

**Request for Proposals
Open Market
Lowest Price, Technically Acceptable**

Request for Proposals

RFP Number: OHNBYNGDIGHD REVISED 2

Request Date: June 9, 2022

Special Notes:

This is a request for **Open Market Pricing**.

All items should be quoted **F.o.b. Destination**. Proposals shall be e-mailed to OHNB_VendorQuotes@ohnb.uscourts.gov by **4:00 p.m. on July 7, 2022**. Use the attached quote sheet to prepare and submit a proposal.

A fixed price award from this RFP will be made based on the lowest priced, technically acceptable offer. Delivery is desired within 60 days after receipt of order (ARO), or as soon as practical upon agreement by the court.

Proposals and questions concerning this RFP should be addressed to OHNB_VendorQuotes@ohnb.uscourts.gov.

The **Delivery Address** for this purchase will be:
U.S. Bankruptcy Court, Northern District of Ohio
Nathaniel R. Jones U.S. Courthouse
10 East Commerce Street
Youngstown, Ohio 44503-1621

Sincerely,

Gregory Nunn
Contracting Officer

Quote Sheet for RFP Number: OHNBYNGDIGHD REVISED 2

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
1	<i>(detailed product specification or product description, model number, etc.)</i>	<i>(fill in required quantity)</i>	<i>(fill in unit, such as "each")</i>	<i>(contract or will fill in)</i>	<i>(contractor will fill in)</i>
2	<i>(add more Items as needed)</i>				
				TOTAL	<i>(contractor will fill in)</i>

Vendor's Name

Vendor's Phone Number/fax number/e-mail address

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

Printed or Typed Name of Signator

DUNS Number

Discount Terms or Net 30?

Delivery Date (if other than stated ARO period)

Quantity Discount or Trade-in amount *(delete if not applicable)*

STATEMENT OF WORK (SOW)

1.0 Introduction

The U.S. Bankruptcy Court, Northern District of Ohio, currently has one courtroom in the **Youngstown** courthouse with various courtroom technology equipment that was installed in 2012. The Court has determined a need to replace and upgrade some audio, video and control equipment and to implement a digital and high definition (HD) environment that provides the capability to stream video and audio of courtroom proceedings to VLC or other network streaming players. This new equipment must be integrated and function with the equipment that will remain in place. Items are requested by brand name or equal model numbers (as specified below), as long as it will integrate with the existing equipment. The court understands that model numbers may change based upon the vendor's cyclical upgrade schedule. The existing Youngstown Courtroom Technology Equipment is listed in Appendix A.

This Request for Proposal (RFP) is to solicit Open Market pricing for the purchase, installation, and configuration of the courtroom technology equipment needed to upgrade select audio, video and control equipment for the Youngstown courtroom. This equipment will be integrated into a courtroom technology system that is already in place and used on a continuous basis. Because of this, the work will need to be scheduled during a time when no court hearings are scheduled, and the work must be completed once started so the courtroom will be completely functional for the next day of scheduled hearings. Courthouse location details are provided later in this document.

All existing equipment that is de-installed shall not be removed from Court premises and shall remain the property of the U.S. Bankruptcy Court.

2.0 Examples of required equipment and services that meet our needs are listed below:

<u>Quantity</u>	<u>Item description and specifications are requested by brand name or equal model numbers.</u>
3	ELO 2202L 22" touchscreen monitor, portrait mode
1	Crestron DM-MD 16x16-CPU3-RPS DigitalMedia Switcher
1	Crestron DM-TXRX-100-STR H.264 Encoder/Decoder
2	Crestron DM-RMC-SCALER-C Digital Media 8G+ Controller with Scaler
2	Crestron Control Panel
2	Biamp TesiraFORTE AVB VT Fixed I/O DSP

- 6 Shure Supercardioid-18” desktop gooseneck microphone w/desktop base
- 1 Shure Cardioid-18” gooseneck microphone w/flange mount
- 1 Shure Boundary Microphone
- 1 Extron Annotator 300
- 2 Extron DVI-RGB 200 scaler and signal processor
- 1 Brightsign BRIXT1144T Digital Signage Player
- 1 Aurora Multimedia AURVLXTC1C
- 1 Polycom Realpresence Group 700 codec and camera
- Lot All cabling, Connectors, terminations, and Adapter Plates
- Lot AV Technician Labor to install and configure the equipment
- Lot AV Engineer Labor to design system integration
- Lot Programming to integrate the equipment into the existing control systems
- Lot Project Manager labor
- Lot CAD Technician Labor to update CAD drawings

3.0 Scope of Work

The Court requires that this project work be completed within 60 days of award, or as soon as practical upon agreement by the court. Within 15 working days the vendor awarded the contract shall provide the court with expected equipment delivery times and installation availability. Once the Court receives this information it will provide several dates when the courtroom will be available. The selection of workdays will be mutually agreeable to the vendor and the Court.

All packing material and debris shall be removed by the vendor. If the vendor must charge for travel costs, these costs shall conform to GSA guidelines, and be included as a separate line item in the quote.

4.0 Court Location

Nathaniel R. Jones U.S. Courthouse

10 East Commerce Street
Youngstown, Ohio 44503-1621

5.0 Technical Proposal Content

The offeror's technical proposal shall, at a minimum, address all items listed in this section. The offeror's proposal will be evaluated to determine if it meets the requirements listed. If the proposal does not meet these requirements, it may be eliminated from further consideration.

A. Technical Approach

The offeror shall provide the following items to the court to accomplish a fully functional system:

- Equipment installation in the courtroom and data closet equipment rack.
- Cabling modifications to integrate the new equipment into the existing system. The cable management shall be restored to existing condition. Cable heat shrink and laminated labels shall be consistent with the current environment.
- Programming changes required to integrate the new equipment into the courtroom's currently defined control system.
- Tune system to ensure the sound system does not generate any feedback.
- Ensure the system functions with the existing FTRGold hearing recording system and the Court's audio bridge equipment.
- Connect equipment to the Court's existing local area network.
- Configure the new equipment in the Court's Crestron Fusion software.
- Acceptance testing must be conducted to the satisfaction of the Court's technical contact, local court staff, and a representative of the vendor that holds the maintenance agreement for the current system. All work shall be completed according to industry standards and be demonstrated as functional for the project to be considered complete.
- All documentation including equipment manuals, warranty information, and other documentation required to maintain the equipment under a maintenance agreement.
- CAD drawing updates.
- All new control system code and all other custom code that is generated by the vendor as part of this project shall be provided to the court. The Court retains full and unrestricted ownership of all computer code related to this project. The source code provided by the vendor shall not be encrypted, compiled, or password protected, and shall be in native programming language.
- All labor, travel expenses, and any other costs associated with this project shall be included in offeror's proposal.

B. Key Personnel

The vendor shall provide a list of technicians proposed for performance of the work for this RFP. Technicians assigned to this project shall hold certification(s) in the audio, visual, and sound system arenas. Specifically, the Court requires that the installer(s) assigned to this project hold, at a minimum, valid CTS-I (or equivalent) and Certified Crestron Programmer certificates.

The offeror shall include the following information about each individual proposed for this project:

- Full name
- Relevant education, training, and current manufacturer certification(s)
- A list of work experience that substantiates (by involvement and duration) the skill positions and services for which they are proposed
- A brief narrative relating work experience to the effort required herein

C. Past Experience and References

The offeror must be able to demonstrate past experience with installing and configuring complex audio video systems over a period of time. Offeror shall submit at least three previous commercial or government contracts/projects performed which were for comparable services of a similar size or scope, including the programming of the Crestron Fusion software. The projects listed shall be projects in which the technicians proposed for the Court's project were involved. The following information must be submitted for each contract/project:

- Name and Description of Contract/Project
- Brief Description of the Project
- Date of Contract/Project
- Offeror's Role (e.g. Prime Contractor, Subcontractor)
- Name and Address of Customer Company or Government Agency
- Names, Addresses and Telephone Numbers of a Technical Point of Contact for the Customer Company or Government Agency
- Narrative Description of the scope of the contract/project and how it directly relates to the requirements of this solicitation

6.0 Site Survey

All offerors are **required** and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event will failure to inspect the site constitute grounds for a claim after contract award. To schedule a site survey, contact Greg Nunn at Gregory.Nunn@ohnb.uscourts.gov.

All technical questions should be submitted via email to OHNB_VendorQuotes@ohnb.uscourts.gov, at least five (5) business days before the due date of the proposals.

7.0 Submitting Proposals

Proposal Due Date: No later than **4:00 p.m. eastern time, Thursday, July 7, 2022.**

Submit Proposals to: OHNB_VendorQuotes@ohnb.uscourts.gov

8.0 Proposal Evaluation

Proposals submitted will be evaluated to determine if it meets the technical proposal content criteria listed below. The technical proposal content criteria are all of equal importance:

(1) Technical Proposal Content (all factors are of equal importance):

- a. Offeror's capability to install, configure, and program the new equipment into the existing courtroom technology system, demonstrate the functionality of the systems after all new equipment has been installed, and provide documentation and updated CAD drawings. In other words, at a minimum, the offeror's proposal must provide details for all items listed in this document.
- b. The qualifications of offeror's technical support staff, including relevant certification, and experience. At a minimum, the Court requires that the installer(s) assigned to this project hold valid CTS-I (or equivalent) and Certified Crestron Programmer certificates.
- c. Quality of an offeror's past performance on projects of similar size, scope, and complexity to that described in this request for proposal. To evaluate the quality of an offeror's past performance, references will be contacted by the Court and asked the following questions:
 - i.) Nature of the work provided;
 - ii.) If deliverables were completed on time and without major errors;
 - iii.) If the vendor provided appropriately trained and skilled employees;
 - iv.) If the final price coincided with the proposed amount;
 - v.) If contractor complied with the terms and conditions of the contract;
 - vi.) If reference would use the contractor again.

An affirmative response for each of these questions is required or, the reference must indicate there was sufficient resolution for any negative response.

In addition, the vendor's reference(s) will be asked to rate the offeror's performance (as excellent, good, marginal, or poor) regarding the quality of work completed, and the quality and experience of contractor personnel working on the project. Offerors must rate a minimum of excellent or good in these parameters.

(2) Price Consideration:

The vendor shall list the purchase cost, installation cost, configuration cost, and shipping cost for each line separately. Proposals will be evaluated to determine if they meet all technical requirements as defined in this document. Proposals which meet technical requirements will then be evaluated on the basis of price. Award will be made to the lowest priced technically acceptable vendor. Offers that are determined by the Court to be unrealistically high or low in price, in comparison to other offers or the government estimate, may be excluded from consideration.

9.0 Award Criteria

The contract will be awarded to the vendor that provides the lowest cost technically acceptable proposal. The Court reserves the right to cancel this RFP before an award is made. The Court, at its discretion, may award a contract for all items, some of the items, or none of the items listed in this RFP.

APPLICABLE JUDICIARY TERMS AND CONDITIONS

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>

(end)

2. The contractor shall comply with the clauses in this paragraph that the contracting officer has indicated as being incorporated in this contract:

 X Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)

SUBMISSION OF PROPOSAL AND EVALUATION OF OFFERS

1. The following judiciary provisions, that the contracting officer has indicated are applicable, are incorporated in this solicitation:

 X Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>.

(end)

Solicitation Provisions Incorporated by Reference

 X Provision 2-70 Site Visit (JAN 2003)

 X Provision 2-100, Brand Name or Equal (APR 2013)

Additional Solicitation Provisions

 X Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award an Open Market type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

 X Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) *Definitions.*

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this

provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN):* _____

TIN has been applied for.

TIN is not required, because:

Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

sole proprietorship;

partnership;

corporate entity (not tax-exempt);

corporate entity (tax-exempt);

government entity (federal, state or local);

foreign government;

international organization per 26 CFR 1.6049-4;

other _____.

(f) *Contractor representations.*

The offeror represents as part of its offer that it is , is not, 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

Women Owned Business

Minority Owned Business (if selected, then one sub-type is required)

Black American

- [] Hispanic American
- [] Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- [] Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
- [] Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- [] Individual/concern, other than one of the preceding.

(end)