



**Albany Police**

**REQUEST FOR PROPOSAL**

**FOR A**

**DIGITAL RECORDING,  
MANAGEMENT AND INDEXING  
SYSTEM FOR AUDIO AND VIDEO**

**RFP Number 2009-18**

## **GENERAL ADMINISTRATIVE REQUIREMENTS**

## 1 Statement of Purpose

It is the intention of the Albany Police ("Requestor") to solicit the market for a Digital Recording, Management and Indexing System for Audio and Video (DIGITAL RECORDER AND INDEXING SYSTEM). Requestor is seeking a Supplier(s) that can fulfill the requirements from a technical and customer service perspective. Requestor is looking for a competitive proposal that incorporates total cost of ownership principles such as, quality, DIGITAL RECORDER AND INDEXING SYSTEM life cycle, ongoing maintenance and process improvement with timely delivery to Requestor.

The word "**must**" is used in this document to define Requestor requirements that are **critical and non-compliance will result in disqualification of a bid**. Suppliers will be expected to **provide** all items with **must** in the description. Partial bids, i.e. those which do not offer all requested elements, will not be considered.

The Supplier's attention is particularly directed to the requirements in the Technical Specifications. Suppliers must state compliance in the format specified via a "**Fully Compliant,**" "**Partially Compliant,**" or "**Not Compliant.**" Suppliers shall explain in detail any item that is described as Partially Compliant. Failure to submit these statements or to provide to Requestor documentary evidence of claimed compliance, if requested to do so, may disqualify the proposal. If the system will meet the requirement in the future, indicate revision or version number and date available.

## 2 Supplier's Qualifications

Suppliers shall be considered only from contractors who are regularly established in the business called for, and who, in the judgment of the Requestor, are financially responsible and able to show evidence of their reliability, ability, experience, facilities and personnel directly employed or supervised by them, to render prompt and satisfactory service in the volume and manner called for under this Request For Proposal.

Requestor may make such investigations as deemed necessary to determine the ability of the Suppliers to perform the work, and the Supplier shall furnish to the Requestor all such information and data for this purpose as the Requestor may request. Requestor reserves the right to reject any offer if the evidence submitted by, or investigation of, such contractor fails to satisfy Requestor that such Supplier is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional offers will not be accepted.

## 3 Customer's Procurement Policy

It is Requestor's policy to reduce current and future business costs wherever possible. Due to Requestor's internal policies and other operational considerations, the most economically attractive proposal may not be the most suitable for Requestor's needs. Requestor will make decisions based on merit and the Requestor's overall business needs, which includes the appropriate balance of cost, timeliness, quality, technical suitability, viability, economic diversity, legal requirements and other business considerations.

Requestor reserves the right to reject any or all proposals or portions thereof. Requestor makes no guarantee of any minimum or maximum amount of Product or Service to be procured. It is Requestor's policy to evaluate all proposals fairly without prejudice to any

one Supplier. Requestor reserves the right to make no award under this RFP, and the right to cancel this RFP. Requestor reserves the right to procure any part of the products and services of this RFP from Requestor's internal sources.

Requestor shall incur no obligation or liability whatsoever by reason of issuance of this RFP or action by anyone relative thereto.

## 4 Supplier's Responsibility

Supplier **shall** analyze and respond to all sections of this RFP, unless otherwise noted, by providing sufficient information to allow Requestor to evaluate Supplier's proposal. Paragraph numbers in the proposal **must** relate to the paragraph numbers in the RFP. Supplier is required to clearly explain any assumptions or conditions it imposes on or includes in its proposal. The Supplier is obligated to furnish all information as requested and complete all forms according to each section's instructions. Any deviations or exceptions to Requestor's requirements should be noted and explained. Additional information may be attached to the proposal, however, **failure to provide complete information in the format specified may result in the Supplier being eliminated from the selection process at Requestor's discretion.**

**By submitting its proposal, Supplier agrees that any costs incurred by the Supplier in responding to this RFP, or in support of activities associated with this RFP, are to be borne by Supplier and may not be billed to Requestor.**

*Lack of a response to a specific point will be interpreted by customer that Supplier's Proposal does not comply with Customer's requirements.*

## 5 General Instructions

Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

For those requirements listed in the Request for Proposal that include the words shall or must, the Supplier will describe, in detail, how the requirement is achieved by the DIGITAL RECORDER AND INDEXING SYSTEM and must provide diagrams, certifications as well as other forms of proof, as may be relevant, that the Supplier can meet the requirement

Suppliers shall define the capability of their organization to purchase, supply, and maintain the DIGITAL RECORDER AND INDEXING SYSTEM requested. The response should be specific and complete in every detail, and prepared in a simple and straightforward manner.

The Supplier shall bear all cost associated with the preparation and oral presentation of their proposal and any requested demonstrations.

Bidders must provide all information requested. If the item requires that additional documentation be provided, the response shall reference the specific location within the documentation that contains the required information. Also, the full version of the referenced document shall be included in the response.

All unit pricing, as well as any bulk pricing shall be included in the pricing section. It is the responsibility of the responding Bidders to include all pricing as part of their response to this BID request. If any pricing is omitted, it will be assumed that the cost is covered in the systems and pricing proposed.

Suppliers may be requested to make an oral presentation of their proposal to Requestor after the proposal opening. Such presentations provide an opportunity for the Suppliers to clarify their proposal and ensure a thorough mutual understanding. Requestor will schedule the time and location for the presentations. Technical questions only will be addressed at this time.

Since this procurement action may result in negotiations, confidentiality is of paramount importance. After submission of responses to this solicitation, all Suppliers shall limit their contact to the Requestor.

Requestor will examine the qualifications and abilities of all responders to meet the following criteria:

- a. Quality and thoroughness of the proposal submitted.
- b. Supplier's capabilities to perform the contract.
- c. Ability to meet or exceed the Required Features.
- d. Ability to provide the Desired Features.
- e. Support capabilities for on-going maintenance.
- f. Future enhancements and growth of Digital Recording and Indexing System.
- g. Training requirements
- h. Digital Recording and Indexing System operation and ease of use.
- i. Prices quoted for the Digital Recording and Indexing System and options.

\*Suppliers must have been engaged in providing similar equipment and services in the past.

\*Supplier must provide a complete listing of any and all governmental installations that they have installed and maintain on a regular basis with complete end user contact information.

## 6 Supplier Questions

All inquiries with respect to this Request for Proposals shall be directed to the following individual: Anthony Bruno, Assistant Chief, 165 Henry Johnson Blvd., Albany NY 12210.

All questions about the meaning or intent of the specifications shall be submitted in writing to the individual referenced above. Replies will be issued by Addenda mailed or delivered to all parties recorded as having received the proposal documents. Questions received less than three (3) calendar days prior to the date of submission of proposals will not be answered. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.

## 7 Submission Deadline

Three (3) copies of the proposal (one original and two copies) must be received no later than **12:00 p.m. on November 13, 2009** at the following address:

Anthony Bruno  
165 Henry Johnson Blvd.  
Albany, New York 12210

The three (3) copies of the proposal must be submitted in a sealed envelope, the outside of which must be marked as follows:

“Proposal Enclosed - Digital Recording Management & Indexing System”

Submission of any proposal indicates an acceptance of the conditions contained in this Request for Proposals unless the submitted proposal clearly and specifically states otherwise.

## 8 Proposal Format

In order to more efficiently gain information from each RFP response, please construct the response in the following format:

Cover Letter, designating single point of contact

Table of Contents

Executive Summary

Overview of Proposed DIGITAL RECORDER AND INDEXING SYSTEM

**Tabbed Sections:**

This section of the final Proposal Document must be divided into tabbed sections, each tabbed section comprising the following:

*Technical Response*

This section is to include the response to each paragraph within the Supplier's Requirements and Technical Specifications section of this RFP.

*Price Proposal*

This section is to include an itemized list of equipment and associated costs for the proposed solution. In addition, costs for installation, training, first year maintenance, extended maintenance and shipping and handling should be itemized. Clearly set forth in detail any and all additional expenses for which you expect to be reimbursed. The proposal must provide a guarantee that no additional fees will be charged to the City of Albany Police Department without prior written consent by the City.

*Service*

This section is to include a description of the Supplier's project management, service, and support capabilities. This should include, but is not limited to, a description of project management team roles and responsibilities, escalation procedures, remote diagnostic capabilities, implementation schedules, etc. The Supplier must provide local service by manufacturer's trained and certified technicians. Supplier must provide MTBF and information on DIGITAL RECORDER AND INDEXING SYSTEM hardware.

*Warranty*

This section is to include a description of all equipment and labor warranties offered. In addition, any software licensing and procurement policies should be outlined.

*Training*

This section is to include all training options offered by the Supplier. In addition, course descriptions should be included.

*Literature*

This section is to include sample screens, reports, and graphs. In addition, all product brochures and a copy of the operator's manual should be included.

## **9 Submission Requirements**

The Supplier must also submit the following information as evidence of compliance with the specifications. The offer may be rejected or otherwise disregarded if the information is incomplete or if the proposed DIGITAL RECORDER AND INDEXING SYSTEM deviates from the specifications.

- a) Detailed description of any special equipment.
- b) A list of three current installations of equivalent equipment proposed in response to RFP installed by the Supplier giving agency or firm name, city, and state. The name and telephone number of a knowledgeable contact person employed by the agency or firm must be supplied for purposes of references.

- c) A technical diagram of the proposed IT infrastructure and replay path
- d) Any applicable rack diagrams

All DIGITAL RECORDER AND INDEXING SYSTEM manuals and documentation must be provided upon final DIGITAL RECORDER AND INDEXING SYSTEM acceptance.

A statement of any past, existing, or anticipated actions for regulatory compliance violations, and except for those that may be listed, Supplier must warrant and represent that there are no past, present, or anticipated civil or criminal administrative or judicial actions against them for any of the Products contained in the proposed DIGITAL RECORDER AND INDEXING SYSTEM.

This solicitation does not commit Requestor to award a contract, to pay any cost incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. Requestor reserves the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified Suppliers, or to cancel in part or in its entirety this solicitation if it is in the best interest of Requestor to do so.

Any award of the services requested herein shall be conditioned on the later execution of a formal written agreement. The City of Albany reserves the right to revoke or rescind any award at any time prior to the full execution of said agreement.

The selected proposer or proposers will be required to execute an agreement with the City of Albany. A sample of the agreement, which sets forth the terms and conditions of the engagement, is available for review upon request.

## **10 Proposal Evaluation**

- 10.1 Proposals shall remain valid until the execution of a contract by the City of Albany.
- 10.2 Proposals shall be examined and evaluated to determine whether each proposal meets the requirements of this Request for Proposals. A contract will be awarded to a proposer or proposers based on the following criteria:
  - a. The proposer's demonstrated capabilities and professional qualifications;
  - b. The wherewithal of the proposer to render the requested services to the City;
  - c. The total proposed cost.
  - d. The completeness of the proposal.
- 10.3 The selection of a proposal will not be based solely on a monetary evaluation. Considerable weight will be given to the proposer's experience in the areas required, demonstrated expertise and capabilities.

## **11 Indemnification**

- 11.1 The selected proposer or proposers will be required to defend, indemnify, and save harmless the City of Albany, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the selected proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses, and expenses.

# DIGITAL RECORDER AND INDEXING SYSTEM

## Technical Specifications

### For Albany Police

## 1 Introduction

This specification is for an advanced DIGITAL RECORDER AND INDEXING SYSTEM for the Albany Police designed to provide audio and video recordings of audio and video communications. The equipment furnished under this specification must be designed for continuous duty operation (e.g., 24 hours per day, 365 days per year).

The DIGITAL RECORDER AND INDEXING SYSTEM will provide unlimited capacity for recording channels for recording audio and video data and will provide a minimum of 90 days online days of online hard drive storage for fast retrieval. All elements of the DIGITAL RECORDER AND INDEXING SYSTEM will be non-proprietary and based on open standard.

Please provide a detailed diagram (in Visio 5 or greater) containing the following components:

- Pertinent System Components
- Supplier Components
  - Audio/Video Recording System Components
  - Data Recoding System Components (if different from audio)
  - Additional servers, switches/hubs, cabling, break-out boxes, routers, audio/video mixing units, client PC's. (If dedicated client Workstations are required, please provide detailed specifications (h/w and s/w).

The DIGITAL RECORDER AND INDEXING SYSTEM graphical user interface for recording, search, replay and dubbing must be user friendly and simple to operate. It must include the ability to simultaneously search and replay recorded information, without any extraneous process by the operator.

The DIGITAL RECORDER AND INDEXING SYSTEM shall provide a vault browser application on each PC desktop. The vault browser solution must be a client software application solution integrated with the DIGITAL RECORDER AND INDEXING SYSTEM.

The proposed DIGITAL RECORDER AND INDEXING SYSTEM must include all necessary mounting equipment to secure the proposed recording equipment. This includes new racking cabinets with casters, locking transparent front and back doors, power outlets, and fan as necessary. Space required to house the DIGITAL RECORDER AND INDEXING SYSTEM will be considered, as part of these requirements.

## 2 Digital Recorder and Indexing System Layout

- 2.1 The DIGITAL RECORDER AND INDEXING SYSTEM must have the ability to be used as a single recorder or networked/stacked together to form a DIGITAL RECORDER AND INDEXING SYSTEM capable of recording an unlimited amount of simultaneous audio/video channels only constrained by network bandwidth.
- 2.2 The search and replay application must be capable of searching central storage “evidence vault” or individual networked recorders.
- 2.3 Each recording system shall support a minimum of 4 real-time archive DVDRW and/or CDRW drives IN ADDITION TO real-time hard disk recording (for instant recall). The system shall have a MINIMUM of 4 (four) simultaneous recording locations.
- 2.4 The DIGITAL RECORDER AND INDEXING SYSTEM will be designed to allow future advances in archive technology to be incorporated without chassis modification.
- 2.5 Each recording module must support unlimited recording time (only based on HDD storage) for on-line/real-time recording so recording time on system does not interrupt customer recording application.
- 2.6 The recorder must be able to NATIVELY support peripheral encoder devices that are DirectX 9 (and above) compatible. Examples of such devices are digital 1394 (Firewire), analog and USB/NAS devices. Systems that require separate – non integrated encoders will not be considered.
- 2.7 The decoding of native digital formats must be done within the recording chassis or across the network on a client PC. Recorders that require externally mounted interfacing (including D to A converters) or proprietary software codes will not be considered.
- 2.8 To ensure accountability for future support availability, the encoding card(s) for the DIGITAL RECORDER AND INDEXING SYSTEM shall be designed for Microsoft encoding compatibility.
- 2.9 To ease troubleshooting and minimize support and space requirements, the audio/video recording architecture shall be non-distributed, combining audio and video encoding cards, internal hard drive or directly connected via internal or external RAID sub system, Microsoft operating system and storage within or connected via EIDE, USB or 1394 to the recorder chassis.
- 2.10 The recorder shall use Windows XP Professional Operating System
- 2.11 The DIGITAL RECORDER AND INDEXING SYSTEM must provide a remote playback search & replay application that can be loaded and configured from any TCP/IP network PC client workstation.
- 2.12 In addition to the search and replay based application the system must also provide a multi port, system wide search and replay function which can be loaded on a client workstation (via a secure client based search and replay application).
- 2.13 The DIGITAL RECORDER AND INDEXING SYSTEM must be capable of encoding externally provided video or audio files within the software and hardware infrastructure.

## **3 Recording Inputs**

### **3.1 General**

- 3.1.1 Each encoder shall contain approved interfaces for TCP/IP connection to customer local area networks.
- 3.1.2 It shall be possible to add recording channels to the recorder without upgrading other elements of the DIGITAL RECORDER AND INDEXING SYSTEM (memory, processors etc.) up to the maximum limit of the chassis.
- 3.1.3 The user must be able to configure (in REALTIME) each audio and video encoding port with a user-defined name as well as its channel number, video data rates and audio data rates.
- 3.1.4 Encoder software updates must be downloadable via the web, email and installable via the fat client based administrative application.
- 3.1.5 To prevent unauthorized access to the encoder OS, security must be administered via a challenge/response methodology.

### **3.2 Analog/Digital Inputs**

- 3.2.1 To ensure compatibility and to enable authorized playback of recordings, audio and video files must be recorded and archived in a Microsoft format that is readable by standard Windows Media Player 9 and above.
- 3.2.2 The DIGITAL RECORDER AND INDEXING SYSTEM must have the ability to internally create an industry-standard MPEG-2 file playable on any consumer DVD player. The creation of MPEG-2 files or discs on external devices such as DVD Recorders will not be acceptable. Original copies of the MPEG-2 files must be available for future archiving.
- 3.2.3 The encoder must be able to simultaneously accommodate a COMBINATION of Analog and Digital encoding peripherals such as USB 2.0 and 1394/Firewire products.
- 3.2.4 The encoder must maintain a bi-directional communication via software through "dry contact" switch that can be connected via RJ-45 (or comparable) Parallel AND PCI Card interfaces. The system must be able to turn on and off status lights to reflect the recording state at any given second.

## **4 Voice Processing**

- 4.1.1 Analog audio input signals shall be converted to digital data, compressed and stored as frame based digital packets on disk. Speech shall be digitized to a minimum of 64kbit/sec and then compressed per user-definable & selectable configurations.
- 4.1.2 The type of compression used shall be selectable from:
  - > Constant or Variable Bit Rate Encoding
  - > Compressed or Uncompressed Encoding
- 4.1.3 It shall be possible for the System Administrator to select which compression algorithm is to be used per recording module.

## 5 Operation

### 5.1 DIGITAL RECORDER

- 5.1.1 At a minimum, the Recorder must utilize an Intel 3.0 Ghz Pentium 4 (or compatible) processor. Solutions that provide recording modules, appliances or recording servers with less than 3.0 Ghz will not be accepted.
- 5.1.2 Each recorder must have a static IP address to uniquely identify each recorder if on a LAN/WAN.
- 5.1.3 Each recorder should have an audio/video preview window with audio level meters to ensure the subject/data to be recorded is currently performing at acceptable levels.
- 5.1.4 The main encoder application must have a ONE TOUCH RECORDING operation. In order to begin an audio/video recording – the user must only have to touch 1 (one) button to begin recording once the application has been loaded. \*Please provide a screen shot or online/live demo showing us your recording process.
- 5.1.5 To provide our organization the most flexible, open and pervasive recording and playback environment that is most compliant with our infrastructure, the recorder must be 100% compatible with the Microsoft Media Encoder platform. No other proprietary or 3<sup>rd</sup> party encoder will be accepted. Also, “ON THE FLY” CONVERSION FORMATS FROM ONE FORMAT TO ANOTHER WILL NOT BE ACCEPTABLE SOLUTIONS FOR THE RECORDING PLATFORM.
- 5.1.6 The encoder must record the audio and video files in a NATIVE Microsoft Windows Media 9 (or higher) format. No other proprietary or 3<sup>rd</sup> party formats or CODECS will be accepted.
- 5.1.7 The recorder must automatically annotate the DATE, TIME, USER and LOCATION of the recording with the ONE TOUCH record button.
- 5.1.8 The recorder must have the ability to attach recorder SESSION DATA to each recording that has an unlimited amount of user definable fields and values. The SESSION DATA also needs to be fully indexed and searchable by the client search application via a SQL database engine.
- 5.1.9 If supplier is providing a standalone/turnkey encoder it must meet the following minimum or equal specifications in order to have full compatibility with the breadth of the recording/indexing application:

**Processor:** Intel Socket 478 Northwood Processor supporting up to P4 CPU

**RAM:** PC2700/PC2100 DDR 333/266 expandable up to 2GB with 2 slots

**MOTHERBOARD:** P4SQ, SiS 651/962L Chipsets; FSB 533/400 MHz

**GRAPHICS:** SiS 315 3D graphics integrated; 64MB shared memory architecture that will simultaneously support VGA, DVI-D, HDTV, S-VIDEO

**AUDIO:** AC97 SW audio, 6 channel codec, S/PDIF audio output, Audio CD/MP3 playback

**NTSC TUNER:** Time-shifting, Pre-schedule recording S-Video TV-out, HDTV 1080i, 720i, 525i Mini PCI Interface

**LAN:** 1x 10/100 Mbps Port; 1x Gigabit (1000 Mbps) Port; 1x Wireless 802.11b WiFi Port; Mini PCI Interface

**7-in-1 MEMORY CARD READER:** Compact Flash Type I/II, Microdrive Memory Stick, Memory Stick Pro Secure Digital, MultiMedia Card Smart Media Card

**IDE:** 2x UltraDMA 133/100/66, 1x 3.5 HDD (250GB EIDE Minimum), 1x Slim type

Combo, CD/CDRW/DVD/DVDRW (Can play VCD/DVD/MP3/Picture-CD)  
I/O Ports: USB 2.0 (8x), IEEE1394 (2x), S/PDIF-Out (1x), Microphone IN (1x), HeadSet  
OUT (1x), LED Display, IR Receiver for Remote Control, External Volume Control Knob,  
External IDE Port (1x)  
**SIZE:** 285(W)x53(H)x290(D) mm

## 5.2 **DIAGNOSTICS & ALARMS**

- 5.2.1 The DIGITAL RECORDER AND INDEXING SYSTEM must support 3 different means of reporting alarms from each recorder.
- LED on front panel
  - Audible Alarm
  - Monitoring application loaded on individual clients
- 5.2.2 The DIGITAL RECORDER AND INDEXING SYSTEM must record all events for fault, configuration, alert and user transactions in separate log files. The administrator must be able to adjust the detail of log files as needed.
- 5.2.3 The recorder shall keep a full audit trail of all user access and DIGITAL RECORDER AND INDEXING SYSTEM maintenance functions with details of who accessed the DIGITAL RECORDER AND INDEXING SYSTEM and when, with details of what was accessed.
- 5.2.4 The solution must support a method of backing up the configuration of the DIGITAL RECORDER AND INDEXING SYSTEM. This configuration backup can be used to restore the current recorder setup in the event of a catastrophic hard drive failure.

## 6 Recording

- 6.1 Each individual recording module shall be capable of being configured with internally mounted hard drive or directly attached RAID 5 (or equal) subsystem. Each recording module must be capable of storage capacities that range from 250GB to 3TB per recorder.
- 6.2 Recordings must be stored on the internal HDD or directly attached RAID 5 (or equal) subsystem of each individual recorder. The internal database must be fully SQL compliant.
- 6.3 Recordings stored on the hard disk shall have the ability to be automatically copied to multiple (3 or more) additional (local or remote) locations simultaneously with no user intervention.
- 6.4 The system must have the ability to LIVE WEBCAST the audio and video on the TCP/IP LAN/WAN with customizable broadcast ports.
- 6.5 The system must have the ability to LIVE webcast to a Microsoft Media Server running Windows 2000 minimum or Windows 2003 Professional server running on Windows.
- 6.6 In the event that the primary external DVD or CD is approaching 100% full of data and there is no archive available, the recorder shall initiate an alarm warning that data will be lost if a new archive DVD or CD is not inserted.
- 6.7 The system must have the ability for the user to interactively select a MULTI-PASS encoding option that will increase the video quality.
- 6.8 It must not be possible to manually delete specific individual recordings from the hard drive of the recorder without proper authorization.
- 6.9 The system must have the option to enable or disable audible voice commands for the vision impaired verbally guiding the user through the normal operation of the system.
- 6.10 The recorder must have the ability to automatically transfer files via secure FTP or compatible secure transport. If the transfer gets interrupted, the recorder must have the ability to automatically LOG AND RESUME the transfer to ensure 100% of the data has been moved to the remote location.
- 6.11 The recorder must have the ability to automatically send email notifications to specified users when recording transfers have been successfully completed.
- 6.12 The DIGITAL RECORDER AND INDEXING SYSTEM must have the ability to natively and automatically send audio only versions of each recording via a SMTP email server to a list of authorized users after each interview is completed.
- 6.13 The DIGITAL RECORDER AND INDEXING SYSTEM must have the feature to select the age when stored recordings are deleted. The age must be a value between 1 and 65,535 days.
- 6.14 The recorder must have the ability to have a DUAL VIDEO SCREEN OUTPUT option to span 4 monitoring rooms across 2 monitors
- 6.15 The recorder must automatically insert multiple DVD (MPEG-2) "chapter points" on all consumer DVDs created by the system for rapid review and playback for user.

- 6.16 The recorder must have the ability to AUTOMATICALLY output MPEG-2 file recordings across multiple DVD's to effectively "span" a single 12 hour MPEG-2 recording across 6 discs with no additional user intervention.

## 7 Archive

- 7.1 The recorder module shall be able to support single or dual recording drives (DVD and/or CD). In dual drive mode it shall be possible to operate the decks in sequential, or parallel mode.
- 7.2 In sequential mode, one recording drive must record while the other is in standby. The second recording drive starts recording only if the first recording drive's removable archive media becomes full on the first recording drive.
- 7.3 In parallel mode, both drives must archive simultaneously to create duplicate archive media.
- 7.4 In Parallel mode, the system must be able to support up to 4 (four) simultaneous recording drives in any combination (DVD/CD).
- 7.5 The DIGITAL RECORDER AND INDEXING SYSTEM should support direct replay from archive media to client replay application. The DIGITAL RECORDER AND INDEXING SYSTEM must not copy files from archive media to client hard drive before replay. For replay efficiency and security systems that require archived recordings to be uploaded to the client hard drive from the archive media will not be considered.
- 7.6 The recorder shall support internally or externally mounted DVDRW or CDRW drives.
- 7.7 Each DVD disc shall be capable of recording 3 hours of video while maintaining a replay quality at least equivalent to that available with MPEG-2 compression at 1500kbit/sec. Only natively created MPEG-2 files that burn to consumer playable discs will be acceptable
- 7.8 The operator will not have to format the DVD or CD media before use.
- 7.9 When removing a newly recorded archive, it shall be possible to print a label on a dedicated label printer. The DIGITAL RECORDER AND INDEXING SYSTEM shall have the ability to provide a unique archive label for the media.
- 7.10 The recorder shall be capable of storing up to 5TB of voice and video data in a directly attached RAID 5 disk array or NAS storage. No additional recorder or system components are required.
- 7.11 The DIGITAL RECORDER AND INDEXING SYSTEM shall be capable of automatically archiving to offsite NAS, SAN or customer supplied mass storage without the need for hardware upgrades to the recorder.
- 7.12 The DIGITAL RECORDER AND INDEXING SYSTEM shall support user configurable, bandwidth throttling schemes (when NAS, SAN or RAID is being used in place of or in addition to the removable archive media). This will limit the potential for network saturation when transferring media.

## 8 Search and Replay

- 8.1 The recorder must provide a client-based administration application that also incorporates search & replay and live monitor functions.
- 8.2 Audio and video must be transferred over the LAN in streaming format.
- 8.3 Streaming audio/video replay must be possible for unlimited concurrent LAN users to access the DIGITAL RECORDER AND INDEXING SYSTEM. The connections should only be limited by network and/or server bandwidth.
- 8.4 The user shall be able to define the available search parameters.
- 8.5 It must be possible to record on all channels during replay. The replay operation must not affect the record performance in any way.
- 8.6 It must be possible to search for data within the DIGITAL RECORDER AND INDEXING SYSTEM using indexed keywords as the search criteria.
- 8.7 DIGITAL RECORDER AND INDEXING SYSTEM must provide a Windows Based Client replay application that supports online help.
- 8.8 The search and replay client application must have integrated AUDIO, VIDEO and INDEX NOTES on the same screen.
- 8.9 The replay client must have a full screen mode to expand the video to the entire client PC screen.
- 8.10 Search and replay client application must be configurable using XML.
- 8.11 The DIGITAL RECORDER AND INDEXING SYSTEM must provide the ability to display and save all (no limit) recordings associated with a particular recording to a single directory structure. The client application must be able to search for and re-display the saved recordings plus associated metadata in a directory structure and provide the ability to continue searching for recordings within the saved directory without interruption to the encoder(s).
- 8.12 Users must be able to search on the following criteria, individually, in any combination (Boolean) and supporting wild cards:
  - Time & Date
  - Location (Encoder)
  - Index Note (Annotation)

- 8.13 The system must be able to EXPORT the audio and video retrieved from the encoder to the client device to a local DVD or CD burner.
- 8.14 The system must have an export tool that will automatically create a format of the audio and video to an HTML web page that is ready to play the files utilizing Internet Explorer 5.5 or greater.
- 8.15 It must be possible to vary the speed of playback while maintaining the pitch.
- 8.16 It must be possible to define the skip forward/backward interval between 1 and 999 seconds. The skip interval must be user-definable.

## 9 Remote Management

- 9.1 The DIGITAL RECORDER AND INDEXING SYSTEM must be able to be controlled and maintained using a client user interface via any LAN, WAN, Intranet, Extranet or over the World Wide Web.
- 9.2 The remote control devices shall connect to the DIGITAL RECORDER AND INDEXING SYSTEM via an Ethernet TCP/IP connection.
- 9.3 A remote administration interface must be available to run on a PC under Windows 2000 or Windows XP .
- 9.4 Access to the DIGITAL RECORDER AND INDEXING SYSTEM via the remote control software shall be account name and password protected.

## 10 Database

- 10.1 The DIGITAL RECORDER AND INDEXING SYSTEM must keep track of audio and video data in a fully qualified **Transact SQL compliant database or compatible**.
- 10.2 Any audio and video recording must be exportable out of the database to DVD or CD media complete with audio, video, notes and META data.
- 10.3 The export system must have the ability to create DVDs and CDs playable in ANY STANDARD MICROSOFT WINDOWS PC.
- 10.4 The export system components and methodology must have the ability to create DVD's that will play in any STANDARD TV VIDEO DVD PLAYER.
- 10.5 The export system must have the ability to natively create audio only PCM CD's that will play in any STANDARD AUDIO ONLY CD AUDIO PLAYER.
- 10.6 The DIGITAL RECORDER AND INDEXING SYSTEM must have the ability to segment UP TO 5 individual departments within the database. Each department must have its own usernames, passwords and account access policy restrictions.
- 10.7 The user must be able to individually name and configure each of the 5 departments within the integrated software application.

## **11 Security**

- 11.1 The DIGITAL RECORDER AND INDEXING SYSTEM must support a security setup to include unique security accounts allowing operators to access with specified functionality.
- 11.2 The DIGITAL RECORDER AND INDEXING SYSTEM must support a configurable feature which prevents unauthorized users from replaying media.
- 11.3 The DIGITAL RECORDER AND INDEXING SYSTEM must support a minimum of 255 user accounts.
- 11.4 DIGITAL RECORDER AND INDEXING SYSTEM must not require a separate, dedicated PC workstation to administer or maintain the replay recordings.
- 11.5 Audio and Video stored on the DIGITAL RECORDER AND INDEXING SYSTEM must be stored in an OPEN, SECURE format. Formats that can NOT be played NATIVELY from the encoder's database (no conversion process acceptable) by are NOT acceptable.

## **12 Electrical Requirements**

- 12.1 Each recorder shall require an AC supply of 90V to 264V at 47Hz to 63Hz.
- 12.2 The power consumption of each recorder shall not exceed 250 W.
- 12.3 The recorder must support use of a UPS for the continuation of operation in the event of power failure. DIGITAL RECORDER AND INDEXING SYSTEM must execute a controlled shutdown on depletion of UPS power.

## **13 Environment**

- 13.1 The operating temperature of the recorder shall be in the range +5C to +35C (+41F to +95F).
- 13.2 The storage temperature of the recorder shall be in the range -20C to +60C (-4F to +140F).
- 13.3 The operating humidity of the recorder shall be in the range 20% to 80% relative humidity, non-condensing.
- 13.4 The storage humidity of the recorder shall be in the range 5% to 80% relative humidity, non-condensing.

## **14 Physical**

- 14.1 Each recorder module shall be suitable for desktop operation or rack mountable for installation into an equipment cabinet.

## **15 Redundancy**

- 15.1 All primary recorders must support a directly attached RAID 5 or equal subsystem via SATA/IDE or SCSI interface..
- 15.2 The DIGITAL RECORDER AND INDEXING SYSTEM architecture shall be capable of archiving recordings and associated call records to offsite NAS (network attached storage), customer supplied RAID sub system or customer SAN (storage area network).

## **16 Offline Archive Replay Capabilities**

- 16.1 The DIGITAL RECORDER AND INDEXING SYSTEM shall provide the ability to replay removable archive media directly from a PC over the LAN without the use of a recorder.
- 16.2 The DIGITAL RECORDER AND INDEXING SYSTEM shall provide the ability to copy removable archive media on a properly configured PC without the use of the recorder.

## 17 Transcription Application

- 17.1 The DIGITAL RECORDER AND INDEXING SYSTEM must provide an INTEGRATED transcription ability directly on the recorder or within the client playback application.
- 17.2 The transcription software must give a user the ability to transcribe individual recordings with a USB foot pedal and headset.
- 17.3 The transcription software must have the ability to transcribe live over the LAN or via a DVD or CD that is exported from the database.

## 18 Indexing Application

- 18.1 The DIGITAL RECORDER AND INDEXING SYSTEM must provide an INTEGRATED indexing application that gives a user the ability to annotate individual recordings with a minimum of 16,000 characters of alpha numeric text.
- 18.2 The Indexing system must tie the AUDIO and VIDEO together so instantaneous retrieval and playback can be accomplished from the recorder or remote client PC's.
- 18.3 The indexing of audio or video must NOT be a separate program and must NOT be on a separate pc, appliance or device. Integrated indexing ensures confidentiality and security.
- 18.4 Indexing must be able to happen either DURING the recording in Parallel or ANYTIME AFTER the recording.
- 18.5 Indexing application must have at least 10 "Hot Key" functions that are user defined. The Hot Key must be a single press (F1 through F10) key that will automatically insert pre-typed text in to the index. This will save user time when entering index notes.
- 18.6 Indexing must be able to happen directly on the encoder or simultaneously via a remote client PC application.
- 18.7 The annotation application must support at least 3 (three) individual fields.
- 18.8 The annotation application must give the user the ability to create new annotation strings immediately, as required.
- 18.9 The user must be able to minimize the annotation application when not in use and with a double click, bring the annotation back to an active screen.
- 18.10 The indexes must be in XML format
- 18.11 On export, indexes must be able to be tied to audio/video and be played via an Internet Explorer browser.
- 18.12 There must be an administrative feature that allows the indexing feature to be turned on or off in the system.

## **19 Dubbing**

- 19.1 The DIGITAL RECORDER AND INDEXING SYSTEM must be able to dub to DVD and/or CD.
- 19.2 The system must provide the capability to dub or export an AUDIO ONLY format that is extracted directly from the video tracks.

## **20 Non-Collusive Proposal Certificate and Acknowledgement**

- 20.1 Each proposer shall complete and submit with its, his, or her proposal the "Non-Collusive Proposal Certificate" and the "Acknowledgment" found on the two (2) pages which follow this page.

**NON-COLLUSIVE PROPOSAL CERTIFICATE  
PURSUANT TO NEW YORK STATE GENERAL MUNICIPAL LAW SECTION 103-D**

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in the proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
- (3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Name of Partnership or Corporation)

\_\_\_\_\_  
(Date)

**ACKNOWLEDGMENT BY PROPOSER**

If Individual or Individuals:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he/she/they severally acknowledged to me that he/she/they severally executed the same.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_

If Corporation:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known, who, being by me sworn, did say that he/she resides at (give address) \_\_\_\_\_; that he/she is the (give title) \_\_\_\_\_ of the (name of corporation) \_\_\_\_\_, the corporation described in and which executed the above instrument; that he/she knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he/she signed his/her name thereto by like order.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_

If Partnership:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally came \_\_\_\_\_, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he/she is a partner of the firm of \_\_\_\_\_ and that he/she has the authority to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_