



United States Department of State

*U.S. Embassy, Bridgetown*

*9/14/16*

The U.S. Embassy, INL Section, Bridgetown, Barbados is inviting quotes for **Digital Recording of Court Proceeding**.

The United States Government reserves the right to cancel this solicitation in part or in full, as necessary. The Request for Quote does not commit the United States Government to make any award. The government intends to award a Purchase Order.

All quotes and questions shall be sent by email to: [albalakr2@state.gov](mailto:albalakr2@state.gov)

Deadline for quotations is: **September 28, 2016**. No offer will be accepted after this date.

**Quantity: 5**

**Minimum specifications:**

- The ability to record multiple audio channels, allowing for isolated audio channel playback.
- The ability to record multiple, completely independent video channels into the same recording file as the audio and notes are saved. As many as four, independent video channels may be recorded.
- Support for IP cameras from makers like Sony and Axis.
- Support for playback recording files on Windows and MAC computers, Android devices and Apple iPads.
- The ability to Stream the recording to a Microsoft Media Server for further re-distribution.
- The ability to "Seal" the recording, in real-time, with the click of the mouse.
- Automatic Gain Control (AGC) and Noise Reduction for the clearest possible audio playback.
- The ability to attach documents to the recording file.
- A visual display of the audio recording levels, during both recording and playback.
- A real-time alert that indicates that audio volumes have fallen below a pre-determined level.

- Confidence monitoring of the audio recording to allow for listening to the recording while it is being captured.
- The ability to playback the audio and video, while at the same time, continuing to record the proceedings.
- A Bookmark feature that allows bookmarks, or cue stops, with text notes, to be imbedded into the audio file.
- A file "Mirror" feature that simultaneously saves the recording file to a network drive or a CD or DVD drive.
- Needs to be certified by Microsoft on the Windows XP, Vista and Windows 7 operating Systems.

**Items and total quantities to be included:**

- (5) 20 Inch all-in-one touch screen computer with 1 Terabyte Hard drive and built-in CD burner, video card, windows 7 Pro, wireless keyboard & Mouse, headset and foot pedal.
- (5) Software (installed)
- (8) Microphones with 25 FT MIC cables

**Price offered shall include handling and shipping cost to the below address:**

Department of State

US Embassy Bridgetown/INL

3120 Bridgetown PL

Washington DC 20521-312020

**Vendor is required to be registered with the System for Award Management (SAM) and have a DUNS number and a CAGE code.**