

REQUEST FOR PROPOSALS
for
AV EQUIPMENT and SERVICES

Issued by
the STATE OF ALASKA



In collaboration with



SOLICITATION NUMBER 2025-0200-0044

RFP WEBSITE: <https://aws.state.ak.us/OnlinePublicNotices/>



RFP OVERVIEW

I. INTRODUCTION

This Request for Proposal (RFP) is being issued by the State of Alaska (“Lead State”) in collaboration with the NASPO ValuePoint cooperative purchasing program. The purpose of this RFP is to establish competitive contract(s) for use by participating entities to obtain Audio and Video (AV) Equipment and Services. This solicitation may result in multiple awards. The objective of this RFP is to achieve best value, and in some cases more favorable pricing, than is otherwise obtainable by an individual state or local government entity due to the collective potential volume of purchases by numerous state and local government entities.

The goal of this solicitation is to award a contract or multiple contracts to supplier(s) who can supply a wide array of audio and video equipment, and/or provide commercial AV services, please see the below award category structure. This audio and video equipment will facilitate government operations. Some changes to this portfolio in contrast with the current portfolio is the recognition of the ever-changing technology landscape, as there will be the flexibility to amend the contract to permit new technologies within the AV scope to be added for the benefit of our members and end users of this portfolio. There will be a focus on services to enhance the purchases of the AV equipment. In all areas of this portfolio, the goal is a holistic approach for providing AV equipment and supplies as well as providing the installation and maintaining of functionality of a public entities’ AV purchases.

Award Category 1: Full Line Catalog – Responding to this solicitation will require the ability to offer a full line catalog of AV equipment and supplies.

Award Category 2: Commercial AV Services – Responding to this solicitation will require the ability to offer consultation, installation, maintenance, etc. for AV products and equipment.

About NASPO ValuePoint

NASPO ValuePoint is a division of the National Association of State Procurement Officials (NASPO), a non-profit association dedicated to advancing public procurement through leadership, excellence, and integrity. In accordance with NASPO ValuePoint’s Lead State Model™, the Lead State is issuing this RFP, evaluating responses, and establishing Master Agreements with the support and assistance of a Multistate Sourcing Team™ composed of individuals from other member states, representing a broad range of perspectives that ensure the RFP incorporates best practices recognized by public entities across the country.

Participation in NASPO ValuePoint Master Agreements is convenient and cost-effective for eligible entities—including state departments, institutions, agencies, and political subdivisions, federally recognized tribes, and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories—and suppliers, with no membership or registration required. In calendar year 2023, contractors reported a combined **\$20.5 billion** in sales through NASPO ValuePoint Master Agreements awarded through cooperative solicitations like this RFP, including a combined **\$29.7 million** in sales through the current Audio Video Equipment and Supplies portfolio.

More information about NASPO, NASPO ValuePoint, and the NASPO ValuePoint Lead State Model can be found at www.naspo.org and www.naspovaluepoint.org and in Attachment E, Participation Information.

II. GENERAL INFORMATION AND INSTRUCTIONS

- A. **RFP Contact**. The following individual referred to as the Procurement Officer and/or RFP Contact is the sole contact for this RFP:

**Request for Proposals for
AV Equipment and Services**

Issued by the **State of Alaska**
Solicitation Number 2025-0200-0044



Jennifer Krick
Assistant Deputy Chief Procurement Officer
State of Alaska, Dept of Administration
Office of Procurement and Property Management
jennifer.krick@alaska.gov
907.465.5680

- B. RFP Website.** The following website is the sole official source for RFP information and updates:

<https://aws.state.ak.us/OnlinePublicNotices/>

IMPORTANT NOTICE: YOU MUST REGISTER WITH THE PROCUREMENT OFFICER LISTED IN THIS DOCUMENT TO RECEIVE NOTIFICATION OF SUBSEQUENT AMENDMENTS.

IN ORDER TO REGISTER YOU MUST SEND AN EMAIL TO Jennifer Krick (jennifer.krick@alaska.gov) AND INCLUDE CONTACT NAME, COMPANY NAME, EMAIL ADDRESS, AND PHONE NUMBER.

- C. RFP Documents.** This RFP consists of this RFP Overview, the following attachments, and any information or materials posted by the Lead State to the RFP Website, as amended:

1. Attachment A, RFP Terms and Conditions
2. Attachment B, Scope of Work
3. Attachment C, RFP Evaluation Plan
4. Attachment D, Sample Master Agreement
5. Attachment E, Participation Information
6. Attachment F, Protest Information
7. Attachment G, Offeror Information, Acknowledgements, and Certifications
8. Attachment H, Offeror Response Worksheet
9. Attachment I, Cost Proposal
10. Attachment J, Proposed Modifications to Sample Master Agreement
11. Attachment K, Claim of Business Confidentiality

- D. Important Dates.**

1. **RFP Open Date:** Friday, November 15, 2024
2. **RFP Pre-proposal Conference:** Tuesday, December 3, 2024, at 10am AKST
3. **RFP Q&A Deadline:** Friday, December 13, 2024, at 2pm AKST
4. **RFP Close Date:** Friday, January 10, 2025, at 2pm AKST

Attendance at the RFP Pre-proposal Conference to be held through Microsoft Teams is optional. Below is the information to the meeting to be held on Tuesday, December 3, 2024 at 10am AKST. If you have any questions please reach out to the RFP Contact.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 293 308 247 958

Passcode: z2BMGZ



Dial in by phone

[+1 907-202-7104,,602544317#](tel:+19072027104,602544317#) United States, Anchorage

[Find a local number](#)

Phone conference ID: 602 544 317#

Join on a video conferencing device

Tenant key: 260748889@t.plcm.vc

Video ID: 117 368 294 9

[More info](#)

Dates and deadlines are subject to change. Offerors should continue checking the RFP Website for the most up-to-date information.

E. How to Ask Questions.

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. For questions about the content of this RFP, submit any questions in writing via e-mail to the RFP Contact listed above. Questions must reference the specific section of the RFP to which the question relates.
3. For assistance with technical issues associated with the RFP Website, contact the RFP Contact.

F. How to Respond.

1. **Read and review this RFP, including all attachments, exhibits, and amendments.**
2. Prepare a proposal that:
 - a. Follows the requested format;
 - b. Includes the Solicitation Number on all materials making up the proposal;
 - c. Addresses each question and request for a response in this RFP, including all questions in Attachment H, Offeror Response Worksheet;
 - d. Clearly demonstrates your ability to meet the Scope of Work described in Section III of this attachment and Attachment B; and
 - e. Includes all required submissions identified below.
3. Submit your proposal by the RFP Close Date via email to the RFP Contact. Follow the below email submittal instructions:
 - a. When submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to jennifer.krick@alaska.gov as separate, clearly labeled attachments, such as "Vendor name – Technical Proposal.pdf" and "Vendor name– Cost Proposal.pdf" The email must contain the RFP number in the subject line.
 - b. The **maximum** size of a single email (including all text and attachments) that can be received by the state is **20mb (megabytes)**. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.



- c. Please note that email transmission is not instantaneous. Similar to sending a hard copy proposal, if you are emailing your proposal, the state recommends submitting with adequate time to ensure the email is delivered by the deadline for receipt of proposals. Late proposals will not be accepted!
- d. It is the offeror's responsibility to contact the procurement officer of record to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, late, or missing attachments.

III. SCOPE OF WORK

A detailed description of the Deliverables being sought through this RFP is attached as Attachment B, Scope of Work.

The scope of this RFP and its resulting Master Agreement(s) is intended to benefit all state departments, institutions, agencies, and political subdivisions and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories. Therefore, **Offerors should not interpret the Scope of Work to be associated with or limited to any specific purchase, implementation, project, need, or program** within the Lead State or any other state or eligible entity. Proposals should be generally applicable to all potential Participating Entities and Purchasing Entities, except where specificity is requested.

The initial term of the Master Agreement(s) resulting from this RFP is anticipated to be four (4) years, with the option to exercise renewals totaling up to an additional two (2) years following the initial term, upon mutual agreement by the Lead State and Contractor.

IV. OFFEROR RESPONSE

A. Required Submissions. The following must be submitted with your proposal:

1. Any response required within this RFP to be submitted. All responses will be submitted to the Procurement Officer via email;
2. Completed and signed Attachment G, Offeror Information, Acknowledgements, and Certifications;
3. Completed Attachment H, Offeror Response Worksheet. Please note that there are two separate response worksheets depending on what category is being proposed. Offeror will need to submit both if proposing Award Categories 1 and 2;
4. Completed Attachment I, Cost Proposal. If proposing Award Category 1, Offeror will need to submit Cost Proposal and also the Minimum Discount Schedule (details found in Attachment C, Evaluation Plan and Attachment I, Cost Proposal). Offeror will need to submit both spreadsheets if proposing Award Categories 1 and 2;
5. Completed Attachment J, Proposed Modifications to Sample Master Agreement (if any);
6. Redlined copy of Attachment D, Sample Master Agreement, if proposing modifications
7. Completed and signed Attachment K, Claim of Business Confidentiality
8. Redacted copy of proposal clearly marked as such, if claiming confidential, proprietary, or protected information

B. Other Documents. The following are informational only and do **not** need to be submitted with your proposal:

1. This RFP Overview
2. Attachment A, RFP Terms and Conditions
3. Attachment B, Scope of Work
4. Attachment C, RFP Evaluation Plan



5. Attachment D, Sample Master Agreement, if not proposing any modifications
6. Attachment E, Participation Information
7. Attachment F, Protest Information

V. EVALUATION AND AWARD PROCESS

- A. Proposals will be sealed until the RFP Close Date. After opening, proposals will be evaluated in stages as set forth in this section and further detailed in Attachment C, RFP Evaluation Plan.
 1. **Stage 1: Initial Responsiveness Evaluation.** Proposals will be reviewed for completeness and initial responsiveness. Proposals omitting required documents or responses may be rejected in accordance with Attachment A, RFP Terms and Conditions.
 2. **Stage 2: Mandatory Minimum Requirements Evaluation.** Complete and responsive proposals will be reviewed for compliance with mandatory minimum requirements. Proposals failing to meet all Mandatory Minimum Requirements identified in Attachment C, RFP Evaluation Plan may be rejected in accordance with Attachment A, RFP Terms and Conditions.
 3. **Stage 3: Technical Criteria Evaluation.** Proposals meeting or exceeding the Mandatory Minimum Requirements will be evaluated against the Technical Criteria set forth in Attachment C, RFP Evaluation Plan.
 4. **Stage 4: Cost Evaluation.** Cost Proposals for proposals not rejected following evaluation of Technical Criteria will be evaluated according to the evaluation detailed in Attachment C, RFP Evaluation Plan.
 5. Scores from the technical criteria evaluation and cost evaluations will be added together for a final score and then ranked.
- B. After evaluations are completed, the Lead State and Multistate Sourcing Team will determine which proposals are most advantageous to the Lead State and potential Participating Entities and Purchasing Entities.
- C. Prior to announcement of awards and execution of Master Agreements, the Lead State will present an award recommendation to the Alaska CPO, and then to NASPO ValuePoint for approval of the proposed awards.
- D. Following approval of NASPO ValuePoint, the Lead State will post the Notice of Intent to Award on the Alaska OPN for 10 days, following which it will finalize all Master Agreements with the awarded vendor(s).
- E. Alaska only Award Considerations: While the primary purpose of this solicitation is to select Offerors who can provide AV Equipment and Supplies for all Participating Entities, Offerors will be permitted to submit proposals on a Statewide basis solely for the State of Alaska. However, if an Offeror elects to submit an Alaska Statewide Proposal, then the Offeror will not be allowed to sell to additional participating entities for the term of the Master Agreement(s).