



# REQUEST FOR PROPOSALS

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## ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

**Regarding:** ADDENDUM #1

**RFP Title:** Audio Video Systems Modifications and Integration Services

**RFP Number:** CJER 05-13-RB

**Due Date and Time:** May 27, 2013 no later than 3:00 p.m. Pacific time

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This Addendum 1 hereby modifies the RFP as follow:

- A. Attachment 8a, Boardroom Audio drawings are hereby replaced in their entirety with Attachment 8a, Boardroom Audio, Revision 1; and Attachment 7, Cost Pricing Form is hereby replaced in its entirety with Attachment 7, Cost Pricing Form, Revision 1, which are provided separately as files named “Attachment 8a Rev 1 – Boardroom Audio Detail 1 & 2 ” and “Attachment 7 Rev 1 - Pricing Form” respectively.
- B. Deletions in the RFP are shown in strikeout font (~~strikeout font~~); insertions are shown in bold underlined font (**bold underlined font**). Paragraph numbers refer to the numbers in the original RFP
- C. The following changes are made to Attachment 2, AOC Standard Terms and Conditions, Exhibit C, Payment Provisions:

**2. COMPENSATION FOR CONTRACT WORK**

- A. For performing the Work of this Agreement as set forth in Exhibit D, Work To Be Performed, the State shall compensate the Contractor in arrears upon the Acceptance of each Deliverable at the firm fixed or not to exceed amounts set forth in Table 1 below:

**Table 1: Firm Fixed Prices/Not To Exceed Amount for Deliverables**

<b>Deliverable No.</b>	<b>Task Description &amp; Deliverable</b>	<b>Firm Fixed or Not To Exceed Amount per Deliverable</b>
<b>1</b>	Complete Project Plan and Timeline Draft  Deliverables: Submit a draft project plan, including confirmed scope of Work to Be Performed, sequence of tasks for project, and project timeline for approval.	Firm Fixed Amount  TBD
<b>2a</b>	Procure Goods  Deliverables: Provide completed equipment list for approval and procure approved equipment set forth in Exhibit E, Attachment 2.	Not To Exceed Amount  TBD

**Table 1: Firm Fixed Prices Not To Exceed Amount for Deliverables**

Deliverable No.	Task Description & Deliverable	Firm Fixed or Not To Exceed Amount per Deliverable
2b	Develop Final Integration Services Plan  Deliverables: Provide integration services timeline for approval. Submit draft touch panel modifications and functional and schematic drawings.	Firm Fixed Amount  TBD
3	Perform Integration Services for <del>Supreme Courtroom</del> <u>Judicial Council Board</u>  Deliverables: Perform onsite Integration Services in the <del>Supreme Courtroom</del> <u>Judicial Council Board</u> and provide all associated end-user/technical training and systems documentation to complete the project and receive Acceptance of the Work.	Firm Fixed Amount  TBD
4	Perform Integration Services for the <del>Judicial Council Board</del> <u>Supreme Courtroom</u>  Deliverables: Perform onsite Integration Services in the <del>Judicial Council Board</del> <u>Supreme Courtroom</u> and provide all associated training and systems documentation to complete the project and receive Acceptance of the Work	Firm Fixed Amount  TBD
5	Optional – Upon Request, Perform Final System Configuration and Fine Tuning  Deliverables: Final system configuration and fine-tuning report referencing all activities and adjustments.	Firm Fixed Amount  TBD

D. The following change is made to Attachment 2, AOC Standard Terms and Conditions, Exhibit D, Work To Be Performed:

**5. Supreme Courtroom Work To Be Performed**

Contractor shall be responsible for the following:

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- A. Modifications and Installation.
- B. De-install and replace the following existing AV Equipment:
  - i. 7 boundary microphones installed at bench (with an appropriate polar pattern and radio frequency interference shield)
  - ii. 1 boundary microphone installed at clerk station
  - iii. 1 boundary microphone installed on the at podium
  - iv. 1 boundary microphone installed at bailiff station
  - v. 1 wireless lavalier and 1 handheld microphones Audio Matrix Mixer and Automatic Microphone Mixers replaced with DSP System
  - vi. Audio Teleconference capabilities incorporated into DSP System and control system
  - vii. Assistive listening per ADA requirements (secured and confined to the courtroom, mounting to accommodate existing locations)
  - viii. Monitor(s) for security room and X-Ray scanner
  - ix. Speaker timer installed at clerk's position (should include notification status and control such as Go, Warning, and Stop and be integrated with the existing control system programming)
  - x. Speaker timer indicator installed at podium and Chief Justice position (should include notification status such as Go, Warning, and Stop); control timer from touch panel
  - xi. Power conditioner, surge protector
  - xii. FTR hardware and audio card
    - a. ~~5~~4 channel capabilities [\(audio only\)](#)
- C. Software
  - i. Control System programming modifications
    - a. Individual microphone mute/unmute capabilities
    - b. Individual monitor speaker volume
  - ii. FTR Software
- D. 5 Pan/Tilt/Zoom HD Cameras
  - i. HDSD/SDI
  - ii. 3 surface mounted, 2 mounted at existing locations
- E. Integrated Camera Control
  - i. PTZ, Iris, Gain, Position presets
- F. V-Brick network streaming device to stream signal from courtroom with reflector capabilities, [including H.264 HD encoder, DME server, and 3 year Gold + Support Services.](#)

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- G. SDI Split Screen Combiner/Multiviewer to be interfaced with streaming device
- H. HD/SD SDI Video Production Switcher
  - i. Preview/Program and Source Monitors (Multiviewer)
  - ii. Broadcast quality Recorder (Solid state HD/SD SDI)
  - iii. Recorder confidence monitor
  - iv. Analog/NTSC Output for integration with existing video distribution
- I. Audio Mixer with 3 outputs (For Broadcast Feed with separate audio control for all microphones, transformer isolated from PA System, including a broadcast record, and monitor feed)
- J. HD connectivity for Media Access in First floor of building, including multibox with the following:
  - i. Digital signal (SD-SDI,HD-SDI) with 1 input and at least 8 outputs
  - ii. Analog video signal with 1 input and at least 8 outputs
  - iii. Analog audio signal with 1 input and at least 8 outputs
- K. Integration into the existing analog building-wide audio/video distribution
- L. Cabling
- M. Training- Two 2 hour sessions at a minimum- end-user and technical training
- N. 1-yr workmanship warranty minimum in addition to equipment manufacturer's warranty (See section paragraph 10, Exhibit B, Special Provisions entitled Service and Equipment Warranty)

Note: The digital audio recording system needs to be interfaced with AV components in order to provide recording/archiving capabilities; the court currently uses *For The Record* (FTR) and needs to maintain that functionality. Both hardware and software should be provided. The system should be capable of capturing, annotating, playing back and managing the record of court proceedings.

**6. Judicial Council Boardroom Work To Be Performed**

Contractor shall be responsible for the following:

- A. Modifications and Installation
- B. De-install and replace the following existing AV Equipment:
  - i. 4 Analog PTZ Cameras with HD/SD SDI
  - ii. HD/SD SDI Video Production Switcher
  - iii. Preview/Program and Source Monitors (Multiviewer)
  - iv. Broadcast quality Recorder (Solid state HD/SD SDI)

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- v. Recorder confidence monitor
- vi. Analog/NTSC Output for integration with existing video distribution
- C. HD connectivity for Media Access in adjacent conference room, including multibox with the following:
  - i. Digital signal (SD-SDI, HD-SDI) with 1 input and at least 8 outputs
  - ii. Analog video signal with 1 input and at least 8 outputs
  - iii. Analog audio signal with 1 input and at least 8 outputs
- ~~C.~~ ~~HD connectivity for Media Access in adjacent conference room~~
- D. Integration into the existing analog building-wide audio/video distribution
- E. Audio Matrix Mixer and Automatic Microphone Mixers replaced with DSP System
- F. Audio Teleconference capabilities incorporated into DSP System
- G. Video Switching to be replaced with digital video switching processing- RGB Matrix and AV Switch
- H. Assistive listening per ADA requirements (secured and confined to the boardroom, mounting to accommodate existing locations)
- ~~G.~~I. Power conditioner, surge protector
- ~~H.~~J. Two audience LED display monitors to accommodate existing mounting position
- ~~I.~~K. Integration with Existing Components
- ~~J.~~L. Control Software Programming (if needed)
- ~~K.~~M. Cabling
- ~~L.~~N. Training- Two 2 hour sessions at a minimum- end-user and technical training
- ~~M.~~O. 1-yr workmanship warranty minimum in addition to equipment manufacturer's warranty (See section paragraph 10, Exhibit B, Special Provisions entitled Service and Equipment Warranty)

## 7. Deliverables

- A. Deliverable #1: Complete Project Plan and Timeline Draft
  - i. Scheduled Completion: June 2013
  - ii. Key Activities:
    - Schedule kick-off meeting with team to develop:
      - Review and confirm Work to Be Performed
      - Identify roles and responsibilities of team members and stakeholders
      - Review and confirm sequencing of tasks

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- Prepare project timeline
  - iii. Deliverables:
    - Submit a draft project plan, including confirmed scope of Work to Be Performed, sequence of tasks for project, and project timeline for approval.
- B. Deliverable #2a: Procure Goods
  - i. Scheduled Completion: ~~October~~ September 2013
  - ii. Key Activities:
    - Receive AOC approval of final list of equipment and components to be purchased
    - Purchase equipment
    - Receive equipment
    - Pre-installation testing and configuring
  - iii. Deliverables:
    - Provide list of equipment purchased, received, status of pre-installation testing and configuring
- C. Deliverable #2b: Develop Final Integration Services Plan
  - i. Scheduled Completion: October 2013
  - ii. Key Activities:
    - Develop final project timeline for completion of Work to Be Performed
    - Develop final Integration Services Plan
    - Develop preliminary touch panel modifications for review and approval
    - Develop preliminary modified functional and schematic diagrams for review and approval
  - iii. Deliverables:
    - Submit final project timeline for completion of Work to Be Performed
    - Submit final Integration Services Plan
    - Submit draft touch panel modifications and functional and schematic drawings.
    - Submit final draft modified functional and schematic diagrams for review and approval
- D. Deliverable #3: Perform Integration Services for Supreme Courtroom ~~Judicial Council Board~~

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- i. Scheduled Completion: ~~December~~ November 2013
  - ii. Key Activities:
    - Perform integration services onsite for the Supreme Courtroom ~~Judicial Council Board~~
    - Deliver, assemble, test, and integrate equipment and services into designated spaces
    - Disassemble existing equipment
    - Perform training on systems for staff and stakeholders
    - Provide maintenance binders, training manuals, and other system documentation for modified equipment and systems
  - iii. Deliverables:
    - Perform onsite Integration Services in the Supreme Courtroom ~~Judicial Council Board~~ and provide all associated end-user/technical training and systems documentation to complete the project and receive Acceptance of the Work.
- E. Deliverable #4: Perform Integration Services for the Judicial Council Board ~~Supreme Courtroom~~
- i. Scheduled Completion: ~~February~~ January 2014
  - ii. Key Activities:
    - Perform integration services onsite for the Judicial Council Board ~~Supreme Courtroom~~
    - Deliver, assemble, test, and integrate equipment and services into designated spaces
    - Disassemble existing equipment
    - Perform training on systems for staff and stakeholders
    - Provide maintenance binders, training manuals, and other system documentation for modified equipment and systems
  - iii. Deliverables:
    - Perform onsite Integration Services in the Judicial Council Board ~~Supreme Courtroom~~ and provide all associated training and systems documentation to complete the project and receive Acceptance of the Work
- F. **Optional Deliverable #5: Final System Configuration and Fine Tuning**
- i. Scheduled Completion: March 2014



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ii. Key Activities:

- Perform final system configuration and fine-tuning of both the courtroom and the Judicial Council Boardroom

iii. Deliverables:

- Final system configuration and fine-tuning report documenting all fine tuning activities and adjustments.
- **IMPORTANT: Contractor must first obtain AOC Project Manager's written authorization to commence work on Deliverable 5. The AOC Project Manager, in its sole discretion, will decide whether to commence Work on Deliverables 5. Any Work undertaken on Deliverable 5 by the Contractor before receiving written authorization shall be at the Contractor's risk.**

*End of Addendum 1*