



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator
410-260-1295

Amendment #2 Request For Proposals K15-0048-89 May 08, 2015

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~)

1. REVISE RFP Section 1.1 Summary Statement

The Administrative Office of the Courts (AOC) is issuing this Request for Proposals for the acquisition and installation of a “turnkey” digital court recording system and an optional Assisted Listening Device (ALD) solution for the District Court of Maryland. Therefore, the Court intends to purchase the necessary software, hardware, installation, maintenance, and subsequent consulting services from the successful contractor. There will be 130 courtrooms that will be outfitted with the recording system. AOC reserves the right to make multiple awards for the ALD solution.

Current System and Applications Environment:

The following is a description of the current hardware, software and business process in the Court. The Court currently utilizes a digital recording system that creates a portable digital audio record of the daily court proceedings in 126 courtrooms in the State. There is recording equipment in each courtroom plus a primary and backup servers at each courthouse. The system automatically archives to DVDs.

Offerors should not be held only to this environment but should propose their best solution.

The District Court of Maryland is a unified statewide court system. Wherever possible, the Court seeks to implement standardized systems, processes and best practices throughout its operations. The Court is geographically divided into

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twelve districts, and is served by District Court Headquarters that is based in Annapolis.

2. REVISE RFP Section 1.9 Proposal Due (Closing) Date

An original and six copies of each proposal (technical and financial) must be received by the Procurement Officer no later than 2:00 pm (local time) on ~~May 6~~ ~~May 11~~ ~~May 18~~, 2015 @ 2:00 PM in order to be considered. An electronic version of the Technical Proposal must be enclosed with the original technical proposal. An electronic version of the Financial Proposal must be enclosed with the original Financial Proposal. All media must be labeled with the RFP title, RFP number, and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

3. ADD RFP Section 2.3.23 Assisted Listening Devices (ALD) - (Independent Stand-Alone Optional Purchase)

The AOC has a requirement for assisted listening devices to accommodate the hearing impaired. While 130 courtrooms will be outfitted with the requested audio system, courts will have the option to add one or more ALD. Offerors must provide pricing per unit for both a fixed and portable ALD. Bidding requirements for the ALD include:

- Offerors should provide pricing for devices with infrared technology, FM Transmission Systems and Induction Loop Systems.
- All necessary emitters or transmitters must be included.
- Offeror shall state the number of receivers/headphones or earbuds that are included per device. Offerors proposing earbuds should include information on how the earbuds should be cleaned or made hygienic for the next user.
- All required cable and accessory equipment needed to operate the system, whether fixed or stationary must be included
- Pricing for portable devices must include a cart and/or tripod that will be used to move the system between courtrooms
- Offerors must propose a warranty for the ALD. The warranty must be a minimum of three years with in-person service within 24 hours of a service call.

4. REVISE Attachment E – Price Proposal Form

Project No. K15-0048-89

Project Title: Turnkey Digital Court Recording System

LOCATION:	Hourly Rate/<u>Unit Price</u>	Total Hours	Total Proposed Price
DISTRICT COURT COURTROOMS (130)	\$		\$
INSTALLATION			
EXTENDED WARRANTY			
USER TRAINING			
LIST OF HARDWARE AND SOFTWARE			
<u>ASSISTED LISTENING DEVICE-INFRARED TECHNOLOGY (PORTABLE)</u>		<u>N/A</u>	<u>N/A</u>
<u>ASSISTED LISTENING DEVICE-INFRARED TECHNOLOGY (FIXED)</u>		<u>N/A</u>	<u>N/A</u>
<u>ASSISTED LISTENING DEVICE-FM TRANSMISSION (PORTABLE)</u>		<u>N/A</u>	<u>N/A</u>
<u>ASSISTED LISTENING DEVICE-FM TRANSMISSION (FIXED)</u>		<u>N/A</u>	<u>N/A</u>
<u>ASSISTED LISTENING DEVICE-INDUCTION LOOP SYSTEM (PORTABLE)</u>		<u>N/A</u>	<u>N/A</u>
<u>ASSISTED LISTENING DEVICE-INDUCTION LOOP SYSTEM (FIXED)</u>		<u>N/A</u>	<u>N/A</u>
PRICE	EVALUATED		\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

**The Fully Loaded Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents.

Issued by: Khrystine Bunche, Procurement Officer