

**SPECIFICATIONS FOR UPGRADE OF VIDEO ARRAIGNMENT AND ATTORNEY/CLIENT
CONFERENCING BETWEEN JAIL AND COURTHOUSE AND REMOTE LIVE TV MEDIA
CONNECTION INTO COURTROOMS**

PURPOSE

To select a vendor to provide Bonneville County with two simultaneous video arraignment systems between the jail and courthouse, and up to three simultaneous interview systems for use by the 3-B Juvenile Detention Center, Judges and public defender. The system will link the Bonneville County courthouse/law enforcement building to the jail and juvenile detention center (separate buildings) approximately three miles distance. Separate, dedicated strands of fiber have been installed between the courthouse, jail, and 3B Detention Center. The overall configuration design should also have the capability for video connectivity out to other locations through the internet. The installed system should also provide at the courthouse, in a designated room, remote live TV media connection to the courtrooms and jail using a pan and tilt camera in each courtroom and jail arraignment location.

ADMINISTRATIVE INFORMATION

The following paragraphs represent a number of administrative points related to this RFP which should be noted by proposing suppliers/vendors.

Issuing Office

The RFP is issued for Bonneville County, 605 North Capital Avenue, Idaho Falls, Idaho 83402. All correspondence relating to this RFP should be directed to the issuing office. The issuing office will coordinate contact with the evaluation committee.

Questions and Inquiries

Suppliers who have questions or concerns about the requirements of this RFP are encouraged to contact Burt Butler, Trial Court Administrator, 529-1350, Ext. 1341 or Deputy John Knowles, 529-1350 Ext. 1458 or Sergeant Alisa Prudent 529-1350 Ext. 1160.

Proposal Information

In order to be considered for selection, suppliers must submit a complete response to this RFP using the format provided in the section "Proposal Preparation Instruction". An original and five copies of each proposal must be submitted to the issuing office.

At least one of the proposals must be complete and comply with all instructions of this RFP. Additional proposals must be submitted and stated as options to the original proposal. Alternate proposals will be considered.

Submission of Alternate Proposals

The work tasks identified in the RFP define a common basis for the evaluation of proposals. All proposals must be designed to meet all requirements of the RFP. Alternative proposals for completing

specific work tasks will be considered if they exceed the requirements of the RFP and result in no additional cost to the County. Alternatives must be clearly identified as alternatives, and Offerors must be aware that the County is not obligated to accept the alternative. Alternatives shall become a part of the Contract only if specifically accepted by the County in writing.

RFP Questions

RFP responses must be received no later than November 30, 2009 @ 9:00 a.m. MOUNTAIN TIME to Bonneville County Commissioners Office at 605 North Capital Avenue, Idaho Falls, Idaho.

Questions regarding this RFP MUST BE SUBMITTED IN WRITING and RECEIVED by 5:00 p.m. NO LATER THAN November 19, 2009. QUESTIONS RECEIVED AFTER THIS DATE WILL NOT BE CONSIDERED. Submit questions in writing to Burt Butler, bbutler@co.bonneville.id.us, 605 North Capital Avenue, Idaho Falls, Idaho 83402. Fax number (208) 529-1310.

Question(s) will be answered in the form of a RFP Addendum. RFP addendum will be posted on Bonneville County's website www.bonneville.id.us in a reasonable period of time after questions(s) are received. RFP responders are responsible for acknowledging RFP addenda by emailing to bbutler@co.bonneville.id.us

Pre-Bid Meeting

A pre-bid meeting is scheduled for 9:00 a.m. on November 13, 2009 in Commissioners meeting room, of the (Bonneville County Courthouses, 605 North Capital Avenue).

The meeting is not mandatory about failure to make inspection at this time before submitting a proposal will be taken as acceptance by the contractor of the conditions as they exist in the field, and no subsequent claims for compensation arising from existence of discrepancies between actual conditions and those noted in the specifications will be considered.

Proposals should be prepared simply and economically providing a straightforward, concise description of supplier capabilities to satisfy the requirements of the RFP. Special bindings, colored displays, promotional materials, etc., are not required.

In order to be considered, Proposals must arrive at the issuing office on or before the proposal due date and time. Proposals must be submitted in sealed packages or envelopes and clearly marked with the proposal due date and time.

Proposals will be opened at the issuing office on the proposal due date and time. Suppliers who wish to be present will be informed of only the names of suppliers submitting proposals. No other information will be made available at that time.

Proposals submitted in response to this RFP will become the property of Bonneville County.

All information will be held in confidence and will not be revealed or discussed with competitors. Proposals submitted to the County may be reviewed and evaluated only by those officials with a legitimate interest. Proposal information considered by the supplier to be proprietary should be identified

as such; otherwise, the County reserves the right to use any ideas presented in any reply to this RFP. Selection or rejection of the proposals does not affect this right.

The County reserves the right to reject any and all proposals received as a result of this RFP; to waive informalities and minor irregularities in proposals received; or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the County.

Oral Presentation

Suppliers who submit a proposal in response to this RFP may be required to make an oral presentation of their proposal to the County. Such presentations provides an opportunity for suppliers to clarify their responses and ensure thorough, mutual understanding. The issuing office will schedule the time and location for these presentations.

Incurring Costs

The County is not liable for any costs incurred by suppliers prior to the issuance of any agreement, contract or purchase order, and will not pay for information solicited or obtained. Information obtained will be used to determine the suitability of services offered.

CONTRACTUAL REQUIREMENTS

Based on this RFP and subsequent evaluation, Bonneville County intends to negotiate the final details with the selected vendor. Non-substantive or procedural changes may be requested by suppliers in their proposals, subject to the County's approval. Otherwise, failure to accept any part of this RFP may result in disqualification or less favorable proposal evaluation. If you fail contract negotiations, county reserves the right to go to the second place vendor.

News Releases

News releases related to this RFP will not be made without the prior consent of Bonneville County, and then only in coordination with the issuing office.

Contractual Terms and Conditions

The terms and conditions set forth below are intended to inform the supplier of the standards currently in use. Proposing suppliers will be evaluated on their acceptance of these terms and conditions. Each term or condition has been assigned a point value, with some valued higher than others. Suppliers must be certain to read the terms and conditions carefully before deciding to agree or disagree. Suppliers must place a “Y” if they agree or a “N” if they disagree on the corresponding lines on pages 21-25.

A. Contract Inclusion

The accompanying requisition, all parts of this RFP and the contents of the selected suppliers’ proposal, will become contractual obligations, if award ensues, and will be incorporated into and by reference become a part of any contract resulting from this RFP. Failure of the supplier to accept these obligations may result in cancellation of the award.

B. Contract Jurisdiction

Provisions of this contract shall be governed by the laws of the State of Idaho.

C. Authority

Provisions of this contract are pursuant to the authority set forth in (Idaho Code § 31-801 et. Seg. - § 31-1001 et. Seg.). If there is a dispute regarding this RFP and contract, the issues will require litigation in the District Court in Bonneville County, Idaho, and the prevailing party will be entitled to reasonable attorney fees.

D. Contractor, An Independent contractor

The Contractor shall be an independent contractor and in no way an employee or agent of Bonneville County and is not entitled to workers compensation or any benefits of employment with Bonneville County. Contractor shall have no authorization, express or implied, to bind the County to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for the County, except as herein expressly set forth. Compensation provided for herein shall be the total compensation payable hereunder by Bonneville County. Bonneville County shall have no control over the performance of this agreement by contractor or its employees, except to specify the time and place of performance. Bonneville County shall have no responsibility for security or protection of contractor’s supplies or equipment.

E. Completion of Project

This will be effective on its inception for a period of six (6) months. County reserves right to negotiate a contract for a longer period of time.

F. Quantity or Amount Estimates

The county does not guarantee that there will be an award on all of the requirements listed in this RFP. The information contained herein is provided for proposal purposes only.

G. Renegotiations or Modifications

This contract may be amended, modified, or supplemented only by written amendment to the contract, executed by the parties hereto, and attached to the original, signed copy of this contract. No claim for services furnished by the supplier, not specifically authorized by this contract, will be allowed by the County.

H. Termination

The County reserves the right to terminate the contract awarded as a result of this RFP immediately upon notification to the supplier:

- (1) when new procedures and policies indicate the County's interest will be better served;
or
- (2) for failure to perform as outlined in this RFP; or
- (3) at the County's discretion.

I. Separability

The declaration by any court or other binding legal source that any provision of this contract is illegal and void shall not affect the legality and enforceability of any other provision of this contract unless said provisions are mutually dependent.

J. Indemnity

The supplier agrees to indemnify, save harmless, and release the County and the County's officers, agents, and employees from and against any and all loss, damages, injury, liability, suits and proceedings existing out of the negligent performance of this contract by the supplier, its officers, agents, volunteers, or employees.

K. Assignment

The supplier agrees that it shall not assign, sell, and transfer or sublet its rights, or delegate its responsibilities under this contract in whole or in part, without the written consent of the County.

L. Billing

The supplier must demonstrate their ability to meet the county's payment requirements. The County will not assume responsibility for billing, cancellations, or collections.

M. Approval and Documentation

In order to add or modify services the supplier must first submit a letter to Bonneville County with new or changed services clearly stated. Bonneville County will review and approve or deny supplier recommendations for changes or additions. A letter will be sent outlining the reasons for rejection or acceptance.

N. Sole Point of Contact

Supplier must provide one coordinating individual to serve as the County's contact with regard to contractual matters and work performed.

PROPOSAL EVALUATION

INITIAL SCREENING

The initial screening is to identify proposals meeting the mandatory requirements of the RFP. An important characteristic of a winning proposal will be the completeness and responsiveness of the proposal. This RFP has been developed in a manner which will not require suppliers to take a great deal of time to respond. To receive consideration, proposals must follow this format and include all the information requested by this RFP.

1. Follow the format
2. Complete all Checklists
3. Provide an original and five copies

The County reserves the right to reject any and all proposals which do not meet these stated requirements.

EVALUATION COMMITTEE

An evaluation committee will review all proposals timely received. First, non responsive proposals (those not conforming to RFP requirements, including timeliness) will be eliminated. Second, the remaining proposals will be evaluated to eliminate from consideration those proposals which fail to address sufficiently the needs of the RFP. At the conclusion of this initial evaluation phase, finalist vendor proposals will be selected for detailed review and evaluation, including oral presentation, if required.

SELECTION CRITERIA

Bonneville County reserves the right to make awards based on the specifications outlined in this proposal and the evaluation criteria listed below:

1. Experience in implementing, recommending, and designing video arraignment/detention hearing systems.
2. Cost of the system.
3. Company stability and capacity.
4. Company references.
5. Training, Warranty, and On-Going Support of the Equipment.

GENERAL REQUIREMENTS AND SPECIFICATIONS

1. All equipment MUST conform to NTSC standards and to FCC standards where applicable. Minimally, all hardware must be ITU-T H.261, H.320 compatible. ISDN, H.323 (IP Video), and SIP (IP Video & VIOP). Minimum Video Codecs CCITT H.261, H.263, and H.264 –compatible. No equipment offered shall be prototype and each component MUST be supported by “off the shelf” parts and services, with complete operational and schematic documentation provided in this proposal. On the fiber connections the vendor MUST be able to guarantee the ability to provide real time full motion 30 frames per second video and high quality audio. Vendors may submit separate proposals for high definition (HD) and standard definition (SD). The vendor MUST identify bandwidth allocation for voice and video both, and the video over the internet may be encrypted over the public internet.
2. The respondent to this request for proposal must possess a minimum of five (5) continuous years in the specific design, supply and installation of court technological video communications systems which are specifically used in interactive legal, judicial and correctional proceedings.
3. County requires a multi-window non voice activated multiple imagery system.
4. The system shall be supplied, installed and become fully operational on a “turn key” basis with the contractor accepting total responsibility of the system(s) operational cut over to the end user. All prices must include delivery, setup, installation, training, and warranties and any applicable taxes. Vendor will be responsible for “disconnecting the present custom installed touch screen boxes in Courtrooms 2 and 4, disconnecting the present media box, and installing a new switching system to

control and manage the multiple video and audio connections. Some of the existing equipment may be salvageable and may be reused at the direction of the vendor.

5. The successful contractor must agree to furnish any non specified equipment required to make each system fully functional per stated intent without any additional cost to the county.
6. It shall further be the responsibility of the respondent to supply a current list of at least three (3) current users of the products and services proposed and thereby supplied by the respondent. The list must include current address, user contact name, and telephone number. References may be contacted.
7. All except for the salvageable equipment, all proposed equipment and materials shall: a) be new and unused; b) have been manufactured within twelve (12) months prior to onsite installation; c) be listed by underwriters laboratories where applicable; and d) meet those standards as established by the Federal Communications Commissioner (FCC), Electrical Industries Association (EIA) and the National Television Standards Committee (NTSC). The county reserves the option of requesting the latest or most recent release or version of equipment. Vendor should indicate any cost differentials for most recent version of equipment if applicable.
8. All proposed components and composite systems shall be designed for continuous operation without undue heating or change in rated values and shall be properly fused.
9. The audio portion of the system shall be designed in such a manner as to provide continuous uninterrupted two-way audio. The media connection shall have live, real-time audio for all public court proceedings.
10. Upon completion of the installation as operational, the successful contractor shall conduct comprehensive onsite training and mock demonstrations of the system for all users of the system. Each trainee must be provided a copy of manuals and documentation that support the training effort. The vendor is to furnish, with its proposal, a copy of manuals to be provided and used in training. The successful bidder shall supply a comprehensive technical manual for all equipment. The bidder shall also provide an easy to read comprehensive operation instruction booklet for all equipment.
11. The successful contractor should specify to remain onsite for a reasonable period of time after installation and implementation at their cost, to provide operational assistance until the system is accepted by the County.
12. The successful contractor shall provide to the county and maintain at its own expense during the term of any subsequent contract, insurance as required by the county covering its operations. Such insurance shall be primary and not contributing with any other insurance maintained by the county. The county shall be given written notice by the supplier of at least thirty (30) days in advance of any modification or termination of any program of insurance.
13. All equipment must be installed in such a manner as to blend into the courtroom decorum. No cables are to be visible and therefore all cable must be encased in conduit where required according to the building and fire codes. All Jail equipment must be installed in such a manner as to minimize any

security risks – no loose cables; items securely mounted to walls, and meeting all jail standards and requirements.

WARRANTY AND SERVICE

All equipment supplied under this specification shall be completely operational when installed. After the system has been accepted and placed in service, the vendor shall guarantee the complete system for a period of one year. The vendor will replace, free of charge, any and all parts which become broken or defective during this period unless caused by misuse by Bonneville County. The system will be accepted by the County after a reasonable period of successful operation. Any extended period of down time during that warranty period will extend the warranty for a period of time equal to or greater than the period of down time.

The successful vendor must have existing maintenance facilities with sufficient parts inventory and trained technicians experienced in providing quality service on the equipment specified with proposed equipment life and possible replacement time line and costs. Physical location of the staff and facilities of the vendor should be identified.

The vendor will make all necessary repairs and adjustments on site to the system hardware, at the vendor's expense for a period of one year unless the repairs or adjustments are made necessary by misuse by the County. Vendor should describe any preventative maintenance program that they use.

The vendor agrees in writing to accept on site annual maintenance agreements for a minimum of five (5) years from date of installation without additional charges for overhauls. Maintenance agreements will commence immediately after expiration of the one year guarantee per bid requirements. **Cost of maintenance agreement and hourly service call charge for off hours shall be quoted.**

The vendor shall guarantee in writing the availability of parts, labor service and support for all items under this specification for a period of not less than five (5) years.

After the warranty period expires, Bonneville County requests the bidder to differentiate the cost for service calls if the County requires 24 hours service response, 48 hours service response, or 72 hours service response. Bonneville County also requests the bidder to detail costs if a county employee is trained to maintain and service the equipment, specifically detailing the costs of such training, and detailing if any cost savings would result from such an arrangement.

PROJECT SPECIFICATIONS

Bonneville County is interested in updating a video conferencing system to eliminate or reduce the transport of prisoners from the jail to the courtroom for initial court appearances, arraignments, bail settings and other routine proceedings.

Bonneville County is also interested in eliminating the travel of the public defender staff to the jail to conduct interviews with their clients. Interviews of jailed defendants will be conducted on a face to face basis using video conferencing technology.

Public defenders will also require the capability of communicating confidentially with their clients during a hearing, either by recessing to a video interview room adjacent to the courtroom or putting on a telephone headset in the courtroom. This confidential communication will be provided by the County over the County's VOIP system.

Bonneville County is also interested in providing the electronic TV media a separate "media room" in close proximity to Courtrooms 2 and 4 that will allow each media to separately, and concurrently, connect into a "media box" that will allow them to-

- Select a specific camera
- Provide broadcast quality audio of the court proceedings, and
- Zoom in and out on the witness and defendant's.
- (One option is to equip the cameras focused on the witness and defendant's with zoom capability; another option would be to install one pan and tilt camera in each courtroom solely controlled by the media box and be independent of the witness and defendant cameras.)

Each TV station (Channel 3, 6 and 8) will require a different plug and play cable interface. A separate plug in will be provided in the media box for each TV station. When multiple TV coverage is requested, the TV stations will select which station will control the zoom in and zoom out (or pan and tilt) capability from the media box.

To assist vendors in preparing their bid, the following information is provided. The information is to be used as guidance only and should not limit a bidder from proposing an alternative solution, if in their best judgment, a different approach may better serve the needs of Bonneville County.

The number of locations to be served by the video system and the specific configuration of the system selected will be determined by the County based on specific needs, proposed costs and other relevant information.

The "base" or minimal system will link three courtrooms (courtrooms 2, 3 and 4) and one video interview room at 605 North Capital Avenue to the county jail at 900 Environmental Way, Idaho Falls, Idaho 83402, and 3B Detention Center approximately three miles from the courthouse and one interview room in the Public Defender's Office to the jail. The jail will have a minimum of three (one needs a cart) video hearing/interview rooms or locations in the facility.

The system must have the minimal capacity of four simultaneous real time audio/video communications – two concurrent arraignments and two concurrent interviews between three possible courtrooms sites, two interview courthouse sites, and three jail or 3B Detention interview hearing rooms. Additionally, a

system must be provided to allow remote internet capability using existing internet connections to either the jail location or the courthouse location. To the extent fire walls need to be navigated, the vendor should consult with the Bonneville County IT Department (208) 529-1350 Ext. 1456 (contact: Mike Anderson or Jesse Harper).

The proposed system must provide all video and internet connection capability between the juvenile detention facility (100 yards from the jail with fiber optic connection to the jail supplied by the County) and the courthouse. Juvenile detention facility uses the same internet backbone as the jail and courthouse.

All audio, video and transmission equipment must support current H.320(ISDN), H.323(IP Video), and SIP (IP Video). Minimum Video Codecs CCITT H.261, H.263 and H.264 Standards should allow internet capability without need for operator intervention.

Transmission System Requirements and Wiring

Vendor must specify and provide the network switch or routers between the jail and courthouse on both ends and provide the necessary connectivity into the county's data line and internet. Bonneville County's internet capacity is fractional T3 equivalent.

Eight strands of fiber optic cable are presently installed and terminated by the County for the transmission of the simultaneous video/audio connections between the jail and courthouse. Video vendor may propose and provide any equipment necessary to accomplish multiple connections over fewer than eight strands. The fiber optic single mode is dedicated to video purposes only and the cable is on solid piece approximately 2.5 miles in length with no breakouts or interruptions, from county courthouse to the jail. The actual cable is an Arial armored loose-tube gel-filled 250-micron core. Each termination point (jail and courthouse) consists of eight port patch panels containing eight SC terminated connectors ready for a simultaneous connections. At the video vendor's discretion, fewer strands may be used to accommodate the four simultaneous video channels as long as the quality of video is not compromised.

The vendor will be responsible for the inter connecting and termination of the video/audio system to the County's fiber optic network and the County's internet connection.

Wiring and required conduits from the termination base to the courtrooms and the jail facility will be installed by county personnel pursuant to vendor specifications and vendor timetables. Connectors and termination shall be accomplished and completed by the vendor on wall-mounted connector plates.

Cable sets with connectors affixed shall be provided by the vendor to connect all portable roll-about systems to the wall panels at the jail and courthouse.

It is anticipated that signals between other locations will be carried via existing internet connections and the County understands video performance will be dependent on the band width on the other end.

The successful bidder will be responsible for identifying the following to be paid by the County:

1. All additional necessary power outlets at needed locations and all necessary wiring specified by the vendor.

JAIL SYSTEM REQUIREMENT AND SPECIFICATIONS

One or Two detention rooms are available in the jail for simultaneous transmission of arraignments and other court hearings. Defendants will be seated inside the rooms. Before the court proceedings, defendants will be oriented, advised, or given other information related to their defense through a prerecorded DVD tape. This DVD presentation supplied by the County.

One video interview room will also be available at the courthouse to conduct interviews with probation officers, public defenders and pretrial release officers and one interview room at the Public Defenders Office. A total of two portable, self-contained metal, lockable units with ability to be fixed in a location when in use, but movable when desired, are required.

JUVENILE AND JAIL VIDEO DETENTION ROOMS

Vendor will furnish and install the following audio visual equipment in each detention video room. (Two units, three locations to connect.)

A. Video Display Monitor:

Minimum 20" color monitor minimum 720p lines resolution with built-in audio switchable input and/or wired remote control. Monitor must be housed in steel cabinet and clear, shatterproof, unbreakable lexan viewing window. Preference will be given to systems that provide "eye-to eye" imaging with the judge and participant in the courtroom, and preference will be given to a higher resolution monitor that is cost effective.

B. Steel Cabinet:

The mobile cabinet shall include heavy duty castors, minimum 19 inch rack mount rails and lockable doors. This cabinet shall house all related electronic equipment, controls, speakers, and microphones. Drawing and a picture of cabinet must be included in proposal.

C. Camera:

The motion cameras shall be at a minimum digital standard definition color, minimum 430 lines resolution, at 30 frames per second, Manual/Auto Focus, auto iris, auto white balance, but higher definition camera that is cost effective will be given preference in selecting the vendor. Remote control capable camera via vendor suggestion tilt, pan, and zoom.

D. Lens:

Auto iris with controlled focus or auto-focus.

E. Audio:

Vendor should define its audio specification for the above system. Voice must be acceptable, clear, with no echo, and be “broadcast quality”. System must include one wired microphone.

F. Video/Audio Matrix Switching System:

To switch video/audio only, back and forth from the detention locations to the courtrooms, other locations (public defender or pretrial release office) to jail. Switching capability to be located in the court marshal/bailiff’s office at 605 North Capital Avenue, next to the Courtrooms. Vendor should provide a detailed description of switching system.

JAIL INTERVIEW ROOMS

Two video conferencing rooms will be located next to the video detention rooms. The purpose of these rooms is to conduct confidential interview between public defender/client, pretrial release officers/inmates, and probation officers/client. The monitor and camera will be mounted and installed on the other side of the interview window (clear, unbreakable lexan material), on the wall or counter. The system should provide “eye to eye” imaging with the interviewer. Two portable lockable cabinets with the following equipment should be provided:

A. Video Display Monitor:

Minimum 20 inch NTSC color monitor, 430 minimum lines resolution with built in audio, A- B switchable input and remote control. Higher resolution monitors that are cost effective will be given preference in the final selection.

B. Cameras:

Manually controlled. A/B switch incorporated into system for preview. The motion camera shall be one to three chip CCD color, minimum 430 lines resolution at 30 frames per second, auto iris, auto white balance. Higher resolution cameras, if cost effective, will be given preference in the final selection. Manual/Auto Focus, remote control capable camera via vendor suggestion tilt, pan, and zoom.

C. Audio:

Vendor should define its audio specifications for the above system. Voice must be acceptable, clear, with no echo. System must include one wired microphone.

D. Public Monitor:

A 27” monitor will be installed for public viewing in the jail lobby, minimum 430 lines resolution with built in audio.

VIDEO CONFERENCE
COURT SYSTEM SPECIFICATIONS
OVERVIEW OF COURTROOM NEEDS

- A. Courtrooms 2, 3, and 4 require the full capacity for video arraignments and conferencing, including the following functions and capabilities:
1. Camera focused on the judge
 2. Camera focused on the prosecutor table
 3. Camera focused on the defense table with zoom capability or alternatively a stationary camera focused on the defense table and a separate pan and tilt camera installed in the courtroom with media control.
 4. Camera focused: on the witness stand with zoom capability or alternatively a stationary camera focused on the witness stand and a separate pan and tilt camera installed in the courtroom with media control. The four color cameras must have a minimum standard definition resolution, but cameras that provide cost effective high resolution will be given preference in the selection criteria. The vendor must mount the cameras to provide an unobstructed head view. Head resolution must portray correct facial expressions with no distortion.
 5. Utilize existing audio system and microphones in the courtrooms.
 6. Switching capability to connect in the future up to eight courtrooms, probation, public defender, pretrial, simultaneously, to either the jail or juvenile detention center, and/or receiving video communications to jails or courts outside of Bonneville County using the internet.
 7. 27” portable monitor; 560 minimum lines resolution, with quad viewing configuration for shared viewing by the attorneys and the public.
 8. CCTV 20” monitor for the judge, RGB plug, ultra SVGA, with capability to attach to a PC and CCTV (A/B switchable).
 9. At the jail a separate “media” camera will be installed with zoom capability so the media feed from the courthouse will have a direct camera view of the defendant.
 10. Video Mixer/controller – the video mixer controller must be able to produce at least four images:
 - a. Defendant from the jail site
 - b. Judge
 - c. Prosecution Attorney
 - d. Defense Attorney or witness/other (audio/video switch)
 - e. Ability to input media such as computer Power Point slide, DVD video, and other devices should be indicated – yes or no

OVERVIEW OF PUBLIC DEFENDER, PRETRIAL SERVICES AND PROBATION INTERVIEW VIDEO
NEEDS

One location will be identified in the courthouse and public defenders’ office, and probation office that will provide the capability of conducting confidential one on one (eye to eye) interviews with defendants in jail. These rooms will be used by the public defender, pretrial services, and probation.

The view of the defendant should be on a 20” monitor on a “roll about” or portable system, with microphone, color video camera (vendor should specify resolution), and other items needed to allow the defendant to hear and view the interviewer. Telephone headsets are optional equipment to be supplied with these portable units.

Juvenile Detention Hearings - The system in the juvenile courtroom must facilitate the viewing of up to four individuals. Participants in the courtroom may include a judge, two attorneys, and a probation officer, each on the screen at the same time.

PROPOSAL PREPARATION INSTRUCTION

The following information must be provided by all vendors submitting bids for the video arraignment/conferencing system.

Transmittal Letter

A transmittal letter prepared on the vendor's business stationery must accompany the proposal. Since the purpose of this letter is to transmit the proposal, it should be brief. This letter must be signed by an individual who is authorized to bind his or her firm to all representations, including services and prices, contained in the bid.

Bid Submission Format

Information provided in the bid should be organized according to the format used for the bidder's Response Form. Failure to provide information in this format may result in disqualification of entire bid. All information needed for each section and the format in which each should be submitted is as follows:

Technical Data: This section should include all required information except the financial/legal information. Information should be presented in the following categories:

The Management Summary should contain a brief synopsis of the needs of the requesting organization relative to this bid and the solution that the vendor is offering through this proposal. The needs of Bonneville County are described at the beginning of this bid under General Requirements and Specifications and Project Specifications.

The Implementation Plan should contain a definitive description of the vendor's proposed plan to achieve the objectives of this bid, including milestones, deliverables and duration of tasks. It should also include training (technical and operational), installation of equipment, testing and user acceptance/signoff. Bonneville County expects that a 60-day performance and evaluation stage after installation will be sufficient, but a vendor may propose a different time frame. The plan should also identify vendor and county responsibilities during all phases of implementation and during the period following acceptance of the system by County.

The Compliance with RFP Requirements – Attachment 1 should be prepared in the same sequence as the Project Specifications. The bid must clearly state whether or not it satisfies each item of the specifications. Answer with "yes" or "no" replies. If an explanation is necessary, such as "ability to comply with minor modifications", provide a brief explanation.

A form for this response is provided as Attachment 1.

The Experience/References should describe selected projects that the vendor had with other clients in which similar video conferencing applications were successfully installed. The vendor must have a proven record of ability to provide, install and maintain a sophisticated video conferencing system as the primary contractor. A site where the vendor was not the primary contractor will not be considered as an installation site for the vendor. The vendor must provide the following information with the bid:

The names, addresses and phone numbers of at least three (3) organizations, including contact person(s) that have purchased and installed similar equipment.

Additional weight may be given to vendors who can also demonstrate experience installing video conferencing systems in a justice system environment.

If the vendor cannot provide the above, the vendor will provide the name of the organizations, including a contact person(s) that have purchased and installed the vendor's equipment which come closest to meeting the specifications identified in this documents.

Bonneville County reserves the right to contact any other reference of its choosing as part of the evaluation and selection process.

The Personnel Section should include individual resumes for the lead and supporting personnel that are to be assigned to this project if the vendor is awarded the contract, including the amount of time and role or assignment of each staff person; equipment and facilities to be used. If any subcontractors are proposed, a description of these persons or firms, contact information, the portions or monetary percentages of the work to be done by them, and the role or assignment that each subcontractor is to have in this project shall be included. Location(s) of maintenance facilities and location of technical staff should be identified.

Any other information that may be relevant but does not fall in the above format should be provided as an appendix to this section.

Financial Data. This portion of this bid should contain the following items:

1. Itemized list of costs
2. Summary cost data
3. Maintenance agreement cost data

This section should contain cost information for all products and services proposed. Best and final prices should be offered. Detailed cost information must be submitted using the format on the attached form (Exhibit 2) to facilitate comparison. Summary cost data and maintenance agreement costs should be provided in the appropriate spaces on the Bidder's Response Form. Use additional pages as necessary. Failure to follow this format will result in disqualification.

Legal/Documents. This section should include descriptions of the applicable warranties and maintenance agreements (with samples if available) and sample contracts for execution by the county and the successful bidder.

The successful bidder should be prepared to provide proof of all insurance coverage.

SUBMITTAL FORM

BONNEVILLE COUNTY VIDEO ARRAIGNMENT/VIDEO CONFERENCING BID

I hereby submit this proposal/bid as stated in full understanding of the specifications listed and all other requirements involved:

DATE: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

COMPANY REPRESENTATIVE: _____
(PLEASE PRINT) (TITLE)

COMPANY REPRESENTATIVE: _____
(PLEASE PRINT) (TITLE)

PHONE: () _____ FAX: () _____

RFP RESPONSE FORM CHECKLIST

Bid Submitted by _____

Enclosed is the following:

Letter of Transmittal

Technical Data

1. Management Summary
2. Implementation Plan
3. Experiences/References
4. Personnel
5. Subcontractor's Responsibilities
6. Location(s) of Maintenance Facilities and Technical staff
7. Compliance with RFP Requirements (Attachment 1)

Cost Data

1. Itemized cost data (Attachment 2)
2. Cost summaries
 - a. Total cost for base system (jail, 3-B Detention Center, courtrooms 2, 3 and 4, without options) \$ _____
3. Maintenance Agreement Costs (base system)
Year 1 \$ _____
Year 2 \$ _____
Year 3 \$ _____
Year 4 \$ _____
Year 5 \$ _____
4. Total Cost of System with Options
\$ _____

Describe any price adjustments for multi-year maintenance agreements and adjustment or difference in maintenance cost if 24 hour response is required, 48 hour response is required, or 72 hour response is required.

Legal/Documents

1. Warranty Information. Describe first year warranty including significant exclusions, manufacturers' equipment warranties and other significant provisions. Attach sample warranty provisions if available for all equipment.
2. Maintenance Agreement Information. Describe proposed maintenance agreement including items included and excluded and other significant provisions. Attach sample agreement if available. Include whether or not you will train a county employee and associated costs.
3. Sample Contracts. Attach sample contract forms that might be used for an agreement with the County for the Video Arraignment/Conferencing Project.
4. Equipment Specifications. For the following equipment to be supplied by the bidder, identify the manufacturer, model number and attach complete specification documents:
 - a) Monitors
 - b) Cameras
 - c) Courthouse switch or router
 - d) Jail switch or router
 - e) Microphones (portable interview modules)
 - f) Video – Mixer controller

6. All equipment **MUST** conform to NTSC STANDARDS AND TO FCC STANDARDS WHERE APPLICABLE. **Minimally, all hardware must be CCITT H.261, H.320, H.323 (IP Video), and SIP (IPVideo). Minimum Video Codecs CCIT9 H.266, H.263. and H.264 compatible.** No equipment offered shall be prototypes and each component **MUST** be supported by “off the shelf” parts and service, with complete operational and schematic documentation provided in proposal.

VENDOR COMPLIES WITH REQUIREMENTS 6? YES NO

TECHNICAL CONDITIONS

1. The contractor **MUST** be able to guarantee the ability to provide real time full motion 30 frames per-second video and high quality audio with a minimum 430 lines of resolution. However, equipment that provides higher resolution and is cost effective will be given additional preference. Vendors are urged to differentiate their costs between lower and higher resolution equipment.

COMPLY YES NO

2. In the courtroom, the proposed system **MUST** facilitate the viewing of up to four individuals. Participants in the courtroom may include a judge, two attorneys, a probation officer, interpreter, or witness, each on screen at the same time. The cameras focused on the defendant and witness must have pan and tilt, zoom in and out, capability or alternatively the vendor’s solution proposes a separate pan and tilt camera in each courtroom and the jail arraignment location.

COMPLY YES NO

3. The media box will provide connectivity into Courtrooms 2, 3, and 4, provide broadcast quality audio, provide separate plug and play interface capability for 3 TV stations, provide the ability to remote zoom in and out on the witness and defendant camera, and the ability to select any one of four cameras for viewing, and have a designated camera at the jail to zoom in and out on the defendant; or alternatively have a strategically located pan and tilt camera for the media in each courtroom.

COMPLY YES NO

4. The vendor must guarantee, at the jail, and the courthouse the proposed system is easily expandable and that the equipment is compatible with future system installations at other courtroom or jail locations.

COMPLY YES NO

5. Hardware used in the system **MUST** be capable of functioning on any internet bandwidth.

COMPLY YES NO

6. The contractor **MUST** identify bandwidth allocation for voice and video using the fiber strands supplied by the County.

COMPLY YES NO

7. The system **MUST** be designed to afford eye-to-eye contact and natural sounding audio between participating parties in the courtroom and those in the detention centers using existing audio capability in the courtrooms 2, 3, and 4.

COMPLY YES NO

8. At the jail, system components **MUST** provide duplex eye-to-eye contact and self-view capabilities. This system **MUST** also be lockable and tamper proof.

COMPLY YES NO

9. All defense attorney conferencing systems components **MUST** incorporate current state-of-the-art encapsulated camera/microphone/speaker electronics. In order to assure duplex eye-to-eye contact between the judge and the defendant, only this system or comparable system will be accepted.

COMPLY YES NO

10. The judges' video monitoring system **MUST** incorporate current state-of-the-art encapsulated camera/microphone/speaker electronics. In order to assure duplex eye-to-eye contact between the judge and the defendant, only this system or comparable system will be accepted. The present system that meets this requirement is observable at the courthouse everyday at 1:00 p.m.

COMPLY YES NO

11. The system offered will not require operators, in that the system must be designed for minimum "hands-off" operation and provide for one central switching location at the courthouse to activate the jail and court video locations, and one central switching location at the jail to activate remote locations using internet capability.

COMPLY YES NO

12. Audio transmission throughout the system shall be full duplex digital Echo cancellation **MUST** be accomplished using digital signal processing techniques.

COMPLY YES NO

13. The contractor **MUST** agree to furnish and install any non-specified equipment to make each link of the system fully functional per stated intent, without additional costs to the County.

COMPLY YES NO

14. All individual components and composite systems **MUST** be designed for continuous operation without undue heating and or changes in rated values.

COMPLY YES NO

TRAINING

1. The contractor **MUST** provide training to County personnel to insure proper operation and maintenance of all individual components and the total system. Training **MUST** be conducted by a professional with specified training skills on the supplied components and system. Training must be supported by text materials which must be provide for all users of the system in a video arraignment and/or attorney video conferencing application. All training **MUST** be provided in Bonneville County. The

contractor must provide a comprehensive operation instruction booklet and comprehensive technical manual for all equipment. Copy of manuals are enclosed.

COMPLY YES NO

2. The training must further guarantee that any service performed by County personnel shall not void any equipment warranty.

COMPLY YES NO

INSTALLATION

1. The system **MUST** be installed on a total “Turn Key” basis, with the contractor accepting complete responsibility for the design, installation, integration, test and checkout, training, documentation, acceptance demonstration and operational “cutover” of the arraignment/detention/interview hearing system to the County.

COMPLY YES NO

2. All cabling and wiring connections installed by vendor must assure 100% noise and interference free communication between the court and the jail video arraignment system.

COMPLY YES NO

3. Reliability is of paramount importance; therefore, the contractor **MUST** agree to remain on site after completion in order to insure total system reliability and user friendly operation. It shall further be the responsibility of the contractor to provide preventative maintenance inspections during the first year of operation in order to prevent system downtime. Please describe your preventative maintenance program. Contractor agrees any extended percent of down time during the one year warranty will extend the warranty for a period of time equal to or greater than the period of down time.

COMPLY YES NO

PRICING

The proposal **MUST** include an identification of the cost of all equipment, component parts, and ongoing maintenance. Your proposal **MUST** identify what reduction in cost, if any, may be achieved if the project was extended to include additional courtrooms and/or detention facilities.

COMPLY YES NO

DELIVERY

A fully operational system **MUST** be installed no later than 90 days after receipt of order.

COMPLY YES NO

MAINTENANCE

Vendor guarantees the availability of parts, labor, service and support for all items for a period of not less than five years. Contractor differentiates the cost of service calls if the County requires 24 hour service response, 48 hour service response, or 72 hour service response. Vendor provides the option and the cost of training a county employee to maintain and service the equipment detailing the costs of such training and detailing cost savings, if any, that would result from such an arrangement.

COMPLY YES NO

ATTACHMENT 2

PROPOSAL COST INFORMATION

1. Courtrooms 1, 2, 3, and 4

<u>Item</u>	<u>Manufacturer</u>	<u>Unit Cost</u>	<u>Unit Req</u>	<u>Total cost</u>
Mandatory Items				
<u>Courtroom 4 (1st Courtroom)</u>	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
			Total: Courtroom 4:	\$ _____
<u>Courtroom 2 (2nd Courtroom)</u>	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
			Total: Courtroom 2:	\$ _____
<u>Courtroom 3 (3rd Courtroom)</u>	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
			Total: Courtroom 3:	\$ _____
<u>Courtroom 1 (4th Courtroom)</u>	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
			Total: Courtroom 1:	\$ _____
Grand Total Courtrooms Mandatory Items:				\$ _____

Item	Manufacturer	Unit Cost	Unit Req	Total cost
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Optional Items

<u>Courtroom 4 (1st Courtroom)</u>	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Total: Courtroom 4: \$ _____

<u>Courtroom 2 (2nd Courtroom)</u>	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Total: Courtroom 2: \$ _____

<u>Courtroom 3 (3rd Courtroom)</u>	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Total: Courtroom 3: \$ _____

<u>Courtroom 1 (4th Courtroom)</u>	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Total: Courtroom 1: \$ _____

Grand Total Courtrooms Optional Items : \$ _____

5. Remote Live TV Media Connection into Courtrooms 2, 3, and 4

Item	Manufacturer	Unit Cost	Unit Req	Total cost
Mandatory Items				
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
Optional Items				
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
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