

24-SFY-02 Video Recording System RFP
Q&A Document

Questions specific to the CAC or Visitation Center are indicated in parenthesis next to the question.

Q1: (CAC) - How often do you plan on doing interviews and how long are they? We need a better understanding on how long recording needs to be, in reference to the 2TB hard drive requirement with 365 days of recording.

A1: It depends. We can have multiple interviews a day or none. In 2022, we had 96 interviews. Interviews on average last about an hour, but that varies. They could be shorter than that or longer.

Q2: (CAC) - Can you give a description of the existing control buttons listed on line 15.

A2: We have switches on the outside of the rooms that start and end the recording.

Q3: (VC) - For the basketball and playground area, from Google Maps there is a lot of plant life which will decrease the amount of visible footage. Do you have a specific area within those two locations you would like the cameras to cover?

A3: We would like the whole basketball court covered (currently there is no video/recording on the court). There is clear area between the building and the court where the view is not obstructed. We would also like the whole playground covered (it is currently recorded at 2 angles/views). The playground consists of one main piece of equipment and a swing set. There is also an open area with picnic tables close to the center door.

Q4: (VC) - What do you want the functionality of the door buzzer/ intercom to be?

A4: The front door intercom needs to have a buzzer/ring so that customers can ring the bell when they arrive- this notifies staff to get the door. If it is possible, we want video and audio ability as well, as we need to see who is arriving at the center.

Q5: (VC) – Regarding the door buzzer/intercom with camera: Is this to work with the building’s Access and Control System or is this simply a video intercom with a buzzer to let someone know there is someone at the door? If it is to work with the access and control system, that system needs to be identified. Where is the door buzzer and intercom with camera to be monitored from?

A5: No, the door buzzer/intercom will not work with the Access Control system. The door buzzer and intercom with camera will be monitored from the Center’s staff office, which should contain three monitoring areas, one for each area of the office.

Q6: (CAC) – Where in the interview rooms do you want the cameras to focus?

A6: The entire room should be captured on the recording. The second camera in Interview Room 1 should focus on the couch. The second camera in Interview Room 2 should focus on the table.

Q7: (CAC) – The RFP mentions you want a 4TB hard drive. Is there any network storage?

A7: No, there is no network storage available.

Q8: (CAC) – You want on-site storage, but you are not interested in Cloud storage?

A8: We would like to utilize cloud storage but are awaiting our prosecutor’s opinion on this.

Q9: (CAC) – Will all equipment be needed in the observation room as well as the command center?

A9: No, all equipment will be maintained in the command center. The observation room will simply have a monitor displayed to view interviews.

Q10: (CAC) – Will you need tags and/or flags for the stored videos?

A10: It is not required, but it would be helpful to have this feature.

Q11: (VC) – Are you able to hear audio through the current video recording system?

A11: Yes, but not well. The audio is poor. We need a system that greatly improves the audio so we can see, as well as hear each visit.

Q12: (VC) – Will the cameras installed need to view the entire room?

A12: Yes, we would like to view all areas of the room.

Q13: (VC) – Is there network storage for the recorded videos?

A13: No, this is a standalone system.

Q14: (VC) – How often is the recording system used?

A14: All visitations are recorded. The recording is turned on at the start of the visit, and is turned off after the visit ends.

Q15: (VC) –Can you elaborate on what you need as far as securing the record button on the outside the visitation rooms?

A15: Right now, there are buttons located on the outside of each visitation room that are pushed whenever a visit starts and ends. The location of these buttons could allow for any person in the center to start and stop recordings. We are open to all suggestions on how to secure it, including the ability to start and stop recordings through the recording software or installing a locking cover over the button.

Q16: (VC) – There are window A/C units installed in each visitation room and the offices. Are you able to hear units running in the background?

A16: Yes, the units can be heard in the background of the videos.

Q17: (VC) – Would you like to be able to pull up a visit on the monitor to listen to the audio, while still seeing the other visits?

A17: This is currently not a feature we have, but it would be great to add, if possible.

Q18: (VC) – Is transcription of audio needed for the video recordings?

A18: No transcription is needed.

Q19: (VC) - 17. Interior cameras for non-visitation public areas (motion recording). Audio not necessary
How many rooms does this consist of? How big are these rooms?

A19: There is one hallway inside the front door, another hallway intersects with the entry hallway. This hallway leads to an open seating area that has the door that leads to the playground, lockers that can be used by clients, a couch, and a refrigerator. Visitation Room 4 is located at the end of this open seating area.

Measurements are as follows: Main Hallway (front door into building) – Approx. 144 sq. ft.

Hallway from Main to Room 4 – Approx. 80 sq. ft.

Open Seating Area – Approx. 224 sq. ft.