



Jefferson County Commission, WV

Request For Proposal

(2022)

**Audio/Visual Equipment
and Software Solutions**

Closing Date: August 31, 2022

Table of Contents

1. Statement of Work	3
1.1 Purpose	3
1.2 Coverage & Participation	3
2. General Information	3
2.1 Original RFP Document	3
2.2 The Organization	3
2.3 Existing Technology Environment	3
2.4 Schedule of Events	4
3. Proposal Preparation Instructions	4
3.1 Vendor’s Understanding of the RFP	4
3.2 Good Faith Statement	4
3.3 Communication	4
3.4 Proposal Preparation and Submission	5
3.5 Criteria for Selection	6
4. Scope of Work, Specifications & Requirements	7
4.1 Technical Specifications	7
4.1.1 Integration and Scalability	7
4.1.2 A/V Solution Specifications	7
4.2 Administration/Management of A/V Equipment	8
4.3 Support and Maintenance	8
4.3.1 Service Provider	8
4.3.2 Product History	8
4.4 Engagement Methodology	8
5. Vendor Qualifications & References	8
6. Budget & Estimated Pricing	9
6.1 Total Cost Summary	9
7. Additional Terms & Conditions	10
7.1 Personal Information	10
7.1.1 General	10
7.1.2 Requested Personal Information	10
7.2 Costs	10

7.3 Intellectual Property	10
7.4 Respondent’s Responses	10
7.5 Governing Law	10
7.6 No Liability	10
7.7 Nondiscrimination of Contractors	11
7.8 Tax Exempt Status.....	11
7.9 Entire RFP	11
8. Vendor Certification.....	12

1. Statement of Work

1.1 Purpose

Because of the pandemic caused by COVID-19 and the status of aging equipment within the Jefferson County Commission Meeting Room, the Jefferson County Commission, West Virginia has the need to replace our Audio/Visual Equipment and Software Solution in order to interact with our citizens and vendors. The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply Audio/Visual, Equipment and Software solutions to the Jefferson County Commission, West Virginia.

1.2 Coverage & Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of the Jefferson County Commission, West Virginia. The Jefferson County Commission, West Virginia reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

2. General Information

2.1 Original RFP Document

The Jefferson County Commission, West Virginia shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

2.2 The Organization

The Jefferson County Commission, West Virginia is a local county government entity.

2.3 Existing Technology Environment

The current Audio/Visual systems are in the Jefferson County Commission Library Meeting Room located at 200 E. Washington Street, Charles Town, WV 25414, and are outdated and partially non-functioning.

We are looking to:

- Replace the current A/V system and have streaming services available that have the capability to stream to social media platforms.
- Upgrade the ability for different departments, Elected Officials and Component Agencies to run their own independent meetings and streaming services.
- Replace current Audio/Visual services with enhanced services.
- Integrate with our current network environment.

- Replace current equipment and displays to larger more easily usable equipment and displays.

2.4 Schedule of Events

The following is a tentative schedule that will apply to this RFP but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by e-mail to all invited bidders.

RFP Released	August 16, 2022
Proposal Due	August 31, 2022
Award Notification	September 2, 2022

3. Proposal Preparation Instructions

3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Jefferson County Commission, West Virginia as necessary to gain such understanding. Jefferson County Commission, West Virginia reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, Jefferson County Commission, West Virginia reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to Jefferson County Commission, West Virginia.

3.2 Good Faith Statement

All information provided by Jefferson County Commission, West Virginia in this RFP is offered in good faith. Individual items are subject to change at any time. Jefferson County Commission, West Virginia makes no certification that any item is without error. Jefferson County Commission, West Virginia is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Inquiries, questions, and requests for clarification related to this RFP are to be directed via email or in writing to:
Jefferson County Commission, West Virginia
Information Technology Department
Attn: Russell Burgess
116 E Washington Street
Charles Town, WV 25414
Telephone: (304) 728-5605
E-mail: rburgess@jeffersoncountywv.org

3.4 Proposal Preparation and Submission

In order to be considered for selection, vendors must complete response to this RFP by August 31, 2022. Proposals must be delivered to:

Russell Burgess
Director Information Technology Department
116 E Washington Street
Charles Town, WV 25414
E-mail: rburgess@jeffersoncountywv.org

Proposals should be organized as follows:

1. Title Page – Show the RFP subject, the name of the vendor, local address, telephone number, name of contact person, and the date.
2. Table of Contents – Show a clear identification of the material by section and by page number.
3. Profile of the Vendor – Show vendor qualifications as stated in Section 5 of this RFP; state the location of the office that will be performing the installation and responding to requests for support.
4. Provide images and technical specifications of each type of proposed hardware that is to be used in the proposed A/V systems.
5. Detail of Hardware and Work - Separate the labor and hardware to be used in the areas listed in Section 4.1.2 A/V Solution Specifications
6. Vendor Certification – Completed and signed Vendor Certification (*Section 8*).

All information requested in the Section 4 of this RFP should be submitted. Any respondent to the RFP that fails to submit all information requested, may be required to promptly submit missing information which may result in a low evaluation of the proposal. Jefferson County Commission, West Virginia may reject proposals, which are substantially incomplete or lack key information.

Proposal should be prepared simply, providing a clear and concise description of capabilities that meet the criteria of this RFP. All pages of the response to this RFP are to be numbered. Vendors submitting a response to this RFP may be required to give an oral presentation of their response to Jefferson County Commission, West Virginia. Jefferson County Commission, West Virginia will schedule a time and date of these presentations. Oral presentations are an option of Jefferson County Commission, West Virginia and may or may not be conducted.

3.5 Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply Jefferson County Commission, West Virginia with A/V solutions identified in the Scope of Work. Selections will be based on the capability of the vendor to meet the following criteria:

Evaluation Criteria:

1. Capability of vendor to provide A/V solutions
2. Capability of vendor to provide all necessary equipment (Cameras, Microphones, Speakers, Streaming equipment, Cabling, Networking equipment, Camera Mounts, Software, Training, etc.)
3. Financial stability of the vendor
4. Vendor's depiction of average response times for support requests
5. Vendor's ability to demonstrate timeline and implementation strategy for the proposed system
6. Ease of operations, management and support of the A/V solutions

7. Capability of vendor to provide administrator and/or end user training
8. Cost effectiveness of the A/V Solutions

4. Scope of Work, Specifications & Requirements

Jefferson County Commission, West Virginia is requesting proposals from qualified firms interested in providing A/V solutions, Streaming equipment, Support, Maintenance, Warranty, Cabling and Training.

4.1 Technical Specifications

4.1.1 Integration and Scalability

The A/V solutions should be capable of integrating with Jefferson County Commission, West Virginia's current network.

4.1.2 A/V Solution Specifications

A/V solutions will be evaluated on ability to handle public meeting formats and many social media and streaming services.

4.2 Administration/Management of A/V Equipment

The proposed solution should describe the administration/management interface that will be used to manage the areas that require IP cameras. Preference will be given to RFPs that demonstrate systems that are easy to use, that have the option to integrate with Active Directory, have a web client, supports video storage to an attached device or a network device.

4.3 Support and Maintenance

Jefferson County Commission, West Virginia requires a minimum of 1-years support and onsite support with the option to continue annual support after the 1-year period has ended. The vendor should provide a detailed description of standard and extended support, maintenance, and the average response time for a support request.

4.3.1 Service Provider

Please state the name of the company which will be delivering service and on-site support for this solution. If service has been outsourced to another firm, how long has this relationship been in effect?

4.3.2 Product History

Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor's current product lifecycle?

Please provide a list of policies on firmware updates for the proposed solution. How often are changes released? How is the customer notified about changes? How are they applied?

4.4 Engagement Methodology

Jefferson County Commission, West Virginia is looking for a turn-key solution. The vendor will be responsible for any camera hardware, any necessary cable runs, as well as installation of networking equipment. The vendor will be responsible for coordinating with the Director of Information Technology in configuring networking equipment to work with the County's existing LAN.

5. Vendor Qualifications & References

All vendors must provide the following information for their proposal to be considered:

1. A brief outline of the vendor company and services offered, including:
 - Full legal name of the company
 - Year business was established
 - Number of people currently employed
 - Income statement and balance sheet for each of the two most recently completed fiscal years certified by a public accountant.
2. An outline of the product line-up and/or services they currently support.
3. A description of their geographic reach.
4. Information on its current clients, including:
 - Total number of current clients.
 - A list of clients with similar needs using similar products and/or services.
 - Evidence of successful completion of a project of a similar size and complexity.
5. References: Contact information for five references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.

6. Budget & Estimated Pricing

All vendors must fill out the following Total Cost Summary for the implementation of their solution for Jefferson County Commission, West Virginia A/V solution projects as described in this RFP.

6.1 Total Cost Summary

For all available deployment models, provide a five (5) year cost summary as displayed below.

Three Year Total Cost Summary						
Costs	Total	Year 1	Year 2	Year 3	Year 4	Year 5
Hardware						
Software Licensing						
Installation						
Maintenance						
Documentation &						
Project Management						
Miscellaneous						
Other (specify)						
Total:						

Hardware: List, describe, and record the cost of each piece of hardware that is required.

Software Licensing: List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

Installation: Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution.

Maintenance: Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

Documentation & Training: If there are fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

7. Additional Terms & Conditions

7.1 Personal Information

7.1.1 General

Depending on the circumstances, Jefferson County Commission, West Virginia may require information related to the qualifications and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditation, and/or letters of reference. The Respondent should not submit as part of its Response any information related to the qualifications, experience of persons who are proposed or available to provide services unless specifically requested. Unless specifically requested, any such information, whether in the form of resumes or other documentation, will be returned immediately to the Respondent.

7.1.2 Requested Personal Information

Any personal information that is requested from each Respondent by Jefferson County Commission, West Virginia shall only be used to consider the qualified individuals to undertake the project/services and to confirm that the work performed is consistent with these qualifications. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to the Jefferson County Commission, West Virginia will consider that the appropriate consents have been obtained for the disclosure to and use by Jefferson County Commission, West Virginia of the requested information for the purposes described.

7.2 Costs

The RFP does not obligate Jefferson County Commission, West Virginia to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of Jefferson County Commission, West Virginia, subject to claims of confidentiality in respect of the Response and supporting documentation.

7.3 Intellectual Property

The Respondent should not use any intellectual property of Jefferson County Commission, West Virginia including, but not limited to, all logos, registered trademarks, or trade names of Jefferson County Commission, West Virginia, at any time without the prior written approval of Jefferson County Commission, West Virginia, as appropriate.

7.4 Respondent's Responses

All accepted Responses shall become the property of Jefferson County Commission, West Virginia and will not be returned.

7.5 Governing Law

This RFP and the Respondent's Response shall be governed by the laws of the State of West Virginia.

7.6 No Liability

Jefferson County Commission, West Virginia shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

7.7 Nondiscrimination of Contractors

A bidder, vendor, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

7.8 Tax Exempt Status

Sales of goods to Jefferson County Commission are normally exempt from State sales tax. State sales and use tax certificates of exemption, will be issued upon request.

7.9 Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

8. Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to the RFP for Audio/Visual Equipment and Software Solutions for the Jefferson County Commission, West Virginia. The undersigned is a duly authorized officer, hereby certifies that:

(Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of thirty (30) calendar days as of August 26, 2022.

The undersigned further certify that their firm (check one):

IS

IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify Jefferson County Commission, West Virginia of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: _____	Title: _____
Signature: _____	Date: _____
Name: _____	Title: _____
Signature: _____	Date: _____

Signature of Authorized Officer:

Name: _____	Title: _____
Signature: _____	Date: _____