

Request for Information

Revised 10/10/2022.



State of Alaska
Department of Administration
Division of:
Office of Procurement and Property Management
333 Willoughby Avenue, 8th Floor
Juneau, Alaska 99811-0210

Date Issued: April 2, 2024

REQUEST FOR INFORMATION

Introduction:

This Request for Information ("RFI") is being issued by the State of Alaska ("Lead State") in collaboration with NASPO ValuePoint cooperative purchasing program. The purpose of this RFI is to seek information from qualified suppliers to be used in the development of a new solicitation for a replacement portfolio for Audio Video Equipment and Supplies. Responding to this RFI is not mandatory for participation in any subsequent solicitations released by the State of Alaska. All vendor communications concerning this RFI must be directed to the State of Alaska's Center Manager and Contracting Officer, Jennifer Krick.

The Lead State is developing the RFP for the re-solicitation of the NASPO Portfolio – Audio Video Equipment and Supplies. The primary purpose of this solicitation is to select Offerors who can provide AV Equipment and Supplies for all Participating States. The resulting RFP will seek Offerors who are able to provide a full line catalog of audio and video supplies and equipment. In an expanded scope, the Lead State seeks feedback from the supplier community. We recognize there are some additional features and services that can be added to the value of the contract and seek suggestions and recommendations to expand the scope and provide more options and services to our members.

Response Information:

NOTE: This is an informal Request for Information (RFI). Responses to this RFI will not be evaluated or result in contract awards but may be used for industry research purposes and to aid in the development of future competitive solicitations.

Responders may not mark an entire response as confidential or proprietary but should clearly identify any confidential or proprietary information contained therein. NVP is not subject to public records requests and will not share information except as set forth herein or by order of a court of law of appropriate jurisdiction. However, NVP may share information with public entities, and by submitting a response, responders acknowledge that submitted information, including information marked as confidential or proprietary, may become subject to public records requests and disclosure in accordance with applicable law.

Responders will not be reimbursed for any costs associated with the submission of a response.

Procurement Officer contact information:

Interested parties must submit a written response by **April,22, 2024, at 2:00 p.m. AKST**. Responses may be sent by E-mail to jennifer.krick@alaska.gov

All questions must be directed to the person listed below writing via email.

Department of Administration
Office of Procurement & Property Management
Attention: Jennifer Krick- Contracting Officer
Department of Administration
Phone: (907) 465-5680
Email: jennifer.krick@alaska.gov

Please note the State does not accept responsibility for failed e-mailed response deliveries. It is the responsibility of the interested party to follow up with the individual listed above to ensure your response was received prior to the deadline specified above.

Instructions:

Please refer to the RFP of the current Master Agreements for more detail and current scope of this portfolio. Documents and materials can be found at the below link on the NASPO portfolio page.

<https://www.naspovaluepoint.org/portfolio/audio-video-equipment-and-supplies-2019-2024/>

On the portfolio page, scroll down to the “Solicitation” tab on the right-hand side of the website to download the RFP and accompanying documentation.

General Questions:

The intended awards will cover all US states, territories, and Washington, DC. What geographical concerns (if any) do you have?

In seeking the supply of a large full-line catalog of the categories, what are some of the factors that the Lead State should consider when establishing the new scope of work?

Do you have an online ordering system for your catalog offerings?

Category Award Structure:

The current categories of this portfolio are as follows:

1. Audio Equipment – Audio Mixers, Speaker Systems, Stereo Receivers/Equalizers, Compact Disc Players, MP3 Players, AM/FM Radio, Public Address Systems (including Portable), Portable Sound Systems, Wireless Microphone Systems, Amplifiers, Audio Cassette Recorder/Players
2. Video Equipment – Equipment for Videoconferencing, Studio Production, Video Recording, Digital Video Disc Players, Televisions, Plasma Screen Televisions, Television Monitors/Monitor Receivers, TV/VCR Combo Units, Camcorders, Digital Video Recorders, High Definition Cameras (NON-Security Related), Digital Video Editing Systems, TelePrompTers, Blu Ray Players/Recorders
3. Projection Equipment – Video Projection Systems, Visual Presentation Boards, Projectors: LCD, DLP (Digital Light Processing), Overhead, Slide
4. Photographic Equipment – Cameras, Digital Cameras, Digital Imaging, Stand Alone Printers for Digital Camera Printing only, SLR (small, medium & large format), Film Holders, Slide Printers, Lens Accessories, Digital Memory Cards
5. Screens/Displays – Projection Screens including: Rear Projection, Motorized, Tripod, Portable & Wall, Video Plasma Displays, LCD Panels, Interactive Whiteboards
6. Peripherals and Accessories – Products in this category will include those used in relation with Categories 1-5, such as: Audio Visual Carts, Projector Mounting Systems, Podiums, Lecterns, Stands, Equipment Cases, Racks and Rack Mounting Equipment, Test Equipment, Batteries, Chargers, Cables, Connectors, Adapters, Multimedia Consoles and Control Systems, Switchers, Routers, Camera Accessories: Various Lenses, Tripods, Fluid Heads, Camera Support Equipment
7. Value Add Service Options

Should this contract be arranged by the same categories for this award?

What other categories do you suggest that you offer that fit within the scope of this portfolio?

Price Evaluation:

Please review **Attachment_C_SUBMITTAL_FORM_F_Cost_Schedule**. Does this format make sense for obtaining accurate pricing? Please provide any suggestions for revisions.

Service Component:

Can your firm provide a full-line catalog **and** also provide various services that would be needed to utilize the products purchased (For example: wall mounting TVs, installing projectors, integrating AV systems to technology components, etc.)? Please list the services that you currently provide. How does your firm provide these professional services, are they direct from your company or do you outsource and manage a network of professional service providers for implementation and project-based work for installation of products?

What should the Lead State know more about when considering the scope expansion to include more

services.

What other details can you share about service level agreements, and how should this be structured in a contract?

Other considerations:

What can you provide when it comes to rental equipment, can you detail the components of rental structure that we should know if we were to choose to add this component into the contract?

Additional Services: NASPO and the Lead State are interested not only in supplying AV equipment but also seeking potential additional professional services that utilize AV components. The portfolio is seeking to expand its offerings to incorporate production and logistics of conferences and events to provide a comprehensive solution to meet all audio and video needs for public entities.

- Event Conference Production: On-site live event production including trainings, hybrid live production, live audio (podcast) production, etc. With the widespread growth of events and conferences by public entities, including institutions of higher education, there are expanding needs that utilize AV components.
- Production, Enterprise, and Studio Offerings: include the growing popularity of corporate videos for marketing purposes, increasing penetration of social media channels, the need for training and educational videos in the corporate and public sector, and a large consumer base of internet services.

Are these additional services within the appropriate scope of this RFP? Can the suppliers of a full-line catalog have the capability to manage additional services like the ones referred to above?

Are there any emerging technologies within the AV space that the State should consider? (i.e. augmented/virtual reality, virtual classrooms, etc.)

Are there any service expansions that would be considered within this scope of work that have emerged?

Are there any other components, factors, or issues that this RFI has not addressed? Please feel free to share.