



Division of Procurement and Contracting

Date: 6/20/2018

Subject: LODGING, MEAL AND CONFERENCE FACILITIES

Solicitation/Bid Number: DMVA- 6100045945

Opening Date/Time: 6/28/2018 9:00 AM

Flyer Number: 05

To All Suppliers:

The Commonwealth of Pennsylvania defines a "Flyer" as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

The following questions have been submitted for this procurement. The answers are below each question:

I am trying to understand the AV needs with my in house company to provide a single quote in the conference space costs. These are the questions they are asking me to provide.

1. General Session (3 days)
 - a. What size screen? (8', 6x10', or 7.5x13')
 - b. One screen or two? (This answer will allow me to build in a DA if it is two screens)
 - c. How many mics of which type for this room? (Wireless Handheld or Wireless Lav)
 - d. Does the presentation require sound? (This answer will allow me to build in a DI Box)

Offerors shall specify, propose and provide appropriately sized and quantity of video screens, microphones and audio equipment for their respective proposed spaces. Some of the presentations may require sound.

2. Breakout (3 days)
 - a. What size screen? (8' or 6x10')
 - b. One screen or two? (This answer will allow me to build in a DA if it is two screens)
 - c. How many mics of which type for this room? (Wireless Handheld or Wireless Lav)
 - d. Does the presentation require sound? (This answer will allow me to build in a DI Box)

A/V needs to be in the main meeting space. There is a possible need in the break out room. Offerors may wish to consider this possibility in their submission. Some of the presentations may require sound.

3. Meal Room (3 days)
 - a. Any AV needs in here? Mic?

There is no need for A/V in the eating spaces.

For electronic solicitation responses:

- Attach this flyer to your solicitation response. Failure to do so may result in disqualification.

- To attach the Flyer, download the Flyer and save to your computer. Move to “My Notes”, use the “Browse” button to find the document you just saved and press “Add” to upload the document.
- Review the Attributes section of your solicitation response to ensure you have responded, as required, to any questions relevant to flyers issued subsequent to the initial advertisement of this bid opportunity.

Except as clarified and amended by this Flyer, the terms, conditions, specifications, and instructions of the solicitation and any previous flyers, remain as originally written.

Very truly yours,

Name: Rebecca J. Jacovino-Smith
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Contractor's Signature