

INFORMAL REQUEST FOR PROPOSALS**Informal Solicitation No: OPC26-002****DW2318 Video Surveillance System Consultation****SUMMARY**

The purpose of this Informal Request for Proposals (Informal Solicitation) is to obtain competitive Proposals from qualified firms (Proposers) interested in providing consulting services to review existing practices, policy, and standard for the College's Video Surveillance Security System.

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**

SOLICITATION DUE DATE AND TIME:
August 6, 2026 at 5:00 PM Pacific Time

LATE PROPOSALS WILL NOT BE ACCEPTED.

Proposers are solely responsible for ensuring that Portland Community College receives its Proposal.

Solicitation Milestone	Date
Deadline for Questions	July 21, 2026 at 5:00 PM to opcontracts@pcc.edu
Answers to Questions	July 27, 2026
Solicitations Due Date	August 6, 2026 at 5:00 PM to opcontracts@pcc.edu
Notice of Intent to Award (NOI)	On or about August 13, 2026

PCC Video Surveillance System Consultation

2/10/2026

Portland Community College is undertaking an evaluation of practices, policy, and standards for the college's Video Surveillance Security System.

The purpose of this evaluation is to review existing practices, policies, and standards and recommend changes that meet current operational needs, prepares the college for sustainable future growth, and are commensurate with industry standards. PCC is seeking a consultant firm to assist in the evaluation and provide recommendations to modify and establish standards of practice. The evaluation shall address:

- Standards for Camera view requirements
- Standards and practice for Camera installation placement and methodology
- Recording settings and quality standards
- Operational standards and practice for long term and short-term recording storage
- Operational practice for archiving and retrieving video marked as evidence
- Legal considerations and policy for recording and viewing
- Risk management policy and strategy
- Standards and requirements for data storage platforms and hardware
- Requirements and practice for data network delivery and infrastructure across multiple campuses and other college locations
- Recommendations for Video Management System Software
- Operational standards and policy for video and view access and security
- Operational practice and policy for downloading and sharing evidence with other internal departments and outside agencies
- Standards and expectations for sustainable camera and video storage maintenance
- Recommendations on video retention strategy

The college currently utilizes the Milestone suite of software products, and has 1079 cameras, 26 NVRs, and 5 management servers, installed across four main campuses and nine additional site locations in and around the Portland Oregon Metro area.

The recommendations proposed in this assessment report should be based on utilizing existing infrastructure, and minimizing modification of the existing plant. A key component to this report is forming a "road map" for the College to utilize for short and long-term solutions. The recommendations noted are based on meeting the following goals as expressed by the College:

- Evaluate the practice, policy, and standards for deployment and use of the Video Surveillance System while acknowledging current and future support roles, responsibilities, and the PCC campus culture.
- Determine suitable and sustainable practice and standards of video views and captures that can assist the college with accurate budget forecasting for future camera installation and storage requirements, in order to meet storage retention goals.

PORTLAND COMMUNITY COLLEGE

PUBLIC SAFETY DEPARTMENT

STANDARD OPERATING PROCEDURE (SOP)

Surveillance Video Requests

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1. PURPOSE

This Standard Operating Procedure (SOP) establishes operating guidelines for requesting, accessing, reviewing, releasing, and managing surveillance video maintained by Portland Community College (PCC) Public Safety.

PCC Public Safety maintains and monitors video footage throughout the PCC District to support deterrence, investigative response, and the safety and security of students, staff, and community members attending classes and events on PCC property.

2. SCOPE

This SOP applies to:

- PCC Public Safety personnel
- PCC administrators and authorized staff
- Students and eligible students
- Parents (as applicable under FERPA)
- Law enforcement units
- Authorized external requestors

This procedure governs:

- Camera placement compliance
 - Audio recording restrictions
 - Footage access and review
 - FERPA determinations
 - Equipment compliance
 - Documentation and release procedures
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3. LEGAL AUTHORITY & COMPLIANCE

This SOP aligns with:

- Oregon Revised Statutes (ORS) – Privacy and surveillance laws
- Oregon Administrative Rules (OAR 845-025-1430) – Video Surveillance Equipment
- Family Educational Rights and Privacy Act (FERPA)
- Federal and state wiretapping/audio consent laws

For legal interpretation beyond this policy, PCC shall consult legal counsel.

4. RESPONSIBILITIES

4.1 PCC Public Safety

- Maintain surveillance systems in compliance with ORS and OAR.
- Secure and store all recordings appropriately.
- Review and retrieve footage upon authorized request.
- Determine FERPA applicability.
- Perform redactions when required.
- Document and log all access and releases.

4.2 School Officials

- Request footage only when a legitimate educational or safety interest exists.
- Maintain confidentiality of accessed footage.

4.3 Law Enforcement Unit

- Maintain law enforcement records separately when applicable.
 - Understand when footage becomes an education record under FERPA if shared for disciplinary use.
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5. CAMERA PLACEMENT GUIDELINES

5.1 Permissible Locations

Cameras may be installed in areas without a reasonable expectation of privacy, including:

- Hallways and stairwells
- Cafeterias and libraries
- Gymnasiums and main offices
- Parking lots
- School buses
- Other high-traffic public areas

5.2 Prohibited Locations

Cameras shall NOT be installed in:

- Restrooms
- Locker rooms
- Designated changing areas
- Nurse's offices (during medical discussions)
- Counseling rooms or private meeting spaces

Surveillance must not intrude upon spaces where individuals reasonably expect privacy.

6. AUDIO RECORDING RULES

- Oregon follows a one-party consent rule.
 - At least one participant must consent to audio recording.
 - PCC surveillance systems shall default to video-only recording unless legally authorized otherwise.
 - Unauthorized audio recording is prohibited.
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7. SURVEILLANCE VIDEO REQUEST PROCEDURES

7.1 Submitting a Request

All requests must be submitted using the Surveillance Video Request Form (Appendix A).

Requests must include:

- Date and time of incident
- Specific location
- Description of incident
- Purpose of request
- Identification of involved parties (if known)
- Provide a 16GB or greater (this will depend on how much space is needed) USB drive for video storage

7.2 Review Process

Public Safety shall:

1. Verify completeness of request.
2. Determine whether footage exists.
3. Determine whether footage qualifies as:
 - Education record (FERPA), or
 - Law enforcement record.
4. Determine if redaction is required.
5. Approve or deny access.
6. Document decision.

7.3 Viewing Conditions

- Viewing may be supervised.
 - Copies are not typically provided unless legally required.
 - Law enforcement releases require proper documentation.
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8. FERPA CONSIDERATIONS

Footage qualifies as an education record if:

- It is directly related to a student; and
- It is maintained by PCC or its agent.

Examples include:

- Student disciplinary incidents
- Fights or violations
- Health emergencies
- Recordings intentionally focused on a student

Parents and eligible students have the right to inspect and review applicable records.

If multiple students appear:

- PCC must attempt reasonable redaction.
 - If redaction is not feasible, full viewing may still be permitted.
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9. LAW ENFORCEMENT RECORDS

- Records created and maintained by a law enforcement unit for law enforcement purposes are generally excluded from FERPA.

- If shared for disciplinary purposes, the copy may become an education record.
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10. EQUIPMENT & SYSTEM REQUIREMENTS

(Per OAR 845-025-1430)

Each licensed premises must maintain a fully operational video surveillance system including:

- Digital/network video recorders
- Compliant cameras
- Video monitors
- Digital archiving devices
- At least one on-site monitor
- Required interface devices

System must:

- Produce printable still photographs
- Provide failure notification within one hour
- Maintain minimum one-hour battery backup

All equipment and recordings (except mounted cameras/monitors) must be stored in a locked secure area accessible only to authorized personnel.

11. STORAGE & SECURITY

- Recordings shall be securely stored.
 - Access shall be restricted and logged.
 - Surveillance interruptions must be reported within one hour.
 - Battery backup must support one hour minimum recording time.
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12. DOCUMENTATION & RECORDKEEPING

Public Safety shall document:

- Date of request
- Requestor identity
- Purpose
- FERPA determination
- Redaction requirement
- Viewing date
- Release details
- Closure date

Records shall be retained in accordance with PCC retention schedules.

13. COMPLIANCE

Failure to comply with this SOP may result in disciplinary action and/or legal liability.

This SOP shall be reviewed periodically and updated as laws or institutional policies change.
