



# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator  
410-260-1295

Questions/Responses No. 1 to the

Request for Proposal (RFP) K15-0048-89

Turnkey Digital Court Recording System-District Court of Maryland

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors who received the RFP. The statements and interpretations contained in the following responses to questions are not binding to the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Question: Is there a particular order that the 12 Districts work will be done?

**Response: The AOC will work with the vendor to create a systematic schedule for deployment.**

2. Question: Estimated completion time of work once it starts is a year, correct?

**Response: Yes.**

3. Question: Will there be live streaming of video?

**Response: No.**

4. Question: If you are a MBE will you only be required to have 12.5% additional MBE participation?

**Response: If an MBE prime is awarded the contract they can use their own staff to achieve 12.5% of the 25% MBE goal. The remaining 12.5% must be subcontract out to a certified Maryland Department of Transportation MBE firm.**

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5. Question: Is the District Court primarily a Polycom shop?

**Response: Yes.**

6. Question: Will there be an oral demo for all satisfactory technical proposals?

**Response: Yes.**

7. Question: Does the District Court want new microphones and new speakers at each site?

**Response: The Contractor may recommend to replace microphones and/or speakers; the AOC shall have sole authority to accept or decline recommendation. At the AOC's sole discretion, AOC may solicit Contractor to replace under a separate price proposal or seek replacement by independent solicitation.**

8. Question: What is the current courthouse LAN architecture e.g. Gigabit, 100Mb etc.?

**Response: The courthouse LANs generally have 1000 Mbps backbones with 100 Mbps to the desktop. The WAN bandwidth varies significantly by location from 6 Mbps to 100 Mbps.**

9. Question: Will Contractor have access to a Web Service to connect to the Odyssey CMS?

**Response: At this point no decision has been made concerning connectivity with Odyssey; we just want the Offerors to know integration to Odyssey will be a future requirement.**

10. Question: Does each courthouse access their own Odyssey database or is it a single statewide database accessible from each courtroom and if so what is the WAN bandwidth available?

**Response: The Odyssey application and database servers are centralized in the JIS Data Center.**

11. Question: From what I read they want the winning vendor to provide all computer hardware, I assume this includes servers?

**Response: Yes, as it relates to the proposed system.**

12. Question: In reference to section 2.3.4, is the requirement for the ability to record audio from video conference system or audio and video?

**Response: The requirement is to provide AUDIO RECORDING ONLY**

13. Question: In reference to section 2.3.4, can you explain in further detail the requirement of direct connection from existing video system and video system?

**Response: Audio must connect directly from the video system into the recording system.**

14. Question: In reference to section 2.3.4, what are the video sources you want to record on the recording system?

**Response: not applicable – see response to question 12**

15. Question: In reference to section 2.3.3, does the Centralized Archiving System refer to local courthouse or statewide?

**Response: Statewide.**

16. Question: In reference to section 2.3.3, what is expected on front end interface access to centralized archiving system? Is there web interface?

**Response: Web interface is expected. District Court shall have the ability to administer public access.**

17. Question: Can you clarify in section 2.3.15 the requirement of record playback of up to 32 audio and a minimum of four video channels?

**Response: No video channels are required. The courts required 4 separate channels per courtroom. For example if a courthouse has 10 courtrooms, then a total of 40 recording channels will be required for that particular courthouse. This number does not include the single channel of backup audio that is the composite of all four courtroom microphones.**

18. Question: In reference to section 2.3.16, can you expand on requirement for “speed typing hot keys”.

**Response: The AOC is looking for keys that are programed as a short-cut to functions assignable by the District Court.**

19. Question: In reference to section 2.4, do materials for training need to be in electronic or printed format?

**Response: Training materials should be both printed and electronic.**

20. Question: In reference to section 2.4, will the court personnel training be at JAVS headquarters or other offsite location or onsite, as regards to train the trainer?

**Response: Personnel training shall occur at the Judicial Education and Conference Center or the court location.**

**Judicial Education and Conference Center  
2011D Commerce Park Drive  
Annapolis, MD 21401**

21. Question: In reference to section 2.7, will AOC entertain option of a maintenance contract versus a set amount of service call hours?

**Response: Offeror should quote both a maintenance contract and a set amount of service call hours. District Court anticipates needing approximately 500 service call hours annually.**

22. Question: Can you clarify in the Request for Proposal section 1.9 states original plus six copies are required an section 3.4.2 states four paper copies are required?

**Response: Six copies.**

23. Question: What technology platform does Odyssey live on? What database do they use (SQL, Oracle)?

**Response: Technology platform is broad. It is a .net application using a SQL backend.**

24. Question: Please confirm microphone manufacturer and audio processor for the courtrooms.

**Response: AKG and Astatic are two of the microphone manufactures in the courtrooms today, but they will vary from site to site. MOTU and AudioFire are the processors in the courtroom.**

25. Question: What DSPs are you using for audio?

**Response: There are Lectrosonics and Peavey DSPs.**

26. Question: Does the State of Maryland AOC request or require the software program to be 508 Compliant in regards to Magic Screen Magnifier, JAWS Speech Software, Dragon Software, and Microsoft Windows 7 & 8 Certified?

**Response:**

- **Magic Screen Magnifier – request**
- **JAWS Speech Software – request**
- **Dragon Software – request**
- **Microsoft Windows 7 & 8 Certified – request**

27. Question: Docket Integration within the software program to work with Tyler Technologies Odyssey. Tyler Technology must provide the necessary code and information to the vendor. Will Tyler Technology provide this information?

**Response: The vendor will be able to use an API to provide docket integration with Odyssey.**

28. Question: It was stated that a direct network connection is available from each courtroom and the courthouse to the State AOC Servers in Annapolis, Md. Does the State AOC want the audio / video single recorded files uploaded daily to the State of Maryland AOC Network Servers from each courtroom?

**Response: The system should have the capability to schedule audio archive file transfers from the recording device to a repository. The scheduler should be capable of immediate transfers and incremental transfers (minute, hour, daily, weekly, etc.).**

29. Question: Does the AOC request four separate channels of audio or eight separate channels of audio to record within the digital recording software program?

**Response: Four.**

30. Question: It was stated that each courtroom has a PC operated by a court clerk or an individual / employee within the room – What is the brand & model number of the PCs within the courtrooms. Does each of the 130 courtrooms have a PCs now?

**Response: The manufacturer is Lenovo, but the model varies. Minimum configuration is 7298-C6U new PCs M93p 10AA.**

31. Question: Can you clarify who the MBE goal applies to?

**Response: The 25% MBE Goal associated with this solicitation is a contractual obligation that applies to all vendors submitting a proposal. If the vendor is a non-minority firm they are required to subcontract out 25% of their contract amount to MBE firms certified within the correct North American Industry Classification (NAIC) Codes by the Maryland Department of Transportation (MDOT). If the vendor is a certified MDOT MBE firm they may use their own staff to achieve up to ½ (12.5%) of the required 25% MBE goal. The remaining**

**12.5% must be subcontract to other certified MDOT MBE firms.**

Issued by: Khrystine Bunche, Procurement Officer

April 28, 2015