Requirements Checklist:

AVCT Solution

This checklist is to be used by Departments to document business requirements when publishing a request to industry for an AVCT solution. The checklist helps to define the parameters and goals for the solution, enabling integrators to provide informed designs and suitable bid responses.

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| Summary of business requirement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For example: “Weekly 2-hour video/audio conference with 6 branch offices around the province, since travelling costs are too high. Presentation material must be remotely viewable, as well as physical exhibits that must be shown to the group. Meetings must be recorded and archived for audit and communication purposes.” | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of delivery: required finalisation of solution | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |
| Type of venue (primary classification/use case) Tick with ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boardroom / meeting room | | | | | |  | Office | | | | | |  | | | Auditorium | | | | | | | |  | | | | Classroom / training room | | | | | |  | |
| Functionality required Tick with ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PC presentations (in-room) | | | | | | | | | | |  | | | Audio playback (e.g. podcasts, speeches) | | | | | | | | | | | | | | | | | | | | |  |
| PC presentations (from remote venue) | | | | | | | | | | |  | | | Video playback (e.g. streaming, satellite TV) | | | | | | | | | | | | | | | | | | | | |  |
| Videoconferencing | | | | | | | | | | |  | | | Audio recording (e.g. meetings) | | | | | | | | | | | | | | | | | | | | |  |
| Audio conferencing | | | | | | | | | | |  | | | Video recording (e.g. meetings, training, conferences) | | | | | | | | | | | | | | | | | | | | |  |
| Changes to room lighting | | | | | | | | | | |  | | | Audio/video transcription and captioning (speech to text) – remote meetings | | | | | | | | | | | | | | | | | | | | |  |
| Room automation (e.g. control lighting, curtains, device power, etc.) | | | | | | | | | | |  | | | Transcription/captioning – local meetings | | | | | | | | | | | | | | | | | | | | |  |
| Soundproofing/dampening | | | | | | | | | | |  | | | Infrastructure upgrades to support AVCT solution (e.g. air conditioning, network) | | | | | | | | | | | | | | | | | | | | |  |
| Technical requirements Tick with ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site inspection required? (recommended for complex solutions) | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | |  | | No |  | |
| List types of media/content that will be used in the venue (e.g. video, documents, reports, presentations) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| In-room audio system: | | | | | | | | Presentation | | | | | | | | | |  | Video/audio conference | | | | | | | | | | | |  | | Delegate |  | |
| Video standards/systems/cloud applications to integrate: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Teams |  | Zoom | |  | JITSI | | | |  | | BYOD / BYOM | | | | | | | |  | | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |  | |
| Network connectivity required (WAN / WLAN / WWAN) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Video and audio sources to integrate (e.g. VC, Media player, Laptop, DSTV) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe envisioned display setup (e.g. Projector, LCD, Video wall, Interactive, combinations) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Interactive display required? | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of laptop and other inputs required. Also specify device types envisioned (e.g. PC/Mac/Linux) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wireless presentation from mobile devices or PCs – list platforms (e.g. Win10, Android, iOS) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of cameras / viewing angles required (specific areas / seats to be kept in view) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Need for 360-degree camera? | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delegate audio conferencing (e.g. individual microphones per delegate with speaker/chairman control) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delegate requirements: | | | UC access | | | |  | | | Voting | | | |  | | | Interpretation | | | | | |  | | | Wireless | | | |  | | Biometric access | | |  |
| Control system user interface requirement (e.g on-desk touch panel, wall-mount panel, wireless remote, tablet) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Desk touch panel | | |  | | Wall touch panel | | | | | | |  | | | Desk keypad | | | | | |  | | | Wall keypad | | | | | |  | | Wireless remote | | |  |
| Projection screen requirements if applicable (size, ceiling/wall-mount, motorised, rear-project, etc.) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Portability/mobility requirements: e.g. VC codec and display mounted on trolley to service multiple venues) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AV systems control/management: alerts, remote configuration, auto power, occupancy sensing, etc. | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe recording requirements (if any, incl. archiving, retrieval, playback) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe security considerations w.r.t. confidentiality of content/meetings | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Envisioned future upgradeability of solution | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Non-AV work to be done in venue | | | | | | | | Furniture | | | | |  | | | Carpet | | | |  | | Paint | | | | |  | | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  |
| Describe specific requirements | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe unique technical requirements, or other points not covered above (if any) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Integration requirements | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Equipment/systems to be integrated (if any; e.g. installed speakers, phone system audio conferencing, MS Teams ) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Specific unified communications systems (UC) to integrate? (e.g. Teams) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wireless display requirements: shared or dedicated WLAN? | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Venue scheduling: e.g. integration into Exchange/LDAP | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Venue details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full physical address: Province, Town, Street, Building, Floor, Room | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe primary purpose of venue | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Primary users of venue (e.g. executives, instructors, management, students) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Venue size classification | | | | | | | | Large | | | |  | | | Medium | | | | | |  | | | Small | | | | | |  | | Huddle | | |  |
| Size of room: Length x Width in metres | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Floor plans available? | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | |  | | No |  | |
| Typical, maximum and minimum number of meeting participants | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of seats: current/desired | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Existing furniture (podium, tables, chairs, etc.; include table size and shape) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Requirement for special furniture (e.g. podium, kiosk)? | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Existing communications points in venue (e.g. internet, SITA WAN) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type, number and position of existing network points | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type, number and position of existing power outlets | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number and position of doors, windows, furniture, etc. | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ceiling details: type, construction, height, finish, etc. | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current lighting (fluorescent, incandescent, dimmers, etc.) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preferred final lighting setup | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe ambient light in room (e.g. windows, doors): can light be controlled? | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ceiling fittings (ducts, lights, devices, etc.) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of floors and walls (type, finish, etc.) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Existing AVCT equipment installed in venue, if any (e.g. projector, screen, amplifier; state number, make and model) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Noise levels: sound dampening or soundproofing required? | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details on air conditioning | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Space for AV equipment rack (if required)? | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Describe access to venue for service provider (business hours / after hours) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Primary contact person (Name, telephone, e-mail address) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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)? | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |

#### 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 conform with conditions and specifications that already form a part of the relevant Transversal Contract or SITA technical specification.
* 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 IT 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.

#### Acronyms/Abbreviations

AV Audiovisual

AVCT Audiovisual Comms Tech

H.323 IP-based videoconferencing

IP Internet Protocol

LCD Liquid Crystal Display

LDAP Lightweight Directory Access Protocol

LED Light Emitting Diode

MCU Multipoint Conference Unit (video bridge)

PC Personal Computer

SITA State IT Agency

SLA Service Level Agreement

UC Unified Communications

VC Videoconferencing

VOIP Voice over IP

WAN Wide Area Network

WLAN Local Area Network

WWAN Wireless WAN