	KITSAP COUNTY Request for Proposal 2021-107	Purchasing Department 619 Division St., 4 th Floor Port Orchard, WA 98366 Phone: 360.337.4788 Email: purchasing@co.kitsap.wa.us
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ARTICLE 1. PROJECT OVERVIEW

1.1 Kitsap County is in Washington State and has a population of approximately 251,133 residents. The Jail is located at 614 Division Street, Port Orchard, Washington. The Kitsap County Sheriff’s Office Jail has a maximum capacity is 544 inmates.


The Kitsap County (“County”) is seeking proposals for the Kitsap County Sheriff’s Office (“KCSO”) from qualified organizations to provide a Full Body Scanner (“Scanner”) for use in a correctional setting to detect objects concealed internally in or externally on the body. Incoming inmates will be pat searched during intake in the booking area. The Body Scanner will provide a secondary contraband search and provide the capability of scanning the whole body (internally and externally) for the detection of organic and inorganic contraband including but not limited to metal, liquids, plastics and other polymer materials, powders, paper, wood, gels, leather, drugs, weapons, precious stones, explosives, and electronics with the capability of capturing images that may be stored electronically with the time, date, scan number and subject name. The Scanner will be used to screen inmates and property.

Currently, the Kitsap County Corrections Officers must perform a physical search of incoming inmates during the booking process. This search is limited to physically searching pockets and pat searching clothing and the outer body of individuals. This method does not detect the presence of contraband concealed within hidden areas of clothing, body cavities or internally within the body. Kitsap County’s goals and objectives for procurement of a full body scanner are to:

1. reduce the potential for injury to staff and persons related to contraband;
2. reduce contraband entering the jail;
3. detect the presence of contraband concealed on or in persons being booked into the jail;
4. reduce the need for manual body searches prior to persons entering the general population;
- and
5. reduce the risk of transmitting COVID-19.

It is anticipated that the scanner will be used to scan approximately 9,000 to 10,0000 people annually and must be capable of scanning both offenders and objects.

The Scanner will be placed in the booking area. The space is approximately 11’6 by 12’10” with a ceiling height of 8’4”. The Scanner must be able to be located in the allotted space with little to no remodeling. The jail operates 24 hours per day, 365 days a year. All installation and servicing of the Scanner must occur on days and at times least disruptive to jail security and operations.

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1.3 **SECURITY REQUIREMENTS.** This project will involve entering secure areas within the county jail and accessing areas where confidential materials and/or information may be present. For this reason, all persons who will be involved with the installation, servicing and training on this equipment must successfully complete a background check prior to the start of work and access to the facility. This background check will be performed by Kitsap County, and will be required annually.

If issues involving potential threats to the health, safety, security, general well-being, or operational mission of the Sheriff’s Office are found during the background check, Kitsap County reserves the right to deny the specific individual access to the secure areas. In that event, it will be up to the Contractor to replace the employee with another technician at no additional cost to the County.

ARTICLE 2. SCANNER SPECIFICATIONS

2.1 Proposal shall describe how their proposed Scanner adheres to the following specifications:

1. The full body scanner with the state-of-the-art technology shall be delivered and installed as a turn-key project fully operational, calibrated, and tested in accordance with manufacturer specifications. Proposals shall describe how all of the following will be met and manufacturer technical specifications/brochures shall be submitted.
2. Proposed equipment shall have a minimum life expectancy of seven (7) years and shall include manufacturer support to be available for any parts, service, and technical assistance.
3. All specifications and manufactured accessories for the Scanner shall be specifically included in the proposal. The Scanner shall be new un-opened and in original factory packaging. Refurbished, used, shopworn, demonstrator, prototype or discontinued models are not acceptable.
4. Scanner **MUST** be able to scan the whole body (internally and externally) for the detection of organic and inorganic contraband including but not limited to metal, liquids, plastic, powders, paper, wood, gels, leather, drugs, weapons, precious stones, explosives, and electronics.
5. Scanner should have the capability of capturing images that may be stored electronically with the time, date, scan number and the ability to identify each person being scanned (i.e. booking number, jail identification number, date of birth, name, etc.) and to label images prior to print.
6. Scanner should alert the operator if potential contraband is detected during scan.
7. Scanner must scan clothes and shoes without removal.
8. Scanner should scan prosthetic arms, legs and other assistive devices, and any other item that a person being scanned has attached to their body.
9. Scanner should be a 360-degree open frame design where line of site is not compromised.
10. Scanner must be equipped with at least two emergency stop buttons with one button on the Scanner and one button on the operator workstation.



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11. Scanner should include one or more safety handrails attached to the platform to aid the person being scanned. Describe solution.
12. Scanner must include an operator workstation. If operator workstation is separate from the Scanner, list the minimum and maximum distance available between the Scanner and operator workstation.
13. Scanner platform should be steel and certificated to a minimum of 450 lbs.
14. Scanner should be constructed of durable rugged materials.
15. Scanner must include adjustable/leveling floor mounts.
16. Scanner should self-calibrate prior to or after every scan, and in such a manner as to not require a technician to be dispatched should the system lose power unexpectedly, be powered off or relocated.
17. Scanner should provide capability to backup images and corresponding data to a remote server.
18. Scanner should provide capability to backup radiation dosage information and corresponding data to a remote server.
19. Scanner must provide capability to send data using a secure transfer protocol if capable of the functionality provided in 2.1(17) and (18) above.
20. Scanner should allow user and administrator account management from operator screen.
21. Scanner must provide role-based access.
22. Scanner must include capability to uniquely identify and store each scan.
23. Scanner should provide capability to search for stored images. Describe.
24. Scanner should provide query and reporting capability. Describe.
25. Scanner should include local storage capacity to accommodate no less than 200,000 scanned images and corresponding data.
26. Scanner must include local storage capacity to accommodate two (2) years of radiation dosage information and corresponding data.
27. Scanner must provide real-time image display as the scan is conducted.
28. Scanner must provide high resolution head to toe whole body image of the person being scanned in a single pass.
29. Scanner should provide capability to store images with contraband into a separate folder for easy retrieval.
30. Scanner must provide color and black and white printing capabilities.
31. Scanner should be rugged, easy to use, operate and maintain.
32. A lead lined shield is provided for operator protection.
33. Scanner must have a user-friendly operating system that requires minimal training.
34. Scanner should have a scan time of less than 10 seconds.
35. Scanner must be capable of delivering a single (non-stitched) high resolution radiographic image of the entire body height and width (approximately 6'5" in height and 40" in width) and body weight of at least 450 lbs.

ARTICLE 3. WORKSTATION, SOFTWARE, IMAGES, RADIATION

- 3.1 Workstation. Proposal shall describe how the operator workstation adheres to the following specifications:



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1. An operator workstation shall be provided.
2. Operator workstation should include a color monitor not less than 23” in diameter, a keyboard and mouse, a minimum of 8GB memory, Windows 10 Pro preinstalled and an Ethernet adaptor.
2. Operator workstation should include a dedicated battery backup and surge protector.
3. Operator workstation should include remote access capability through the network for remote support.
4. Operator should have capability to tag/denote scans if contraband is detected.
5. Operator workstation should include touch screen functionality.
6. Operator workstation should provide a secure operator login capable of being tracked and maintained.
7. Operator workstation should allow for authentication to Active Directory or LDAP.
8. Operator workstation should allow for all monitors to be equipped with a privacy shield.

3.2 Software and Scanned Images. Proposal shall describe how the offeror adheres to the following specifications:

1. Provide a minimum of 1 Terabyte RAID storage.
2. Provide a data solution capable of 1 Terabyte of storage.
3. Must have an internal step-up transformer to convert 110V to 230V power supply.
4. Must have the ability to provide remote excess diagnostics via the Internet.
5. Describe how and if each scanned image includes related data such as operator, time and date of the scan, person being scanned and if contraband is detected.
6. Scanner should be able to provide an image quality in accordance with current medical radiology guidelines provided by the American College of Radiologists.
7. Scanner must display the image in 30 seconds of scan.
8. Scanned images should not reveal skin surface or anatomical details.
9. Scanned images should reveal contraband concealed externally and internally on the person’s body with sufficient resolution to enable staff to see and identify pills and other small items clearly on the displayed image.
10. Scanner should provide manipulation capabilities for scanned images including zoom, automatic contrast enhancement, brightness, contrast.
11. Scanner should provide the capability to save scans and export images out of the Scanner for storage on an external medium. Describe export process and list available scan formats (i.e. bmp, jpg, etc.).
12. Scanner should provide capability for simultaneously comparing no less than two (2) stored images of the same person.
13. Scanner should have the ability to provide at least six independent imaging techniques.
14. Scanner should possess a variety of different filters to assist in identifying possible contraband.
15. Scanner should have the ability to blur anatomical features to enhance privacy while still allowing for the detection and identification of contraband.
16. Scanner should have the ability to split the full image into quadrants; any of which can then be enlarged on the attendant’s computer screen to see even more detail.
17. Scanner should have the ability to collect and aggregate various data for reporting purposes such as: the total number of scans generated, the number of scans performed on specific

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offenders, the number of scans performed by specific staff members, the number of scans that have identified contraband, and the like.

18. Scanner should have ability to provide an uninterrupted power supply with battery backup for operator's workstation.
19. Provide a dedicated technical account manager to handle escalation and support related issues after go-live.

3.3 Radiation Exposure. Proposal shall describe how the offeror adheres to the following specifications:

1. Scanner should only emit radiation during the scanning process.
2. Scanner must emit the lowest amount of subject radiation exposure per ANSI standards while still providing accurate and effective imaging results.
3. Scanner must have a minimal radiation fallout zone and minimal inherent radiation leakage.
4. Scanner must provide maximum protection for subject and operation.
5. Scanner radiation exposure limit for each scan should be no more than 25 mrem per year, per person and 0.3 mrem per scan, per person.
6. Scanner should accurately measure and record the radiation dose of every scan. Describe if dosimeter is used.
7. Scanner should track cumulative radiation dose received by each person scanned.
8. Prior to a scan, the Scanner should alert the operator and require operator acknowledgement if the maximum radiation dose limit has been met for person to be scanned.
9. Describe how scanner accommodates for people with implanted cardiac devices (i.e. pacemakers, implantable cardioverter defibrillators and cardiac resynchronization therapy devices). Does the scanner interfere with or cause cardiac devices to malfunction? Explain.

ARTICLE 4. SERVICES REQUIREMENTS

4.1 Services. Proposal shall describe how the offeror adheres to the following specifications:

1. Services must be provided by the Scanner manufacturer or an authorized service provider.
2. Services must include delivery, set-up, installation, calibration, configuration, and training for a fully functional turnkey digital body scanning security Scanner.
3. Services must include all permits and or certifications required by all appropriate regulatory agencies for the work to be performed and the Scanner to be installed.
4. Contractor must comply with all applicable federal, state, and local requirements for protecting the safety of their employees, County staff, building occupants and the environment.
5. Any solutions that may require modification to the installation location must be reviewed and approved by the Kitsap County Facilities Management Department.
6. Services must include all cleanup and removal of debris and packaging materials.
7. Contractor Offeror is responsible for any damages to the facility caused during installation including damage to walls, ceilings, etc. The facility must be restored to original condition at no cost to the County.



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8. Upon installation, the Scanner will be tested and pass an acceptance test performed by the County. Any findings not in compliance with applicable requirements and performance specifications will be the responsibility of the Offeror to rectify these deficiencies at no additional cost to the County.
9. Final acceptance of the Scanner must be provided when all features in the Scanner required by the County are operational with no errors preventing the Scanner from being used as intended.
10. Offeror and its employees who perform services remotely or at the County jail facility must be required to undergo and pass criminal background checks before they can perform such services.
11. Offeror and its employees who perform services remotely by electronic tools should be able to allow local monitoring of work performs.
12. Offeror must provide and update a radiation plan.
13. Offeror must prepare and facilitate submittal of required compliance filings, renewals, etc.
14. Offeror must notify the county's risk management safety officer of any regulatory changes impacting compliant operation of the product.
15. Describe what the proposed service offers to handle preprogramming of tasks and which types of tasks can be scheduled to execute later (typically during off-hours).
16. Are any other management tools provided, such as online access to billing, usage reports, CDR exports, APIs, etc.? Describe the portals available to obtain such information.

ARTICLE 5. TRAINING

5.1 Training. Proposal shall describe how the offeror adheres to the following specifications:

1. Provide technical training and support from knowledgeable, certified staff.
2. Provide training and certification for all corrections staff and safety officers.
3. Training should include proper use of the Scanner including, but not limited to, how to conduct a scan, how to view, read, adjust, interpret, and store the resulting images.
4. Provide a full set of Scanner documentation and electronic training materials shall be provided before training including user manuals, etc.
5. Provided training must be delivered in a "train the trainer" format.
6. Offer future training should the internal certified trainer not be available.
7. Offer training that covers HIPPA rules as they apply to the operation of the unit.
8. Offer training that covers radiation effects of the unit on individuals being scanned as well as the operators.

SECTION 6. WARRANTY

6.1 Warranty. Proposal shall describe how the offeror adheres to the following specifications:

1. The Scanner should include a warranty which shall include parts, labor, and recommended preventative maintenance for the entire Scanner for a minimum of five years from time of installation.



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2. The warranty should not void specific warranties issued by manufacturers for greater periods of time, nor shall it void any rights guaranteed by law.
3. Warranty shall begin upon final acceptance by Kitsap County as described herein.
4. Proposer should offer an extended service contract which includes manufacturer recommended preventative maintenance for up to five (5) additional years.
5. Installation services for the Scanner should be warranted for 90-days after services are completed.
6. If Scanner fails, propose response time to get Scanner back up and in working condition during work hours, on weekends, holidays and after hours.
7. Provide inspection and certification assistance to meet state annual renewal requirements for licensing.
8. Identify inspection, certification, and testing requirements for radiation safety.
9. Provide a preventative maintenance plan.

END OF SCOPE OF WORK