



RFP # 27-0001

ADDENDUM 1

Security Camera Software Services

Questions will be received until 3:00 PM, Wednesday, September 2, 2026

Proposals will be received until 10:00 AM, Wednesday, September 16, 2026

Proposals will be opened 10:05 AM, Wednesday, September 16, 2026

The following questions were submitted by Convergent

1. Please provide the anticipated contract award and signed Purchase Order/authorization-to-proceed date. Please confirm that "contract inception" and "project start date" in Section 3.6 begin upon the vendor's receipt of the signed Purchase Order, consistent with Exhibit B, Sections 1 and 4.

We anticipate selecting a winning vendor on or about 9/24/26 with notification to happen shortly after. Once we have the contract documents from the winning vendor, they must be submitted to and approved by the WV Attorney General's Office which generally takes 5 business days, assuming there are no major issues. Ideally, we would like to issue a notice to proceed no later than 10/1/2026, but that is dependent on factors outside our control.

2. Please clarify the controlling contractual completion date. Section 1.1 and the Section 2 Project Goal reference implementation by December 31, 2026, while Section 3.6 states WLU would like completion by December 31 but will enforce liquidated damages if the project is not completed within 180 days of contract inception. Please confirm which date controls for contractual completion.

The 180-days begin at notice to proceed. Assuming a 10/1/26 date, the 180-days would end on 3/30/27 and liquidated damages would incur beginning on 4/1/27 unless qualified conditions that extend the date are met.

3. Please clarify whether the 180-day period in Section 3.6 is measured in calendar days. Please also confirm that the \$200 per calendar day liquidated damages in Exhibit B, Section 9 begin only after expiration of the applicable contractual completion period, unless another liquidated-damages milestone is established in writing.

The 180-day period is in calendar days. Liquidated damages of \$200 per day would begin to incur after the 180-day period expires unless another liquidated damages milestone is established.

4. Section 5.3.3 awards 15 points for the ability to meet "statutory timelines." Please identify the completion commitment required to receive the full 15 timeline points: December 31, 2026, 180 days from contract inception, or another date or milestone.

For implementation of the new software platform, December 31, 2026, would be sufficient for full 15 points.

We understand that the timeline for any additional cameras is not completely under the control of the selected vendor. This is subject to the selection of products by WLU and availability from the manufacturer. We do expect that all hardware will be selected and ordered by December 31, 2026 date.

5. Please define the milestone that constitutes project completion for purposes of Section 3.6 and Exhibit B, Section 9. Please clarify whether completion means an operational/accepted system or final completion including training, documentation, punch-list, and closeout items.

Project completion will be defined as new software platform is operational, all existing cameras are migrated, new hardware has been ordered, received, installed, and implemented on selected platform, training is completed, and punch-list items are identified with an estimated completion/repair timeline agreed upon by WLU and the selected vendor.

6. If the additional camera expansion and/or Van Meter Way LPR work is awarded, please confirm whether that work is included in the same 180-day completion and liquidated-damages milestone as the core VMS migration or will be assigned a separate completion schedule.

If the additional cameras are awarded, they will be included in the 180-day completion, however, we recognize that the ordering of cameras is subject to our selection of hardware, and manufacturers availability. In this case, hardware will have to be installed by the 180-day period or 45-days from equipment delivery, whichever is later. The selected vendor will be required to keep WLU apprised of the delivery schedule.

7. Section 3.6 requires an ETA for delayed components within 45 days of project start and allows no more than 45 days after material arrival to complete installation and migration. Please clarify the procedure for manufacturer or supply-chain delays first identified after the initial 45 days and whether documented delays beyond the vendor's control extend the contractual completion date before liquidated damages are assessed.

Once hardware is ordered, the selected vendor must provide WLU with a delivery schedule for all hardware ordered and update that schedule in the event they are notified by manufacturers of any delays.

Vendor will have 180 days from notice to proceed or 45 days from product delivery, whichever is later, to have equipment installed, calibrated, and operational or liquidated damages will apply.

In the event that multiple delays are encountered, vendor will be expected to provide WLU with options to resolve the issues and get the project moving forward. The intent of this is to prevent equipment that has been received and paid for sitting for an excessive period uninstalled.

8. Please identify any known campus blackout dates, holiday closures, residence-hall restrictions, academic-calendar restrictions, or other access limitations that may affect installation, migration, testing, training, or acceptance. Please confirm whether documented delays caused by WLU access restrictions, WLU-directed changes, or other WLU dependencies will receive a corresponding schedule adjustment before liquidated damages are assessed.

December 24 – January 4 the campus is closed for winter break.

9. Please confirm that the written-question deadline is September 2, 2026 at 3:00 PM. Section 1.9 and Exhibit A, Section 4 list May 26, 2026.

Questions are due no later than 3:00 PM on Wednesday, September 2, 2026.

10. Section 1.4 states that addenda and answers to questions will be emailed to vendors who participate in the pre-bid meeting, while Exhibit A, Section 3 states that no pre-bid meeting will be held. Please clarify how addenda and responses to written questions will be distributed to bidders.

All addenda and responses will be posted to <https://westliberty.edu/business-office/rfp-27-0001-security-camera-software-platform/>. They will also be emailed to any vendors previously identified as interested in this project who submitted questions or were sent the initial RFP.

11. Exhibit E references RFP 26-0003. Please confirm the correct RFP number to be used on this form.

This RFP is 27-0001.

12. Section 5.3 states a 100-point evaluation scale, while Sections 5.3.1 through 5.3.4 total 105 possible points. Please confirm the total available points and how the 35-point minimum technical score will be calculated.

There is a 100-point evaluation scale. Vendors who fail to score 35 points, 70% of the 50 points total available in qualifications, experience and background as determined by our evaluation committee, will not have their timeline or pricing proposals evaluated.

WV resident vendors as defined by WV-10 form (attached) allows for up to a 5% vendor preference. In the event that a vendor qualifies it is possible to score 105%.

13. Please clarify whether the additional camera work and the three Van Meter Way LPR locations in Section 3.5 are to be included in the evaluated base price or shown as separately identified optional/additive pricing. Please also confirm whether this work will be included in the Section 5.3.2 price-scoring calculation.

Please use the attached pricing sheet. This will be the form used for evaluation process.

14. May shared enterprise components such as VMS core software, recording infrastructure, integration, training, and support be priced as a campus-wide line item, with building-specific migration and expansion work shown separately?

Please use the attached pricing sheet. This will be the form used for evaluation process.

15. Please confirm that the camera/device inventory provided in Section 3.7 is intended to represent the complete active inventory to be migrated under the base proposal. If not, please identify any additional active devices expected to be included.

The inventory provided is the complete active inventory to be migrated.

16. Section 3.3.3 states that existing storage should be utilized where possible. Please confirm whether WLU expects bidders to attempt reuse of the listed IndigoVision NVR-AS 4000 recorder/storage hardware, or whether replacement with new recording/storage hardware is acceptable when reuse is unsupported or impractical. If reuse is expected, please provide the current raw/usable storage capacity and RAID configuration of the listed recorders, if available.

Replacement is acceptable when reuse is unsupported or impractical.

NVR1 – Total disk space: 23,932.1 GB / 1 Disk Failed / RAID Degraded

NVR2 – Failed

ServerRmNVR1 – Total disk space: 167,992.3 GB / Disks OK / RAID Degraded

ServerRmNVR2 – Total disk space: 167,992.3 GB / Disks OK / RAID Degraded

ServerRmNVR3 – Total disk space: 167,992.3 GB / Disks OK / RAID Degraded

ServerRmNVR4 – Total disk space: 167,992.3 GB / Disks OK / RAID Degraded

Topper Village 1 – Out of production / spare

Topper Village 2 – Out of production / spare

Topper Village 3 – Out of production / spare

17. The RFP requires configurable retention and advanced motion/event-based search but does not establish a minimum retention period or recording profile. Does WLU have a required minimum retention period or any cameras/areas that must use continuous recording or a minimum frame rate/resolution? If no specific requirements are prescribed, please confirm proposers may use a manufacturer-supported standard recording strategy using continuous, motion, event, or analytics-based recording as appropriate to camera capability, and clearly state the storage, RAID, reserve, and redundancy assumptions used

Proposers may use a manufacturer supported standard.

18. If known, please provide the approximate number of operator workstations/clients expected to be used concurrently and identify any existing or planned video-wall or multi-monitor stations. If WLU has no defined concurrent viewing/playback requirement, please confirm proposers may size outbound live viewing, playback, search, and export load using reasonable assumptions stated in the proposal.

Proposer may size outbound live viewing, playback, search, and export load using reasonable assumptions.

19. Please identify, if known, any constraints at the intended VMS/recording equipment location that bidders should account for, including available rack space/depth, power, UPS capacity/runtime, cooling, or network uplink capacity. If no specific infrastructure requirements are prescribed, please confirm proposers may identify the rack, power/UPS, cooling, and network requirements of their proposed solution and clearly state any owner-provided infrastructure assumed.

Proposer may identify requirements. Encoders in the resident halls are in non-rack mounted areas.

20. Is migration of existing recorded IndigoVision video required, or may the legacy system remain available temporarily for historical playback during the transition

Migration is not required.

21. For existing cameras or encoders that are not fully supported by the proposed VMS, please clarify whether required replacements should be included in the base proposal or may be identified separately as recommended/alternate replacement work

Replacements should be included in the base proposal

22. Please provide the current C-Cure 9000 software version. If readily available, please also confirm whether victor or C-Cure IQ is currently installed and/or licensed and provide the current versions

C-Cure 9000, Version 3.00.4 CU04, Build 4304.304. Victor or C-Cure IQ is not currently installed or licensed.

23. Section 3.8 requires bidirectional C-Cure 9000 integration and video pop-ups tied to access events. Please clarify the expected bidirectional function from the VMS/unified client back to C-Cure 9000, if any specific action is required. Also, are there any known C-Cure events beyond normal access events that WLU expects to

drive video actions, such as duress/panic alarms or forced/held doors? If no additional workflows are identified, proposers will define the integration functions included in their proposed solution.

Proposers can define integration functions in their proposed solution.

24. Does WLU require the proposed VMS to support Microsoft Entra ID, single sign-on, and multi-factor authentication? If these features are not mandatory, proposers will identify the identity-management options supported by their proposed solution.

Not mandatory.

25. The RFP requires full deployment and configuration but does not define project-specific operator programming or acceptance workflows. Does WLU expect specific VMS maps, camera call-ups, event/alert rules, PTZ presets/actions, bookmarks, recording-rate changes, or other automated workflows beyond the Section 3.8 access-event video pop-ups? If no additional requirements are identified, proposers will define the standard commissioning, programming, testing, and acceptance scope included in their proposal.

No additional requirements.

26. Section 3.3.5 identifies analytics and AI features as preferred. Does WLU have any specific analytics or operational outcomes that must be included in the base proposal, such as person/vehicle/object search, intrusion/loitering alerts, or analytic-driven events? If no specific analytics are required, proposers will select an appropriate combination of supported edge analytics, server-side analytics, and/or standard motion detection based on the capabilities of the existing cameras and clearly identify the included functionality and any limitations.

No specific analytics required.

27. The RFP requires documentation but does not identify specific closeout deliverables or formats. Does WLU have any required closeout documentation beyond a standard system turnover package? If no additional requirements are identified, proposers will define the closeout package included with their solution, including applicable final system/device inventory, as-built information, software/license records, configuration backups, and commissioning/test documentation.

No required closeout documentation.

28. For the additional cameras requested at the Gary West Conference Center cabins, Commons apartments, Belmont Savings Bank Indoor Practice Facility, Blatnik Gymnasium, and the three Van Meter Way LPR locations, please provide any known quantities/coverage objectives or available site information. For the LPR locations, please identify any known lane/direction requirements and existing poles, network, or power available for use. If this information is not available before bid, please confirm whether a procurement-controlled site visit may be arranged or whether proposers may provide clearly identified allowance/budgetary pricing for this work.

Gary E West Conference Center Cabins – Not on the WLU network. Nearest network location would be the aquatic center.

Commons Apartments – No WLU network at this location. We do have fiber to the house next to the soccer field.

Belmont Savings Bank Indoor Practice Facility – WLU network capable

Blatnik Gymnasium – WLU network capable

Entrance Gates – No power, no network

- 29. For training, please provide the approximate number of operator users and administrative/IT users expected to participate, if known. If no specific training format or duration is prescribed, proposers will define the training approach included with their solution. For ongoing support, please confirm whether WLU expects an initial support period to be included in the base proposal and whether future monthly/annual support options should be shown separately.**

Approximately 10 users for training.

Initial support period should be included in the base proposal. Future support options should be shown separately.

PRICING SHEET

THIS IS THE OFFICIAL PRICING SHEET; VENDORS WILL BE SCORED FROM THIS SHEET. Failure to use this sheet may result in your bid being rejected. First two pages must be completed, add/alternates do not have to be priced for software platform solution to be considered.

1. Software Platform

Identify the name of the platform below and the cost for a 12-month license.

	\$
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2. Implementation Costs

Provide the cost for Installation, configuration, implementation, and training for the software platform.

\$

3. Identify any other potential costs that may need to be charged for the procurement and deployment of the software solution.

Item	Cost
	\$
	\$
	\$
	\$
	\$

4. Total

Add all the costs, this is not to exceed, all-inclusive number for this section of the project.

\$

Write out the number below. (If the cost is \$2000, you would write two thousand dollars and no cents) If there is a discrepancy, the written form of the cost will be the ruling figure.

5. Future License Cost

Provide the cost of a 5-year (60 month) license

\$

6. If 5-year license is unavailable, provide pricing for four renewals after initial license period is completed.

2 nd Year (1 st Renewal)	\$
3 rd Year (2 nd Renewal)	\$
4 th Year (3 rd Renewal)	\$
5 th Year (4 th Renewal)	\$

ADD/ALTERNATES (Vendor should price these as turnkey solutions with the facilities or grounds as they are now.)**1. Gary West Center Cabins**

Item	Cost
Equipment	\$
Labor	\$
Materials	\$
License	\$
Other	\$
Total	\$

2. Commons Apartments

Item	Cost
Equipment	\$
Labor	\$
Materials	\$
License	\$
Other	\$
Total	\$

3. Belmont Savings Bank Indoor Practice Facility

Item	Cost
Equipment	\$
Labor	\$
Materials	\$
License	\$
Other	\$
Total	\$

4. Blatnik Gymnasium

Item	Cost
Equipment	\$
Labor	\$
Materials	\$
License	\$
Other	\$
Total	\$

5. Faculty Drive Entrance License Plate Reader Camera

Item	Cost
Equipment	\$
Labor	\$
Materials	\$
License	\$
Other	\$
Total	\$

6. University Drive Entrance License Plate Reader Camera

Item	Cost
Equipment	\$
Labor	\$
Materials	\$
License	\$
Other	\$
Total	\$

7. South Drive Entrance License Plate Reader Camera

Item	Cost
Equipment	\$
Labor	\$
Materials	\$
License	\$
Other	\$
Total	\$

WV-10
Approved / Revised
06/08/18

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. **Application is made for 2.5% vendor preference for the reason checked:**
☐ Bidder is an individual resident vendor and has resided continuously in West Virginia, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; **or**,
☐ Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **or**,
☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,
2. **Application is made for 2.5% vendor preference for the reason checked:**
☐ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
3. **Application is made for 2.5% vendor preference for the reason checked:**
☐ Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; **or**,
4. **Application is made for 5% vendor preference for the reason checked:**
☐ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,
5. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
☐ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,
6. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
☐ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**
☐ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.
8. **Application is made for reciprocal preference.**
☐ Bidder is a West Virginia resident and is requesting reciprocal preference to the extent that it applies.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: _____ Signed: _____

Date: _____ Title: _____

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.