



Edwin M. Lee, Mayor

Department of Human Services  
Department of Aging and Adult Services

Trent Rhorer, Executive Director

**MEMORANDUM**

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: DANIEL KAPLAN, DEPUTY DIRECTOR  
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JR1*

DATE: AUGUST 19, 2016

SUBJECT: **NEW CONTRACT: TEECOM (FOR-PROFIT) TO EVALUATE FACILITY SECURITY CAMERA SYSTEMS**

CONTRACT TERM: 10/1/2016-6/30/2017

CONTRACT AMOUNT:	<u>New</u>	<u>Contingency</u>	<u>Total</u>
	\$49,200	\$4,920	\$54,120

ANNUAL AMOUNT: FY 16/17  
\$49,200

FUNDING SOURCE	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$29,520	\$9,840	\$9,840	\$4,920	\$54,120
PERCENTAGE:	60%	20%	20%		100%

The Department of Human Services (DHS) requests authorization to enter into a contract with TEECOM for the period of October 1, 2016 to June 30, 2017, in the amount of \$49,200, plus a 10% contingency for a total amount not to exceed \$54,120. The purpose of this contract is to evaluate facility security camera systems at various Human Services Agency (HSA) and Department of Homeless and Supportive Housing (DHS) sites.

**Background**

Some of the HSA sites require monitoring of the facility through security cameras. The current systems have been cobbled together over the years and are a combination of analog and digital equipment. The department is planning for a system-wide change of security systems to ensure the safety of its clients and staff.

**Services to be Provided**

TEECOM will evaluate HSA's current security camera systems and develop a set of recommendations that identify options for a new security system. Based on the recommendations, HSA will then issue a Request for Proposals for its installation.

This evaluation will determine the following:

1. Level of need for security surveillance camera at each site including sites with existing cameras
2. Appropriate location and positioning of cameras
3. Specifications for software and hardware including cloud storage solutions
4. Cost estimates and pricing options

**Location of Services**

Location of Services: Evaluation and analysis will be conducted at the TEECOM office, 1333 Broadway #601, Oakland, CA 94612. The following sites will be surveyed as a part of evaluation for security surveillance systems:

<b>HSA Location</b>	<b>DHSH Location</b>
1 Cashmere Street	525 Fifth Street/695 Bryant Street
200 Cashmere Street	260 Golden Gate Avenue
2 Gough Street	1001 Polk Street
1440 Harrison Street	
538 Holloway Street	
39 Jones Street	
1235 Mission Street	
1650 Mission Street, Room 101	
3119/3120/3125/3127 Mission Street	
1800 Oakdale Street	
77 Otis Street	
170 Otis Street	
160 South Van Ness Avenue	
3801 Third Street	
100 Whitney Young Circle	

**Note**

The listed DHSH sites are currently in HSA’s security network. Over the course of this fiscal year, HSA and DHSH will work to separate security services. HSA will share the results of TEECOM’s evaluation with DHSH, which will then be able to do its own procurement for any needed system upgrades in shelters.

**Selection**

Contractor was selected through Request for Qualifications #688, which was competitively bid in March 2016.

**Funding**

These services will be supported by state, federal and local funds.

**Attachments**

- Appendix A – Services to be Provided
- Appendix B – Calculation of Charges

**Appendix A - Services to be Provided**  
**TEECOM**  
**Evaluation of Facility Security Camera Systems**  
**October 1, 2016 through June 30, 2017**

**I. Purpose of Contract**

The purpose of this contract is to evaluate the current security camera systems at various Human Services Agency (HSA) and Department of Homeless and Supportive Housing (DHS) sites.

HSA maintains service sites that require monitoring through security cameras to ensure the safety of the public. The current system has been cobbled together over the years and is a combination of analog and digital equipment. The department is planning for a system-wide change of security systems to ensure the safety of its clients and staff. Some of the DHS sites included in this evaluation were identified when they were managed by HSA.

Through this contract, Contractor will evaluate HSA's current security camera systems and develop a set of recommendations that identify and lay out options for a new surveillance system. Based on the recommendations, HSA will then issue a Request for Proposals to install a new security system.

This evaluation will determine the following:

1. Level of needs for security cameras at each site including sites with existing cameras
2. Appropriate location and positioning of cameras
3. Specifications for software and hardware including cloud storage solutions
4. Cost estimates and Pricing options

**II. Definitions**

Contractor	TEECOM
HSA	Human Services Agency (HSA) aka DHS
DHS	Department of Homeless and Supportive Housing

**IV. Description of Services**

Contractor is expected to provide the following services during the term of this contract:

*Physical Survey of Specified Locations*

- Work with site coordinators to obtain data about current HSA and DHS security systems. This may include blueprints, site maps, specifications for camera and other hardware and equipment.
- Physically survey each site to gather information about the current systems including locations of camera, the wiring, servers, and storage of video recording.

*Evaluation Reporting*

Once information about the current systems has been gathered, Contractor will:

- Provide a written evaluation of existing systems and software
- Make recommendations for improved equipment and systems including the following:
  - Specifications for the hardware and software
  - Pricing options for 1) replacing the existing systems and equipment, and 2) preserving some of the existing systems and integrate with the new
  - Level of need for each locations (identifying what is needed and what is optional)
  - Optimal location of camera and its positioning that allows for optimal imagery
  - Imagery storage options including use of hard drive and cloud storage.
- Provide a proposed timeline for installation and rough pricing for purposes of estimation of project costs for system improvements
- The reports should be segregated by department: one for HSA sites and one for DSHS.

**V. Location and Time of Services**

Location of Services: Evaluation and analysis will be conducted at the TEECOM office, 1333 Broadway #601, Oakland, CA 94612. The following sites will be surveyed as a part of evaluation for security surveillance systems.

<b>HSA Location</b>	<b>DSHS Location</b>
1 Cashmere Street	525 Fifth Street/695 Bryant Street
200 Cashmere Street	260 Golden Gate Avenue
2 Gough Street	1001 Polk Street
1440 Harrison Street	
538 Holloway Street	
39 Jones Street	
1235 Mission Street	
1650 Mission Street, Room 101	
3119/3120/3125/3127 Mission Street	
1800 Oakdale Street	
77 Otis Street	
170 Otis Street	
160 South Van Ness Avenue	

Time of Services: Services will be conducted during general office hours (8:00 a.m. to 5:00 p.m.), Monday through Friday

**VI. Deliverables**

1. Completion of evaluation and recommendations for new security surveillance system

2. Reports detailing the final recommendations shall be submitted on or before January 31, 2017.

### **VIII. Reporting Requirements**

- A. Contractor will provide a monthly invoice documenting hours spent by each project team member. Submit deliverables to CARBON in PDF form.
- B. For assistance with reporting requirements or submission of reports, contact:

Arata.Goto1@sfgov.org  
Contract Manager, Office of Contract Management

or

Joseph.Villatoro@sfgov.org  
Investigator, Special Investigation Unit

**Appendix B – Calculation of Charges**  
**TEECOM**  
**Evaluation of Facility Security Camera Systems**  
**October 1, 2016 through June 30, 2017**

**Budget Summary**

The following summarizes costs for the “Services to be provided” described in Section IV of Appendix A – Description of Services. The total contract will not exceed \$49,200 for the period October 1, 2016-June 30, 2017.

<b>Task</b>	<b>Dollar Amount</b>	<b>Estimated Hours per Task</b>
Project Management and Coordination	\$2,900	12
Physical Survey of HSA and DSHS Sites	\$35,300	173
Drafting and Submission of Reports detailing the results of the evaluation	\$11,000	50
<b>Total</b>	<b>\$49,200</b>	<b>235</b>

	<b>Hourly Rate</b>	<b>Total Hours</b>
Principal	\$350	6
Associate Principal	\$300	13
Design Engineer	\$200	216

Contractor shall submit invoices on a monthly basis. Invoices shall detail the services provided, the staff providing the service, the number of hours provided, and the dates of service provision.