

PROCUREMENT SOLICITATION DOCUMENT



The Interlocal Purchasing System (TIPS)

A Cooperative Purchasing Program available for membership by Government and Other Entities in all fifty states.

Lead Agency



Region 8 Education Service Center

Address: 4845 US Hwy. 271 North
Pittsburg, Texas 75686

Toll-free (866) 839-8477 Fax (866) 839-8472
Website: www.tips-usa.com E-mail: bids@tips-usa.com

NOTICE TO PROPOSERS PROPOSERS

DEADLINE DATE FOR ALL PROPOSALS TO BE RECEIVED ELECTRONICALLY:

<https://tips.ionwave.net>

Friday, October 14, 2016 at 3:00 P.M.

FOR THE CATEGORY –

Request for Proposals (RFP):

Digital Recordings and/or Video Production #160901

1. What this solicitation includes:

- a. This category may include, but is not limited to, digital court recorder equipment, digital and audio and video recording equipment.
- b. Servicing and parts for the equipment described above.
- c. Installation and configuration of the equipment described above.
- d. Audio and video recording or production services, including the supplies, equipment and labor for same.
- e. Parts and repair for any of the above described goods or services.
- f. Other goods and service directly related to the above described category.

About TIPS

TIPS is available for use by all public and private schools, colleges, universities, cities, counties and other government entities in all fifty states.

It is the intention of TIPS to establish vendor awarded contracts to satisfy the procurement needs of participating member entities in this particular category. These awarded contracts will enable member entities to purchase on an “as needed” basis from competitively awarded contracts with high performance vendors. Proposers are requested to submit a proposal for offering their line of available products that are commonly purchased by government agencies, cities, counties and educational entities.

- Awards will be made to the successful proposer(s) for the products submitted based on the scored published evaluation criteria. (Unless proposer has submitted inappropriate items for the category. Those items will not be awarded.)
- Awarded contracts will be automatically renewed on the annual contract award date for two consecutive year terms (as listed in the original awarded contract), if sales have been successfully reported to TIPS and if both parties agree. (Exception: There are two categories: Trades, Labor and Materials that will not have an automatic renewal. These categories will be rebid annually and will not be subject to a renewal.)
- TIPS reserves the right to award multiple vendors if vendors offer items that are unique or serve different geographic regions and have best value to TIPS participating entities.
- This proposal is requested for the benefit of the attached list of members and other new members as they execute membership agreements.

Member List: <http://www.tips-usa.com/assets/documents/docs/membership.pdf>

Benefits of TIPS

- Provide government entities opportunities for greater efficiency and economy in acquiring goods and services through competitively bid vendor contracts.
- Provide comprehensive purchasing practices with the assurance of the most competitive contracts.
- Provide competitive priced solicitation and bulk purchasing for multiple government entities that yields economic benefits unobtainable by the individual entity.
- Provide quick and efficient delivery of goods and services by contracting with “high performance” vendors.
- Equalized purchasing power for smaller entities.
- Assist government entities in maintaining the essential controls for budget and accounting purposes.
- Maintain credibility and confidence in business procedures by maintaining open competition for purchases and by complying with purchasing laws and ethical business practices.
- Provide document retention for competitively bid process for all TIPS Awarded Contracts.

Award letters will be made available online.

Non Award letters will be mailed to vendors with No Awards.

Proposal Instructions

1. Only electronically sealed proposals are accepted. **Faxed or mailed proposals will not be accepted.**
2. Proposals must be submitted on any or all items, related to the category, unless stated otherwise. TIPS reserves the right to reject any or all proposals and to accept any proposal deemed most advantageous to the participants in TIPS and to waive any informality in the proposal process.
3. Deviations to any Terms, Conditions and/or Specifications shall be clearly noted in writing by the vendor and shall be included with the proposal.
4. Withdrawal of proposals will not be allowed for a period of 90 days following the opening unless approved by TIPS.
5. Addenda, if required, will be issued by TIPS to all those known to have received a complete set of SOLICITATION documents through our electronic bidding software, ION Wave, at least five working days prior to the opening.
6. Questions about the specific SOLICITATION shall be submitted to bids@tips-usa.com with the following in the subject line: SOLICITATION #XXXXXX vendor question". Questions of a ministerial nature will be answered without an addendum, but substantive nature that are not addressed in the SOLICITATION or deemed relevant to the process by TIPS will be addressed by proper addendum.

PROPOSAL FORMAT - PROPOSERS PAY CLOSE ATTENTION TO DETAILS LISTED.

All responses should be direct, concise, complete, and unambiguous. With regard to those items that cannot be answered in the affirmative, clearly explain the precise portion to which you disagree and why you disagree.

Felony Conviction Notice (Required in Texas) -Notification of Criminal History "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." This notice is not required of a publicly held corporation. Texas Education Code § 44.034. See FELONY CONVICTION NOTICE document on the "Attachments" tab. Felony conviction notice document must be uploaded to the "Response Attachments" FELONY CONVICTION NOTICE section.

References

The proposal response should contain a minimum of Three (3) references of customers you have served that would be considered eligible for membership in TIPS (i.e. K-12 School Districts, College/Universities, and/or City/County Government Entities). In addition to the name of the entity, a contact name, email and phone number shall be included. The references document must

Pre-Bid Meeting (Not Mandatory)

Where: Region 8 Education Service Center
4845 U.S. Highway 271 North, Pittsburg, Texas 75686
TIPS Board Room
Date: Thursday, September 8, 2016
Time: 9:00 am (Local Time)

Agenda: TIPS Overview
TIPS eBid System
SOLICITATION Overview
Questions and Answers
Tour of TIPS Facility

SPECIFICATIONS

1. This category may include, but is not limited to, digital court recorder equipment, digital and audio and video recording equipment.
2. Servicing and parts for the equipment described above.
3. Installation and configuration of the equipment described above.
4. Audio and video recording or production services, including the supplies, equipment and labor for same.
5. Parts and repair for any of the above described goods or services.
6. Other goods and service directly related to the above described category.

What you should include to maximize your availability to TIPS members:

The proposer should propose all goods and services they provide within the category as described above. The **proposer is NOT REQUIRED to supply ALL** of the described above, **but please include all you DO supply.**

Included in this solicitation is the pricing sheet and in it you should include:

If you propose a discount off of catalogue, list, shelf etc. pricing and you have a web link to those items and list pricing, please provide that as well. If the linked pricing is the actual proposed pricing to TIPS members, please note it conspicuously in your proposal.

DESIRED SPECIFICATIONS FOR DIGITAL COURT RECORDER EQUIPMENT

Just because some offered equipment does not meet all the specifications but is offered at a lower price point, they may be considered as alternates.

DCR

The DCR Recording Solution is designed specifically to capture and record courtrooms/interviews/boardroom/council/commission. The recordings are saved to the hard-drive and to Network/CD/DVD. The system is simple to use and can be operated much like a tape recorder or a VHS machine. A separate player provides playback facilities for the captured audio and video streams. The user can use DCR Recording Solution to monitor the progress of a recording, and add bookmarks at different points in the recording.

Some of the features of the DCR Recording Solution are listed below:

DCR Recorder

- Support for Internet Protocol (IP) cameras.
- Digital certificates can be used to ensure recordings have not been altered.
- Ability to undo and redo operations when working with predefined bookmarks.
- View, copy associated links, and clear trace files as required
- Provides Redaction capabilities. Allows you to eliminate, blank-out or blur the redacted content.
- Supports recording in Windows mode for standard Windows audio devices.
- Supports up to 8 Channel video recording per Room.
- Attach documents, such as evidence documents, to a recording file. You can open attachments, delete attachments, and optionally include them when exporting recording files.
- Stream proceedings to a server which enables multiple users to view the proceedings in real time.
- Motion detection can cause recording to start and stop.
- Burning of a recording onto CD or DVD. You can burn the complete file or an individual disc.
- Playback of recordings in both WAVE and ASIO modes.
- Playback dialog allows you to play parts of the current file being recorded without using DCR Interview Player.
- Supports up to 32-channel audio and 8 channel video recording per room.
- Channel names can be assigned and used in place of channel numbers.
- Meters show the level of a recording being made onto the appropriate media.
- Indicators for active channels.

- Ability to listen to a recording as it is being made.
- Create new files or append to existing files.
- Mirroring of recordings onto local disks or network disks.
- Keeping of time points using auto-bookmarks during a recording.
- Ability to mute/un-mute a recording as it is being made.
- Two full-screen application views allow you to work in full-screen mode.
- An assistive view is available to comply with Section 508 of the Rehabilitation Act.
- Bookmarks allow you to navigate quickly in a sound file and store notes at chosen positions in a sound file.
- Case-style bookmarks can be used to identify case-related information.
- Bookmarks can be defined in advance and later inserted during the actual recording process.
- A bookmark can be assigned a color, which allows you to highlight or classify bookmarks. For example, you can use different colored bookmarks to differentiate sensitive information.
- The DCR Monitor program (OPTIONAL) allows you to monitor the activity (both sound and video) in up to four rooms. You can add bookmarks, record new files, append to existing files, and playback the current file being recorded.
- Shortcuts allow you to quickly insert predefined text into bookmarks and file notes using either key combinations or abbreviations.
- File notes can be added to a recording file, and include notes.
- File notes and bookmarks can be exported as a text file, copied to the clipboard, or printed. You can choose which data fields to include.
- Alert notification for a paused recording, when a recording is muted, or when there is a low level of sound in all channels.
- Support for a switch and LED to remotely start and stop the recording.
- Support remote bookmarking via a covert push button.
- Ability to Start, Stop, Pause, as well as enter Bookmarks from an Android Device.
- Configuration settings and text-substitution shortcuts can be exported and imported.
- Specification of valid file name formats.
- A file search facility lets you search for text across files.
- Support for special characters and symbols that don't appear on your keyboard.
- A command-line interface can be used to initiate a recording.
- Microsoft Word Integration

DCR Player

- Digital certificates can be used to ensure recordings have not been altered.
- Case-style bookmarks can now be created from the Player.
- Import bookmarks and file notes from BMR files created with DCR Notes and DCR Word-Notes.
- Ability to Distort the Audio and Video to protect the identity of the person being recorded.
- Playback of audio and video recordings, including a file that is currently being mirrored.
- Ability to work with file attachments. You can open attachments, delete attachments, and optionally include them when exporting recording files.
- Ability to redact files so that redacted segments can be omitted from playback and when exporting.
- Bookmarks allow you to navigate quickly in a sound file and store notes at chosen positions in a sound file.
- A bookmark can be assigned a color, which allows you to highlight or classify bookmarks. For example, you can use different colored bookmarks to differentiate sensitive information.
- File notes can be added to a recorded file.
- An assistive view is available to comply with Section 508 of the Rehabilitation Act.
- File notes and bookmarks can be exported as a text file, copied to the clipboard, or printed. You can choose which data fields to include.
- Preserve tone automatically during high-speed playback.
- Search and replace capability for text within bookmarks.
- Ability to play any combination of one or more channels.
- Export a file, or part of a file, directly to an audio CD/DVD.
- Export a file, or part of a file, to a WMA/WMV, WAV, AVI, or DCR file with any combination of channels, and optionally with video.
- Export a file, including bookmarks, audio, video, and attachments to PDF format. The media file can be created and saved separately from the PDF document so that the audio/video links will work properly after you move the file onto a

Windows Media Server folder to be streamed to the end users.

- Indicators for active channels.
- Configuration settings can be exported and imported.
- Jump-to-time feature during playback allows easy navigation within a file.
- Retain last position in a file when it is closed and restore it when loading.
- A foot pedal can be used for playback.
- A file search facility lets you search for text across files.