

SOLICITATION COVER SECTION

Issuing Entity: The Trustees of the California State University, San Diego State University

Solicitation Number: 7080

Solicitation Title: Campus Safety Systems Assessment and Strategic Planning

Issuing Location: San Diego State University

Solicitation Method: Request For Proposal (RFP)

RFP Procurement Contact:

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PLANETBIDS Instructions:

All questions, interpretations, and requests for clarification regarding this solicitation must be submitted through PLANETBIDS no later than the deadline identified in the Schedule of Events.

All official communications, responses to questions, and addenda will be issued through PLANETBIDS. Communications outside of PLANETBIDS, including direct email contact with the Contract Manager, are not authorized for substantive RFP matters and shall not be binding or modify the terms of this solicitation.

Bidder or Proposer:

For purposes of this solicitation, “Bidder” and “Proposer” may be used interchangeably to refer to a responding entity. The solicitation method identified above determines the applicable requirements and procedures. See Section 2 for defined terms.

Please ensure to fill out Rider A.

SCHEDULE OF EVENTS

The following schedule sets forth the anticipated timeline for this solicitation. CSU

Event	Date	Pacific Time (PT)
Solicitation Release Date	June 26, 2026	N/A
Deadline for Written Questions	July 13, 2026	2:00 PM
Submission Deadline	July 31, 2026	2:00 PM
Interviews / Presentations (If Applicable)	TBD	TBD
Notice of Intent to Award	September 2026	N/A
Anticipated Contract Award	September 2026	N/A

reserves the right to revise the Schedule of Events at its discretion.

All times referenced in this solicitation are local time at the issuing campus or CSU Office of the Chancellor (Pacific Time).

If a Mandatory Pre-Submission Conference is identified above, attendance is required in order to submit a responsive submission.

It is the responsibility of Bidders or Proposers to monitor PLANETBIDS for updates to the Schedule of Events, including all addenda.

The dates set forth in the Schedule of Events through and including the Submission Deadline may be revised only by addendum issued through PLANETBIDS. For purposes of this solicitation, an addendum includes any formal amendment or modification issued through PLANETBIDS, including system updates to event dates and times and addenda issued as attachments.

Dates following the Submission Deadline are estimates only and may be adjusted at CSU's discretion. Adjustments to anticipated post-submission dates do not require an addendum and may be communicated through PLANETBIDS or other reasonable means.

CSU reserves the right to include additional evaluation steps or modify the procurement timeline as necessary.

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Attachments:

Rider A	-	<u>SDSU RFP Bidder Response Checklist</u>
Exhibit A	-	<u>CSU and SDSU Profile</u>
Exhibit B	-	<u>Clarifications</u>
Exhibit C	-	<u>Definitions</u>
Exhibit D	-	<u>Solicitation Methodology Definitions</u>
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Exhibit G	-	<u>Information Security and Cybersecurity</u>
Exhibit H	-	<u>Protest Procedures</u>
Exhibit I	-	<u>General Solicitation Provisions</u>
Exhibit J	-	<u>Preference Programs</u>
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Exhibit L	-	<u>Order of Precedence</u>
Exhibit M	-	<u>Additional Solicitations Provisions</u>
Exhibit N	-	<u>CSU Strategic Priorities and Value-added Contributions</u>
Exhibit O	-	<u>SDSU Proposal Certification Form</u>
Exhibit P	-	<u>SDSU RFP Personnel Expertise Form</u>
Exhibit Q	-	<u>SDSU RFP Qualification Form</u>
Exhibit R	-	<u>SDSU RFP Reference Form</u>
Exhibit S	-	<u>Sustainability Questionnaire</u>
Exhibit T	-	<u>Voluntary Product Accessibility Template (VPAT)</u>
Exhibit U	-	<u>SDSU Technical Proposal Submission Template</u>
Exhibit V	-	<u>SDSU Price Proposal Submission Template</u>
Exhibit W	-	<u>CSU Terms and Conditions of Purchase</u>
Exhibit X	-	<u>CSU Data Privacy and Security Rider</u>
Exhibit Y	-	<u>Mutual Non-Disclosure Agreement</u>

SECTION 1 – INTRODUCTION

1.1 Purpose

The purpose of this solicitation is to obtain competitive proposals or bids from qualified firms to provide the goods and/or services described herein.

If this solicitation involves Information Technology Resources (“ITR”), as defined in this solicitation, such goods and/or services shall comply with applicable ITR requirements, including any required feasibility study review and Systemwide approvals pursuant to CSU policy.

CSU intends to award a contract in accordance with the selected solicitation methodology to the responsive and responsible Bidder whose submission meets the requirements of this solicitation and supports the award determination under the applicable method.

1.2 Project Overview

CSU is soliciting proposals for the following goods and/or services:

A comprehensive, independent, and data-driven assessment of SDSU's video security posture for Main Campus, Mission Valley campus (including the Mission Valley River Park), Imperial Valley campus (including both the Brawley and Calexico locations, which should be treated as distinct sites), and Aztec Stadium parking areas.

The detailed Scope of Work, performance standards, and deliverables are set forth in the Scope of Work section of this solicitation. CSU reserves the right to award a contract in whole or in part, as deemed in the best interest of the University.

1.3 Term of Contract

Initial Term: Six (6) months

Any renewal or extension of the Agreement shall be subject to mutual written agreement of the parties and continued funding availability.

1.4 Scope of This Solicitation

This solicitation is issued by the campus identified in the Cover Section. If issued on a systemwide basis, this solicitation may be used by CSU campuses and authorized locations unless otherwise specified. If issued by a single campus, this solicitation is limited to that campus and its authorized departments.

Only the Chancellor's Office, or a campus acting pursuant to written delegated authority from the Chancellor's Office, may issue a systemwide solicitation on behalf of the California State University.

Nothing in this solicitation or any resulting Agreement shall be interpreted as expanding the procurement authority of the issuing campus beyond the delegated authority granted under CSU policy.

1.5 No Guarantee of Participation or Volume

Unless expressly stated otherwise in this solicitation, nothing herein shall be construed as a guarantee of participation, purchase volume, minimum spend, or mandatory adoption by any CSU campus, auxiliary organization, the University of California, or the Foundation for California Community Colleges.

Participation by any authorized entity is voluntary and subject to that entity's independent procurement authority, internal approvals, and fiscal authorization.

CSU makes no representation or warranty regarding the level of participation, aggregate usage, or total value of purchases under any resulting Agreement.

If this solicitation expressly identifies mandatory participation, designated primary vendor status, joint procurement authority, or minimum purchase commitments, such provisions shall govern as expressly stated in this solicitation.

1.6 Funding Source

If this procurement is funded in whole or in part with federal or restricted funds, additional requirements may apply as identified in this solicitation.

SECTION 2 – SCOPE OF WORK

2.1 General Requirements

The Contractor shall provide all labor, materials, equipment, supervision, and other resources necessary to perform the goods and/or services described in this Section.

The Scope of Work establishes the minimum requirements. Bidders may propose additional features or enhancements that provide added value to CSU, provided such proposals clearly identify any deviations.

2.2 Description of Goods and/or Services

The Contractor shall provide the following:

General Overview

I. General Requirements

- A. The Contractor shall understand what cameras SDSU operates currently, where they are located, how they are configured, and how effectively the cameras support operational and safety needs.
- B. The Contractor shall determine where coverage is insufficient and where improvements would most meaningfully enhance safety, response, and investigation.

- C. The Contractor shall ensure decisions are well-supported, transparent, and aligned with CSU policy and public-sector accountability expectations.
- D. The Contractor shall provide an outline of priorities and items to be addressed first (e.g., critical safety areas), what can follow, and how improvements can be sequenced over time.
- E. The Contractor's audit and plan shall enable SDSU to benchmark itself against other California State University campuses and other public universities with respect to, but not limited to:
 - 1. Coverage strategy
 - 2. Density
 - 3. Investment approach
- F. The Contractor understands services shall take place at SDSU's main campus, the Mission Valley campus to include Mission Valley River Park, the Imperial Valley campus to include both Brawley and Calexico locations, and the Snapdragon Stadium parking lot areas (excluding the stadium structure and the existing stadium-operated camera infrastructure).
- G. The Contractor shall perform services in the same manner for each SDSU location in regards to methodology, standards, and prioritization framework to ensure consistency across SDSU locations.
- H. The Contractor shall place special emphasis on improving visibility into vehicular access and movement across campus.
- I. The Contractor shall provide an audit report in a formal, consulting-grade report suitable for governance, planning, and procurement.

Service Specifications

I. Services for SDSU Provided Data Source

- A. The Contractor shall incorporate relevant SDSU-provided data from all in-scope locations, including the Imperial Valley Campus, Mission Valley River Park, and Snapdragon Stadium parking areas, into the assessment, including (as available):
 - 1. Police incident and activity data (UPD)
 - 2. Pedestrian and traffic flow patterns
 - 3. Already known investigative gaps or prior incident challenges
- B. The Contractor shall use SDSU provided data to perform the following, but not limited to:
 - 1. Inform Tier classification and prioritization
 - 2. Identify high-risk or high activity locations
 - 3. Validate whether current coverage supports investigative and response needs

II. Field Validation and On-Site Assessment

- A. The Contract audit must include physical, on-site validation of conditions and not rely solely on system inventories, drawings, or maps.
- B. The Contractor at a minimum shall:
 - 1. Conduct walkthroughs of specified campus areas
 - 2. Validate camera placement, field of view, and obstructions
 - 3. Observe environmental and operational conditions affecting performance
 - 4. Pay special attention to campus entrances which include all primary and secondary vehicular access points, including informal or uncontrolled ingress routes where feasible

III. Daytime and Nighttime Assessment

- A. The Contractor shall perform the audit in both daytime and nighttime conditions. The Contractor shall confirm the following is performed:
 - 1. Assess camera performance in both lighting conditions.
 - 2. Identify degradation in image quality at night
 - 3. Evaluate whether current coverage meets intended DORI levels after dark

IV. Low Light and Lighting Condition Evaluation

- A. The Contractor shall explicitly assess low-light effectiveness and identify areas where lighting conditions impact Security performance.
- B. The Contractor shall:
 - 1. Evaluate the interaction between lighting and camera performance.
 - 2. Identify locations where insufficient lighting limits effectiveness.
 - 3. Recommend lighting improvements where appropriate, either:
 - a) In addition to camera improvements, or
 - b) As an alternative to camera deployment

V. Coverage Model and Validation

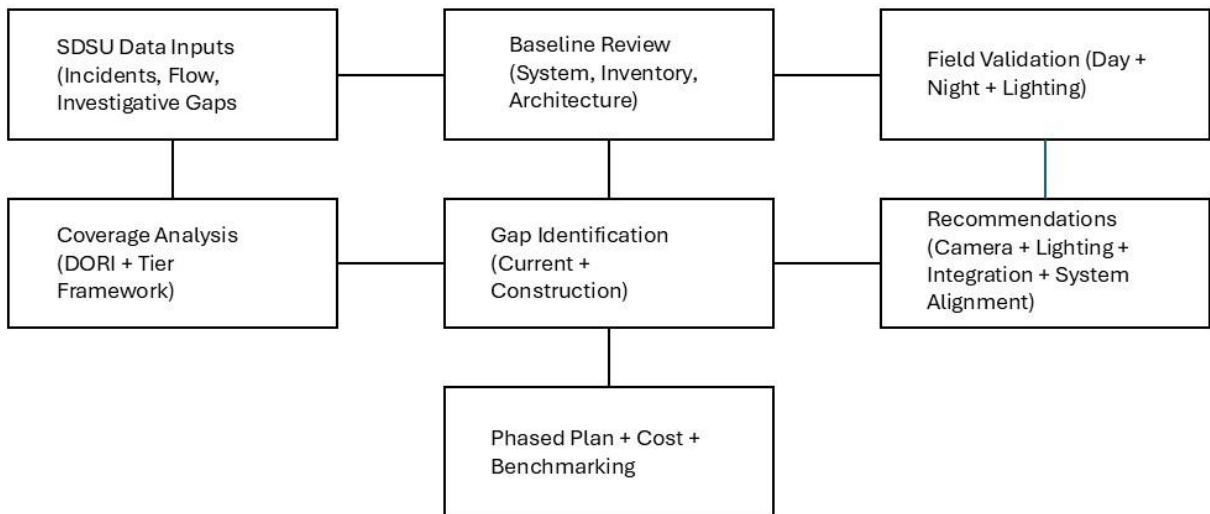
- A. The Contractor shall confirm the coverage analysis be supported by both:
 - 1. Analytical modeling (maps, field-of-view approximations)
 - 2. Field validation (on-site observations)
- B. The Contractor shall confirm alignment between both:
 - 1. Theoretical coverage (maps/design)
 - 2. Actual observed performance

VI. Integration with Broader Campus Safety Systems

- A. The Contractor shall include a targeted, high-level review of selected related safety systems that directly interact with or impact the effectiveness of video security.
- B. The high-level review shall include, but is not limited to the following:
 - 1. Access control systems
 - 2. Emergency call boxes / blue light phones
 - 3. Dispatch and response workflows (University Police Department)
 - 4. Emergency notification systems (SDSU Alert and SDSU Safe)
- C. The Contractor shall work with SDSU to confirm the recommendations support a layered and coordinated safety strategy, rather than treating cameras as a standalone solution. The Contractor should understand the review is intended to inform video security recommendations and identify integration opportunities, dependencies, and gaps. The review is not meant to imply a full audit of access control, emergency communications, or other campus safety systems.
- D. The Contractor should identify in their review:
 - 1. Opportunities for improved integration
 - 2. Gaps where systems are not aligned
 - 3. Enhancements that improve response or investigative effectiveness
- E. The Contractor shall assess how video security aligns with access control systems to include, but not limited:
 - 1. Coverage at controlled entry/exit points

2. Visibility into “door activity” (e.g., entries, exits, forced access)
 3. Alignment with key operational risks (e.g., unsecured or “propped” doors)
- F. The Contractor shall consider how security supports or is coordinated with, but not limited to:
1. Emergency call boxes (blue light phones)
 2. Dispatch and response workflows.
- G. The Contractor shall identify:
1. Gaps in camera coverage near emergency call locations
 2. Opportunities to improve response visibility
- H. The Contractor shall confirm included in the audit a practical assessment of:
1. Lighting Conditions:
 - a) Major pedestrian pathways
 - b) Parking areas
 - c) Emergency response routes
- I. The Contractor shall identify observations related to physical design elements that impact safety and security effectiveness. The Contract understands this is observation input, and not to service as full engineering or security design review. The observations include, but not limited:
1. Sightline obstructions
 2. High pedestrian and/or vehicle interaction zones
 3. Opportunities for protective measures (e.g., bollards in high-risk areas)

The following diagram visually summarizes the required methodology for the audit. This applies to all in-scope SDSU locations (Main Campus, Imperial Valley, Snapdragon Stadium Parking Areas). The diagram serves as an example only and may be subject to change at the discretion of SDSU.



- J. The Contractor shall identify and assess the presence of department-managed or non-centralized video Security systems operating outside the primary SDSU enterprise video management platform (Motorola Alta), which shall include, but is not limited to:
1. Department-specific camera deployments
 2. Auxiliary or grant-funded systems
 3. Standalone or siloed recording solutions
- K. The Contractor shall identify:
1. Known or discoverable non-centralized systems
 2. Assess the extent of fragmentation across campus
- L. The Contractor shall evaluate:
1. Accessibility of footage for UPD
 2. Alignment with CSU policy (retention, access, security)
 3. Integration limitations with dispatch and investigations
 4. Redundancy or overlap with centralized systems
- M. The Contractor shall provide the following, but not limited to:
1. A high-level inventory or estimate of decentralized systems (where feasible)
 2. Identification of operational and security risks associated with fragmentation
 3. Recommendation for the following:

- a) Integration into the centralized Alta platform, where appropriate
- b) Standardization of policies and configurations
- c) Situations where decentralization may remain justified

VII. Coverage Framework

- A. The Contractor shall define all areas and recommendations in a categorized tier level as follows:

Tier 1 – Life Safety / Critical Response

Highest priority areas where coverage directly supports emergency response and identification.

Tier 2 – High Use / High Exposure

Busy areas where coverage improves awareness and investigations.

Tier 3 – Perimeter / General Deterrence

Lower-risk areas focused on visibility and deterrence.

- B. The Contractor shall provide each recommendation with a specific outcome in the format as follows:

- 1. Detect - Can see that something is happening
- 2. Observe – Can understand general activity
- 3. Recognize – Can distinguish individuals
- 4. Identify – Can clearly identify a person

Defined Services

I. Current State Baseline

- A. The Contractor shall provide SDSU with an overview of SDSU's inventory and systems. The overview shall be a catalog of equipment that currently exists and how it is structured.
- B. The Contractor shall provide SDSU information on storage and retention posture. The information shall include how long is video footage kept and how much capacity exists for video storage.
- C. The Contractor shall provide SDSU information on licensing footprint. The information shall include what are SDSU's software and system dependencies.
- D. The Contractor shall provide SDSU an assessment of existing license plate reader (LPR) licensing, infrastructure readiness, and current limitations preventing greater utilization.

II. Coverage Analysis

- A. The Contractor shall provide a map-based visualization of coverage. The map shall show, but not limited to, where cameras currently provide coverage.
- B. The Contractor shall identify blind spots and gaps in coverage. The visualization shall identify areas weather coverage is missing or insufficient. The visualization shall include stairwells and elevators.

III. Gap Register

- A. The Contractor shall include the following for each gap or recommendation to SDSU:
 - a. Unique ID
 - b. Location/map reference
 - c. Tier classification
 - d. DORI target
 - e. Description and rationale
 - f. Dependencies/constraints
 - g. Applicability to LPR strategy (Yes/No + rationale)
 - h. Complexity (L/M/H)
 - i. ROM cost (CapEx) and estimated OpEx
 - j. Storage/licensing impact

IV. Gap Prioritization

- A. The Contractor shall provide initial scoring for each gap using the defined model, including assumptions and rationale for SDSU to review. The Contractor understands SDSU will review and validate scoring through a cross-functional process and may adjust priorities based on operational, budget, or policy considerations.

V. Recommendations

- A. The Contractor shall provide the following, but not limited to, for each gap:
 - 1. Recommended solutions (camera, repositioning, lighting, access control integration, etc.): What should be done to address the issue?
 - 2. Evaluation and recommendation of License Plate Recognition (LPR) coverage at campus entry and

circulation points, including infrastructure, licensing, and integration requirements.

3. Rationale and operational value: Elaborate on why the recommendation improves safety or effectiveness.
 4. Alternatives considered: Detail other possible non-camera approaches, where relevant, that can enhance safety (e.g., coordinated/integrated access control)
 5. Constraints and dependencies: Detail what could affect implementation.
 6. Implementation complexity: Estimate of effort required.
- B. The Contractor shall ensure all recommendations align and be compatible with SDSU's Alta video management platform unless otherwise justified.

VI. Buildings and Planned Facilities

- A. The Contractor shall include consideration of buildings that are currently under construction or in late-stage design. For such facilities, the Contractor shall:
1. Review available architectural, site, and security design plans
 2. Evaluate proposed or planned camera coverage and infrastructure readiness
 3. Apply SDSU coverage standards (Tier classification and DORI expectations) to key areas
 4. Identify any anticipated coverage gaps at time of occupancy
 5. Assess adequacy of:
 - a) Network and power infrastructure
 - b) Conduit and mounting provisions
 - c) Lighting conditions affecting Security effectiveness
- B. The Contractor shall provide feedback on the following:
1. Items that can be addressed during construction (preferred)
 2. Items that require post-construction retrofit
- C. The Contractor shall include all findings into the overall gap register and phased implementation plan.

VII. Cost and Impact for Recommendations

- A. The Contract shall provide a cost estimate for each category defined below:
 - 1. Hardware
 - 2. Installation
 - 3. Pathway/power
 - 4. Storage
 - 5. Licensing
 - 6. Support/maintenance
- B. The Contractor shall, in addition, provide cost estimates for each category defined below:
 - 1. Capital Expenditures (CapEx) (e.g. one-time costs)
 - 2. Operational Expenditures (OpEx) (e.g. ongoing annual cost)
 - 3. Storage and licensing impacts

VIII. Phased Implementation Plan

- A. The Contractor shall provide an implementation plan for all recommendations in accordance with the audit to include, but not limited to:
 - 1. Phase grouping and prioritization: What should be done first?
 - 2. Tier-based sequencing: Higher-risk areas addressed earlier.
 - 3. Bundling opportunities: Any efficiencies in implementation.
 - 4. Timeline assumptions

IX. Benchmarking

- A. The Contractor shall provide metrics to SDSU to compare with peer institutions. The metrics shall include, but are not limited to:
 - 1. Tier distribution: How coverage is balanced across priorities.
 - 2. DORI distribution: Level of coverage quality.
 - 3. Cost by phase: Recommended investment profile.
 - 4. Other normalized measures as appropriate
- B. The Contractor understands benchmarking should include normalized comparisons such as, but not limited to cameras per

major access point, per parking structure, or per high-traffic corridor segment.

X. Privacy Considerations

- A. The Contractor shall provide, in regards to privacy, information in the audit addressing the following, but not limited to:
 - 1. Identify privacy-sensitive locations: Highlight areas requiring additional care or exclusion.
 - 2. Flag recommendations requiring review: Flag any potential policy or perception concerns.
 - 3. Note mitigation strategies, e.g., repositioning, masking, signage.

XI. Deliverables

- A. The Contractor shall provide an audit report in PDF format and shall be structured as and include the following:
 - 1. Executive Summary
 - 2. Methodology and Assumptions
 - 3. Current-state Baseline
 - 4. Coverage Analysis
 - 5. Campus entrance and vehicular access point inventory, including classification and recommended coverage strategy
 - 6. Gap Summary
 - 7. Recommendations
 - 8. Cost Analysis
 - 9. Phased Implementation Plan.
 - 10. Benchmarking Summary
 - 11. Policy/Privacy Alignment
- B. The Contractor shall provide coverage maps with annotations identifying coverage areas and gaps identified.
- C. The Contractor shall provide a Structured spreadsheet for tracking recommendations.
- D. The Contractor acknowledges SDSU may request different file formats for deliverables and the Contractor shall use best efforts to meet the request.

- E. The Contractor acknowledges that all deliverables must be provided to SDSU prior to end of contract term and services are deemed when the following deliverables are provided and approved by SDSU:
1. Final Audit report
 2. Coverage Maps
 3. Gap Register
 4. Phased Plan
 5. Benchmarking Summary
- F. The Contractor understands the nature of this RFP is for audit services only and does not warrant an implementation proposal for any recommendations. Contractor's proposal shall only include audit services and shall not incorporate any on-going service or system upgrade or implementation proposals or costs.
- G. In the event Contractor would like to make a proposal for additional services, upgrades or implementations, such proposal will be evaluated separately from this RFP and incorporated in the "value add" services and will not form a basis for decision on awarding this RFP. University shall review and determine if such proposal is in the best interests of the University and, at its discretion, may decide to discuss with Contractor further.

XII. Scope of Work Visual Summary

IN SCOPE (Phase 1) • Camera coverage & gaps • DORI / Tier framework • Lighting (day + night) • Access control alignment • Blue light phones / dispatch • Emergency notification (contextual) • Buildings under construction • Department systems (assessment) • Gap register & phased plan	OUT OF SCOPE (Phase 2) • Lab safety / EHS • Mental health / BIT • Title IX processes • Full MNS testing • Deep access control audit • Indoor PA systems • Detailed engineering / policy audits
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Administrative Requirements

I. Compliance Requirements

- A. The Contract shall comply with CSU Video Security Cameras policy found here:
<https://calstate.policystat.com/policy/19488167/latest/>
- B. The Contractor acknowledges cameras are intended to support safety and incident response and not general monitoring or oversight.
- C. The Contractor acknowledges SDSU UPD requires authorization and signage prior to any deployments and signage must be visible to the campus community.
- D. The Contractor acknowledges cameras may not and are not used for monitoring employees performance, attendance, or behavior.
- E. The Contractor acknowledges there is no monitoring of areas with a reasonable expectation of privacy to include, but not limited to:
 - 1. Offices and private interior spaces
 - 2. Computer screens/workstations
 - 3. Residence hall windows or private living areas
- F. The Contractor acknowledges that access to only authorized personnel may view or manage footage with appropriate controls and logging. All personnel must be authorized by SDSU UPD prior to providing services.
- G. The Contractor acknowledges all video storage must be encrypted and restrained for a minimum of 30-days. All video storage shall occur according to CSU policy.
- H. The Contractor must clearly document how all recommendations align with these requirements and flag any potential concerns. The Contractor shall be impartial and shall not propose or imply specific third-party vendors in the audit report, except when necessary to meet compatibility requirements with the existing SDSU system.

II. Reporting Requirements

- A. The Contractor shall deliver the final audit report in the following format:

Field	Description	Example
Rec ID	Unique ID	SDSU-001
Location	Map reference	Parking Structure 3
Tier	Priority	Tier 1
DORI	Performance	Identify
Current State	Existing condition	Low visibility
Gap	Issue	Cannot identify individuals
Recommendation	Action	Add camera + lighting
Rationale	Why	High incidents
Alternatives	Options	Lighting only
Constraints	Limits	Power
Complexity	L/M/H	Medium
CapEx	Cost	\$8,000
OpEx	Annual	\$500
Storage Impact	Impact	+2TB/month
Privacy Flag	Yes/No	No

Final Audit Report Example Entry:

Location: Library Entrance

Tier: 1

Issue: Only Detect-level coverage

Recommendation: Upgrade to an Identify-level camera

Alternative: Add secondary angle

Priority: High

2.3 Deliverables

The Contractor shall provide all deliverables required under this solicitation, including documentation, reports, training materials, and other items specified herein.

2.4 Implementation and Transition

If this solicitation involves implementation of software, systems, or hosted services, the Contractor shall provide an implementation plan including governance, milestones, data migration, testing, training, and transition procedures.

2.5 Performance Standards

All work shall be performed in a professional and workmanlike manner consistent with industry standards and applicable law.

2.6 Contractor Responsibilities

The Contractor shall maintain required licenses, provide qualified personnel, protect CSU property and University Data, and comply with all applicable CSU policies and laws.

2.7 CSU Responsibilities

CSU shall designate a contract administrator and provide reasonable access to facilities or information necessary for performance.

2.8 Facilities Maintenance

If this solicitation involves facilities maintenance services, the applicable CSU Facilities Maintenance Rider shall be attached and incorporated.

2.9 Prevailing Wage

If prevailing wage requirements apply, Bidders must include all applicable costs in their proposals. Prevailing wage will not be imposed post-award without mutual written amendment.

2.10 Federal Funding

If funded in whole or in part with federal funds, the resulting Agreement shall be subject to 2 C.F.R. Part 200 and other applicable federal regulations.

2.11 Brand Names

Any reference to brand names in this solicitation is intended to describe the standard of quality, performance, or functionality desired and is not intended to restrict competition unless expressly stated.

Equivalent products or services that meet or exceed the stated requirements will be considered, provided the Bidder clearly describes the proposed substitute and demonstrates how it meets the requirements of this solicitation.

CSU reserves the right to determine whether a proposed substitute is equivalent to and meets the required standards. CSU may require additional descriptive material, technical documentation, or samples to evaluate proposed equivalents.

SECTION 3 – EVALUATION AND SELECTION CRITERIA**3.1 Responsiveness Review**

All proposals shall be reviewed to verify that the Bidder has met the submission requirements of this solicitation.

A proposal may be deemed nonresponsive if it fails to comply with submission instructions, omits required documentation, fails to meet mandatory requirements, or takes material exception to CSU's Terms and Conditions.

3.2 Responsibility Determination

Prior to award, CSU may determine whether a Bidder or proposer is responsible. Responsibility considerations may include financial stability, experience, past performance, capacity to perform, compliance with law, and debarment status.

3.3 Evaluation Methodology

Evaluation and award shall be conducted in accordance with the solicitation methodology identified in this solicitation.

For RFP solicitations, total evaluation points shall equal 100 points.

3.4 Evaluation Criteria (RFP – Best Value)

Evaluation Criteria (Total = 100 Points):

CRITERIA	POINTS
Cost Proposal	30
Qualifications & Experience	15
Technical Approach	40
Audit report clarity and details	15
DVBE Incentive	Up to 5
Small Business Incentive	Up to 5
TOTAL POINTS	100-110

3.5 Cost Evaluation

Pricing shall remain firm and valid for not less than one hundred eighty (180) calendar days from the proposal submission deadline.

For evaluation purposes, "Cost" shall mean the total evaluated cost as defined in this solicitation, including all required pricing components and mandatory options.

3.6 Evaluation Process

Evaluation may be conducted through individual scoring, consensus scoring, or a combination thereof.

Evaluation scores and rankings shall support the award determination. Final award shall be made in accordance with the evaluation criteria and methodology stated in this solicitation.

The evaluation criteria and relative weighting identified in this solicitation represent the sole criteria upon which proposals will be evaluated. No additional criteria shall be used in the evaluation.

Evaluation scoring methodologies are internal processes and shall not create additional rights or procedural entitlements for proposers beyond those expressly stated in this solicitation.

Evaluation of proposals may involve the exercise of professional judgment by CSU evaluators, and such judgment shall not be subject to challenge solely on the basis of disagreement with the evaluators' conclusions.

3.7 Clarifications and Discussions

CSU may request clarification of proposals. For RFP solicitations, CSU may conduct discussions or negotiations consistent with the evaluation criteria and applicable law.

Clarifications shall not permit material modification of a proposal unless conducted as part of authorized discussions or negotiations consistent with this solicitation and applicable law.

3.8 Preference Application

Small Business preference, DVBE participation requirements and incentives, TACPA, and other statutory preferences shall be applied in accordance with applicable law.

3.9 Notice of Intent to Award

Upon completion of evaluation, CSU will issue a Notice of Intent to Award identifying the intended awardee(s).

3.10 Information Technology Project Approval (If Applicable)

If this solicitation involves Information Technology Resources ("ITR"), as defined in this solicitation, and the estimated total cost for procurement and implementation is \$1,000,000 or greater, and the project involves an activity or outcome determined to be high risk or high impact to the CSU, the project may be subject to feasibility study review and approval in accordance with CSU policy.

SECTION 4 – INSTRUCTIONS, CONTENT, AND FORMAT

4.1 Questions Regarding Solicitation

All questions, interpretations, or requests for clarification regarding this solicitation must be submitted in writing through PLANETBIDS no later than the deadline identified in the Schedule of Events.

Responses to questions and any addenda will be posted in PLANETBIDS. Oral statements concerning the meaning or intent of this solicitation are not binding and are not authorized.

4.2 Errors and Omissions

If a Bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation, the Bidder shall promptly notify CSU in writing prior to the proposal submission deadline.

CSU may issue an addendum to correct or clarify the solicitation. Submission of a proposal constitutes acknowledgment of all addenda.

4.3 Use of Artificial Intelligence in Proposal Preparation

If generative artificial intelligence tools are used to materially draft or prepare the Bidder's proposal, the Bidder shall disclose such use in its submission.

The Bidder remains solely responsible for the accuracy, originality, and compliance of its proposal.

CSU solicitation materials, communications, addenda, and any non-public information obtained through the solicitation process shall not be used to train, fine-tune, improve, or develop any artificial intelligence system.

4.4 Submission of Proposals

Proposals must be submitted electronically through the official solicitation platform identified in this solicitation no later than the date and time specified in the Schedule of Events. PLANETBIDS is the preferred CSU solicitation platform; however, certain campuses may utilize an alternate authorized electronic solicitation system as identified in the solicitation.

The official time of receipt shall be the date and time recorded by the designated electronic solicitation platform.

Bidders are solely responsible for ensuring that all required documents and attachments are fully uploaded, finalized, and successfully submitted prior to the deadline.

Proposals not fully submitted and timestamped by the designated platform by the deadline shall be deemed late and shall not be accepted. No other form of proposal submission will be accepted unless expressly authorized in writing in this solicitation.

For solicitations issued through an authorized electronic solicitation platform other than PLANETBIDS, the submission, timing, and completeness requirements set forth in this section shall apply in the same manner as if submitted through PLANETBIDS.

Regardless of the electronic solicitation platform utilized, Bidders remain responsible for compliance with all submission requirements stated in this solicitation.

Technical difficulties experienced by the Bidder, including internet connectivity issues, file upload failures, or user error, shall not excuse late submission. The electronic timestamp recorded by the designated solicitation platform shall be conclusive.

4.5 Solicitation Attachments

Certain forms, exhibits, certifications, Riders, or other documents referenced in this solicitation may be provided as separate files within the PLANETBIDS solicitation event rather than embedded in this document. All such materials posted within the PLANETBIDS event are incorporated into and form part of this solicitation.

4.6 Withdrawal or Modification of Proposal

A proposal may be withdrawn or modified through PLANETBIDS prior to the submission deadline. After the deadline, proposals may not be modified except as permitted by law.

4.7 Proposal Organization and Content

Proposals shall be organized in accordance with the structure identified in this solicitation and include all required components, including technical response, cost proposal, certifications, and preference documentation where applicable.

4.8 Clarifications

CSU reserves the right to request clarification of minor clerical errors or immaterial irregularities that do not affect the price, scope, ranking, or substantive responsiveness of the proposal. Clarifications shall not permit material modification of a proposal except as part of authorized discussions or negotiations conducted in accordance with this solicitation and applicable law.

4.9 Disposition of Proposals and California Public Records Act

Proposals submitted in response to this solicitation become records of the California State University and may be retained for official files.

Proposals are subject to disclosure in accordance with the California Public Records Act (Government Code §§ 6250–6276.48). CSU will maintain the confidentiality of proposals to the extent permitted by law.

If a Bidder believes that certain information contained in its proposal is exempt from disclosure under the California Public Records Act, the Bidder must clearly identify such information and provide written justification specifying the legal basis for the claimed exemption. Confidential or proprietary material should be clearly marked on each page for which confidentiality is claimed.

Blanket designations of an entire proposal or substantial portions thereof as confidential, proprietary, or trade secret are discouraged and may be deemed ineffective. CSU reserves the right to determine whether such designations are reasonable and consistent with the California Public Records Act.

CSU shall review all requests for nondisclosure in accordance with applicable law. Marking information as confidential does not guarantee that it will be exempt from disclosure.

If CSU receives a request for disclosure of information that the Bidder has clearly identified and justified as confidential or exempt, CSU shall make reasonable efforts to notify the Bidder prior to release to the extent permitted by law. CSU shall have no obligation to assert, defend, or maintain any claim of exemption on behalf of the Bidder.

Except as otherwise expressly provided in the resulting Agreement, submission of a proposal does not transfer ownership of the Bidder's intellectual property to CSU. However, CSU reserves the right to use concepts, ideas, and information contained in any proposal for purposes of evaluating proposals or structuring future solicitations. **Submitted proposals will not be returned.**

SECTION 5 – CSU TERMS & CONDITIONS AND RIDERS

5.1 Incorporation by Reference

The CSU Terms and Conditions of Purchase and any applicable Riders shall be attached to this solicitation and incorporated by reference into the resulting Agreement.

The resulting Agreement shall consist of the executed contract document, this solicitation (including all exhibits, appendices, and attachments), any addenda issued by CSU, and the CSU Terms and Conditions of Purchase and applicable Riders.

These documents collectively form the contractual framework governing the resulting Agreement and shall be binding upon the parties upon execution.

5.2 Governing Version

The version of the CSU Terms and Conditions of Purchase and any applicable Riders, and any incorporated documents attached to this solicitation, or identified by CSU through a specific hyperlink or addendum issued prior to the Proposal Submission Deadline, shall govern.

Where such documents are provided by hyperlink rather than attachment, the version in effect as of the date of issuance of this solicitation, or as modified by addendum prior to the Proposal Submission Deadline, shall control. Subsequent revisions to website-posted versions shall not apply unless incorporated by addendum prior to award.

If any such documents are inadvertently omitted from the solicitation materials, CSU may provide the applicable version by addendum. Inadvertent omission shall not alter the governing version identified in this solicitation or any addendum.

In the event of any discrepancy between a website-posted version and the version attached to this solicitation or incorporated by addendum, the version attached or incorporated by addendum shall control.

5.3 Updates Prior to Award

If CSU updates the CSU Terms and Conditions of Purchase or any applicable Rider after issuance of this solicitation but prior to award, CSU may issue an addendum attaching the revised version.

Any such revised version shall apply only if disclosed through addendum prior to award. In the absence of such addendum, the version attached to this solicitation shall govern.

5.4 After Notice of Intent to Award

Following issuance of the Notice of Intent to Award, the version of the CSU Terms and Conditions and applicable Riders attached to this solicitation shall govern the resulting Agreement unless the parties mutually agree in writing to incorporate a revised version prior to contract execution.

CSU shall not unilaterally substitute a revised version after issuance of the Notice of Intent to Award.

5.5 Modifications and Redlines

Submission of a proposal does not obligate CSU to accept any proposed modifications to the CSU Terms and Conditions or applicable Riders.

Any proposed modifications must be expressly identified in the proposal and are subject to CSU's review and written agreement. Only those modifications expressly agreed to by CSU in writing and incorporated into the final executed Agreement shall be effective.

5.6 Non-Disclosure Agreement

As a condition of Contract award, the Awarded Contractor shall execute the Non-Disclosure Agreement attached as Exhibit Y.