

**SPECIFICATIONS
FOR
Professional Broadcast, Audio Visual & Multi-Media Equipment**

**ISSUING OFFICE:
DEPARTMENT OF GENERAL SERVICES**

**INVITATION FOR BID NUMBER:
6100061002**

**DATE OF ISSUANCE
October 22, 2025**

TABLE OF CONTENTS

SECTION I – CONTRACTOR INFORMATION

SECTION II – AGENCY INFORMATION

SECTION III – REQUIREMENTS

SECTION IV - REPORTS AND PROJECT CONTROLS

SECTION V – SERVICE LEVEL AGREEMENTS (SLA)/LIQUIDATED DAMAGES (LD)

APPENDIX A, PROFESSIONAL BROADCAST, AUDIO VISUAL & MULTI-MEDIA EQUIPMENT COST MATRIX

APPENDIX B, LOBBYING CERTIFICATION FORM

APPENDIX C, CAPABILITY ATTESTATION FORM

APPENDIX D, GSPUR-89 RECIPROCAL LIMITATIONS ACT REQUIREMENTS

APPENDIX E, DEDICATED CONTACTS

APPENDIX F, BOP-2201-06 WORKER PROTECTION FORM

APPENDIX G, COSTARS PROGRAM ELECTION FORM (OPTIONAL)

APPENDIX H, DOMESTIC WORKFORCE UTILIZATION CERTIFICATION FORM MULTIPLE AWARD

APPENDIX I, IRAN FREE PROCUREMENT CERTIFICATION FORM

APPENDIX J, DIGITAL ACCESSIBILITY REQUIREMENTS SUPPLIER – BUILT WEBSITES AND APPLICATIONS

APPENDIX K, PDAA ASSESSMENT TEMPLATE

APPENDIX L, TRADE SECRET CONFIDENTIAL PROPRIETARY INFORMATION (OPTIONAL)

APPENDIX M, SERVICE LEVEL AGREEMENTS

APPENDIX N, REPORT TEMPLATES

APPENDIX O, CONTRACT TERMS AND CONDITIONS

CALENDAR OF EVENTS

The Commonwealth of Pennsylvania ("Commonwealth") will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit questions via RA-GSITPROCUREMENT@pa.gov with the subject line "IFB 6100061002 Question"	Contractors	10/30/2024 02:00 PM EST
Answers to questions posted to the PA eMarketplace website (http://www.emarketplace.state.pa.us).	Issuing Office	11/01/2024 02:00 PM EST
Please monitor the PA eMarketplace website for all communications regarding this IFB, such as addendums, answers to questions, revised appendices, etc.	Contractors	Ongoing
Bid package must be received by the Issuing Office at: PA Supplier Portal website (http://www.pasupplierportal.state.pa.us) no later than this date.	Contractors	11/19/2024 02:00 PM EST

Section I. Contractor Information.

A. Issuing Office. The Department of General Services (“Issuing Office”) has issued this Invitation for Bid (IFB) on behalf of the Commonwealth. The sole point of contact in the Commonwealth for this IFB is the Issuing Officer, Katrin Walker (RA-GSITPROCUREMENT@pa.gov), 1800 Herr Street 2nd Floor, Harrisburg, PA 17103. Please refer all inquiries to the Issuing Officer.

The Issuing Officer is the sole point of contact for Contractors concerning this IFB. Any violation of this condition may be cause for the Issuing Office to reject the offending Contractor’s bid. If the Issuing Office discovers that the Contractor has engaged in any violation(s) of this condition, the Issuing Office may reject the offending Contractor’s bid or rescind its contract award. A Contractor must not distribute any part of its bid beyond the Issuing Office. A Contractor’s sharing of information contained in its bid with other Commonwealth personnel and/or competing Contractor personnel may be cause for the Issuing Office to reject the offending Contractor’s bid.

B. Bid Submission. Bids must be submitted electronically via the PA Supplier Portal website on or before the due date and time specified in the Calendar of Events. Any bid submitted to the Issuing Office in hardcopy format will be rejected.

C. Section 889. Section 889 of the 2019 National Defense Authorization Act prohibits the Commonwealth from obtaining or extending a contract to obtain “any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.” This rule was put into place to prevent cyberattacks and efforts to exfiltrate information and intellectual property by foreign adversaries which pose risks for the U.S. government and industry. Contractors are prohibited from offering, either directly or indirectly, the products or services of the following companies and any of their subsidiaries and affiliates:

- Huawei Technologies Company
- ZTE Corporation
- Hytera Communications Corporation
- Hangzhou Hikvision Digital Technology Company
- Dahua Technology Company
- Yealink

D. Contract Term. The initial term of the contract shall be 3 years, with the option for two (2) one (1) year renewals.

E. Required Documents. The following documentation must be completed or provided and returned with the Contractor’s bid. Failure to submit any of the documentation listed below can result in the bid being rejected. The submission of any documentation other than what is listed below may result in the bid being rejected.

1. Appendix A, Professional Broadcast, Audio Visual & Multi-Media Equipment Cost Matrix

- a. Contractor must submit pricing for all in-scope software which they intend to sell through contracts resulting from this IFB.
- b. Contractor shall propose a minimum discount <enter product>.

2. **Appendix B, Lobbying Certification Form**
3. **Appendix C, Capability Attestation Form**
4. **Appendix D, GSPUR-89 Reciprocal Limitations Act Requirements**

NOTE: When completing **Appendix D**, the chart on Page 3 must be completed as follows:

- Item Number must list the category which is 'Software'.
- Name of Manufacturer must list the Software Publisher
- State of Manufacture must list the country if not in the United States OR the State. Entering 'US' or 'United States' in this column is not acceptable.

EXAMPLE:

ITEM NUMBER	NAME OF MANUFACTURER	STATE (OR FOREIGNCOUNTRY) OF MANUFACTURE
Software	Microsoft	Washington

5. **Appendix E, Dedicated Contacts**
6. **Appendix F, BOP-2201-06 Worker Protection Form**
7. **Appendix G, COSTARS Program Election Form (OPTIONAL)**
 - a. Appendix G is only required if the Contractor wishes to participate in the COSTARS programs.
8. **Appendix H, Domestic Workforce Utilization Certification Form Multiple Award**
9. **Appendix I, Iran Free Procurement Certification Form**
10. **Appendix L, Trade Secret Confidential Proprietary Information (OPTIONAL)**
11. **Manufacturer Authorization Letter**

F. Method of Award. The Commonwealth will award a contract to all responsive and responsible Bidders. All bidders must supply pricing for at least one (1) manufacturer listed on **Appendix A, Professional Broadcast, Audio Visual & Multi-Media Equipment Cost Matrix**, on the Mandatory OEM List tab. Award of a contract only renders an awarded supplier to be eligible to perform services under the contract and does not guarantee that an awarded supplier will receive any work under the contract.

G. Additional Awards. The Commonwealth reserves the right to issue supplemental IFBs if it is in the best interest of the Commonwealth.

H. Bidding Reference Material:

[Supplier Registration Guide](#)

I. Usage. The agencies using this contract must follow the follow the most recent ordering procedures as outlined in the Contract Overview and posted to eMarketPlace. Initial guidance for usage will be as follows:

1. Purchases under \$25,000, the using agency may go directly to one (1) Contractor for a quote.
2. Purchase of \$25,000 or more, the agency must perform a Request for Quote (RFQ) and solicit all Contractors on contract. Purchase will be made based upon Best Value Determination (BVD Form) unless a waiver is granted by DGS.

Section II. Requirements.

A. Description of Project. The Commonwealth intends to award contracts for the outright purchase of Professional Broadcast, AV and Multimedia System Equipment, Accessories, Software and Supplies, to all responsive and responsible Contractors who can meet the requirements of this Invitation for Bid ("IFB") and submit the necessary documentation as directed by this IFB. This does not guarantee work to a contractor.

B. Objectives. The contracts will cover 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: video production, editing and post-production; digital still photography, video/audio signal processing, encoding, monitoring and testing; video routers and servers; digital asset management (DAM) and media asset management MAM systems; digital signage; cable system head end and distribution; AV conference/training rooms; AV control systems; displays, monitors and projectors; acoustic and audio. All equipment purchased under this Contract must be certified for professional use. Specific equipment and services for this Contract will require the Contractor to be an Original Equipment Manufacturer (OEM) or Authorized Reseller of the OEM. See **Appendix A, Professional Broadcast, Audio Visual & Multi-Media Equipment Cost Matrix** for OEM required equipment and services.

C. Qualifications.

1. **Company Overview.** Contractors may be required to have programmers certified per the requested solutions which will be determined when the project is submitted to contractors for quote. Contractors will be required to submit proof of the following certifications to be eligible to provide consulting, design and build services for AV installations through these contracts. Contractors shall complete **Appendix C, Capability Attestation Form**.
 - a) AV Room Installations such as conference rooms, training rooms, boardrooms, auditoriums and control centers:

b) For Digital Cable Upgrades and Installations, the Contractor must meet the Society of Cable Telecommunications Engineers (SCTE) standards for Digital Cable Systems.

2. All Contractors are eligible to submit a response for this solicitation; however, the Contractor must be an OEM or Authorized Reseller of the OEM for certain types of equipment and services as indicated in **Appendix A, Professional Broadcast, Audio Visual & Multi-Media Equipment Cost Matrix**.

a) If a Contractor is submitted as an Authorized Reseller, it must submit a Manufacturer Authorization Letter which clearly states the Contractor is authorized to provide the OEM's equipment to the Commonwealth for this IFB. The Manufacturer Authorization Letter must reference Commonwealth IFB 6100061002 for Professional Broadcast, AV and Multimedia Equipment. A Contractor must submit a Manufacturer Authorization Letter for each OEM which the Contractor is proposing unless the Contractor is the OEM.

3. To be eligible for the AV System Design and Build portion of this IFB, the Commonwealth may require performance history be included with the Statement of Work (SOW).

Additionally, Contractors shall complete **Appendix C, Capability Attestation Form**.

4. References may be required when the SOW is requested by the Commonwealth agency. The Contractor must show what work was completed by sub-contractors for each of the projects referenced on each project completion notification.

D. Personnel. Contractors shall identify the following dedicated contacts within **Appendix E, Dedicated Contacts**:

1. **Account Manager.** The account manager must be the main point of contact for all requests and will be responsible for the coordination of all orders and the resolution of any sales issues.
2. **Service Manager:** must be main point of contact for the resolution of any service issues that are escalated from the service desk.

a) Service Desk Number: must be a toll-free dedicated number for Commonwealth warranty and service calls.

3. **OEM Contact** (only required if the Contractor is not the OEM): Contractors must arrange support from this contact for the resolution of any issues that require OEM intervention.

E. Price List Changes/Product Changes. The awarded Contractors may update their price list or submit product changes in January and July, beginning with the contract awarded date, to reflect additional OEMs, new products, manufacturer's price changes, deletion of discontinued products, etc.

F. Equipment Requirements.

1. All devices must be new. A “new” item is one, which will be used first by the Commonwealth after it is manufactured or produced. Used, remanufactured or reconditioned items are not acceptable. This clause shall not be construed to prohibit Contractors from offering goods, supplies, equipment, materials, or printing with recycled content, provided the item is new.
2. The proposed solution shall meet Commonwealth accessibility standards as described in **Appendix J, Digital Accessibility Requirements Supplier-Built Websites and Applications**. Offeror shall complete **Appendix K, PDAA Assessment Template** and the Accessibility Conformance Reports (completed Voluntary Product Accessibility Templates) and return it with the statement of work.
3. **Software Requirements—Commonwealth.**
 - a) **Embedded Software Licenses.** Any software included in the Supplies at the time of delivery (the "Embedded Software"), which includes any subsequent updates, patches or fixes, is licensed as part of the Supplies and not sold separately. Contractor shall grant to the Commonwealth a non-exclusive, royalty-free, fully paid, perpetual license to use the Embedded Software only in the operation of the Supply in which it was delivered. The Commonwealth shall not be required to accept and comply with any additional license agreement or terms (including, but not limited to any clickthrough, open source or freeware terms) for any Embedded Software, except as set forth below.
 - b) **Commercially Available Software Licenses.** The Contractor shall not provide Supplies which require commercially available software, which includes freeware and open-source software, for its use, unless and until the Commonwealth has entered into a software license agreement with the software licensor. The Contractor shall inform the Purchasing Agency when the proposed solution requires licensed software and shall inform the software licensor that it must enter into a software license agreement with the Commonwealth. The Commonwealth shall enter into a separate agreement with the appropriate Licensor which will be negotiated outside of this procurement and any resulting contract.
 - c) **Clickthrough License Terms.** No license terms and conditions (including, but not limited to, any terms of service, end user licenses agreements) shall be binding or controlling and the terms and conditions of this Contract or any fully executed software license agreement shall govern any licenses provided for Commercially Available or Embedded Software. Any clickthrough terms and conditions that are included with any such software provided with the Supplies are null and void and not binding on the Commonwealth.
4. **Software Requirements—COSTARS.**
 - a) **Embedded Software Licenses.** Any software included in the Supplies at the time of delivery (the "Embedded Software"), which includes any subsequent updates, patches or fixes, is licensed as part of the Supplies and not sold separately. Contractor shall grant to the COSTARS member a non-exclusive, royalty-free, fully paid, perpetual license to use the Embedded Software only in the operation of the Supply in which it was delivered. The COSTARS member shall not be required to accept and comply with any additional license agreement or terms

(including, but not limited to any clickthrough, open source or freeware terms) for any Embedded Software, except as set forth below.

b) **Commercially Available Software Licenses.** The Contractor shall not provide Supplies which require commercially available software, which includes freeware and open-source software, for its use, unless and until the COSTARS member has entered into a software license agreement with the software licensor. The Contractor shall inform the COSTARS member when the proposed solution requires licensed software and shall inform the software licensor that it must enter into a software license agreement with the COSTARS member. The COSTARS member shall enter into a separate agreement with the appropriate Licensor which will be negotiated outside of this procurement and any resulting contract. All license terms shall be subject to the standard approval processes established for the COSTARS member, either by policy or statute. COSTARS members are strongly encouraged to discuss individual projects with their legal counsel to ensure full compliance with all statutory and contract requirements. The Commonwealth is not responsible for negotiating or executing any license agreements on behalf of COSTAR members.

c) **Clickthrough License Terms.** No license terms and conditions (including, but not limited to, any terms of service, end user licenses agreements) shall be binding or controlling and the terms and conditions of this Contract or any fully executed software license agreement shall govern any licenses provided for Commercially Available or Embedded Software. Any clickthrough terms and conditions that are included with any such software provided with the Supplies are null and void and not binding on the COSTARS member.

G. Warranties.

1. Contractors shall honor all manufacturers' warranties on products.
2. Contractors shall provide a warranty on all equipment and services for a period of one (1) year which will commence after the successful, fully functional installation.
3. After the original warranty period, the Commonwealth may require an extended warranty.
4. Warranty/extended warranty maintenance may extend past the contract expiration date by up to five (5) years.
5. Contractors shall certify that the equipment is new and unused and when installed is free from defects in material or workmanship.
6. Contractors shall guarantee that under normal use and service, the equipment will remain in satisfactory operating condition.
7. Contractors shall repair or replace all defective or damaged equipment during the warranty period at no additional cost.
8. Contractors shall ensure that the installation services will be of the highest quality and workmanship and, if applicable, be performed by trained, manufacturer certified individuals.
9. Contractors' warranties for equipment and services shall not be changed, modified or amended.
10. Contractor shall provide the Commonwealth agency with a complete set of warranty documents.

H. Order Requirements. The Commonwealth will partner with the Contractor to create a SOW to order services related to the contract. The finalized SOW to be provided by the Contractor on their company letterhead and signed by both parties. The finalized SOW and SOW template to be provided upon award. The finalized SOW will be attached to the associated SRM purchase order. It will be at the Commonwealth's discretion to purchase services on a per order basis.

1. **Order Acceptance.** Contractors must be capable of accepting orders via the Commonwealth's purchasing credit card (Pcard) in addition to SRM purchase orders, the Commonwealth's standard order type. Agencies shall not be charged additional fees for using the Pcard.
2. **Order Delivery.** Contractors, within five (5) business days after receiving an order, must notify the Commonwealth of any potential delivery delays. Evidence of inability or intentional delays will be the cause for the cancellation or suspension of a contract. Contractors must ensure all incorrect shipments are corrected within ten (10) business days. The business days of the Commonwealth are 7:30 to 5:00pm, Monday through Friday, excluding state holidays.
3. **Order Shipment.**
 - a) Contractors shall securely and properly package the equipment for shipment, storage, and stocking in appropriate, clearly labeled, shipping containers and according to accepted commercial practice, without extra charge for packing materials, cases, or other types of containers.
 - b) All orders must include a packaging slip which includes, at a minimum: Commonwealth agency, requestors name, order quantity and SRM purchase order number.
 - c) Partial shipments may be requested by any Commonwealth agency. If not requested, partial shipments are acceptable only if authorized by the Commonwealth agency that ordered the equipment.
 - d) All orders for equipment must be delivered to the inside location specified by the Commonwealth within fifteen (15) business days or on the date agreed upon by both the Commonwealth and the Contractor. Calculation of delivery time does not include the day that the purchase order is issued but does include the day of delivery. When a specific delivery date is agreed upon for a full delivery or partial delivery, delivery must occur on the requested date. Contractors retains ownership of all equipment until the delivery is accepted. Contractors must store all equipment in its own facilities until the agreed upon delivery date.
4. **Installation of Equipment.** Contractors are responsible for the project management of each installation project and shall certify readiness for operation in writing including but not limited to, completed installations, outstanding installations, installation issues and resolution, etc.
 - a) Readiness for operation includes all features and functions requested by the Commonwealth using agency are fully operational and requested staff training has been completed.
 - (1) Training - Contractors must provide training for Commonwealth staff, if requested by the Commonwealth. Training must be provided at the location where the

equipment will be located. Training requirements will be identified by each agency's SOW as requested and specified.

b) Prior to delivery, Contractors shall survey and review the installation location to ensure the agency's desired location for the equipment meets the manufacturer's established installation criteria. Should the proposed installation location not meet established installation criteria, the Contractor and the requesting agency shall attempt to locate an alternate mutually agreeable location for the equipment.

c) Contractors shall unpack equipment, conduct the installation, setup, testing and validation of proper equipment functionality.

(1) Contractors shall provide the Commonwealth with the following: model numbers, serial numbers, warranty dates and MAC addresses in an electronic format at project completion.

d) Contractors shall certify that the installation is tested and fully operational based on the needs of the Commonwealth using agency.

e) Contractors shall remove all packing materials and boxes from the installation site within five (5) business days after installation is completed unless otherwise requested by the agency.

I. Maintenance Service and Repair Coverage. Contractors shall provide online technical support and a toll-free contact number. Contractors may provide repair services and support any time outside of normal business hours, upon agreement with the Commonwealth using agency, at no additional cost. Contractors shall complete **Appendix A, Professional Broadcast, Audio Visual & Multi-Media Equipment Cost Matrix**. All maintenance and support must be included in the cost for the first year for all equipment and services. Additionally, Contractors shall be provided the following:

1. Types of Support. During normal business hours of the Commonwealth, 7:30am to 5:00pm, Monday through Friday, excluding state holidays, the Contractor shall have service technicians and the support infrastructure available to provide repairs that meet the service level agreement specified in **Appendix M, Service Level Agreements**.

a) Telephone support as defined in **Appendix M, Service Level Agreements**.

(1) After-hours emergency support available.

(2) Remote Access Support 24 hours 7 days a week when required by agency.

2. Maintenance Response will be defined by each agency SOW. Contractors shall conduct break/fix maintenance and all regularly scheduled maintenance for all equipment during the term of the contract. This maintenance schedule shall comply with the OEM's specified guidelines where applicable. **Appendix E, Dedicated Contacts** will provide a central point of contact. Maintenance includes but is not limited to problem diagnosis, fault isolation, parts, labor, fault repair, validation of repair, system validation and certification. The selected contractor shall replace all equipment that is unable to be repaired. Response times shall be determined in **Appendix M, Service Level Agreements**.

a) System components are warrantied in accordance with the original manufacturer's warranty. Hardware components that are out of warranty will be repaired or replaced by mutual agreement between the selected contractor and the agency and the agency invoiced for the current cost of the replacement parts.

b) Software enhancements, updates and upgrades are included at no charge as part of the support agreement. Major feature options that are outside the scope of the purchased functionality are not included but can be ordered at the option of the agency.

(1) Contractors shall coordinate with the Commonwealth using agency to confirm and agree to the pickup date and delivery of equipment to off-site repair facilities, estimating turnaround time for repairs.

Section IV. Reports.

A. Quarterly Reports. Contractors must provide Quarterly Reports to the Department of General Services, Bureau of Procurement. The report must be delivered in a format approved by the Commonwealth which includes, at a minimum: performance of the Contractor in the areas of: quality assurance, accuracy of orders shipped, professionalism, flexibility, competence, timeliness of delivery and response to questions. The Contractor must use the Quarterly Report template in **Appendix N, Report Templates** for the remainder of the quarterly report, which will consist of, and include at a minimum:

1. Ordering and delivery report of equipment purchases which includes, at a minimum: agency Information, equipment information, order information, shipment and delivery information, and invoice information.
2. Problem and response report which includes, at a minimum: agency information, equipment information and problem/response information.
3. Service level summary report which includes, at a minimum: agency information. delivery actual service level, incorrect shipment correction actual service level, fix-time actual service level, monthly report delivery actual service level, and quarterly report delivery actual service level.
4. Outstanding issues summary report which includes, at a minimum: agency information and outstanding issue summary.

Contractors must provide quarterly reports to the Commonwealth no later than fifteen (15) business days after the end of a quarter.

A quarter is defined by the Commonwealth as follows:

- Quarter 1: January through March
- Quarter 2: April through June
- Quarter 3: July through September
- Quarter 4: October through December

B. Additional Reports: Additional reports may be added or removed by the Commonwealth at its sole discretion.

Section V. Service Level Agreements (SLAs) / Liquidated Damages (LDs):

A. Service Level Agreement: See **Appendix M, Service Level Agreements**

B. Liquidated Damages: Contractor must reimburse the Commonwealth for LDs within 45 days of the missed SLA. Contractors must pay the LDs by deducting the amount from invoices submitted under its Contract or by sending a check addressed to the Commonwealth in the amount of the LDs. All checks must be sent to the following address:

Office of Comptroller Operations
Revenue & Cash Management
555 Walnut St., 9th Floor
Harrisburg PA 17101-1925

The contractor must attach, along with its check, a breakdown of the reimbursement which includes, at a minimum: Commonwealth agency, SRM purchase order number and reimbursement amount.