

# **Sample Recommendation for Vendor Solution**

## **Security Cameras—CCTV Systems**

Recommendation provided by Karen Knox, IT Manager, RHPL,  
September 14, 2010

## **Background**

- RHPL created a request for proposal (RFP) for a CCTV system. It was listed for a DVR, 13 cameras (11 indoor and 2 outdoor), a power supply, all required cabling and adapters that meet required specifications, installation, configuration, training, and one-year maintenance.
- This RFP was sent directly to seven vendors, posted to a couple of library email lists, and posted on our website.
- We had a mandatory walk-through at RHPL that was attended by 10 vendors.
- We received nine bid responses.

## **Recommendation**

After much analysis, I have determined that the preferred vendor for this project is Aegis Concepts, for the following reasons:

- RHPL has worked with Aegis Concepts in the past for cabling projects and phone system management. We have always had a very positive experience with the company.

- Aegis Concepts submitted a very complete bid, itemizing each item carefully so we know exactly what the costs will be.
- Aegis Concepts bid all requested equipment, preferred manufacturers, and quality materials that meet required specifications.
- Aegis Concepts included qualifications and certifications of staff members who would be handling the installation.
- In terms of cost, Aegis Concepts fell in the middle of the range of bids (from \$7,295 to \$17,995). However, I eliminated many of the bids at the lower end of the range due to the following shortfalls:
  - Some of the submitted bids did not meet the required specifications.
  - Some of the submitted bids did not include the preferred equipment manufacturers.
  - Some of the submitted bids did not include everything that was requested.
  - Some of the submitted bids were not itemized at all, so it's nearly impossible to tell what we would be paying for.

Therefore, after careful consideration and analysis of quality of materials, cost of entire project, trust in the vendor, and ensuring that the end product will meet RHPL's needs, I recommend that we award the project to Aegis Concepts for a total bid cost of \$15,717.