

**REQUEST FOR PROPOSAL**  
**for**  
**VIDEO MANAGEMENT SYSTEM**

CADDO PARISH SCHOOL BOARD  
1961 Midway Avenue  
Shreveport, Louisiana 71108



RFP Number: RFP 05-26

Proposals Will Be Accepted Until:

**10:30 AM., CST**  
**THURSDAY, FEBRUARY 19, 2026**

**TENTATIVE TIMELINE OF PROPOSAL ACTIVITIES**

A. Schedule of Activities: The following tentative timeline has been established for the benefit of both CPSB and the vendors responding to the RFP.

<b>ACTIVITY</b>	<b>Date</b>	<b>Time</b>
1. Release of Request For Proposals to Vendors	January 15, 2026	N/A
2. First Public Notice Published in Shreveport Times	January 15, 2026	N/A
3. Second Public Notice Published in the Shreveport Times	January 22, 2026	N/A
4. Deadline for Questions	January 30, 2026	3:30pm
5. Proposal Opening date	February 19, 2026	10:30am
6. Interviews (As invited, if needed)	To Be Determined	N/A
7. Submit Board Recommendation	March 17, 2026	N/A
8. Expected Board Approval	March 17, 2026	4:30pm

**Responses will be accepted until 10:30am CST on THURSDAY, FEBRUARY 19, 2026.**

**It is the responsibility of the vendor to check the District's website for any addenda that may be issued related to the RFP at the link provided below or via the Bid Express website.**

<https://www.caddoschools.org/page/purchasing>

## 1.0

### **PURPOSE**

The Caddo Parish School Board (CPSB) is soliciting proposals from qualified vendors to design, supply, install, and maintain a comprehensive Video Management System. CPSB desires to replace the Exaquisition system currently in use to enhance security surveillance across facilities while providing contemporary monitoring capabilities for the Security Department.

The successful vendor must meet any licensing requirements of the State of Louisiana required to complete the scope of work detailed in this RFP and comply with all applicable local, state, and federal laws and regulations. It is the responsibility of the proposer to determine what licensing requirements, local, state, and federal statutes and regulations will affect the work. Any costs of compliance with such shall be the responsibility of the proposer.

## 2.0

### **SCHOOL DISTRICT PROFILE**

The Caddo Parish School Board encompasses the flavor and diversity of the community we serve. Caddo Parish is a parish located in the northwest corner of the U.S. State of Louisiana. Our district is comprised of 54 schools representing students from rural, suburban, and urban areas of Caddo Parish. Caddo is home to 12 National Blue-Ribbon Schools of Excellence as designated by the U.S. Department of Education while boasting several of the state's top performing schools.

As one of the largest school districts in the state of Louisiana, Caddo serves approximately 33,000 students in grades prekindergarten through 12th grade.

## 3.0

### **SCOPE OF SERVICE, RESPONSIBILITIES, AND DELIVERABLES**

The Caddo Parish School Board is seeking to obtain a scalable, high-quality video surveillance solution that includes hardware, software, storage, and support services with the capability of integrating with existing cameras installed throughout the district. The Video Management System should be capable of real-time monitoring, recording, playback, and remote access. The selected vendor will be responsible for providing:

1. System Design including but not limited to:
  - a. Structured cabling
  - b. Installation
  - c. Maintenance
  - d. Service and Support to include standard and extended options with minimum of 1-year warranty
  - e. Video Management System Warranty (Minimum 5 years)
  - f. Staff Training for multiple CPSB employees to include:
    - i. Classes
    - ii. Documents (electronic and hardcopy versions)
    - iii. Operation and Maintenance Manuals (electronic and hardcopy versions)
2. Power Supplies
3. Rack-mounted cloud connector appliance(s) for non-cloud video surveillance cameras capable of supporting up to 200 cameras on a single appliance.
4. Video Management System interfaces
5. Cloud-Hosted Video Management System software, Network Video Management System (NVMS), or Video Management Software (VMS) such as Avigilon Alta Aware or approved equal.
6. Site assessment

7. Supply and installation of cameras (indoor and outdoor) such as Avigilon Alta Cloud-Hosted IP Video Surveillance cameras or approved equal.
8. Integration with existing security infrastructure such as but not limited to:
  - a. Rave Mass Notification via the Cloud
  - b. Motorola handheld radio devices via the Cloud
  - c. Triton Smart Sensor Technology
9. Accessories that may be required for functional operation of the VMS and cameras

### 3.1 System and Software Requirements

Video Management System such as Alta Avigilon Cloud-Hosted Video Surveillance solution or approved equal capable of supporting multiple camera brands in addition to new cameras added by the district. The solution must support future expansion and at a minimum have the following functionality:

1. Provide workstations with a simplified dashboard and multi-view layout, intuitive controls, multi-user access at various levels, and user customization features.
2. Cloud access to connected cameras
3. High-definition IP cameras (minimum 1080p)
4. Support up to 200 cameras
5. Night vision and motion/image detection capabilities
6. Smart search capabilities
7. Analytics Injection: The proposed solution must have the capability to inject analytics over existing cameras, maximizing the use of current infrastructure.
8. Legacy Camera Overlay/Integration: The system must be able to overlay with existing cameras from various makes and models and seamlessly integrate their video feeds and functionality into the new platform.
9. Access Control Integration: The system must support open gate capabilities similar to Motorola systems, facilitating integration with existing access control hardware or providing a compatible solution for automated entry/exit management.
10. Remote management via multiple secure web browsers and/or mobile devices
11. Data encryption and cybersecurity compliance
12. Proposals should address the use of SAML 2.0 for SSL (Secure Sockets Layer) to ensure authentication and data transmission.
13. Minimum 45-day video retention
14. Cloud native AI video management
15. Real-time alerts
16. Provide individual images and a timeline with embedded thumbnail images via the dashboard

17. Cloud storage capabilities

18. Video Archive: On-premises storage in CPSB datacenter capable of supporting 8-10 PB of video to meet retention and operational needs. Server environment must provide fast, simultaneous retrieval of video for multiple staff members.

19. Scalable architecture for future expansion

3.2 Biometric and Forensic Capabilities

The video management and surveillance solution should be capable of performing the following biometric or forensic functions.

1. Facial Recognition and Tracking: The system must offer robust capabilities for facial recognition and real-time tracking of individuals across the surveillance network. AI-powered facial recognition technology to detect people of interest.
2. Object recognition to include but not limited to vehicle and weapon recognition
  - a. A powerful AI-driven search tool that helps investigators efficiently review extensive video footage and rapidly identify a person or vehicle of interest anywhere on the premises.
  - b. Users can search by entering a physical description, uploading an image, and/or selecting an example directly from recorded video.
  - c. The system must include integrated gun detection capabilities, providing automated alerts upon detecting the presence of firearms.
3. License Plate Recognition: Second or most up-to-date generation LPR analytics engine with easy configuration and improved accuracy for faster security response. Multiple license watch lists capable of triggering unique ACC rules when detecting a match.

3.3 Mobile Applications

The video management and surveillance solution shall offer mobile apps for IOS and Android devices available for download from the respective app store. Mobile apps must offer the following features:

1. Remote views of live and recorded video footage
2. Remote access to audio recordings
3. Remote access to system alarms and notifications
4. Allow designated users to add cameras to the VMS remotely using a QR Code or compatible technology from CPSB approved mobile devices only.
5. Platform must allow staff to select specific video clips and generate a shareable link.

3.4 Service Level Agreement (SLA) Requirements

The successful vendor must commit to the following Service Level Agreement terms:

1. Standard Coverage Window: Service coverage shall be provided 8:00am to 5:00pm, Monday through Friday.

2. General Response Time: The response time for non-trouble tickets or general service issues during the standard coverage window shall be 4 hours.
3. Trouble Ticket Response Time: The guaranteed response time for critical trouble tickets shall be 1 hour during the standard coverage window.

#### **4.0 FORMAT AND CONTENTS OF THE PROPOSAL**

The information set forth in this section should be included with the proposal.

##### **4.1 Section 1: Cover Letter**

A one-page letter expressing the proposer's interest including the name and address of the organization submitting the proposal; the type of firm (ex. individual, partnership, etc.); and the name, mailing/e-mail addresses, and telephone/fax numbers of the individual authorized to represent the organization. A brief description of the history, size, and capacity of the business should also be included.

Cover Letters should be addressed as follows:

Caddo Parish School Board  
Attn: Board Members  
1961 Midway Avenue  
Shreveport, LA 71108

##### **4.2 Section 2: Table of Contents**

An outline of the proposal contents, identified by sequential page number, and section title as referenced herein.

##### **4.3 Section 3: Request for Proposal Form and Federal and State Compliance Forms**

- a. Complete and return the Request for Proposal Form located on page 26 of the RFP solicitation
- b. Complete and return Attachment A EDGAR Compliance Form
- c. Complete and return Attachment B Firearm Entity Non-Discrimination Certification Form
- d. Complete and return Attachment C Telecommunications Affidavit

##### **4.4 Section 4: Scope of Services to Be Provided**

A synopsis of the Proposer's full understanding of the Scope of Work and the effort needed to perform the work while adhering to potential deadlines. Include manufacturer technical specifications, installation drawings, product life cycle information, and system overview drawings. Proposers should explain how the proposed video management and surveillance solution meets the current and future needs of CPSB. Additionally, proposers should disclose any potential challenges and/or issues that may need to be resolved.

##### **4.5 Section 5: Statement of Qualifications and Experience**

- a. Include the qualifications, education/certifications, and experience of any contractor, team member, and/or installer assigned to the CPSB contract.
  - i. Copies of applicable occupational and professional licenses and/or certificates must be included.
  - ii. Installers must submit valid documentation of manufacturer training and certification.
- b. Describe the contractor's ability to install video management, surveillance and/or security equipment while providing a detailed summary of the processes that will be taken to complete the scope of work.

- c. List at least three (3) recent commercial video management, surveillance and/or security equipment installation projects the contractor and/or firm completed for other entities similar in size and complexity to the Caddo Parish School Board and provide sufficient information for the Board to evaluate the contributions of individual team members with regard to completing the project. Projects must have occurred within the last five (5) years.

4.6 Section 6: References

Please include contact name, phone number, and email address for at least three (3) organizations that have previously engaged the contractor to install commercial video management, surveillance and/or security equipment.

4.7 Section 7: Schedule of Activity

- a. Provide a detailed summary of the processes that will be taken to complete the scope of work.
- b. The proposer shall include a timeline conducive to completing the scope of work outlined in this RFP within 6-9 months.

4.8 Section 8: Cost Summary

The proposed cost summary should be detailed, itemized and inclusive of any and all fees associated with providing the proposed video management system and performing proposed service(s). Proposal cost summaries should reflect a lump sum total associated with performing the scope of work associated with this RFP.

4.9 Section 9: Conflicts of Interest

Statement documenting any known conflicts of interest or no conflicts of interest.

4.10 Section 10: Disadvantaged or Minority Business Status

One-page document listing certification status as a disadvantaged or minority business in accordance with local, federal, and state law. Please use this section to document if this is applicable or not applicable to a particular contractor/firm.

4.11 Section 11: Litigation history

List any litigation that has been filed against the proposer or firm's employees within the last five years. Please include beginning and end date of each lawsuit or proceeding and the judgment or resolution.

4.12 Section 12: Additional Information

"Additional Information" shall include any other data the proposer deems essential to the evaluation of the proposal. This information should be no more than one page.

**5.0 QUESTIONS**

Questions regarding this RFP should be directed to Shavonda Scott, Director of Purchasing, via email ([smscott@caddoschools.org](mailto:smscott@caddoschools.org)) and received no later than 3:30pm on Friday, January 30, 2026. The subject line should be listed as **RFP 05-26 Video Management System-Questions**. Responses to questions will be posted as an addendum on Wednesday, February 04, 2026. **All questions must be submitted in writing. Verbal inquiries will not be accepted. Questions submitted after the deadline will not receive a response.**

## INSTRUCTIONS TO VENDORS

### 6.0 PREPARING AND SUBMITTING OF PROPOSALS

- 6.1 INSTRUCTIONS. These instructions define the conditions of the proposal solicitation and the specifications of the services desired. The words "Proposer, Consultant, Service Provider, Vendor, Contractor, Sub-Contractor" and their derivatives may be used interchangeably in this document depending on the capabilities of any one or multiple respondents to this RFP.
- 6.2 The PROPOSAL FORMS define the requirements of the work to be done. In the space provided, the vendor must sign the PROPOSAL FORMS. The authority of the person signing the PROPOSAL FORMS shall be in accordance with LRS 38:2212.0.
- 6.2.1 ALTERNATES. Innovative alternative proposals are permitted, provided however that they are clearly identified as such and all deviations from the primary proposal are listed.
- 6.3 PROPOSAL ENVELOPE. The proposal shall be submitted in a sealed envelope with the attached envelope cover provided by Caddo Parish School Board (CPSB) attached on the outside or submitted electronically on the approved electronic bid site [www.bidexpress.com](http://www.bidexpress.com).
- 6.4 COST. The proposer shall quote a price for the products and service(s) specified in this RFP.
- a. Issuance of this RFP does not commit the Caddo Parish School Board (CPSB) to award an agreement or to pay any costs incurred in preparation of a Proposal or any response to this RFP. CPSB will not reimburse any cost incurred by a prospective contractor for the preparation of a response to this Request for Proposal.
- b. There shall be no hidden costs associated with this proposal. If the respondent foresees any additional or unexpected costs or charges to be made, those charges need to be explained in the proposal. CPSB reserves the right to reject any additional cost.
- 6.5 VENDOR QUALIFICATION FORMS. This appears on the Request For Proposal signature page and is required. Failure to complete this form in its entirety may be cause for rejection.
- 6.5.1 VENDOR'S FORM OF BUSINESS ORGANIZATION. This is required for preparation of any contract documents for successful vendors. The vendor shall show the form of organization, e.g., Corporation, Partnership, An Individual, or Other.
- 6.5.2 VENDOR CERTIFICATION AND IDENTIFICATION. Failure to indicate the vendor's exact legal name may rule proposal irregular. An unsigned proposal will not be considered.
- 6.6 ASSIGNMENT. The submission of a proposal under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this contract, I/We hereby convey, sell, assign and transfer to the State of Louisiana all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular services acquired by the State of Louisiana pursuant to this purchase made by its agency, The Caddo Parish School Board.
- 6.6.1 PLACE, DATE AND HOUR. All proposals shall be submitted to the PURCHASING OFFICE, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108 in person, by mail, or submitted electronically at [www.bidexpress.com](http://www.bidexpress.com) no later than 10:30 A.M., CST ON **THURSDAY, FEBRUARY 19, 2026.**

- 6.6.2 The first page of the proposal invitation and the PROPOSAL FORMS designate the name of the proposal and the date and hour of the proposal receipt. Proposals will be received until the stated date and time. Irrespective of the reason, proposals arriving after the stated date and time will not be accepted.
- 6.6.3 All proposals shall be either hand delivered by the vendor or his agent in which instance the deliverer shall be handed a written receipt. Proposals may also be sent by registered mail or by certified mail with a return receipt requested or by regular mail or submitted via the official electronic website.
- 6.6.4 **IMPORTANT.** The responsibility for timely presentation (delivery) of a proposal rests solely with the vendor. A proposal delayed beyond the stated time and date through the mail, Federal Express, UPS, or other cannot and will not be accepted.
- 6.7 **TRADE NAMES AND MATERIALS**
- 6.7.1 Where materials or equipment are specified by a trade or brand name, it is not the intention of the CPSB to discriminate against an equal product of another manufacturer. Equivalent products will be acceptable.
- 6.7.2 It is to be understood that the use of such brand name or trade name is to define a standard of quality, character, and performance as well as establish an equal basis for the evaluation of proposals.
- 6.7.3 It shall be the responsibility of the Director of Purchasing, or her designee, to determine what is considered an equivalent product.
- 6.7.4 All materials or equipment shall be the best of their respective kinds and shall in all cases be fully equal to the stated product.
- 6.7.5 **REQUIRED LITERATURE.** When the RFP invitation is soliciting a proposal for a product (as opposed to a service), each vendor is to enclose complete descriptive information to fully identify the product quoted. This may be in the form of a catalog, manufacturer's brochure, specification sheet, cut sheet, schematic, or other brand or product information. Failure to do so may prevent consideration of the item specified.
- 7.0 PROPOSAL PRESENTATION**
- 7.1 Proposers may be required to explain proposal and answer questions.
- 7.2 Invitations to proposers to make presentations are at the sole discretion of CPSB and in no way implies intent for contract offer.
- 7.3 Proposers must provide written scope of experience with providing services for organizations similar to the Caddo Parish School Board in size and scope.
- 7.4 If submitting a hard-copy proposal, there should be one (1) original and three (3) copies for committee distribution.
- 7.5 If submitting a hard-copy proposal, **an electronic copy of the proposal** should also be included with the submission. The copy should be formatted in either Adobe PDF or Microsoft Word on a flash-drive.
- 7.6 Faxed or emailed responses will not be considered. By submitting a response, the responder certifies to the best of his/her knowledge that all information is true and correct. All responses must be received prior to the established deadline. Responses must be plainly marked on the outside of the envelope.
- 8.0 CHANGE OR WITHDRAWAL OF PROPOSALS**
- 8.1 **CHANGE OR WITHDRAWAL PRIOR TO PROPOSAL OPENING.** Should any vendor desire to change or withdraw a proposal prior to the scheduled opening, the vendor may do so by making such

request in writing to the Purchasing Office. This communication shall be received prior to the date and hour of the proposal opening.

- 8.2 **CHANGE AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD.** After proposals are opened, they may not be changed except to correct patently obvious mathematical errors or clerical mistakes. Verification of the correct proposal actually intended shall be submitted by the vendor to the Purchasing Office prior to the final award by the Board.
- 8.3 **WITHDRAWAL AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD.** After proposals are opened, a vendor may request that their proposal be withdrawn for good cause. Such request must be submitted in writing to the Purchasing Office prior to the final award by the Board. If the Purchasing Office agrees that the request is valid, the proposal may be withdrawn. It shall be understood that no proposal can be withdrawn after Board approval without consideration of penalties.

## **9.0 REJECTION OF PROPOSALS**

**CPSB reserves the right to reject any or all proposals and to waive any informalities. CPSB reserves the right not to enter into any contract without any liability or obligation of any kind or amount.**

## **10.0 EVALUATIONS**

- 10.1 Each proposal will be evaluated by a committee comprised of various CPSB representatives.
- 10.2 The evaluation committee will be comprised of no less than three (3) persons.
- 10.3 Proposals will be graded on a scale of 0-30, with 0 being the lowest rating within an ascribed category.
- 10.4 Each category will be graded separately, and a cumulative score will help dictate the awarding of the contract. Categories may include but are not limited to: Statement of Qualifications and Experience, Scope of Services to be Provided, Technical Capability and System Features, References, Vendor's Past Relationship with the District, Implementation Timeline and Cost. A sample proposal scoring is as follows:

Statement of Qualifications and Experience	0-15
Scope of Services to be Provided	0-15
Technical Capability and System Features	0-20
References	0-5
Vendor's Past Relationship with the District	0-5
Implementation Timeline	0-10
Cost	0-30
Maximum Points	100

## **11.0 PROPOSAL AWARDS**

- 11.1 **BASIS FOR AWARDS.** An award resulting from this request shall be awarded to the most responsive and responsible vendor whose proposal is determined to be the most advantageous to CPSB, taking into consideration price and the evaluation criteria set forth herein; however, the right is reserved to reject any and all proposals received; to waive any informalities, and in all cases CPSB will be the sole judge as to whether a vendor's proposal has or has not satisfactorily met the requirements of the RFP.

CPSB reserves the right to waive any defect or omission in any proposal which does not materially affect the terms of the response to this Request for Proposal.

- 11.2 The CPSB reserves the right to contact proposers for the purpose of obtaining additional information and/or clarification that will assure full understanding of, and responsiveness to, solicitation requirements. Such information shall be provided within three (3) business days. This may include brochures, specification sheets, detail drawings, or samples.
- 11.3 The CPSB at its sole discretion, may delete any item which is deemed as obsolete from this contract during the contract or Video Management System warranty period (whichever is greater). If items are deemed obsolete, the successful proposer must supply CPSB with the most up-to-date version of the obsolete item at awarded contract pricing.
- 11.4 The CPSB may, during the contract period and with written agreement from the vendor, add additional like items which meet the specifications contained in the solicitation to the contract as needed. The price of these items must be similarly priced as those awarded under this contract.
- 11.5 **AVAILABILITY OF PROPOSAL INFORMATION.** Request for Proposals will be received only on or before the due date in the CPSB office at the time and date noted. The recommendation for proposal award will be presented to CPSB for approval. Vendors may be required to attend the Board meeting. Each proposal response to the extent it contains confidential and proprietary information will be considered confidential and not made available for public review in accordance with State law. Vendors will be notified of the award recommendation only.
- 11.6 **OFFICIAL AWARD DATE.** Awards become official at the time a proposal is accepted by CPSB during their regular session.
- 11.7 **FILING OF OBJECTION TO PROPOSAL AWARD.** Any objection to an award by CPSB must be filed in writing and must be received by the Purchasing Office no later than 9:00 A. M. on the first Monday following the official award.
- 11.8 **FILING OF OBJECTION TO SPECIFICATIONS OR PROPOSAL CONDITIONS.** Objections to either the proposal specifications or proposal conditions must be filed in writing and must be received by the Purchasing Office at least seven (7) business days prior to the hour and date of the proposal opening.
- 11.9 **NOTIFICATION OF AWARD.** The successful proposer will be notified either by mail, email, fax, or phone. Any time requirements allowed for delivery or performance begins with the date of proposal acceptance and approval by CPSB whether or not a contract has been issued.
- 12.0 FAILURE TO PERFORM.** In the event a successful vendor fails to perform their contractual obligations, CPSB shall declare the successful vendor in default.  
If a successful vendor defaults, CPSB will be authorized to take one or both of the following recourses:
- a. CPSB shall contract for awarded services from such party or parties in such a manner as it shall select at the expense of the successful vendor in conformance with the RFP terms and conditions contained herein or made a part of the RFP by submission or attachment.
  - b. CPSB may elect to cancel the contract, reserving to itself nevertheless all rights for damages which may be incurred by the School District.
- 13.0 RESERVATIONS BY BOARD**
- 13.1 Limited funds are budgeted for the products and/or services outlined in this RFP. Should the proposal price be more than anticipated, CPSB reserves the right to reduce as appropriate to remain within the budgeted allocation for the purchase.

- 13.2 The Caddo Parish School Board may reject any proposal for failure by the proposer to comply with any requirement stated herein or as appearing on the PROPOSAL FORMS or in the general proposal conditions or in any attachment thereto which becomes a part of the proposal.
- 14.0 **INVOICES.** Unless other arrangements are made with the Purchasing Office, invoices must be those of the successful vendor and must show the purchase order number, proposal number, itemized product and/or service details, and total price. Invoices shall be submitted to the attention of the ACCOUNTS PAYABLE DEPARTMENT, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108 or electronically at [Accountspayable@caddoschools.org](mailto:Accountspayable@caddoschools.org).
- 15.0 **ERRORS AND OMISSIONS**
- 15.1 The specifications may contain errors or omissions that if undetected would seriously affect the finished job. It shall be the responsibility of the vendor to detect such errors or omissions and to notify CPSB sufficiently in at least seven (7) business days in advance of the proposal due date to enable CPSB to make any corrections or modifications to the specifications deemed appropriate.
- 15.2 All information provided by CPSB in this RFP is based on information available at the time of the RFP writing. Individual items are subject to change at any time. CPSB makes no certification that any item and or quantity is without error. CPSB is not responsible or liable for any use of the information or for any claims asserted there from.
- 16.0 **SUBCONTRACTING**
- 16.1 Vendor(s) proposing to subcontract any portion of the proposal shall submit the name and qualifications of each potential Subcontractor along with a summary statement of the work which that Subcontractor is to perform as part of the proposal response.
- 16.2 The Vendor shall be fully responsible for all work and actions of its Subcontractors and their employees and agents. The Vendor shall be solely responsible for the completion of all work and services under this agreement in accordance with the terms and conditions of the RFP and the contract resulting from, not with-standing the Vendor's use of Subcontractors or agents.
- 16.3 **OPPORTUNITY CADDO**
- If applicable, the Caddo Parish School Board has approved Opportunity Caddo, which is a plan to increase business opportunities for small and economically disadvantaged businesses. An aspirational goal of 25% has been established. In keeping with this plan, CPSB desires that vendors make a good faith effort to subcontract to small and economically disadvantaged businesses.
- 17.0 **REFERENCES**
- 17.1 Interested vendors shall include with their proposal not less than three (3) company references that may be contacted with which vendor's services have been provided. Vendors should list names, addresses, telephone numbers, and e-mail addresses of each reference. Failure to include this information with the proposal will result in disqualification.
- 18.0 **ELIGIBILITY**
- Proposers must be trained and certified installers licensed to sell and install electronic security systems in the State of Louisiana with at least three (3) years of proven experience. To be eligible to respond to this RFP, the proposing consultant must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in this RFP, to institutions similar in size and complexity to the Caddo Parish School Board.

**20.0**

**PERSONNEL AND BACKGROUND CHECKS**

The awarded contractor must conduct and possess current background checks on all full-time and part-time employees working with CPSB during the contract period. This information must be provided to CPSB upon request. The inability of a contractor to produce current background checks for an employee can be grounds for termination of the contract. The contractor must notify District personnel as soon as possible if an employee does not pass a background check and said employee may not be permitted on CPSB property.

**20.0**

**INSURANCE REQUIREMENTS**

Contractor shall obtain and maintain insurance as follows, unless waived in writing by the District:

All insurance shall be placed with a company acceptable to the Caddo Parish School Board.

**CERTIFICATE OF INSURANCE.** It shall be the responsibility of the successful bidder to provide evidence of compliance with these insurance requirements either with the proposal or within twenty (20) days following award of the RFP. The CPSB shall be furnished with certificates evidencing the coverage as required below including naming CPSB as an additional insured with a waiver of subrogation on all required insurance coverage.

**NOTE:** If any company indicated on the certificate of insurance is not rated by A.M. Best and/or is not admitted to do business in the State of Louisiana, the proposed insurer shall furnish with the certificate of insurance sufficient financial information to permit an evaluation of the insurer's strength and ability to meet claims that may be filed against the policy coverage.

**COPIES OF THE CERTIFICATE OF LIABILITY SHOULD BE FORWARDED TO THE CPSB PURCHASING DEPARTMENT.**

**20.1**

Liability Insurance:

General Liability Limits:

- Bodily Injury \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
- Products Liability \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
- Property Damage \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
- Additional Insured Policy shall name Caddo Parish School Board as an additional insured and include a waiver of subrogation in favor of CPSB.

**20.2**

Automobile Liability: Automobile Liability insurance covering all owned, hired, and non-owned vehicles in the amount of \$1,000,000.00 per occurrence. Policy shall include third-party bodily injury and property damage.

**20.3**

Worker's Compensation: As required by the State of Louisiana

**20.4**

Excess (Umbrella) Liability: \$1,000,000

**20.5**

Certificates of the above listed policies shall be filed with the Caddo Parish School Board and CPSB shall be given a ten (10) day written notice prior to cancellation, material revision, or intention not to renew. If Contractor fails to carry any insurance required by this Section, Contractor shall protect, indemnify, and hold CPSB harmless in the same manner as if Contractor had in full force and effect coverage in accordance with this Section.

**21.0**

**TERMS AND CONDITIONS**

**TERM OF AGREEMENT.** The initial term of this agreement shall be for one (1) year, commencing upon execution of the agreement or until completion of all deliverables required by the agreement.

- 21.1 Discussion may be held with proposers submitting proposals acceptable or potentially acceptable. The purpose of the discussion is to:
- a. Promote understanding of CPSB's requirements and the contractor's proposal.
  - b. Facilitate arriving at a contract most advantageous to CPSB taking into consideration price and other evaluation factors set forth in the RFP.
- 21.2 Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Request for Proposal. At its option, CPSB may take either of the following actions to form an agreement between CPSB and the selected contractor:
- a. Accept a proposal by issuing a written "Notice of Award" to the selected contractor, which incorporates the proposal documents by reference and accepts all or selected portions of the contractor's proposal. This "Notice of Award" will represent a contractual agreement and will be signed by a CPSB designee and the awardee representative.
  - b. Enter into negotiations in an effort to reach a mutually satisfactory agreement, which represents a contractual obligation and will be executed by both CPSB and the selected contractor. This agreement will be based on proposal documents, the submitted proposal, and the associated negotiations.
- 21.3 Incomplete Proposals or inaccurate information may be cause for disqualification.
- 21.4 All materials submitted to the Caddo Parish School Board will become the property of CPSB and will not be returned.
- 21.5 It is understood that the Contractor is an independent contractor and not an officer, agent, or employee of the School District while complying with the terms and conditions of the Contract.
- 21.6 CPSB shall have unrestricted authority to reproduce, distribute, and use any submitted report, data, or material, and any software or modifications and any associated documentation created in the performance of the contract.

**22.0 TERMINATION OF AGREEMENT (if applicable):**

CPSB may cancel this agreement upon failure of the successful proposer to satisfactorily comply with any requirement stated herein or as appearing on the PROPOSAL FORMS or in the general proposal conditions or in any attachment thereto which becomes a part of the proposal.

Proposers or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the contractor's own risk. The contractor may withdraw a proposal prior to the proposal submission closing date and time by requesting to do so in writing.

In the event the successful contractor, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, CPSB shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor. The cancellation shall become effective on the date as specified in the notice of cancellation sent to the contractor.

The contract may be terminated by either party with sixty (60) days prior notice. Notice of Termination must be in writing.

**23.0**

**FEDERAL & STATE COMPLIANCE**

The following attachments and/or forms are a part of this RFP and are herein incorporated by this reference. Failure to return a required form with the proposal submission may result in the proposal being rejected as non-responsive.

1. **Attachment A: EDGAR and Non-Federal Entity Compliance Form**
  2. **Attachment B: Firearm Entity Non-Discrimination Certification**
  3. **Attachment C: Telecommunications Affidavit**
- 

**DEBARMENT CLAUSE:** Before completing the Invitation for Bid Form and/or Proposal Form, please read the following information:

1. The prospective lower tier participant certifies, by submission of his proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or agency.
2. Where the prospective participant is unable to certify any of the statements in this document, such prospective participant shall attach an explanation to this proposal response.

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CADDO PARISH SCHOOL BOARD AN EQUAL OPPORTUNITY EMPLOYER



### EDGAR and Non-Federal Entity COMPLIANCE

The following provisions are required and applicable when federal funds are expended by the Caddo Parish School Board for any contract awarded using the procurement process. The Caddo Parish School Board is the subgrantee, subrecipient, or non-federal entity by definition.

In addition to other provisions required by the federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

**(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000 which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide such sanctions and penalties as appropriate.**

Pursuant to Federal Rules (A) above, when federal funds are expended, the Caddo Parish School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be affected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rules (B) above, when federal funds are expended, the Caddo Parish School Board reserves all rights and to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor, in the event vendors fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. The Caddo Parish School Board also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if the Caddo Parish School Board believes, in its sole discretion that it is in the best interest of Caddo Parish School Board to do so. The vendor will be compensated for work performed and accepted in addition to goods accepted by the Caddo Parish School Board as of the termination date if the contract is terminated for convenience by the Caddo Parish School Board. Any award under this procurement process is not exclusive and the Caddo Parish School Board reserves the right to purchase goods and services from other vendors when it is in the best interest of the Caddo Parish School Board.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must**

include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Pursuant to Federal Rules (C) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (C) above. Vendor agrees that he/she will not discriminate in the rendering of services to and/or employment of individuals because of race, religion, sex, age, national origin, handicap or disability. Vendors shall stay informed of and comply with all Federal, State and Local laws, ordinances and regulations which affect their employees or prospective employees.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.**

Pursuant to Federal Rules (D) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (D) above. Vendors will be required to pay wages to laborers and mechanics at a rate not less than the prevailing wage specified in a wage determination made by the Secretary of Labor. In addition, vendors will be required to pay wages not less than once a week. The decision to award a contract or subcontract will be conditioned upon the acceptance of the wage determination.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of**

mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rules (E) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (E) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(F) Rights to Inventions Made Under a Contract Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement, “; the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.**

Pursuant to Federal Rule (F) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended – Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).**

Pursuant to Federal Rule (G) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(H) Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the system for**

**Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p.235), “Debarment and Suspension”. SAM exclusions contain the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.**

Pursuant to Federal Rule (H) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certified to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.**

Pursuant to Federal Rule (I) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term and after the awarded term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds to all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS – 2 CFR § 200.333**

When federal funds are expended by the Caddo Parish School Board for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor \_\_\_\_\_

**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When federal funds are expended by the Caddo Parish School Board for any contract resulting from this procurement process, the vendor certifies that it will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321, et seq.; 49 C.F.R. Part 18; Pub. L. 94-163, 89 Stat. 871).

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor \_\_\_\_\_

**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

Vendor certifies that vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor \_\_\_\_\_

**CERTIFICATION OF NON-COLLUSION STATEMENT**

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor \_\_\_\_\_

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Company Name:	_____
Address:	_____
City:	_____ State: _____ Zip: _____
Phone Number:	_____ Fax #: _____
Email Address:	_____
Printed Name of Authorized Representative:	_____
Signature of Authorized Representative:	_____ Date: _____



**FIREARM ENTITY NON-DISCRIMINATION CERTIFICATION**

**For Public Contracts at or exceeding \$100,000.00**

In accordance with La. R.S. 38:2216.1 and R.S. 39:1602.2, public entities are prohibited from entering into a contract for the purchase of materials, supplies, or services paid for primarily with public funds valued at or exceeding \$100,000.00 with a company having fifty (50) or more full-time employees, unless the contract contains written verification from the company that:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association; and
2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

Does your company have at least fifty (50) full-time employees?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "Yes", please sign below certifying that your company does not, and will not during the term of this contract discriminate against firearm entities and firearm trade associations as stated above.

If you answered "No", please sign below certifying the number of full-time employees is true to the best of your knowledge.

**Please note: failure to return an executed copy of this certification form may render your bid, proposal or quote non-responsive.**

\_\_\_\_\_  
Signature of Authorized Representative

**Attachment C**

STATE OF \_\_\_\_\_  
PARISH OR COUNTY OF \_\_\_\_\_

**AFFIDAVIT**

**BEFORE ME**, the undersigned authority, personally came and appeared,  
\_\_\_\_\_, a resident of \_\_\_\_\_ Parish,  
(Representative Name)

State of \_\_\_\_\_, who as \_\_\_\_\_ is a legal representative of  
(Title)  
\_\_\_\_\_, after being duly sworn, deposed and said:  
(Company/ Vendor Name)

The equipment and services to be provided by \_\_\_\_\_,  
(Company/Vendor Name)

under the accompanying (bid/invoice) fully comply with Louisiana Revised Statutes

38:2237.1 and 39:1753.1.

None of the equipment or services to be provided by  
\_\_\_\_\_ are “prohibited telecommunications or video  
(Company/Vendor Name)

surveillance equipment or services” as defined therein, and do not include any equipment  
or components from any of the following:

- Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- Video surveillance equipment or telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- Telecommunications or video surveillance equipment or services produced or provided by an entity found to be owned, controlled, or otherwise connected to

**Attachment C**

the government of the People's Republic of China, as described in Section 889(f)(3)(D) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.

- Any product or equipment, regardless of manufacturer, containing as a component any equipment identified above. This may include but is not limited to the following:
  - Computers or other equipment containing a component which enables any form of network connectivity or telecommunications regardless of whether the equipment is regularly connected to a network.
  - Building automation, environmental controls, access controls, or facility management and monitoring systems.
- Any voting machines, peripherals, and election systems that are a product, or a component thereof, that is identified as being produced by those entities listed above.

In addition, none of the services to be provided by \_\_\_\_\_ utilize any equipment or components as described (Company/Vendor Name)

above.

\_\_\_\_\_  
(Name)  
(Title)

Authorized Representative of:

\_\_\_\_\_  
(Company)

**SWORN** to and subscribed before me, Notary, this \_\_\_\_\_ day of \_\_\_\_\_, in my office in \_\_\_\_\_, \_\_\_\_\_ (City), \_\_\_\_\_ (State).

\_\_\_\_\_  
(Notary Name) (Notary/Bar#)

**Notary Public**

My Commission expires on \_\_\_\_\_ or  
is for Life.

(Please enter expiration date in blank or if  
applicable, circle alternative option)



## CPSB ACTIVE CAMERA DATA

Camera Manufacturer	Camera Model	Quantity	Retention Period	Daily Record	Recording Capability	Recording Resolution	Location
Iqinvision	IQeye861	6	45 DAY	24/7 recording	No, footage recorded via Vimonitor software and transmitted for network storage via dark fiber.	4mp; 15fps	Multiple Sites
ONVIF	ONVIF 1.02	9	45 DAY	24/7 recording	No, footage recorded via Vimonitor software and transmitted for network storage via dark fiber.	4mp; 15fps	Multiple Sites
IQ	IQ031	3525	45 DAY	24/7 recording	No, footage recorded via Vimonitor software and transmitted for network storage via dark fiber.	4mp; 15fps	Multiple Sites
TVT	TD-9622	543	45 DAY	24/7 recording	No, footage recorded via Vimonitor software and transmitted for network storage via dark fiber.	4mp; 15fps	Multiple Sites
Chekt	CKIPC4MP-12VDI	1881	45 DAY	24/7 recording	No, footage recorded to a Cloud Connector	4mp; 15fps	Multiple Sites
Interlogix	TVD-3104	1	45 DAY	24/7 recording	No, footage recorded via Vimonitor software and transmitted for network storage via dark fiber.	4mp; 15fps	Single Site
Advidia	Advidia-A55	7	45 DAY	24/7 recording	No, footage recorded via Vimonitor software and transmitted for network storage via dark fiber.	4mp; 15fps	Multiple Sites
Network Details	Outbound Traffic	Local Traffic	Typical File Size	Average Bandwidth	Storage Type	Wireless Bridge Connection	
	Port 443	Mix of Port 80 & Port 443	5.5MB per camera	5.5Mbps	On-site	Some cameras are connected via wireless bridge such as district football stadiums and parking lots	

**Note:** Information provided in the table above is based on cameras currently in use by the district at the time of this RFP release. Any quantities listed in the table are estimates. CPSB makes no certification that any item and/or quantity is without error. CPSB is not responsible or liable for any use of the information or for any claims asserted there from.

**REQUEST FOR PROPOSAL**

January 15, 2026

**RFP-05-26**

CADDO PARISH SCHOOL BOARD  
1961 MIDWAY AVENUE  
SHREVEPORT, LA 71108

Shavonda Scott, Director of Purchasing  
PH: 318.603.6481  
[smscott@caddoschools.org](mailto:smscott@caddoschools.org)

**PROPOSAL TITLE: VIDEO MANAGEMENT SYSTEM**

**SEALED PROPOSALS WILL BE ACCEPTED UNTIL: 10:30 A.M. CST ON THURSDAY, FEBRUARY 19, 2026**  
**IMPORTANT:** The Instructions/Provisions (01/31/05) to bidders/proposers are available for download and printing at the CPSB website: [www.caddoschools.org](http://www.caddoschools.org) (Click on Bids and RFP's) or may be picked up from the CPSB Purchasing Department, 1961 Midway Avenue. If you choose to access from the CPSB website, the Instructions/Provisions will be incorporated by reference with the same force and effect as if set forth in full text.

Dates Advertised: **January 15<sup>th</sup> and 22<sup>nd</sup>, 2026**  
**TO BE COMPLETED BY PROPOSER:**

Shavonda M. Scott, MBA, Director of Purchasing

LEGAL NAME OF PROPOSER:

MAILING ADDRESS:

CITY, STATE, ZIP CODE:

TELEPHONE NO.: (     )     )

FAX NO.: (     )     )

PROPOSER CERTIFICATION AND IDENTIFICATION: I/We certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services, and is in all respects fair and without collusion or fraud. I/We further certify that none of the principals or majority owners of the firm or business submitting this proposal are at the same time connected with or employed by the Caddo Parish School Board.

ASSIGNMENT: The submission of a proposal under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this purchase and/or contract, I/we hereby convey, sell, assign and transfer to the Caddo Parish School Board all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular goods or services purchased or acquired by the Caddo Parish School Board.

We understand that other proposal forms or supplementary statements (unless required by the specifications) dealing with the price quotation will be ignored. Current literature, catalogs, pictures, and a complete identification of each item and/or service proposed have been included and made a part of this proposal. I/We understand this proposal may be rejected for failure to fully describe the products/services proposed herein.

I/WE HAVE CHECKED THIS PROPOSAL FOR MATHEMATICAL AND TYPOGRAPHICAL ERRORS.

AUTHORIZED SIGNATURE:

DATE SIGNED:

NAME (PRINTED/TYPED):

TITLE:

EMAIL:

PROPOSER QUALIFICATION: The form of business organization under which this proposal is submitted is as follows:

- A CORPORATION incorporated under the laws of the State of \_\_\_\_\_ and (is) (is not) authorized to do business in the State of Louisiana.
- A PARTNERSHIP. Names of Partners: \_\_\_\_\_
- AN INDIVIDUAL trading and doing business under a name and style other than his own. The Owner's Name is: \_\_\_\_\_

**BID BOND: N/A**

**PERFORMANCE BOND: N/A**

**ACKNOWLEDGEMENT OF ADDENDA RECEIVED:**

Addendum No. 1    Dated:

Addendum No. 2    Dated:

Addendum No. 3    Dated:

Addendum No. 4    Dated:

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BID NUMBER: \_\_\_\_\_ RFP 05-26 \_\_\_\_\_

BID TITLE: \_\_\_\_\_ VIDEO MANAGEMENT SYSTEM \_\_\_\_\_

OPENING DATE: \_\_\_\_\_ THURSDAY, FEBRUARY 19, 2026 \_\_\_\_\_

SEND TO:

**CADDO PARISH SCHOOL BOARD**  
**Purchasing Department**  
**1961 Midway Avenue**  
**Shreveport, LA 71108**

**Attn Bidders:**

**Use this print format on the outside of your envelope when responding to any formal bids or RFP's.**

**We do not accept faxed or electronic bid responses (EXCEPT THROUGH BID EXPRESS) for any formal bids or RFP's.**