

REQUEST FOR PROPOSALS

**MARICOPA ASSOCIATION OF GOVERNMENTS (MAG)
REGIONAL VIDEOCONFERENCING SYSTEM PROJECT**

Maricopa Association of Governments
November, 2000

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PUBLIC NOTICE

REQUEST FOR PROPOSALS:

MAG Regional Videoconferencing System Project

The Maricopa Association of Governments (MAG) is requesting proposals for the purchase and installation of nine VTEL Galaxy 2500 units. MAG also requires assessment of the 29 site Regional Videoconferencing System and completion of all installation, service, support, testing and training as necessary to ensure a successful system implementation. Proposers are also requested to include a proposal for ongoing maintenance and support for a period of three years.

Detailed proposal requirements may be obtained by contacting the MAG office at the address indicated below or by visiting the MAG Website at www.mag.maricopa.gov. For a copy of the Request for Proposals (RFP), please contact the Regional Videoconferencing System Project Manager in writing at rvshelp@mag.maricopa.gov or at the address given below, or by fax at (602) 254-6490.

Proposals will be accepted until 12:00 noon (Arizona Time) on Tuesday, November 28, 2000 at MAG, Third Floor, 302 North 1st Avenue, Phoenix, Arizona, 85003. No late, facsimile or electronic submissions will be accepted.

OBJECTIVES

The Maricopa Association of Governments (MAG) is requesting proposals from qualified Proposers to implement videoconferencing in the region. Through the Regional Videoconferencing System (RVS), MAG wants to:

1. Be able to support videoconferencing meetings at all sites.
2. Have several concurrent meetings of subsets of our member agencies including some audio conferences.
3. Support audio only participants for all meetings.
4. Be able to connect to external sites via point-to-point and multi-point through the Multi-point Conference Server (MCS) for collaboration and interviewing.

BACKGROUND

MAG is a Council of Governments (COG) that serves as the regional agency for the metropolitan Phoenix area. MAG serves the 27 local governments and the citizens in the region by dealing with issues and needs that cross city, town and county boundaries. (See Figure 1 for map of member agencies in Maricopa County). The addresses of all the MAG member agency sites and MAG are listed in Appendix A.

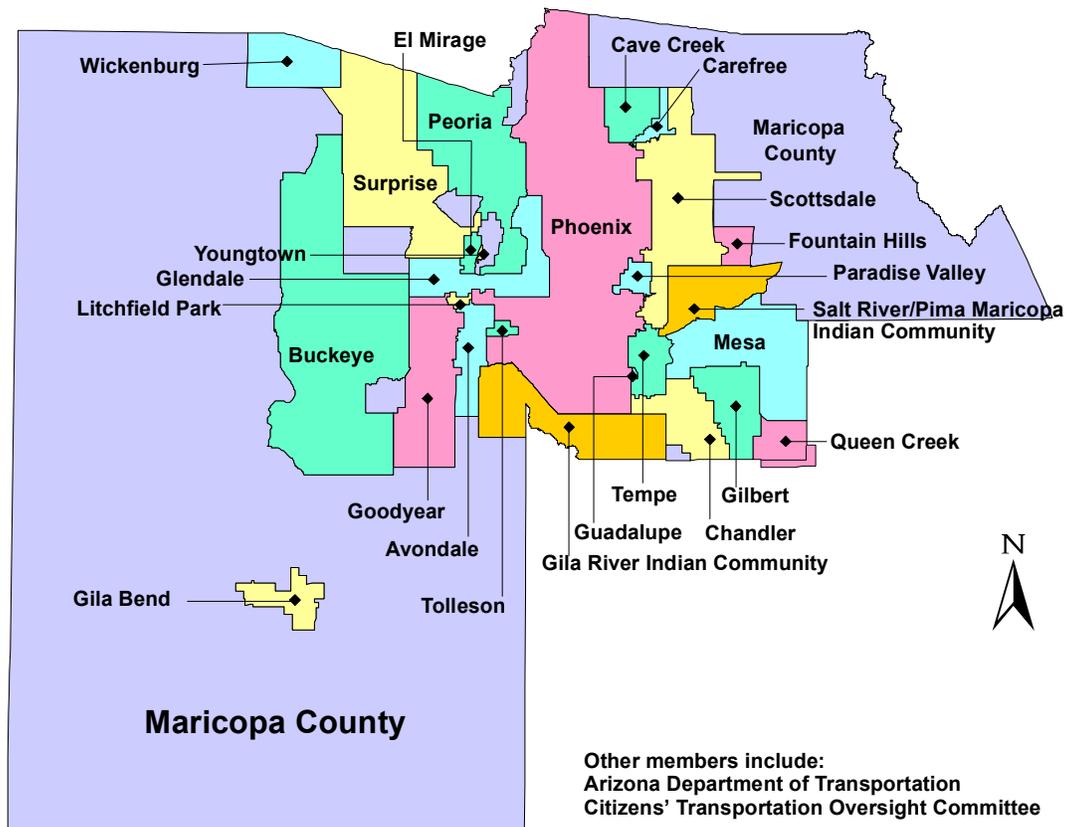


Figure 1 Map of MAG Member Agencies

In 1998 the MAG Regional Council identified as a high priority the establishment of a videoconferencing system to link all MAG member agencies. The objective of the videoconferencing system was to reduce travel to meetings and thereby relieve congestion and decrease air pollution as well as increase public involvement. Funding for the system was provided by Congestion Mitigation and Air Quality funds from the Federal Highway Administration.

MAG developed a two-phase process to establish the videoconferencing system. The first phase involved a needs assessment to help define the videoconferencing requirements for the region. The assessment made recommendations on the specifications for equipment, network, training and other equipment and services needed to implement a regional videoconferencing system and was completed in late 1999.

The second phase of the process involved the implementation of the system. In May, 2000 MAG contracted for the purchase, installation, service, support and training of videoconferencing equipment, network, a 27 port Multi-point Conference Server (MCS) and a 48 port audio conference server (ACS) for the MAG RVS. Because the Contractor was unable to complete the project in accordance with contract specifications, MAG is requesting proposals from qualified Proposers to complete the implementation of the system and to provide service and support for three years from system acceptance as defined in Appendix B, Scope of Work.

The previous Contractor has installed 19 VTEL Galaxy 2500 units at various member agency sites, 1 VTEL Galaxy 5500 unit in the MAG Saguaro room, an Ezenia 27 port MCS at MAG, and a 48 port Latitude ACS at MAG. The Contractor also coordinated network installation to link member agencies. See Appendix C for a Videoconferencing status summary. To date, 35 of 60 Site Coordinators have received end user audio conference training and 25 of 60 Site Coordinators have received Train the Trainer audio conference training. The Site Coordinators are responsible for training other end users on the use of the conference call system. See Appendix B, Scope of Work, Training.

At the hub site (MAG) there are 8 ISDN PRI for the MCS, 2 Uniform Access Solution (UAS) for the ACS, 3 ISDN BRI for the Palo Verde and Mesquite meeting rooms, and 3 ISDN BRI in the Saguaro meeting room. At the end sites there are 3 ISDN BRI for each site, except for Gila River Indian Community which has a point to point T1 connection and the Town of Wickenburg which will be using a microwave solution. All sites received an analog phone line or 1 FB (flat rate business line) for the purpose of remote diagnostics. See Appendix D for a detailed videoconferencing status report by site. The equipment received to date for the MAG custom room, or Saguaro room is listed in Appendix D. In most instances, it is preferable to use this equipment. However, the successful Proposer is not obligated to recommend this existing equipment and is encouraged to provide a complete recommendation for the custom room.

To date, no sites have been determined to be fully operational. Therefore all sites must be visited, tested and checked to ensure that the videoconferencing units and other purchased equipment and software are fully operational and complete. Following installation of the remaining videoconferencing units at the nine end sites, testing of all sites in a regional environment and in various situations shall be conducted. Videoconferencing training for all sites is required as identified in the Training Plan in Appendix B, Scope of Work. Following installation, testing and training, service and support of the system for three years is required as described in Appendix E, Maintenance Contract Expectations.

PROPOSAL REQUIREMENTS

Project Cost and Schedule

The Proposer shall not exceed the prices as listed in Exhibit B-3. Prices quoted in the proposal shall not be increased for a period of one year for both MAG and MAG member agencies' purchases. In all cases where new equipment is being recommended, information following the format of Exhibit B-3, Table 1 should be included. The Proposer shall identify a schedule indicating total completion of the installation within 90 days from notice to proceed.

Proposal Delivery

1. Ten (10) copies of the proposal must be submitted by 12:00 p.m. (Arizona Time) on Tuesday, November 28, 2000.

Maricopa Association of Governments
Attention: RVS Project Manager
302 North 1st Avenue, Third Floor
Phoenix, Arizona 85003

Timely receipt of the proposals will be determined by the date and time they are received at the above address. No late, facsimile or electronic submissions will be accepted. Therefore, hand delivery is encouraged.

The proposals will be opened publicly and the name of each respondent submitting will be read at 2:00 p.m. on Tuesday, November 28, 2000 at the MAG Offices, Suite 200, Ocotillo Room, 302 North 1st Avenue, Phoenix, Arizona 85003.

All material submitted in response to this solicitation becomes the property of MAG and will not be returned.

2. Any questions regarding this Request for Proposals should be directed in writing to the RVS Project Manager, at MAG, 302 North 1st Avenue, Suite 300, Phoenix, Arizona 85003 or e-mail to rvshelp@mag.maricopa.gov or by fax at (602) 254-6490. Additional information regarding MAG activities, may be found on the web site (<http://www.mag.maricopa.gov>).
3. A Proposers Conference has been scheduled for Tuesday November 14, 2000 at 3:00 p.m. at the MAG Office, Suite 200, Palo Verde Room, 302 North 1st Avenue, Phoenix, Arizona. An audio conference call has been set up for potential Proposers who wish to attend the Proposers' Conference via audio. At 2:55 p.m. please dial 602 261-7510, press 1 to attend a meeting, enter the meeting id# 84336 (video). An opportunity will be given to all potential Proposers to inspect the equipment and network at MAG, related to the videoconferencing project from 1:00 p.m. to 5:00 p.m. on that day.

PROPOSAL CONTENT

It is required that the Request for Proposals:

1. Be limited to a maximum length of thirty (30) pages, including a cover letter, résumés, and any appendices.
2. Include a narrative explaining Proposer's approach and an explanation of how the Proposer will carry out the work requested in this solicitation. Specific items to be addressed are the:
 - a. Purchase and installation of nine VTEL Galaxy 2500 videoconferencing units at nine different sites.
 - b. Testing of the 29 site regional videoconferencing system to ensure it is in working order and complies with all standards and specifications.
 - c. Conducting training on the videoconferencing equipment.
 - d. Providing service and support of the system for three years from the time the system is accepted as fully operational and complete.
3. Include a preliminary schedule for the project in bar-chart format. Indicate all work plan tasks and their durations. The schedule shall clearly identify project deliverable dates.
4. Contain a staffing plan for the project that includes the:
 - a. Hours required by task.
 - b. Percent effort (time) of each team member for the contract period.
 - c. The role and level of MAG technical staff support, if any.
5. The Disadvantaged Business Enterprise (DBE) participation goal for this project is 11 percent. DBEs proposed are required to be certified by ADOT or the City of Phoenix. Each RFP shall include the following information to meet the DBE requirements:
 - a. A clear and concise description of the work that each DBE will perform; and
 - b. The dollar amount of the participation of each DBE firm participating; or
 - c. If the 11 percent goal is not met, evidence of good faith efforts to meet the goal.
6. Include résumés for each person who will work on this project, which focuses upon your firm's experience in this type of project.
7. Each individual submitting a proposal is required to certify that he/she will comply with, in all respects, the rules of professional conduct set forth in A.C.R.R. R4-30-301 (see Appendix F), which is the official compilation of Administrative Rules and Regulations for the State of Arizona.

8. Include Proposer's recent experience (last five years) in performing work similar to that anticipated herein. This description shall include the following:
 - a. Date of project.
 - b. Name and address of client organization.
 - c. Name and telephone number of individual in the client organization who is familiar with the project.
 - d. Short description of project.
 - e. Proposer's team members involved and their roles.
9. All individuals submitting a proposal will be required to include a "*Proposer's Registration Form*" (See Appendix G) along with the proposal. In addition, a "*Proposer's Registration Form*" is required to be included for each subcontractor proposed for this project.
10. Each firm shall document within its proposal any potential conflicts of interest. A conflict of interest shall be cause for disqualifying a Proposer from consideration. A potential conflict of interest includes, but is not limited to:
 - a. Accepting an assignment where duty to the client would conflict with the Proposer's personal interest, or interest of another client.
 - b. Performing work for a client or having an interest which conflicts with this contract.
 - c. Being employed by MAG or one of its member agencies within the past three years.

MAG will be the final determining body as to whether a conflict of interest exists.

PROPOSAL EVALUATION PROCESS

1. All proposals will be evaluated by an evaluation group. Evaluation criteria include the following:

a. Experience and Customer Service (25%)

Proposers should demonstrate a proven track record with VTEL videoconferencing equipment and responsiveness in meeting the needs of customers.

b. Responsiveness to the RFP (25%)

Proposers should provide a clear, realistic and technically sound approach to meeting the requirements of the RFP and should propose enhancements to elements of the RFP when appropriate. Proposer should also demonstrate an ability to meet the service and support requirements of the RFP including the ability to provide on-site service within four (4) business hours.

c. Commitment, Capability, and Staffing (25%)

Proposers should demonstrate the ability and commitment to complete the project within the specified time period, meet all deadlines for performing tasks and submitting work products, and ensure quality control while maintaining the flexibility to deal with change and contingencies. Proposer's staffing plans should include personnel who have adequate levels of education and relevant experience. The Proposer should also demonstrate the ability to take responsibility for coordinating all aspects of the project and to ensure that key personnel are available throughout the project.

d. Cost (25%).

2. On the basis of the above evaluation criteria, selected Proposers submitting proposals may be interviewed prior to the selection of a CONTRACTOR. If an interview is held, it is highly recommended that the Proposer's Project Manager be in attendance at the interview. MAG may conduct discussions with Proposers prior to recommendation of award.

3. MAG reserves the right to:

a. Cancel this solicitation.

b. Reject any and all proposals and re-advertise.

c. Select the firm that, in its judgment, will best meet its needs.

d. Negotiate a contract that covers selected parts of the requested services, or a contract that will be interrupted for a period or terminated for lack of funds.

ADMINISTRATIVE REQUIREMENTS

1. This Request for Proposals is for approximately \$300,000 to \$500,000 for purchase, installation, testing, System Acceptance, and training for the MAG RVS and for approximately \$400,000 to \$450,000 for three years maintenance and support for the MAG RVS excluding monthly network costs.
2. During the course of the project, a monthly progress report is required to be submitted within ten (10) working days after the end of each month until all services are provided. Each report shall include a comprehensive narrative of the activities performed during the month, an estimated percent complete for each project task, monthly and cumulative costs by task, activities of any subcontractors, payments to any subcontractors, a discussion of any notable issues or problems being addressed, and a discussion of anticipated activities for the next month.
3. MAG shall retain ten percent (10%) of the invoice amount, withheld from each invoice, as final payment until completion of the project to the satisfaction and acceptance of the work. Final payment shall be made after acceptance of the final product and invoice.
4. An audit examination of the selected firm's records may be required.
5. The firm that is selected will be required to comply with Titles VI and VII of the Civil Rights Act of 1964. The selected firm will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR Part 60). The CONTRACTOR will also be required to comply with all applicable laws and regulations of the U.S. Department of Transportation.
6. The firm selected will be required to comply with MAG insurance requirements, which may include: Workmen's Compensation, Architects and Engineers Professional Liability insurance, Comprehensive General Liability insurance, Business Automobile Liability insurance, and Valuable Papers insurance.
7. The firm selected is required to document any potential conflicts of interest during the contract period. A conflict of interest shall be cause for terminating a contract. A potential conflict of interest includes, but is not limited to:
 - a. Accepting an assignment where duty to the client would conflict with the selected firm's personal interest, or interest of another client.
 - b. Performing work for a client or having an interest which conflicts with this contract.
 - c. Having personnel who were employed by MAG or one of its member agencies within the past three years.

MAG will be the final determining body as to whether a conflict of interest exists.

8. The firm that is selected will be required to comply with the MAG Disadvantaged Business Enterprise (DBE) Program requirements. The annual overall DBE goal is 11 percent. A complete copy of MAG's DBE Program is available on the MAG Website at www.mag.maricopa.gov. (See Appendix H for copy of "MAG's Key DBE Regulatory Requirements.")
9. The firm that is selected will be required to post a performance bond.

APPENDIX A

HUB AND END SITE ADDRESSES, LOCATION OF VIDEOCONFERENCING ROOM AND TELEPHONE AREA CODE AND PREFIX

City of Avondale
1825 North 107th Ave.
Conference Room
Avondale, Arizona 85323
480-932

Town of Carefree
100 Easy Street
Conference Room
Carefree, Arizona 85377
480-488

City of Chandler
125 E. Commonwealth Ave.
Community Center Room 201
Chandler, Arizona 85225
480-782

Town of Fountain Hills
16836 East Palisades, Building A
Conference Room
Fountain Hills, Arizona 85268
480-816

Gila River Indian Community
315 West Casa Blanca Road
Small Conference Room
Sacaton, Arizona 85247
520-562

City of Glendale
5850 West Glendale Avenue
Council Chambers
Glendale, Arizona 85301
623-930

Town of Guadalupe
9241 South Avenida del Yaqui
Guadalupe, Arizona 85283
480-730

Town of Buckeye
100 North Apache, Ste. A
Conference Room
Buckeye, Arizona 85326
623-386

Town of Cave Creek
37622 North Cave Creek Road
Court Administration Conference Room
Cave Creek, Arizona 85331
480-488

City of El Mirage
14405 North Palm Street
City Hall Conference Room
El Mirage, Arizona 85335
623-972

Town of Gila Bend
644 West Pima Street
Council Chambers
Gila Bend, Arizona 85337
520-562

Town of Gilbert
1025 South Gilbert Road
Executive Conference Room 301
Gilbert, Arizona 85296-3401
480-503

City of Goodyear
119 North Litchfield Road
Firebay Room
Goodyear, Arizona 85338
623-932

City of Litchfield Park
214 West Wigwam Boulevard
Council Chambers
Litchfield Park, Arizona 85340
623-935

Maricopa County
301 West Jefferson
Conference Room 1040 (10th Floor)
Phoenix, Arizona 85003
602-506

Town of Paradise Valley
6433 East Lincoln Drive
Police Department Auditorium
Paradise Valley, Arizona 85253-4399
480-348

City of Phoenix
200 West Washington Street
12th Floor Subcommittee Room
Phoenix, Arizona 85003-1611
602-262

Salt River Pima-Maricopa Indian Community
10005 East Osborn Road
Lower Level Conference Room
Scottsdale, Arizona 85256
480-850

City of Surprise
12425 West Bell Road, Ste. D-100
Training/Meeting Room
Surprise, Arizona 85374
623-583

City of Tolleson
9555 West Van Buren
Council Chambers
Tolleson, Arizona 85353
623-936

Town of Youngtown
12030 Clubhouse Square
Town Hall Conference Room
Youngtown, Arizona 85363
623-933

City of Mesa
20 East Main Street, 8th Floor
City Attorneys Conference Room
Mesa, Arizona 85211
480-644

City of Peoria
8401 West Monroe Street
Council Chambers
Peoria, Arizona 85345
623-773

Town of Queen Creek
22350 South Ellsworth
Kiwanis Conference Room
Queen Creek, Arizona 85242-9311
480-987

City of Scottsdale
3939 Civic Center Boulevard
Kiva or Attorney Conference Room
Scottsdale, Arizona 85251
480-312

City of Tempe
31 East 5th Street
Human Resources Conference Room
Tempe, Arizona 85281
480-350

Town of Wickenburg
155 North Tegner, Ste. A
Conference/Council Room
Wickenburg, Arizona 85390
520-684

Maricopa Association of Governments
302 N. 1st Ave. Ste. 200
Palo Verde Room, Mesquite room and Saguaro
Room
Phoenix, Arizona 85003
602-254

APPENDIX B

SCOPE OF WORK MAG REGIONAL VIDEOCONFERENCING SYSTEM PROJECT

I. PROJECT REQUIREMENTS

This section sets forth the CONTRACTOR'S responsibilities required to implement the MAG Regional Videoconferencing System.

1. PROJECT COORDINATION

1.1 Supervision by CONTRACTOR

The CONTRACTOR shall supervise and direct the work, and shall be solely responsible for the means, methods, techniques, sequences and procedures of design, installation and implementation. The CONTRACTOR shall employ and maintain a qualified supervisor or superintendent who shall have been designated in writing by the CONTRACTOR as the CONTRACTOR's representative at the work sites (the "Project Manager"). The Project Manager shall have full authority to act on behalf of the CONTRACTOR and all communications given to the Project Manager shall be as binding as if given to the CONTRACTOR.

1.2 Coordination Responsibilities

The CONTRACTOR shall have responsibility for project coordination. In this capacity, the CONTRACTOR shall be responsible for:

1. Communicating project status/issues on an ongoing basis for all interested parties;
2. Scheduling and coordinating activities with all project participants as identified in conjunction with MAG;
3. Verifying equipment shipment and arrival date with MAG and member agency contacts;
4. Maintaining timelines for system deployment;
5. Serving as a liaison for escalation of project issues, (i.e., network delays, hardware shipping, etc.);
6. Coordinating all training associated with equipment and network for end site and hub site coordinators and end users;
7. Coordinating all aspects of hub and end site installation;
8. Integrating the network including product-to-product communication verification, connection of all available Input/Output (I/O) port cables, network cut over, interface verification check and limited operator familiarization;
9. Providing a document in electronic format (AutoCAD LT 2000 for the drawing and Microsoft Word 97 for the document) of the proposed System setup with accompanying diagram;

10. Providing a final "as-built" document in electronic format (AutoCAD LT 2000 for the drawing and Microsoft Word 97 for the document) of the entire Regional Videoconferencing System as implemented;
11. Evaluating and recommending an integrated web based scheduling package for the MCS and ACS;
12. Preparing three (3) camera-ready Project Newsletters in hard copy and electronic format (Microsoft Word 97) which will be distributed by MAG to provide information to the general public regarding the status of the project and upcoming meetings and activities; and
13. Preparing a draft and final report in hard copy and electronic format (Microsoft Word 97) which summarizes all work performed on the project.

MAG's oversight of the process shall in no event relieve the CONTRACTOR from any obligations or liability hereunder.

1.3 Applicable Laws

The CONTRACTOR shall take all steps necessary for the safety of its employees and subcontractors and will comply with all applicable provisions of federal, state and local law. The CONTRACTOR shall keep the premises of the installation sites clear of debris caused by installation.

1.4 Status Reports

The CONTRACTOR'S Project Manager shall complete a weekly status report in hard copy and electronic format (Microsoft Word 97) that will identify any deviations from the project milestones. A copy of the status report shall be distributed to MAG, which will include the tasks that have been completed, the tasks that need to be completed and an updated project milestone chart. The report will also identify any changes, requests or issues that remain unresolved and include a plan on how to resolve these open issues. This report will be reviewed weekly with MAG and the project participants as identified in conjunction with MAG.

2. EQUIPMENT

2.1 Specifications

The minimum specifications for the System are as set forth in Appendix B, Scope of Work, Exhibit B-1.

2.2 Ordering

Equipment and software furnished under the Scope of Work shall be ordered by MAG through purchase orders. Purchase orders issued shall be subject to the terms and conditions of the Scope of Work, and unless otherwise agreed in writing by the parties, the terms and conditions contained in any such purchase order shall be superceded by the terms of this Scope of Work. Upon receipt of the purchase orders, the CONTRACTOR shall order the equipment.

2.3 Delivery and Staging

The CONTRACTOR shall arrange for shipment of equipment to the end points and to the hub locations for installation. The delivery and installation time frames shall be as set forth by the CONTRACTOR and within the 90 day time frame from notice to proceed.

Equipment shall be stored at the CONTRACTOR or manufacturer location and shipped according to the schedule. All components for each location shall be inventoried, stored and shipped together. Neither MAG nor the member agencies will take possession of or assume risk of loss for the equipment until it is installed. Control and security of the equipment until complete installation is the responsibility of the CONTRACTOR.

The CONTRACTOR shall work with the end sites to ensure equipment is delivered to each site and installed on the same day. Installation of equipment shall occur when the network is already in place and performance tested.

2.4 Installation

Installation shall be performed by a technician experienced in installing videoconferencing systems who has been authorized by the vendor(s) of record, and installation shall be done in accordance with all applicable building and electrical codes, and shall consist of, but not be limited to all of the following:

1. Site inspection;
2. Unpacking of products;
3. Product inventory and inspection;
4. Power-up testing;
5. Installation and configuration of all software and hardware;
6. Product orientation for hub and end site coordinators including diagnostic and troubleshooting procedures, module function descriptions, product features, and network description; and
7. Providing manufacturer's product documentation.

The CONTRACTOR's Project Manager shall identify and maintain a log of anything that does not function as specified in the Scope of Work and report it to the MAG Project Manager. The CONTRACTOR shall resolve any identified discrepancies before System Acceptance as defined in Section 5.2 of this Scope of Work.

2.5 Conform to Specifications

The equipment and software furnished under this Scope of Work shall be new and free from all defects in design, workmanship and materials. If any product does not conform to the manufacturer's official published specifications, the CONTRACTOR shall correct the defects or replace the product without charge.

2.6 Costs

The prices for equipment, network installation, and all other charges shall be as set forth in Exhibit B-3. Installation costs shall include at a minimum all labor, and all actual and implied work to install the System to operable status, to connect to the network, to install the required software and to configure the equipment. All work shall be done in accordance with all building and electrical codes.

3. NETWORK

3.1 Ordering

MAG shall issue a purchase order to the Network Service Provider for the acquisition of the required network.

3.2 Delivery and Staging

The CONTRACTOR shall coordinate through the Network Service Provider to:

1. Confirm equipment and services delivered and to be ordered
2. Confirm installation date(s) with Network Service Provider;
3. Verify that the network will be installed and live one full week prior to actual video installation;
4. Serve as the liaison with the Network Service Provider;
5. Provide circuit information and/or ID #'s to CONTRACTOR Project Manager and field engineer and MAG Project Manager if necessary;
6. Provide documentation relating to the environmental considerations; Environmental considerations include: equipment size and weight, operating environment, power consumption and power requirements;
7. Provide and confirm installation of a separate analog phone line to each videoconferencing room for remote diagnostics.

As identified in Appendix C, the majority of sites already have network installed. The CONTRACTOR will confirm successful network installation in all sites prior to equipment installation.

3.3 Installation

CONTRACTOR'S Network Service Provider shall confirm provision of the network to a demarcation point or to the videoconference room depending on each jurisdiction's preference, as identified in Appendix B, Exhibit B-2. The CONTRACTOR's Network Service Provider shall guarantee a line quality capable of supporting a transmission rate of at least 384 kilobits per second and capable of supporting 30 frames per second and as required for proper support of H.320. The CONTRACTOR'S Network Service Provider shall confirm installation of a separate analog phone line in each videoconferencing room for remote diagnostics. The CONTRACTOR'S Network Service Provider will install any outstanding network necessary to complete the RVS and ensure that all network is completely functional as identified in Exhibit B-1, Table 5.

The installation shall be performed by a technician/engineer experienced in installing networks and who has been authorized by the vendor(s) of record.

The CONTRACTOR shall identify and maintain a log of anything that does not function as specified and report it to MAG, as well as resolve any identified discrepancies before System Acceptance as defined in Section 5.2 of this Scope of Work.

3.4 Network Certification

The CONTRACTOR shall specify the certification process for the network. In conjunction with the equipment installation, the CONTRACTOR shall test the network and certify that it is functioning properly for all call types. Call types include testing long distance calls, point to point calls, multi-point calls, etc. The field engineers installing the equipment shall also provide the network certification. These call types must be tested for each end point and thoroughly tested at the hub location.

4. SERVICE AND SUPPORT

4.1 Service, Maintenance and Support

The CONTRACTOR shall maintain and provide support services for the System. In the event of component failure, the CONTRACTOR shall guarantee parts and on-site technician support within four business hours. The CONTRACTOR must guarantee availability of service maintenance and parts for 3 years after the date of System Acceptance, as defined in Section 5.2 of this Scope of Work. In no event shall System Acceptance occur without MAG's written acceptance.

Maintenance, service and support shall include the services set forth as follows:

Equipment:

The CONTRACTOR shall warrant all software and equipment for a period that extends one year after System Acceptance. The first year's operating costs as part of the maintenance agreement should take into account this warranty period.

Network:

The CONTRACTOR shall coordinate with the Network Service Provider to provide services in accordance with the service agreement between the Network Service Provider and MAG.

4.2 Software Upgrades

Software upgrades shall be provided at no extra charge during the three year contract period.

4.3 Training

The CONTRACTOR shall provide the following training course plans:

1. End User Training
 - a. Being a participant in a videoconference
 - b. Being a leader in a videoconference
 - c. Being a presenter in a videoconference
 - d. Videoconferencing etiquette
 - e. System overview
 - f. Tips and techniques
2. Site Coordinator Administrative Functions
3. Technical Systems Information
4. Hub Site Administrative Functions
5. Multi-pont Conference Server Functions
6. Audio Conferencing Server Functions
7. Train the Trainer for End User Training

For more information on these plans see Exhibit B-1, Table 10 and Exhibit B-3, Table 2.

Hub site coordinators shall receive videoconferencing, MCS, and ACS training by the CONTRACTOR. The videoconferencing training shall include training on both end site and hub site equipment. All hub site training shall be given in time to prepare the hub site coordinator to be ready to operate the system at time of acceptance. MCS and audio conferencing server training shall be scheduled through the MAG Project Manager and CONTRACTOR Project Manager as soon as possible. Training materials and documentation in electronic format (Microsoft Word 97) and hard copy format shall be provided.

All hub site coordinators and end site coordinators and their backup personnel shall be trained by the CONTRACTOR. This group (the "Site Coordinators") will not exceed 60 people, except for End User training. The CONTRACTOR shall also train all end users with a maximum of 50 classes.

The CONTRACTOR shall be responsible for training the Site Coordinators and shall supply training materials for each Site Coordinator including at least: one (1) System Manual, one (1) System User's Guide, one (1) Internal Training Manual and one (1) set of workbooks for each training course in electronic format (Microsoft Word 97) and hard copy format. The Site Coordinators manual shall describe the content and process of the training courses.

The CONTRACTOR shall supply a basic training session at the time of installation for end point systems. This training is intended to enable sites to place a call to a remote site for an initial face to face meeting.

Upon completion of the hardware/software installation and activation of the System, but prior to Final Acceptance, the CONTRACTOR shall provide training at a time and place mutually agreed upon by CONTRACTOR and MAG. The CONTRACTOR shall provide MAG with schedules listing all forms of training offered with locations and costs.

5. TESTING AND ACCEPTANCE

5.1 System Testing

The CONTRACTOR's process for bench testing the equipment for the System is set forth as follows:

1. System will be removed from packing and checked for physical damage.
2. All documentation and software will be packaged in a folder by unit and a copy of the serial number will be logged at the shop.
3. Unit will be programmed and fully tested at the CONTRACTOR's location for a 24 hour period before delivery to the site.

The CONTRACTOR is responsible for identifying and carrying out tests to verify proper function and interoperability of all equipment. The CONTRACTOR shall ensure that the System is fully operational and in compliance with the performance specifications before requesting System Acceptance as defined below.

5.2 System Acceptance

Written acceptance of the System shall be given after MAG has determined that the System is fully operational, complete, and in compliance with all specifications set forth herein. In no event shall System Acceptance occur without MAG's written acceptance.

The CONTRACTOR'S Project Manager shall review all the test results, and confirm compliance to the design(s). The CONTRACTOR'S Project Manager shall ensure that the system is fully operational and in compliance with the performance specifications before requesting written acceptance. A meeting to confirm that all systems are fully operational will then be scheduled.

5.3 Partial Acceptance

MAG may sign off on individual sites as they are installed, but as defined in Appendix B, Section 5.2 of this Scope of Work, System Acceptance will not occur until all sites have been installed and accepted as operational and complete. At that time, the warranty shall begin for the entire System.

II. DELIVERABLES

The deliverables for the full Regional Videoconferencing System are noted below:

1. Project Coordination

- 1.1 Gantt chart for the Regional Videoconferencing System in hard copy and electronic format (Microsoft Project 98)
- 1.2 Weekly status reports in hard copy and electronic format (Microsoft Word 97)
- 1.3 Three (3) camera-ready project newsletters in hard copy and electronic format (Microsoft Word 97)
- 1.4 A draft and a final report summarizing all work performed on the project in hard copy and electronic format (Microsoft Word 97)
- 1.5 Any other deliverables necessary for the successful completion of this task

2. Equipment

- 2.1 Phased deployment schedule for equipment ordering and delivery in electronic format (Microsoft Project 97) and hard copy format (Refer to Exhibit 3, Delivery and Installation Time frames)
- 2.2 Complete installation of twenty-eight (28) VTEL Galaxy 2500 units for the end sites (Refer to Exhibit B-1, Table 2 Videoconferencing Equipment at End Sites and Exhibit B-3, Table 1).
- 2.3 Complete installation of (1) VTEL Galaxy 5500 videoconferencing unit for the hub site (Refer to Exhibit B-1, Table 3 Videoconferencing Equipment at Hub Site and Exhibit B-3, Table 1)
- 2.4 Complete custom room design and implementation for the MAG Saguario Room (Refer to Exhibit B-1, Table 4 and Exhibit B-3, Table 1)
- 2.5 Functional 27 port Ezenia Multi-point Conference Server including associated software (Refer to Exhibit B-1, Table 8 and Exhibit B-3, Table 1)
- 2.6 Functional 48 port Latitude ACS (Refer to Exhibit B-1, Table 9 and Exhibit B-3, Table 1)
- 2.7 All necessary training manuals for the equipment
- 2.8 Manufacturers product documentation and warranty
- 2.9 Monthly logs of anything that does not function as specified as well as measures taken to resolve any identified discrepancies
- 2.10 Documentation of process for bench testing videoconferencing equipment
- 2.11 Warranty that all workmanship and materials furnished under this Scope of Work will be guaranteed for a period of one (1) year.
- 2.12 Equipment support program
- 2.13 Equipment performance data, logged electronically for reporting and analysis
- 2.14 A document in electronic format (AutoCAD LT 2000 for the drawing and Microsoft Word 97 for the document) of the proposed system setup with accompanying diagram
- 2.15 An "as built" document in electronic format (AutoCAD LT 2000 for the drawing and Microsoft Word 97 for the document) of the entire videoconferencing system as implemented.
- 2.16 Training materials including one Site Coordinator Manual in both hard copy and electronic format (Microsoft Word 97), which describes the content and process of the training courses
- 2.17 A set of workbooks for each training course referenced herein in electronic format (Microsoft Word 97) and hard copy format for each Site Coordinator
- 2.18 A complete training program for the operation and maintenance of all installed equipment
- 2.19 All equipment marked with MAG property tags, and tag and serial numbers noted and returned to MAG.
- 2.20 Any other deliverables necessary for the successful completion of this task.

3. Network and Service and Support (as provided by Network Service Provider)

- 3.1 Complete installation of ISDN BRI
- 3.2 Complete installation of T1 network for the Gila River Indian Community
- 3.3 Complete installation of network for the Town of Wickenburg

- 3.4 Service and support for 8 ISDN PRI and 2 UAS at the hub site (MAG) and all end site network, network end point equipment, internal wiring, and analog phone lines
- 3.5 One separate analog phone line for Town of Guadalupe's videoconferencing room
- 3.6 Monthly logs of anything that does not function as specified as well as steps to resolve discrepancies
- 3.7 Certification that network is in working order
- 3.8 Warranty of all workmanship and materials guaranteed for a period of one (1) year
- 3.9 Support program for network installation
- 3.10 Ongoing support program
- 3.11 Network performance data, logged electronically for reporting and analysis
- 3.12 Written description of completed network setup with an accompanying diagram
- 3.13 Troubleshooting, verification and coordination of existing network.

III. SCHEDULE

The CONTRACTOR is requested to identify a schedule indicating total completion of the installation within 90 days from the notice to proceed.

IV. BUDGET

The CONTRACTOR shall not exceed the prices as listed in Exhibit B-3. The CONTRACTOR shall regard the prices and commitments identified in all exhibits of this Scope of Work as minimum requirements.

EXHIBIT B-1

SYSTEM SPECIFICATIONS

These are the minimum specifications for the RVS.

Table One: Overall End and Hub Site Equipment -VTEL

	Minimum Specification	Included (yes/no)	Comments
1	Audio maintained without dropping the call even when there is a significant loss of bandwidth	No	Only the Tandberg Product line is capable of maintaining the call if one or more ISDN lines are dropped. The VTEL product line typically drops the call if there is trouble on any of the channels.
2	12 x 5 Help Desk support	Yes	
3	Four business hours on-site technician support and parts	Yes	
4	Simple Network Management Protocol (SNMP) compatibility	Yes No, this feature has not been included for the end site equipment but has been included for the hub site equipment.	The VTEL endpoints are fully compatible with our SNMP manageability product known as SmartVideoNet Manager. This is a very powerful central site software license with a list price of \$1,500.00 that allows for the SNMP manageability of all VTEL endpoints over an Ethernet link from a centralized Windows NT server. Virtually all features of the endpoints and the VTEL SmartLink are controllable with this software.
5	All software must have a graphical user interface (GUI) and be either Web or Windows™ based	Yes	
6	System and tools for logging trouble alerts with critical alerts requiring acknowledgment	Yes, if the system is equipped with SmartVideoNet Manager. No, this feature has not been included for the end site equipment but it has been included for the hub site equipment.	The VTEL system, when combined with the SmartVideoNet Manager mentioned in 4, will provide for these critical alerts. The VTEL endpoints will also log all trouble alerts internally for analysis without additional software.

Table One: Overall End and Hub Site Equipment -VTEL

	Minimum Specification	Included (yes/no)	Comments
7	System and tools to record access and reporting	Yes, if the system is equipped with SmartVideoNet Manager. No, this feature has not been included for the end site equipment but it has been included for the hub site equipment.	Basic call logs for recording access and reports are provided as part of the VTEL system without SmartVideoNet Manager.
8	Capable of listing all conference sites by name, security with password entry	Yes	Within each system's address book, access can be password protected.
9	Interoperability between hub site and end site equipment that conform to International Telecommunications Union (ITU) video and audio standards, far end camera control, remote preset and video input selection	Yes	
10	Direction control in multi-point conferences	Yes	Chair Control H.243 is a standard feature on the endpoints and hub site and has been included on the MCS.
11	Picture in picture	Yes	
12	Automatically locates speaker	Yes, this feature has been included in the Palo Verde and Saguaro Room and can be installed at other endpoints for a fee of \$3,750 per site. This is a reduced fee of 50% to be extended for 180 days from date of contract signing. Six end sites purchased this feature as part of an optional upgrade. No, it has not been included at the endpoints.	The VTEL Galaxy 5500 or any roll-about equipped with the SmartTrak Option will automatically locate the person who is speaking during a videoconference. The standard Sony EVI-D30 camera provided with the Galaxy products other than the 5500 has a built-in software method for following a specified individual who is moving around a room in presentation mode. This is an optional item not priced into the 27 endpoints.
13	Full duplex echo cancellation	Yes	

Table One: Overall End and Hub Site Equipment -VTEL

	Minimum Specification	Included (yes/no)	Comments
14	Automatic noise suppression and gain control with self adjusting noise control	Yes	
15	Indication of microphone status (mute, un-mute) of the microphones at near and far sites	Yes/No	The local site that actuates the mute feature sees a symbol that indicates that this system has been muted. The far site does not see a specific indication that the mute feature is enabled.
16	Automatic near-end mute capability in auto answer mode	No	The VTEL System can be left in local mute mode when not in a call to accomplish this. Furthermore, the system can be programmed to block undesirable calls.
17	Various sizes of displays, from small to large screens	Yes	
18	All sites should be able to attach an external computer to run presentations and be able to see the images on the monitor or projector.	Yes	
19	Cart for all VTEL units	Yes	

Table Two: Videoconferencing Equipment at End Sites

	Minimum Specification	Included (yes/no)	Comments
1	Videoconferencing equipment is upgradable to greater functionality, such as speaker tracking, greater data collaboration features, greater video and audio communications features; and additional peripheral equipment such as more and larger monitors, more microphones, point tilt zoom cameras, document camera, whiteboard, videocassette recorder (VCR), etc.	Yes	
2	Computer slide presentations and other software applications must be integrated into the videoconferencing system computer from the system or laptop connected to system	Yes	
3	Real-time data collaboration between sites must be integrated into the videoconferencing system computer from the system or laptop connected to system	Yes	
4	Must be able to collaborate using Windows 9x software	Yes	
5	Single monitor must be able to show the attendees at the far end site as well as the data being shared in real time data collaboration	Yes	This is possible when utilizing the Picture-In-Picture functionality of the system and the in-band data collaboration feature of the built in PC within the VTEL Codec. No additional equipment is required.

Table Two: Videoconferencing Equipment at End Sites

	Minimum Specification	Included (yes/no)	Comments
6	Open personal computer architecture including at a minimum: a Pentium II 400 MHZ or better microprocessor, CD ROM drive, 3.5" floppy drive, 6.4 GB hard drive, 128 MB RAM	Yes	All of the VTEL Galaxy 2500 systems will be equipped with 6.5GB hard drives.
7	Frame rate of at least 30 frames per second	Yes	
8	Transmission rate capable of 512 kilobits per second (kbps)	Yes	
9	Dual monitor capability	Yes	
10	H.320 standard	Yes	
11	H.323 (Internet Protocol) ready	Yes	The Galaxy 2500 is H.323 & H.320 dual mode ready in both hardware and software. The systems will support either mode on a call-by call basis.
12	Wireless remote control unit	Yes	
13	Wireless keyboard	Yes	
14	At least four camera presets, local and remote on wireless keyboard	Yes	The keyboard may be used to select any of the ten on-screen, local camera presets, and ten remote camera presets.
15	Hardware and software to perform remote diagnostics	Yes	
16	A minimum of one 27 inch monitor or bigger with cart	Yes	The Galaxy 2500 comes standard with a cart and single 32" monitor. The Codec is second monitor ready. A second cart & monitor are available as an option. Six end sites purchased a dual monitor system as an optional upgrade.
17	At least five video inputs and four video outputs	Yes	The Galaxy 2500 comes standard with five video inputs and four video outputs.
18	Ability to add video inputs and outputs	Yes	

Table Two: Videoconferencing Equipment at End Sites

	Minimum Specification	Included (yes/no)	Comments
19	At least three audio inputs and five audio outputs.	Yes No additional equipment has been added for additional outputs.	The Galaxy 2500 comes with 3 audio inputs. If additional inputs are required, an external device will be required. The Galaxy 2500 has one line level out and a VCR audio (record) out. The Galaxy 2500 will support five or more chained audio outputs as configured provided that the overall load of the external speakers does not exceed the wattage rating. No additional hardware has been included.
20	Ability to add audio inputs and outputs	Yes	Additional audio inputs are accomplished by way of an external microphone mixer. Audio outputs can be implemented as described above.
21	At least one RS-232 data port	Yes	Each system is equipped with two RS-232 data ports. COM1 is for a user data port or an external control device; COM2 is for camera control.
22	Ability to add additional RS-232 data ports	Yes	Additional RS-232 ports can be added in increments of two (\$900) or four (\$1,400).
23	At least one point tilt zoom (PTZ) camera	Yes	The Galaxy 2500 ships standard with one Sony EV1-D30 PTZ camera.
24	Ability to add additional PTZ cameras	Yes	
25	At least one microphone	Yes	The Galaxy 2500 is equipped with two omni-directional microphones.
26	Ability to add additional microphones	Yes	
27	Monitor speakers	Yes	The Galaxy 2500 utilizes the speakers inherent in the monitor.
28	Ability to add additional speakers	Yes	
29	Ability to add a document camera	Yes	

Table Two: Videoconferencing Equipment at End Sites

	Minimum Specification	Included (yes/no)	Comments
30	Ability to add an electronic interactive whiteboard	Yes	
31	Ability to add a VHS VCR	Yes	
32	Ability to have audio only participants join or leave a videoconference meeting in progress without interrupting the meeting	Yes	Audio only participants may dial into the one phone add-on port included within the Codec. They may disconnect at any time without disturbing the conference.
33	Ability to interface with the chosen network(s)	Yes	
34	Ability to add Beta VCR		
	Palo Verde and Mesquite Rooms Only Includes all of the above plus the items below. (To be shared)		
35	Dual 32" monitor system		
36	SmartTrak Dual Camera		
37	SmartView software		
38	Two microphones		
	Palo Verde room only		
39	SmartBoard with wall mount		

Table Three: Videoconferencing Equipment at Hub Site

	Specification	Included (yes/no)	Comments
1	Computer slide presentations and other software applications must be integrated into the videoconferencing system computer from the system or laptop connected to system	Yes	
2	Real time data collaboration between sites must be integrated into the videoconferencing system computer from the system or laptop connected to system	Yes	
3	Must be able to collaborate using Windows 9x software	Yes	
4	Monitors must show the attendees at the far end site as well as the data being shared in real time data collaboration	Yes	
5	Open personal computer architecture including at a minimum: a Pentium III 500 MHZ or better microprocessor, CD ROM drive, 3.5" floppy drive, 10 GB hard drive, 128 MB RAM	Yes	VTEL ships all their systems with a 4.3 GB hard drive. The CONTRACTOR will replace it with a 10GB hard drive. The CONTRACTOR will upgrade any part of the system that does not meet the identified minimum configuration.
6	Frame rate of at least 30 frames per second	Yes	
7	Transmission rate capable of 1024 kilobits per second (KBPS)	Yes	
8	A minimum of two 32 inch monitors or bigger with carts	Yes	
9	H.320 standard	Yes	
10	H.323 (Internet Protocol) ready	Yes	

Table Three: Videoconferencing Equipment at Hub Site

	Specification	Included (yes/no)	Comments
11	Wireless remote control unit	Yes	
12	Wireless keyboard	Yes	
13	At least four camera presets, local and remote on wireless keyboard	Yes	The keyboard may be used to select any of the ten on-screen, local camera presets, and ten remote camera presets.
14	At least five video inputs and four video outputs	Yes	The Galaxy 5500 comes equipped with five video inputs and four video outputs.
15	Ability to add additional video ports	Yes	
16	At least three audio inputs and five audio outputs	Yes, includes three audio inputs and five audio outputs.	The Galaxy 5500 has three microphone inputs in addition to a line level input for a mixer(s). There is also VCR audio (play) input. The Galaxy 5500 has one line level out and a VCR audio (record) out. The 5500 will support five or more audio outputs as configured provided that the overall load of the external speakers does not exceed the wattage rating.
17	Ability to add additional audio ports	Yes	
18	At least five RS-232 data ports	No	The Galaxy 5500 ships standard with four RS-232 data ports.
19	Ability to add additional RS-232 data ports	Yes	
20	At least three PTZ cameras	Yes	The Galaxy 5500 comes equipped with the dual Sony Camera SmartTrak option and an additional Sony EV1-D30 camera is being added for compliance.
21	Ability to add additional PTZ cameras	Yes	
22	At least eight microphones	Yes	The Galaxy 5500 Codec does not come with microphones. This is a custom integrated room design. Please see "Table Four-Custom Room Design."

Table Three: Videoconferencing Equipment at Hub Site

	Specification	Included (yes/no)	Comments
23	Ability to add additional microphones	Yes	See "Table Four-Custom Room Design."
24	4-Head broadcast quality beta videocassette recorder (VCR)	Yes, there are sufficient audio inputs and outputs to expand the system to hook up a Beta VCR.	A high quality VHS player recorder has been provided. A Beta VCR will be priced as optional equipment.
25	Ability to simultaneously hook up a standard VHS VCR	Yes	There are sufficient audio inputs and outputs to expand the system to simultaneously hook up a standard VHS VCR, in addition to the existing VHS VCR.
26	High end document camera: 450 line resolution, NTSC video, 12x power zoom, auto focus, auto light control, negative/positive image conversion, external synchronization port, large document accommodation without bending, built-in overhead and back light lamps, and automatic white balance	Yes	
27	Interactive whiteboard: floor mount on roll-about stand, minimum four port, pen tray, 4 pens, eraser, 2000 x 2000 touch resolution and software to record whiteboard sessions	Yes	
28	Ability to have audio only participants join or leave a videoconference meeting in progress without interrupting the meeting	Yes	Audio only participants may dial into the one phone add-on included within each Codec. They may disconnect at any time without disturbing the conference.

Table Three: Videoconferencing Equipment at Hub Site

	Specification	Included (yes/no)	Comments
29	Ability to automatically sense movement under document camera	Yes	
30	At least two speakers with sub woofer	Yes	
31	Ability to add speakers	Yes	
32	Ability to interface with chosen network(s) at the hub site	Yes	

Table Four: Custom Room Design

	Specification	Included (yes/no)	Comments
1	Multiple media feeds out of the rack	Yes	
2	Beta VCR	Optional	
3	Ability to tape a videoconference using the system	Yes	
4	Full videoconference connections at front and back right of room, includes ability to connect 2 laptops, a document camera, and a whiteboard at front of room and back of room.	Yes	
5	Second connection at back left of Saguaro room for electronic whiteboard	Yes	
6	Ability for presenter to advance a slide presentation on either the videoconference unit or a laptop via remote control	Yes	
7	Ability to turn off projectors from touch panel	Yes	
8	Ability for all speakers to be heard clearly by all meeting participants and audience. Eliminate background noise during meeting.	Yes	
9	Ability to show separate data on each monitor/screen including near and far end in a videoconference	Yes	
9	Audio snake to enable easy connection/disconnection of cables for reconfiguring tables.	Yes	

Table Four: Custom Room Design

	Specification	Included (yes/no)	Comments
10	Provide adequate microphones to hear all participants at the 12 tables.	Yes	
11	Audio snake must carry signal from 12 microphones on 12 tables and one five-conductor signal cable for the Limitimer back to the rack and to the back of the room for the Limitimer cable.	Yes	
12	Provide adequate noise canceling, feedback extermination and seamless switching between inputs.	Yes	
13	One tinted plexi-glass door for 40" rack	Yes	
14	Separate control for table top microphones and podium/lavalier microphones.	Yes	
15	Two SmartBoards for front of custom room that can be configured to act as touch screens for the laptops.	Optional	
16	Two plasma screens	Optional	

4. Other Considerations

The CONTRACTOR will provide all necessary cable and wiring to all of the custom room items. CONTRACTOR will provide the necessary labor to expedite the MAG project in the time frame indicated by the proposal guidelines. CONTRACTOR will build and test the integration items and provide the proper documentation to MAG. CONTRACTOR will install all audio and video support within the room safely. CONTRACTOR will also pre-set the room to run to its designed specification, including an over-head distributed speech system, as well as stereo program speakers with distributed delay fills to enhance room imagery.

CONTRACTOR will ensure that all of the teleconferencing equipment is properly integrated into the custom room, is fully operational and in compliance with the performance specifications listed in the proposal. CONTRACTOR will ensure that all control interfacing (such as touch panels and the control

of any controlled device that is needed to automate the custom room features) is fully operational and in compliance with performance specifications. CONTRACTOR will provide the necessary training to MAG as specified in the proposal guidelines. CONTRACTOR will provide any changes or updated design elements in the form of as-built drawings to be submitted to MAG at the final stage of completion. CONTRACTOR will provide any information needed to MAG concerning the location and type of, outlets for electrical, and ISDN, T1 or DS3. The CONTRACTOR will coordinate the network installation.

4.1 Custom Room System Usage

The Custom Room System will operate in a dual mode.

Mode #1 will be the meeting / planning room mode.

With a touch of a single button on the control surface, of the color touch panel; the processor will activate all of the appropriate devices used to operate in this mode, and set them to their operating positions. The control panel will then give the user the following options:

- a. A menu will appear which has selections for VCR, document camera and any device added in the future, etc.
- b. The screen will also display volume controls for speech, and program playback. The speech level in the room will come from the podium, as well as any microphones on tables or from the presentation and wireless lavalier microphones, provided in the proposal. The podium and lavalier microphones shall have separate level control from the table top microphones. The speech will come from an over-head distributed audio system which will give a very even coverage to all areas of the room, due to the use of computer optimization in room audio design. The program audio will come from two high quality left, right speakers which will be powered at 150 watts each to ensure a good dynamic range response. To ensure high quality stereo playback, two sets of stereo delay fills will be placed over critical areas to enhance the listening experience and support what could be trouble areas.
- c. The switcher/ router will have its own page which will allow the user to select any input and route it to any of the video destinations, such as the projectors, etc. Note that all audio routing will be preset except for the levels relative to the various audio input, these will be controlled with the touch panel by the user.

Mode #2 will be videoconference mode.

The touch panel controller will have a single button to select, and to activate the system, and set it to the predetermined operating parameters. The operator will then have a selection of buttons on the touch panel that will reflect the necessary buttons to place calls, or activate the Codec far and near camera controls. The audio for the far end will come through the program audio speakers so that the perception will be that, the person's voice will appear to come directly from the screen. The regular room audio from the microphones, and podium will automatically be routed and prioritized to the Codec, and the microphones will still be heard in the room as in the mode #1 scenario. The video for this mode will appear as follows, the near image will appear on one of the screens and the far end or its routed data on the other. The images on the screens can be altered with the use of the control touch panel, in reference to what selection is made, and the choice of its routing by the user. The CONTRACTOR will provide all of the functions listed above to be fully automated, as well as giving the operator limited, and unlimited access to the deepest levels of control. MAG must also be able to show laptop, VCR, document camera, and input from near and far end.

4.2 Items and services not provided by CONTRACTOR:

The CONTRACTOR will not provide any of the installation for ISDN, or T1/PRI lines into the structure or from entrance of the structure to breakout location for the aforementioned items. However, the CONTRACTOR'S Network Service Provider will offer these services and the CONTRACTOR will be coordinating all of the network installations for each site. The CONTRACTOR also will not provide any high voltage lines, such as 120 vac to all specified locations to facilitate the design.

Table Five: Overall Network (through Network Service Provider)

	Specification	Included (yes/no)	Comments
1	System and tools logging with critical alerts requiring acknowledgment	Yes	The CONTRACTOR will handle all issues 24 x 7.
2	Network performance data, real time and historical, logged electronically for reporting and analysis	Yes	The CONTRACTOR will handle all issues 24 x 7.
3	System and tools to record network topology, circuit and connection data for reference, access and reporting	Yes	
4	On-site four business hours service for parts and technician support	Yes	The CONTRACTOR will be on-site as agreed within four business hours to detect the fault. If the detected fault is network, the CONTRACTOR will contact network service provider.
5	24 x 7 Help Desk support	Yes	The CONTRACTOR will handle all issues 24 x 7.
6	Analog phone line installed in each videoconferencing room for remote diagnostics	Yes	1FB, flat rated business line in each room
7	Digital phone line and phone for each videoconferencing room if one is currently not available	No	
8	Service to a demarc or to the videoconference room depending on jurisdictions preference	Yes	
9	All software must have a graphical user interface GUI and be Web or Windows 9x based	Yes	
10	Separate specified viable network alternative for the Town of Wickenburg	Yes	The CONTRACTOR will coordinate service to the Town of Wickenburg. It is likely that this will be a digital microwave installation.

Table Five: Overall Network (through Network Service Provider)

	Specification	Included (yes/no)	Comments
11	Separate specified viable network alternative for the Gila River Indian Community	Yes	The CONTRACTOR will coordinate installation of a point-to-point T-1 circuit with Gila River Telecom. This circuit will connect directly to the MAG hub site.
12	Separate specified viable network alternative for the Salt River Pima-Maricopa Indian Community	Yes	An ISDN equipped Central Office serves this location.

Table Six: Network at End Sites (through Network Service Provider)

	Specification	Included (yes/no)	Comments
1	Network is available for full operation on all channels 99% of the time	Yes	
2	Network solution supports expanding needs and minimizes ongoing costs in later years	Yes	
3	A minimum of 384 kbps of guaranteed bandwidth	Yes	Configured with three (3) ISDN/BRI circuits.
4	All sites must allow for interconnectivity with all other sites at minimum guaranteed bandwidth of 384 kbps	Yes	Connections to Gila River Indian Community must route through the MAG hub site for point-to-point T-1.
5	Able to connect to other manufacturers videoconferencing systems	Yes	Must be H.320 standards compliant.
6	Able to connect over various network types	Yes	
7	All end point network termination equipment required is identified in Exhibit B-3, Table 3	Yes	

Table Seven: Network at Hub Site (through Network Service Provider)

	Specification	Included (yes/no)	Comments
1	Network is available for full operation on all channels 99% of the time	Yes	
2	Network solution supports expanding needs and minimizes ongoing costs in later years	Yes	
3	Each connection to a remote site must be able to support a minimum of 384 Kbps of guaranteed bandwidth	Yes	
4	Able to connect to other manufacturers videoconferencing systems	Yes	If they comply with H.320 standards.
5	Able to connect over various network types	Yes	
6	Seamless connectivity between hub and all end sites at minimum guaranteed bandwidth	Yes	

Table Eight: Multi-point Conference Server

	Specification	Included (yes/no)	Comments
1	24 x 7 Help Desk support	Yes	
2	All software must have a GUI and be Web or Windows 9x based	Yes	
3	Simple Network Management Protocol (SNMP) compatibility	Yes	
4	Capability to connect multiple Multi-point Conference Servers	Yes	With Cascading Option on MCS. MCS has been priced with this option for compliance.
5	At least 27 active video ports	Yes	The MCS is equipped with 28 ports at 384 Kbps.
6	Ability to connect at least 27 sites at 384 kbps	Yes	
7	Ability to connect 27 sites in one conference	Yes	
8	Ability to connect 27 sites in multiple concurrent videoconferencing meetings	Yes	
9	Ability to connect to unlike videoconferencing networks while maintaining minimum guaranteed bandwidth of 384 kbps	Yes	With the Collaborates option on the MCS. The MCS has been priced with this option for compliance.
10	Scalable hardware to include ability to expand to more than 27 ports and support additional network types	Yes	With the Cascading option on the MCS. The MCS has been priced with this option for compliance.
11	upgradable platform software	Yes	
12	Network interfaces to support all proposed network types	Yes	
13	Visual and audio alarms	Yes	The conference director screen provides a number of visual and audio alarms that show all aspects of the conference call.
14	Event logs	Yes	Provides individual conference information.
15	Loopback testing	Yes	There are seven to eight different types of loopback testing from the bridge all the way through the bridge to the actual endpoint.
16	Auto redial of dropped call	No	The dropped call would have to be manually dialed by the hub site coordinator.
17	Diagnostics performed from console and remote PC	Yes	

Table Eight: Multi-point Conference Server

	Specification	Included (yes/no)	Comments
18	24 x 7 service and support provided by or contracted through the CONTRACTOR	Yes	
19	Maintain minimum guaranteed bandwidth even if one or more participating sites is unable to connect at 384 kbps	Yes	
20	Minimum of four concurrently visible end points on one monitor	Yes	
21	A web based scheduling package to schedule meetings that must be able to handle at least 30 meeting rooms, customize forms, reports, add and change fields	Yes.	The CONTRACTOR will provide an advanced scheduling package that includes scheduling, monitoring, management and troubleshooting capabilities. Detailed network usage data to ensure accurate reporting, billing and network planning. Extensive diagnostics tools for session and site monitoring and problem resolution.
22	Software and hardware to enable remote access to the multi-point conference server for all functionality	Yes	With modem and Ethernet access to the bridge. Ports for this access are included.
23	Ability to add additional voice ports	Yes	Every video slot can accommodate voice and or video calls, however this will have to be established prior to a call by the hub site coordinator.

Table Nine: Audio Conference Server

	Specification	Included (yes/no)	Comments
1	24 x 7 Help Desk	Yes	12 x 5 Live Help Desk phone coverage from 7 a.m. to 7 p.m. Arizona Time Monday through Friday. 24 x 7, emergency trouble reporting and phone support.
2	All software must have a GUI and be Web or Windows 9x based	Yes	
3	Simple Network Management Protocol (SNMP) compatibility	Yes	The CONTRACTOR will provide the MeetingPlace SNMP Option which enables system managers to monitor MeetingPlace from any industry-standard SNMP management station along with their other network devices. The MeetingPlace SNMP Option supports standard MIB-II objects, including system uptime, active TCP/IP network connections, contact name, location and software version.
4	Capability to connect multiple audio conference servers	Yes	A networked MeetingPlace system supports up to 960 ports in a single integrated system.
5	At least 48 active audio conference voice ports	Yes	48 ports have been provided for audio conference.
6	Ability to connect to the video MCS and participate in videoconferencing	Yes	The CONTRACTOR will provide the MeetingPlace capability to join both the voice and data conferencing of a videoconference.
7	Software and hardware to enable remote PC access to the audio conference server for all functionality	Yes	WebPublisher and MeetingTime have been included.
8	Connectivity to the proposed network and MAG's local area network	Yes	Ethernet interface which supports AUI (Thicknet), BNC (Thinnet), or 10BaseT. TCP/IP protocol used for communication with client software.
9	Ability to run at least 24 concurrent audio conferences	Yes	
10	Ability to add additional voice ports	Yes	Up to 120 ports on a single server and up to 960 ports for single networked system.

Table Nine: Audio Conference Server

	Specification	Included (yes/no)	Comments
11	Ability to add data ports	Yes	Data conferencing is an option that allows participants from any LAN or Internet connection to share and collaborate on any desktop application.
12	A scheduling package to schedule audio conference meetings that must be able to handle at least 24 separate meetings, customize forms, reports, add and change fields	Yes	Through WebPublisher and MeetingTime, which have been included for compliance. MeetingTime is the scheduling package that has been included.
13	Scalable hardware to include ability to expand to more than 48 ports and support additional network types	Yes	
14	Upgradable platform software	Yes	
15	Scheduling and managing audio conference meetings through a touch tone phone	Yes	
16	Ability to support breakout groups during a meeting	Yes	During a meeting, a subset of attendees can transfer into a secure break out session, hold a private conversation, and then rejoin the meeting. A roll call can be requested in a break out session, breakout sessions can be locked, and MeetingPlace supports up to nine simultaneous break out sessions per conference.
17	Desktop software enabling site administrators to access the audio conference server from their desktop computers	Yes	MeetingTime has been included for compliance.

Table Ten: Training

	Specification	Included (yes/no)	Comments
1	Training to all end users for Being a Participant in a Videoconference	Yes	10 participants per session.
2	Training for up to 60 people for Being a Leader in a Videoconference	Yes	10 participants per session.
3	Training for up to 60 people for Being a Presenter in a Videoconference	Yes	10 participants per session.
4	Training for up to 60 people for Videoconferencing Etiquette	Yes	10 participants per session.
5	Training for up to 60 people for System Overview	Yes	10 participants per session.
6	Training for up to 60 people for Tips and Techniques	Yes	10 participants per session.
7	Training for up to 60 people for Site Coordinator Administrative Functions	Yes	10 participants per session.
8	Training for up to three people for Technical Systems Information	Yes	10 participants per session.
9	Training for up to three people for Hub Site Administrative Functions	Yes	10 participants per session.
10	Training for up to three people for MCS Functions	Yes	10 participants per session.

Table Ten: Training

	Specification	Included (yes/no)	Comments
11	Training for up to three people for Audio Conferencing Server Functions	Yes	Hub Site Coordinator Training during installation. One, two hour Contact/Attendant training class plus 3 follow up voice conferences. In addition, Latitude provides free monthly end-user, system manager, and advanced system manager classes available to an unlimited number of participants. The CONTRACTOR will coordinate this training.
12	Training for up to 30 people for Train the Trainer for the First 6 courses above	Yes	10 participants per session.

1. End User Training

Course: Galaxy 5500 & 2500 End-user Training

Course Description: A comprehensive overview for beginners to advanced end-users to gain a high comfort level with the videoconferencing equipment. This course will empower the end-user to confidently participate in a videoconference call and give them a strong sense of familiarity with the equipment configuration and capabilities.

Course Objectives: when a trainee finishes this course they will be accomplished in the following:

General Course Outline:

- Waking up the system and getting started
- Placing, adding, and disconnecting audio & video calls
- Keypad (control) features & functionality
- Camera pre-sets
- Working with slides
- Application sharing
- Transferring Files
- Basic administrative functions including speed-dial number programming
- Basic help functions including bandwidth confirmation
- The videoconferencing environment - Etiquette - Tips & Techniques

2. Site Coordinator Administrative Functions

Course: System Administration Training

Course Description: Set-up, diagnostics, administration functions for the Galaxy 5500 & 2500, tips, techniques, and elements of coordinating videoconferences

General Course Outline:

- Set-up and diagnostic functions
- Includes synopsised end-user module
- Changing options e.g. call answer, far-end camera control, VCR record site, etc.
- Scheduling videoconference calls
- Conducting test calls
- The day of the call
- Points of contact
- Tips & Techniques

3. Technical Systems Information

Course: Systems Configuration and Networking

Course Description: in depth overview of system components, configuration, and network

Course Objectives: understand the technical aspects of the equipment, its configuration, and how it interfaces with the network

General Course Outline:

- Backplane
- Network interface(s)
- Diagnostics
- Network

4. Hub Site Administrative Functions

Course: See "Site Coordinator Administrative Functions" course with added responsibilities for main hub site

5. MCS Functions

Course: SmartLink MCS System Administration

Course Description: enable the trainee to fully run and administer the MCS system

Course Objectives:

Learn how to:

- Install Software
- Connect a Workstation
- Create a hardware configuration
- Create a videoconference site
- Create a conference profile
- Act as Director Control during a conference
- Basic Set-up & Diagnostics

General Course Outline:

- Basics of Multi-site conferencing
- System overview
- Software installation

- Administer profiles and configurations
- Scheduling administration
- Director control
- Advanced diagnostics & basic troubleshooting

6. Audio conferencing Server Functions

Course: Audio Server (TBD)

Course Description: comprehensive system overview

Course Objectives: this course will cover the necessary elements of using this product to its fullest potential

General Course Outline:

- Features & functionality
- Scheduling conferences
- Creating/modifying conferences/profiles

7. Train the Trainer for the End User Training

Course: Train the Trainer

Course Description: System training module is used to further demonstrate tips and techniques for training.

Course Objectives: To establish a high comfort level and enable a trainer to in turn present the material.

General Course Outline:

- End-user training module
- Tips & Techniques for the Trainer

8. Custom Room Training

Course: Custom Room Training

Course Description: To establish a high comfort level using the custom room equipment, including the touch panel, the rack equipment, the microphones, audio snake, projectors, etc.

General Course Outline:

- Explanation of all equipment and its function
- Demonstration of full functionality of custom room equipment

The Trainer will supply a one page, “how to” for operating the touch panel. As well the Trainer will provide a complete description of all items in the rack, a labeled diagram of the rack and an explanation of the wiring to the rack.

Others: if other topics are requested, they will be addressed if possible

TRAINING MATERIALS

All courses will include customized user-friendly guides to complement and synopsise the comprehensive documentation included with each system. For End-users and Administrators, these will include a "Room Profile" to help answer the most commonly asked questions a calling party needs to know. One guide will be provided for each trainee and will include screen prints when available for visual aids and increased self-sufficiency afterwards.

Table Eleven: Overall System Requirements

	Minimum Specification	Included (yes/no)	Comments
1	Provide manufacturer specifications of all proposed end site equipment, hub site equipment, MCS, audio conference server and network for end sites and hub site	Yes	
2	Provide a written description of the proposed system with an accompanying diagram in electronic format (AutoCAD LT 2000 and Microsoft Word 97) and hard copy format	Yes	
3	Videoconferencing equipment must be from a single manufacturer	Yes	
4	Hub site videoconferencing equipment must be from the same manufacturer as the end sites videoconferencing equipment	Yes	
5	Provide a written description of network with accompanying diagram in electronic format (AutoCAD LT 2000 and Microsoft Word 97) and hard copy format	Yes	

EXHIBIT B-2

HUB AND END SITES PREFERENCE FOR NETWORK TERMINATION

JURISDICTION	TO VIDEOCONFERENCE ROOM	TO DEMARCATION POINT	LOCATION OF DEMARCATION POINT
Avondale	x		
Buckeye	x		
Carefree	x		
Cave Creek		x	37622 North Cave Creek Road
Chandler	x		
El Mirage	x		
Fountain Hills	x		16836 East Palisades
Gila Bend	x		
Gila River Indian Community		x	Gila River Telecommunications (GRTI) will be responsible for running the network to the small conference room under CONTRACTOR'S direction.
Gilbert	x		
Glendale		x	5850 West Glendale Avenue
Goodyear	x		
Guadalupe	x		
Litchfield Park	x		
Maricopa County		x	Main Distribution Facility in the Basement of 301 West Jefferson Street
Mesa	x		
Paradise Valley	x		

JURISDICTION	TO VIDEOCONFERENCE ROOM	TO DEMARCATION POINT	LOCATION OF DEMARCATION POINT
Peoria	x		
Phoenix	x		
Queen Creek	x		
Salt River Pima-Maricopa Indian Community		x	10005 East Osborn Road
Scottsdale		x	7384 East 2 nd Street
Surprise	x		
Tempe	x		
Tolleson	x		
Youngtown	x		
Wickenburg	x		Under CONTRACTOR'S direction.
MAG	x		

Gila River Indian Community and the Town of Wickenburg need special consideration.

EXHIBIT B-3

SYSTEM COSTS FOR THE REGIONAL VIDEOCONFERENCING SYSTEM

TABLE ONE: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM EQUIPMENT

	Manufacturer and Model Number	UNIT COST	INSTALLATION FEE (\$)	FIRST YEAR MAINTENANCE	SECOND YEAR MAINTENANCE	THIRD YEAR MAINTENANCE
Videoconferencing Equipment for End Sites	VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card	\$21,299.00	\$2,130.00		\$2,982.00	\$2,982.00
Required (See Exhibit B-1, Table Two)						
Gila River Indian Community	VTEL Galaxy 2500 Single Monitor with T1/CSU	\$23,399.00	\$2,340.00		\$3,276.00	\$3,276.00
Wickenburg Enhancement	For Network Modification	\$1,500.00	\$200.00			
Palo Verde Room	VTEL Galaxy 2500 Dual 32" Monitor with T1/CSU	\$32,160.00	\$3,000.00		\$3,550.00	\$3,550.00
Cost Breakdown for Palo Verde Room	VTEL Galaxy 2500 Single Monitor WI T1/CSU	\$23,399.00				
	Second 32" VTEL Monitor	\$1,225.00				
	Second VTEL Cart for 32" Monitor	\$1,400.00				
	SmartTrak Dual Camera	\$3,298.00 this unit only				
	SmartBoard w/wall mount	\$2,636.00				
	Hardware upgrade	\$202.00				

Taxes and shipping not included.

First year maintenance should take into account the one year warranty period after System Acceptance.

TABLE ONE: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM EQUIPMENT

	Manufacturer and Model Number	UNIT COST	INSTALLATION FEE (\$)	FIRST YEAR MAINTENANCE	SECOND YEAR MAINTENANCE	THIRD YEAR MAINTENANCE
Optional						
Complete Units						
VTEL Galaxy 2500 Dual Monitor with Dual Facade with Quad BRI	GLY-2500 GLY-2500-MON-232 GLY-2500-CRT-232F GLY-2500-NIC-ISDN	\$23,925.00	\$2,392.00		\$3,349.00	\$3,349.00
VTEL Galaxy 2500 Dual Monitor with Dual Facade with T1 /CSU	GLY-2500 GLY-2500-MON-232 GLY-2500-CRT-232F GLY-2500-NIC-CSU	\$26,025.00	\$2,602.00		\$3,643.00	\$3,643.00
VTEL Galaxy 2500 Dual 32" Monitor, Dual Facade, Quad BRI, SmartTrak, SmartView	GLY-2500 GLY-2500-MON-232 GLY-2500-CRT-232F GLY-2500-NIC-ISDN GLY-2500-CAM-ST GLY-SLD-SW-SMTV	\$29,025.00	\$2,902.00		\$4,063.00	\$4,063.00
VTEL Galaxy 2500 Dual 32" Monitor, Dual Facade, T1/CSU, SmartTrak, SmartView	GLY-2500 GLY-2500-MON-232 GLY-2500-CRT-232F GLY-2500-NIC-CSU GLY-2500-CAM-ST GLY-SLD-SW-SMTV	\$31,125.00	\$3,112.00		\$4,357.00	\$4,357.00
VTEL Galaxy 5500 Dual 32" Monitor, Dual Facade, Quad BRI, SmartTrak, SmartView	GLY-5500 GLY-5500-MON-232 GLY-5500-CRT-232F GLY-5500-NIC-ISDN GLY-5500-CAM-ST GLY-SLD-SW-SMTV	\$30,746.00	\$3,075.00		\$4,304.00	\$4,304.00
Galaxy 5500 Dual 32" Monitor, Dual Facade, T1/ CSU, SmartTrak, SmartView	GLY-5500 GLY-5500-MON-232 GLY-5500-CRT-232F GLY-5500-NIC-CSU GLY-5500-CAM-ST GLY-SLD-SW-SMTV	\$32,846.00	\$3,285.00		\$4,598.00	\$4,598.00

Taxes and shipping not included.

First year maintenance should take into account the one year warranty period after System Acceptance.

TABLE ONE: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM EQUIPMENT

	Manufacturer and Model Number	UNIT COST	INSTALLATION FEE (\$)	FIRST YEAR MAINTENANCE	SECOND YEAR MAINTENANCE	THIRD YEAR MAINTENANCE
Upgrades from Essential Videoconferencing System						
VTEL Galaxy 2500 Dual Monitor and Dual Facade Upgrade	GLY-2500-MON-232 GLY-2500-CRT-232F	\$2,625.00	\$263.00		\$368.00	\$368.00
VTEL Galaxy 2500 Dual 32" Monitor, Dual Facade, Quad BRI, SmartTrak, SmartView Upgrade	GLY-2500-MON-232 GLY-2500-CRT-232F GLY-2500-NIC-ISDN GLY-2500-CAM-ST GLY-SLD-SW-SMTV	\$7,726.00	\$772.00		\$1,081.00	\$1,081.00
VTEL Galaxy 5500 Dual 32" Monitor, Dual Facade, Quad BRI, SmartTrak, SmartView Upgrade	GLY-5500 GLY-5500-MON-232 GLY-5500-CRT-232F GLY-5500-NIC-ISDN GLY-5500-CAM-ST GLY-SLD-SW-SMTV	\$9,447.00	\$945.00		\$1,323.00	\$1,323.00
Optional Equipment						
Additional Video Inputs	Auto Patch Half Y Audio/Video Switcher	\$837.20	\$150.00		\$90.00	\$90.00
Additional Video Outputs	Auto Patch Half Y Audio/Video Switcher	\$837.20	\$150.00		\$90.00	\$90.00
Additional Audio Inputs	Auto Patch Half Y Audio/Video Switcher	\$837.20	\$150.00		\$90.00	\$90.00
Additional Audio Outputs	Auto Patch Half Y Audio/Video Switcher	\$837.20	\$150.00		\$90.00	\$90.00
Additional RS-232 data ports	2 Additional	\$900.00	\$250.00		\$90.00	\$90.00
Additional RS-232 data ports	4 Additional	\$1,400.00	\$350.00		\$140.00	\$140.00
VCR	PANASONIC PV-S7680	\$629.99	\$150.00		\$70.00	\$70.00
4 Port Interactive Whiteboard with Wall Mount	SMARTBOARD BY VTEL GLY-FLD-SMT-WLL	\$2,636.00	\$264.00		\$369.00	\$369.00

Taxes and shipping not included.

First year maintenance should take into account the one year warranty period after System Acceptance.

TABLE ONE: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM EQUIPMENT

	Manufacturer and Model Number	UNIT COST	INSTALLATION FEE (\$)	FIRST YEAR MAINTENANCE	SECOND YEAR MAINTENANCE	THIRD YEAR MAINTENANCE
4 Port Interactive Whiteboard with Floor Mount	SMARTBOARD BY VTEL GLY-FLD-SMT-FLR	\$3,276.00	\$328.00		\$459.00	\$459.00
High End Document Camera	Canon DZ3600U	\$3,819.00	\$150.00		\$385.00	\$389.00
Low End Document Camera	Canon EV-350	\$2,650.00	\$150		\$299.00	\$299.00
Second Monitor 27" provided by Contractor	Sony Trinitron KV27S46	\$499.00	\$150.00		\$75.00	\$75.00
Second Monitor 32" provided by Contractor	Sony Trinitron KV32S45	\$712.50	\$150.00		\$107.88	\$107.88
Cart for Second 27" Monitor	VTEL GLY STND 27"	\$1,400.00	\$150.00		\$140.00	\$140.00
Cart for Second 32" Monitor	VTEL GLY-STND 32"	\$1,400.00	\$150.00		\$140.00	\$140.00
SmartView Software	GLY-SLD-SW-SMTV	\$1,350.00	\$0.00		\$120.00	\$120.00
SmartTrak	GLY-2500-CAM-ST	\$3,750.00	\$150.00		\$375.00	\$375.00
2 PTT Microphone Upgrade Option	GLY-2500-MIC-PPT	\$308.00	\$150.00		\$50.00	\$50.00

Taxes and shipping not included.

First year maintenance should take into account the one year warranty period after System Acceptance.

TABLE ONE: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM EQUIPMENT

	Manufacturer and Model Number	UNIT COST	INSTALLATION FEE (\$)	FIRST YEAR MAINTENANCE	SECOND YEAR MAINTENANCE	THIRD YEAR MAINTENANCE
Audio conferencing components	Latitude MeetingPlace					
Required (See Exhibit B-1, Table 9)	Meeting Place with WebPublisher, MeetingTime, Notification Option, SNMP Option and SMTP Option	\$112,277.00	\$9,625.00		\$18,605.00	\$18,605.00
Optional						
Data Conferencing	Latitude MeetingPlace Data Conference License #4030	\$275 each (x 48 licenses = \$13,200)	\$2,300.00		\$41.25 each (48 licenses = \$1,980)	\$41.25 each (48 licenses = \$1,980)
Record Conferences	Latitude MeetingPlace Meeting Notes Voice #4700	\$350 each (x 48 licenses = \$16,800)	\$1,500.00		\$50 each (48 licenses = \$2,400)	\$50 each (48 licenses = \$2,400)
Electronic Handouts through data ports	Latitude MeetingPlace MeetingNotes Data #4701	\$175 each (x 48 licenses = \$8,400)	\$450.00		\$25 each (48 licenses = \$1,200)	\$25 each (48 licenses = \$1,200)
Integrated Outlook E-mail: notification of meeting via email	Latitude Meeting Place Outlook Integration	\$19,995.00	\$1,150.00		\$3,000.00	\$3,000.00
Integrated Fax: meeting notification and distribution of meeting materials via fax	MeetingPlace Fax Gateway #4800	\$4,995.00	\$450.00		\$750.00	\$750.00
Customizable Menus	Latitude MeetingPlace Flex Menu Option #4201	\$8,774.00	\$1,150.00		\$1,500.00	\$1,500.00
Others:						

Taxes and shipping not included.

First year maintenance should take into account the one year warranty period after System Acceptance.

TABLE ONE: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM EQUIPMENT

	Manufacturer and Model Number	UNIT COST	INSTALLATION FEE (\$)	FIRST YEAR MAINTENANCE	SECOND YEAR MAINTENANCE	THIRD YEAR MAINTENANCE
Multi-point Conference Server (MCS)	VTEL Smartlink 2000 28 slot MCS with 24 T.120 Users (1 per chassis)	\$178,757.00	\$4,000.00		\$15,500.00	\$15,500.00
Required (See Exhibit B-1, Table 8)						
Optional	VTEL SL 3309, H.263 Software	\$3,885.00	Included in unit cost		\$550.00	\$550.00
	VTEL SL-3308, Site Transfer	\$6,993.00	Included in unit cost		\$990.00	\$990.00
	VTEL SL 3608, ATM 155mbps card	\$16,093.00	Included in unit cost		\$2,299.00	\$2,299.00
	VTEL SL 3609, ATM 25 mbps card	\$9,793.00	Included in unit cost		\$1,399.00	\$1,399.00
Additional Ports	VTEL SL-3605 BPU2/50	\$15,000.00	Included in unit cost		\$1,050.00	\$1,050.00
Others:						

Taxes and shipping not included.

First year maintenance should take into account the one year warranty period after System Acceptance.

TABLE TWO: COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM TRAINING

	TRAINING	NUMBER OF PEOPLE	DESCRIPTION INCLUDING TOPICS	DURATION	MAXIMUM NUMBER OF PARTICIPANTS PER CLASS	LOCATION
1	End User Training	All	Galaxy 2500 & 5500 End-user Training	<i>2.0h</i>	<i>10</i>	<i>video</i>
	Being a participant in a videoconference					
	Being a leader in a videoconference					
	Being a presenter in a videoconference					
	Videoconferencing etiquette					
	System overview					
	Tips and Techniques					
2	Site Coordinator	60	System Administration Training	<i>2.0h</i>	<i>10</i>	<i>video</i>
3	Technical Systems Information	3	Systems Configuration and Networking	<i>1.5h</i>	<i>10</i>	<i>On-site</i>
4	Hub Site Administrative Functions	3	See ““Site Coordinator Administrative Functions””	<i>2.0 h</i>	<i>10</i>	<i>On-site</i>
5	MCS Functions	3	SmartLink MCS System Administration	<i>2.0 h</i>	<i>10</i>	<i>On-site</i>
6	Audio Conferencing Server Functions	3	TBD	<i>24.0 h</i>	<i>10</i>	<i>On-site</i>
7	Train the Trainer for End User Training	30	Train the Trainer	<i>2.5h</i>	<i>10</i>	<i>On-site</i>
8	Custom Room	10	Custom Room Training	<i>8.0 h</i>	<i>10</i>	<i>On-site</i>

COSTS FOR REGIONAL VIDEOCONFERENCING SYSTEM TRAINING

Some implementation training is included in the basic price. Costs noted here are for subsequent training classes. Costs are per session up to the specified number of participants including training materials. Extra participants may require another session to be scheduled or will be added to an existing one on a discretionary basis at an additional charge for attendance and/or materials. The number of participants is limited to optimize the learning environment and allow for enough individual attention in an encouraging environment.

Location:

Training is conducted via point-to-point videoconferences to best demonstrate the many features and functionality in a "real" environment. On-site training is also available at an additional cost.

Customer location training pricing for the above courses is \$ 600.00 per session and includes travel & expenses and training materials. All other elements apply.

APPENDIX C

STATUS SUMMARY

Jurisdiction	Analog Phone Line	High Bandwidth Network	VTEL Units Installed
Avondale	X	X	
Buckeye	X	X	X
Carefree	X	X	X
Cave Creek	X	X	X
Chandler	X	X	X
El Mirage	X	X	X
Fountain Hills	X	X	X
Gila River	X		
Gila Bend	X	X	X
Gilbert	X	X	X
Glendale	X	X	X
Goodyear	X	X	
Guadalupe			
Litchfield Park	X	X	
Maricopa County	X	X	X
Mesa	X	X	X
Paradise Valley	X	X	X
Peoria	X	X	X
Phoenix	X	X	X
Queen Creek	X	X	
Salt River	X	X	
Scottsdale	X	X	
Surprise	X	X	X
Tempe	X	X	X
Tolleson	X	X	X
Wickenburg	X		
Youngtown	X	X	X
MAG (Saguaro)	X	X	X
MAG (Palo Verde)	X	X	X
TOTALS	28/29	26/29	20/29

APPENDIX D

DETAILED STATUS

Jurisdiction	High Bandwidth Network	VTEL Units Installed	Comments
Avondale	3 ISDN BRI		VTEL Galaxy 2500 Dual 32" Monitor, Dual Facade, Quad BRI, SmartTrak, SmartView Needs to be installed.
Buckeye	3 ISDN BRI	VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card	
Carefree	3 ISDN BRI	VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card A	
Cave Creek	3 ISDN BRI	VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card	
Chandler	3 ISDN BRI	VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card	
El Mirage	3 ISDN BRI	VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card	
Fountain Hills	3 ISDN BRI	VTEL Galaxy 2500 Dual 32" Monitor, Dual Facade, Quad BRI, SmartTrak, SmartView	
Gila River	T1		VTEL Galaxy 2500 Single Monitor with T1/CSU. Needs to be installed.
Gila Bend	3 ISDN BRI	VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card	
Gilbert	3 ISDN BRI	VTEL Galaxy 2500 Dual 32" Monitor, Dual Facade, Quad BRI, SmartTrak, SmartView with High End Document Camera	
Glendale	3 ISDN BRI	VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card	
Goodyear	3 ISDN BRI		VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card Needs to be installed.

Jurisdiction	High Bandwidth Network	VTEL Units Installed	Comments
Guadalupe			Moving to new building. Once in new building network and videoconferencing unit will be installed: VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card
Litchfield Park	3 ISDN BRI		VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card Needs to be installed.
Maricopa County	3 ISDN BRI	VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card	Videoconferencing unit not yet fully installed.
Mesa	3 ISDN BRI	VTEL Galaxy 2500 Dual 32" Monitor, Dual Facade, Quad BRI, SmartTrak, SmartView	
Paradise Valley	3 ISDN BRI	VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card	
Peoria	3 ISDN BRI	VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card	
Phoenix	3 ISDN BRI	VTEL Galaxy 2500 Dual 32" Monitor, Dual Facade, Quad BRI, SmartTrak, SmartView	
Queen Creek	3 ISDN BRI		VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card Needs to be installed.
Salt River	3 ISDN BRI		VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card Needs to be installed.
Scottsdale	3 ISDN BRI		VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card Needs to be installed.
Surprise	3 ISDN BRI	VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card	
Tempe	3 ISDN BRI	VTEL Galaxy 2500 Dual 32" Monitor, Dual Facade, Quad BRI, SmartTrak, SmartView with High-end Document Camera and VCR	
Tolleson	3 ISDN BRI	VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card	

Jurisdiction	High Bandwidth Network	VTEL Units Installed	Comments
Wickenburg	MICROWAVE		Possible microwave solution being addressed. Needs VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card or T1 card depending on network solution at Wickenburg end.
Youngtown	3 ISDN BRI	VTEL Galaxy 2500 single 32" Monitor with Quad BRI Card	
MAG (Saguaro)	3 ISDN BRI	VTEL Galaxy 5500 Dual 32" Monitor, Dual Facade, Quad BRI, SmartTrak, SmartView with High-end Document Camera, Whiteboard, and VCR	Completion of custom room needed.
MAG (Palo Verde)	3 ISDN BRI	VTEL Galaxy 2500 Dual 32" Monitor, Dual Facade, Quad BRI, SmartTrak, SmartView with Whiteboard	
MAG (Mesquite)			Network and equipment shared with Palo Verde.
MAG MCS	8 ISDN PRI		VTEL Ezenia
MAG ACS	2 UAS		Latitude MeetingPlace

The table below identifies equipment in the custom room.

CUSTOM ROOM EQUIPMENT		
Item	Description	Quantity
1	80" screens	Two
2	Ceiling projectors	Two
3	Electronic Whiteboard Floor Mount Roll-about	One
4	Videoconferencing Equipment for Custom Room	Installed not tested.
5	Wireless keyboard	One
6	Wireless remote control unit	One
7	High End Document Camera	One
8	Table top microphones	Twelve
9	Wireless microphone for podium position	One
10	Lavalier microphone for a presenter	One
11	Automatic microphone mixers	Two
12	In-ceiling speakers	Eighteen
13	Wall speakers	Two
14	Six channel audio amplifier	One
15	Audio control processor	One
16	Feedback control device	One
17	Touch panel	One
18	System automation control processor	One
19	Infra-red emitters	Two
20	40 space equipment rack	One
21	Storage drawer for rack	One
22	High quality VHS VCR	One
23	Computer interface	One at front, one at back of Saguaro room.
24	VGA distribution amplifier	One
25	Video audio switcher	One
26	Controllable PTZ SmartTrak videoconferencing cameras	Four
27	Power conditioner	One

APPENDIX E

MAINTENANCE CONTRACT EXPECTATIONS

1. MAG expects to be able to contact phone support for all purchased equipment, network and internal wiring twenty-four hours a day, seven days a week.
 - a. During business hours, the call will be returned by a technician within ½ hour for hub site and end site conferencing equipment and for hub site bridging equipment.
 - b. Outside of business hours, the call will be returned within 2 hours.
2. MAG considers 7 AM to 7 PM Arizona time Monday through Friday excluding Holidays to be business hours. During these hours MAG expects to receive the following level of support.
 - a. Equivalent and compatible loaner equipment if the issue is not resolved within 4 business hours of the original call. This equipment should be delivered and an introduction to the use of the equipment given at no additional charge.
 - b. A technician to be on-site within 4 hours of the original call if the problem has not been resolved.
 - c. An alternate off-site bridge (audio and/or video) may be used instead of a loaner, but must support the features of the MAG bridge and be available at no additional charge.
 - d. MAG may request that a support professional be immediately available via phone outside of these hours with 5 business days notice at no additional charge.
3. MAG recognizes the following Holidays as non-business days: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.
4. MAG expects the CONTRACTOR to be the primary source for troubleshooting and resolving all issues including network and internal wiring. Some member agencies may opt to contact the Network Service Provider directly, but they will all have the option of having either the CONTRACTOR address these issues and/or dealing directly with the Network Service Providers to resolve problems.
5. MAG expects the CONTRACTOR to perform regular maintenance on the equipment as described below. This maintenance will include verification of proper operation, factory software or hardware upgrades/updates and any other tasks required to maintain the system in acceptable operating condition as described in Section 5.2, of Appendix B.
 - a. Four preventive maintenance evaluations per year of the hub site videoconferencing units, MCS and ACS. At least one should be performed on site.
 - b. One preventive maintenance evaluation per year or each end-site's videoconferencing unit be performed.
 - c. Preventive maintenance as required for the network and endpoint equipment arranged by the CONTRACTOR in conjunction with the Network Service Provider.

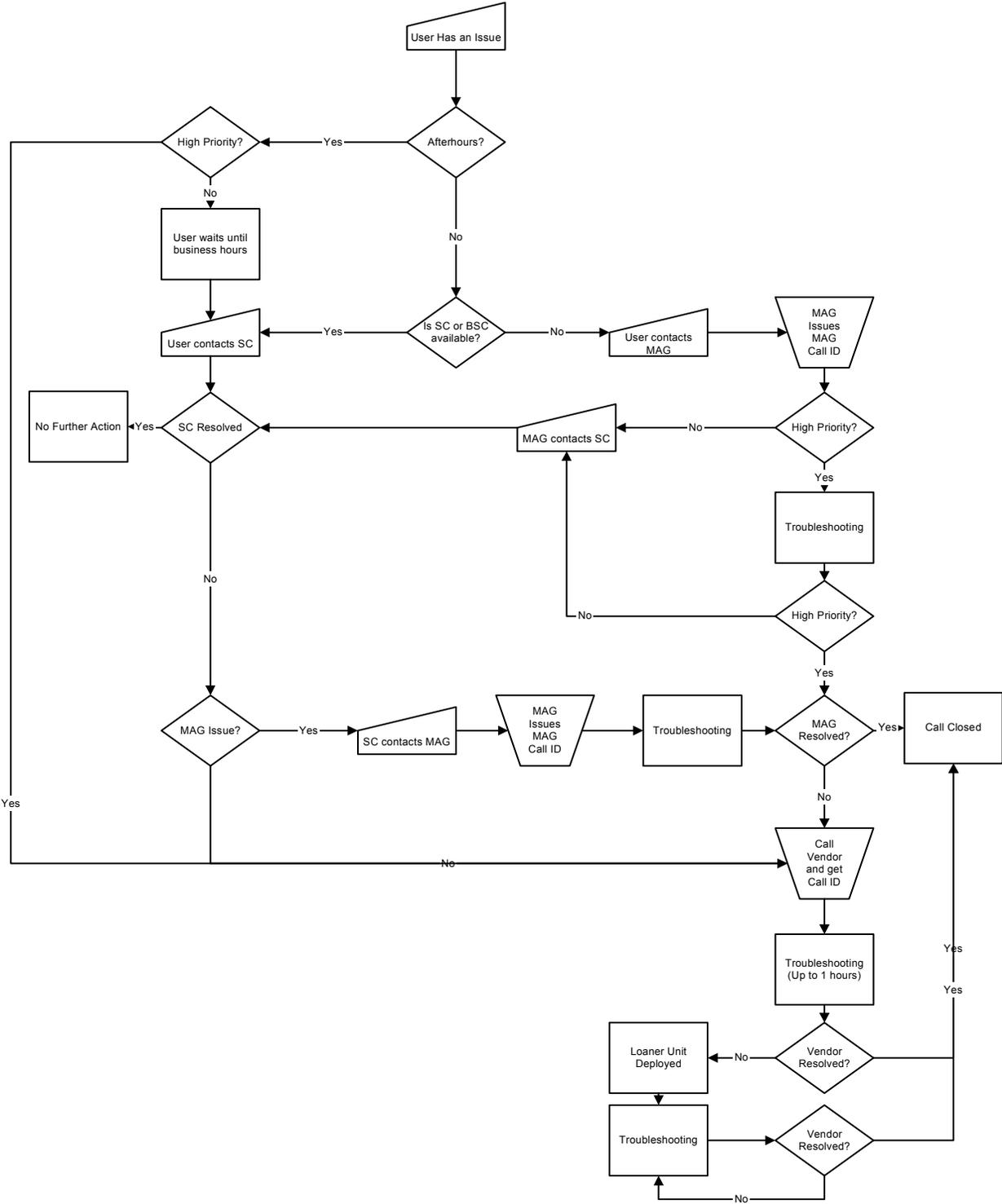
- d. Preventive maintenance will be scheduled with the site coordinator for the given site and take place during that agency's normal business hours.
 - e. Training on changes to the System caused by this maintenance.
6. MAG expects the CONTRACTOR to provide regular updates on the status of all calls received from MAG and its member agencies. The CONTRACTOR will provide these updates in the following formats:
- a. Monthly issue reports (summary and detail) in database and hard copy.
 - b. Monthly usage reports (summary and detail) in database and hard copy.
 - c. Monthly resolution reports (summary and detail) in database and hard copy.
 - d. Email notification of outstanding technical issues and regular updates on the status of open issues.
 - e. MAG expects CONTRACTOR to provide screen shots of trouble ticket software and description and explanation of software. MAG also expects a copy of the CONTRACTOR's trouble ticket software, or at a minimum, electronic data in a format compatible with standard database software.
8. MAG member agencies will make every effort to make the equipment available for service and maintenance. If the equipment is not available within 4 business hours, the CONTRACTOR and site coordinator will agree on an available time.
9. MAG will not pay for any work done beyond the scope of this agreement without prior written consent, CONTRACTOR will identify a fee schedule for the duration of the maintenance contract for non-covered items.
10. MAG expects the CONTRACTOR to cover all equipment and software purchased as part of Appendix B, Scope of Work, as well as the individual components that make up each piece of equipment, and all the equipment that makes up the whole System. The maintenance and support include any preventive maintenance, repairs, upgrades, modifications, enhancements, or replacements of original equipment made during the contract period. All CONTRACTOR labor necessary to accomplish the above services is covered under this contract.

	MAG				CONTRACTOR				MEMBER AGENCIES	
ITEM	TASKS	HOURS*	TYPE	RESPONSE TIME	TASKS	HOURS*	TYPE	RESPONSE TIME	TASKS	HOURS*
MCU	<ul style="list-style-type: none"> Resolution Monthly Issue report summary and detail Monthly Usage report summary and detail (database and hard copy) 	8:30A-5P business day, plus case by case basis Notify Contractor of meetings outside of regular business hours one week prior to meeting	<ul style="list-style-type: none"> Help Desk Hot site (Disaster Recovery if network goes down) 	<ul style="list-style-type: none"> Available in 2 hrs (1/2 hr 8:30A – 5 P business day) HSC identifies timeframe 	<ul style="list-style-type: none"> Resolution Monthly Issue report summary and detail Monthly Usage report summary and detail (database and hard copy) 	<ul style="list-style-type: none"> 24x7 (Help Desk) 7A-7P(Tech) 	<ul style="list-style-type: none"> Help desk Technician Preventive Maintenance 	<ul style="list-style-type: none"> 2 hrs (1/2 hr 12x5) 4 business hours from time of request 4/yr, one on site during 8:30A–5 P business day 	Case by case basis	Notify HSC and Contractor of meetings outside of regular business hours one week prior to meeting
ACS	<ul style="list-style-type: none"> Resolution Monthly Issue report summary and detail Monthly Usage report summary and detail (database and hard copy) 	8:30A-5P business day plus case by case basis	<ul style="list-style-type: none"> Help Desk Hot site (Disaster Recovery if network goes down) 	<ul style="list-style-type: none"> Available in 2 hrs (1/2 hr 8:30A – 5 P business day) HSC identifies timeframe 	<ul style="list-style-type: none"> Resolution Monthly Issue report summary and detail Monthly Usage report summary and detail (database and hard copy) 	<ul style="list-style-type: none"> 24x7 (Help Desk) 7A-7P(Tech) 	<ul style="list-style-type: none"> Help desk Technician Preventive Maintenance 	<ul style="list-style-type: none"> 2 hrs (1/2 hr 12x5) 4 business hours from time of request 4/yr, one on site during 8:30A–5 P business day 	Case by case basis	Notify HSC and Contractor of meetings outside of regular business hours one week prior to meeting
VTEL GALAXY HUB SITE	<ul style="list-style-type: none"> Resolution Monthly Issue report summary and detail Monthly Usage report summary and detail (database and hard copy) Survey Contractor Survey system/MAG (internal MAG satisfaction survey for managers) 	8:30A-5P business day, or Case by case basis	Troubleshoot	1 hr	<ul style="list-style-type: none"> Resolution Monthly Issue report summary and detail Monthly Usage report summary and detail (database and hard copy) 	<ul style="list-style-type: none"> 24x7 (Help Desk) 7A-7P(Tech) 	<ul style="list-style-type: none"> Help desk Technician Preventive Maintenance 	<ul style="list-style-type: none"> 2 hrs. (1/2 hr 12x5) 4 business hours from time of request 4/yr, one on site during 8:30A–5P business day 		
NETWORK END SITE	<ul style="list-style-type: none"> Resolution Monthly Issue report summary Monthly Usage report summary (database and hard copy) 	8:30A-5P business day	Help desk		<ul style="list-style-type: none"> Contact city in all cases Resolution Monthly Issue report summary and detail Monthly Usage report summary and detail 	<ul style="list-style-type: none"> 24x7 (Help Desk) 7A-7P(Tech) 	<ul style="list-style-type: none"> Help Desk 	<ul style="list-style-type: none"> 2 hrs (1/2 hour response to call b/w 6A-6P) 	Call Contractor for troubleshooting during city hours	

					<ul style="list-style-type: none"> detail (database and hard copy) 					
NETWORK HUB SITE	<ul style="list-style-type: none"> Monthly Issue report summary and detail Monthly Usage report summary and detail (database and hard copy) Initial troubleshoot Alternate sites 	8:30A-5P business day	Alternate facilities Initial troubleshoot		<ul style="list-style-type: none"> Resolution Monthly Issue report summary and detail Monthly Usage report summary and detail (database and hard copy) 	24x7 (Help Desk) 7A-7P(Tech)	Help Desk	2 hrs (1/2 hour response to call b/w 6A-6P)	Call Contractor for troubleshooting	

**Excluding identified holidays. New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day*
HSC – Hub Site Co ordinator

All hours are in Arizona time.



NOTE: MAG expects adequate communication on all issues from Vendor.

APPENDIX F

ARIZONA ADMINISTRATIVE CODE R4-30-301

ARTICLE 3. REGULATORY PROVISION

R4-30-301. Rules of professional conduct:

A. All registrants shall comply substantially with the following standards of professional conduct:

1. A registrant shall not submit any materially false statements or fail to disclose any material facts requested in connection with his application for certification.
2. A registrant shall not engage in fraud, deceit, misrepresentation, or concealment of material facts in advertising, soliciting, or providing professional services to members of the public.
3. A registrant shall not knowingly sign, stamp, or seal any plans, drawings, blueprints, land surveys, reports, specifications, or other documents not prepared by the registrant or his bona fide employee.
4. A registrant shall not knowingly commit bribery of a public servant as proscribed in A.R.S. 13-2602, or knowingly commit commercial bribery as proscribed in A.R.S. 13-2605, or violate any Federal statute concerning bribery.
5. A registrant shall comply with all Federal, State, and local building, fire, safety, real estate, and mining codes, and any other laws, codes, ordinances, or regulations pertaining to the registrant's professional practice.
6. A registrant shall not violate any State or Federal criminal statute involving fraud, misrepresentation, embezzlement, theft, forgery, or breach of fiduciary duty, where the violation is related to the registrant's professional practice.
7. A registrant shall apply the technical knowledge and skill which would be applied by other qualified registrants who practice the same profession; a contemporary "Manual of Surveying Instructions" issued by the Bureau of Land Management, United States Department of Interior and in effect prior to May 23, 1983 to the extent applicable to that professional engagement.
8. A registrant shall not accept an assignment where the duty to a client or the public would conflict with the registrant's personal interest or the interest of another client without full disclosure of all material facts of the conflict to each person who might be related to or affected by the project or engagement in question.
9. A registrant shall not accept compensation for services related to the same project or professional engagement for more than one party without making full disclosure to all such parties and obtaining the express written consent of all parties involved.

10. Except as provided in Paragraph 11 of this rule, a registrant shall not accept any professional engagement or assignment outside his professional registration unless:
 - a. He is qualified by education, technical knowledge, or experience to perform such work, and
 - b. Such work is both necessary and incidental to the work of his profession on that specific engagement or assignment.

A registered professional engineer may accept professional engagements or assignments in branches of engineering other than that branch in which he has demonstrated proficiency by registration, but only if he has the education, technical knowledge, or experience to perform such engagements or assignments.

11. Except as otherwise provided by law, code, ordinance, or regulation, a registrant may act as the prime professional for a given project and select collaborating professionals; however, the registrant shall perform only those professional services for which he is qualified by registration to perform and shall seal and sign only the work prepared by him or by his bona fide employee working under his direct supervision.
12. A registrant shall make full disclosure to all parties concerning:
 - a. Any transaction involving payments to any person for the purpose of securing a contract, assignment, or engagement, except for actual and substantial technical assistance in preparing the proposal; or
 - b. Any monetary, financial, or beneficial interest the registrant may hold in a contracting firm or other entity providing goods or services, other than the registrant's professional services, to a project or engagement.
13. A registrant shall not solicit, receive, or accept compensation from material, equipment, or other product or services suppliers for specifying or endorsing their products, goods, or services to any client or other person without full written disclosure to all parties.

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**APPENDIX G
PROPOSER'S REGISTRATION FORM**

All firms proposing as prime contractors or subcontractors on Maricopa Association of Governments (MAG) projects are required to be registered. Please complete this form and return it with your response.

If you have any questions about this registration form, please call Art Rullo, Fiscal Services Manager, (602) 254-6300.

1. GENERAL INFORMATION:

Name of Firm: _____
Street Address: _____
City, State, ZIP _____
Mailing Address: _____
City, State, ZIP _____
Telephone Number: _____
Fax Number: _____
E-mail address: _____
Web address: _____
Year firm was established: _____

Check all that apply:

Is this firm a prime consultant? _____
Is this firm a sub-consultant? _____ Identify specialty: _____
Is this firm a certified DBE? _____ If so, by whom? _____
Is this firm currently debarred? _____
Is this firm currently the subject of debarment proceeding? _____

2. FINANCIAL INFORMATION

Firm's annual gross receipts (average of last 3 years):

_____ <\$300,000
_____ \$300,000 - \$599,999
_____ \$600,000 - \$999,999
_____ \$1,000,000 - \$4,999,999
_____ >\$5,000,000

Information will be maintained as confidential to the extent allowed by federal and state law. The undersigned swears that the above information is correct. Any material misrepresentation may be grounds for terminating any contract which may be awarded and initiating action under federal and state laws concerning false statements.

Name, Title

Date

APPENDIX H

MAG'S KEY DBE REGULATORY REQUIREMENTS

SUMMARY OF MAG'S KEY DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REQUIREMENTS FOR CONSULTANT CONTRACTS

The Disadvantaged Business Enterprise (DBE) requirements in the Code of Federal Regulations Title 49, Part 26 will apply to this contract. A complete copy of MAG's DBE Program is available on the MAG website at www.mag.maricopa.gov. Please contact Art Rullo, DBE Liaison Officer, at 602-254-6300 with any questions.

DBE Participation Goal and Reporting:

The DBE participation goal for this contract is 11 percent of the contract award. DBEs used for this contract are required to be certified by the Arizona Department of Transportation or the City of Phoenix prior to the award of the contract. A list of Certified DBE organizations is available at the Civil Rights Office of the Arizona Department of Transportation (602-712-7761) or the City of Phoenix, Equal Opportunity Department (602-262-6790).

The Consultant will be required to report monthly on:

- (1) the utilization of any subcontractors (DBE and Non-DBEs), number of hours worked, and costs incurred; and
- (2) any payments made to subcontractors (DBEs and non-DBEs).

Contractor and Subcontractor Assurance:

MAG will incorporate into each contract it signs with a Prime Contractor, and require in each subcontract (that a Prime Contractor signs with a Subcontractor), the following assurance:

“The Contractor, Subrecipient or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as MAG deems appropriate.”

Prompt Payment Provision:

“The Prime Contractor will pay Subcontractors for satisfactory performance of contracts no later than fourteen (14) calendar days from the date that the Prime Contractor receives payment from MAG. The Prime Contractor will also return retention payments to the Subcontractor within fourteen (14) calendar days from the date of satisfactory completion of work.”

Prime Contractors Shall:

- Provide the Subcontractor with the name, address and phone number of the person to whom all invoices/billings and statements shall be sent.

- Pay Subcontractors and suppliers within fourteen (14) days of receipt of payment from MAG.
- Stipulate the reason(s) in writing to the subcontractor and to MAG for not abiding by the prompt payment provision. Some possible reasons include:
 1. Failure to provide all required documentation
 2. Unsatisfactory job performance
 3. Disputed work
 4. Failure to comply with other material provisions of the contract
 5. Third-party claims filed or reasonable evidence that a claim will be filed
 6. Reasonable evidence that the contract cannot be completed for the unpaid balance of the contract sum or a reasonable amount for retainage.

Subcontractors Shall:

1. Submit invoices or billing statements to the Prime Contractor's designated contact person in an appropriate format and in a timely manner. The format and the timing of billing statements shall be specified in the contract(s) between the Prime Contractor and the Subcontractor(s).
2. Notify MAG in writing of any potential violation of the prompt payment provision.

MAG will implement appropriate mechanisms to ensure compliance with the requirements of all program participants.

The mechanisms MAG may use, include, but are not limited to:

1. MAG will notify Subcontractors (DBE and Non-DBEs) of the Prime Contractor's responsibility for prompt payment and encourage Subcontractors to notify MAG in writing with any possible violations to the prompt payment mechanism.
2. Withholding payment from Prime Contractors that do not comply with the prompt payment provision noted above, where it has been determined by the MAG DBE Liaison Officer that delay of payment to the Subcontractor is not justified.
3. Stopping work on the contract until compliance issues are resolved.
4. Terminating the contract.