Contract Overview

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

CONTRACT DESCRIPTION/HIGHLIGHTS	CONTRACT INFORMATION				
These multiple awarded contracts contract covers the requirements of Professional Broadcast, AV and Multimedia Equipment, Supplies, Installation, Maintenance and Upgrades for all using Agencies.	Contract Title	Professional Broadcast, Audio Visual and Multimedia Equipment			
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	Contract Number	4400020815,400020816,4400020817,4400020818,4400020819, 4400020820, 4400020821, 4400020822			
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	Solicitation Number	6100046056			
systems; displays, monitors & projectors; acoustic and audio.	Original Validity Period	06/01/2019-05/31/2021			
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	Current Validity End Date & Renewals Remaining	08/31/2024 w/ zero (0) zero (0) year renewals			
members. "No" within the COSTARS column means the contract for a specific supplier is not available to COSTARS members.	Total Number of Contracts	8			
Ordering agencies must request a copy of the pricing page from the supplier and attach it to their purchase order.	Contract Change Revision Date	n/a			
The contract does not permit a minimum service charge. Service charges are to be billed for the amount of time it akes to provide the services requested by the customer. Contractors are not allowed to impose minimum service	Point of Contact	Shawn Danner			
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.	Contact Phone Number	717-787-8085			
Purchase Orders (POs) do not have to be in place prior to a service call being initiated. Commonwealth agencies	Contact Email Address	shdanner@pa.gov			
may create a PO either before or after the service has been provided, this process is at the discretion of the agency.	PROCESS TO ORDER				
The contractor can not request that the Commonwealth agency provide a Purchasing Card (P-card) to put a	Product Type	Both			
emporary 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.	Contract Ordering Process	Catalog/Price List			
Software purchases/renewals must be approved by emailing the Contract Manager and GS, IT Software RA-	End User Procedures:	End-User Procedures			
SITSOFTWARE@pa.gov.	P-Card Acceptance Status	P-Card Accepted			
LEARING ONLY.***	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

REQUEST FOR QUOTE FOR PROFESSIONAL BROADCAST, A/V, MULTIMEDIA CONTRACTS BEST VALUE DETERMINATION FORM

 Agency:
 [Specify Agency Name]

 Reviewer's Name:
 [Specify Reviewers Name]

Contractors Selection Criteria Order Audio Visual Keyser Sage Technology Schaedler Yesco The Lerro Corp Ricoh USA Visual Sound Vistacom Innovations Consulting 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), Average (3), Fair (2), Poor (1) – For Total Lease Cost and Product Life Cycle Cost - enter the actual amount quoted by each contractor.

Narrative: Reasons for Selection:

Based on the selection criteria set forth in the RFQ, the [Agency Name] has selected Contractor [Contractor Name] as providing the best value to the [Agency Name] for this project because Contractor presented: [List distinguishing factors of selected contractor and/or their bid, such as: "the best/most relevant experience and/or qualifications, the most reasonable cost, significant small diverse business participation, the best technical approach or solution, etc.] and this combination best meets the [Agency Name] needs for this project.

Prepared and Submitted by:

Evaluation Officer or Team Leader

DATE:

APPROVED:

Agency Chief Information Officer or Equivalent DATE: