Requirements Checklist:

Delegate Conferencing System

This checklist is to be used by Departments to capture business requirements when publishing a request to industry for a delegate conferencing solution, for example for use by legislative assemblies. The checklist will help define the business requirements, enabling suppliers to provide informed solution designs and bid responses.

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| Business requirement |
| For example: “Delegate system for a boardroom that seats 50 members, with support for recording, secure voting and interpretation.” Or “Portable delegate solution for 20 users with wireless connectivity and audio recording.” |
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| Functional requirements (tick with ✓ where applicable) |
| **Delegate/attendee numbers** |
| Number of delegates: |  |
| Number of passive (non-participating) members: |  |
|  |
| **Venue information** |
| Full address: Province, Town, Street, Building, Floor, Room |  |
| Venue size classification | Large |[ ]  Medium |[ ]  Small |[ ]
| Number of seats: |  | Room measurements (L x W m): |  |
| Floor plans available? | Yes  |[ ]  No |[ ]
| Site inspection required? (required for permanent installations) | Yes  |[ ]  No |[ ]
| Describe primary purpose of venue |  |
| Existing furniture (tables, podium, etc.; include table shape and measurements) |  |
| Accessibility for maintenance and repairs (e.g. secure facility, or venue that is used most of the time, needing scheduled downtime) |  |
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| **General requirements:** |
| Chairman functionality |[ ]
| Multiple chairperson seats? |[ ]
| Integration with UC system (e.g. MS Teams / Zoom) |[ ]
| Share documentation via delegate system (eliminate paper documents) |[ ]
| Podium microphone(s) for guest speakers |[ ]
| **Technical requirements:** |
| Type of delegate unit: | Tabletop |[ ]  Flush-mount |[ ]  Portable | [ ]  |
| Sharing of microphones/delegate units? (e.g. 1 mic for 2 people) |[ ]
| Remote delegate/hybrid functionality |[ ]
| Recording | Audio |[ ]  Video |[ ]
| Hansard |[ ]  Metadata capture (time/date log, speaker details) |[ ]  Transcription service |[ ]
| Voting functionality | Open |[ ]  Confidential |[ ]
| Interpretation |[ ]  Number of languages |  |
| Display of messages or voting results on delegate units |[ ]
| Messaging function between delegates |[ ]
| Intercom function between Delegates/Interpreters/Chair |[ ]
| AV control: automated room control system with control panel |[ ]
| Desk touch panel |[ ]  Wall touch panel |[ ]  Desk keypad |[ ]  Wall keypad |[ ]  Wireless remote |[ ]
| Maximum cable distance between delegate units, between rack/server room and venue, and between interpreter stations and conference control unit (if applicable) |  |
| **Meeting management:** |
| Microphone management |[ ]  Attendance register |[ ]
| Speech timing |[ ]  Delegate database |[ ]
| Message distribution |[ ]   |  |
| **External connections:** |
| Displays (projector or LCD screens) |[ ]  Input from devices such as laptops or tablets (HDMI or wireless) |[ ]
| Auto camera tracking (PTZ control) |[ ]  Additional speakers (e.g. visitors, breakaway rooms or press) |[ ]
| Audio transport to other venues |[ ]  Share in-room presentation to remote participants |[ ]
| **Protocol/connection types:** |
| Audio input into delegate system |[ ]  Audio output from delegate system |[ ]
| Video input into delegate system |[ ]  Video output from delegate system |[ ]
| Wireless display |[ ]  VOIP |[ ]
| Dante |[ ]   |  |
| **Security:** |
| Encrypted connections and communications |[ ]  Communications, media and documentation secured per meeting |[ ]
| Access control (secure login of delegates) | ID card |[ ]  Biometrics |[ ]
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| Additional requirements (list or describe as needed/applicable) |
| List video and audio sources to integrate (e.g. UC, Media player, Laptop, Internet) |  |
| Systems management: alerts, remote configuration, etc. |  |
| Describe additional recording requirements (if any, incl. archiving, retrieval, playback) |  |
| Describe security considerations w.r.t. confidentiality of content/meetings |  |
| Non-AV work to be done in venue | Furniture |[ ]  Carpet |[ ]  Paint |[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |[ ]
| Describe specific requirements |  |
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| Operational details |
| Does the venue have dedicated AVCT/technical staff allocated, or is hiring of temporary/permanent AVCT staff planned? |  |
| Describe training required for staff (support staff and users) |  |
| Details of additional maintenance and support SLA (over and above standard 3-year SLA as specified by SITA) |  |
| Additional operational resources required (i.e. hourly rate for on-call resource to support specific high-priority events)?  |  |
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| High-level floor plan or sketch of room (classified sites excluded) |
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| Additional info |
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#### Notes

* This document must be included with the RFQ/RFP published via the designated SCM process, and also summarised in the main request for proposal document. The **AVCT Deployment Guide** has additional RFP/RFQ guidelines as well as a template that must be incorporated into the standard SCM documents.
* The RFQ/RFP must take cogniscance of specifications that already form a part of transversal Contract conditions or SITA technical specifications.
* To ensure an open and fair process, the RFQ/RFP may not include the names of any brand, product or supplier. Exceptions can only be made for business or ICT architecture reasons: e.g. if a product has been selected as a Departmental standard, or if the RFQ must be brand-specific to ensure integration into an existing solution. **Consumables** (e.g. projector lamps) fall into this category, since they **must** be procured in a brand-specific way to prevent fruitless expenditure.