



# Request for Proposal (RFP) - Boardroom AV System with Hybrid Capability

## Project Overview

We are seeking proposals from qualified vendors to design, install, and support an Audio-Visual (AV) system for our boardroom. The system should seamlessly support both in-person and remote participants, enabling hybrid meetings and presentations.

Bidders must comply with the prevailing wage law to the extent applicable. Bidders will be installing the system and that may qualify as prevailing wage work. Bidders must be registered with the Department of Industrial Relations if installation work will exceed \$25,000.

## Scope of Work

The selected vendor will be responsible for the following:

1. **Design and Installation:**
  - Develop a comprehensive AV system design that meets our requirements.
  - Install and configure AV equipment, microphones, displays, and control systems.
  - Ensure compatibility with existing infrastructure.
  - Must have the capability to record audio from meetings.
  - The system must allow for removal and relocation of AV equipment should the District wish to relocate the boardroom.
2. **Hybrid Capability:**
  - Enable seamless integration of in-person and virtual participants.
  - Provide high-quality audio and video for remote attendees.
  - Support video conferencing platforms (e.g., Zoom, Microsoft Teams, YouTube Live).
3. **User Experience:**
  - Design an intuitive user interface for controlling AV equipment.
  - Train staff on system operation and troubleshooting.
4. **Maintenance and Support:**
  - Offer ongoing maintenance, updates, and technical support.
  - Address any issues promptly to minimize downtime.

## Technical Requirements

The proposed AV system should include, but not be limited to:

- 42 microphones
  - Microphones must have the ability to individual push to talk programming and/or on until disabled.
  - Host must be able to remotely mute a designated microphone.
- 1 gooseneck podium microphone.

- 1 wireless handheld microphone.
- 1 wireless lavalier microphone.
- Remove 4 existing ceiling mounted speakers
- Add 2 new ceiling mounted speakers
- Video conferencing and hybrid connectivity with designated laptop.
- Centralized control system (touch panel or tablet or software on laptop).
- Network infrastructure for reliable connectivity.
- System must have the ability to support growth as needed (increase microphone counts or support larger boardroom footprint).
- All wiring should be insulated and hidden with approved conduits and cover materials to match the boardroom's design and aesthetic.

## Central Control Unit

To accommodate the specified 43 microphones, we require a robust central control unit. The system must allow for a seamless audio experience without any feedback noise or echo effect. Designated staff should have the control ability to mute and turn on and off microphone from a centralized control system that is mobile and can be moved around.

## Proposal Submission

Interested vendors should submit the following:

1. **Technical Proposal:**
  - Detailed system design, including equipment specifications.
  - Implementation plan and timeline.
  - User interface mockups.
  - Training approach.
2. **Cost Proposal:**
  - Itemized breakdown of costs (equipment, installation, training, maintenance).
  - Separate proposal for a wired and wireless solution
  - Any ongoing subscription fees.
3. **References:**
  - Provide references from similar AV projects.

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. **Technical Solution:** Does the proposal meet our requirements for hybrid capability and user experience?
2. **Cost:** Is the pricing competitive and transparent?
3. **Vendor Experience:** Does the vendor have a track record of successful AV installations?
4. **References:** Have they worked with organizations similar to ours?

## Timeline

- RFP Issuance: 4-10-2024
- Proposal Submission Deadline: 5-20-2024
- Vendor Selection: 5-23-24
- Project Anticipated start date: June/July 2024

# Contact Information

The below images show the current setup of the Boardroom. For inquiries and submission of proposals, please contact:

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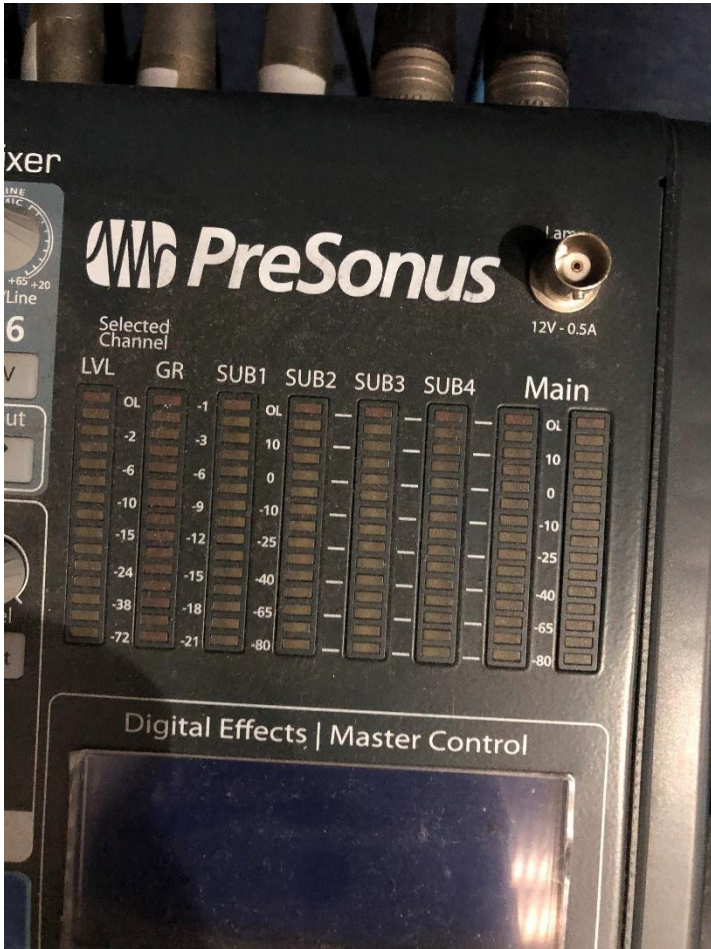
## Mounted TV



## Mounted Speakers



# Audio Mixer





## Podium/Lectern



## Boardroom Layout

