

United States District Court
Southern District of Florida

Request for Quotation

RFQ Number/Name: PR2012/01036 – Voice IQ DAR Upgrade and 2013 Annual Maintenance
Request Date: September 14, 2012

To:

Special Notes:

The United States District Court for the Southern District of Florida is seeking quotes as detailed in the attached Specifications. This is a request for **Open Market Pricing**.

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer. All items should be quoted F.O.B. Destination.

Quote Deadline: 10:00 a.m., Friday, September 21, 2012

Quotes may be faxed or e-mailed to me at the address below:

Jan Higley, Contracting Officer
United States District Court
400 North Miami Avenue
Miami, FL 33128
Phone: (305) 523-5645
Fax: (305) 523-5649
jan_higley@flsd.uscourts.gov

Questions concerning this RFQ should be emailed or faxed to me at the above address. Answers to questions will be issued in writing to all contractors on the bidder's list for this acquisition.

1.0 Specifications

The U.S. District Court is seeking open-market quotes to upgrade our Voice IQ Digital Audio Recording system to the newer version of Encompass Pro 3.5 (or the newest version available at the time of the upgrade). Vendors must be authorized by VIQ Solutions to provide these services.

Our current software version is Encompass Pro V1. This software upgrade requires us to replace our audio cards to the Digigram PCX440HR which has been approved by VIQ for use in the newer version of Encompass Pro. We will also require training for this application.

We are also requesting quotes for our annual Service Support Agreement Renewal which must be in place in order to obtain the software upgrade at no cost. The current SSM agreement expires on 9/28/2012 and is based on the following:

Software	Qty.
Encompass Workstation SSM	25
Encompass Player SSM	27
Archive Manager SSM	5
Access Point SSM	1
<i>Encompass Server (SSM)</i>	1

2.0 Quotes

Your quote shall include an open-market, firm-fixed price, cost proposal for:

- 30 Digigram PCX-440HR audio-only cards, including shipment/delivery charges
- 3 ea. on-site training sessions will be required for approximately 30-35 end users over a 2-3 day period. We will also require training for 2 technical staff
- The upgraded software will be included at no extra cost as part of this SSM Agreement.
- The Court will require onsite installation and configuration services with our server and the upgrade of the first two workstations. These services will be required during regular hours on a weekday, and no weekend or evening hours will be required.

3.0 Basis for Award:

The basis of award for this RFQ will be made to the responsible vendor whose technically acceptable proposal offers the lowest price.

4.0 Taxes:

The Federal Government is Tax-Exempt. A copy of the tax exemption certificate will be provided upon request. Our Tax ID number is: 23-08326558-51C.

5.0 Payment Terms and Invoices:

The MINIMUM terms accepted by the U.S. District Court are Net 30; however, every effort will be made to expedite invoices offering discounted terms.

Your electronic invoice must be emailed to: e-invoices@flsd.uscourts.gov

6.0 Response Due Date:

5.1 Quotes are due by **10:00 a.m., Friday, September 21, 2012**

5.2 Quotes and questions concerning this RFQ may be faxed or e-mailed to:

Jan Higley, Contracting Officer
United States District Court
400 North Miami Avenue
Miami, FL 33128
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PURCHASE ORDER TERMS AND CONDITIONS

Required Provisions and Clauses for All Open Market Small Purchases

- Clause B-5, Clauses Incorporated by Reference (OCT 2006)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement/clauses.htm>

The following clauses are included by reference:

- Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (JAN 2010)

General Information

The United States District Court for the Southern District of Florida has courthouses and offices located in Miami, Fort Lauderdale, West Palm Beach, Fort Pierce, and Key West. All goods and services shall be delivered to the location specified in the Purchase Order or Statement of Work.

Deliveries

Deliveries may be made Monday through Friday (*excluding Federal holidays*) between 9:00 AM and 4:00 PM. *For deliveries of large or bulky items (i.e. over 50 pounds)*, please contact your Procurement Administrator at least 24 hours in advance to schedule the delivery. Note: Unless otherwise stated, ALL goods require inside delivery. Furniture requires inside delivery, set up, and removal of all packing materials.

IMPORTANT: There is NO STREET PARKING next to ANY FEDERAL BUILDING.

Loading Facilities

The David W. Dyer Federal Building and Courthouse, 300 N.E. First Avenue, Miami, FL , does not have a loading dock. There is a loading zone in front of the building at N.E. 1st Avenue and N.E. 4th Street; however vehicles may not park at this loading zone.

Invoices

The MINIMUM terms accepted by the U.S. District Court are Net 30; however, every effort will be made to expedite invoices offering discounted terms.

To ensure prompt payment, your invoice must be emailed to: e-invoices@flsd.uscourts.gov
Invoices must contain the following information:

- Our purchase order number (*this is very important!*)
- Address to which payment is to be mailed
- Contact name, area code and telephone number
- Order Detail
- Discount Terms

