

***First Judicial District of Pennsylvania's ("FJD")***

***Request for Proposal ("RFP")***

*For*

***Video Conferencing Equipment Guilty Plea Acceptance  
(and related peripherals and applicable services)***

*Dated February 7, 2014*

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***VENDORS' QUESTIONS AND ANSWERS ("Q&A")***

***<http://courts.phila.gov>***

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- Q1. In regards to the signature pad specifications, can you elaborate on the uses and scenario for this capability? Furthermore, is there any specific vendor for the signature pad systems?***  
No, the defendant will be at the "far" site, which is one of the five (5) County Prisons, all other participants will be in the Stout Center. The FJD requires the ability to display, and have signed, certain court related paperwork such as a "Negotiated Guilty Plea Form", a "Subpoena", etc.
- Q2. Could you explain the necessity to remove and replace the existing audio capabilities from each room? Is that only in the one room, or is that in every room?***  
Only one room will require this service, the Stout Center's Courtroom 1005. However, please be aware that the FJD prefers to have the audio capabilities of the above room mirror the audio systems/work recently upgraded in several other courtrooms. Accordingly, the FJD aims to obtain one XLR output from the sound system to feed into our courtroom's system.
- Q3. Is there any documentation on the existing systems that we could get to try to match the functionality?***  
Attached is a respective floor plan for the above location; see Attachment 1.
- Q4. Your existing cameras are standard definition. Do you want your new cameras to be high definition or standard definition?***  
The FJD would like to see potential vendors illustrate prices for both options.
- Q5. Is the transcript from the vendors conference going to be published to the FJD's website?***  
No, the transcript is not released, however all pertinent information, including any questions raised at the conference, is incorporated into this official Q&A document.
- Q6. What is the connectivity between locations – between the Stout Center and the prisons? Am I correct to assume that we are going to run the existing connections that are already in place?***  
OC-48. Yes, the existing connection will be used.
- Q7. Is OC-48 at each prison?***  
The Curran Fromhold Correctional Facility ("CFCF") has the main hub which then is filtered through the entire prison complex. There is Tera (ph) networking here in the Stout Center.
- Q8. ...Heading off all ten gig or one gig?***  
Presently, it is one gig, however, it is anticipated to be upgraded to ten gig once implemented.

- Q9. Can we take photos within this Courtroom of the Stout Center?**  
No. In consideration of existing security protocol, capturing photos requires advance approval from the Administrative Judge of the Trial Division.
- Q10. With regard to running the cabling – will the selected vendor run cables locally within the room, and then FJD personnel will do any work outside the room?**  
Yes. There is a utility closet in each hallway for which the building manager will get your utilities from that closet into the designated courtroom. Therefore, if anything requires an electrical outlet, you will just need to plug it in. The FJD will string a Cat 5 into the room for anything requiring a data jack. Nevertheless, the potential vendor may still need to do some cabling inside of the room. We are currently working on some infrastructure with regard to the back rooms.
- Q11. Do the prison units need to be secured or are they going to be open?**  
Right now they are secured and the FJD envisions that they will need to be secured in the future.
- Q12. Where do you intend for the video conferencing unit and audio system to be stored?**  
In prior projects, the Courtrooms have the unit(s) suspended from the ceiling. In certain rooms, some units are on portable carts which enable the jury to see. The units in the back of the courtroom are desktop models. With regard to the audio rack, the FJD estimates it is roughly the standard size of an audio system, approximately 24" x 24".
- Q13. Is the potential vendor going to put it out on a space or in a cabinet?**  
No, it is actually the rack itself that sits here.
- Q14. Can you please explain the camera set up?**  
There are four cameras primarily set up from the perspective of the defendant who is located at the far site: there is one camera dedicated to his attorney, one camera that focuses on the prosecution, one camera that remains fixed on the judge, and the final camera focused on any witness(es). In a Violation Of Probation setting, the witness would be the probation officer who would be giving a historical summary of the probationer's record.
- Q15. So the defendant sees everybody at the same time in the four cameras?**  
Yes.
- Q16. What is the camera that is installed on the far right wall parallel to the Judge's bench?**  
That unit is both a camera plus an infra-red receptor for the existing system, however, the camera feature is not utilized.
- Q17. It sounds like the FJD only performs point-to-point calls; are any multi-site calls performed?**  
No.
- Q18. The RFP calls for the ability to capture a signature, via signature pads, from the people in the courtroom as well as the defendant housed at a correctional facility. In order to use the signature pads, a collaboration utility is required such as WebEx, GoToMeeting, etc. Does the FJD already own this piece of web collaboration software that can be used to link up the two computers?**  
No, vendors are requested to include these components within their proposals.
- Q19. Is the video conferencing system going to be tied to your existing audio system? If so, what kind do you have?**  
No, a new audio system is needed. In the past, we had to use three (3) sets of microphones: one set each for the courtroom, the video system, and the digital recording equipment. The recently upgraded seven (7) other courtrooms have one set of microphones (5) that covers all. This service/design is only required in Courtroom 1005.
- Q20. Is upgrading your existing audio system part of this RFP?**  
See Q19 above.

**Q21. Will the feeding conferencing system be feeding an existing recording system? If so, what is the make and model of the recording system?**

Yes, the recording system we utilize is For the Record Reporter ("FTR") which is installed on a standard desktop personal computer. The audio is fed into the PC by microphones through an Antex DMX-4 (4 channel) USB mixer. Our recording system needs one mono mix of the overall audio system in the courtroom. This output mix should be provided through a male-to-male XLR cable that will be connected to an input of the Antex DMX-4 mixer from the output of a female XLR jack located in a lower front panel of the judge's bench. This is the setup we are currently using in courtrooms with A/V conferencing.

**Q22. Is upgrading your existing recording system part of this RFP?**

No, we will not be upgrading our existing recording system.

**Q23. Will the potential vendor be using existing microphones for the video conferencing? If so, what kind are they and how many are you using?**

See response to Q19 and Q31. This project entails replacement of existing microphone sets.

**Q24. What are the sources being used that need to be displayed at the far site? (ex. document camera, laptop, vcr, etc.)?**

The FJD has no sources at this time and requests vendors to include itemized equipment/pricing within their proposals.

**Q25. Will the FJD be providing the equipment source for the information that needs to be displayed at the far site or does the potential vendor need to offer pricing? (ex. document camera, laptop connections, vcr, etc.)?**

No, see Q24 above.

**Q26. Does the FJD desire the selected vendor to provide the IP to IP connectivity, or will the IP connection be done by a third party?**

A third party will provide the connectivity.

**Q27. How many simultaneous calls/external connections will you need on any given video call?**

Each Court event will be separate and apart from any other. The "near" site is the Stout Center and the "far" site will be the Prison(s) with one (1) connection at a time between those two parties.

**Q28. How many end points do you have on your current system?**

The FJD presently maintains approximately fifty video conferencing units, most of which are a variety of Polycom models.

**Q29. What is your current phone system type? (i.e. NEC)?**

NEC Dterm Series E & Series I. Please be aware that any/all telecommunication/phone related issues must be coordinated by the FJD's Office of Administrative Services through the City of Philadelphia, Office of Innovation and Technology's City Communications Unit.

**Q30. Are there any existing architectural drawings for these courtrooms that can be used to determine cable runs?**

See Attachment 1. Security protocol prevents release of any architectural plans/drawings.

**Q31. Please provide a list of existing VC equipment, including cable runs.**

Not including any additional requisite peripherals, below identifies the list of existing video conferencing equipment presently housed in the courtroom used for the Bidders Conference (905):

<b>Quantity</b>	<b>Description</b>	<b>Part Number</b>
1	HDX 7000-720; HDXD 7000 HD codec, EagleEye HD camera, HDX mic array, P&C, PPCIP, 2 <sup>nd</sup> monitor, Eng rmt. Cables: 2 component video (DVI-RCA), audio (RCA-RCA), LAN, NA pwr	7200-23130-001
1	SoundStructure C8 -- Eight-channel AEC / Noise canceller / Feedback reduction w/Auto Mic Mixing and Matrix Mixer -- includes NA power cord, user manual, software	2200-33080-001
1	Extron PIP 444	60-606-01
4	Sony Pan / Tilt / Zoom Video Cameras	EVID70
5	Astatic 901R Microphones	901R

2	Toshiba 50" Monitors	50L5200U
1	Avteq VC Cart	RPS-500s
1	Avteq Ceiling Mount	Cm-1TL
1	Hosa BNC to S-Video Cable	VSB-346
3	Hillman 1" Hole Covers – Black	884402
1	Vaddio Camera Wall Mount for Sony EVID70	Model 70
3	Composite Cable 35 ft.	071-035
1	Steren Composite Cable 75 ft.	254-135BL
1	Wire Mold Cord Management Kit	C210
1	Polycom RJ45 to Walta connector	2457-25646-001
2	Component Cable 75 ft.	3053
1	Wall Plate – Cable Access Port	WP1014-WH-V1

- Q32.** *Please list devices/vendors used to connect the 5 prisons to the IP infrastructure (OC-48)?*  
The connection to the prisons is 1gb Fiber TLS back to 1234 Market, and 10 mb TLS to the Prison remote sites (6) mapped to the 1GB circuit.
- Q33.** *Please clarify the requirement for audio connectivity to the existing sound system in the eighth court room.*  
See Q19 and Q31 above.
- Q34.** *Please clarify any cable runs that the selected vendor will be permitted to make in the eighth court room.*  
See Q10 and Q31 above. The selected vendor will be responsible for any cabling between all equipment but only within the Courtroom.

**\* END \***

