

Richland County Children Services Forensic Center Interview Recording Software/System Request For Proposals (RFP)

Richland County Children Services is seeking proposals on the purchase of recording software/system for our forensic center located at 335 Glessner Avenue, Mansfield, OH 44903. Deadline for submitting proposals is **4:00pm on Monday, August 1, 2016**. Proposals received after this time will not be considered.

The budget for this project is **\$25,000**, which is contingent on the availability of funds.

Richland County Children Services reserves the right to reject any or all proposals, to accept or reject any or all of the items in a proposal, to waive any informality in the proposals received, and to award the contract in whole or in part, if it is deemed to be in the best interest of Richland County Children Services. Richland County Children Services reserves the right to negotiate with any vendor after proposals are reviewed, if such action is deemed to be in the best interest of Richland County Children Services.

Proposals that meet minimum requirements in accordance with the enclosed checklist will be considered complete. All complete proposals will be rated by Children Services' staff in accordance with the enclosed rating sheet. The proposal rated highest will be selected for contract negotiations.

If Richland County Children Services determines that the selected vendor is unable to successfully come to terms regarding the contract, Richland County Children Services reserves the right to terminate contract discussions with that vendor. Richland County Children Services reserves the right to select another vendor from the RFP process, cancel the RFP or reissue the RFP, if it is deemed necessary.

RECORDING SYSTEM:

The agency is seeking proposals for a video and audio recording system to record child welfare interviews to DVD in two 8'x10' interview rooms with a click of a button. In addition, a third room shall include the ability to observe interviews. The system should include the ability to enter case demographic information regarding the interview for retrieval.

The recording system needs to be a Stand Alone System (non-networked; internet connectivity is permitted, however bandwidth capacity must be detailed) with back-up storage and fail-over (ie. UPS). Purging previous recordings annually is acceptable if necessary. The system should be user friendly so that the HD video-cameras are not required to be manned by a videographer. Microphones should provide quality audio during playback.

Cameras

- Two HD Cameras for each interview room; four (4) total cameras (dome is acceptable)
- Cameras will have manual push button start installed on room exterior and/or interior with flashing light indicators when camera(s) is recording.
- Each camera will have the ability to activate a motion sensor recording feature.



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Microphones

- Two high quality microphones for each interview room capable of picking up whispering; four (4) total microphones
- Each microphone will have mute capability.

DVR / Recording & Storage System

- DVR or other type of recording system must be capable of recording multiple recordings simultaneously. The DVR or system must provide redundancy, back-up, and fail-over to ensure recorded footage is maintained. Previous recordings should not be overwritten without administrative rights.
- Recording file format will be in an acceptable Ohio court-admissible file format with date/time stamp on video playback.
- The minimum video resolution is 1024x768.

Computer / System

- Processing speed i5 or higher
- Minimum 1TB internal HD
- Windows 7 or higher
- Automatic daily back-up schedule
- System should be scalable to allow additional cameras and locations.
- Individual and group software and computer log-in permission accounts

Flat Screen Television

- Two flat screen monitors for the observation room with a minimum 24" display with stands and mounting capability.

PROPOSAL REQUIREMENTS:

The proposal should explain the vendor's experience with installing, maintaining, and troubleshooting recording software systems. At least three (3) references must be included in the proposal (not Richland County Children Services), including contact information.

Proposal must be all-inclusive, meaning it should include detailed costs for all hardware, software, wiring / cabling, control panels, electrical work, installation costs, setup costs, testing costs, training costs, etc., needed to purchase, install, setup, test, and operate the system. There are ONLY two (2) exceptions to this requirement. First Children Services may provide the personal computers on which the vendor can install & operate its client software. The proposal must specifically state if computers are included in the vendor's cost proposal. Second, cabling will be provided, however the selected vendor must coordinate at the site. Cost of proposal and exceptions may not exceed the total budget. Third, the proposal must specifically state if an alternative method of recording and/or fail-over is being used besides DVR (ie. External hard drive).

Proposal must explain how vendor intends to train Children Services' staff to use the new system and how many hours of training are included in the purchase price.



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Warranty information on each piece of equipment, maintenance, and software support should also be included in the proposal.

Proposal must include a type-written explanation of the specific model and make of the equipment / software the vendor intends to use in this project with a detailed break-down of labor, training, and cost for each piece of equipment. Include names of all subcontractors to be used. The features and reliability of the equipment and system must be discussed in the proposal, including the potential for expansion.

Proposed system shall not require network, wi-fi connectivity, or any type of cloud connections.

Proposal must include a job completion timeframe by specifying the number of weeks from contract execution date. Children Services would like the project completed by **November 1, 2016**.

Please limit proposals to 10 pages.

Vendors may submit multiple proposals, but each proposal must be submitted separately.

All proposals and associated materials become the property of Richland County Children Services. All proposals received in response to this RFP will be considered public record.

Please address questions to Pam.Hinton@jfs.ohio.gov 419-774-1361 or 419-774-4100.

PROPOSAL SUBMISSION:

Vendors are highly encouraged to conduct a site visit prior to submitting a proposal. Site visits must be arranged by calling Pam Hinton at 419-774-1361 or 419-774-4100.

Please submit 3 unbound copies of your proposal, sealed in an envelope clearly marked, "**Recording System**," and mailed or hand delivered to:

Pam Hinton
Richland County Children Services
731 Scholl Rd.
Mansfield, OH 44907

Deadline for submitting proposals is **4:00 pm on Monday, August 1, 2016**. Proposals received after this time will not be considered.



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Minimum Requirements Checklist

(Only proposals meeting all of the following will be rated)

- | | |
|--|--|
| Proposal includes requirement of stand-alone system with detailed internet bandwidth requirements needed if applicable | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Proposal includes installation including coordination of cabling | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Proposal includes detailed break-down of cost | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Proposal includes warranty information | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Proposal includes completion timeframe | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Proposal includes 3 references | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Vendor met minimum requirements Yes No

Vendor Rating Sheet

(Vendor whose proposal meets minimum requirements & earns most points will be offered a contract)

System Features (40 Points) Rate the proposed system against the RFP. Consider the available features, training hours, user friendliness, expansion capability, etc.	
Price (30 Points) Rate the proposed system price relative to the budget & other proposals.	
Warranty (10 Points) Rate the warranty of the proposed system relative to the other systems. Consider length of warranty and items covered.	
References (10 Points) Rate the vendor based on responses of references. Consider whether the vendor is responsive to the reference's needs, reliability of vendor's equipment, adequacy of training, etc.	
Completion timeframe (10 Points) Rate the vendor based on how quickly after contract execution the proposed system can be installed and operational.	
TOTAL POINTS FOR THIS PROPOSAL (Out of possible 100)	

Vendor name:

