

*First Judicial District of Pennsylvania's ("FJD")
Request for Proposal ("RFP")*

For

*CJC Video Conferencing Equipment (and related peripherals and
applicable services)*

Dated March 27, 2012

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

<http://courts.phila.gov>

Please be advised that the deadline for the above RFP has been extended to 3:00 p.m., Friday, May 11, 2012. All other terms and conditions of the RFP shall remain in full force and effect. Please visit the FJD's website at the above link for updates and/or documents related to this solicitation.

- Q1. Will floor plans with measurements of the 5 courtrooms be provided?
Yes, see attached. Dimensions of courtrooms within the Criminal Justice Center are generally of similar layout, therefore we've attached two versions of marked up layouts identified as Courtroom 305 (larger room) and Courtroom 905 (standard).*
- Q2. In section 2(c), what is the dollar amount of the bond deemed to be appropriate by the FJD?
At this time, a bond or deposit is not required; however, the FJD reserves the right to elect at a later date if necessary.*
- Q3. What is the dollar amount of the grant that was written for this project?
Information unavailable at this time.*
- Q4. Once awarded, when will implementation start?
Pending approval of the Selection Committee's recommendation by the Administrative Authority, and after a successful contract negotiation process, implementation is anticipated as soon as possible.*
- Q5. Have vendors been provided the entire RFP?
Yes.*
- Q6. Can you provide the courtroom numbers?
At this time, the Courtroom numbers are: 305, 405, 905, and 1102 plus an additional portable unit for use within the facility as needed.*
- Q7. Since there was no sign in sheet at the tour, is there a way to sign up so that I am provided with any additional information that is disseminated related to this procurement?
Any additional information and/or correspondence related to this procurement will be published to the FJD's website at www.courts.phila.gov.*

Q8. Are there four (4) proposals or scenarios that the FJD is putting out to bid related to this project?

The FJD has published one (1) RFP for video conferencing solutions within its CJC facility. Referencing Provision D of the RFP, the proposed solutions include permanent installation in the four (4) courtrooms as identified in Q6 above and one portable component system as further defined below:

- Dedicated installation in two (2) "standard courtrooms" similar to the model courtroom (Room 1106) that was profiled during the facility tour. The standard courtrooms are identified as Courtroom 405 and Courtroom 905. It is anticipated that the video unit(s) for these two independent rooms should include, but may not be limited to, the following: a quad splitter, five (5) microphones, four (4) pan/tilt/zoom cameras, two (2) fifty inch (50") monitors (one mounted on the ceiling above the counsel table and the other on a cart), and an integrated amplification system;
- This "Fixed Victim Witness Unit" should match the requirements for the "Standard Courtrooms" above, and also incorporate a smaller video unit, (i.e., a Polycom 700), for use in the adjacent jury room or judicial robing room so that the child victim/witness testimony may be taken outside the presence of the defendant. These units will be dedicated and installed in Courtroom 1102;
- The "Large Courtroom Unit" will be located within Courtroom 305. This unit is expected to match the above "Fixed Victim Witness Unit" as well as provide for the presentation of document evidence and video evidence. This configuration will require four (4) monitors for the defense table, three (3) monitors for the Commonwealth table, one (1) monitor for the witness, one (1) monitor for the Court and two (2) large fifty inch (50") monitors, on carts, for the jurors. The FJD would also desire the capability for extra monitors to be plugged in when necessary.
- The "Mobile Victim/Witness Unit" will match the "Fixed Victim Witness Unit", but this unit will be portable on a cart or carts. The unit will be utilized in any one of the ten (10) FJD courtrooms that hear these type of cases.

Q9. How many microphones and monitors are required? What size?

See response to Q8 above.

Microphones: Historically, a normal courtroom setting would include dedicated microphones for the FJD, the ADA, the Defense, and the witness which is the basic scenario for the "standard courtrooms" mentioned in Q8. In the "large courtroom" setting, due to a multiple parties within the groups, it is projected that additional microphones may be needed for the ADA (3) and Defense Counsel (4).

Monitors: In relation to the "standard, fixed, and mobile" courtroom needs above, the FJD currently utilizes 50" monitors (Polycom 700). However, since evidence display units are not presently utilized for the "large" courtroom scenario above, the FJD is requesting vendors to propose a suitable monitor size based upon the dimensions provided in the applicable attachment to this Q&A.

Therefore, in consideration of the above, the FJD requests vendors to provide their itemized recommendations for the stated scenarios in Q8 and also include an itemized pricing list for other suitable size microphones and monitors for consideration.

Q10. Will wiring be done by in-house personnel or is the vendor to do any required wiring?

The CJC's Building Management will provide wiring and electric from the utility closet to the drywall for the computer lines. The Selected Vendor will be responsible for all other wiring inside the courtrooms. Please be aware, however, that due to regulations with the CJC facility, the building manager will attach any item(s) that may be required to be suspended from any of the structural steel within the facility; the Selected Vendor will not be authorized to perform any of these foundation mount type services.

Q11. The RFP mentions a "designated number of testimonial rooms outside of the courtroom but within the CJC facility". How many testimonial rooms will there be and should the vendors bid to supply the necessary equipment? Conversely, we were informed at the tour that a portable cart with equipment might best serve this purpose instead. Please confirm what the FJD is seeking vendors to bid on.

See response to Q8 above.

Q12. *What specific equipment does the FJD want the vendor to bid on for the high capacity courtroom? Do you want evidence presentation equipment included in the bid proposals?*

See response to Q8 above.

Q13. *Is the FJD soliciting for an RFI or solutions to the courts issues/problems? An RFP usually defines what has been decided as to the needs and specifies such accordingly.*

This solicitation is a Request for Proposal (RFP). See Q8 above.

Q14. *During the walk through, a grant was mentioned that was written to fund the Video Conferencing Solutions RFP. Could you please provide vendors a copy of this grant?*

At this time, a copy of the grant is not available.

Q15. *What is the largest number of participants envisioned for a multi-party conference?*

Unless an unforeseen situation occurs, the FJD anticipates no more than two (2) participants (near and far) in a multi-party conference.

Q16. *What format is expected for the trial presentation of any electronic or video evidence?*

Historically, trial presentation is in the form of paper documents and/or video evidence from a disc.

Q17. *What are the dimensions of the high capacity courtrooms and will you provide a schematic of the courtroom prior to prospective vendors submitting their bids?*

See response to Q1 above.

Q18. *Will the existing CJC network be available for vendor's use to implement the requirements in the RFP?*

Yes, a representative from the FJD's Department of Information Technology ("DOIT") will be present at the time of implementation.

Q19. *Is it your intent for the vendor to operate the Video Conferencing equipment once installed, or do you envision each courtroom clerk to operate the equipment when required?*

No, FJD personnel will be scheduling, operating and connecting the equipment as necessary. FJD court staff will communicate with the far site by utilizing the video equipment or via telephone. The Selected Vendor's responsibility pursuant to this solicitation is limited to successful installation, maintenance, and service support.

Q20. *Your requirement seems similar to one for video arraignment. What court officers will require audio and video connectivity with the witness in a remote location testimonial room?*

See response to Q19 above.

Q21. *Is there a requirement to be able to 'obscure' the image of a witness in the remote location testimonial room?*

At this time, this feature is not a requirement of this RFP, however, if available, please include the potential costs as a separate optional line item within your proposal.

Q22. *Is there a requirement to be able to record (audio and video) of a witness in the remote location testimonial room?*

See response to Q21 above but please be aware that the official record of the Court is the court file and the stenographic and/or digital record.

Q23. *Reference F.1. Do you envision allowing or requiring selected vendors to provide a demonstration of their proposed system in order to determine suitability?*

Notwithstanding all other terms and conditions of the RFP, specifically bullets 6 and 10 of Provision F(1), yes, a consensus of the appointed Selection Committee may result in a presentation and/or demonstration request.

Q24. *During the CJC Facility tour, questions presented regarding how to quote the equipment for each of the specific purposes. We believe the answer is for vendors to propose their costs for the following:*

- a. *Standard court room*
 - i. *Video Conferencing Equipment*
 - ii. *Microphones*
 - iii. *4 Cameras*
 - iv. *2 50" Monitors*
 - v. *Cart for 50" Monitor*
 - vi. *Installation*
- b. *Fixed victim/witness testimony*
 - i. *Video conferencing equipment*
- c. *Mobile victim/witness testimony*
 - i. *Video conferencing equipment*
 - ii. *Cart*
- d. *Large court room*
 - i. *Video Conferencing Equipment*
 - ii. *Microphones*
 - iii. *Large Monitors*
 - iv. *Installation*

The First Judicial District would then determine the quantity of each of the 4 offerings depending on budget. Please confirm that these are correct assumptions.

Yes, please provide an itemized response pursuant to the categorical provisions stated in the response to Q8 above.

Q25. *Please indicate the manufacturer and model of the recording equipment presently utilized in FJD courtrooms.*

The FJD historically has utilized For The Record ("FTR") Gold recording equipment in conjunction with an FJD standard spec Dell desktop computer, FTR software, Antex DMX mixers, Astatic condenser microphones, and Logitech speakers. Current specifications are: FTR Software Version 2.2 and 5.4; Antex DMX-4 or DMX-8 USB Mixer; 4 or 8 Astatic model #901R Condenser Microphones; and Logitech 150 USB speakers.

Q26. *Is video conferencing equipment required to be in each room or do you need X number of systems that can be moved from room to room?*

See response to Q8 above.

Q27. *Is there a requirement for an assisted listening/hearing impaired system in all courtrooms?*

At this time, this feature is not a requirement of this RFP, however, if available, please include the potential costs as a separate optional line item within your proposal.

Q28. *Is there a requirement for Union labor?*

Historically, the FJD does not require any vendor to hire/employ unionized personnel, however, the FJD does require the selected vendor to compensate any personnel and/or subcontractors performing the requisite services of this solicitation at the current prevailing wage levels for similar type work/services; wages, as used herein, shall include all fringe benefits. During the course of a subsequent agreement to this solicitation, any increases in pay granted to organized labor by employers shall also be paid to non-organized personnel doing similar work.

Q29. *Can documentation be provided showing the available floor boxes and conduit connections in each courtroom?*

This information is not available at this time however it is anticipated to be provided to the Selected Vendor prior to commencement of services.

Q30. *Can you confirm a cable pathway is available for the installation of the cabling throughout the courtroom?*

It is expected that a cable pathway will be available for the project, but please be aware that the FJD has experienced problems with the cable pathway in the past.

Q31. *For the courtrooms on the third floor, what minimum size monitor is required to be on the tables for the prosecution, defense, witness, court, and jury?*

At this time, the FJD believes that a seventeen (17") or eighteen (18") inch screen should be sufficient but may entertain any other available options presented.

Q32. *Can you confirm the quantity needed for each table? At the walk through, the following quantities were provided:*

Four monitors for the defense table

Three monitors for the prosecution

One monitor for the witness

One monitor for the court/Judge

Two monitors for the jury

All above are confirmed. Please also refer to Q8 above.

Q33. *For the courtrooms on the third floor, is there a need for the public to see what is being shown on the monitors that are to be installed in the courtroom?*

At this time, this feature is not a requirement of this RFP, however, if available, please include the potential costs as a separate optional line item within your proposal.

Q34. *For the courtrooms on the third floor, do you need video conference capabilities?*

Yes, see Q8 above.

Q35. *For the courtrooms on the third floor, do you need to display hard paper documents or three dimensional objects? This would require a document camera. Is that needed?*

Yes, see Q8 above.

Q36. *For the remote testimony rooms for young witness, do any of the rooms have existing monitors or videoconferencing equipment?*

No

Q37. *Paragraph D.2.1(1), Features, mentions firewall traversal and Paragraph D2.2(2) mentions branch office VPN requirements. Is a session border controller for SIP and H.323 desired to secure video endpoints inside the network, enable branch office, remote and mobile workers without requiring VPN connectivity and enable inbound and outbound off-net dialing via URI alias and IP address?*

Yes, the FJD desires to eventually switch to IP for all video calls outside of CityNet. In order for this to happen, traffic (video calls) inbound/outbound will have to be secured. Currently, the FJD uses the MGC25 and the GMS for this purpose. Unfortunately, the EOL ("End of Life") of each system has already begun:

<i>System</i>	<i>Discontinued Date</i>	<i>Last Support Date</i>
MGC 25 Systems	05/31/2011	05/31/2014
GMS Global Management System	10/31/2010	10/31/2011

Q38. *Paragraph D.2.1(3), Scalability, discusses multipoint conferencing, however, there were no current needs identified during the walk-thru nor capacity guidance given. Small multipoint conferences can be accommodated by the video codecs themselves, however, larger conferences with more features and control need to be implemented on a MCU which can introduce a significant cost. How should we address this requirement?*

Upon release of the RFP, the multipoint conferencing feature was not intended as a requirement of the solicitation, however, after reconsideration, the FJD believes that a current need exists and that the replacement equipment sought by the FJD will most likely have these features built within it. Therefore, please include the potential costs as a separate line item within your proposal.

Q39. *Paragraph D.2.1(4) discusses several Integrations that provide additional capability especially for large deployments. Is it correct to assume these integrations are optional (or future) rather than being implemented within the scope of this ITB? (The FJD is interested in knowing how these integrations are accomplished as well as the associated components and their costs but would not necessarily implement them as part of this ITB)*

See responses to Q37& Q38 above. The FJD desires to replace its outdated equipment and seeks to obtain a new video system with the focus of scalability and centralized manageability of equipment.

*** END ***

COURTROOM 305



