



# REQUEST FOR PROPOSAL

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Maine Township  
1700 Ballard Road  
Park Ridge, IL 60068  
847-297-2510  
mainetown.com

## **CLINICAL OBSERVATION AND RECORDING SYSTEM**

**PROPOSALS MUST BE RECEIVED NO LATER THAN 12:00 PM CDT, MARCH 18, 2026**

By Order Of:  
Kimberly Jones  
Maine Township Supervisor

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# CLINICAL OBSERVATION AND RECORDING SYSTEM MAINE TOWNSHIP

## Section 1 General Information

### About Maine Township

Maine Township is proud to serve residents in parts of Des Plaines, Park Ridge, Niles, Glenview, Morton Grove and Rosemont. We aim to improve the quality of life for everyone in the township by offering services and events with the needs of our residents in mind. To learn more about Maine Township, visit [www.maintown.com](http://www.maintown.com).

### General Information

Maine Township is currently seeking proposals for a Clinical Observation and Recording System Project, including installation, equipment, software, and support from qualified vendors.

As a result of responses to this request, Township plans to review submissions and may conduct interviews with selected companies it determines can best meet the requirements outlined herein. Negotiations will be held on both the scope and the cost to select the company that Township believes can best satisfy its requirements at rates it perceives are reasonable for the services provided. The Township reserves the right to select, negotiate and subsequently award, the proposed service which best meets the required needs, quality levels and budget constraints of the Township, as determined by the Township in its sole discretion. The award may be in part or whole.

There is no expressed or implied obligation for Township to reimburse responding Companies for any expenses incurred in preparing proposals in response to this request. During the evaluation process, Township reserves the right to request additional information or clarification from Company, or to allow corrections of errors or omissions. At the discretion of Township, Companies submitting proposals may be requested to make oral presentations or demonstrations as part of the evaluation process.

Any company providing a service or installing equipment on or about Township property shall provide to the Township Supervisor evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on Township property for both the company and any subcontractors, naming Maine Township as an additional insured. The Company must hold the Township, its agents or employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention,

articles or appliances furnished or used in the performance of the contract, or which Company is not the patentee, assignee, or licensee.

Furthermore, the Company must agree to save and hold harmless and defend and indemnify the Township from and against all injury, death, damage, loss, claims and liability caused by or arising out of or related to the Company's performance of the work for the Township. This agreement extends to all claims, of any nature, whether made by the Company's employees or others.

All information, prices and content submitted to Township will be public and Company has no right to privacy, as all submissions are subject to the Illinois Freedom of Information Act. All information may be posted on our website and discussed openly at Board of Trustees meetings.

Township requires all contractors and vendors doing business with Township not to discriminate against anyone on the basis of race, age, color, religion, gender, sexual orientation, ancestry, national origin, veteran status, and non-job-related disabilities.

The Illinois Prevailing Wage Act (820 ILCS 130/0.01-12) will be applicable for this project.

Maine Township is tax exempt.

All components and equipment to be the property of Maine Township.

### **Reservation of Rights**

The Township has determined that the Clinical Observation and Recording System project is, by its nature, not adapted to award by competitive bidding because the project requires the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. As such, the Township reserves the following rights if using them will be more advantageous to Township:

1. Withdraw this request at any time without prior notice
2. Accept or reject any and all submissions, or any item or part thereof
3. Postpone qualifications due date
4. Not award a contract to any submitter responding
5. Award a contract without negotiations or discussions

# Section 2

## Scope of Services

### Statement of Purpose

Township is requesting proposals for a Clinical Observation and Recording System. Based on the requirements presented in the scope of services, Company should propose a solution that will best suit Township's needs and conform to industry best practices.

The objective is to design, procure, and install a discrete, high-fidelity audiovisual recording and observation system across 2 counseling rooms. This system will facilitate supervision and post-session review for student intern therapists as well as employee therapists needing session recordings for advanced credentialing purposes. First counseling room (attached to observation room with one-way mirror) will have 2 cameras and second counseling room will have 1 camera or the ability to use a portable recording device such as an iPad that would integrate with storage and viewing software.

### Scope of Services

#### 1. Technical Requirements & Hardware

The vendor shall design, provide and install a solution including, but not limited to:

- **Video Capture:** High-definition (1080p/4K) PTZ (Pan-Tilt-Zoom) or fixed wide-angle cameras designed for low-profile mounting to minimize client distraction.
- **Audio Capture:** Professional-grade ceiling-mounted or boundary microphones capable of capturing nuanced verbal communication and soft tones while filtering out ambient sounds outside room. Ability to only audio record sessions, if needed, is preferable.
- **Control Systems:** In-room or easy to access "session start/stop" interface, plus a centralized management hub for supervisors.
- **On-Premise Server:** Locally installed (not cloud-based) storage device for secure storage of recordings.
- **Observation Station:** Audio required (and optionally video) in the observation room for live supervision purposes.

#### 2. Software & Functional Specs

The system must be intuitive enough for a counselor to easily operate. Key requirements include:

- **Standardized Recording:** One-touch recording that automatically tags files with date and time.
- **Remote Viewing:** Secure portal for authorized supervisors to view live streams or archives.
- **Live Demo:** Finalists must provide a live demonstration of their software interface.

### 3. Privacy & Compliance

Because this involves sensitive clinical data, the vendor must guarantee:

- **Encryption:** Ability for data to be protected/encrypted both at rest and in transit.
- **Access Control:** Ability to ensure only authorized personnel can access recordings.
- **HIPAA Compliance:** Hardware and software must meet all federal privacy standards for healthcare records.

### 4. Implementation & Post-Launch

- **Installation:** All wiring must be concealed and aesthetically integrated into the existing room design.
- **Testing:** A formal testing phase to ensure audio is clear and no "blind spots" exist in the video feed.
- **Training:** Training sessions for staff, including a "Quick Start" guide for internship students.

## Project Requirements

1. All components to be installed according to State, Federal and local building codes
2. Vendor may be required to obtain permits
3. Vendor will not be responsible for any changes to network
4. Vendor should identify all requirements needed for internet, data, firewall or other requirements
5. Vendor will demonstrate that all hardware, software, and cabling are functioning according to the specifications
6. Vendor should provide transparent pricing for any annual maintenance or support fees

7. Vendor should provide two pricing options for consideration: one that includes only 1 year of annual maintenance or support fees and another that includes 5 years of annual maintenance or support fees to be paid up front.
8. Vendor must provide manufacturer warranty for all equipment and warranty for all work performed
9. Vendor must provide all details of warranty for the project and pricing for additional warranty coverage and warranty and guarantee of work performed by vendor and any subcontractors
10. Vendor warranty information documents
11. Vendor should describe warranty coverage details and procedures including procedures for parts repair and replacement
12. Maine Township reserves the right to inspect and approve work and installation, and vendor must repair and replace at their cost
13. Operational manuals and training materials
14. Vendor should have implementation plan with roles for successful installation and schedule, and assignment of dedicated project manager
15. Vendor should provide resources available for unexpected delays or issues, as well as additional costs for resources
16. All equipment proposed by vendor should be new

## Section 3

# Vendor Qualifications

## Proposal Requirements and Response

Responses should be submitted in the order presented:

1. Minimum Qualifications
  - i. Vendor is to provide proof that they are compliant with the Cook County Prevailing Wage Act 820 ILCS 130/4
  - ii. Vendor must submit certificate of insurance naming Maine Township as an additional insured at the award of the contract
  - iii. Vendor must provide subcontractor information and proof that work performed by the subcontractor is covered by vendor insurance
  - iv. If awarded the work by the Township Board, the Vendor must execute a contract with the Township for the work. The Contract will be on a form acceptable to the Township.
2. A general description of Company's organization, experience, services, and staff
  - i. Please include a brief history of your company, including how long you have been in business, financial standing, insurance coverage, how many

clients you serve, what types of clients you serve, and the scope of services you provide

3. Provide at least 3 references for which your firm has performed similar services
  - i. References should include name of the company, contact info and brief description of services rendered
4. Subcontractors
  - i. Vendor should list any subcontractor's name, address and state of incorporation that are proposed to be used on the project
  - ii. Indicate the subcontractor's role and responsibilities in the project
  - iii. Provide proof of insurance naming Maine Township as the insured at the award of the contract
5. Describe what approach Company will use to complete the scope of services. Summarize the major points of Scope of Services
  - i. Executive Summary
  - ii. Project and Installation Plan
  - iii. Project Team
  - iv. Product Information
  - v. Diagram of Design
  - vi. Equipment Listing
  - vii. Permits
  - viii. Training
  - ix. Service call information
  - x. Warranty
6. Submit proposed pricing for this project
  - i. Specify all expenses in the estimation of cost
  - ii. Describe the scope of services it entails and any services which would not be covered or which would be provided for an additional charge
  - iii. Itemized list of cost for project including all hardware, software, software subscriptions, installation fee, shipping, vehicle charge and any other costs associated with project
  - iv. Warranty and additional warranty options
  - v. Service Calls



## Section 4

### SCHEDULE AND SUBMISSION INSTRUCTIONS

Maine Township Youth & Family Services Director Richard Lyon will service as the primary contact for this proposal.

Questions and requests for clarification should be submitted via email to Richard Lyon at [rlyon@mainetown.com](mailto:rlyon@mainetown.com).

Proposals should be submitted via email to Richard Lyon at [rlyon@mainetown.com](mailto:rlyon@mainetown.com).

***The deadline for responding to the RFP is 12:00 PM CDT on March 18, 2026. All proposals that are not received prior to the deadline shall be rejected from consideration.***