

5. SECTION B – SCOPE OF SERVICES:

5.1 Background

The mission of the Circuit Court is to serve the Sixth Judicial Circuit residents in the determination of litigation is serious criminal, civil, family and juvenile matters in accordance with the Constitution; to administer justice in a fair, timely and efficient manner.

5.2 Intent

The Circuit Court for Montgomery County is seeking proposals from qualified vendors to provide a comprehensive replacement Conference Room Communication and Information Display System for our organization's Judicial Conference Room and Jury Lounge rooms.

5.3 Scope of Services/Specifications/Work Statement

The selected vendor will be responsible for the design, providing required equipment, installation, configuration, testing, training, and ongoing support of state-of-the-art Conference Room Communication System and Information Display System for two individual rooms. The system should be seamlessly integrated into the room to facilitate effective communication and collaboration during meetings, presentations, and remote interactions.

- 5.3.1 The **Judicial Conference Room** is approximately 1100 square feet. See diagram in Attachment D. The existing conference table is to remain and be re-used. Any legacy audio/video equipment, including wiring, not used in the proposed solution must be removed by the contractor and disposed of from the room. The Communication System must include the following components:

5.3.1.1 Control

- 5.3.1.1.1 User-friendly switching between room features, volume, cameras, and other system components.
- 5.3.1.1.2 Equipment and wiring should be properly dressed while allowing for ease of maintenance.
- 5.3.1.1.3 Proper equipment temperature control should be part of design.
- 5.3.1.1.4 Re-use of cable runs/conduits is acceptable. Proposal of additional runs, core drills, or conduits are acceptable for consideration.
- 5.3.1.1.5 Control system and components must be designed, assembled, and installed for reliability and always-on operation ready for use at any time.

5.3.1.2 Video Conferencing

- 5.3.1.2.1 High-definition video conferencing capability with support for multiple participants and automatic active speaker tracking and framing.
- 5.3.1.2.2 Remote participants should be seen clearly by those sitting in the room.
- 5.3.1.2.3 Pan, tilt, and zoom camera functionality for smooth and effective video interactions.
- 5.3.1.2.4 Compatibility with popular video conferencing platforms (e.g., Zoom, Microsoft Teams, Webex).
- 5.3.1.2.5 Clear audio quality with noise cancellation and echo reduction features.

5.3.1.3 Telephone Conferencing

- 5.3.1.3.1 Integrated telephone conferencing system for audio participation in meetings.
- 5.3.1.3.2 Clear audio quality with noise cancellation and echo reduction features.

5.3.1.4 PC Input

- 5.3.1.4.1 Integration of a PC input to allow seamless presentations from laptops and mobile devices.

- 5.3.1.4.2 Compatibility with both Windows, macOS, and mobile operating systems.
- 5.3.1.5 Projector with Drop-Down Screen
 - 5.3.1.5.1 High-quality projector and screen to allow for viewing by all room participants including those furthest away from the screen. Monitors/displays may be used instead of a projector and screen if projector and screen are deemed not feasible. Existing projector on a motorized lift and motorized screen are currently in place but the screen is not large enough for comfortable viewing.
 - 5.3.1.5.2 Adequate brightness and clarity to ensure visibility of content in various lighting conditions.
- 5.3.1.6 Power outlets on tabletops for personal devices should be made available. Mounting method requires approval.
- 5.3.1.7 Existing speakers may be re-used or replaced.
- 5.3.1.8 Drawings/renderings/examples of previous work must be shown demonstrating proposed solutions including racking and cabling.
- 5.3.1.9 No end-of-life equipment is to be specified.
- 5.3.2 The **Jury Assembly Room** is a home base for potential jurors and is the first room they see when arriving at the Court. The room is approximately 5,700 square feet. See diagram in Attachment E for layout. There are four seating sections with audio/video requirements. Furniture will be re-used. Existing conduits and runs may be re-used. Any wiring or equipment not being used after this project must be removed and disposed of. The following are the room requirements:
 - 5.3.2.1 Four drop-down screens and projectors for optimal visual presentation. Proposals utilizing displays instead of projectors are allowed if feasible.
 - 5.3.2.2 Assisted listening system to enhance accessibility for individuals with hearing impairments.
 - 5.3.2.3 Wireless microphone system for flexible and clear audio transmission.
 - 5.3.2.4 Wired microphone at existing podium for stationary audio requirements.
 - 5.3.2.5 PC/Mac/Mobile device input to allow seamless integration with presenter devices. Input should be attached to podium or wireless for ease of connection.
 - 5.3.2.6 Lighting control system to provide appropriate ambiance and visibility.
 - 5.3.2.7 Speakers may be reused.
 - 5.3.2.8 The current equipment rack may be reused.
 - 5.3.2.9 Drawings/renderings/examples of previous work must be shown demonstrating proposed solutions including racking and cabling.
- 5.3.3 Support
 - 5.3.3.1 Proposals for support of the software and hardware used in these rooms must be included. Court systems are expected to have 99% uptime. Requests for support from the Court must be submitted electronically to a vendor hosted ticketing system or email. The vendor must confirm receipt of the request within two hours of submission. The confirmation should include next steps to resolve the issue. A resolution plan acceptable to the Court should be submitted within 8 business hours. Generally, issues should be resolved within 24 business hours from initial submittal.