

## **AV RFP – Questions from Tour on February 22, 2018**

### Courtrooms 3001 & 3002

1. Will the architectural and electrical drawings be available for review?  
ANSWER: Yes. Interested vendors should email Kurt Baldwin at Kurt.Baldwin@pacourts.us and a copy will be sent.
2. Do the vendors need to provide provisions to keep the VGA ports in the new courtroom AV design?  
ANSWER: Since outside litigants may still have devices that use VGA connections, VGA ports still need to be available at the appellant and appellee locations.
3. Are you using the current hearing assist system for hearing and translation?  
ANSWER: Yes, we are using the system for both hearing assistance and translation. The RFP requires replace/modify existing assistive listening system in each courtroom to bring into compliance with ADA Standards (2010) 219 and 706
4. What does the court expect the Assistive Listening System to do?  
ANSWER: The court expects the system to be compliant with current ADA standards.
5. Does the signal for the ALS system need to be contained in this room (courtroom)?  
ANSWER: Yes, the signal needs to be contained within each courtroom to allow a judge to seal the courtroom in certain matters. The system must also be contained so that there is no interference in the other courtrooms.
6. When it is time to execute the contract, what will the working hours be for the project?  
ANSWER: Work could begin as early as 7:00 am on weekdays, however the working hours will be determined with the awarded vendor. No weekend work is anticipated. We plan to shut down one courtroom at a time for installation. The project will need to be completed by August 31, 2018.
7. How will loading, staging and security work for the project?  
ANSWER: The court will provide a staging area for the project. All contractors will need to have a background check to be issued a contractor badge for access.
8. Does the court have a particular size requirement for the monitors outside the courtrooms?  
ANSWER: The proposal should include 32 inch displays outside of each courtroom.

9. How does the Court schedule the courtrooms for use? Would a solution for displaying the court schedule outside the courtrooms need to be tied to Outlook?

ANSWER: We are looking for a solution for posting the court schedule on the monitors outside the courtrooms. We are currently creating a document in Paint to post and if a better solution exists, we would like to use that. The current solution uses Extron GSS 100 units that we access via a network connection. The monitors are used to display text listing the date and the courtroom schedule for that day. The Court prefers a solution that has Outlook integration to display a calendar of events. The Court would like to see this presented as an option due to anticipated costs.

#### Conference Room in 3101

10. Is there a conduit run from the AV rack to the middle of the conference room table?

ANSWER: Yes. There are conduits available which are currently being used for the existing AV devices. According to the drawings, there are 2 X 1 ¼" conduits from the floor box to the AV rack in the credenza. For reference please see the EA drawings.

11. Will the court be maintaining a maintenance contract on the existing Polycom unit that is to remain in use in the conference room?

ANSWER: Yes, the Court has an existing three year maintenance contract on this equipment.

#### HUB Room

12. Does the PCN recording combine the audio with the video?

ANSWER: No, the audio and video are recorded separately.

13. Does PCN produce the recordings live?

ANSWER: No, PCN records the video and audio and does production at their location.

14. Do we need to have a feed to the main Capitol?

ANSWER: Yes, we need to maintain a feed to the main Capitol.

15. Do the rack illuminators need to remain in the new solution?

ANSWER: The rack illuminators are not needed.

#### Courtroom 5001

16. Will the screen in courtroom 5001 need to be changed and are the vendors to provide and install the new screen?

ANSWER: Yes, we would like to change the screen in courtroom 5001 and in all courtrooms. The vendors should include in their proposals to provide and install the new screen. Existing mechanics can remain in place.

#### Conference Room 5204

17. Does this room 5204 have a feed from the HUB room?

ANSWER: Yes

18. Does the Cisco phone on the conference table remain?

ANSWER: Yes, we will maintain that device. The Cisco phone is not part of the RFP

#### General Questions

19. Will it be possible to get screen shots of the existing touch panels?

ANSWER: Yes, we will provide screen shots of touch panels. Vendors wishing to have a copy should email Kurt Baldwin at Kurt.Baldwin@pacourts.us. They will also be put on the eMarketplace.

20. Is there a control point for the plasma monitors in the courtrooms? Is it used?

ANSWER: There is a control point located in the floor box in each courtroom but we are not sure what the control point operates.

21. Are wireless microphones to be part of the project?

ANSWER: Yes, as listed in the statement of work, one hand-held microphone and one lapel microphone.

22. Should the proposal include monitors on the attorney tables in courtroom 5001?

ANSWER: Yes, vendors should include monitors for all attorney tables in all courtrooms.

23. Do the control systems need to control the lighting?

ANSWER: The control systems need to control the lighting in all courtrooms, but not in the conference rooms.

24. Does the Court understand that by using the existing screen controls and mechanisms and installing a new screen with a widescreen aspect, that this will make the screen smaller?

ANSWER: We understand that this will make the screens smaller.

25. Will there be a time period between submission of proposals and the award of the contract for discussions between the Court and the vendors?

ANSWER: There will not be a time provided for discussions with vendors between proposal submissions and the award. The proposal should stand on its own so that the Court can make a final selection.

26. Should the cost proposals account for removal and disposal of existing equipment?

ANSWER: Any existing equipment that is not reused as part of the vendor's design, will be removed by the vendor and placed into a Court designated storage location. If the vendor deems it has value and that value can be passed on to the Court, the Court will consider a credit proposal as part of this project. If the Vendor deems the equipment has no value, the Court will keep the equipment in the storage location.

**Vendor submitted questions:**

27. The Proposal Requirements on Page 11 state that drawings should be included with the proposal submittal. Can you please clarify exactly what is desired/required as part of the submittal?

ANSWER: The Court would like to see the drawings that show how the new system will integrate together. Line drawings are acceptable, equivalent to the ones that were provided with the original RFP release.

28. What type of feed (output) is required in Hub A?

ANSWER: Audio and Video (Digital) is needed. Currently Hub A is able to receive the SDI/Digital feed from Hub B. The composite feed can be eliminated.

29. Will all rooms be made available, so all Preventive Maintenance can be performed the same day?

ANSWER: In most cases, the Court can make sure that all rooms are available but due to the nature of the Court, if a hearing is scheduled, the preventative maintenance may need to be split between two days.

30. Are Preventive Maintenance visits to be done during normal business hours? If so, what are the hours?

ANSWER: Yes. Preventive maintenance visits are to be done during normal business hours. Hours are 8am to 5pm

a. If not, what are the expected days/hours and would you need a separate quote after hours?

ANSWER: No separate quote is needed for preventative maintenance.

31. What are the required hours for service support?

ANSWER: Phone service support, non-emergency, would be between the hours of 8am and 5pm. Emergency calls would be issued as needed and a 4 hour response is required.

32. You mention on page 10 section 2.5 – Warranty

System software support and modifications. Are you referencing control system modification meaning programming changes or reloading code when equipment goes out for repair? Can you please clarify what should be included in this?

ANSWER: Per the RFP, in the 1st year warranty, the proposal should include system software patches and updates. The proposal should also include modifications to the system software code that controls the rooms.

33. Please identify the service level expected during the warranty regarding programming updates or customer requested changes.

ANSWER: Unless urgent/emergency, changes (including customer requested) will and can be done during the onsite visit. If an urgent/emergency change is needed, the Court requires this to be done within 24-48 hours.

34. Is there fiber cabling between the hub room and the existing projectors in the courtrooms like there is for the cameras?

ANSWER: No. There is no Fiber available to the existing projectors.

35. Will existing architectural and electrical drawings be made available?

ANSWER: Drawings are available. Interested vendors should email Kurt Baldwin at Kurt.Baldwin@pacourts.us and a copy will be sent.

36. Can you also provide existing touch panel layouts?

ANSWER: Touch panel layouts are available. Interested vendors should email Kurt Baldwin at Kurt.Baldwin@pacourts.us and a copy will be sent.

37. If we are adding HDMI, does that mean you want to keep the VGA connections? Will there be locations that are only HDMI? Please provide detail.

ANSWER: Since outside litigants may still have devices that use VGA connections, VGA ports still need to be available at the appellant, appellee and cart locations. All locations should also have HDMI capabilities.

38. How many continuous days does the owner plan on allocating unfettered access to the court rooms and hub spaces for the installation?

ANSWER: This will vary based on what the Court schedule is at the time. Access to the HUB room will always be allowed and at least one courtroom if not two. One courtroom must be operational at all times for Court proceedings.

39. Finish date is suggested for 8/31/2018, is there a maintenance window allocated for the installation? Which month/weeks?

ANSWER: From May 1, 2018 to August 31, 2018, we will work with the vendor to provide unfettered access to as much space as possible. One courtroom must be operational at all times for Court proceedings.

40. What is the maximum allowable downtime for any individual courtroom or conference room?

ANSWER: During construction the Court will work with the selected vendor to make the rooms available for as long as needed. The Court must maintain at least one operational courtroom at all times. By operational, the Court needs audio and lights to work in that room. AV requirements may not be needed.

41. What size displays are requested for outside of the courtrooms?  
ANSWER: The proposal should include 32 inch displays outside of each courtroom.
42. Given the reduction in the use of composite (base band) video, but the desire to retain existing connectivity to Hub A and Room M25E, can you provide more detail on what sources need to be made available via composite, and to what destinations?  
ANSWER: Feeds to all destinations need to be digital in the vendor's proposal.
43. Is it the intent that the Sony PDW-F75 standard definition DVD recorders located in HUB B be retained and utilized in the updated system?  
ANSWER: The proposal should include new equipment that accepts a digital feed and produces digital recordings.
44. Is it the intent to upgrade any DVD or DVD/VHS players to Blu-Ray players, or should these be eliminated?  
ANSWER: The current carts have Blu-ray players in them. The DVD/VHS players in the conference rooms are typically used for the DVD player and tuner portions. VHS devices do not need to be retained but there must be a way to display the local cable feed from the cable service provided in the capitol complex in the conference rooms.
45. Is it the intent to continue to use the existing V-Brick units or is a different streaming method desired?  
ANSWER: A different streaming method is desired and the existing V-Brick units need to be replaced. The existing V-Brick units do not support our chambers outside of the PJC.
46. Is it the intent to have direct HDMI routing from the courtrooms to the conference rooms in addition to the existing composite video routed from Hub A?  
ANSWER: Routing to the conference rooms can continue to be routed from Hub B. No direct routing to the conference rooms is done from Hub A.
47. Are the recently purchased Polycom Group 700 codecs interfaced with the Cisco TMS?  
ANSWER: Yes, and functioning properly
48. Please confirm that it is understood and desired that replacing the roller / fabric of the existing screens with a 16:9 aspect ratio model will result in an image that is the same width, but shorter in height than the existing screens.  
ANSWER: Yes. This is understood.
49. Please identify the desired resolution for all display devices.  
ANSWER: All display devices should be able to display at a minimum 1080p but the underlying infrastructure of the systems should be able to support 4K for future expansion as the Court's needs change.
50. For locations that require a monitor, what size monitor is acceptable? If PC-type monitors are acceptable, are original mounts acceptable, or are special mounts; such as the existing Chief weighted mounts; required:

ANSWER: All monitors should be 24 inch monitors with the ability to display the output recommended in the vendor's proposal. PC-type monitors are acceptable with the original mounts at the bench, crier and witness locations. PC-type monitors are acceptable at the appellant and appellee locations but a weighted mount is requested.

51. What is the output resolution of the current videoconference units (assumed set to 1080p, please confirm)

ANSWER: Currently the output resolution is set to 720p but it can be changed to 1080p.

52. What should the output resolution be of the courtroom projectors?

ANSWER: Resolution output should be at least 1080p. Projectors should also be at least 10,000 lumens to be visible while all lights are in operation in the courtrooms.

53. What computer resolution is commonly used and what is the Commonwealth Court's expectation of resolution capability of devices that will be connecting to the display system?

ANSWER: The system needs to be flexible to support multiple different resolutions as the Court cannot always control what outside litigants have in terms of devices. The Court's standard systems will display most common output resolutions up to 4K.

54. Do all judges, lawyers and any other courtroom participant use wireless network for their own device, such as laptop, phone and tablet?

ANSWER: Guest Wireless is provided to lawyers and any person that is not a Court employee. Judges and Staff have access to a secure Enterprise wireless network.

55. Does any judge, lawyer or any other courtroom participant use wired network connections? If so, please list where the network connections are located for each person (such as floor box for appellant/appellee, bench for judge, crier location, stenographer location).

ANSWER: Judges and staff have the ability to plug their devices into our local LAN. These points are located at all judges' locations on the bench, the crier's location and along the bench for the Court reporter. Wired connections are occasionally used at the witness location if there is an election case being heard.

56. Do you need annotation at the witness or any other location in the system? If so, does the annotation need to be approved by the judge before it can be displayed on the projection screen?

ANSWER: Annotation will be needed in Courtrooms 3001 and 3002 at the witness location and for the attorney arguing the case at the lectern. The Judge should have the capability to prescreen evidence and other media before it can be displayed.

57. Is notation required to be ovetop of any source (such as judge laptop, witness, laptop, crier, and videoconference)?

ANSWER: Annotation is only required to be over static images sourced from either the Witness feed or the cart feed in courtrooms 3001 and 3002.

58. Or, is notation only required as part of the portable cart system? Note: if notation is located in the cart, the cart must be connected and used for any notation.

ANSWER: Portable cart system for the lectern presenters in courtrooms 3001 and 3002. The Court would like to have something that can be removed when not in use in courtrooms 3001 and 3002 for the witness locations.

59. Is a third codec being requested to be added to the HUB B for simultaneous operation of three courtroom video calls?

ANSWER: A third codec is not required as the Court has never had all 3 courtrooms in need of video conferencing. If a 3rd codec is proposed, the Court is not opposed to the idea.

60. Is a signal from any source, such as evidence, videoconference or mobile devices required to be recorded on the DVD recorders?

ANSWER: Signal from videoconferencing does not need to be recorded. If evidence is being shown from any other inputs, it should have the ability to be recorded.

61. Is any form of recording required for the upgraded AV system? If so, what type of delivery system is expected (network, removable media)?

ANSWER: Yes. The Court requires that the recording device be a network-based solution. Please make sure all specifications are included with your proposal so that the Court can fully evaluate the solution.

62. Please confirm the quantity of streams needed for the local LAN.

ANSWER: Ideally the Court would like to support 100 local LAN streams.

63. Is the network used for streaming multicast enabled for all users that will view the stream(s)?

ANSWER: Yes. The local network is enabled. If during installation there is a configuration issue, it will be resolved by Court personnel in conjunction with the vendor.

64. Are composite and s-video inputs on the carts required?

ANSWER: No. Composite and s-video inputs are not required on the carts. Since outside litigants may still have devices that use VGA connections, VGA ports still need to be available at the cart locations.

65. What level (or type) of remote control and management is expected for the small conference rooms? Is it expected to do all room functions through one control device "portal" or can the room equipment be managed through one link and the videoconference system be managed through its own web interface?

ANSWER: One link/interface is preferred. We would like the ability to use the control device in the room to answer and receive calls on the video conferencing system. For remote management of these rooms, nothing is required per the RFP. If remote management is available in the proposal for these rooms where the IT staff can monitor or perform other functions, the vendor should make sure that it is noted.



66. Is sub-contracted system programming permitted?

ANSWER: Sub-contracted system programming is not permitted.

67. Can programming be performed off-site? If so, is it expected that programming will be completed on-site in conjunction with Commonwealth Court staff?

ANSWER: Yes. Pre-installation off-site programming is permitted. It must be understood that if changes are needed during installation, the vendor must perform those changes on-site. Upon installation, any programming changes must be performed on-site in conjunction with Court personnel for final approval.

68. Are HDMI plates at the floor the requirement or can a CATx jumper to an input or output (transmitter or receiver) device be acceptable?

ANSWER: HDMI plates are required at all locations. At the appellant and appellee tables, the vendor should offer a solution that results in the HDMI connection being on the table. The table should have all connections available including VGA.

69. Is there a minimum size touch panel requested for the Court Crier's position?

ANSWER: Minimum size should be at least 15" for the touch panels located at the Court Crier's position.

70. What are the dimensions of the enclosure the projectors are housed in?

ANSWER: 36 inches wide, 38 inches deep. Behind the wall, 16 inches high. Through the wall is an 8-inch opening. All enclosures are connected to ventilation supplied by the existing HVAC. All enclosures also have conduit to them.

71. What is the current file-type created for the digital displays at the courtroom entrances (schedulers)?

ANSWER: Currently this is a JPG file but the original output is a Word/PDF file.

72. Are conference room touch panels to be wall or table mounted?

ANSWER: Conference room touch panels must be located on the tables and should be wired. Conduit is available for wiring. Wireless touch panels are not requested.

73. Will the credenza stay in the UP position or be required to dock in the DOWN position again?

ANSWER: In conference room 3101, the credenza needs to be able to move into the down position.

74. With the Polycom Group 700 series, are these to be integrated into the 4C1C HUB or individual courtrooms?

ANSWER: They are hosted in 4C1C HUB but used in the Courtrooms. On the touch panel for each Courtroom, the staff can reserve one of the 2 devices for use.

75. Are Skype for Business licenses required for the Polycom Group 700 series?

ANSWER: No. This is not needed.

76. Is the Cisco TMS Traversal, configuration and licensing the responsibility of the bidder or owner?

ANSWER: The Vendor has no responsibilities when it comes to Cisco TMS other than to verify that what they propose will function/interface with Cisco TMS and lead the Court in helping to create that interface.

77. In the RFP, the Court requires copies of all source code. Is this to be in the uncompiled format?

ANSWER: Yes. The Court requires all copies of the source code to be in the uncompiled format.