

# Crow Tribal Courts

## Video Capture and Conferencing System

*ISSUE DATE: 8/29/2013*

### **Contact Information**

For further information or questions on this RFQ allow information requests should be made through the following RFQ contact:

Jeff Honcoop

Business Consultant

Honcoop Technology Services

Phone: (406) 697-7894

Email: [jeff@honcooptechnology.com](mailto:jeff@honcooptechnology.com)

## Process

The Request for Quote (RFQ) process is utilizing an RFQ process to identify the correct vendor and hardware solution to meet their organizational requirements for a video conferencing and court room recording solution. The RFQ process represents an extremely competitive situation so the provided responses terms should reflect the competitive nature of the process. Revisions to the bid will be considered but we would like to request that best effort pricing be provided in the initial response to the RFQ.

Based on the responses, revisions may be requested from each vendor to ensure that all proposed solutions provide similar capabilities and functionality, or that differences between the solutions are clearly identified and evaluated. The top three finalists will be provided with the opportunity to demonstrate their proposed solution components to the selection committee for the RFQ to allow for a hands-on evaluation of the merits of the solution, technical competency of the solution provider, and to perform Q&A to determine the fit of the solution.

## Timeline

RFQ Issue Date: 8/29/2013 – 9/4/2013 via directed mail and advertisement

Site Walk-throughs by Appointment: 8/29/2013 – 9/12/2013

RFQ Response Date: 9/13/2013 by 5:00pm MDT

RFQ Proposal Reviews: 9/14/2013 – 9/17/2013

RFQ Vendor Demonstrations Awarded: 9/18/2013 by 5:00pm MDT

RFQ Vendor Demonstrations: 9/16/2013 – 9/27/2013

Contract Award Date: 9/27/2013

Payment Issuance: 9/30/2013

To facilitate an understanding of the environment and allow for data collection on the various aspects of the sites walk-throughs will be provided via appointment. Please direct all questions and scheduling requests to the RFQ contact.

All response are due on or before 5:00pm MDT on September 13, 2013. Responses may be delivered via email to the RFQ contact, in person or via delivery service to the RFQ contact. All responses must be **received** by the RFQ contact prior to the deadline for consideration.

## Summary

The Crow Tribal Courts is requesting a proposal for the implementation and support of a video conferencing and capture solution for their court rooms and detention facilities. The primary purpose of this solution will be to provide point to point video conferencing from their court rooms to an interview room in their detention facilities. The video system should provide capture of the video conferences to a network file share. The video system should also function as a local video recording solution for each court room to provide video capture of court room activities independently of the use of the video conference system. The proposal should include the hardware, software, implementation, and three years of full support costs.

## Required Features

### Video Conferencing Requirements

- High Definition Support (1080p)
- Point to Point Video Conferencing
- Court room side call initiation and remote camera control of conference call
- Conferencing Hardware per Court Room (2 Court Rooms):
  - 1 x Wall Mount Cabinet – Court Room (sized for court room equipment)
  - 1 x HD Pan-Tilt-Zoom Camera – Wall Mounted in Court Room
  - 1 x HD Fixed Camera – Pointed at Jury and Counsel Tables
  - Distributed microphone system - Capable of picking up normal conversational tones from the Bench and both counsel tables
  - 1 x 60" monitor – Wall mounted in Court Room
  - 1 x 21" monitor – On Judge's desk
  - 1 x Judge Control station with push button support for the following items:
    - Microphone controls
    - Video conference controls
    - Monitor controls
    - Camera controls
    - Recording controls
- Conference Hardware per Detention Center (2 rooms):
  - 1 x HD Pan-Tilt-Zoom Camera – Wall mounted in Detention Center
  - 1 x Wall Mount Cabinet – Detention Center (sized for detention center equipment)
  - 1 x 42" monitor – Wall mounted in Detention Center
  - Microphone system capable of picking up normal conversational tones from a 12' x 6' space in front of the camera
- Court room audio/visual recording solution
  - Must support capture to network attached storage with SMB support
  - Support for all three camera inputs on the system
  - Able to perform court room recording independent of the video conferencing function
  - Standards based video encoding format (.mp4, .avi, .mpeg as example)

### **Services and Consumables**

The proposal should include any necessary implementation, support, and services necessary to ensure smooth long-term functionality of the solutions:

- Shipping
- Professional delivery and setup on-site
- Management and software implementation (as required)
- Identification of automation requirements
- Implementation of all automation systems
- Hardware maintenance
- Software maintenance
- Remote Troubleshooting and support
- On-site troubleshooting and service within 1 business day
- IT Staff Training
- User Training

Service level agreements must be explicitly identified with the following minimum commitments:

- 4 Hour callback on reported problems
- Next Business Day on-site service and repair
- Similar or higher grade loaner machines that will automatically be rolled out for any outage longer than three business days

### **Quality**

The quality of the equipment should be commensurate with the formality and purpose of a judicial environment. The court room side cabling and finish should be professional, unobtrusive, and of high quality. The detention center finish may utilize industrial products with a focus on durability over finish. All products and services supplied should be warranted for a minimum of a three year period after implementation. Initial space identification appears to indicate that placing the wall mount cabinets even with the defense counsel tables in each court room would create appropriate spacing.

### **Pricing**

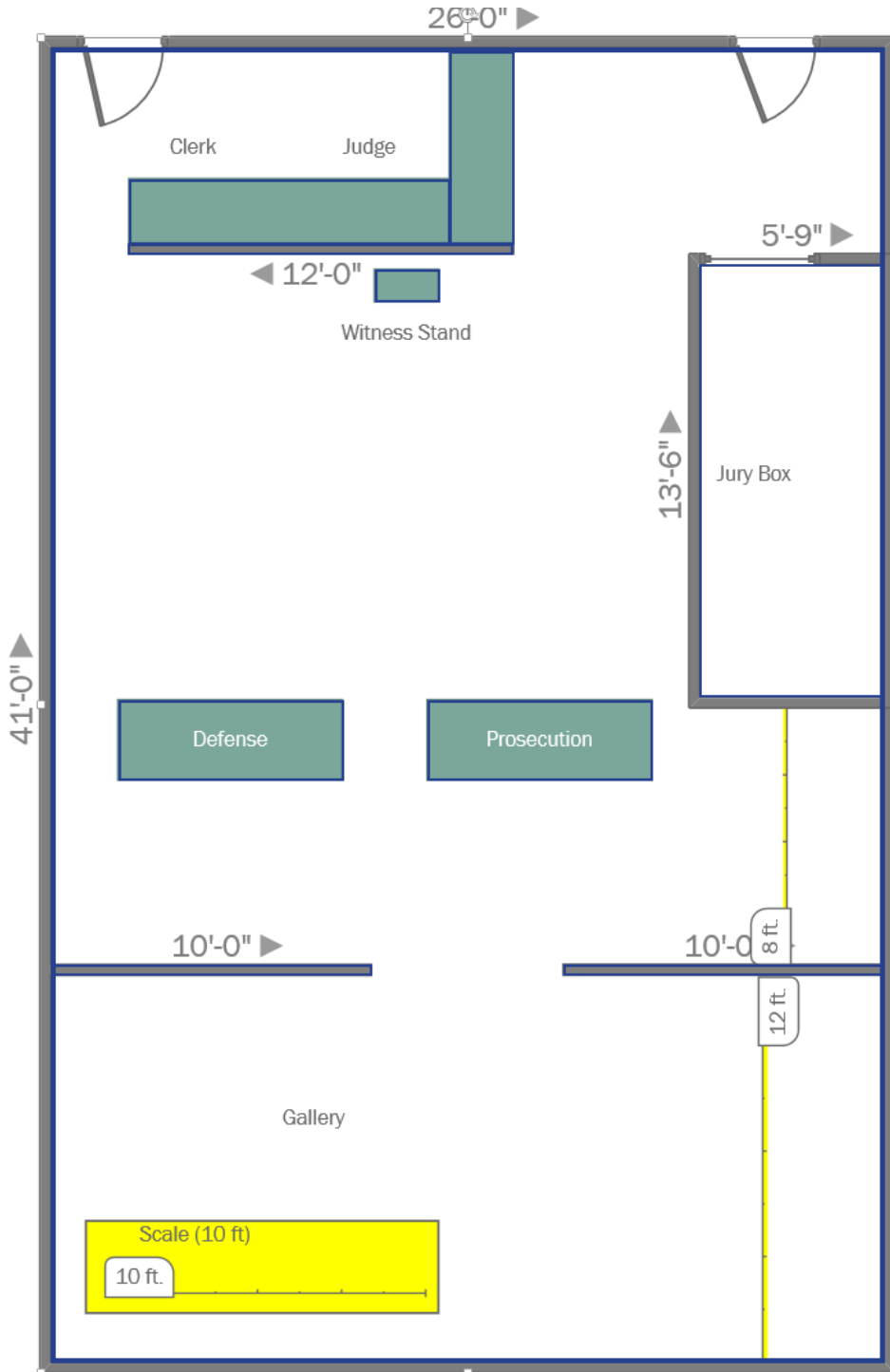
Pricing should be clearly identified and inclusive of all up-front costs. The maintenance and support term must be 3 years in duration with all applicable hardware warranties, software support contracts, and vendor maintenance agreements, and any other items required to achieve the identified service level agreements for the full 3 year period.

### **Deviations and RFQ Modifications**

Any deviations from the provided guidelines must be clearly identified in the proposal to ensure adequate awareness of the deviations to the procurement team. Please also identify areas where the basic requested functionality is exceeded to allow for accurate evaluation of the differentiating factors of the proposed solutions.

APPENDIX A

Adult Court Room Floor Plan



APPENDIX B

Juvenile Court Room Floor Plan

