

**INFORMAL REQUEST FOR
PROPOSALS ADDENDUM NO. 2**
Informal Solicitation No: OPC26-002

DW2318 Video Surveillance System Consultation

THE FOLLOWING CHANGES/ADDITIONS TO THE ABOVE-CITED SOLICITATION ARE ANNOUNCED:

This Addendum modifies the Informal Request for Proposals (RFP) document(s) only to the extent indicated herein. All other areas not changed or otherwise modified by this Addendum shall remain in full force and effect. This Addendum is hereby made an integral part of the Informal RFP document

Interested Proposers must submit a Proposal pursuant to the provisions of this Informal Solicitation via Portland Community College's Office of Planning & Construction email at opcontracts@pcc.edu **NOT LATER THAN**

The due date has CHANGED: August 13 2026 at 5:00 PM Pacific Time

LATE PROPOSALS WILL NOT BE ACCEPTED.

The purpose of this Addendum is to do the following:

- 1. Provide clarifications about the Informal RFP.**
- 2. Answer submitted questions.**
- 3. Attachments: Sample PSC and Reference Form**

CLARIFICATION:

This informal RFP is not for a system consultation or study, but for a review and creation of standards and policy related to electronic security systems including but to limited video surveillance and access control.

QUESTIONS:

Question 1: Are there any specific submittal requirements (format, page limits, pricing structure, etc.) for proposals?

Answer 1: Proposal pages must be numbered consecutively and must not exceed twenty (20) single-sided or ten (10) double-sided pages.

Question 2: What are the evaluation criteria that will be used by the College to assess the proposals?

Answer 2: The evaluation criteria is based on whether you can meet the what the evaluation shall address and proposed recommendations based on meeting the Colleges goals listed on page 2 of the notice. Best value.

Question 3: What information will be made available to the selected vendor at project kickoff: inventory of all video surveillance system equipment (including camera types, server specs, and network hardware models), as built drawings, network topology diagrams, current VMS configuration documents?

Answer 3: Access will be granted as needed. Our current video surveillance is Milestone.

Question 4: Does the College envision the consultant performing on-site assessments of each of the 4 main campuses and 9 additional locations, or a representative sample of sites combined with remote data gathering via the VMS?

Answer 4: This informal RFP is not for a system consultation or study, but for a review and creation of standards and policy related to electronic security systems including but not limited video surveillance and access control.

Question 5: Who are the key internal stakeholders that will contribute input to system requirements (e.g., IT, Public Safety, Legal, Campus Leadership)?

Answer 5: Key stakeholders: IT, Public Safety, Risk, Office of Planning & Construction

Question 6: Will the consultant selected for this assessment remain eligible to compete for future implementation work that may result from this study—including design, equipment procurement, system integration, installation, and maintenance services—or would participation in this assessment create an organizational conflict of interest that would preclude future participation in those opportunities?

Answer 6: This informal RFP is not for a system consultation or study, but for a review and creation of standards and policy related to electronic security systems including but not limited video surveillance and access control.

Question 7: Is the College looking for the proposer to present a scope of work, and associated fee, to develop a recommendations report based on the evaluation criteria listed on page 2 of the RFP? Or is the College looking for qualifications and hourly rates to establish an on-call agreement?

Answer 7: Yes, the College expects the proposer to present a scope of work and associated fee to develop recommendations based on the evaluation shall address listed on page 2 of the notice. A key component of the consulting is to form a "road map" based on meeting the goals expressed by the College. This is for a review and creation of standards and policy related to electronic security systems including but not limited video surveillance and access control.

Question 8: Site visits. The evaluation covers four main campuses and nine other locations. How many of those does PCC expect the consultant to visit in person? We can also propose a hybrid approach, walking a representative sample on site and assessing the rest from system data, drawings, and staff interviews. Is that acceptable?

Answer 8: No. This Informal RFP is not for a system consultation but for a review and creation of standards and policy related to electronic security systems including but not limited video surveillance and access control.

Question 9: Budget. Does PCC have a not to exceed amount or a budget range for this work? If none is published, does PCC prefer a fixed price or time and materials?

Answer 9: The budge is Time & Materials Not to Exceed \$150,000.00

Question 10: Evaluation. The solicitation does not state evaluation criteria or weighting. How will PCC evaluate proposals, and will PCC publish the criteria by addendum before the August 13 due date?

Answer 10: The evaluation criteria is based on whether you can meet the what the evaluation shall address and proposed recommendations based on meeting the Colleges goals listed on page 2 of the notice. Best value. Price will only be 20 points out of 100 points.

Question 11: Proposal format. Is there a required format, page limit, or required set of sections? Should pricing go in the same document or a separate one?

Answer 11: Proposal pages must be numbered consecutively and must not exceed twenty (20) single-sided or ten (10) double-sided pages.

Question 12: Period of performance. What start date does PCC expect, and when does PCC need the assessment report and the road map?

Answer 12: The expected start date will be determined once award and fully execution of contract. We estimate the standards of practice to be completed within 90 days.

Question 13: Access. Will the selected consultant get access to Milestone configuration and system health data, current retention and storage settings, network diagrams for the affected sites, and time with Public Safety and IT staff? If any of that is restricted, please say which.

Answer 13: Access will be granted as needed.

Question 14: Policy and legal review. The evaluation list includes legal considerations and policy for recording and viewing, and PCC appended its current Public Safety standard operating procedure. Does PCC want the consultant to review and validate the legal and regulatory authorities cited in that procedure, or is the existing legal framework fixed and outside the scope of this evaluation?

Answer 14: The College would like the review to comply with all statutory requirements. We do not need a critique of the legal environment. We are not hiring attorneys.

Question 15: Prior work. Has PCC assessed this system before? If so, will PCC share that work with proposers or with the selected firm? Is there a current integrator or consultant supporting the Milestone environment?

Answer 15: The system has been assessed and we are not asking for an assessment. We currently have a support contract with Milestone. The College is not asking for an assessment, but for a review and creation of standards and policy related to electronic security systems including but not limited video surveillance and access control.

Question 15: Deliverable audience. Who reads the assessment report and the road map, and does PCC expect a presentation to that group?

Answer 15: The deliverable audience is public safety and IT. The College does not expect a presentation.

Question 16: Contract. Is a sample contract or a set of standard terms available? What insurance does PCC require, so we can price it correctly?

Answer 16: The contract will be a Personal Services Contract and is attached.

Question 17: Please confirm the information you require for the proposal. (Credentials, past projects, references, hourly rates/fee)

Answer 17: See attachments

Question 18: Is there a page limit for the proposal?

Answer 18: Proposal pages must be numbered consecutively and must not exceed twenty (20) single-sided or ten (10) double-sided pages.

Question 19: Is this proposal qualification based? If so, can you provide the evaluation criteria?

Answer 19: The evaluation criteria is based on whether you can meet the what the evaluation shall address and proposed recommendations based on meeting the Colleges goals listed on page 2 of the notice. Best value. Price will only be 20 points out of 100 points.

Question 20: Does responding to this RFP preclude the responder from responding to future video surveillance RFP's?

Answer 20: This informal RFP does not preclude the proposer from future solicitations related to video surveillance RFPs. This informal RFP is not for a system consultation or study, but for a review and creation of standards and policy related to electronic security systems including but not limited video surveillance and access control.

END of Addendum 2

Juanita Lognion

OPC Lead Contract Specialist

REFERENCE FORM

PROPOSER REFERENCE FORM FOR _____

(Insert Name of Proposer)

Proposer can provide up to five (5) references and must use a separate copy of this form for each reference.

Date(s) Work Performed: _____

Name(s) of Project(s): _____

Value of Project(s): \$ _____

Name of Company: _____

Address: _____

Contact Name: _____

Telephone: _____

Email: _____

Method: Subjective Evaluation

Each reference may be checked for, but not limited to, adherence to contract terms and conditions, timelines, quality standards, overall customer service, project being of similar size, scope, and complexity.

PRICE SCHEDULE

(Contractor Name)

Please use this template or other price schedule that provides labor per hour.

	PRICE PER HOUR

SAMPLE PERSONAL SERVICES CONTRACT

~ ~ ~ ~ Sample Contract follows ~ ~ ~ ~



PCC Contract #: _____

Date: _____

PERSONAL SERVICES CONTRACT (PSC)

This Personal Services Contract ("Contract") is made and entered into by and between Portland Community College (the "College") and _____ ("Contractor"). The College and Contractor may be identified individually as a "Party" and collectively as the "Parties". The Parties agree as follows:

SCOPE OF WORK: Contractor shall provide the College with _____ as described in Exhibit C.

CONTRACT PERIOD: The Effective Date of this Contract shall be the date on which this Contract has been fully executed by all signatories below. Unless terminated earlier as provided for in Exhibit B, the Contract End Date shall be _____.

RENEWAL PERIOD: This Contract may be renewed for [Number] additional [Term, e.g., one-year] period(s) upon the mutual written agreement of both Parties.

CONSIDERATION: Contractor shall furnish all services and materials necessary for the accomplishment of the work for the not-to-exceed sum of \$XXXX.XX, on a time and materials basis. The Contract number above must be included on all invoices and correspondence relating to this Contract.

CONTRACT DOCUMENTS: There are no covenants, promises, agreements, conditions, or understandings between the Parties, either oral or written, other than those contained in this Contract. This Contract and all Exhibits and attachments hereto together constitute the entire agreement between the Parties (listed in order of precedence):

This Contract less all Exhibits

Exhibit A: Special Terms & Conditions – Reserved

Exhibit B: Standard Terms & Conditions

Exhibit C: Statement of Work or College Solicitation (including issued Addenda), Specifications and Drawings

Exhibit D: Contractor's Quote/Proposal dated _____

COLLEGE REPRESENTATIVE: The College Representative for this Contract is:

Name, Title

e-mail, Phone #

The College Representative shall be the initial point of contact for all matters related to performance, payment, and carrying out the responsibilities of the College.

I have read this Contract, including the attached Exhibits. I certify that I have the authority to sign and enter into this Contract. I understand the Contract and agree to be bound by its terms.

Contractor Address	Portland Community College Attn: Procurement & Contract Services, DC 2 nd Floor PO Box 19000 Portland, OR 97280-0990
Signature: _____	Date: _____
Name: _____	Name: _____
Title: _____	Title: _____
e-Mail: _____	Note: Pursuant to the PCC Community College Rules of Procurement, CCR.300(6), no work can begin under this Agreement prior to full execution by all authorized signatories.
Phone: _____	