

Request for Quotes

Pacific States Marine Fisheries Commission

Audio/Video Room Support

Actual Issue Date: **February 6, 2012**

Deadline for Submissions: **February 24, 2012**

Schedule

- February 6, 2012:** RFQ Posted on PSMFC website
- February 15, 2012:** Deadline for Questions.
Please email questions to: marredondo@psmfc.org
- February 17, 2012:** Q&A Posted on PSMFC website
- February 24, 2012** Deadline for submission of proposals
Proposals need to be submitted by e-mail to: marredondo@psmfc.org
Subject line for submissions: *2012 Audio Video Room Support RFP*
Faxed and hard copy proposals **will not** be accepted.
- February 27, 2012** Proposal review
- March 5-9, 2012** Interviews with finalists
- March 16, 2012** Contractor selected

Background

Formed by Congress more than 60 years ago, the Pacific States Marine Fisheries Commission (PSMFC) helps resource agencies and the fishing industry sustainably manage our valuable Pacific Ocean resources in a five-state region. Established in 1947, PSMFC is one of only three interstate commissions in the United States today.

PSMFC's primary goal is to promote and support policies and actions to conserve, develop, and manage our fishery resources in California, Oregon, Washington, Idaho, and Alaska. We accomplish this through coordinating research activities, monitoring fishing activities, and facilitating a wide variety of projects. We work to collect data and maintain databases on salmon, steelhead, and other marine fish for fishery managers and the fishing industry.

PSMFC's activities are funded through federal grants, special contracts, and dues from its member states. PSMFC regularly serves as a primary contractor on grants, projects, and contracts for states and other organizations in large part due to our low overhead and our proven management ability. Due to the fact that most of PSMFC's operating funds are from Federal grants and contracts, PSMFC must adhere to federal accounting rules and cost principles.

PSMFC has a total organizational budget of \$50,000,000 for FY 2010 – 2011.

Scope of Work

PSMFC is seeking quotes from qualified independent contractors who will be available to support and maintain the PSMFC Audio/Visual (AV) and teleconferencing equipment located in two conference rooms in Portland, OR and one conference room in Kennewick, WA. The goal of the AV support is to maintain the hardware and software in the 3 conference rooms and trouble shoot any problems.

PSMFC aims to meet the following objectives with the AV support:

- Trouble shoot and fix problem as they occur.
- Update firmware and software on the devices.
- Program the AMX Touch Screen devices as needed.
- Support both the Portland, OR and Kennewick, WA sites.

The systems that will be supported include:

Audio/Video Equipment:

Main Conference Room, Portland, OR

- PolyCom HDX 8000 HD
- AMX Wireless Touch Screen MVP 8400
- Canon Projector
- Samsung UN55C6300 TV
- Revolabs Wireless Microphones
- 6 Bose Speakers in ceiling.
- Extron DPX Series Switcher for above plus HDMI, VGA and ComCast cable connections.

Program Conference Room, Portland, OR

- PolyCom HDX 6000 HD
- AMX Touch Screen
- Sharp Aquos LC-46D85UN TV

- Microphones
- Speakers in ceiling
- Extron DPX Series Switcher for above plus HDMI and VGA cable connections.

Conference Room Kennewick, WA

- PolyCom HDX 7000 HD
- AMX Netlinx NI-3100
- AMX MVP 8400
- Sharp Aquos TV
- Microphones
- Speakers
- Extron SPX Series Switcher for above

PSMFC will contract with a single firm to provide the services described herein. PSMFC expects to award a contract by March 30, 2012. It is anticipated the contract term shall be renewed annually for maintenance.

Proposal Requirements and Scoring

Requirements

Your proposal should address three areas, Business Experience, Cost and Technical Approach. To successfully respond to this RFQ the applicant must show:

- Ability to trouble shoot and fix problem on all hardware and software in the 3 AV conference rooms.
- Ability to update firmware and software on all the devices at PSMFC.
- Ability to Program AMX Touch Screen devices.
- Demonstrate a working knowledge of all of the AV devices contained in the 3 conference rooms.
- Demonstrate a working knowledge of how these devices interconnect within each conference room and how they interconnect between the conference rooms.

Proposal Scoring

- **Business Experience. (40 percent)** The contractor must demonstrate knowledge of AV equipment and provide customer references that show experience in working with AV systems.
- **Cost (30 percent)** Provide total cost per hour that you would bill PSMFC for work on the proposed systems.
- **Technical Approach (30).** Describe your approach to maintaining hardware and software and you availability in fixing problems when they occur. How will you accomplish this at both the Portland, OR and Kennewick, WA sites.

Interviews

The top three to five rated proposals will be contacted to schedule an interview.