



Vendor Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M.
PURCHASING AGENT

ROB COX, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

RFP NO. 2011-001

**REQUEST FOR PROPOSALS FOR
ANNUAL CONTRACT FOR
VIDEO CONFERENCING SOLUTION**

**PROPOSALS DUE OCTOBER 13, 2010
2:00 P.M.**

RFP NO. 2011-001

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PRE-PROPOSAL CONFERENCE

All respondents are **highly encouraged** to attend a Pre-Proposal Conference to be held as follows:

DATE: WEDNESDAY, SEPTEMBER 22, 2010

TIME: 9:00 A.M.

**LOCATION: TARRANT COUNTY PLAZA BUILDING
KORNFELD AUDITORIUM
200 TAYLOR STREET
FORT WORTH, TEXAS 76102**

The Tarrant County Plaza Building's paid public parking entrance is on W. 2nd Street. The public entrance to the Plaza Building is on the West side of the building which faces Burnett Street. Take the elevator down to the 1st floor. The Kornfeld Auditorium is on the right when exiting the elevator.

RSVP: Vendors planning to attend the pre-proposal conference should RSVP, in writing, via facsimile, no later than 5:00 p.m., Monday, September 20, 2010.

Send RSVP'S to Gwen Peterson, C.P.M., A.P.P., Senior Buyer at (817) 884-2629.

Questions from proposers will be addressed at the pre-proposal conference. Any vendor who submits a proposal without attending the scheduled pre-proposal conference does so at his own risk. Such applicant who submits a proposal and does not attend the scheduled pre-proposal conference waives any right to assert claims due to undiscovered conditions.

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Tarrant County is soliciting proposals for **ANNUAL CONTRACT FOR VIDEO CONFERENCING SOLUTION**.

THE ORIGINAL AND SEVEN (7) COPIES
AND
ONE (1) ELECTRONIC COPY
OF
COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76102
ON OR BEFORE OCTOBER 13, 2010 AT 2:00 P.M.

All proposals, including a "NO BID", are due in the Purchasing Department by the due date, in sealed envelopes or boxes. **All proposals must be clearly marked with the RFP Number, the name of the company submitting the proposal, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt.** Original proposal must be clearly marked "**ORIGINAL**" and contain all original signatures.

Any proposal received after the date and/or hour set for RFP opening will not be accepted. Respondent will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at respondent's expense, or destroyed with written authorization of the respondent. If proposals are sent by mail to the Purchasing Department, the respondent shall be responsible for actual delivery of the proposal to the Purchasing Department before the advertised date and hour for opening of RFPs. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the RFP opening, proposals thus delayed will not be considered and will be disposed of as authorized.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by proposer/respondent guaranteeing authenticity. After the official opening, proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax. Therefore, only applicable taxes must be included in this proposal.

No oral explanation in regard to the meaning of the proposal specifications will be made and no oral instructions will be given before the award of the contract. Request from interested proposers for additional information or interpretation of the information included in the specifications and all questions should be directed in writing, via facsimile, to:

GWEN PETERSON, C.P.M., A.P.P., SENIOR BUYER
FAX: (817) 884-2629

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All documents associated with this RFP including but not limited to, the proposal document, questions, and their responses, addenda and special notices will be posted under the RFP number on the Tarrant County website and available for download by bidders/respondents and other interested parties. No documents will be faxed or e-mailed after the initial Notice of Intent to Bid prior to bid award. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the Proposal due date.

The deadline for receipt of all written questions shall be 12:00 (Noon), Fort Worth time, Monday, September 27, 2010.

Proposal Response Forms must be fully completed and included in your response. Forms that have been retyped or altered may result in rejection of proposal.

This RFP is issued in compliance with the County Purchasing Act, Section 262.030. Negotiations shall be conducted with responsible vendor(s) who submit proposals determined to be reasonably susceptible of being selected for award.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable in the Open Records Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION**" and **EACH PAGE** must be marked "**CONFIDENTIAL INFORMATION.**" Tarrant County will make every effort to protect these papers from public disclosure as outlined in LGC, Section 262.030(c) of the State of Texas County Purchasing Act.

"The Texas Public Information Act gives the public the right to request access to government information, subject to certain narrow exceptions. Tarrant County is an entity subject to this Act. Therefore, please be advised that your company's declaration that certain information submitted in response to an RFP is "confidential" will not be treated as such if the County receives a request for a copy of the RFP. The County will of course make every effort to inform your company of such a request and to provide you with an opportunity to object to the release of any proprietary information, but Tarrant County cannot and will not make an agreement to withhold information from the public contrary to the County's responsibilities under the Act."

Additionally, to the extent your response is incorporated into the contract, that contract will become an official record available for public inspection.

Proposals shall be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All proposals that have been submitted shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

The successful Contractor shall defend, indemnify, and hold harmless Tarrant County from any and all liability or loss of any nature whatsoever arising out of or relating to the Contractor performing work on County premises, including, without limiting the generality of the foregoing coverage, any act or omission of the contractor, its agents, servants, employees, or invitees in the execution or performance of the contract.

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Continuing non-performance of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written ninety (90) days notice prior to cancellation.

Proposals will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted, and to waive any technicalities for the best interest of the County. Proposals may be rejected, among other reasons, for any of the following specific reasons:

1. Proposals received after the time limit for receiving proposals.
2. Proposals containing any irregularities.
3. Unbalanced value of any items.

Vendors may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Vendors.
2. Reasonable grounds for believing that any Vendor is interested in more than one Bid for the work contemplated.
3. The Vendor being interested in any litigation against the County.
4. The Vendor being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work which in the judgement of the County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.

The Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders proposal non-responsive. Failure to complete and submit all required forms, including but not limited to, Proposal Signature Form, Reference Page, Certificate of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire proposal.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein, shall rest solely with the proposer. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

The successful proposer/respondent may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

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SPECIAL CONDITIONS

1. **Contract Terms:** Successful vendor(s) will be awarded a one (1) year contract, effective from date of award by Tarrant County Commissioners Court or notice to proceed as determined by Tarrant County Purchasing. At Tarrant County's option and approval by the vendor, the contract may be renewed for two (2) additional one (1) year periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**

2. **Renewal Options:** Tarrant County reserves the right to exercise an option to renew the contract of the vendor for up to two (2) additional one (1) year periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If the County exercises the right in writing, the Bidder shall update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These documents, if applicable, will be specified in the Special Conditions and include, but are not limited to, Insurance Certificates and Performance Bonds and must be in force for the full period of the option. If the updated documents are not submitted by the Bidder in complete form within the time specified, the County will rescind its option and seek a new bid solicitation.

3. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among the governmental entities that are listed on the next page; therefore it would be in the vendor's best interest to help Tarrant County facilitate this cooperative effort. **A "NO" answer could result in complete rejection of proposal.**
 - A. Should other Governmental Entities decide to participate in this contract, would you, the Vendor, agree that all terms, conditions, specifications, and pricing would apply?

_____Yes _____No
 - 1) If you, the Respondent, checked yes, the following will apply:
 - a) Governmental Entities utilizing Inter-Governmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material/services as needed.
 - b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the successful bidder and each governmental entity.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- c) Vendor(s) awarded contract(s) resulting from Request for Bid (RFB) shall be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information shall be provided ninety days prior to the expiration of the contract, or as otherwise requested by Tarrant County. Failure to provide the requested information when requested could delay the renewal process.

- B. **SECONDARY/ALTERNATE AWARD:** Secondary or alternate vendors serve in a back up capacity only. In the event the primary is unable to honor the terms and conditions of the contract, the secondary vendor may be called. If the secondary vendor is unable to honor the terms and conditions of the contract the alternate may be called. The primary vendor is the first contact. Use of the secondary or alternate must be approved, in writing, by the Tarrant County Purchasing Agent or his designee.
 - 1) In the event the secondary or alternate vendors are called upon, they will offer the goods and services at the bid prices, or better. Any attempt to increase the original bid price may be cause to remove the vendor from the contract.
 - 2) If the secondary or alternate vendor represents themselves as the primary vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the secondary or alternate vendor may be removed from the contract. Would you, the Bidder, be willing to accept a secondary/alternate award based on the above?

Yes No

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1.	Alamo Heights ISD	49.	City of Cedar Hill	99.	City of Haltom City
2.	Allen ISD	50.	City of Cedar Park	100.	City of Horizon City
3.	Alvord ISD	51.	City of Celeste	101.	City of Hudson Oaks
4.	Anna Fire Department	52.	City of Celina	102.	City of Huntsville
5.	Arlington ISD	53.	City of Cleburne	103.	City of Hurst
6.	Armstrong County	54.	City of Cockrell Hill	104.	City of Hutchins
7.	Atascosa County	55.	City of Colleyville	105.	City of Irving
8.	Bastrop County	56.	City of Combine	106.	City of Italy
9.	Bexar County	57.	City of Commerce	107.	City of Keene
10.	Blue Ridge Fire Department	58.	City of Coppell	108.	City of Keller
11.	Bosque County	59.	City of Copperas Cove	109.	City of Kennedale
12.	Branch Fire Department	60.	City of Corinth	110.	City of Killeen
13.	Brazoria County	61.	City of Corsicana	111.	City of Krum
14.	Brazos County	62.	City of Crowley	112.	City of Kyle
15.	Brown County	63.	City of Cumby	113.	City of La Vernia
16.	Bulverde Police Department	64.	City of Dalworthington Gardens	114.	City of Lake Worth
17.	Burnet County	65.	City of Decatur	115.	City of Lancaster
18.	Cameron County	66.	City of Denison	116.	City of League City
19.	Carroll ISD	67.	City of Denton	117.	City of Leander
20.	Carrollton-Farmers Branch ISD	68.	City of DeSoto	118.	City of Lewisville
21.	Castleberry ISD	69.	City of Diboll	119.	City of Lindale
22.	Cedar Hill ISD	70.	City of Duncanville	120.	City of Little Elm
23.	Chambers County	71.	City of Early	121.	City of Littlefield
24.	City of Aledo	72.	City of Eastland	122.	City of Live Oak
25.	City of Allen	73.	City of El Paso	123.	City of Lubbock
26.	City of Alvord	74.	City of Electra	124.	City of Lucas
27.	City of Amarillo	75.	City of Emory	125.	City of Lufkin
28.	City of Arlington	76.	City of Eules	126.	City of Lumberton
29.	City of Athens	77.	City of Everman	127.	City of Mansfield
30.	City of Aubrey	78.	City of Farmers Branch	128.	City of Marshall
31.	City of Austin	79.	City of Ferris	129.	City of McAllen
32.	City of Azle	80.	City of Floresville	130.	City of McKinney
33.	City of Balch Springs	81.	City of Forest Hill	131.	City of Melissa
34.	City of Bedford	82.	City of Forney	132.	City of Merkel
35.	City of Benbrook	83.	City of Fort Worth	133.	City of Mesquite
36.	City of Blue Mound	84.	City of Frisco	134.	City of Midlothian
37.	City of Bovina	85.	City of Gainesville	135.	City of Murphy
38.	City of Bowie	86.	City of Galena Park	136.	City of Nacogdoches
39.	City of Boyd	87.	City of Galveston	137.	City of Nederland
40.	City of Bridge City	88.	City of Ganado	138.	City of New Braunfels
41.	City of Bridgeport	89.	City of Garland	139.	City of North Richland Hills
42.	City of Brownwood	90.	City of Gatesville	140.	City of Odessa
43.	City of Bryan	91.	City of Georgetown	141.	City of Pasadena
44.	City of Burkburnett	92.	City of Glen Heights	142.	City of Pelican Bay
45.	City of Burleson	93.	City of Godley	143.	City of Pharr
46.	City of Caddo Mills	94.	City of Granbury	144.	City of Plano
47.	City of Carrollton	95.	City of Grand Prairie	145.	City of Pottsboro
48.	City of Castle Hills	96.	City of Grand Saline	146.	City of Port Isabel
		97.	City of Grapevine	147.	City of Princeton
		98.	City of Greenville	148.	City of Ralls

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

149.	City of Red Oak	196.	Decatur ISD	232.	Hunt County
150.	City of Richardson	197.	Denton County	233.	Hurst Euless Bedford ISD
151.	City of Richland Hills	198.	Denton County Fresh Water Supply Dist No. 1-A	234.	Hutchinson County
152.	City of River Oaks	199.	Denton ISD	235.	Idea Public Schools
153.	City of Roanoke	200.	DeSoto ISD	236.	Jasper County
154.	City of Rockwall	201.	Duncanville ISD	237.	Jefferson County
155.	City of Round Rock	202.	Eagle Mountain- Saginaw ISD	238.	Jim Wells County
156.	City of Rowlett	203.	Duval County	239.	Johnson County
157.	City of Royse City	204.	Ector County	240.	Johnson County Special Utility District
158.	City of Runaway Bay	205.	Education Service Center Region XI	241.	Karnes County
159.	City of Sachse	206.	El Paso County	242.	Kaufman County
160.	City of Saginaw	207.	El Paso County Hospital District dba R.E. Thomason General Hospital	243.	Kaufman ISD
161.	City of San Angelo	208.	Electra ISD	244.	Kennedale ISD
162.	City of San Marcos	209.	Ellis County	245.	Kinney County
163.	City of Sansom Park	210.	Erath County	246.	Krum ISD
164.	City of Sherman	211.	Everman ISD	247.	Lake Dallas ISD
165.	City of Sour Lake	212.	Fannin County	248.	Lake Worth ISD
166.	City of Southlake	213.	Fort Bend County	249.	Lamb County
167.	City of Southmayd	214.	Fort Worth Housing Authority	250.	Lampasas County
168.	City of Springtown	215.	Fort Worth ISD	251.	Lavon Police Department
169.	City of Taft	216.	Fort Worth Transportation Authority	252.	Leon County
170.	City of Temple	217.	Freestone County	253.	Lewisville ISD
171.	City of Terrell	218.	Frisco ISD	254.	Little Elm ISD
172.	City of Texarkana	219.	Grandview Police Department	255.	Lowry Crossing Volunteer Fire Dept.
173.	City of The Colony	220.	Grapevine\Colleyville ISD	256.	Mansfield ISD
174.	City of University Park	221.	Grayson County	257.	McKinney ISD
175.	City of Van Alstyne	222.	Gregg County	258.	McLennan County
176.	City of Venus	223.	Gunter Special Utility District	259.	McLennan Community College
177.	City of Waco	224.	Hardin County	260.	MHMR of Tarrant County
178.	City of Watauga	225.	Harris County Emergency Services District	261.	Midway ISD
179.	City of Waxahachie	226.	Harrison County	262.	Mills County
180.	City of Weatherford	227.	Hays County	263.	Montgomery County
181.	City of Westworth Village	228.	Heart of Texas Region MHMR Center	264.	Montgomery County Hospital District
182.	City of White Settlement	229.	Henderson County	265.	Nacogdoches County
183.	City of Whitewright	230.	Hood County	266.	Nevada Volunteer Fire Department
184.	City of Wylie	231.	Hopkins County	267.	North Central Texas Council of Governments
185.	Clay County			268.	North Texas Municipal Water District
186.	Clear Creek ISD			269.	Northwest ISD
187.	Collin County			270.	Nueces County
188.	Collin County Community College			271.	Olton Police Department
189.	Comal County			272.	Orange County
190.	Cooke County				
191.	Coryell County				
192.	Cottondale Volunteer Fire Department				
193.	Crowley ISD				
194.	Dallas County				
195.	Dallas/Fort Worth International Airport Board				

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

273.	Palo Pinto County	302.	Texas Dept. of Parks & Wildlife	340.	Wise County
274.	Paradise ISD	303.	Texas Dept. of Public Safety	341.	Wood County
275.	Parker County	304.	Titus County	342.	Zapata County
276.	Parker County Emergency Services District 1	305.	Tom Green County		
277.	Potter County	306.	Town of Addison		
278.	Public Transit Services of Mineral Wells	307.	Town of Argyle		
279.	Red River County	308.	Town of Edgecliff Village		
280.	Region 9 Education Service Center Wichita	309.	Town of Fairview		
281.	Rockwall County	310.	Town of Flower Mound		
282.	San Jacinto Community College District	311.	Town of Hickory Creek		
283.	San Patricio County	312.	Town of Highland Park		
284.	Schleicher County	313.	Town of Lakeside		
285.	Senior Center Resource and Public Transit, Inc. of Hunt County	314.	Town of Pantego		
286.	Seven Points Fire Rescue	315.	Town of Ponder		
287.	Sherman ISD	316.	Town of Prosper		
288.	Smith County	317.	Town of Sunnyvale		
289.	South Montgomery Fire Department	318.	Town of Westlake		
290.	South Texas College	319.	Town of Westover Hills		
291.	Springtown ISD	320.	Travis County		
292.	St. John Westside Volunteer Fire Dept. of Edgard, LA	321.	Travis County Healthcare District		
293.	Tarrant Appraisal District	322.	Trinity River Authority		
294.	Tarrant County 9-1-1 Emergency Assistance District	323.	United States Marshals Service		
295.	Tarrant County College District	324.	University of North Texas Health Science Center		
296.	Tarrant County Emergency Services District 1	325.	University of Texas at Arlington		
297.	Tarrant County Hospital District	326.	University of Texas at Dallas		
298.	Tarrant County Workforce Development Board	327.	University of Texas MD Anderson Cancer Center		
299.	Tarrant Regional Water District	328.	Upper Trinity Regional Water District		
300.	Taylor County	329.	Van Zandt County		
301.	Texas A&M University at Commerce	330.	Victoria County		
		331.	Waco ISD		
		332.	Walker County		
		333.	Ward County		
		334.	Weatherford College		
		335.	Westminster Fire Dept.		
		336.	Weston Volunteer Fire Department		
		337.	White Settlement ISD		
		338.	Williamson County		
		339.	Wilson County		

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SPECIAL CONDITIONS

MINIMUM INSURANCE REQUIREMENTS

- A. The Contractor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
1. Workers' Compensation — statutory
 2. Employer's liability — \$500,000
 3. Comprehensive Commercial General Liability:
 - a. Bodily Injury/Personal Injury — \$1,000,000 per occurrence
\$2,000,000 aggregate
 - b. Property Damage — \$1,000,000 aggregate
 4. Professional Liability / Errors and Omissions — \$1,000,000:
- B. The County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by the County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Contractor.
- C. Required Provisions:
1. Proof of Carriage of Insurance - All certificates of insurance will be required in duplicate and filed with the Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street.
 2. All certificates shall provide Tarrant County will receive an unconditional thirty days written notice in case of cancellation or any major change.
 3. As to all applicable coverage, certificates shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 4. All copies of the certificates of insurance shall reference the project name and bid number for which the insurance is being supplied.
 5. The Contractor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent same may be covered by the proceeds of insurance.
 6. The Contractor/Vendor is responsible for making sure any sub-contractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

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TECHNICAL SPECIFICATIONS

I. SCOPE:

Tarrant County's objective is to identify an Information Technology (IT) company capable of providing a County-wide enterprise video conferencing solution that enable County departments to more efficiently and effectively conduct County business. Specifically, Tarrant County is seeking a solution that will initially support ten (10) video conference rooms and two hundred (200) desktop video conference users. We are also seeking a business partner that understand the economics and uses for video conferencing in a local government environment and is willing to provide the necessary infrastructure and business planning support to enable cost-effective growth beyond the initial deployment.

II. PROPOSAL RESPONSE REQUIREMENTS:

The desired proposal will include all components of a "turn-key" solution including all hardware, software, professional services and business consulting services required to support a successful implementation. Please answer the following questions in the order that they are asked.

A. Technical Solution:

1. Please describe the capabilities for video conference room services.
2. Please describe the capabilities for video desktop services.
3. Please describe the architectural components of the proposed system.
4. Please list any subcontractors that will be used and describe each subcontractor's role/responsibility.
5. Please describe the Security capabilities of the system (Automatic NAT, Firewall and Web Proxy Traversal).
6. Does the proposed system provide "virtual video conference rooms"?
7. How many "virtual conference rooms" are available in the proposed system?
8. What system resources are required to provide "virtual video conference room"?
9. Does the proposed system support H.264 Scalable Video Coding (SVC)?
10. What level of packet loss will result in a "less than good" experience?
11. What is the bandwidth requirement needed to achieve an acceptable end-to-end delay?
12. Will the proposed system provide different frame rates-resolution combinations to a variety of end-points connected to the same conference?
13. What is the designed end-to-end delay for the proposed system?
14. Does the proposed system provide HD quality video?

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15. Will the proposed system provide HD quality video when used with a 3G wireless data modem?
 16. Does the proposed system require a Multipoint Control Unit to create a multipoint conference? If yes, why?
 17. Does the proposed system support Multi-User content sharing? How?
 18. Please describe the capabilities for interfacing with other video conferencing technologies.
 19. Does the proposed system have capability to allow “one-time guest” participants? How?
 20. Does the proposed system integrate into Microsoft Office Communications System?
 21. Will the proposed system work on Apple desktop/laptop/tablet devices?
 22. What Smartphone platforms/devices are supported on the proposed system?
 23. Does the proposed system provide recording and playback capability?
 24. How long and in what capacity has your company been providing video teleconferencing solutions?
- B. System Management:
1. Please describe the management capabilities of the system for end-users and system administration.
 2. Please describe the accounting/call detail records capabilities of the proposed system.
 3. Please list Texas State and/or Local Cooperative Purchasing agreements that include your company’s video teleconferencing solution (example – State of Texas Department of Information Resources).
- C. Implementation Plan:
1. Please describe the system design and provisioning resources and processes that will be utilized to insure a fully functional system that meets Tarrant County operational needs.
 2. Please list the project management team members, specific responsibilities and experience.

RFP FOR ANNUAL CONTRACT FOR VIDEO CONFERENCING SOLUTION

III. PRICING:

- A. The pricing response must be organized in a manner that makes it easy to isolate hardware costs, software costs, licensing fees, management and maintenance fees, and all other costs associated with:
 - 1. Implementing a new video teleconferencing system for ten (10) conference rooms and two hundred (200) desktop video conference users;
 - 2. Managing and maintaining the new system for a three (3) year period; and
 - 3. An option to grow the system to a total of twenty-five (25) conference rooms and five hundred (500) desktop video conference users.
- B. There must be one (1) detailed quote for the **initial** ten (10) conference rooms and two hundred (200) desktop video conference users with three (3) years of managing and maintaining system. There must be a separate quote for the **Growth Price** of an additional fifteen (15) conference rooms and three hundred (300) desktop video conference users. **Failure to submit pricing in this manner will result in pricing scores of zero (0) on the evaluation.**
- C. The price quotes must include: The Specific Quantity, Item ID or Part Number, Description, Unit of Measure, **Unit** Retail Price, Discount Percentage Applied, and Total Price Quoted, for each individual billing element.
- D. All cost, recurring and non-recurring, must be included in the two price quotes and must be presented in a manner that allows all costs to be easily understood evaluated.
- E. Tarrant County reserves the right to increase or decrease the initial quantities based on the current budget of \$155,000.00. The growth quantities are estimates only and may be increased or decreased based on departmental need and budget.

IV. FINANCIAL STABILITY:

- A. Provide copies of Vendor's most recent financial statement (i.e., monthly, quarterly) and audited financial statements for the past three years, each to include corresponding balance sheet, income statement and statement of cash flow.

V. VENDOR REQUIRED CONTRACTS:

- A. Please submit, with your proposal response, a copy of any vendor required contracts (i.e. purchase contract, maintenance contract, etc.) that Tarrant County would be required to sign.

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- B. The successful vendor will be required to provide an original of any vendor required contracts to be reviewed by the Tarrant County District Attorney’s office prior to an award recommendation being made. Vendor contracts are to be governed by the laws of the State of Texas and the venue for any action under the contract shall be in the district courts of Tarrant County, Texas. Since the County can only commit to single-year funding, a fiscal funding out statement must be included in the contract. Failure to provide these documents in a timely manner may justify rejection of the proposal and award to the next-higher qualifying bidder.

VI. EVALUATION CRITERIA:

- A. It is the intent of Tarrant County to award a contract to a single vendor who receives the highest evaluation score and who meets all of the requirements set forth in this RFP.

- B. Initial Ranking of Proposals:

- 1. All proposals received by the due date and meeting submission requirements established in this RFP will be considered and evaluated based on the following weighted scale:

Evaluation Criteria	Weight
Initial Price	45%
Technical Solution	20%
Growth Price	10%
System Management	10%
Implementation Plan	10%
Financial Stability	5%

- C. Oral Presentations:

- 1. The Vendors with the highest initial scores may be invited to provide an oral presentation/demonstration to the Evaluation Committee.
- 2. Prior to the oral presentation, the proposer will be provided with an agenda that reflects specific topics that are of interest to Tarrant County.
- 3. Oral presentations/demonstrations will last no longer than three (3) hours.
- 4. Scoring of the oral presentations/demonstrations will be based on the same criteria used for the initial ranking. The oral presentation score for these vendors will override the initial ranking score. Scores for pricing will remain the same as in the initial ranking.
- 5. Tarrant County reserves the right at its sole discretion to determine if oral presentations/demonstrations are in the best interest of the County. Tarrant County is under no obligation to conduct oral presentation(s).

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D. Best and Final Offer (BAFO):

1. The Vendors with the highest scores may be invited to prepare a Best and Final Offer for consideration by the RFP Evaluation Committee.
2. Tarrant County reserves the right at its sole discretion to determine if pursuing BAFO(s) is in the best interest of the County. The County is under no obligation to pursue BAFO(s).
3. In the event, that Tarrant County elects not to pursue BAFO(s), contract negotiation may be conducted.

E. Contract Negotiation:

1. The Tarrant County Purchasing Department may conduct contract negotiations along with representatives from the Information Technology Department.
2. Tarrant County reserves the right at its sole discretion to determine if pursuing contract negotiation is in the best interest of the County. Tarrant County is under no obligation to pursue contract negotiation.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also know as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$25,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contactors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

RFP FOR ANNUAL CONTRACT FOR VIDEO CONFERENCING SOLUTION

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with proposal.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

RFP FOR ANNUAL CONTRACT FOR VIDEO CONFERENCING SOLUTION

VENDOR REFERENCES

Please list three (3) references (preferably local or state government agencies), **other than Tarrant County**, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine your firm's ability to provide the intended goods or service of this RFP. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this RFP. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your proposal.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
LOCATION: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
EMAIL: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
LOCATION: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
EMAIL: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____
LOCATION: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
EMAIL: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

**THE ORIGINAL AND SEVEN (7) COPIES AND ONE (1) ELECTRONIC COPY
OF THIS FORM MUST BE RETURNED WITH PROPOSAL!**

RFP FOR ANNUAL CONTRACT FOR VIDEO CONFERENCING SOLUTION

PROPOSAL SIGNATURE FORM

The undersigned agrees this proposal becomes the property of Tarrant County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and a storage of equipment and all other matters which may be incidental to the work, before submitting a proposal.

The undersigned agrees if this proposal is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be sixty (60) calendar days unless a different period is noted by the proposer/respondent.

The undersigned affirms that they are duly authorized to execute this contract, that this proposal has not been prepared in collusion with any other Proposer/Respondent, nor any employee of Tarrant County, and that the contents of this proposal have not been communicated to any other proposer/respondent or to any employee of Tarrant County prior to the official opening of this RFP.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this RFP package. **Failure to sign and return this form will result in the rejection of the entire proposal.**

NAME AND ADDRESS OF COMPANY:

Tel. No. _____

E-Mail Address: _____

AUTHORIZED REPRESENTATIVE:

Signature _____

Date _____

Name _____

Title _____

FAX No. _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____

Tel. No. _____

COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO

Corporation organized & existing under the laws of the State of _____

Partnership consisting of _____

Individual trading as _____

Principal offices are in the city of _____

**THIS FORM MUST BE SIGNED AND THE ORIGINAL AND SEVEN (7) COPIES
AND ONE (1) ELECTRONIC COPY RETURNED WITH PROPOSAL.**

RFP FOR ANNUAL CONTRACT FOR VIDEO CONFERENCING SOLUTION

CERTIFICATION OF ELIGIBILITY

(This provision applies if the anticipated contract exceeds \$25,000)

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

Authorized Signature

**THIS FORM MUST BE SIGNED AND THE ORIGINAL AND SEVEN (7) COPIES AND
ONE (1) ELECTRONIC COPY RETURNED WITH PROPOSAL.**

