



Administrative Office of the Courts

Operations Division

Questions/Responses No. 1 to the

Request for Proposals

Project K21-0049-40

Turnkey Digital Court Recording System for the District Court of Maryland

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

Question 1: Are there any more participants other than the commissioner, Interpreter, and defendant?

Response: [The public defender may also be involved.](#)

Question 2: Do attorneys participate or any other participants? How many other participants?

Response: [Yes, the defendant may have their private attorney or the public defender.](#)

Question 3: How many Remote Listening Capability required.

Response: [One Remote Listening access per courthouse to hear live proceedings.](#)

Question 4: Is there currently Cat 6 Cable?

Response: [Yes.](#)

Question 5: How many remote monitoring clerks are there? Will judges/commissioners need remote monitoring capabilities as well (i.e. Adding private notes/annotations)? How many total remote monitoring instances are needed?

Response: [The Judiciary does not have any remote monitoring clerks but can do remote monitoring at each courthouse. The remote monitoring into a courtroom will negate the need for any](#)

additional remote monitoring for the Judge. A remote access for each commissioner location is also required.

Question 6: In section 2.4.1 - page 16, at least 4 separate channels are requested, however page 17, record playback, requests capability to playback up to 32 audio channels for transcription. Can you please clarify if 4 or 32 audio channels are needed for each courtroom/workstation?

Response: At present we utilize 4 channels. Accordingly, the requirement is for playback up to 32 audio channels.

Question 7: Do you want both primary files and backup files to be backed up to Cloud storage?

Response: Yes.

Question 8: What is the model of the current microphones?

Response: Multiple models of AKG microphones.

Question 9: Is one digital counter required for each commissioner workstation? Does the District Court want one digital counter for each courtroom as well?

Response: The system should have some type of digital counter logging or for locating where a specific proceeding or testimony started or stopped.

Question 10: Are light indicators required only for commissioner workstations? Does the Court want light indicators for courtrooms as well?

Response: Light indications are only used at the commissioner stations.

Question 11: Can you please provide all Attachments referenced in solicitation document? (i.e. MBE Attachments, District Court and Commissioner Locations)

Response: All attachments are available on the Judiciary's website at: <https://www.mdcourts.gov/procurement/bids>.

Question 12: What is the State's total spend with CourtSmart for this solution during the duration of their contract?

Response: The Judiciary will not be sharing this information as a part of this process.

Question 13: Confirming that the Maryland AOC District Courts use a digital telephone system? Yes. Make & model number?

Response: They may vary from location to location, but most locations use NEC DT 300 series.

Question 14: Confirming that the Maryland AOC District Courts will supply Windows 10 PCs or Laptops, in-room network connections, primary and backup local servers, and will be able to use the State AOCs network to archive and transfer digital recorded files?

Response: The courts will provide PC's and laptops in the courtrooms using Windows 10, there will also be network connections available in each courtroom. All other equipment must be provided by the vendor according to its proposed design. This must include the ability to upload to the State

AOC main headquarters in Annapolis, MD. There are network connections available in the courtrooms and server rooms.

Question 15: Confirming that the Maryland AOC District Courts want to use a complete primary & backup digital recording system in each courtroom, commissioner workstation, and telephone interface room?

Response: Yes, we require a primary and backup digital recording of each courtroom and commissioner workstation. The telephone Interface is a device that connects the commissioner, defendant, interpreter, and possibly an attorney to the recording.

Question 16: 133 Courtrooms - How many microphones are in these rooms?

Response: There are 4 microphones in each courtroom. There are a variety of make and model microphones with the latest being AKG GN30.

Question 17: Is there digital sound processor or USM mixer in the room? Make/model #s?

Response: In some court locations they are in the courtrooms and in others they are outside the courtrooms.

Question 18: Is there an AV rack in the rooms; Size, make/model? Where located?

Response: Yes, the AV rack (standard half rack) is usually located in the server room or the in the clerk's area inside the courthouse.

Question 19: Is there an audio sound system? how many speakers & Amplifiers? make / model #s used?

Response: Yes, there is a sound system, the quantity of speakers varies from courtroom to courtroom, depending upon the size of the courtroom. The proposed design will dictate which amplifier(s) will be required.

Question 20: Where is the recording station in the room and who operates software?

Response: The recording software is operated by the clerk in the courtroom.

Question 21: Does the courtroom(s) use the Polycom VTC codec now?

Response: Yes, there is at least one Polycom in each courthouse

Question 22: 123 commissioner workstations: Do these rooms have a Commissioner Bench, Witness and two attorney stations that under normal court days (non-covid 19) that these four work areas would need audio reinforcement for digital recordings?

Response: Commissioner's workstation also varies from location to location. Commissioners are usually in an office like setting and the outside area is where the defendants are situated with the public defender. Commissioner areas are not setup like courtrooms and all hearings are recorded.

Question 23: How many microphones in the rooms? Make/model of microphones?

Response: The quantity of microphones will vary, but in most cases, there are two microphones, one for the commissioner and the other for the defendant.

Question 24: Is there digital sound processor or USM mixer in the room? Make / model #s

Response: Yes, different make and models.

Question 25: Is there an AV rack in the rooms; Size, make / model? Where located?

Response: No, the AV rack is usually the same one used for the courtrooms. In most locations, the commissioners are collocated within the courthouse

Question 26: Is there an audio sound system? how many speakers & Amplifiers? make / model #s?

Response: Yes, there is sound system, and the speakers will vary, but in most cases, one speaker for the commissioner and one for the defendant.

Question 27: Is digital recording being used in these workstation rooms now?

Response: Yes.

Question 28: Where is the recording station in the room and who operates software?

Response: The Commissioner operates the software from their PCs at their respective workstation.

Question 29: How many commissioner workstation rooms are in detention centers?

Response: 47.

Question 30: Where are the other commissioner workstation rooms located?

Response: See attachments A and B at: <https://www.mdcourts.gov/procurement/bids>.

Question 31: Do they ever share courtroom space with the district courtrooms?

Response: Commissioners have their own work areas; they do not use courtrooms.

Question 32: Does the commissioner workstation room(s) use the Polycom VTC codec now?

Response: There is only one location where we have a Polycom installed.

Question 33: Where are the 73 Telephone Interface rooms located? How large of a space?

Response: The telephone interface is a device that sits on the workstation of the commissioner and they are only at some workstations.

Question 34: Is digital recording being used in these telephone rooms now?

Response: Yes, the telephone conversation between the commissioner, defender, interpreter and attorney are recorded

Question 35: Do the commissioner workstation room(s) use the Polycom VTC codec now?

Response: There is only one location where we have a Polycom installed at a commissioner location

Question 36: Does the District Court have a development team that can interface the Case Management System with our API?

Response: Yes.

Question 37: What is the average size of the rooms?

Response: There are no average size of the rooms. Courtrooms varies by the size of the courthouse; small courthouses have small courtrooms.

Issued by Karen Hoang

Procurement Officer

April 23, 2021