



**HAISLA NATION**

# Request for Proposals Closed-Circuit Television (CCTV) and Security System

Issued  
November 10, 2023

Submission Deadline  
November 30, 2023 at 4:00 pm

## The Opportunity

Haisla Nation Council invites qualified vendors to submit proposals for the design, installation, and maintenance of a comprehensive Closed-Circuit Television (CCTV) and security system in Kitamaat Village. We are seeking competitive proposals from experienced and reputable firms with a demonstrated track record in providing state-of-the-art security solutions.

## Background

The Haisla Nation is the band government of the Haisla people. The Haisla's neighbours are the City of Kitimat and the Haisla have many formal and informal partnerships and working relationship with governments, agencies, and businesses throughout our traditional territory. We have a registered population of 2,028 members with 675 members living on-reserve.

Haisla Nation Council is committed to supporting our members to feel safe and secure in their communities.

Haisla Nation Council owns and operates 13 buildings (non-housing), 12 buildings are on-reserve and 1 is off-reserve.

## Project Objectives

1. Enhance the surveillance coverage of the community and Nation-owned buildings to minimize blind spots and ensure comprehensive monitoring of all critical areas.
2. Upgrade camera technology and recording equipment to capture high-resolution video and improve image quality for better identification and evidence gathering.
3. Design the system to be easily scalable, allowing for the addition of more cameras and sensors as the facility expands or security needs change.
4. Incorporate advanced video analytics and artificial intelligence to enable features such as facial recognition, object detection, and anomaly detection for improved security and operational insights.
5. Ensure seamless integration of the upgraded CCTV and security system with other existing security systems, such as access control, alarms, and fire detection, to create a unified security ecosystem.
6. Enable remote monitoring and real-time access to the CCTV system through a secure and user-friendly platform for security personnel, management, and law enforcement.
7. Upgrade storage solutions to accommodate a longer retention period for video footage, complying with legal requirements and providing historical data for investigations.
8. Strengthen the cybersecurity of the CCTV and security system to protect against hacking, unauthorized access, and data breaches, ensuring data privacy and system integrity.
9. Implement redundancy measures, such as backup power sources, data redundancy, and failover mechanisms, to ensure the system's continued operation in the event of disruptions or failures.
10. Conduct training programs for security personnel, staff, and management to ensure they are proficient in using the upgraded system and responding effectively to security incidents.
11. Ensure that the upgraded CCTV and security system complies with local, provincial, and federal regulations and industry standards, maintaining legal and ethical integrity.
12. Create a user-friendly interface for operators and administrators to facilitate ease of use, reduce the learning curve, and improve the efficiency of the system.

13. Optimize the project's budget to ensure that the upgrade provides the best value for the investment, balancing cost-effectiveness with security requirements.
14. Enhance the visibility of the CCTV cameras to act as a visible deterrent to potential security threats, discouraging criminal activity on the premises.
15. Perform thorough testing and validation of the upgraded system to identify and rectify any technical issues or deficiencies before it goes live.
16. Develop a maintenance and support plan to ensure the long-term reliability of the CCTV and security system, including regular maintenance, updates, and system health checks.

## Project Requirements

### **Proposed Scope of Work**

The successful Firm shall develop and execute a process in consideration of the following guidelines/requirements and having regard for the project objectives as stated above.

#### 1. System Assessment and Planning:

- Conduct an initial assessment of the current CCTV and security system to identify strengths, weaknesses, and areas for improvement.
- Collaborate with key stakeholders to define specific project objectives, budget constraints, and timeline expectations.
- Develop a comprehensive project plan, including a timeline, milestones, and deliverables.

#### 2. System Design and Architecture:

- Design an upgraded CCTV and security system that includes cameras, sensors, alarm systems, control centers, storage solutions, and network infrastructure.
- Ensure the system design adheres to local regulations and industry standards.
- Consider scalability and integration with existing security systems.

#### 3. Procurement and Installation:

- Procure high-quality security equipment, including cameras, DVRs/NVRs, sensors, cables, and accessories, based on the approved system design.
- Ensure proper installation of all hardware components, including camera placement, cabling, power sources, and network connectivity.
- Install necessary supporting infrastructure, such as power backup systems, networking equipment, and data storage devices.

#### 4. Integration and Testing:

- Implement seamless integration of the upgraded CCTV and security system with existing security systems (e.g., access control, alarms).
- Configure advanced analytics and AI capabilities for video monitoring and detection.
- Thoroughly test the entire system to ensure functionality, quality, and performance, addressing any technical issues or deficiencies.

#### 5. Cybersecurity Measures:

- Implement cybersecurity measures to protect the system against unauthorized access, data breaches, and cyber threats.
- Establish user authentication, encryption, and access controls.
- Regularly update and patch system software and firmware to maintain security.

#### 6. User Training:

- Develop and conduct training programs for staff and management to ensure they can effectively operate and manage the upgraded system.
- Provide user manuals and resources for ongoing reference.

#### 7. Compliance and Documentation:

- Ensure that the upgraded system complies with all relevant local, provincial, and federal regulations and industry standards.
- Maintain detailed documentation of system specifications, configurations, and maintenance procedures.

#### 8. Incident Response and Emergency Protocols:

- Establish protocols for incident response, alarm handling, and coordination with law enforcement and emergency services.
- Train relevant personnel on incident response procedures.

#### 9. Maintenance and Support Plan:

- Develop a comprehensive maintenance and support plan to ensure the long-term reliability and performance of the system.
- Include regular system health checks, software updates, and equipment maintenance.

#### 10. Project Closeout:

- Conduct a final inspection to ensure all project objectives have been met.
- Provide training and knowledge transfer to the client's security team.
- Complete all necessary documentation and handover procedures.

## Qualifications of Firm

The Firm responsible for the project should possess the following qualifications:

- Proven experience in designing and upgrading security and surveillance systems.
- Certified professionals with expertise in security systems, networking, and cybersecurity.
- A track record of successfully implementing similar projects with references from satisfied clients.
- Demonstrated ability to comply with all relevant regulations and standards.
- A commitment to ongoing training and staying up-to-date with the latest security technologies and best practices.

## Information Required – Proposal

Each Firm must respond to each of the following areas in a clear and comprehensive manner.

- Company Profile
- Technical Solution
- Project Schedule
- Cost Proposal
- References
- Legal and Regulatory Compliance
- Warranty and Maintenance Plan

## Evaluation Criteria

Submitted proposals will be evaluated upon the following criteria:

- Demonstrated experience and qualifications of the vendor 30%
- Technical solution's compatibility with our requirements 30%
- Cost-effectiveness and value for money 15%
- Compliance with all relevant laws and regulations 10%
- Warranty and maintenance offerings 15%

## RFP – Submission Details

Event Detail	Date
RFP Issued	November 10, 2023
Submission Deadline	November 30, 2023 at 4:00 pm

Each Firm shall provide one copy of their RFP submission no later than 4:00 pm on Thursday, November 30, 2023 at 4:00 pm.

**Email:**

[kstevens@haisla.ca](mailto:kstevens@haisla.ca)

**Fax:**

250-632-2840

The outside of the envelope and/or email subject line must be clearly marked “Request for Proposal – CCTV and Security System”.

## TERMS AND CONDITIONS

Haisla Nation Council reserves the right to accept or reject any proposal in whole or in part, to waive any informalities or irregularities, and to negotiate with any proposer. This RFP does not obligate Haisla Nation Council to award a contract or pay any costs incurred by proposers in the preparation of their proposals.

We look forward to receiving your proposal by the deadline specified above. Thank you for considering this request. We are excited to explore the possibilities of working with your organization to enhance our security infrastructure.