## **Contract Overview**

Prior to utilizing this contract, the user should read the contract in its entirety.

## CONTRACT DESCRIPTION/HIGHLIGHTS

These multiple awarded contracts contract covers the requirements of Professional Broadcast, AV and Multimedia Equipment, Supplies, Installation, Maintenance and Upgrades for all using Agencies.

This includes but is not limited to equipment for: professional video production, editing and post-production; professional digital still photography, video/audio signal processing, encoding, monitoring and testing; video routers and servers; satellite uplink/downlink & microwave; digital asset management (DAM) and media asset management MAM systems; digital signage; cable system headend and distribution; AV conference/training rooms; AV control systems: displays, monitors & projectors; acoustic and audio.

DGS has identified this Contract as one which will be made available for COSTARS members' participation. Those suppliers having agreed to sell to registered COSTARS members are designated on the "Search Contracts" page of PA eMarketplace. "Yes" within the COSTARS column means the supplier has agreed to sell to COSTARS members. "No" within the COSTARS column means the contract for a specific supplier is not available to COSTARS members.

Ordering agencies must request a copy of the pricing page from the supplier and attach it to their purchase order.

The contract does not permit a minimum service charge. Service charges are to be billed for the amount of time it takes to provide the services requested by the customer. Contractors are not allowed to impose minimum service charges (i.e. 2-hour, 4-hour, etc.) for diagnosis and repairs unless the actual time to complete the service is the amount of time billed.

Purchase Orders (POs) do not have to be in place prior to a service call being initiated. Commonwealth agencies may create a PO either before or after the service has been provided, this process is at the discretion of the agency.

The contractor can not request that the Commonwealth agency provide a Purchasing Card (P-card) to put a temporary charge against the account pending a service being provided. The P-card is to be used to complete payment, not to hold a payment or guarantee a future payment.

Software purchases/renewals must be approved by emailing the Contract Manager and GS, IT Software RA-GSITSOFTWARE@pa.gov.

\*\*\*PLEASE DO NOT USE CONTRACT 4400020821. THIS CONTRACT IS BEING LEFT OPEN FOR INVOICE CLEARING ONLY.\*\*\*

CONTRACT INFORMATION							
Contract Title	Professional Broadcast, Audio Visual and Multimedia Equipment						
Contract Number	4400020815,400020816,4400020817,4400020818,4400020819, 4400020820, 4400020821, 4400020822						
Solicitation Number	6100046056						
Original Validity Period	06/01/2019-05/31/2021						
Current Validity End Date & Renewals Remaining	08/31/2024 w/ zero (0) zero (0) year renewals						
Total Number of Contracts	8						
Contract Change Revision Date	n/a						
Point of Contact	Shawn Danner						
Contact Phone Number	717-787-8085						
Contact Email Address	shdanner@pa.gov						
PROCESS TO ORDER							
Product Type	Both						
Contract Ordering Process	Catalog/Price List						
End User Procedures:	End-User Procedures						
P-Card Acceptance Status	P-Card Accepted						

## ALL ORDERS ABOVE THE \$10,000.00 THRESHOLD REQUIRE QUOTES FROM ALL VENDORS.

(See Best Value Determination tab below) The determination, at a minimum, must include Total Cost, past contractor performance, training, and support services. For procurements whose total dollar value exceeds \$10,000; the agency must request a quote (via email) from all awarded suppliers and select the supplier to furnish the device and/or services based upon a best value determination, and provide written documentation with the purchase order for its determination. The determination, at a minimum, must include Total Lowest Cost/Value.

Each Contractor to provide a percentage discount off the Manufacturers List Price for equipment offered

Please reference the Vendor Discount tabs for listing of percentage discounts offered by manufacturer and for maintenance plans offered per vendor.

Standard SRM Purchase Order.

Quotes must be on Vendor Company letter head and reference the appropriate contract number.

Contract Number	Supplier Number	Supplier Name	Small Business Status	Supplier Mailing Address	Contact Person	Contact Telephone Number	Contact Fax Number	Contact Email Address	
4400020816	341918	Keyser Consulting Group	N/A	29 W. Broadway, Gettysburg PA 17325	Julie Keyser	717-549-3600		julie@k-c-g.net	
4400020820	118695	The Lerro Corp	N/A	905 Madison Ave, Norristown PA 19403	Matt Murphy	610-650-5100	610-650-4110	mattm@lerro.com	
4400020817	116604	Ricoh USA Inc	DGS Verified SDB	70 Valley Stream Parkway, Malvern, PA 19355	Lori Toth	717-487-2888		Lori.Toth@Ricoh-usa.com	
4400020822	480172	Visual Sound, Inc	DGS Verified SDB	485 Parkway, Broomall, PA 19008	Rob Wirth	717-620-5408	610-544-3385	rwirth@visualsound.com	
4400020815	307745	AVI-SPL LLC	N/A	207 Commerce Park Dr. Pittsburgh, PA 16066	Cindy Turner	813-884-7168	800-282-6733	Cindy.turner@avispl.com	
4400020819	118115	Schaedler Yesco Distribution, Inc	N/A	3982 Paxton St. Harrisburg, PA 17111	Stephen Tucci	717-836-2733	717-233-1626	stucci@sydist.com	
4400020818	176322	Sage Technology Solutions, Inc	N/A	1040 W. Main St. Mount Joy, PA 17552	Bobbie Brooks	717-653-3355	717-653-6651	bbrooks@sagetechs.com	
4400020821	117976	Vistacom Inc	DGS Self Certified SB	1902 Vultee Street, Allentown PA 18103	Lianna Russell	610-791-9081		lrussell@vistacominc.com	

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Agency:	[Specify Agency Name]								
Reviewer									
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	Contractors								
Order	Order Selection Criteria	Audio Visual Innovations	Keyser Consulting	Ricoh USA	Sage Technology	Schaedler Yesco	The Lerro Corp	Vistacom	Visual Sound
( )	Total Lease Cost		· ·						
( )	Product Life Cycle Costs								
( )	Warranty								
( )	Past Contractor Performance								
( )	Training								
( )	Support Services								
( )	SDB/SB Engagement								
( )	[Specify Other]								
( )	[Specify Other]								
( )	[Specify Other]								
( )	[Specify Other]								
	Scoring: Excellent (5), Good (4), Ave	erage (3), Fair (2),	Poor (1) – For Tot	al Lease Cost and	Product Life Cycle	Cost - enter the ac	tual amount quoted	d by each contract	or.
Nometive	: Reasons for Selection:								
Narrauve:	: Reasons for Selection:								
Rased on	the selection criteria set forth in the RFQ, the	he [Agency Name]	has selected Cont	ractor [Contractor	Namel as providin	a the best value to	the [Agency Name	I for this project k	pecause Contracto
	: [List distinguishing factors of selected con								
	participation, the best technical approach or						ie most reasonable	cost, significant si	man diverse
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r repareu a	and Submitted by.								
Evaluation	n Officer or Team Leader	DATE:		_					
Evaluation	if Officer of Team Leader	DATE.							
APPROV	ED:								
Agency C	Chief Information Officer or Equivalent	DATE:		_					