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: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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.