

Iowa Judicial Branch (IJB) Answers to Contractors' Questions
RE: RFP for Digital Recording Systems for Courtrooms (#2018-JBDRS)*
(October 4, 2018)

***IJB answers are in red text below each question.**

3.2.6.6 A list of all courthouses in the United States where the Contractor has provided digital recording systems similar to those sought by this RFP in the *past five calendar years, including the name and location (city, state) of the courthouse, and the name and phone number of a contact person in each courthouse*

- (1) We are a privately held company and typically do not report this information. We have installed over 1000 courthouses in the last 5 years. Is there an acceptable number of customers that we can provide?

In response to this concern, we amend 3.2.6.6 as follows: Provide the number of courthouses in each state in the U.S. where the Contractor has provided digital recording systems in the past five calendar years. Also, include the name, phone number, city, and state of a contact person in ten of those courthouses – preferably from at least five different states (if the Contractor has provided digital recording systems for courthouses in at least five different states in the past five calendar years).

Under 4.2.1 Digital Audio-Video Recording Equipment

- (2) .1 – Would you like the mixer to have VOIP integration?

Yes

- (3) .2 – microphones – Do you want mutable gooseneck for the Jury box and not boundary effect?

We wish to acquire microphones that provide the clearest recordings possible in 20 different courtrooms. We understand that some flexibility is required in the types of microphones to be installed in the 20 courtrooms. To balance the need for flexibility, while providing clear criteria for comparing Contractors' cost estimates, we amend 4.2.1.2 as follows:

A total of 8 high quality mutable microphones, including 4 standalone gooseneck microphones, 2 shock mounted gooseneck microphones, and 2 boundary effect microphones. They will be distributed as follows: 1 on the judge's bench, 1 at the witness stand, 1 at the jury box, 2 on plaintiffs' table, 2 on defendants' table, and 1 extra/replacement standalone gooseneck microphone).

- (4) Also do you want the witness stand to have a mute?

Yes

- (5) Do you want the stands to be shock mounts drilled into the desk or stand-alone stands?
See the response to question # 3.
- (6) .6 – Do you want a foot pedal for each room or do you need a specific # of foot pedals for the transcription group?
1 set for each installation/courtroom.
- (7) .7 – Do you want the system to be priced with Central “Remote” Monitoring or just the ability to add that in the future in needed?
Ability to add in the future.
- (8) .7a – do you need the ability to remotely control the recording systems or just monitor?
Remotely control.

4.2.7 Sound Amplification equipment

- (9) .1 – Multi-zone amplifier for courtroom sound system – How many channels do you want 2,4,8?
2 zones.
- (10) .7 – ADA assisted listen – Would you like IR or FM?
FM
- (11) On Attachment #4, the Check list, 3.2.8 references Financial but in the document 3.2.8 is Litigation and Terminations. Just wanted to make sure that is what you needed.
On Attachment 4, item 3.2.8 read ‘Termination, Litigation, and Debarment’
- (12) 4.2.1.2 - The RFP specifies goose neck microphones which may not be the optimal choice in each location in each courtroom. Do you want the vendor to design an optimal sound system or follow exactly the specifications in the RFP?
See the answer to question #3 (above).

4.2.1.4 - Rack for mounting and protecting equipment, if required

- (13) If a rack is required, what would be the location for the rack?
The location will depend on the layout of the courtroom.

4.2.1.6 - Compatible peripherals (industry standard foot pedals, headphones)

- (14) How many foot pedals are required?
1 per installation
- (15) How many headsets are required?

1 per installation

4.2.1.9 - Provide an estimate of the size (bytes) of recordings per channel, per minute

(16) Is this for audio only?

We are inclined toward an audio-only system in each courtroom, but are open to considering an audio-video solution. If your proposed solution includes ability to record both audio and video, please provide estimates for audio only and both audio/video together.

4.2.2.9 - Provide the ability to store and archive recording data in a centralized location.

(17) What is the location of central storage?

The Judicial Branch data center(s) are in Des Moines.

(18) Is the court providing network switches/hubs to link to the central location?

Yes

(19) Is the court providing a SAN or other means to centrally store the recordings?

Yes

4.2.2.15 - Provide the ability to integrate recording data into Iowa's case management system (e.g., upload or link a recording to a docketed event for the proceeding).

(20) What case management system is the Iowa Court now using?

We have an internally developed Iowa Court Information System with Oracle RDBMS.

(21) Please define how exactly you want the integration of the two technologies?

At some point in the future, we might seek to link the recording of a hearing to the date (or an icon) of the hearing located in the online docket for each case (on Iowa Courts Online). We will need the ability to export metadata by a common standards compliant method.

4.2.2.22 - Ensure the software configuration is based on end user needs

(22) Define end user needs for recorder operators, IT, judges, and administration?

Most courtrooms will have a recorder operator. The software interface needs to be user-friendly with visual indicators that each microphone is operational and that the system is recording properly. It should also allow the operator to easily: access the settings, enter and search log notes, rewind the recording easily and playback segments of statements or dialogue when requested by the court. On rare occasions, a judge might have to monitor the recording system (without assistance of court staff), so the visual indicators that the system is functioning properly must be very easy to view and understand. The recording files must be savable in a manner that

the judicial district's recording's manager (district court administration staff) can easily identify the recordings for individual proceedings by county, case number, and date so they can be easily retrieved and transferred by the recordings manager to a transcriptionist when necessary. Regional and central I.T. staff will also need to manage the backup, archival, and retrieval of the recordings, so the recordings need to be saved in a manner that allows for the efficient management and storage of the recordings – and for the deletion of the recordings after the expiration of the court records retention times required by the Iowa Code.

4.2.4.4 - Steps contractor will take to install sound amplification equipment, if needed

(23) When will it be determined how many courtrooms require sound amplification?

The 20 courtrooms include:

- **1 small-size courtroom; it needs a sound system with 4 speakers.**
- **10 medium-size courtrooms:**
 - 9 of those courtrooms need a sound system:**
 - 1 needs 4 speakers**
 - 2 need 6 speakers each**
 - 6 need 8 speakers each**
- **9 large-sized courtrooms:**
 - 7 of those courtrooms need a sound system:**
 - All 7 need 8 speakers each**

For the medium and large courtrooms, the types and locations of the speakers (where 8 speakers are needed) will generally be: 2 above the jury box, 2 in the gallery, 2 near counsel tables, 1 monitor on the bench, and 1 monitor near the court reporter. The monitors should have their own volume control and also allow for an ear bud to be plugged in.

The exact specifications of each room are not available at this time. Provide cost estimates based on the average small, medium, and large courtrooms (as defined above) where you previously installed digital recording systems.

(24) How is it possible to provide a credible response without detail knowledge of each individual room's acoustics, construction (hard walls, bare floors, etc.), and dimensions? Can you provide as-built blue prints?

Blue prints are not available at this time. Assessment of each courtroom will be required prior to installation. See #23 (above) for additional information.

(25) The RFP specifies gooseneck microphones, which may not be the optimal choice in each courtroom location. Do you want the vendor to design an optimal sound system or follow specifications in RFP?

See the answer to question # 3 (above).

4.2.4.7 - The estimated amount of time required to complete steps .1 through .5 (above) in an average courtroom

- (26) How is the vendor to estimate time to complete an installation for sound amplification without knowledge of the room requirements (wiring from amplifier to speakers through conduit in ceiling or, floors, is drilling necessary to run cables, is surface mounting necessary, etc.)
See the answer to question # 23 (above).

The exact specifications of each room are not yet available. Provide cost estimates based on the average small, medium, and large courtrooms (as defined above) where you previously installed digital recording systems.

- (27) What is an “average courtroom”?
The answer to #23 (above) provides further details on the nature of the 20 courtrooms. In addition, base your estimates on the average small, medium, and large courtrooms in which your company has installed digital recording systems in other jurisdictions.

4.2.7 - Note: Only some courtrooms need new sound amplification equipment.

- (28) How is the vendor to provide a credible response and costs without knowing how many courtrooms require amplification?
This information is not available at this time. See the answer to #23 (above) for more information that should be helpful on this issue.

4.2.7.2 - Sound amplifier functionality for sound masking conferences at the judge’s bench.

- (29) How many rooms require sound masking?
All courtrooms

4.2.7.3 - Cables and wiring for the amplifier

- (30) How many rooms require an amplifier?
See the answer to #23 (above).

- (31) What are the physical dimensions of the rooms?
This information is not available at this time. See the answer to #23 (above) for more information that should be helpful on this issue.

4.2.7.4 - Sound amplification speaker -- to be wall mounted (per speaker)

- (32) How many speakers are required in each room?
See the answer to #23 (above).
- (33) 4.2.1.5 Please explain and diagram what wiring currently exists in order to address “additional wiring” in this section.
This information is not available at this time. See the answer to #23 (above) for more information that should be helpful on this issue.
- (34) 1. Attachment #4 references including Financial Information, however the document doesn't appear to specific what is required. Can further clarification be provided for this section?
In Attachment 4, 3.2.8 should read ‘Termination, Litigation, and Debarment’
- (35) 2. A digital copy of our RFP responses is requested. On what media should that be provided?
CD-R, DVD-R, or USB Stick
- (36) 3. PC to be used on the project is not specified. What will be the specification of such equipment?
**Current configuration:
Laptop: Windows 10 Enterprise, Core i5-7200U, 8GB RAM, 500GB Internal HDD, Gigabit network card**
- (37) 4. Can the IJB please provide current cabling diagrams per courtroom? Outlining microphone, speaker, data and power points.
This information is not available at this time.
- (38) 5. Can the IJB please confirm that the centralized storage will be provided by the IJB?
Yes. IJB will provide central storage equipment.
- (39) 6. Can the IJB please provide a list of current audio / visual hardware per courtroom? The intention of this question is to identify elements that can be integration.
There is no audio/video recording equipment currently installed in any of the 20 courtrooms. The answer to # 23 (above) provides information on the size of the courtrooms and the number of courtrooms that need new audio amplification systems.
- (40) Section 4.2.1 Number 2. Will the court allow for substitutions of microphones? Will they allow a boundary microphone instead of gooseneck?
See the answer to #3 (above).

- (41) Section 4.2.1 Number 7. Please go into detail what your vision is for centralized monitoring?
We do not envision centralized monitoring as critical in the near-term. If or when the Iowa courts expand the use of digital recording systems for keeping the record of court proceedings, centralized monitoring may be desirable so we seek to acquire digital recording systems that can be adapted to a centralized monitoring strategy. Iowa has courthouses in 99 counties organized into 8 judicial districts. If we ever implement remote monitoring of the digital recording systems in our courtrooms, the monitoring would probably be done from a location in each district. In the largest urban counties, there might be one monitoring location within the courthouse. In rural areas, a regional location might monitor the courtrooms in multiple counties. The monitoring locations would have the ability to see what is happening in each courtroom with digital recording equipment and the ability to both monitor and control the digital recording systems. For the near-term, however, we intend to have a recording operator in each courtroom.
- (42) Should the system make all systems viewable/audible from a single location simultaneously (i.e. command/control station), or is single feed access (i.e. streaming) acceptable?
See the answer to #41 (above).
- (43) Will the centralized monitoring take place inside the courthouse or from another location?
See the answer to #41 (above).
- (44) Is this just the ability to view the recordings themselves from a remote location, or does this mean viewing the status of each component within the system?
Viewing the recording and component status within the system as needed.
- (45) Section 4.2.7 Number 1. How many zones will be required for PA?
2 zones
- (46) 4.2.1.1, Regarding telephone input. What hardware/software is in place for telephone conferences? We need to know the output these systems have to know how they should interface with the recording system.
Courtrooms vary regarding the technology employed for teleconferencing and telephone access to remote interpreters. Examples of current technology include, but are not limited to Analog line with Polycom phone, VoIP connection via various systems including Shoretel, Asterisk, Avaya IP Office, and possibly others.

- (47) 4.2.1.7, Centralized monitoring. Please clarify the desire for centralized monitoring. Are you looking for a single, centralized physical location from which to monitor or are you looking for software that allows this capability from multiple locations? Or are you looking for a web-based application that authorized users can access from anywhere?
See the answer to #41 (above).
- (48) 4.2.2.15, Integration with case management system. What case management system is used by the state of Iowa?
Internally developed Iowa Court Information System with Oracle RDBMS.
- (49) 4.2.7, Sound amplification equipment. How many courtrooms require sound amplification equipment at this time?
See the answer to #23 (above).
- (50) What are the dimensions of each courtroom (for wiring purposes)?
See the answer to #23 (above).
- (51) 4.2.2.13, Monitor recording status. Please clarify what is meant by, "Provide the ability to monitor recording status via digital verification device."
Visual indicators on the recording operator's recording management screen.
- (52) 4.2.6.1, Maintenance. Please clarify how many total years of warranty/annual maintenance should be provided (3 years, 4 years, 5 years?).
Provide costs for 3 years of support, and information for the costs of ongoing annual support thereafter.
- (53) 4.3.3, Portable recording system. Is the contractor to provide a laptop or tablet for the recording software, or will the laptop or table be provided by the agency?
The IJB will provide the laptop for each courtroom. See #36 (above).

End of questions.