



# **Revamping of the Legislature Chamber and Committee Rooms System**

**RFI 2014/MPL/ICT01**

**November 2014**

## **STATEMENT OF PURPOSE**

The Mpumalanga Provincial Legislature (Legislature) has a Chamber and Committee Rooms in which its core business of law making and oversight is done, similar to the National Assembly of Parliament. It therefore needs to have an electronic system to provide management of the Chamber sittings and Committee meetings in terms of timing of speakers, voting on proposals and the provisioning of documents to all concerned. The chamber and committee rooms also require an efficient audio, video recording facility and real-time transcribing service in order to provide the Hansard reports.

The Legislature has a current Chamber and Committee Rooms system which is due for upgrade. The upgrade should include the possible upgrading of computer hardware, software systems, audio and video equipment, audio and video recording, real-time transcribing facility and any other peripheral services which will make the Chamber and Committee Rooms world-class. The Legislature is therefore publishing a Request for Information inviting suitable service providers to propose a suitable, top of the range, solution.

## **1. OVERVIEW**

### **1.1 Executive Summary**

The Legislature's core mandate is to exercise oversight over government departments and the provincial state owned entities, law-making and ensuring that the public participates in these processes. To achieve these objectives, the Legislature uses a Chamber and Committee Rooms. In order to execute its core mandate, it is necessary to provide the Members of the Legislature with the necessary documentation of such proceedings, record proceedings, manage the sound and microphones of such proceedings and produce Hansard or verbatim reports within 24 hours. As an Organ of State and a National Key Point, it is also important to ensure that all electronic information and audio and video recordings are safeguarded to meet the security standards of the State.

The Legislature last upgraded its Chamber system during 2007/2008 and installed a proprietary Chamber system which provided for desktop screens on each Member of the Legislature's desk, time keeping possibilities, document availability and microphone control. The system also provided for audio and video recording of every sitting as well as broadcasting services of the chamber sittings throughout the government complex.

The Committee Room sittings are currently being recorded on an electronic recording system which is not providing the service to Committee coordinators in fulfilling their duties. The Committee Coordinators often have to make use of hand-held electronic recording devices to assist them in their duties.

The current systems have now reached a state where the equipment has become obsolete and uneconomical to repair or maintain. The Chamber system, which includes desktop availability, sound control, electronic recording of audio and video of the sittings, recording of the Committee Rooms and all other amenities now need to be upgraded, if not a complete overhaul.

The Legislature requests interested and suitably qualified companies to propose a state-of-the-art and robust solution which will ensure efficient Chamber and Committee Room proceedings.

## **1.2 Location**

The Legislature is in building 1 of the Riverside Government Complex in Nelspruit. The Legislature also maintains an annexure office in the Vakasha Building in Nelspruit. The Legislature further maintains offices at the Constitution House in Cape Town, adjacent to the Parliamentary Precinct. The Government Complex is maintained by the Department of Public Works, Roads and Transport.

## **2. OBJECTIVE**

To request suitably knowledgeable and experienced service providers to develop and/or propose a suitable solution for the IT system revamp or overhaul of its Chamber and Committee Rooms.

## **3. PROJECT DESCRIPTION**

The Legislature requires a digital conference system that will manage the use of microphones, handle voting, allow the viewing of documents and uploading speeches, allow for the timing and management of speeches, selection of interpretation channels and allow messaging between various stations and beaming of the proceedings in all media channels including the plasma screens located within the government complex and the Parliamentary Channel on DSTV. The system must include interpreters stations based on the same functional design as the members stations. Proceedings are interpreted in several languages.

The current system was able to provide a touch screen at each member's position for control of all elements including microphone switching; audio and video recording; video broadcasting.

A pre-requisite of the system is that sufficient amplification is achieved so that each person is clearly audible and visible on the broadcasting screens, and that high quality audio and video is available for distribution and recording of proceedings. It should provide a channel for broadcasting through DSTV / SABC. The solution must also provide for recordings of the target / interpreted languages for quality assurance purposes.

A digital recording system is required in both the Chamber of the Legislature and in the Committee Rooms. This system must allow for transcribing of sessions to be able to take place within 10 minutes of the start of the session. Reliability of the system for recording is paramount and suppliers must indicate how they will achieve a recording even in the event the main audio system fails (business continuity plans).

The Committee Rooms must have multiple points for connectivity for both broadband and energy or electricity to ensure documentation of presentations and briefings uploading of documents. There must therefore be a solution for backup sound recording and documenting. The recording capability must also make provision for dual channel recording and must be stored, according to relevant legislation, for a period of at least five years

A digital broadcast quality camera system will be a consideration with a digitalised and manual control desk and an automated mode triggered by the use of microphones. Digitalised distribution to display screens following the use buttons by speakers in the chamber and on Plasma screens around the government complex,

interpreter's area and other areas is required. Additional inputs and feeds to and from O.B. vehicles and digital video recording of the sessions must be included.

Enough archive space is required to allow for audio and video recordings of the sessions to be held for 5 years with an average duty cycle of 40 Hours a month

Parliamentary Table staff must be able to provide and upload documents and, together with the Speaker of the House, microphone and digital real-time management is required.

#### **4. RFI RESPONSE INSTRUCTIONS**

The Legislature is asking all interested parties to submit a response containing the following information:

- 4.1 Brief description of past experience in providing a similar service, including contactable references;
- 4.2 A detailed description of the solution proposed;
- 4.3 A list of potential problems/risks that the Legislature may encounter during this project. Please provide any ideas or suggestions about how such problems/risks should be addressed in the solicitation;
- 4.4 Your company's best estimated price range to provide the service as stated herein, lowest estimate to highest estimate;
- 4.5 Your company's best estimated time frame for completing the project.

#### **5. CONTACT INFORMATION**

Interest service providers can contact the Senior Manager: Information Technology for any further information and/or site visits. The formal site inspection and briefing will be held at **12h00 on the 27<sup>th</sup> November 2014** at the Legislature Chamber situated at the Lower Ground, Building 1, Riverside Government Complex, NELSPRUIT.

The contact details of the IT Senior Manager, Mr Thabo Pienaar, are: [thabop@mpuleg.gov.za](mailto:thabop@mpuleg.gov.za) 083 349 6588 / 013 766 1406.

Proposals should be submitted to the Legislature on or before **Wednesday, 10 December 2014 at 14:00** at the office of Mr Dumisani Madonsela, Vakasha Building, 7 Government Boulevard, Riverside Government Complex, Nelspruit.

