

The logo for Pepperdine University, featuring the word "PEPPERDINE" in a white, serif font on a dark blue background.

PEPPERDINE

Request for Proposal (RFP) for Clinical Recording System



Pepperdine University

GSEP

(Graduate School of Education and Psychology)

Date: 4/28/15

Version 2.0



Contact information:

Ashish Regmi
Director of Technology, GSEP
310-568-2329

Jack Gershfeld
Altinex Inc.
714-926-4502

Introduction

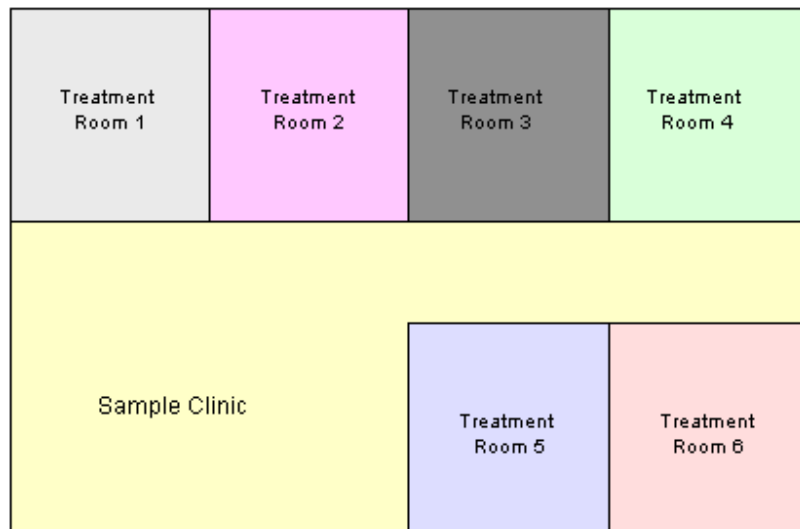
Pepperdine University has three clinics that are used for Doctorate Students research and for Graduate Students practicum experience. These clinics have a stand-alone video recording system for each room consisting of multiple cameras, microphones, and DVD recorders. Client sessions are recorded by therapists to DVD discs. These discs are stored at respective Pepperdine-GSEP Clinics. In some cases, the DVD discs are shipped between campuses for supervisory review. Currently the system does not fulfill all of the needs of the graduate students, clinical supervisors, and faculty members and is not HIPPA Compliant.

Clinics locations

Pepperdine has three mental health clinics that need to have ability to securely share clients recorded sessions video files. All transport, retrieval and storage of video files shall be HIPPA compliant to avoid inadvertent disclosure.

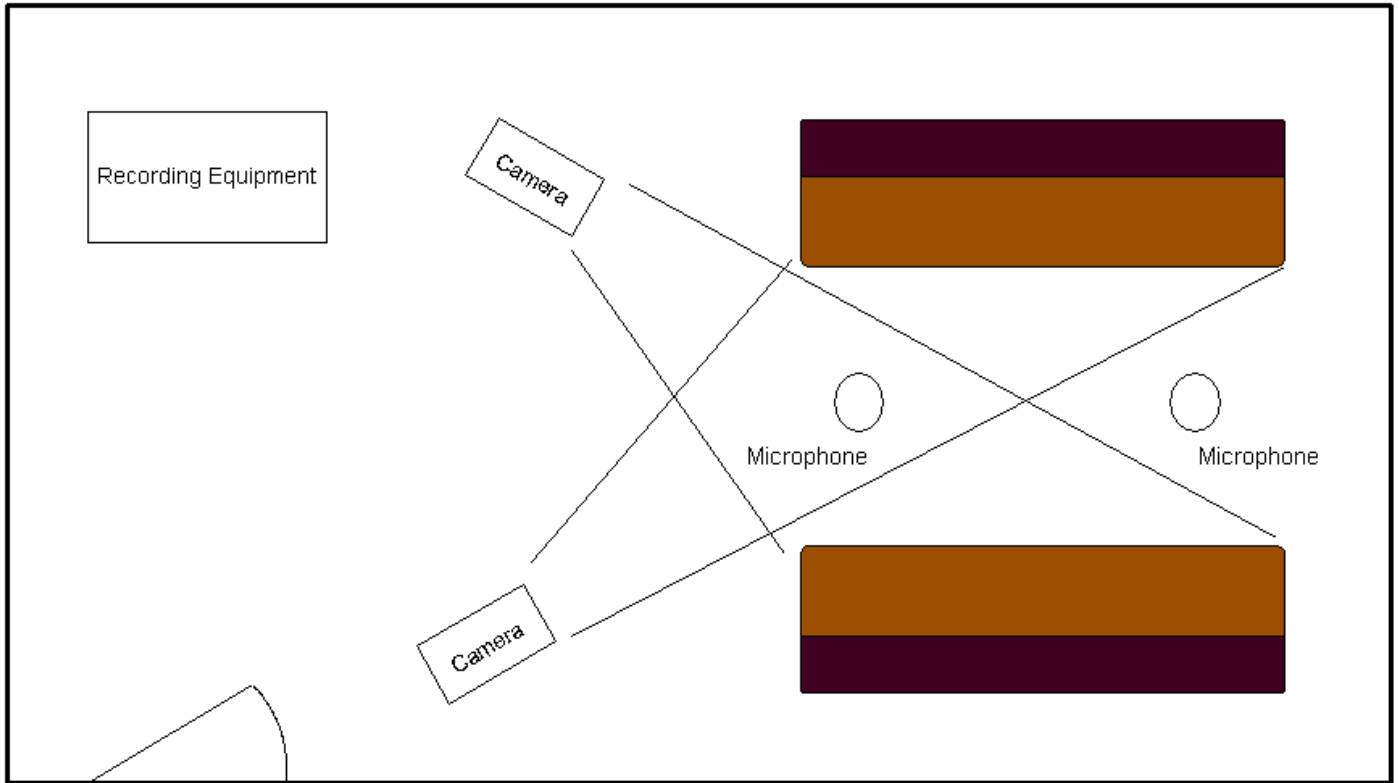
Clinic overview

Each clinic has several treatment rooms that shall be equipped with the video and audio recording / streaming system.



Video stream shall be available in real time during the session or at later time after session is completed. In addition to a short-term availability (1-10 days) of the video files, a long term archiving (up to 4 years) shall also be available. All files shall be securely erased once a supervision or a research is completed.

Typical Therapy Room

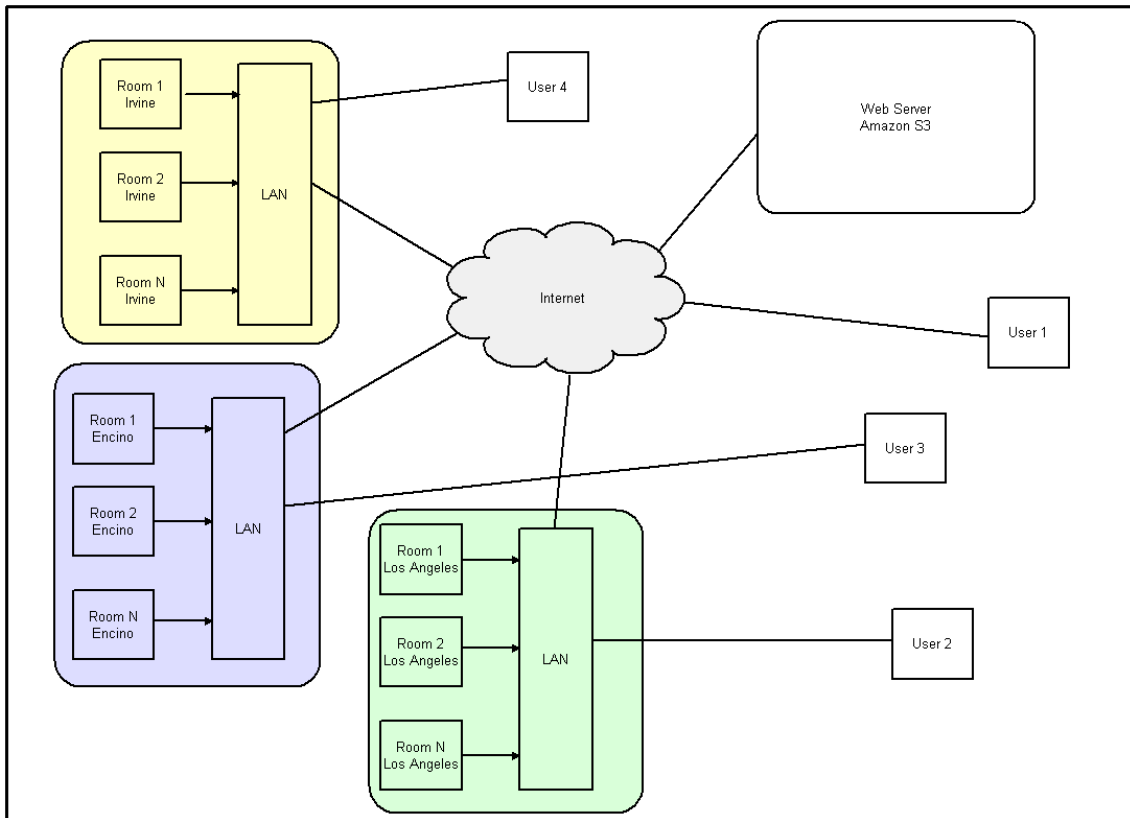


Typical therapy room contains two couches or chairs, two cameras, two microphones and the recording equipment. The recording equipment shall be located in a secure enclosure. Therapist shall have an easy access to recording control.

Use Access

The system shall be securely accessible from within the Pepperdine network only.

A website gateway shall be provided for an easy access to the requested video files located on each of the local room servers. This web site shall be located outside of the Pepperdine network. The website shall have provisions to delete or save recorded files on the room servers. Depending on the access level, each administrative role shall have a specific access to the system.



System access

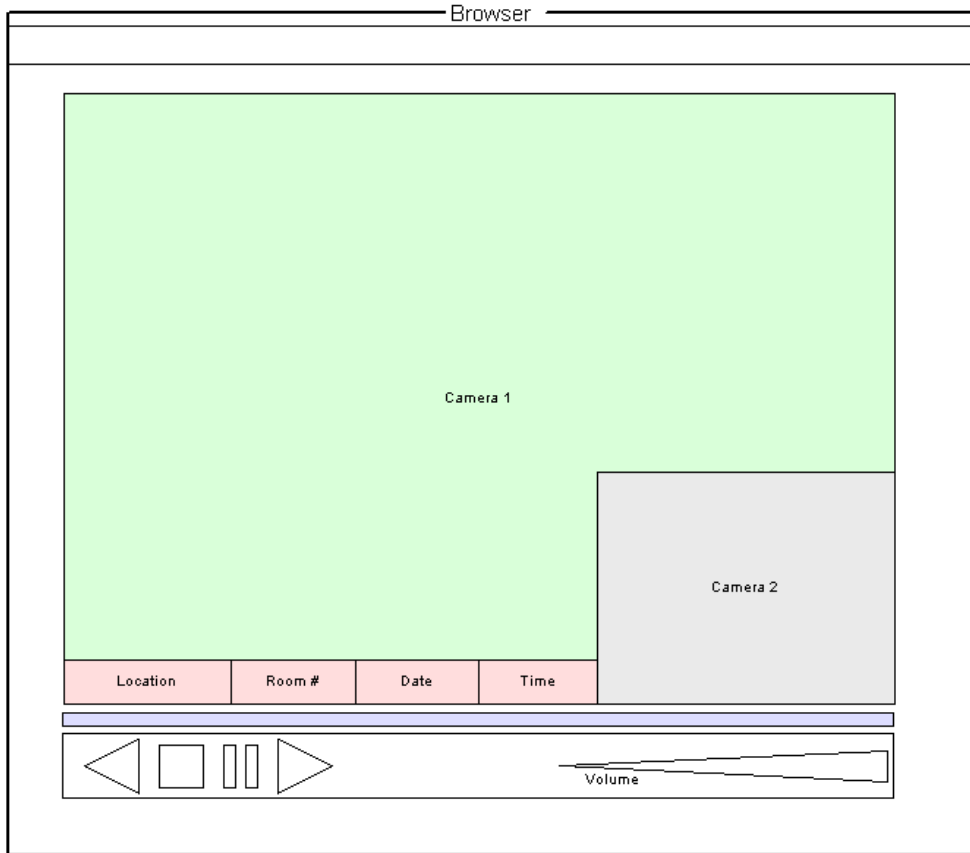
System access provides for maintenance and use of the video recording system. Diagram below shows access level depending on the individual's role. Detailed file access log will be available for auditing confidential files access.

ROLES

IT Administrator	System Administrator	Clinic Director	Clinical Supervisor/ Faculty Member	User/Therapist
Room Setup	Room status	Create/Delete Users	View selected videos	View own videos
Camera PTZ	Reboot system	Create / Delete supervisors	Save videos	Save videos
MIC gain	Camera PTZ	Assign video to users	View live videos	
IP configuration	Create User	Assign video to supervisors		
Security	Delete Users	Assign Users to Supervisors		
Room status	Modify Users			
Reboot system				

Video Player

Web based video player shall enable users to view protected video files. The video player shall be loaded from a browser and may require additional plugins for proper operation.



Video player shall display video from camera 1, a smaller inset of video from camera 2, location of the video, room number, date, and time. This information is required to identify video files. The PIP image should be adjustable in size during the initial system setup. In addition to PIP, therapist can select split image display with Camera 1 on the left side and Camera 2 on the right side. The final on screen layout will be determined during initial pilot system installation.

Integration

No integration with other software is required at this time. Future integration capability with a scheduling software and Medical Records software would be a plus.

Detailed Requirements

Feature	Description	Comments
General		
Number of locations	3 locations	Irvine, Encino and Los Angeles
Number of rooms	22-24	Each location has about 10 rooms. Exact count will be provided
Maximum simultaneous users	20	Maximum users viewing the same file at the same time would be 2. It is possible that other users will login to the same server and will need to stream another file. Each server shall accommodate 4 simultaneous streams.
Power requirements	Power consumption <150W	
Mounting	Metal enclosure shall be used to mount equipment. Equipment is accessible to authorized personnel only.	
Live Streaming	System shall provide live streaming of the video.	Up to 4 live streams from each server is required. Since there is a server at every room, the maximum number of streams is 88 (4 per room)
Video storage		
Type	Shall be HIPPA compliant local storage (per room)	May be encrypted with Pepperdine internal system or encrypted by vendor supplied system.
Video storage size	500GB-1TB local storage on each server	Typical session file size is 1-2GB.
Location	Stored on the server in each therapy room	Vendor can propose different solution.
Archiving video files	Vendor shall propose solution for maximum storage of 2 years.	
User interface		
Viewer only (Browser based)	Used by supervisors and users to review session footage	Allow easy view of specific sessions marked by therapist
Recording	Easy, one button/switch recording.	The system needs to be ready during work hours and begin recording as soon as the record button is pressed. Record button may be located

		on a wall with LED indication that the recording is in progress. If recording did not start the LED should not turn on.
Indexing	Video file shall be named with date, time, location, and room number.	
Hardware		
Video Cameras quantity	2 per room with USB/HDMI output and RS-232 Control (Or other control)	This may change depending on the system design. If local switcher is used, the output may be HDMI
Video Resolution	Minimum resolution shall be 640x480.	The resolution should be adjustable from 640x480 with maximum resolution of 720p
Video camera type	Pan, tilt and zoom would be a plus. Vendor can recommend different solution.	Zoom shall be X3 optical. Pan and Tilt shall be controllable. When system is not recording, the camera should point into the ceiling.
Ceiling microphones	2 per room located above each client and therapist. Vendor can recommend different solution.	Noise canceling and echo canceling is required to provide high quality audio sound.
Recorder control	Recorder control shall be wall mounted and fit into a single gang electrical box. Vendor can recommend different solution.	The controller shall have single or dual record Start/End button and an LED indicating when recording is active. (Pausing recording is desirable.)
Additional Hardware	Wires, jumpers, signal extenders, and converters.	All wires must be plenum rated.
IT equipment	As needed based on design	
Retrieval system		
HIPPA	All connections to the system shall be SSL encrypted and protected.	
Retrieval is based on permissions	Video retrieval is based on the roles assigned to users.	
Maintenance		
Maintenance guide	Detailed maintenance guide shall be provided for use by Pepperdine IT	
Installation guide	Detailed installation guide shall be provided with the system.	
Service agreement	Detailed service agreement shall be provided	
MTBF	Minimum MTBF shall be	

	40,000 hours (Product life of 4.5 years)	
Warranty	Warranty shall be 3 years from the date of the installation and cover replacement or repair of failed components.	Replacement or repair of the failed unit shall be completed within 10 working days. One spare unit will be located in each clinic for same day repair time.

Contact Information

For all correspondence about this RFP, please contact the persons listed below:

Ashish Regmi
 Director of Technology, GSEP
 310-506-2329

Jack Gershfeld
 Altinex Inc.
 714-926-4502

End of RFP