complete and submit with the Proposal. This Form provides County with the name and information of the authorized Officer who can obligate the selected firm in providing the services to the County.

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16. BACKGROUND INFORMATION RELATED TO THE SCOPE OF WORK OR SERVICES

County requests for redaction services average approximately 125 hours of footage per year. However, this amount is subject to change at any time and the County makes no guarantee as to the volume of services to be provided or frequency of requests to be submitted to the awarded Offeror(s) throughout the term of an agreement.

17. SCOPE OF WORK OR SERVICES ("SCOPE")

1. **Generally.** The selected Offeror(s) ("Offeror") will possess the necessary education, training, experience, tools, equipment, and personnel to perform the Services required, and will provide appropriate documentation, or such other proof as County deems acceptable, to assure that Offeror can fully perform the Services prior to beginning the Services and throughout the term of an Agreement. Offeror will maintain, throughout the term of an Agreement, personnel who possess all necessary training and competency to perform the Services in a manner that conforms to any security requirements related to handling criminal justice information, including, but not limited to, those described herein in Section A(4). Proof of such training will be provided to County upon County request.
2. **No Guarantee as to Volume or Frequency of Services.** County provides no guarantee as to the volume of Services to be provided or frequency of requests to be submitted to Offeror throughout the term of an Agreement. Please acknowledge Offeror's understanding and agreement of this provision.
3. **Redaction Services.** Upon County request, Offeror will redact recordings, which may contain audio, video, or other media of law enforcement related incidents, in compliance with applicable laws, rules, and regulations, including but not limited the New Mexico Inspection of Public Records Act ("IPRA"). Within ten (10) business days of the Effective Date of an Agreement, County will provide general redaction guidance as determined necessary by County or may be requested by Offeror. For each County request, County will provide specific redaction guidance to Offeror for Service requests. Offeror will process Service requests using the County's specific redaction guidance. Redaction services may include, but are not limited to the following:
 - 3.1. **Removal of Personal Identifier Information.** Removal of Personal Identifier Information (e.g., date of birth, social security number, driver's license number, passport number, and home addresses and telephone numbers of County employees);
 - 3.2. **Preservation of Anonymity.** Preservation of the anonymity of complainants, witnesses, and accused, as applicable; and
 - 3.3. **Protection of Information.** Protection of confidential medical, financial, or other information protected by federal, state, or local law.
 - 3.4. **Quality Assurance Checks.** Offeror will perform a quality assurance check prior to providing redacted files back to the County to ensure accuracy of the redactions. County may, at County's sole option, consider quality assurance checks performed by human, artificial intelligence, or some other means. Offerors are asked to describe how they will perform quality assurance checks to ensure accuracy of redactions.
 - 3.5. **Chain of Custody.** Offeror will provide an audit trail of all applied edits that are timestamped, shows actions taken, and identifies the individual who performed the action. County may consider options whereby Offeror provides audit trail information upon County request or the audit trail information is available for County to view at any time. Offerors are asked to describe their ability to provide audit trail information and their process for providing audit trail information.

- 3.6. **Non-Payment for Erroneously Redacted or Unredacted Information.** County will not be responsible for payment to Offeror for any hours Offeror erroneously spends to redact or unredact information inconsistent with County's request.
4. **Criminal Justice Information Services Security Addendum ("CJIS Addendum").** During the term of an Agreement, the Offeror will provide Services and maintain security standards, which may be modified from time to time, to protect the confidentiality of County's files in a manner consistent with industry standards for data security for protecting criminal justice information and consistent with federal, state, and local law, pursuant to the Federal Bureau of Investigation CJIS Addendum, attached hereto as Exhibit A. Offeror will provide to County, upon County request, the CJIS Addendum, signed by Offeror's employees assigned to perform Services for the County. Upon County request, Offeror will provide to County evidence of its security standards and will provide evidence that it has passed any required CJIS Security Policy Audits.
5. **Security and Ownership of County Data.** Offerors are asked to clearly describe their security and disaster standards, policies, and recovery protocols and include as an attachment in their Proposals a copy of such protocols and standards. Offerors are asked to include as an attachment in their Proposals copies of any relevant certifications or third-party audit reports attesting to the security of Offeror's systems and processes. County acknowledges that Offeror may utilize third-party service providers to provide the Services and store County data, and the protection of such County data will be in accordance with such third-party's safeguards for the protection and the security and confidentiality of County's data. Offeror will include in its security standards security and disaster recovery protocols and will maintain security and disaster recovery protocols consistent with its own security standards. All County data and backups will be located within the United States. All data that: (i) is owned by County; and (ii) provided to Offeror remains owned by County. County is responsible for the accuracy and legality of all such data and represents and warrants the right to use and manage all County data provided to Offeror for the sole purpose of providing Services under an Agreement.
6. **Requesting Services.** Offerors are asked to clearly describe their submission process, describe Offeror's response times, and include in Proposals any forms the County may be asked to complete to provide redaction guidance for requests. Unless otherwise proposed by Offeror and approved by County, County and Offeror will generally follow the following process to request and respond to requests for services. County may consider, but is under no obligation to accept proposed changes to this process: County will email Offeror, at an email address provided by Offeror, a request for Service. Offeror will respond to County within two (2) business days to discuss the requested Services and redaction guidance. Once the request has been initiated and the redaction guidance has been established between County and Offeror, Offeror will provide an estimated turnaround time for Service completion. County will submit its files to be redacted, through a secure file sharing method proposed by Offeror and approved by County (e.g., via e-mail, an online portal, or a file sharing program), which will provide adequate security as described in Section A(4). County may also share files with Offeror through County's file sharing program, which is currently Egnyte. Parties may, at each Party's sole discretion, change their file sharing method, provided Offeror provides to County a secure file sharing method, as described herein, throughout the term of an Agreement.
7. **Requesting a Quote for Services.** Should County require a quote for a Services request before Services begin to determine the cost of a specific request, County will provide to Offeror the case material and lengths of video and audio files, after which, Offeror will provide a quote with all costs clearly identified in accordance with the rates proposed by Offeror, approved by County, and incorporated into an Agreement.
8. **Completion Timeline for Redaction Services.** Offerors are asked to clearly describe the typical amount of time required to complete redaction requests based on the type of redaction requested. Each Service request is unique and varies in complexity. Unless otherwise proposed by Offeror and approved by County, Offeror will generally make all reasonable attempts to complete requested redaction Services within one (1) to two (2) business weeks. Should County require expedited

Services, County and Offeror will discuss County's needs and Offeror will make all reasonable attempts to accommodate County's request. For larger cases, as may be determined by County, Offeror will provide progress reports, upon County request, at a frequency to be determined by both Parties, with a rolling release of completed redacted files.

9. **Monthly Invoices.** County's preference is that the Offeror invoice County at least monthly for any County requests completed by Offeror in the prior month. Please confirm Offeror's ability to invoice County at least monthly for any requests completed unless no County requests were completed by Offeror in the prior month.
10. **Supported File Types.** Offeror will have the ability to process and redact MP4 video and audio files, body worn camera footage, proprietary closed-circuit television footage, fleet dash camera video, images, and stand-alone audio. Unless otherwise mutually agreed upon, Offeror will provide deliverables in MP4 file format with H264 codec.
11. **Submission of Partially or Fully Redacted Files.** County may, at County's sole option, partially or fully redact files prior to submitting to Offeror, with a request to Offeror either complete additional requested redactions or verify the accuracy and completion of the County's redactions. Describe Offeror's ability to perform services to further redact partially or fully redacted files provided by County and any compatibility issues Offeror may have redacting such files.
12. **Ownership of County Files and Records.** All files and records produced in the performance of Services under an Agreement will be the sole property of the County and will be treated as confidential in accordance with the County's Confidentiality Disclosure Statement, which is included in this RFP as a part of the Sample Services Agreement provided on the County's Procurement Portal.
13. **Additional and Optional Services.** County may, at County's sole option, include in an Agreement additional and optional Services not already described herein as may be proposed by Offeror or as may be requested by County. Offerors are asked to acknowledge this in their Proposals and include in their Proposals any additional and optional Services offered for County's consideration and all related costs including, but not limited to hourly rates for additional professional time.
14. **Software.** This section is only applicable to Offerors who propose to provide any of the requested Services to County as a software license and/or software subscription, such as through a Software-as-a-Service ("SaaS") or Platform-as-a-Service ("PaaS"), or who propose to provide access to their software through user accounts issued to County staff. County reserves the right to request any additional information and clarification related to software proposed by Offeror. If this is not applicable to your Proposal, please state "Not Applicable" in your response under this section. If this is applicable to your Proposal, please describe the following:
 - 14.1. **Subscription and/or Licensing Information.** Describe all related licensing or subscription information County will be asked to consider.
 - 14.2. **Warranty.** Describe Offeror's warranty for software performance.
 - 14.3. **Maintenance and Support.** Describe all ongoing software maintenance and support services offered.
 - 14.4. **Data Ownership and Storage.** Affirm that County will retain all rights and ownership to any County data stored in Offeror's software and that that all County data in Offeror's software will be stored in the United States. If applicable, describe Offeror's third-party hosting provider.
 - 14.5. **Service Level Agreement ("SLA").** Provide a copy of Offeror's SLA and describe how service credits are calculated and issued if Offeror does not meet the software uptime stated in the SLA.

- 14.6. **County Technology Standards.** Software utilized by the County will conform to the applicable County requirements for solutions as defined in the Los Alamos County Technology Standards provided on the county's Procurement Portal. Offerors are asked to affirm in their RFP response, using the County Technology Standards Form, that their proposed software is in conformance with the applicable requirements.
- 14.7. **Software Functional Descriptions and Technical Specifications.** Provide a complete and comprehensive list and description of all software features and functionality offered to County.
- 14.8. **Integrations with County Systems.** Describe in detail if and how proposed software may integrate with other possible County systems and software, such as Axon camera products and software.
- 14.9. **Software Implementation or Onboarding.** Provide a detailed scope of work and project schedule for any implementation services to be provided, including all tasks, phases, deliverables, and responsibilities of Offeror and County.
- 14.10. **Training and Consulting.** Describe any training and consulting services Offeror proposes to provide during initial software implementation and throughout the term of an agreement.

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18. **PROPOSAL FORMAT AND RESPONSE COMPONENTS**

- 18.1. Offerors must submit a Proposal to the County in the format described herein, subject to Section 8.5, and through the County's Procurement Portal. Information provided in the Proposal may be used in the contract between the successful Offeror and the County.
- 18.2. To facilitate the review process, unless otherwise stated herein, County's preference, though not a requirement, is that Proposals be limited to fifty (50) pages, not including exhibits, attachments, or marketing materials; that Proposals are 8.5 x 11 inch format; and that general marketing materials should not exceed ten (10) pages.
- 18.3. Unless otherwise specified herein or on the County's Procurement Portal, Proposal documents should be submitted in PDF format.
- 18.4. For uniformity in the Proposal review process, please sequence Proposals as shown below using the same header names as below. Additional information may be included by Offerors in attachments, provided that Proposals include and address, in the sequence requested, the elements requested in the Proposal Format and Scope.
- 18.5. Whenever describing Offeror's ability to provide the services described in the Scope, reference the header for that section and restate the section to which Offeror is responding.
- 18.6. As determined acceptable by the evaluation committee, the successful Offeror will be selected to provide some or all of the services described herein, to meet the County's needs. Offerors are expected to identify in their Proposals any modifications to the proposed Scope that may be deemed necessary or might aid in successfully delivering services
- 18.7. **Proposal Response Components.** Responses should include the following Proposal Response Components:

Sect. No.	Section Title	Submission Information (In addition to any other information requested herein.)
1	Cover Sheet (One page only)	1. Provide the full legal name of the Contractor who will execute the contract, and the name, phone number, and e-mail address of the primary person responsible for responding to questions and communication related to the RFP. 2. Reference the RFP number and name.
2	Cover Letter and Executive Summary (One page only)	1. Include qualifications and a narrative description of the characteristics that set the Offeror apart such as unique examples of service or added value, and any recognition or endorsements received. 2. Provide a clear, concise overview of Offeror's Proposal.
3	Qualifications and Experience	1. Describe Offeror's prior experience performing similar work, particularly for criminal justice information redactions, and particularly providing examples from the last 3-5 years. 2. State qualifications of Offeror's staff who might be assigned to provide services. List all applicable licenses and certifications for each individual. Describe training and ability to perform the required services.
4	Previous and Current Clients	1. The County reserves the right to contact some or all of the previous or current clients to verify any information provided and to request that they provide additional information. 2. Using the <u>Request for Client Information Form</u> provided on the

Sect. No.	Section Title	Submission Information (In addition to any other information requested herein.)
		County's Procurement Portal, provide a minimum of 3 previous or current clients where similar services were performed in the last 3-5 years, specifically including services to redact criminal justice videos. 3. Previous or current client information should include company name, address, e-mail address, contact name, position, telephone number, the period during which services were provided and a description of the services provided and final outcome of Offeror's engagement with the client.
5	Applicable Industry Standards, Laws, and Regulations	1. It is expected that Offerors have knowledge of and comply with all applicable industry standards, laws, and regulations. 2. Describe Offeror's understanding of and ability to comply with applicable industry standards, laws, and regulations. 3. Describe any required valid licenses, permits, trainings, and certifications Offeror possesses to perform the requested services. 4. Confirm that Offeror is properly authorized to conduct business in the State of New Mexico and briefly describe those authorizations (e.g., Offeror possesses a New Mexico Business License issued by the New Mexico Secretary of State).
6	Description of Services and Ability to Provide the Scope of Work or Services	1. Use the headers from the Scope of Work in the response. 2. Summarize, in narrative form, Offeror's understanding of the requested Services, and describe Offerors process, approach and ability to fulfill the Scope of Services and identify any modifications to the proposed Scope of Services that may be deemed necessary or may aid in successfully delivering the Services described. 3. Identify and describe any known constraints in fulfilling the Scope of Services as described. 4. Describe responsibilities of Contractor versus County for each item under Scope of Services. 5. Identify any deliverables. 6. Provide detailed information for any additional optional services not otherwise described in the Scope of Services, defined clearly as individual items, and provide a narrative to describe the optional services.
7	Cost Proposal	1. Provide total costs proposed for all possible years of an agreement using the instructions provided on the <u>Cost Proposal Sheet</u> available in the County's Procurement Portal. 2. In accordance with County Code, the use of a cost-plus-a-percentage-of-cost contract is prohibited.
8	Submission of County's Standard Sample Service Agreement with Deviations or Exceptions Noted or Statement of No Deviations or Exceptions.	1. Offeror must note in their response any deviations or exceptions, if any, to the <u>County's Standard Sample Services Agreement</u>, provided on the County's Procurement Portal. Provide the original language with the County's standard terms and any suggested edits; or 2. Alternatively, state that Offeror has no deviations or exceptions. 3. Offerors should provide with their Proposal any of their own standard contractual terms or provisions the County will be asked to consider if Offeror is selected for award. This may include, but is not limited to, such things as a sample Master Services Agreement or Licensing Agreement and any additional governing documents referenced within those sample standard agreements. Offerors should note if their own standard contractual terms or provisions conflict with those provisions provided in the County's Sample Services Agreement. 4. The County may consider, but is under no obligation to accept, any of Offeror's contractual terms or provisions included in Offeror's Proposal.

Sect. No.	Section Title	Submission Information (In addition to any other information requested herein.)
9	Additional Documents to Submit with Proposals	In addition to all other components requested herein, submitted Proposals should include, but may not be limited to the following. If a document is required, it will be noted as such in the County's Procurement Portal, and Offerors will be unable to submit Proposals without all required documents. 1. Certification Regarding Debarment, Suspension, and other Responsibility Matters 2. Campaign Contribution Disclosure Form 3. Verification of Authorized Offeror 4. Request for Preference Form 5. Signed copies of any addenda issued. 6. County Technology Standards, if applicable, per Section 17.14 of the Scope of Work.

19. EVALUATION CRITERIA

Responsible Offeror means a person, who has been determined by the Chief Purchasing Officer or evaluating committee to have the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.

Responsive Offeror means a person who has submitted an offer that conforms in all material respects to the requirements set forth in the RFP.

	Criteria	Weighted Points
1	Qualifications and Relevant Experience Providing Similar Services, Particularly for Criminal Justice Information Redactions	15
2	Understanding of and Ability to Comply with Applicable Industry Standards, Laws, Rules, and Regulations and Proof of Valid Licenses and Permits	5
3	Description of Services and Ability to Meet Scope of Services	30
4	Offeror's Security and Disaster Standards, Policies, and Recovery Protocols for the Protection of County Data, Files, and Records	15
5	Offeror's Redaction Submission, Response, and Completion Processes and Timelines	10
6	Cost Proposal	25
	Total Score	100

EXHIBIT A
CJIS Security Addendum

FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM

The goal of this document is to augment the CJIS Security Policy to ensure adequate security is provided for criminal justice systems while (1) under the control or management of a private entity or (2) connectivity to FBI CJIS Systems has been provided to a private entity (contractor). Adequate security is defined in Office of Management and Budget Circular A-130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

1.00 Definitions

1.01 Contracting Government Agency (CGA) – the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.02 Contractor – a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

2.00 Responsibilities of the Contracting Government Agency.

2.01 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and the CJIS Security Policy and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes. The acknowledgement may be signed by hand or via digital signature (see glossary for definition of digital signature).

3.00 Responsibilities of the Contractor.

3.01 The Contractor will maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed and all subsequent versions), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

4.00 Security Violations.

4.01 The CGA must report security violations to the CJIS Systems Officer (CSO) and the Director, FBI, along with indications of actions taken by the CGA and Contractor.

4.02 Security violations can justify termination of the appended agreement.

4.03 Upon notification, the FBI reserves the right to:

- a. Investigate or decline to investigate any report of unauthorized use;
- b. Suspend or terminate access and services, including telecommunications links. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the CGA and Contractor. Upon termination, the Contractor's records containing CHRI must be deleted or returned to the CGA.

5.00 Audit

5.01 The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.

6.00 Scope and Authority

6.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), CSA, and FBI.

6.02 The following documents are incorporated by reference and made part of this agreement: (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.

6.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they augment the provisions of the CJIS Security Policy to provide a minimum basis for the security of the system and contained information and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.

6.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the appended Agreement without the consent of the FBI.

6.05 All notices and correspondence shall be forwarded by First Class mail to:

Information Security Officer

Criminal Justice Information Services Division, FBI

1000 Custer Hollow Road

Clarksburg, West Virginia 26306

**FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM**

CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

Printed Name/Signature of Contractor Employee

Date

Printed Name/Signature of Contractor Representative

Date

Organization and Title of Contractor Representative