

STATE OF MARYLAND JUDICIARY
Procurement and Contract Administration
REQUEST FOR PROPOSALS (RFP)
CONSULTANT FOR WEBCASTING ASSESSMENT RE-ISSUED

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy.

1. Business Problem Description

1.1 The Court of Appeals is the highest court in the State (commonly called the Supreme Court in other states and at the federal level). The Chief Judge, Robert M. Bell, sits on the Court along with six other judges. All seven judges hear oral arguments on each case unless a judge removes him/herself from a case. The Maryland Court of Appeals, housed on the fourth floor of the Robert C. Murphy Courts of Appeal Building in Annapolis, began live webcasting and archiving its oral arguments in November 2006. Based on continuing positive feedback about the value of these webcasts, the Judiciary seeks the services of a consultant to evaluate the current audio/video system used in the Court of Appeals and make recommendations for improvements utilizing current technologies to ensure the optimal user experience.

In addition, the Judiciary is interested in expanding its webcasts to include oral arguments from the Court of Special Appeals, which is housed on the second and third floors of the Robert C. Murphy building. Judges sitting on the Court of Special Appeals generally hear and decide cases in panels of three. In some instances, however, all 13 judges may listen to a case, known as an en banc hearing.

The consultant will make recommendations for all software/hardware and other equipment needed to webcast and archive arguments from the two courtrooms of the Court of Special Appeals.

In webcasting oral arguments of these appellate courts, the goal is to provide the best viewer experience using technologies that can be integrated unobtrusively into existing courtrooms and within the Judiciary's current IT infrastructure. These systems must be designed such that they can be managed easily and efficiently by court personnel.

The consultant must have experience with system design for courts or businesses with similar needs.

1.2 Current Court of Appeals Webcasts

- The Court of Appeals conducts 4 sessions of oral arguments per month from September through June
- 7 Judges on the bench and 1 podium for lawyers for standard webcast

- Bar Admission Ceremonies and other special events that take place in the courtroom are also webcast
- Currently 4 cameras are in use; 3 are controlled by the microphones during standard session webcasts, and all four cameras are used during manual mode for nonstandard events.

1.3 Potential Court of Special Appeals Webcasts

- The Court of Special Appeals conducts 16 oral argument sessions per month (2 courtrooms/8 days) which occur year round.
- 3 Judges on each bench but may also sit en banc with all 13 Judges
- Smaller courtrooms (2)

1.4 Archived Webcasts

Webcasts of oral arguments and other special events are archived online at <http://mdcourts.gov/coappeals/webcast.html>.

1.5 Due to the confidential nature of some communications that the Contractor may come into contact with, the Contractor and each of its employees who may work under the resulting contract must complete and sign a Confidentiality Agreement (Attachment B) prior to the commencement of the service.

2. Things to Consider In Submitting a Proposal

- HD (3 chip) Cameras – increase or decrease number of, shot angles, capability to pan, tilt and zoom, remote control of cameras, switching of multiple cameras, positioning, shock-proof
- Audio - integration of microphones and audio system into the video stream
- Network bandwidth – assess requirements and recommend internal or external hosting
- Lighting needs, while preserving the aesthetics and historical textures of the courtrooms
- Additional capabilities – a) adding title page to beginning of hearing - possibly a feed from a PC that can create a title page from Power Point or some other program; b) ability to insert messages into stream i.e. standby, program will start in x minutes, intermission etc.
- Captioning (closed or open) for hearing impaired for livestream and archived versions
- Ability to meet future technology expansion and upgrades.
- Inclusion of a mult box for media (consider best location)
- Number(s) of personnel needed to operate/monitor system
- Suggest construction/operation plan during installation
- Outfitting lawyers' waiting room and/or lobbies with live screen with option to expand to other overflow areas
- Components must be aesthetically pleasing

- Courtrooms must not look like video production studios
- Design a fully integrated system with components that fit and work together

3. Deliverables

The Contractor shall coordinate site visits and access to the Court of Appeals and Court of Special Appeals with the Office of Communications and Public Affairs upon Contract award in order to comply with the deliverable requirements.

3.1 Draft Report

The Contractor shall provide to the Office of Communications and Public Affairs a draft report/assessment no later than 45 days after the AOC's issuance of a notice to proceed (Purchase Order).

3.2 Final Report

The Contract shall provide to the Office of Communications and Public Affairs a final report/assessment no later than 60 days after the AOC's issuance of a notice to proceed.

4. Contract Type

AOC will make one award. The resulting contract shall be fixed price.

5. Contract Duration

The term of the Contract that results from this RFP shall be for 60 days upon award of the Contract and the AOC's issuance of a notice to proceed (Purchase Order). Payment shall be made within 30 days of receipt of an invoice for each deliverable and upon the Office of Communications and Public Affairs' acceptance of each deliverable.

6. Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Anna Pfeifer, Procurement Specialist
Administrative Office of the Courts
Telephone: 410-260-1416
Email: anna.pfeifer@mdcourts.gov

7. Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted.

7a. Volume I – Technical proposal a written response to the Scope of Work that:

- Provides a Work Plan that solves the business problem, and
- Demonstrates the Offeror's capabilities and experience in providing the required services.

7b. Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

8. Proposal Closing Date

All proposals must be received via email to the Procurement Office to Anna Pfeifer the email address listed in Section 5, no later than 2:00 PM (local time) on June 15, 2012 in order to be considered.

9. Award Determination

The Contracts resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the Judiciary, based on the evaluated spectrum of services proposed and price. The successful offeror who is awarded a contract resulting from this RFP is precluded from submitting a proposal or bid for any future solicitation related to this Small Procurement RFP—Consultant for Webcasting Assessment.

Evaluation Criteria in descending order of importance:

- Offeror's Work Plan for this engagement
- Offeror's Experience
- Price

Attachment A – Price Proposal Worksheet

Deliverable	Fully Loaded Fixed Price
Draft Report/Assessment Reference RFP Section 1.3.1	\$ _____
Final Report/Assessment Reference RFP Section 1.3.2	\$ _____
TOTAL EVALUATED PRICE	\$ _____ (sum of all deliverables above)