



STATE CCTV STRATEGY INFRASTRUCTURE FUND GUIDELINES PROPOSAL OF WORKS

CONTENTS

1.	INTRODUCTION	3
2.	OVERVIEW – PROPOSAL OF WORKS	3
	Funding Process:	4
3.	PROPOSAL OF WORKS	4
	Confirm technical requirements.....	4
	Obtain quotations	5
	Final Proposal of Works and funding (50%)	6
4.	ACQUITTAL / EVALUATION	6
	Financial Acquittal	6
	Technical Acquittal	6
	Project Evaluation	7

1. INTRODUCTION

In late 2015, the WA Government sought Expressions of Interest (EOI) from Western Australian Local Government Authorities (LGAs) to install or upgrade CCTV cameras and/or other infrastructure (i.e. CCTV recording systems) in crime hot spots.

An Assessment Panel reviewed the submitted applications against the selection criteria and other essential requirements and submitted recommendations to the Minister for Police for consideration and formal approval.

Successful applicants will now move into the Proposal of Works phase of the grants process which involves the State CCTV Strategy project team working with applicants to provide a definitive technical and financial position on the works proposed by the LGA.

Further detailed information on the Proposal of Works phase of the grant process is provided in this document, and more information on the State CCTV Strategy can be obtained from www.police.wa.gov.au/cctv

2. OVERVIEW – PROPOSAL OF WORKS

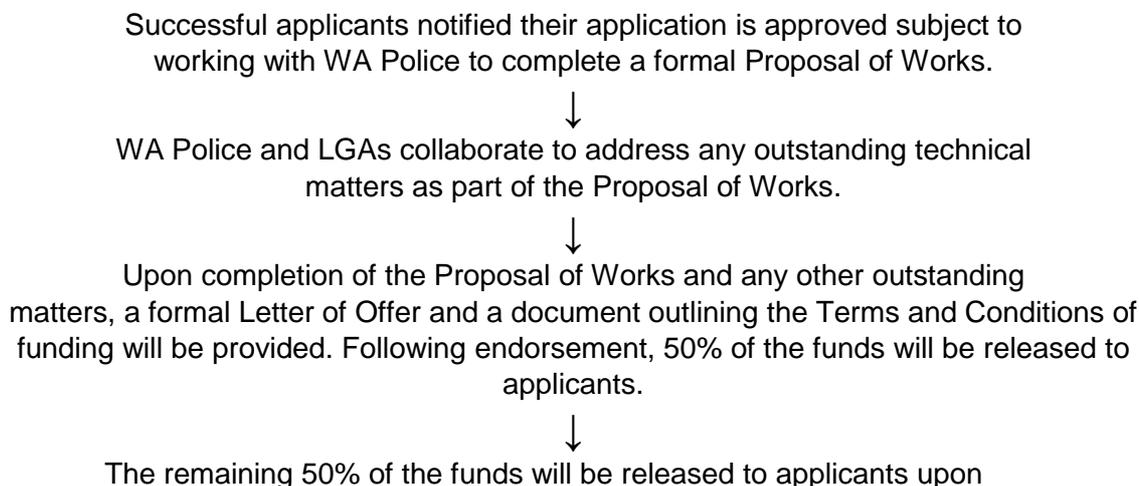
A number of EOI submissions from LGAs applying for funding grants under the State CCTV Strategy have been approved and will now progress to the Proposal of Works phase.

This is a formal step within the grants process and is designed to assist LGAs to formalise the technical and cost elements of projects as the information provided for these elements under the EOI phase was merely indicative.

To assist LGAs with completing their Proposal of Works, an officer from the State CCTV Strategy Secretariat will be available to respond to any queries from LGAs and will remain the point of reference throughout the delivery of the grants (including during the acquittal process).

The high-level process for the Proposal of Works phase of the grant process, which is a sub-set of the overall State CCTV Strategy Infrastructure Fund grant process, is as follows.

State CCTV Strategy Infrastructure Fund: Proposal of Works (high-level process)



completion of agreed Proposal of Works, subject to technical and financial acquittal requirements being finalised.

Funding Process:

Funding will be released to successful EOI applicants on the following basis:

- 50% upon completion of the Proposal of Works, and endorsement of the required Terms and Conditions;
- 50% upon completion of mandatory acquittal processes, namely:
 - Acceptance by WA Police of the financial acquittal statement; and
 - Technical acquittal with documented evidence of system commissioning.

3. PROPOSAL OF WORKS

The Proposal of Works is designed to support LGAs in their interaction with industry and provides for a logical and easily understood process to ensure all stakeholders understand their role and responsibilities.

During the Proposal of Works, the LGA will work with the State CCTV Strategy Secretariat to confirm the technical requirements of their proposed CCTV installation and then proceed to obtain quotations from industry.

Confirm technical requirements

Responsible parties:

- *LGA Applicant*
- *State CCTV Strategy Secretariat*

The LGA Applicant will discuss the proposed CCTV project with the State CCTV Strategy Secretariat as there may be a requirement to rationalise some elements contained in the original EOI submission.

In some instances, a site visit by a representative of the State CCTV Strategy Secretariat may be necessary.

At the conclusion of this process you will have a sound understanding of the actual requirements of your project before engaging industry.

Obtain quotations

Responsible parties:

- *LGA Applicant*
- *State CCTV Strategy Secretariat*
- *Industry Representatives*

Once there is clarity around the LGA's requirements the security industry can be engaged to provide quotes for the proposed works.

It is the expectation of the State CCTV Strategy Secretariat that LGAs will follow the WALGA "Model Purchasing Policy" and adhere to the three quote system for purchasing thresholds over \$1000. It is expected this policy will be followed for the purchase of all goods and services for your CCTV project.

Where the project purchasing threshold is such that the "Model Purchasing Policy" provides an LGA with the option to elect to procure through either an open tender or through a WALGA preferred panel option, the LGA Applicant is free to exercise whichever option they deem appropriate.

The Proposal of Works will require a minimum of three (3) quotations per project with each quotation also required to include a "**proposed build**" schematic.

For the successful vendor, the schematic will remain live throughout the project and will be submitted, in its final form, as part of the required documentation in support of the technical acquittal.

Quotations must be provided to you in a **single line form** with each component of the quoted works being clearly identifiable. Block style quotes will not be accepted. At a minimum each item line will show:

- The item being quoted, software, licensing, camera, pole, labour component, civil works, cable, etc;
- The brand, the model and the quantity;
- The single item price and separately, total quantity price; and
- GST must be included in any quoted prices.

All quotes provided to you must be accompanied by:

- A statement from the vendor as to their capacity to provide User Acceptance Testing documentation/checklists;
- A statement from the vendor as to their capacity to provide administrative and end user systems training;
- A specification/data sheet for each product within the proposal;
- The proposed build schematic showing where each of the quoted components sit within the technical architecture; and
- A documented wireless assessment for each section/link of the technical architecture.

Note: In some instances the schematic will also show existing components, where this occurs they are to be appropriately marked and easily distinguished between proposed components and existing components.

Final Proposal of Works and funding (50%)

Following review of the quotations and project schematics, and provided agreement can be made concerning any value for money variations or State CCTV Strategy alignment considerations, a formal contract in the form of a Letter of Offer, including specific Terms and Conditions related to the provision of grant funding, will be offered to the LGA Applicant.

Upon formal endorsement of the contract 50% of the project funds will be released. The remaining 50% of the funding will be released following completion of the build and the mandatory finance and technical acquittal processes outlined below.

ACQUITTAL / EVALUATION

Financial Acquittal

A financial acquittal statement, with tax invoices/receipts covering project expenditure, must be provided within two months of project completion (or as otherwise agreed).

The project expenditure must be itemised in line with the grant application and subsequent correspondence unless the applicant received approval from WA Police to vary the project.

The financial acquittal statement must be signed by the Chief Executive Officer, or a formally delegated officer of the LGA Applicant.

Technical Acquittal

Technical acquittal will require the submission of:

- System “as built” documentation showing all components and networking structure, and;
- Completed User Acceptance Test documentation including:
- Systems functionality acceptance by the owner
- User training by the integrator/vendor to the owner(s), covering:
 - Using the administration console, creating access accounts etc.
 - Using the operator console
 - Manual recording
 - Searching archives
 - Burning CCTV data (evidence) from the system to external storage devices

The State CCTV Strategy Secretariat will provide assistance to applicants to complete the required activities.

Project Evaluation

Following the completion and technical and financial acquittal of the project, WA Police may make further contact with successful grant recipients to gather data and feedback to assess the effectiveness of the CCTV project.

This may involve:

- Identifying variances in the impact on crime statistics
- Frequency of access and frequency of data retrieval by:
 - Police
 - Others
 - Measurement of use by police

PROPOSAL OF WORKS (QUOTE) CHECK LIST

VENDOR 1	Name:	
	Security Licence details:	
	Individual items clearly indicated on a single line	
	GST included in pricing	
	A statement from the vendor as to their capacity to provide User Acceptance Testing documentation/checklists	
	A statement from the vendor as to their capacity to provide administrative and end user systems training	
	A specification/data sheet for each product within the proposal	
	The proposed build schematic showing where each of the quoted components sit within the technical architecture.	
	A documented wireless assessment for each section/link of the technical architecture	
VENDOR 2	Name:	
	Security Licence details:	
	Individual items clearly indicated on a single line	
	GST included in pricing	
	A statement from the vendor as to their capacity to provide User Acceptance Testing documentation/checklists	
	A statement from the vendor as to their capacity to provide administrative and end user systems training	
	A specification/data sheet for each product within the proposal	
	The proposed build schematic showing where each of the quoted components sit within the technical architecture.	
	A documented wireless assessment for each section/link of the technical architecture	
VENDOR 3	Name:	
	Security Licence details:	
	Individual items clearly indicated on a single line	
	GST included in pricing	
	A statement from the vendor as to their capacity to provide User Acceptance Testing documentation/checklists	
	A statement from the vendor as to their capacity to provide administrative and end user systems training	
	A specification/data sheet for each product within the proposal	
	The proposed build schematic showing where each of the quoted components sit within the technical architecture.	
	A documented wireless assessment for each section/link of the technical architecture	