



REQUEST for PROPOSAL #814
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, JANUARY 12, 2022
DUE DATE: WEDNESDAY, FEBRUARY 2, 2022 by 1:30 pm

Request for Proposal for:

DIGITAL AND VIDEO COURT RECORDING SYSTEM

SUBMIT:

One (1) Original

Four (4) Complete Copies of the Proposal to:

<u>Delivery by Shipping Method of your Choice or Hand Delivery</u>	<u>United States Postal Service</u>
Clark County ATTN: Office of Purchasing 1300 Franklin Street, 6 th Floor, Suite 650 Vancouver WA 98660 564-397-2323	Clark County ATTN: Office of Purchasing PO Box 5000 Vancouver WA 98666-5000 564-397-2323

Office Hours: 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays.

Proposals shall not be submitted via electronic submission.

****Proposals must be date and time stamped by Purchasing staff before 1:30 pm on due date.**

****DO NOT PUT IN ANY DROP BOX LOCATED IN THE BUILDING****

****Hand Delivery Requires Entrance to the building using the North Door on the First Floor.**

****Anyone entering the building must wear a face mask****

Refer Questions to Project Manager:

Cheryl Stone
Court Administrator / Superior Court of Clark County
cheryl.stone@clark.wa.gov
564-397-4266

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES - Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product

criteria have been established on the Green Purchasing List <https://clark.wa.gov/sites/default/files/dept/files/general-services/Purchasing/ERP%20Policy.pdf>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS - An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposer shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor, in a similar socioeconomic, geographical region.

PROTESTS - Must be submitted to the Purchasing Department.

PUBLIC SAFETY - May require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS - Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office: V: 564-397-2322
ADA@clark.wa.gov

Request for Proposals Table of Contents

PART I	PROPOSAL REQUIREMENTS
	Section IA: General Information
	1. Introduction
	2. Background
	3. Scope of Project
	4. Project Funding
	5. Timeline for Selection
	6. Employment Verification
	Section IB: Work Requirements
	1. Required Services
	2. County Performed Work
	3. Deliverables and Schedule
	4. Place of Performance
	5. Period of Performance
	6. Prevailing Wage
	7. Debarred / Suspended
	8. Public Disclosure
	9. Insurance/Bond
	10. Plan Holders List
PART II	PROPOSAL PREPARATION AND SUBMITTAL
	Section IIA: Pre-Submittal Meeting/Clarification
	1. Pre-Submittal Meeting
	2. Proposal Clarification
	Section IIB: Proposal Submission
	1. Proposals Due
	2. Proposal
	Section IIC: Proposal Content
	1. Cover Sheet
	2. Project Team
	3. Management Approach
	4. Respondent's Capabilities
	5. Project Approach and Understanding
	6. Proposed Cost
	7. Employment Verification
PART III	PROPOSAL EVALUATION & CONTRACT AWARD
	Section IIIA: Proposal Review and Selection
	1. Evaluation and Selection
	2. Evaluation Criteria Scoring
	Section IIIB: Contract Award
	1. Consultant Selection
	2. Contract Development
	3. Award Review
	4. Orientation/Kick-off Meeting
ATTACHMENTS	A: Proposal Cover Sheet
	B: Letter of Interest
	C: Certification Regarding Debarment, Suspension and Other Responsibility Matters Form
	D. List of existing equipment

Request for Proposal #814

Digital and Video Court Recording System

Part I Proposal Requirements

Section IA General Information

1. Introduction

Clark County Superior Court is seeking Requests for Proposals to provide, digital computer-based courtroom audio and video recording equipment and software in all fourteen (14) Superior Court courtrooms and related areas. The goals of the Court for this contract are to enhance digital recording capabilities and to broaden access to the digital record for the benefit of the judiciary, court staff, the legal community and members of the general public.

Superior Court utilizes digital and video equipment to record and playback all court proceedings. The Court duplicates the recordings and provides a CD-ROM containing the recording to Counsel, Parties, members of the public, media, and transcriptionists.

Proposers shall respond to all sections to be considered.

Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this proposal will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

2. Background

The Superior Court of Clark County currently uses digital recording and video systems for all court appearances (virtual and in person). The Court is looking to replace or update the existing system. The court has fourteen (14) courtrooms, 11 elected judges and 4 commissioners. Each judge is assigned a judicial assistant. Court administration staff also provide support to judicial processes

3. Scope of Project

The specifications and requirements detailed in this section constitute the baseline system for the courtroom technology solution.

Digital Recording Software

Functionality

- Compatibility with the Court's current operating system (Windows10).
- Allow for the addition of hearing/event information for the purposes of indexing.
- Enable all electronic recording systems (courtrooms, conference rooms, etc.) to be monitored centrally at one location.
- Ability to replay current testimony, both audio and video, in the courtroom while simultaneously recording the current proceedings should the need arise. Ability to replay the audio and video shall not affect the official recording (i.e., no dead spots on the official record).
- Provide full and clear audio capture from within the well of the court to minimize or eliminate dead spots as participants move within that area.
- Ability to record bench conferences without broadcasting them over the PA system and shall produce "white noise" to block voices at the bench conference from being audible in the courtroom.

Request for Proposal #814

Digital and Video Court Recording System

- Ability to accommodate teleconferences; the court will supply a phone line. Ability to allow the audio from the courtroom microphones to be heard by the remote site user and capable of broadcasting the remote user's audio over the system and onto the audio record. The video conferencing system shall project the remote site video to the evidence presentation monitors and project the remote site audio through the PA system speakers; the audio from both the local and remote sites shall be captured on the record with the ability to capture the remote site video on the record if it is required by the judicial officer.
- Remote site user should have the ability to securely login and connect to the teleconference to ensure the security of the court session.
- Ability to provide a video conferencing and the ability to use the courtroom cameras and microphones as its audio and video inputs.
- Ability to record the different audio inputs on separate channels to allow for isolation during playback.
- Ability for audio/video files to convert to industry standard formats such as AVI, MPEG, or WMV.
- Ability to allow users to clip portions of a proceeding to accommodate partial record requests on CD or comparable media.
- Provide real-time archival of recordings in digital format.
- Provide a visual and audible warning in the courtroom in the event of a microphone or camera failure or an unintended stoppage of the recording system.
- Provide presentation system controls to the judicial officer and bailiff positions.
- Provide controls for the judicial officer to be able to lock a camera to prevent switching if the need arises.
- Ability to electronically seal recordings spontaneously from within the courtroom as well as the ability to seal a recording after the event.
- Ability for court staff, sitting at their desk outside of the courtroom, to be able to listen in on the proceedings; a network feed approach should not impact the recording device's ability to capture the record due to higher utilization.
- Ability to configure the audio/video recording system to allow recording of proceedings in a judge's chambers, if requested.
- Provide controls in the courtroom for starting and stopping the digital recording system either at the bench or the judicial assistant workstation.
- Software functionality for sealing in all courts.
- Provide API for starting recording remote locations.
- Provide API for stopping court recording remotely.
- Provide API for querying existing recordings.
- Provide API for sealing case electronically in real-time and after to be able to seal after case.

Request for Proposal #814

Digital and Video Court Recording System

- Provide API for live and on demand streaming recorded videos.
- All API should be centralized secured and web compatible.
 - Secured using TLS 1.2
 - Requires user authentication to connect to application
 - MFA compatible
- Allow network-connected users to receive the live video and/or audio feeds for remote monitoring; this would be used for broadcasting high-interest courtroom events to overflow areas or for quality assurance monitoring by court staff. This feed shall not impact the recording device's ability to capture the record due to higher utilization requirements.
 - Network-connected users will be authenticated users with access to the application.

Digital Recording Hardware

- Include multiple microphones to capture audio from participants in the courtroom; the number and location of microphones will vary depending upon the size and shape of each courtroom.
- Include multiple fixed position cameras to capture, via color video, the different speaking positions in the courtroom; the number and location of cameras will vary depending upon the size and shape of each courtroom; additionally, the live camera will be activated by the active microphone in a "video follows audio" model.
- System should have role-based authentication to ensure that the correct users have access to the correct features.
- The contractor shall insure that each workstation in a monitor control room has the ability to control all recording systems, and to log or review the designated courtroom proceedings of all courtrooms assigned to that control room.
- Provide one (1) flat panel monitor appropriate to the size of the room with the ability to display electronic evidence from a DVD/Blu Ray player and/or laptop computer for the Jury Deliberation Room or from Courts digital evidence portal/system.
- Provide sound reinforcement throughout the courtroom so that all participants can hear proceedings clearly regardless of location within the courtroom.
- Provide similar equipment for other rooms as required.
- All solutions must maintain the required standards for Digital Recordings of Court Proceedings
- Provide and maintain all computer equipment required to support the court recordings presentations, audio and video in all court rooms.
- Provide a routine maintenance schedule for windows/application software patching and maintenance that will be maintained by the vendor.
- Vendor will follow County security standards when connecting remotely to the application and hardware to perform maintenance.

Digital Archive and Retention

- Records retention management – ability to delete archived recordings automatically pursuant to the retention schedule.

Request for Proposal #814

Digital and Video Court Recording System

- Digital recordings of court proceedings shall be archived to servers, cloud storage or both.
- Digital recordings should be encrypted in transit and at rest to ensure data security.
- Chosen storage solution must provide Court approved backup and disaster recovery plans.
- Process to seal events as required by a judicial officer and shall contain a software security system to restrict access based on authority levels when stored online.
- Query systems that allow archived recordings to be accessed by any of the following elements: date, time, location, case number, party name.

Ongoing Support

- Provide all preventative and manufacturer recommended maintenance including, but not limited to internal batteries, cleaning, replacement or worn parts, and testing of all equipment.
- Include on-site repair or replacement of faulty equipment.
- Include service and repair or replacement of existing digital recording systems, evidence presentation systems and remote monitoring systems and their related components.
- Provide the Court with audio-visual industry updates on new technologies and best practices for installed and portable equipment.
- Include service location maintenance and repair services.
- Provide a toll-free number to receive trouble and service request calls from Court AV personnel during standard business hours.
- Coordinate and provide standard on-site maintenance and assessment of malfunctioning equipment.
- Coordinate and provide emergency assistance at Court locations and assessment of malfunctioning.
- Provide and install loaner equipment if repairs are to exceed forty-eight (48) hours and assistance in securing that equipment from a third-party vendor if necessary.
- Coordinate and provide contractor service location maintenance and repair of malfunctioning equipment for Court locations.
- Coordinate and provide contractor service location maintenance and assessment of malfunctioning equipment within two (2) days of the initial service request.
- Coordinate and provide emergency assistance at contractor service locations and assessment of malfunctioning equipment within four (4) business hours on the same day of the request.
- Coordinate and oversee the factory repair equipment process on behalf of the Court.
- Respond to major failure maintenance calls within two (2) hours; major failures maintenance shall be defined as disruption in services to a single user of material nature; material nature shall mean the Court's operations are critically affected.

Request for Proposal #814

Digital and Video Court Recording System

- When a major failure occurs, send qualified maintenance personnel, as required, to arrive at the affected Court facility within four (4) hours of request including weekends and Court holidays.
- Respond to a minor failure maintenance call no later than the next business day; minor failure shall be defined as a request for service when a major failure does not exist.
- When a major failure occurs, send qualified maintenance personnel, as required, to arrive at the affected Court facility within 24-clock hours of request including weekends and Court holidays.
- Successfully correct a minor failure remotely if possible.
- Provide, at no additional charge, all patches, bug fixes, Firmware and version updates of the software while under a maintenance agreement including testing of new versions or features.
- Provide updated software documentation for all changes to initial software.
- Provide technical support to the Judicial Branch for all courtroom systems; support tasks include but are not limited to: assistance with systems performance monitoring and tuning for optimal performance; assistance with maintenance functions associated with the operation of the courtrooms systems, equipment and interfaces; assistance with troubleshooting and recommended best practices.
- Perform all other customary and usual maintenance tasks.

Training

- Provide initial in-person, hands-on instruction in the operation of the installed technologies; the initial training shall be sufficient in scope and duration for the Judicial Branch users to operate all functions of the systems on a self-sufficient basis which includes determining and correcting usual errors in operation and performing maintenance tasks, as needed.
- Provide user documentation describing how to operate the system.
- Provide periodic and more advanced onsite training sessions for users or administrators, when new functions are added, or a new version of the software is installed.

Audiovisual Conferencing

- Solution that would not require a modification to the county Firewall to work.
- Ease of use to the customer.
- Solutions to facilitate remote participation in court proceedings by one or more off-site individuals.
- Provide high quality video and audio transmission while integrating with firewall security issues.
- Ensure audio and video of remote participants is captured on the digital recording of the proceeding.

E-Commerce

- Develop an E-Commerce website that would be used to order copies of digital recordings and facilitate fee payment.
- E-Commerce website will be PCI compliant.

Request for Proposal #814

Digital and Video Court Recording System

- Address solutions on how digital recording content can be delivered to the customer without reliance on staff and durable media, and in a format which allows the content to be played on any device or platform without the use of a proprietary player.

The vendor shall, within the time frames established by the Court:

Provide a detailed written proposal for digital audio recording solution for use in fourteen (14) Superior Courtrooms throughout the County, with an Executive Summary, cost proposals, and a basic project plan with a timeline; Please note that scheduling of work in the Courtrooms is difficult, and the cost proposal shall include the OPTIONAL cost if work needs to be completed after business hours (evening after 5 p.m., or weekends);The Court will attempt to reassign active Courtrooms so that some work can be done during normal business hours.

- Review the existing Courtroom audio equipment using Court supplied documentation and the preproposal site walk. Advise the Court on any possible configuration changes to existing Courtroom audio equipment to enhance the quality of the proposed digital audio recording solution.
- Analyze and design a modern digital audio recording solution for the identified Courtrooms.
- Analyze and recommend the placement of proposed equipment to support digital audio recording solution; Advise the Courts on any necessary facilities improvement for the equipment, including additional electrical outlets, conduit needs or wall reinforcement.
- Provide cost options for ongoing system maintenance, including response times. The term of such agreements shall be one year unless the vendor provides for multi-year discounts. including but not limited to design, products, electrical, determination of structural integrity for install, prepare for install, install, test, make functional all audio, video, telecommunications equipment, voice, data, and fiber cables (using current accepted industry standards and manufacturer's recommended procedures), patching, painting, clean up, offsite debris disposal (if applicable).

Administratively, Contractor's Project Lead shall:

- Be responsible for managing the end result and day-to-day project management;
- Serve as the Contractor's primary contact;
- Work closely with Court Project Manager;
- Provide on-going status reports to Court;
- Manage, prepare, and refine the Agreement's end results;
- Proactively assist with resolution of issues with any aspect of the Work;
- Proactively anticipate project deviations and take immediate corrective action;
- Work with Project Manager to manage / coordinate work and knowledge transfer; and
- Be responsible for managing project budget within constraints of Work requirements.

Acceptance Criteria, which authorize payment after invoice submission:

Task 1: Ordering of all equipment from manufacturers/distributors.

Task 2: Installation of the equipment at all Courtroom locations.

Task 3: Completion of configuration, testing.

Request for Proposal #814

Digital and Video Court Recording System

Task 4: Successful User Acceptance Testing.

Task 5: Completion of User and IT Training and delivery of project documentation.

4. Project Funding

Allocation of funds for this RFP will be established based on the funds requested in the selected proposal.

Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.

5. Timeline for Selection

The following dates are the **intended** timeline:

Pre-Proposal Site Visit	Week of January 17 – 21, 2022
Proposals Due	February 2, 2022
Proposal Review	February 3 – 11, 2022
Potential Interviews/Demonstration	February 14 – 17, 2022
Contract Negotiation/Execution	February 18 – 25, 2021
Contract Intended to Begin	March 1, 2022

6. Employment Verification

Effective November 1, 2010, to be considered **responsive** to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within **48 hours** after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the MOU in advance of the submittal date:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. E-mail: koni.odell@clark.wa.gov or priscilla.ricci@clark.wa.gov

Note : Sole Proprietors shall submit a letter stating exempt.

Request for Proposal #814

Digital and Video Court Recording System

Section IB

Work Requirements

1. Required Services Installation, training, service, and maintenance of digital recording and video court recording equipment.
2. County Performed Work Lead for Superior Court will be Cheryl Stone, Court Administrator and team will include Joe Johnson, a judicial representative, and a judicial assistant.
3. Deliverables & Schedule Project is expected to be completed by June 30, 2022.
4. Place of Performance Contract performance may take place in the County's facility, the Proposer's facility, a third-party location, or any combination thereof.

All individuals who perform services at the County facility must provide proof of COVID-19 vaccination.
5. Period of Performance A contract awarded as a result of this RFP will be for five (5) years and is intended to begin on July 1, 2022 and end December 31, 2027.

Clark County reserves the right to extend the contract resulting from this RFP for a period of five (5) additional years, in one (1) year increments, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.
6. Prevailing Wage (When Applicable) As of July 1, 2019, it is required that contractors meet the new requirements for Prevailing Wage and public works requirements, per RCW 39.04.350. Proposer shall be either exempt, by having a valid Washington business license for three years or more and completed three or more public works projects or received and completed training on prevailing wage and public works requirements.

Pursuant to State of Washington RCW 39.12, all payment for salaries and wages shall conform to State of Washington Department of Labor and Industries as prevailing wage rates. For this project select the Clark County rates that apply on the proposal closing date from either of these sites:

<http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm>

<http://www.ini.wa.gov/TradesLicensing/PrevWage/WageRates>

Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.

A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.

Request for Proposal #814

Digital and Video Court Recording System

7. Debarred/Suspended Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.

All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matter" form with their proposal to be eligible to participate.

8. Public Disclosure This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.

If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.

9. Insurance/Bond

A. Waiver of Subrogation

All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against County, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against County and shall require similar written express waivers and insurance clauses from each of its subcontractors.

B. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30-day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

C. Worker's Compensation

As required by the industrial insurance laws of the State of Washington.

D. Automobile

If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

Request for Proposal #814

Digital and Video Court Recording System

E. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one-year policy period. Personal and Advertising Injury \$1,000,000 and General Aggregate \$1,000,000. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Clark County needs to be listed as additional insured.

F. Professional Liability (aka Errors and Omissions)

The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$1,000,000 per occurrence. The deductible will not be more than \$25,000 unless prior arrangements are made with Clark County on a case-by-case basis; the criterion is the Proposer's liquidity and ability to pay from its own resources. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

All policies must have a Best's Rating of A-VII or better.

10. Plan Holders List

All proposers are required to be listed on the plan holders list.

- ✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser. Clark County RFP site: <https://clark.wa.gov/internal-services/purchasing-overview>

- If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.
- Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

Request for Proposal #814

Digital and Video Court Recording System

Part II Proposal Preparation and Submittal

Section IIA

Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting

A **Mandatory** site visit will be scheduled for this project the week of January 17 – 21, 2022. Proposals will only be accepted from vendors that attend the site visit.

If you would like your proposal to be considered, contact Cheryl Stone at Cheryl.Stone@clark.wa.gov no later than January 12, 2022 to be placed on the walk-through schedule.

All individuals who are here on-site shall be fully vaccinated, wear a mask and keep social distancing of a minimum 6 feet.

2. Proposal Clarification

Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.

The deadline for submitting such questions/clarifications is January 26, 2022 by 5:00 pm.

An addendum will be issued no later than January 27, 2022 to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site: <https://clark.wa.gov/internal-services/request-proposal-1>

Section IIB

Proposal Submission

1. Proposals Due

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and Address of the Proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal

Proposals must be clear, succinct and not exceed thirty (30) pages including attachments, but excluding resumes, E-Verify and coversheet. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

Request for Proposal #814

Digital and Video Court Recording System

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should not be included with each copy unless otherwise specified.

Section IIC

Proposal Content

1. Cover Sheet

This form is to be used as your proposal Cover Sheet.
See Cover Sheet - Attachment A

2. Project Team

The vendor shall provide a short description of its company. The vendor must provide an Executive Summary of its proposal. The Executive Summary should be a "high level", general overview of how the vendor proposes to accomplish the requirements of this RFP. The Executive Summary should demonstrate the Vendors' understanding of the requirements and a description of how you propose to meet the requirements of the Statement of Work

Include a timeline in your project plan.

3. Management Approach

The Court requires the vendor to be a reputable company of strong financial standing and experience in the related industry. The vendor's proposal must provide the information requested below. If a vendor is a joint venture, information about the prime vendor and the subcontractor must be submitted separately. The information to be provided is as follows:

- a. Complete name and address.
- b. Federal tax identification number.
- c. If incorporated, name the state in which incorporated.
- d. A short narrative description of Vendor's organization, including organization charts and indication of company officer where applicable.
- e. Principal type of business.
- f. Total number of years in business.

Request for Proposal #814

Digital and Video Court Recording System

- g. Number of years providing products and services similar in size and scope to those requested in the RFP.
- h. An audited profit and loss statement and balance sheet for Vendor's last 3 fiscal years. If a company is privately owned, this information will be kept confidential by the Court. These financial statements must be contained in a separate volume.
- i. Significant transactional events in the past 5 years, such as: bankruptcies, mergers, acquisitions, initial public offerings (IPO's).
- j. Annual contract value of vendor's 3 largest contracts for similar products and services in the past 3 years.
- k. Percent of turnover of key service staff for each of the last 3 years in Vendor's organization that will be responsible for providing products and services described in this RFP (e.g., Account Manager, Customer Service personnel, etc.).
- l. If subcontractors are proposed for this RFP, describe vendor's contract management process for subcontractors included in Vendor's proposal and provide copies of signed formal agreements (e.g., teaming agreements or any other legally binding document), if any exist, between Vendor and each proposed subcontractor.

If subcontractors are proposed for this RFP, provide the following information for each subcontractor:

- a. Subcontractor name and address.
- b. Federal identification and/or social security number.
- c. If incorporated, name the state in which incorporated.
- d. A short narrative of the subcontractor's organization, including organization charts and indication of company officers where applicable.
- e. Principle type of business.
- f. Total number of years in business.
- g. Number of years providing services similar in size and scope to those requested in this RFP.
- h. An audited profit and loss statement and balance sheet for the subcontractor's last 3 fiscal years. If a company is privately owned, this information will be kept confidential by the Court. These financial statements must be contained in a separate volume. Page 7 of 35
- i. Significant transactional events in the past 5 years such as: bankruptcies, mergers, acquisitions, initial public offerings (IPO's).
- j. Percent of turnover of key service staff for each of the last 3 years in the subcontractor's organization that will be responsible for providing services described in this RFP (e.g., Account Manager, Customer Service personnel, etc.).

4. Respondent's Capabilities

The Court requires the vendor and its subcontractors to have prior experience in all aspects of the products and services described in this RFP for customers similar to or with relevance in the size, complexity and scope of this RFP. The vendor shall:

Request for Proposal #814

Digital and Video Court Recording System

- Describe vendor's experience as it pertains to providing products and services similar in size, complexity and scope to those required under this RFP and in the manner required pursuant to this RFP.
- Provide the names, addresses, and telephone numbers for a minimum of 5 customers for whom vendor has provided similar products and services within the last 18 months.
- Include a brief description of the scope of products and services provided to the customer and the duration of the contract. The Court may contact some or all of the referenced provided in order to determine vendor's performance record. The Court reserves the right to contact references other than those provided in the proposal and to use the information gained from them in the evaluation process.
- If vendor intends to subcontract, describe Vendor's experience with each of the proposed subcontractors. For each proposed subcontractor provide names, addresses, and telephone numbers for a minimum of 3 customer references, for products and services similar to those described in this RFP. Vendor shall include a brief description of the scope of products and services provided to the customer and the duration of the contract.

5. Project Approach and Understanding

The Vendor shall provide a project plan that describes how the Vendor intends to implement the program. Specifically, vendor shall provide the information regarding methodologies and organization, such as how the program will be implemented. The description shall include, but is not limited to, the following:

- Account Team structure and role (including description of sales contact process, Account Team support, and periodic account review process)
- Communication process with the Court • Time schedule
- Program evaluation

6. Proposed Cost

Provide pricing for the acquisition and installation for the digital audio recording solution for use in thirteen (13) Superior Courtrooms in Clark County.

Provide an itemized parts list, note the discount % the Court will receive from manufacturers published list price, and length of time materials and labor prices are available to the Court for additional projects.

7. Employment Verification

Please refer to section 1A.6. – E-Verify

IMPORTANT NOTE: Include this portion of the response immediately **AFTER** the cover page, if not already on file with Clark County. Current vendors on file can be viewed at:

<https://clark.wa.gov/internal-services/purchasing-overview>

Request for Proposal #814

Digital and Video Court Recording System

Part III Proposal Evaluation & Contract Award

Section IIIA Proposal Review and Selection

1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. The Committee review results and recommendations may be presented to an appropriate advisory group.
2. Evaluation Criteria Scoring: Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

A one hundred (100) point system will be used, weighted against the following criteria:

Technical Approach and Implementation Plan	15
Timeliness of Delivery	15
Customer Service (level of service and methodology)	15
Product Demonstration	15
Cost	25
References	15
Total Points	100

Section IIIB Contract Award

1. Consultant Selection: The County will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights and the overall responsiveness of the Proposal. If the County does not reach a favorable agreement with the top Proposer, the County shall terminate negotiations and commence negotiations with the next qualified top Proposer. If the County is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.
2. Contract Development: The proposal and all responses provided by the successful Proposer may become a part of the final contract.
3. Award Review: The public may view proposal documents by public records request at www.clark.wa.gov . After contract execution, proposers may seek additional clarification on the scores, proposals, and interviews.
4. Orientation/Kick-off Meeting: Upon execution of contract, a kick-off meeting will be held via Zoom.

**Request for Proposal #814
Digital and Video Court Recording System**

Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

Tax Identification Number _____

ADDENDUM:

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None 1 2 3 4 5 6

NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Council and required approvals.

Authorized Signature of Proposing Firm

Date

Printed Name

Title

**Request for Proposal #814
Digital and Video Court Recording System**

Attachment B: LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

- All proposers are required to be included on the plan holders list.
- If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion.

Email Letter of Interest to: Koni.Odell@clark.wa.gov and Priscilla.Ricci@clark.wa.gov

Clark County web link: <https://clark.wa.gov/internal-services/requests-proposals>

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.

**Request for Proposal #814
Digital and Video Court Recording System**

Attachment C



Clark County, Washington

**Certification Regarding
Debarment, Suspension and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.

21 RU Portable Rolling Rack with Locking Front & Rear Doors Depth:21.5" Height, 45.91" Width 22.59"	1	4/2/2021				1	8/27/2021	1	7/27/2021	1	8/3/2021	1	3/18/2021																	
Rear rail kit for PTRK portable rack	1	4/2/2021				1	8/27/2021	1	7/27/2021	1	8/3/2021	1	3/18/2021																	
Half Depth, single Rack space shelf	4	4/2/2021	1	4/5/2017	1	4/20/2017	4	8/27/2021	5	7/27/2021	4	8/3/2021	4	3/18/2021					1	4/24/2017										
1 Gang Single Equipment Rack Blank Perferated	2	4/2/2021					2	8/27/2021	1	7/27/2021	2	8/3/2021	2	3/18/2021																
1000 VA On-Line UPS & Outlets	1	4/2/2021					1	8/27/2021	1	7/27/2021	1	8/3/2021	1	3/18/2021																
RealPresence Group 310-720p: Group 310 HD codec; EagleEye IV cam., mic array, univ remote, NTSC/PAL.																														
Cables 1 HDMI 1.8m, 1 CAT 5E LAN 3.6m, 1 HDCI digital 3m, Power AMER Type B, NEMA 5-15	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020						
HDMI/DVI to Composite and S-Video Down-Converter with HDMI Loop Thru	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	7/19/2017		
Auxiliary Audio Input with Phoenix Connection	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020				
Composite Video & Stereo Audio to HDMI Scaler Audio U/E	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020	1	6/24/2020				
Group 500 CODEC ONLY SKU (No camera, No power cord) - 720p, NTSC/PAL (Includes remote control, two 1.8m HDMI, one 3.6m CAT 5E LAN)																														
Composite/S-Video to HDMI Up-Converter																												1	7/19/2017	
MicroFlex Pro AV/IT Certified 4K60 18G High Speed HDMI Cable with ProGrip Jet Black 1.5ft																													1	7/19/2017
MicroFlex Pro AV/IT Certified 4K60 18G High Speed HDMI Cable with ProGrip Jet Black 3ft																													2	12/20/2019
4K60 4:2:0 HDMI HDCP 2.2 PoE Receiver with RS-232 & IR over Long-Reach HDBaseT																													2	12/20/2019
4K60 4:2:0 HDMI HDCP 2.2 PoE Transmitter with RS-232 & IR over Long-Reach HDBaseT																													2	12/20/2019
1:3 4K HDMI distribution amplifier																													1	12/20/2019
RealPresence Group Convenc plus RealPresence Group Series 310-720p with EagleEye Acoustic Bundle																													3	no info