



UNITED STATES PROBATION OFFICE
DISTRICT OF SOUTH CAROLINA

Professionalism is the Standard!
Excellence is the Goal!

REPLY TO:

Columbia Chief's Office
Strom Thurmond Federal Building
1835 Assembly St., Rm. 611
Columbia, SC 29201-2445
Tel: 803-253-3330
Fax: 803-765-5110

Request for Quote
April 6, 2020

Summary

The U.S. Probation Office, District of South Carolina, is soliciting proposals for a vendor to provide an internet-based conferencing system to conduct secure video conference from any location with defendants housed in correctional facilities.

We are seeking an equipment and software solution capable of providing secure and confidential meetings between U.S. Probation Officers (USPO) and defendants utilizing an internet connection, computer and webcam. The meetings must not be recorded or monitored, and the meeting data must be encrypted to ensure confidentiality. In addition, the system must allow for document sharing and for electronic forms to be completed by the USPO and signed by the defendant.

**Procurement
Requirements**

Requirement	Description
Necessary Components	The successful vendor awarded this project shall provide all components, hardware, and parts necessary for proper assembly, installation, and operation, even though items may not be specifically described in the specifications.
Optional Components	Bidders are encouraged to include optional components which add value and may be added to the contract as individual line items at the Probation Office's discretion.
Delivery	All shipping and handling charges shall be paid by the winning vendor. Responsibility and liability for loss or damage shall remain with the vendor until final inspection and acceptance by the customer.
Method of Award	A fixed price award from this RFQ will be made based on the lowest cost, technically acceptable quote.
This solicitation does not specify a manufacturer. We anticipate vendors will evaluate the functional requirements and propose the best solution for our needs regarding software, programming, and equipment and manufacturer platform. Response should also address the features, quality, reliability, operation, warranty, cost, serviceability, installation and use of solution offered.	
The U.S. Probation Office may elect to make one or multiple awards based on product specific awards, if it is in the best interest of the U.S. Courts. The Department also reserves the right to reject any or all proposals submitted in response to this solicitation in whole or in part, further reserving the right to make no award, modify or cancel, in whole or in part, this solicitation.	

Required Features	• Equipment as well as the software solution for secure videoconferencing. • The meetings must not be recorded or monitored, and the meeting data must be encrypted to ensure confidentiality. • Fully encrypted communications via text, phone or email. • Document sharing and electronic forms to be completed by the USPO and signed by the defendant. • Kiosks equipped with personal computers with Core i5 processors and internet lines with high speed internet to be provided at each location. • No information should be stored on the personal computer at the kiosk or server other than attorney, probation officer or defendant identifiers. • Meeting data should use at least end-to-end 128-bit encryption. • Vendor maintains the equipment and the internet line at each facility. • Available on PC, Mac, iPad, and Smartphones using iOS or Android. • Available to all U.S. Probation staff, attorneys and defendants ensuring private communication across all platforms. • At any time throughout the contract, be verifiable to work using current minimally acceptable security measures as requested by the U.S. Probation Office. • Must be HIPAA Compliant. • Must have handset capability for privacy. • Must enable document sharing, sending & receiving, and signing. • Must offer kiosk functionality. • Must offer reviewing capabilities of Pre-sentence Reports and other related Microsoft Office documents. • Must already have an accepted presence in a detention facility with a federal contract.
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Quote Submission	One signed copy of the vendor's response to this request for quote must be received by the U.S. Probation Office, District of South Carolina. Quotes may be e-mailed in PDF or Microsoft Word format, or hand delivered to the address listed below by 4:30 PM EST. on April 20, 2020. U.S. Probation Office Attention: Jeff Baygents or Yvonne Rojas 1835 Assembly St, 6th Floor Columbia, SC 29201 E-mail: Jeffrey_Baygents@SCP.USCOURTS.GOV Yvonne_Rojas@SCP.USCOURTS.GOV
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Questions	Questions regarding this RFQ should be addressed to: U.S. Probation Office Attention: Jeff Baygents 1835 Assembly St, 6th Floor Columbia, SC 29201 E-mail: Jeffrey_Baygents@SCP.USCOURTS.GOV
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