Request for Proposal

Video Conference Technology – O'Keefe Conference Center

October 2020

SCHOOL EMPLOYEES RETIREMENT SYSTEM OF OHIO
300 E. BROAD ST., SUITE 100 • COLUMBUS, OHIO 43215-3746
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I. INTRODUCTION

The School Employees Retirement System of Ohio (SERS) is requesting proposals from interested vendors to upgrade the existing audio/video technology in our main conference room at 300 East Broad Street in Columbus, OH.

II. BACKGROUND

SERS is a statewide-defined benefit retirement system for non-certificated persons employed by the public schools within the state's cities, villages and counties, as well as local districts, vocational and technical schools, community colleges, and The University of Akron. SERS provides service retirement, disability and survivor benefits, and access to health care coverage for benefit recipients and their dependents. General administration and management of the plan is vested in the Retirement Board established under Chapter 3309 of the Ohio Revised Code.

Links are available for the most recent SERS Comprehensive Annual Financial Report.

III. SCOPE OF SERVICES

SERS is seeking a qualified vendor to provide video conferencing technology in a large conference room:

- Integrate with existing room technology
- Cameras for video conferencing
- Touch control panel
- Audio processor including speakers and mics to accommodate the room
- Zoom capability
- Microsoft Teams capability
- Expandable for future web conferencing applications
- All project documentation – CAD drawings, schematics, code, etc.

Current room and equipment rack configuration:

- Room dimensions = 62' L x 43' W x 15' H (overflow room = 22' x 27')
- Crestron controller DMPS-300-C
- Denon DN-700R Network Recorder
- Sennheiser Antenna Splitter ASA 1
- Sennheiser Receivers
- QSC Direct 70v Amplifier

- Podium access

SERS will consider only proposals for the goods and/or services as described above. **Responses submitted for other goods and/or services will not be considered.**

IV. PROPOSAL SUBMISSIONS

A. Intent to Respond

If the vendor intends to respond to this RFP, a Notice of Intent to do so should be sent to SERS by November 4, 2020. The Notice should be sent by email or fax to the SERS contact listed in Paragraph C below, and contain the vendor's name, its intent to respond, the name of a contact person and the contact person's telephone number, email and fax number. Submitting this Notice will not obligate a vendor to submit a Response nor be a prerequisite for submitting a Response, but will allow SERS to send out any necessary information to interested vendors.

B. Response Deadline

The completed Response must be received by 4:00 pm on December 11, 2020. Responses received after the Response deadline will not be considered.

C. Delivery

Contact person for all responses, and communications:

Donita Thomas
Purchasing Coordinator
Finance Department
School Employees Retirement System
300 East Broad Street, Suite 100
Columbus, OH 43215
dthomas@ohsers.org
Telephone: 614-340-1313
FAX: 614-340-1094

Responses are to be sent by mail or email to the above contact. Faxed transmissions are not acceptable and will not be considered.

D. Response Documents

All of the following documents must be submitted together and in the order listed.

1. A Cover Letter submitting the vendor's Response on the vendor's letterhead signed by at least one individual who is authorized to bind the vendor contractually.

2. The Questionnaire in Appendix A. with the question and/or request duplicated in the Response before the answer or response.

E. Submitted Responses

Any Response submitted will become the property of SERS. SERS reserves the right to retain all Responses submitted, and use any information contained in a Response except as otherwise prohibited by law. **All Responses and the contents thereof will be deemed to be a public record which is open to public inspection after a vendor has been selected and contract has been executed, if any.** A vendor may include one additional copy of its Response with any proprietary trade secret information redacted and marked as such with a brief written basis as to why it believes the information is protected from disclosure. In the event that SERS receives a public records request to which, in SERS' sole discretion, any of a vendor's materials are responsive, SERS may release the vendor's redacted materials, or in the event no redacted materials are submitted, the vendor's unredacted materials without notice to the vendor. In the event any of the vendor's redactions are challenged, the vendor shall have sole responsibility to defend such redactions at its cost and expense. SERS will not institute any legal action to defend any of vendor's redactions, but will notify the vendor of such challenges.

SERS reserves the right to request that any Response be clarified or supplemented.

F. Communications with SERS

Vendors which intend to submit a Response should not contact any member of SERS Staff or members of the Retirement Board. An exception to this rule applies to vendors who currently do business with SERS, but any contact made by such vendor(s) with persons should be limited to that business, and should not relate to this RFP.

G. Questions Relating to this RFP

All questions concerning this RFP must be received in writing by fax or email by the Contact person by **November 19, 2020 at 4:00 p.m., Eastern Time**. Answers to only faxed or emailed questions received by this deadline will be available to all vendors by a posting at www.ohsers.org. Questions submitted after 4 p.m. on November 19 or by fax or email will not be considered.

V. TENTATIVE TIME TABLE

The following is the tentative time schedule for SERS' search for vendors to provide the requested services. All dates are subject to modification by SERS without prior notice.

Issuance of RFP:	October 23, 2020
Intent to Respond:	November 4, 2020
Site Visit:	November 13, 2020
Questions Deadline:	November 19, 2020
Response to Written Questions:	November 30, 2020
RFP Response Deadline:	December 11, 2020
Selection of Vendor	December 22, 2020
Projected Commencement Date:	January 11, 2020

Site visits will take place throughout the day on Friday, November 13, 2020. Each vendor will have approximately one hour to gather information for the purpose of this RFP. The Contact person will be responsible for scheduling individual site visits. If required, an additional date for site visits will take place on November 15, 2020.

All masks and social distancing guidelines are mandatory while visiting 300 East Broad Street.

Please note, once chosen, the vendor(s) selected must enter into a contract.

VI. CRITERIA

SERS staff will evaluate all timely and complete Responses based on the following criteria:

1. Adherence to the requirements of this RFP
2. Competency, experience, and qualifications of personnel
3. Financial commitment and stability
4. Past record of performance as determined through reference checks
5. Cost of the project

VII. QUESTIONNAIRE

Vendors must complete the Questionnaire appearing in Appendix A. Responses to the questions should repeat the question and be answered in order. Limit each response to no more than one-half page.

VIII. TERMS AND CONDITIONS

SERS makes no representations or warranties, expressed or implied, as to the accuracy or completeness of the information in the RFP and nothing contained herein is or shall be relied upon as a promise or representation, whether as to the past or the future. The RFP does not purport to contain all of the information that may be required to evaluate the RFP and any recipient hereof should conduct its own independent analysis of SERS and the data contained or referenced herein. SERS does not anticipate updating or otherwise revising the RFP. However, this RFP may be withdrawn, modified, or re-circulated at any time at the sole discretion of SERS.

SERS reserves the right, at its sole discretion and without giving reasons or notice, at any time and in any respect, to alter these procedures, to change and alter any and all criteria, to terminate discussions, to accept or reject any Response, in whole or in part, to negotiate modifications or revisions to a Response and to negotiate with any one or more respondents to the RFP.

SERS is not and will not be under any obligation to accept, review or consider any Response to the RFP, and is not and will not be under any obligation to accept the lowest offer submitted or any offer at all. SERS is not and will not be under any obligation to any recipient of, or any respondent to, the RFP except as expressly stated in any binding agreement ultimately entered into with one or more parties, either as part of this RFP process, or otherwise. Any decision to enter into a binding agreement with a respondent to this RFP is in SERS' sole discretion.

This RFP is not an offer but a request to receive a Response. SERS will consider a Response as an offer to develop an agreement based upon the contents of the Response. Respondents agree that the contents of their Responses are valid for one year from the date of submission. SERS will not be liable for any cost incurred in the preparation of a Response and will not reimburse any respondents for their submission. Expenses related to the production of a Response are the sole responsibility of the respondent.

Appendix A
QUESTIONNAIRE

Responses to the following questions should repeat the question and be answered in order. Limit each response to no more than one-half page.

A. Vendor

1. Provide the name of the vendor and its principal office's address and telephone number.

2. Provide the name, address, telephone number, FAX and email address of the vendor's primary contact for this proposal.

3. Indicate the form of ownership of the vendor. If incorporated, indicate the state in which the vendor is incorporated.

4. Describe the vendor's qualifications to provide the service specified in the RFP.

5. Describe the vendor's background/history. Indicate how many years the vendor has provided similar services and products for City, County, and State entities, if any.

6. Indicate the number of years the office that will provide the services has been open.

7. Indicate the vendor's gross annual revenue during the last year.

8. List four (4) or more clients of a similar size and scope of work for whom vendor has implemented upgraded audio/video technology. For each client listed, include the organization name, address, the name and telephone number of the contact person, the number of years vendor has supplied services, and a brief description of the services provided.

B. Personnel

1. Indicate the number of employees the vendor employs.

2. Include a complete disclosure of any prior or ongoing incidents, which alleges that vendor has defaulted or failed to perform which

has led the other party to terminate the contract. Identify the parties involved and the circumstances of the default or termination.

3. Describe any civil or criminal litigation or investigation pending which involves vendor or in which vendor has been judged guilty or liable.

4. Describe what type of background checks are performed on personnel.

C. Proposed Services

1. Include a description of the management plan the company intends to employ for the project and an explanation of how it will support all project requirements and logically lead to the required deliverables. The description must include the organization of the project team.

2. Describe the company's established proactive Quality Control program that will ensure a high level of performance is maintained on a consistent basis. Include any example of forms currently being utilized and their particular functions/uses.

D. Standards of Conduct

1. Does the firm have a firm written code of conduct or set of standards for professional behavior? If so, attach a copy and state how they are monitored and enforced.

2. Does the firm have a written anti-discrimination policy? If so, attach a copy and state how the policy is monitored and enforced.

3. How does the firm identify and manage conflicts of interest?

4. Are there any potential conflicts of interest that the firm would have in providing the requested services to SERS? If yes, explain.

5. List and describe any relationships and/or contacts the firm or its officers or employees have had with any SERS Retirement Board member and/or staff member within the last 12 months.

6. Has the firm or any officer or employee given any remuneration or anything of value directly or indirectly to SERS or any of its Retirement Board members, officers, or employees? If yes, identify the recipient and remuneration or thing of value.

Additional information on the Ohio ethics law in this area may be found at: http://ethics.ohio.gov/education/factsheets/doingbusinesswithretirementsystemsinohio.pdf.

7. Has the vendor or any officer, principal or employee given any remuneration or anything of value such as a finder's fee, cash solicitation fee, or fee for consulting, lobbying or otherwise, in connection with this RFP? If yes, identify the recipient and remuneration or thing of value.

8. Within the last five (5) years:

    a. Has the vendor, or any officer or employee of the vendor been a defending party in a legal proceeding before a court related to the provision of goods and/or services?

    b. Has the vendor, or any officer or employee been the subject of a governmental regulatory agency inquiry, investigation, or charge?

    c. Has the vendor submitted a claim to the vendor's liability insurance carrier involving the type of goods and/or services sought under this RFP?

    If yes to any of the above, please describe the event and the status or resolution; include any case citation.

E. FEES

1. Please provide total cost:
    a. Equipment
    b. Labor
    c. Any ongoing support expenses