Requirements Checklist:

Video Surveillance Solution

This checklist is to be used by Departments to document business requirements when publishing a request to industry for a surveillance solution. The checklist helps to define the parameters and goals for the solution, enabling integrators to provide informed designs and suitable proposals.

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| Summary of video surveillance business requirement |
| High-level business need, including what must be protected/surveilled |
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| Site/Project details | Click boxes to tick with ☑ |
| Site / project name |  |
| Location of site: physical address (province, town, street, building, floor) |  |
| Site coordinates (latitude, longitude) |  |
| Primary contact person for project |  |
| Contact details (cellphone, e-mail) |  |
| Projected date for supplier site inspection |  |
| Describe access to site for service provider (business hours + after hours) |  |
| Is this a new installation or an upgrade of an existing system? | Upgrade |[ ]  New |[ ]   |
| Integration required with existing system or devices? Specify if yes. |  |
| Existing CCTV equipment installed on site, if any |  |
| Number of Camera Checklists completed for site |  |
| Site size classification | Small |[ ]  Medium |[ ]  Large |[ ]
| Detailed floor plans available? (must be included in RFP if yes) | Yes  |[ ]  No |[ ]   |
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| Areas under surveillance | Click boxes to tick with ☑ |
| List all areas that must be covered by CCTV cameras(number areas on floor plan) |  |
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| Functionality required | Click boxes to tick with ☑ |
| Indoor cameras |[ ]  Viewing/monitoring station(s) |[ ]
| Outdoor cameras |[ ]  Control centre |[ ]
| Perimeter security |[ ]  Video transmission to to central site (archive/backup) |[ ]
| 24-hour surveillance |[ ]  Remote viewing station/control room |[ ]
| Low-light/night surveillance |[ ]  Central control room |[ ]
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| Technical requirements | Click boxes to tick with ☑ |
| Backup power requirement – how long must cameras and recording system remain powered and operational during power outages? |  |
| Envisioned future upgradeability of solution |  |
| Video analytics/detection requirements: | Motion |[ ]  Intrusion |[ ]  Heat map |[ ]
| People counting |[ ]  Line crossing |[ ]  Object left/removed |[ ]  Other: |
| Describe security considerations w.r.t. confidentiality of footage |  |
| Describe unique technical requirements, or other points not covered above (if any) |  |
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| Operational details |
| Does the site have dedicated security /technical staff allocated, or is hiring of new permanent staff planned? |  |
| Describe skill level and experience of staff (administrators, operators and support staff) |  |
| Details of additional maintenance and support SLA (over and above standard 5-year SLA as specified by SITA) |  |
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| High-level floor plan |
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| Additional info |
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#### Notes

* This checklist must be used in conjunction with the **Surveillance Camera Requirements Checklist**, which provides detail input per camera.
* This document must be included with the RFQ/RFP published via the designated SCM process, and also summarised in the main request for proposal document. The **SAC Deployment Guide** has additional RFP/RFQ guidelines as well as a template that must be incorporated into the standard SCM documents.
* The RFQ/RFP must conform with conditions and specifications that already form a part of the relevant Transversal Contract or SITA technical specification.
* To ensure an open and fair process, the RFQ/RFP may not include the names or technologies of any brand, product or supplier. Exceptions can only be made for business or IT architecture reasons: e.g. if a product has been selected as a Departmental standard, or if the RFQ must be brand-specific to ensure integration into an existing solution. **Consumables** (e.g. projector lamps) fall into this category, since they **must** be procured in a brand-specific way to prevent fruitless expenditure.